

Office of the Director of Higher Secondary
Education, Housing Board Building,
Santhi Nagar, Thiruvananthapuram
Dated : 26/08/2009

Ad.D2/10121/2009 (4)

Circular

Sub : Implementation of Pay Roll System and Personnel Management "SPARK" in all Government and Aided Higher Secondary Schools-Data entry schedule in respect of **Ernakulam, Thrissur, and Palakkad** Districts-reg

Ref : 1. Government Circular No. 4917/B2/09/ITD dated 13/05/2009.
2. Circular No. Ad.D2/10121/2009 dated 17/07/2009, 22.7.2009 and **31.7.2009** of the Director of Higher Secondary Education

As part of Implementation of SPARK Programme in Higher Secondary Department, Data Entry of Service details of the staff of Higher Secondary schools has been entrusted to M/s. KELTRON. Schedule of the data entry of details pertaining to the staff of **Ernakulam, Thrissur, and Palakkad** Districts are given below:

Sl.No	Schools	Date allotted
1	Schools of School code from 07001 to 07015	08/09/2009
2.	Schools of School code from 07016 to 07030	09/09/2009
3.	Schools of School code from 07031 to 07060	10/09/2009
4.	Schools of School code from 07061 to 07090	14/09/2009
5.	Schools of School code 07091 to 07097, 070100, 07141, 07143 to 07153	15/09/2009
6.	Schools of School code from 07154 to 07168 and 07180	16/09/2009
7.	Schools of School code from 08001 to 08015	17/09/2009
8.	Schools of School code from 08016 to 08030	18/09/2009
9.	Schools of School code from 08031 to 08050	19/09/2009
10.	Schools of School code from 08051 to 08080	22/09/2009
11.	Schools of School code from 08081 to 08084, 08119 to 08129	23/09/2009
12.	Schools of School code from 08130 to 08139, 08150 and 08152	24/09/2009
13.	Schools of School code from 09001 to 09015	25/09/2009

14.	Schools of School code from 09016 to 09030	26/09/2009
15.	Schools of School code from 09031 to 09055	29/09/2009
16.	Schools of Scholl code from 09074 to 09093, 09104 to 09107	30/09/2009

The service details of all junior teachers and lab assistants in respect of Government Higher Secondary Schools and all staff of Aided Higher Secondary Schools have to be entered in the SPARK System. The data entry work is entrusted to KELTRON. For the implementation of the scheme, following steps have to be adhered to by each Principal.

1. The nodal officer should collect the Service Book of the required staff (on proper receipt) from the Principal and hand it over to KELTRON Data entry centre, Keltron Equipment Complex at Karakulam, Thiruvananthapuram. On completion of the data entry, necessary verification has to be made by the nodal officer and a certificate in the prescribed format **(format-03)** has to be given to KELTRON. A duplicate copy of the certificate has to be forwarded to the DHSE by post. A triplicate copy has to be kept in the school. After the completion of the data entry, the Service books have to be returned to the Principal by the Nodal Officer.
2. Correctness of data entered is of utmost importance as subsequent salary and other service related decisions will be based on the data entered. Any data entry error can have very serious consequences and therefore the Nodal officer should ensure that no errors have crept in the data entered. A penalty of Rs.1/-has been imposed on the data entry agency for every error. Hence the Nodal officer should compare the data entered with the original and a certificate has to be issued regarding the number of errors entered during the entry.
3. A Temporary Permanent Employee Number (PEN) will be generated at the time of data entry of each employee record which should be pasted on each Service Book in legible form without fail. The Temporary Permanent Employee Number (PEN) shall be prefixed with TPEN.
4. The service details of those employee's whose details have been entered while working in other departments need not be entered again. This can be confirmed by checking whether a PEN has been noted in the Service Book of that employee.
5. If the Service Book of a particular employee has not been opened, the details have to be given to the data entry agency in the prescribed format (**format -04.**)
6. **Data entry of the employees of the majority of the Aided Schools have been completed. Principals should ensure that only the service book of those employees whose data entry have not been made are handed over to the Nodal officer (Service books without PEN only may be handed over to KELTRON for data entry). Data Entry of the Service Books of the staff who have availed LWA for long period have to be made.**

7. The Nodal officers are requested to make necessary arrangements with the KELTRON authorities before leaving the headquarters. For more information the following persons can be contacted.

Sri.Ramesh, Deputy officer (SPARK), Keltron- Mobile -9447525134

Sri.Aseef Reju.M.I. , DHSE – Mobile -9961499166.

Smt. Zeenath, Deputy Officer (SPARK), KELTRON, Mobile- 9495623299

8. The Nodal officers are eligible for TA and DA as per Rules for their travel to Keltron for conducting Data Entry work. The Principals are hereby directed to strictly adhere to the above directions scrupulously. Any delay will affect the disbursement of salary of the staff as it is has been decided to generate the Pay Bills for the month of November using SPARK System.

Sd/-

Director


To,

Principals of All Government and Aided Higher Secondary Schools

Copy to,

1. The Director, Kerala State IT Mission, Thiruvananthapuram
2. The Regional Deputy Directors,
Thiruvananthapuram, Ernakulam and Kozhikode
3. Deputy General Manager (DEIT), KELTRON.

Forwarded/By Order


Superintendent

Format -03

Directorate of Higher Secondary Education,
Thiruvananthapuram

Implementation of SPARK SYSTEM

Name of School:
District :

School Code :
Date of Data Entry :

CERTIFICATE

Certified that the data entry works of the following Service Books have been made by the KELTRON. I have verified the details with the original and found correct.

Sl.No.	Name of the Employee	Designation	Year of Joining in Service	Temporary PEN allotted	Number of errors found in the data entry
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
	Total Errors				

Signature of the Nodal officer

Countersigned by the KELTRON authorities.

SPARK FORM NO.1
(JOINING REPORT-FRESH APPOINTMENT)

Instruction : This form required to be duly filled up and submitted by the prospective employees while reporting for duty on fresh appointment. The officer before whom the prospective employee reports for duty and the appointing authority required to counter sign the duly filled up form submitted by the prospective employee. After getting the form counter signed by the appointing authority the Subject Assistant will feed the data into SPARK and obtain Permanent Employee Number from the system and-write down it in the box provided below for the purpose.

Specimen Signature

Specimen Signature

Signature shall not touch the lines

Affix a
recently
taken
passport
size photo

PART-A (For Office use)

Employee Code									
Department					Office				

PART-B: PERSONAL DETAILS

(To be filled up by the prospective employee)

Name (In capital letters and initials after the name)			
Date of birth		Sex	
Name of father			
Name of Mother			
Nationality		State	
Caste		Religion	
Category General/SC/ST/OBC/OEC		Whether physically handicapped (yes or no)	
Whether ex-servicemen? (yes or no)		PAN Number	
Voter ID Card Number		Ration Card Number	
Identifications marks of the prospective employee	1.		
	2.		
Height		Marital status (unmarried/married/divorced)	
Spouse's Name			
Spouse's religion		Spouse's caste	
Whether inter religion/cast marriage (yes/no)		Whether spouse is employed	
Spouse employed in (specify organization)			

PART-C: CONTACT DETAILS

Present Address		Permanent Address	
House No. and Name		House No. and Name	
Street Name		Street Name	
Place		Place	
Pin		Pin	
State		State	
District		District	
Taluk		Taluk	
Village		Village	
Phone No.		Phone No.	
Home Town		Home Town	

Mobile No.		Email address	
------------	--	---------------	--

PART-D: RECRUITMENT DETAILS

Source (PSC or other agency)		Type (General or Special recruitment)	
Method (Direct/ By transfer)		Scale of Pay	
Advice Memo No.		Advice Memo date	
Is District recruitment (Y/N)		If District recruitment specify the District	
Serial No. in the advice memo		Entry category (state service/ state subordinate service)	
Appointment Order No.		Appointment Order date	

PART-E: IF ALREADY WORKING IN GOVERNMENT, GIVE DETAILS

Department		Designation	
Relieving Order No.		Relieving Order date	
Office last worked		Earlier Recruiting agency	
Earlier Advice Memo No		Earlier Advice Memo Date	
Earlier Appointment Order No.		Earlier Appointment Order Date	

PART-F: EDUCATIONAL QUALIFICATIONS

Course Title	Subject	University Board	Institution studied	Class/ Percentage	Reg No. & Year

PART-G: DECLARATION**Declaration by the prospective employee**

The information furnished by me in this joining report is correct to the best of my knowledge and are based on valid documents. I also hereby produce the original documents in respect of all the information given below before the reporting officer for verification. I am also aware of the fact that penal action would be taken against me if any of the information provided by me is found fraudulent.

Station:

Name

Date

Signature

PART-H: VERIFICATION (*For office use*)

Verified the original documents and found eligible for admission to duty.

**Name & dated signature of the
Reporting Officer**

Admitted to duty. Employee details may be furnished into SPARK and PEN obtained.

**Name & dated signature of the
Appointing Authority**