വനം വകുപ്പാസ്ഥാനം, വഴുതക്കാട്, തിരുവനന്തപുരം – 695 014, (O) 0471 – 2339593 (Fax) 0471 – 2338808 *email: pccf.for@kerala.gov.in* തീയതി: 04–01–2021

T1-1936/2019(1)

സർക്കുലർ

2020 വർഷത്തെ property statement 01-01-2021 മുതൽ 15-01-2021 വരെ എല്ലാ ജീവനക്കാരും (IFS ഉദ്യോഗസ്ഥർ ഒഴികെ) നിർബന്ധമായും സ്പാർക്കിലൂടെ ഓൺലൈൻ ആയി സമർപ്പിക്കേണ്ടതാണ്. Part Time ജീവനക്കാർ ഫയൽ ചെയേണ്ടതില്ല. ഡെപ്യട്ടേഷൻ വ്യവസ്ഥയിൽ ജോലി ചെയ്യന്ന ജീവനക്കാർ അവരവരുടെ മാതുവകുപ്പിൽ ഫയൽ ചെയ്യേണ്ടതാണ്. Property statement ഫയൽ ചെയുന്നത് സംബന്ധിച്ച നടപടിക്രമങ്ങൾ സർക്കുലറിനോടൊപ്പം ചേർത്തിട്ടുണ്ട്. നിലവിൽ സ്പാർക്കിൽ ലോഗിൻ ഇല്ലാത്ത ജീവനക്കാർ spark ലോഗിൻ പേജിലെ "Not registered a user yet, register now" എന്ന option ഉപയോഗിച്ച് password സെറ്റ് ചെയ്യാവുന്നതാണ്. Property statement ഫയൽ ചെയ്ത ശേഷം പിന്നീട് തിരുത്തലുകൾ വരുത്തണമെന്നുള്ള ആവശ്യം യാതൊരു 15-01-2021-നുശേഷം property statement ഫയൽ കാരണവശാലും പരിഗണിക്കുന്നതല്ല. എല്ലാ ജീവനക്കാരും നിശ്ചിത സമയപരിധിക്കുള്ളിൽ property ചെയ്യവാൻ സാധിക്കുന്നതല്ല. statement ഫയൽ ചെയ്തിട്ടുണ്ട് എന്നുള്ള വിവരം എല്ലാ ഓഫീസ്മേധാവികളും അതാതു സർക്കിൾ കൺസർവേറ്റർമാരെ അറിയിക്കേണ്ടതാണ്. വനം വകപ്പാസ്ഥാനത്തെ വിവിധവിഭാഗങ്ങളിൽഉള്ള എല്ലാ ജീവനക്കാരും property statement ഫയൽചെയ്തിട്ടണ്ട് എന്നുള്ള വിവരം ഭരണവിഭാഗം അഡീഷണൽ പ്രിൻസിപ്പൽ ചീഫ്ഫോറസ്ററ്കൺസർവേറ്ററിനെ അറിയിക്കേണ്ടതാണ്. നിശ്ചിത സമയ പരിധിക്കുള്ളിൽ വിവരങ്ങൾ സമർപ്പിക്കാതെ ജീവനക്കാർക്കെതിരെ അച്ചടക്കനടപടി ആദ്യമായി വിവരങ്ങൾ രേഖപെടുത്തുന്നതിനാൽ നിലവിലുള്ള എല്ലാ സ്വീകരിക്കുന്നതാണ്. വസ്തുവിവരങ്ങളം ചേർക്കേണ്ടതാണ്. കൂടാതെ 2020 വർഷം വാങ്ങിയ വസ്തു വിവരങ്ങളം കൂടി ചേർക്കണം.

Property Statement ഓൺലൈൻ സമർപ്പണവുമായി ബന്ധപെട്ടു തടസങ്ങൾ അനുഭവപ്പെടുന്നുണ്ടെങ്കിൽ താഴെ പറയുന്ന ജീവനക്കാരെ ബന്ധപ്പെടാവുന്നതാണ്.

- 1) സുരേഷ് ലാൽ ജി, ഹെഡ് അക്കൗണ്ടന്റ് 9446403583
- 2) വിഷ്ട വി പുരുഷോത്തമൻ, ക്ലാർക്ക് 9946527740
- 3) അരുൺ പി വി, ക്ലാർക്ക് 8086125415

അഡീഷണൽപ്രിൻസിപ്പൽചീഫ്ഫോറസ്ററ്കൺസർവേറ്റർ (ഭരണം)

പകർപ്പ് : എല്ലാ ഓഫീസ് മേധാവികൾക്കും അറിവിനും അനന്തരനടപടിക്കുമായി അയക്കുന്നു. സ്റ്റോക്ക് ഫയൽ



APPENDIX

Instructions to file Annual Property Statement Online For employees other than AIS officers

Part A: pre-requisites

- Open your web browser such as Google chrome, Mozilla Firefox, Internet Explorer etc.
- PDF Reader: Adobe Reader 9.0 (or above version), Foxit Reader should be installed in the system for viewing Acknowledgement generated in PDF format after filing return.

As per the Circular No 20/2019/Fin dated 08/03/2019, SPARK PMU has enabled login facility for all employees in Spark to view their e-Service Book and pay and allowance details in SPARK. All regular employees are informed that those who don't have any user credentials in SPARK can register online by themselves to get individual login in SPARK. The individual login facility is available at the login page of Spark. For new registration, an individual can visit the login page of SPARK through the link www.spark.gov.in/webspark by using any browser. This option is only for creating Individual user in SPARK and not for creating official users for establishment purposes.

For new user registration of individual access in Spark, click the link '*Not registered a user yet, register now*' available below in the login page [Figure 1]

NEED HELP? SPARK Help Desk Contact details Thivry manufaquran SPARK PMU 0471-2379700 Kannur Regional Spark Help Centre 0497-2379702 Treasury Directorate 9496383764 District Treasmiss Therviry analabagurang 9496383741:0471-2330367 Least Ande 90497183726.79717-3997782	Service and Payroll Administrative Repository for Kerala is an Integrated Personnel, Payroll and Accounts information system for all the Employees in Government of Kerala. The system caters to the Personnel Administration, Payroll and other Accounts activities of Government Establishments. Every employee is alloted with a unique Permanent Employee Number (PEN) through the system. This Centralized system helps the departments to get details of any employee immediately, achieve highest level of transparency	User code Password Enter the characters as shown below.	
Notice Board	in dealing with the employees, more consistent application of rules etc. In the payroll side, accurate and automatic payroll processing is facilitated. It also ensures that the rules and regulations are uniformly applied to all employees there by avoiding complaints and achieving better employee relations	A 7 * 3 8 Sign In Enrout.nassword.2 Not revisitered a user vet.resister.now Submit complaints/oriecances Aculication for Senseral Transfer Online Leave Heanement System Outside.duty_Intimation Activate Windows	0

[Figure 1]

A new window will appear on the screen [Figure 2] with the title 'SPARK User Registration for Individual Users'.

SPARK User Registration for Individual Users						
This form is for creating Individ	dual User in SPARK. This cannot be used for creating official users for establishment.					
Please enter the details as	registered in SPARK.					
Permanent Employee Number (PEN)	42000 and					
Name as in service book	Test					
Date of birth (dd/mm/yyyy)	01/02/1985					
Aadhaar no	12345678910					
Mobile no registered in SPARK	0271662210					
E-mail id registered in SPARK	abc@gmail.com					
Enter Password	Note: Password should 8 to 15 characters (alphabets and digits only)					
Confirm Password						
	Verify Regenerate OTP					
Enter OTP received in your mobile	Submit Clear					

[Figure 2]

If the User has been provided an access in earlier and now not in his aware such cases could not be available in the new registration. It is also possible to reset the password through *'Forgot password'* option included in login page too.

Part B: On-line filing of Property Returns

In the Address bar type the address <u>www.spark.gov.in/webspark</u>.

The login page will appear as per Picture [A]

NEED HELP? SPARK Help Desk Contact details Thiruvananthapuram SPARK PMU 0471-2579700 Kanaur Regional Spark Help Centre 0497-2707722 District Drawniese Thiruvananthapuram 9496383741:0471-2330367 Kartakead 94963837420:0471-2330367 Notice Board	Service and Payroll Administrative Repository for Kerala is an Integrated Personnel, Payroll and Accounts information system for all the Employees in Government of Kerala. The system caters to the Personnel Administration, Payroll and other Accounts activities of Government Establishments. Every employee is allotted with a unique Permanent Employee Number (PEN) through the system. This Centralized system helps the departments to get details of any employee immediately, achieve highest level of transparency in dealing with the employees, more consistent	User code PEN Password
has been shifted to the first floor of DPC Building at Kerala University, Senate Campus, Thiruvananthapuram from 6 December 2019.	application of rules etc. In the payroll side, accurate and automatic payroll processing is facilitated. It also ensures that the rules and regulations are uniformly applied to all employees there by avoiding complaints and achieving better employee relations	Sign In Forgot password 2 Not cosistered a user vst. register now Submit complaints/grievances Anglication For General Transfer Online Leave Hanagement System Sutside duty Intimation Activate Windows

Picture (A)

- Type the Permanent Employee Number (PEN) as **User code** and enter the **password**. Then click the **Sign in** Button.
- Then the password change window (picture-B) will be appeared.

Enter old Password and the New Password (The password which you used to login). Make sure that the given password should be **Alphanumeric (Alphabet and Numbers**) having at least 8 characters. Repeat the new password entry in the confirmation column and click the **confirm** button.

-Administration	Service Mak	these	Ealan Matters	Tacama Tau	Theseunts	-1-1-	-Finn Out
pAdministration	Enter Current Password Enter New Password Confirm New Password	Change F	Esalary Matters Password Note: New password mu and ishould contained. Longer is New password head to be a previous ones. Password hike user word should be ave password will be a password before th	St be minimum eight characters in length in alghabets, special character and generally better.) uld be different from existing password and name, PEN, date of birth, month, standard ided. girted after Every 30 days , so change your at.	BAccounts	gQueries	⊯Sign Out

Picture (B)

 After doing the password change spark redirect to login page (picture –A) once again and type the user code and newly created password and click Sign In button. Then the main page will appear.

Profile/Admin		ans/Advances	Service Matters	Income Tax	Provident Fund	Accounts	Sign Out
Personal Memoranda							
Property Returns							
Generate Data Sheet							
Service Details							
Qualification							
Family Details							
Nominees							
Benefit Details							
Dept. Tests Passed							
Trainings Attended							
Awards							
Disc. Actions							
Probation							
Recruitment							
Regularisation							
Approve Increment							
NPS Arrear Calculation							
Present Salary Details							
Change Password							
New Registration/Renewal of	DSC						

Picture[c]

- From "Profile" menu select "property returns" (Picture c).
- The instruction for filing property returns is given in the page (picture D).



Picture [D]

Property returns is a **simple 4 step process** as mentioned below.

Step: 1

Enter part I Details (Picture E)

Verify the details displayed and fill up the required column correctly. Click the check box to accept the declaration and click on confirm to proceed.

II. Details of Employee (1) Permanent Employee Number (PEN) (2) Name and Initial(s) (In Block letters) (3) Expansion of initial(s)	815584 SREENATH V
(4) Permanent Residential Address	LAYAM, PARIYARAM, PARIYARAM, 670502, Kannur
(5) Designation (6) Date of Birth	Assistant
(7) Date of entry in Govt. Service	02/11/2017
(8) Appointing Authority(Max 50 chrs)(9) Specify the Department	Finance Department
(10) Present Office	Secretariat Finance Department, Thiruvananthapuram
 III. Details of Property (1) Whether movable or immovable property acquired/disposed of during previous years? (2) If Yes', whether details furnished in time? (3) If the details are not furnished in time the reason for the same(Max. 300 characters) (4) Whether movable/immovable property acquired/disposed of during year under Report? (If YES, please furnish details in prescibed format i 	No Yes No
Certified that details given above are true to the best and belief. I am aware that furnishing false information pa respect of items III(1,2,3,4) above will be liable to disciplin against me	of my knowledge riticularly in nary action

Picture [E]

Step: 2

Enter Part II details (Immovable) if applicable (picture F)

Enter the required details, accept the declaration and click on confirm to save and proceed.

0 = 0	- Heart gev.m.							
	Ser	nice and Payroll	Administrati Employee Inte	ve Repository f	ov Kerala		Liser Me	s PA
rollike/Adheim	Lowes/Advances	· Service Maliters	· Income Tax	a Provident	Teend	· Acce	ngant a	· Man Out
Parti	2	Part II (Immerable)	3	Part III (Moxable)		4	Generale A	sknowledgement
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Picture [F]

Step: 3

Enter part 3 details (Movable) if applicable

Enter the details, Accept the declaration and click on confirm to save.

n de m	Service and Payroll Administrative Repository for Kerala Employee Interface					SPA		
Paralities / Automatic	- Losse / Adventer	a bervice Methors	· Income Tax	· Provident Fand		consta.	an Design Clark	
Parti	2	Part II (Immun alsta)	3	Part St (Movable)	4	Generate Aa	kossindantonot	
Factoria I	Inclusion Collins Count in the Inner American Theory Arts Weinstein Of Land 1-1 Weinstein Vision Basisford New Mandbagery Part Ma Santag the Year Santag	ng af Baltarin is alfanead has ^[17] Indicates mantalain has Baltarin Partited [17] ^[17]	here printing Actions ide. Met, Dry or Cardion Value of Duilding ++ Value	Filing period is ent	in ool startad a been	er almendy over	ett	
	Burvery and Subdivision Not ** Extent -Aces ** Sidect State Balact District	54. 1. 1	Cents	N. J.	tent.			

Picture [G]

Step: 4

Enter Generate Acknowledgement (Picture H)

This option helps you to print the acknowledgement for safe custody. User can edit part I, II, III details before generating acknowledgement. No further Modification is possible after acknowledgement. Filing authority can view the filed details of each employee at any time.



After using the application remember **sign out.** (Picture I)

			5 M	Down	load Mobile App User N	<u>Manual</u>
Profile/Admin	Loans/Advances	Service Matters	Income Tax	Provident Fund	Accounts	Sign Out

(Picture I)

SPARK PMU does not encourage further editing of already filed property returns statements.
