Tutorial regarding "Online provision in SPARK for submission of leave sanctions and CTC/RTC to the Accountant General in the case of all Gazetted Officers"

A provision has been introduced in SPARK, enabling an online leave management system and the generation of Charge Transfer Certificates (CTCs) for all Gazetted government employees. The approving authority will approve the leave applications submitted by individual employees, which will then be forwarded electronically to the Accountant General's (AG) system. Once the AG approves or sanctions the leave, the corresponding leave salary slip will be generated and made accessible in the DDO interface. Additionally, pay slips for Gazetted employees will be available through the KSEMP portal of the AG.

➤ *The online leave module in SPARK, designed for leave applications and Charge Transfer Certificate (CTC) generation, was initially implemented on a pilot basis in the Finance and Treasury Departments starting from 01-10-2019.*

➤ *Following its success, it was decided to extend this functionality to the Lotteries and State GST Departments effective 15-01-2022, enabling the software to accept online leave and CTC/RTC requests for all Gazetted officers.*

➤ *In a significant step toward enhancing the e-Governance framework, the Government is now pleased to announce the introduction of online provisions in SPARK for submitting leave sanctions and CTC/RTC requests to the Accountant General for all Gazetted Officers.*

Various steps regarding CTC on leave are given below

- Submission of online leave application by individual.
- Approving the leave application by leave sanctioning authority.
- Generate Leave memorandum by DDO.
- Approve and forward CTC to AG.

Gazetted Employees can apply for leave through this on-line Leave Management Module. Options for accessing leave management module is facilitated to users based on the SPARK user privileges assigned to them.

Any employee who has been enrolled in SPARK system (having PEN) can apply leave online through the Leave management module after login to the system using their login account.

If any employee not has a login account, he/she can self-register in the portal and create login account. *Ref fig: 01*

FIG 01

Employee with INDIVIDUAL LOGIN

In the case of employee (Gazetted) with individual login, Employee may Submit leave request using **MENU**: *'Service Matters'-> 'Leave Application' -> 'Apply Leave Online Ref fig: 02*

FIG 02

DDO LOGIN
(Employee with DEPO privilege)

In case of employee with DDO privilege
Menu : *Service matters->'Leave Application'->Apply leave online* Ref fig: 01

FIG 01

Submit Leave Application

Step 1) In the leave application page, employees (Gazetted) can apply for the desired leave based on Relieving and joining. Mandatory fields like *Address during the leave, Nature of leave to apply, Leave Period, Ground on which leave is applied for, Reporting Officer details, Leave approving authority*, are need to be entered. Afterwards click on the SUBMIT BUTTON *Ref fig: 01*
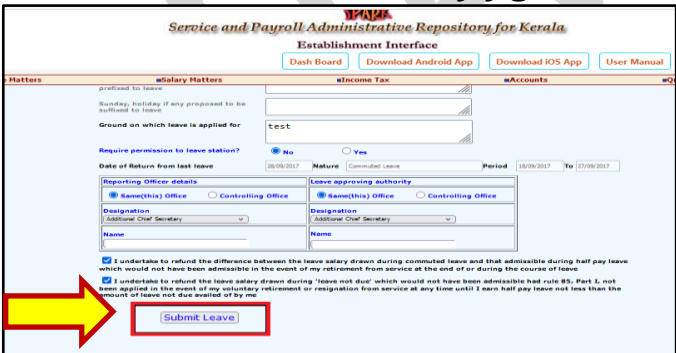
FIG 01

⚠️ ***The reporting officer may also simultaneously serve as the leave approving authority.***

Step 2) The application will be forwarded to the respective Reporting officer. The status of the application can be viewed in the employee page itself. *Ref fig: 02*
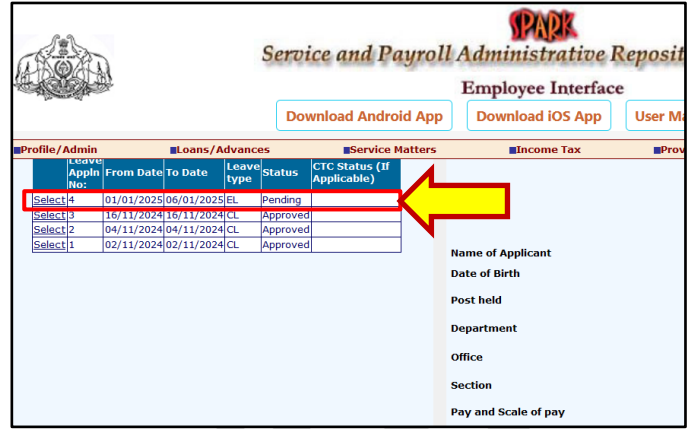

FIG 02

Leave Application Approval

The reporting officer has the authority to endorse and submit the leave application to the Approving Authority; however, if the reporting officer also serves as the leave approving authority, they may approve the application directly.

Step 1) Leave can be approved through the menu, *Service matters → Leave/COFF/OD Processing → Leave Approval* Ref fig: 01

FIG 01

Step 2) The application will appear on the Leave Approval page, where the reporting officer has the option to select it. The leave details will be displayed; if the reporting officer and approving authority are the same, the application can be approved directly.

If they are different, the reporting officer can recommend and forward the application to the approving authority.

In the event of any discrepancies in the application, the reporting officer also has the option to reject the leave request themselves. *Ref fig: 02a, 02b*
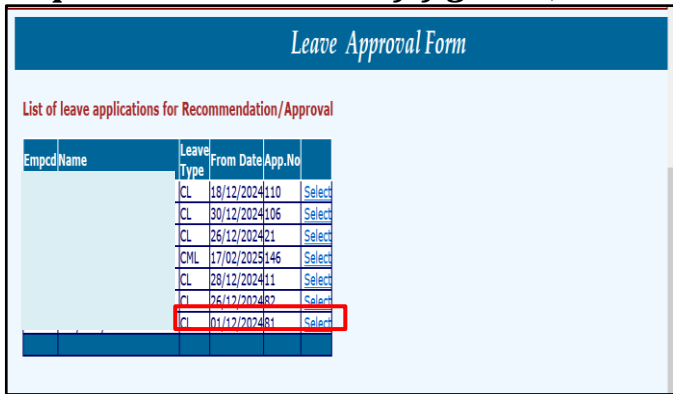
FIG 02a
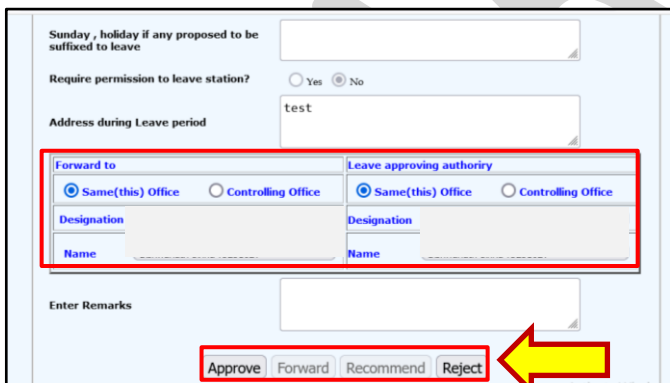
FIG 02b

Step 3) If the reporting officer and approving authority are the same, the application will be approved immediately by clicking the **APPROVE**

button; otherwise, clicking the **RECOMMEND** button will forward the application to the approving authority. *Ref fig: 03a, 03b*
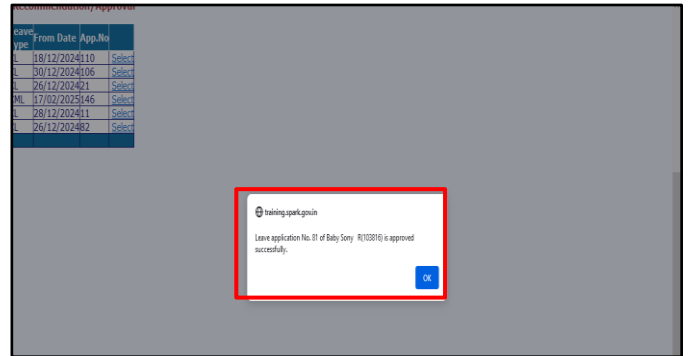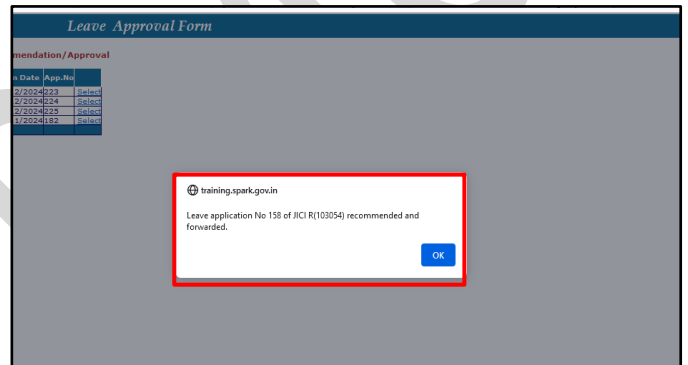

FIG 03a

FIG 03b

Step 4) the progress of the application can be viewed in the employee page itself. *Ref fig: 04*
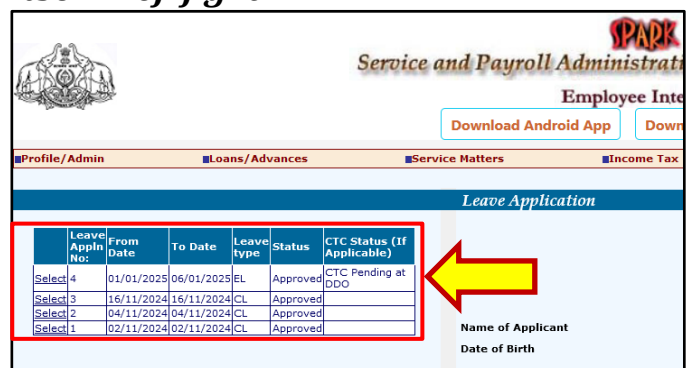

FIG 04

Generate Leave Memorandum

DDO can generate Leave memorandum of sanctioned Leave. DSC is made mandatory for generating Leave memorandum.

Step 1) MENU: *Service matters--- Leave/C OFF/OD Processing ---Leave sanction order. Ref fig: 01*
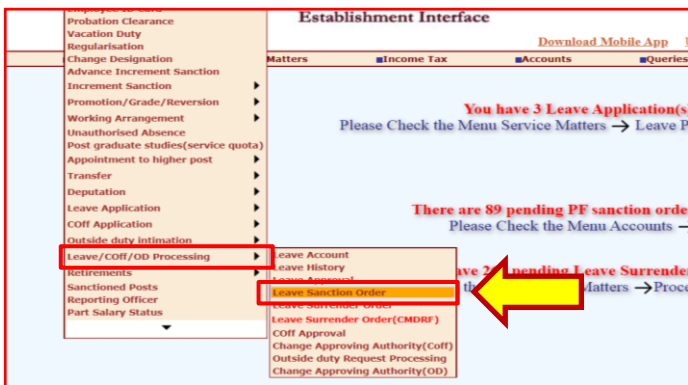

FIG 01

Step 2) *upon clicking on the GENERATE MEMORANDUM option the PDF of the same can be generated. Ref fig: 02*
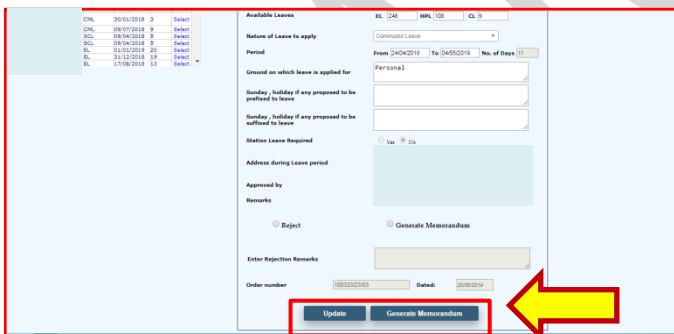

FIG 02

Approve and Forward CTC to AG

SPARK has facility for DDO's to submit and forward leave details and CTC to AG.

Step 1) DDO can forward CTC to AG with Digital signature. Corresponding XML file is given along with the CTC. It can be identified in AG through their appropriate options. *Ref fig: 01*

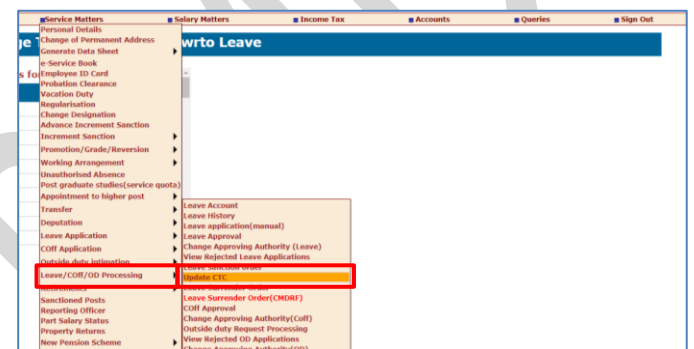**MENU:** *Service matters -- Leave/C OFF/OD Processing –Update CTC*

FIG 01

Step 2) On clicking this menu, select the *Approved month* and *Approved year,* afterwards list of applications for updating CTC will be listed. *Ref fig: 02*
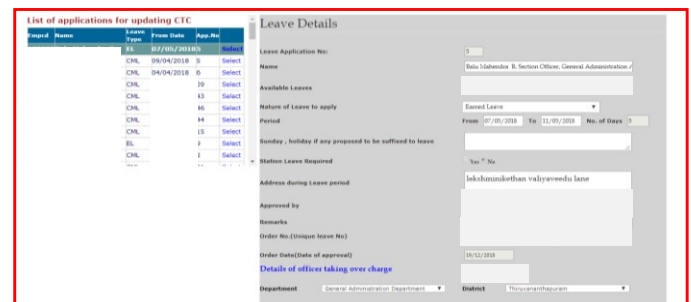

FIG 02

Step 3) Upon selecting the desired application, DDO need to enter the *Details of officer taking over charge*, after verification may click on the button *'Approve and forward leave/CTC details to AG'*. The application will be forwarded to AG digitally .*Ref fig: 03a,03b*

FIG 03a

FIG 03b

➡ Once the leave is approved or sanctioned by the Accountant General (AG), a leave pay slip will be issued and made accessible in the DDO interface. The DDO will then generate the leave salary through SPARK based on this online leave slip provided by the AG. *Ref fig: A*

FIG A

An officer is required to submit a joining report following the completion of an approved leave, which must receive approval from the authority that sanctioned the leave. Consequently, the DDO can forward the CTC related to the officer's return from leave to the Accountant General (AG) for the issuance of the regular pay slip subsequent to the issuance of the leave slip.

The status of the application like *pending ,forwarded to AG ,Received at AG* etc can be viewed in the employee page also. Ref fig: B

FIG B

******END*****