

Office of the Director of Higher Secondary
Education, Housing Board Building.
Santhi Nagar, Thiruvananthapuram
Dated : 28/11/2009

Ad.D2/10121/2009 (8)

Circular

Sub : Implementation of Pay Roll System and Personnel Management "SPARK" in all
Government and Aided Higher Secondary Schools-Scheduling of training of the schools
of **PALAKKAD, KOZHIKKODE, MALAPPURAM & WAYANAD** -reg

Ref : Letter No. KSITM/SPARK/2009/3861/9/72 dated 30.10.2009 of the Director, Kerala
State IT Mission

As part of Implementation of SPARK Programme in Higher Secondary Education Department, Data Entry of Service details of the staff of Higher Secondary schools of all the districts have been done by KELTRON. The second phase of the programme is to conduct training to the officials of the schools. The training to the staff of schools of **Palakkad, Kozhikkode, Malappuram and Wayanad** is scheduled and appended as annexure. Principals of the schools are directed to adhere following directions strictly.

1. Two staff from each school has to be selected for attending the training programme. Nodal officer should **invariably** attend the training programme. The second trainee can either be principal or any other staff selected by the principal. It is preferable that trainees should have a basic knowledge in computers and establishment matters especially in pay bill preparation. List of the persons who will be attending the programme shall be informed to the Directorate and Kerala Kerala State IT Mission , ICT Campus, Vellayambalam Jn. Thiruvananthapuram **before 10th of December, 2009.**
2. **Training has been arranged to Schools only which have forwarded the Format -3** (certificate issued at the time of data entry) **to the Directorate. Principals of those schools which have not been included in the training have to forward the format -3 and request for inclusion in the training with the reason for delay in submitting the format-3 before 10th of December 2009.**
3. The training is from 10 am to 5 Pm for two days **Accommodation facilities are not arranged by the Directorate.** Trainees should arrange the accommodation by themselves.
4. Log in access to SPARK on behalf of the school will be given to the Nodal officer. In order to provide login access. Principal should forward the details given in the **format -5** to the Directorate and Kerala State IT Mission, before **10th of December 2009.**
5. The trainees shall attend the training with a copy of previous bill. format -05 and list of complete staff with allotted PEN (**format -6**).
6. The Principal should relieve the trainees to the specified training centre so as to attend the training in time.
7. The trainees shall collect the attendance certificate from the training centre and forward it along with the TA bills.
8. No change of training centre, date of training and substitution of trainees will be allowed.
9. Trainees are eligible for TA and DA as per rules. After the completion of the training, Principal may forward the TA bills of the trainees (in duplicate) to the Directorate for sanctioning the amount. Separate TA Bill should be prepared for the travel made for data entry and attending the training programme. Principals and HSSTs (Senior) of the Government schools should prepare the TA Bill in form TR-47. HSST (Junior) of Government schools and all the staff of Aided Schools should prepare the TA bill in form TR 56. TA Bills should be attached with concerned

circulars and duty certificates. The TA bills should reach the directorate within 15 days from the training.

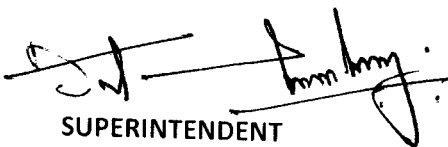
10. After attaining the training, all the Principles are directed to prepare the salary bill from the month of December 2009 through SPARK. Conventional type of bills will not be accepted hence forth.
11. Non attending the training programme will affect the disbursement of the salary. The principals alone will be responsible for the non disbursement of salary of their school from the month of November 2009.
12. Sri.Salahuddeen H, State Level Nodal officer, SPARK, DHSE and Sri. Aseef Reju.M.I., Department Manager User (DMU), SPARK, DHSE will co-ordinate and monitor the training programmes. *(For more enquiries, please contact Aseef Reju.M.I – Mobile No. 9961499166).*

Sd/-
Director

To,

1. The Director, Kerala State Information Technology Mission, Thiruvananthapuram
2. The Keltron Deputy General Manager (DEIT), KELTRON.
3. Principals of Government and Aided Higher Secondary Schools.
4. The Regional Deputy Director Thiruvananthapuram, Ernakulum and Kozhikode.

Approved For Issued


SUPERINTENDENT

<u>PALAKKAD</u>				
Sl.No	School code	Name of School	Venue of Training	Date of Training
1	09002	Govt. B HSS, Chittur	Keltron I T Education Centre, C.M.Mathew Brothers Tower, 3rd Floor, Ram Mohan Road, Calicut, Phone: 0495 2724698	4.12.2009 & 5.12.2009
2	09003	Govt. HSS, Edathanattukara	do	4.12.2009 & 5.12.2009
3	09004	Govt. HSS, Kizhakkenchery	do	4.12.2009 & 5.12.2009
4	09005	Govt. HSS, Koduvayur	do	4.12.2009 & 5.12.2009
5	09007	Govt. Janatha HSS, Naduvattam	do	4.12.2009 & 5.12.2009
6	09008	P M G HSS, Palakkad	do	4.12.2009 & 5.12.2009
7	09009	Govt. M M G HSS, Palakkad	do	4.12.2009 & 5.12.2009
8	09010	Govt. OHSS, Pattambi	do	4.12.2009 & 5.12.2009
9	09015	Govt. HSS, Big Bazaar	do	4.12.2009 & 5.12.2009
10	09018	Govt. HSS, Pottassery	do	4.12.2009 & 5.12.2009
11	09019	Govt. HSS, Kanjikode	Keltron I T Education Centre, C.M.Mathew Brothers Tower, 3rd Floor, Ram Mohan Road, Calicut, Phone: 0495 2724698	18.12.2009 & 19.12.2009
12	09022	Govt. Boys HSS, Nemmara	do	18.12.2009 & 19.12.2009
13	09023	Govt. HSS, Kozhippara	do	18.12.2009 & 19.12.2009
14	09024	Govt. V G HSS, Chittur	do	18.12.2009 & 19.12.2009
15	09027	Govt. HSS, Ganeshgiri, Shoranur	do	18.12.2009 & 19.12.2009

16	09029	Govt. A P HSS, Elappully	Keltron I T Education Centre, C.M.Mathew Brothers Tower, 3rd Floor, Ram Mohan Road, Calicut, Phone: 0495 2724698	18.12.2009 & 19.12.2009
17	09034	Govt. HSS, Pathiripala	do	18.12.2009 & 19.12.2009
18	09035	A S M M HSS, Alathur	do	18.12.2009 & 19.12.2009
19	09039	St. Therese HSS, Shoranur	do	18.12.2009 & 19.12.2009
20	09043	T R K HSS, Vaniyamkulam	do	18.12.2009 & 19.12.2009
21	09045	St. Paul's HSS Kozhinjampara	Keltron SPARK Training Centre, Calicut Co-operative House Construction Society Building, Ground Floor, YMCA Cross Road, Kozhikkode. (Contact - Renjith 9387494581	21.12.2009 & 22.12.2009
22	09047	L S N Girls HSS, Ottapalam	do	21.12.2009 & 22.12.2009
23	09048	HSS, Sreekrishnapuram	do	21.12.2009 & 22.12.2009
24	09049	Karimpuzha HSS	do	21.12.2009 & 22.12.2009
25	09052	B E M HSS, Palakkad	do	21.12.2009 & 22.12.2009
26	09054	C B K M P HSS, Puduppariyaram	do	21.12.2009 & 22.12.2009
27	09074	Govt. HSS, Kumarapuram	Keltron SPARK Training Centre, Calicut Co-operative House Construction Society Building, Ground Floor, YMCA Cross Road, Kozhikkode. (Contact - Renjith 9387494581	23.12.2009 & 24.12.2009
28	09076	Govt. HSS, Malampuzha	do	23.12.2009 & 24.12.2009
29	09077	Govt. Tribal HSS, Sholayar	do	23.12.2009 & 24.12.2009
30	09079	Bhagavathi Govt. HSS, Vannamada	do	23.12.2009 & 24.12.2009

31	09081	Govt. Girls HSS, Nemmara	Keltron SPARK Training Centre, Calicut Co-operative House Construction Society Building, Ground Floor, YMCA Cross Road, Kozhikkode. (Contact - Renjith 9387494581)	23.12.2009 & 24.12.2009
32	09084	Govt. HSS, Chundabatta	do	23.12.2009 & 24.12.2009
33	09085	Govt. T HSS, Pudur	do	23.12.2009 & 24.12.2009
34	09088	Govt. HSS, Anakkara	do	23.12.2009 & 24.12.2009
35	09089	Govt. HSS, Tholanur	do	23.12.2009 & 24.12.2009
36	09090	Gvt. S M HSS, Thathamangalam	do	23.12.2009 & 24.12.2009
37	09091	Govt. Girls HSS, Alathur	Keltron SPARK Training Centre, Calicut Co-operative House Construction Society Building, Ground Floor, YMCA Cross Road, Kozhikkode. (Contact - Renjith 9387494581)	28.12.2009 & 29.12.2009
38	09092	Gokhale Govt. HSS, Kumaranellur	do	28.12.2009 & 29.12.2009
39	09093	S N Trust HSS, Shoranur	do	28.12.2009 & 29.12.2009
40	09104	Govt. HSS, Kunissery	do	28.12.2009 & 29.12.2009
41	09105	Govt. HSS, Kodumunda	do	28.12.2009 & 29.12.2009

KOZHICKODE

Sl.No	School code	Name of School	Venue of Training	Date of Training
1	10002	Govt. HSS, East Hill	Keltron SPARK Training Centre, Calicut Co-operative House Construction Society Building, Ground Floor, YMCA Cross Road, Kozhikkode. (Contact - Renjith 9387494581)	07.12.2009 & 08.12.2009
2	10006	Govt. Model HSS, Kozhikode	do	07.12.2009 & 08.12.2009
3	10007	Govt. HSS, Kuttiady	do	07.12.2009 & 08.12.2009
4	10008	Govt. VHSS, Madappally	do	07.12.2009 & 08.12.2009
5	10009	Govt. HSS, Mavoor	do	07.12.2009 & 08.12.2009
6	10014	Govt. HSS, Valayam	do	07.12.2009 & 08.12.2009
7	10016	Govt. HSS, Azhiyur	do	07.12.2009 & 08.12.2009
8	10017	Govt. Mopla HSS, Koyilandy	do	07.12.2009 & 08.12.2009
9	10019	Govt. HSS, Medical College Campus	do	07.12.2009 & 08.12.2009
10	10020	Govt. HSS, Beypore	do	07.12.2009 & 08.12.2009
11	10021	REC Govt. HSS, Chathamangalam	Keltron SPARK Training Centre, Calicut Co-operative House Construction Society Building, Ground Floor, YMCA Cross Road, Kozhikkode. (Contact - Renjith 9387494581)	09.12.2009 & 10.12.2009
12	10022	Govt. HSS, Kuttikkattur	do	09.12.2009 & 10.12.2009

13	10026	Govt. HSS For Girls Balussery	Keltron SPARK Training Centre, Calicut Co-operative House Construction Society Building, Ground Floor, YMCA Cross Road, Kozhikkode. (Contact - Renjith 9387494581)	09.12.2009 & 10.12.2009
14	10027	Govt. HSS, Kolathur	do	09.12.2009 & 10.12.2009
15	10029	K K M Govt. HSS, Orkatteri	do	09.12.2009 & 10.12.2009
16	10036	Nanminda HSS, Kozhikode	do	09.12.2009 & 10.12.2009
17	10037	Rahmaniya HSS For Handicapped	do	09.12.2009 & 10.12.2009
18	10046	St. Joseph's Anglo Indian GHSS, kozhikode	do	09.12.2009 & 10.12.2009
19	10058	Umbichi Hajee HSS, Chaliyam	do	09.12.2009 & 10.12.2009
20	10090	M K H M M O HSS, Manassery	do	09.12.2009 & 10.12.2009
21	10093	Govt. Boys HSS, Koyilandy	Keltron SPARK Training Centre, Calicut Co-operative House Construction Society Building, Ground Floor, YMCA Cross Road, Kozhikkode. (Contact - Renjith 9387494581)	14.12.2009 & 15.12.2009
22	10094	Govt. HSS, Puthuppady	do	14.12.2009 & 15.12.2009
23	10095	Govt. HSS, Thamarassery	do	14.12.2009 & 15.12.2009
24	10097	Govt. HSS, Azchavattam	do	14.12.2009 & 15.12.2009
25	10098	Govt. V HSS, Kuttichira	do	14.12.2009 & 15.12.2009
26	10100	Govt. HSS, Payambra	do	14.12.2009 & 15.12.2009
27	10101	Govt. HSS, Karuvanpoyil	do	14.12.2009 & 15.12.2009

28	10102	Govt. HSS, Kakkodi	Keltron SPARK Training Centre, Calicut Co-operative House Construction Society Building, Ground Floor, YMCA Cross Road, Kozhikkode. (Contact - Renjith 9387494581)	14.12.2009 & 15.12.2009
29	10104	Govt. HSS, Sivapuram	do	14.12.2009 & 15.12.2009
30	10106	Govt. Ganapath HSS, Kallai	do	14.12.2009 & 15.12.2009
31	10110	Govt. HSS, Peringolam	Keltron SPARK Training Centre, Calicut Co-operative House Construction Society Building, Ground Floor, YMCA Cross Road, Kozhikkode. (Contact - Renjith 9387494581)	16.12.2009 & 17.12.2009
32	10111	Govt. Fisheries HSS, Puthiyappa	do	16.12.2009 & 17.12.2009
33	10113	Govt. HSS, Avala, Kuttoth	do	16.12.2009 & 17.12.2009
34	10115	Govt. HSS, Naduvannur	do	16.12.2009 & 17.12.2009
35	10116	Govt. HSS, Avitanallur	do	16.12.2009 & 17.12.2009
36	10117	Govt. HSS, Cheruvannur	do	16.12.2009 & 17.12.2009
37	10140	Govt. GHSS, Parayanchery	do	16.12.2009 & 17.12.2009

MALAPPURAM

Sl.No	School code	Name of School	Venue of Training	Date of Training
1	11001	Govt. GHSS, Malappuram	Keltron Knowledge Centre, Aysha Mall (State Bank of India Building), 1st Floor, Calicut Road, Valancherry, Malappuram- Ph.0494-2646382	14.12.2009 & 15.12.2009
2	11004	Devadhar GHSS, Tirur	do	14.12.2009 & 15.12.2009
3	11005	Govt. BHSS, Tirur	do	14.12.2009 & 15.12.2009
4	11008	Govt. HSS, Pullangode	do	14.12.2009 & 15.12.2009
5	11009	Govt. HSS, Moothedam	do	14.12.2009 & 15.12.2009
6	11014	Govt. HSS, Kunnakkavu	do	14.12.2009 & 15.12.2009
7	11018	Govt. HSS, Maranchery	do	14.12.2009 & 15.12.2009
8	11024	Govt. HSS, Mankada	do	14.12.2009 & 15.12.2009
9	11025	Govt. HSS, Kuzhimanna	do	14.12.2009 & 15.12.2009
10	11026	Govt. Girls HSS, Manjeri	do	14.12.2009 & 15.12.2009
11	11027	Govt. HSS, Karuvarakundu	Keltron Knowledge Centre, Aysha Mall (State Bank of India Building), 1st Floor, Calicut Road, Valancherry, Malappuram- Ph.0494-2646382	16.12.2009 & 17.12.2009
12	11028	Govt. HSS, Pookottur	do	16.12.2009 & 17.12.2009
13	11030	Govt. Manavedan HSS, Nilambur	do	16.12.2009 & 17.12.2009
14	11031	Govt. HSS, Pang	do	16.12.2009 & 17.12.2009
15	11032	Govt. HSS, Kattilangadi	do	16.12.2009 & 17.12.2009

16	11034	Govt. HSS, Kuttippuram	Keltron Knowledge Centre, Aysha Mall (State Bank of India Building), 1st Floor, Calicut Road, Valancherry, Malappuram- Ph.0494-2646382	16.12.2009 & 17.12.2009
17	11035	PCNG Govt. HSS, Mookkuthala	do	16.12.2009 & 17.12.2009
18	11036	Govt. HSS, Vettathur	do	16.12.2009 & 17.12.2009
19	11038	IKT HSS, Cherukulamba	do	16.12.2009 & 17.12.2009
20	11040	SV HSS, Palamedu	do	16.12.2009 & 17.12.2009
21	11045	St. Mary's HSS, Pariyapuram	Keltron Knowledge Centre, Aysha Mall (State Bank of India Building), 1st Floor, Calicut Road, Valancherry, Malappuram- Ph.0494-2646382	18.12.2009 & 19.12.2009
22	11047	M V HSS, Ariyallur	do	18.12.2009 & 19.12.2009
23	11059	P P M Y HSS, Vengara	do	18.12.2009 & 19.12.2009
24	11061	P T M HSS, Thazhekode	do	18.12.2009 & 19.12.2009
25	11062	PKMM HSS, Edarikkode	do	18.12.2009 & 19.12.2009
26	11064	VPK M M HSS, Puthurpallikkal	do	18.12.2009 & 19.12.2009
27	11065	Catholicate HSS, Pothukal	do	18.12.2009 & 19.12.2009
28	11067	Brothers HSS, Mavandiyur	do	18.12.2009 & 19.12.2009
29	11068	BYK VHSS, Valavannur	do	18.12.2009 & 19.12.2009
30	11072	MES HSS, Ponnani	do	18.12.2009 & 19.12.2009

31	11074	Marthoma HSS, Chungathara	Keltron Knowledge Centre, Aysha Mall (State Bank of India Building), 1st Floor, Calicut Road, Valancherry, Malappuram- Ph.0494-2646382	21.12.2009 & 22.12.2009
32	11077	JSR HSS for Girls, Manjeri	do	21.12.2009 & 22.12.2009
33	11121	Govt. Boys HSS, Down Hill Malappuram	do	21.12.2009 & 22.12.2009
34	11122	Govt. HSS, Irumbuzhi	do	21.12.2009 & 22.12.2009
35	11123	Govt. HSS, Pattikkad	do	21.12.2009 & 22.12.2009
36	11125	Govt. HSS, Nirmamaruthur	do	21.12.2009 & 22.12.2009
37	11128	Govt. SHM HSS, Edavanna	do	21.12.2009 & 22.12.2009
38	11134	Govt. HSS, Peruvallur	do	21.12.2009 & 22.12.2009
39	11135	Govt. HSS, Purathur	do	21.12.2009 & 22.12.2009
40	11136	Govt. HSS, Ezhur	do	21.12.2009 & 22.12.2009
41	11139	Govt. HSS, Kavanur	Keltron Knowledge Centre, Aysha Mall (State Bank of India Building), 1st Floor, Calicut Road, Valancherry, Malappuram- Ph.0494-2646382	23.12.2009 & 24.12.2009
42	11141	Govt. VHSS, Arimbra	do	23.12.2009 & 24.12.2009
43	11149	Govt. HSS, Mankada, Pallippuram	do	23.12.2009 & 24.12.2009
44	11150	Govt. VHSS, Kalpakanchery	do	23.12.2009 & 24.12.2009
45	11151	Govt. HSS, Eranhimangad	do	23.12.2009 & 24.12.2009
46	11156	G G HSS, Vengara	do	23.12.2009 & 24.12.2009
47	11157	Govt. HSS, Vaniyambalam	do	23.12.2009 & 24.12.2009
48	11160	Govt. HSS, Puthuparamba	do	23.12.2009 & 24.12.2009
49	11165	K M G V HSS, Tavanur	do	23.12.2009 & 24.12.2009

WAYANAD

Sl.No	School code	Name of School	Venue of Training	Date of Training
1	12002	Govt. HSS, Meenangadi	Keltron SPARK Training Centre, Calicut Co-operative House Construction Society Building, Ground Floor, YMCA Cross Road, Kozhikkode. (Contact - Renjith 9387494581)	16.12.2009 & 17.12.2009
2	12003	AMMR Govt. HSS, Nalloornad	do	16.12.2009 & 17.12.2009
3	12004	Govt. HSS, Panamaram	do	16.12.2009 & 17.12.2009
4	12012	Govt. HSS, Valat	Keltron SPARK Training Centre, Calicut Co-operative House Construction Society Building, Ground Floor, YMCA Cross Road, Kozhikkode. (Contact - Renjith 9387494581)	18.12.2009 & 19.12.2009
5	12013	Govt. VHSS, Ambalavayal	do	18.12.2009 & 19.12.2009
6	12018	Sree Narayana HSS, Poothadi	do	18.12.2009 & 19.12.2009
7	12021	Jayasree HSS, Kalluvayal	do	18.12.2009 & 19.12.2009
8	12022	St. Joseph's HSS, Kallody	do	18.12.2009 & 19.12.2009
9	12023	Sacred Heart HSS, Dwaraka	do	18.12.2009 & 19.12.2009
10	12024	St. Mary's College HSS, Sulthan Batherry	do	18.12.2009 & 19.12.2009
11	12030	Govt. HSS, Moolankave	do	18.12.2009 & 19.12.2009
12	12031	Govt. HSS, Thrissilery	do	18.12.2009 & 19.12.2009
13	12034	Govt. HSS, Panamkandy	do	18.12.2009 & 19.12.2009

14	12035	Govt. HSS, Vaduvanchal	Keltron SPARK Training Centre, Calicut Co-operative House Construction Society Building, Ground Floor, YMCA Cross Road, Kozhikkode. (Contact - Renjith 9387494581	21.12.2009 & 22.12.2009
15	12036	Govt. HSS, Koleri	do	21.12.2009 & 22.12.2009
16	12039	Govt. HSS, Vythiri	do	21.12.2009 & 22.12.2009
17	12040	Govt. HSS, Arattuthara	do	21.12.2009 & 22.12.2009

School Code:

Directorate of Higher Secondary Education, Thiruvananthapuram

Format 05

(Details regarding initialisation of an Office)

1	Department Name	Higher Secondary Education
2	District	
3	Name of School	
4	Full Address with name of Post Office and PIN code	
5	Phone number with STD Code	
6	Name of Treasury	
7	HRA/CCA slab (Ref page 4 of Pay Revision Book)	
8	Taluk	
9	Village	
10	Local Body	
11	DDO Code	
12	PEN, Name and Date of Birth of the DDO	
13	The date from which the present DDO is the DDO of your office	
14	Head of Account (in the format of 0000-00-0-00-0-0)	
15	Plan or Non-plan	
16	PEN, Name and Date of birth of Nodal Officer	
17	Contact Mobile number of Nodal Officer	

Signature of the Principal

Format -06

Directorate of Higher Secondary Education,
Thiruvananthapuram

Implementation of SPARK SYSTEM

Name of School:

School Code :

District :

Details of Staff

Sl.No.	Name of the Employee	Designation	Subject	Temporary PEN allotted	New PEN allotted
1					
2					
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20					

Signature of the Principal