

**Proceedings of the Transport Commissioner, Kerala, Thiruvananthapuram.
(Present: Aananthakrishnan.S, IPS)**

Sub : - Motor Vehicles Department - SPARK - Department Management User -
Authorisation - Orders issued - Reg.

Read : 1) G.O. (MS)No.32/07/ITD dt.10-12-2007
2) G.O. (Rt) No.152/2007/ITD dt.25.07.2007.

Order No. MIT4/24976/TC/2000 dt.29-03-2008

Government has decided to implement an integrated Personnel and Payroll Management Package SPARK (Service & Payroll Administrative Repository) throughout the State. In the G.O read as first paper above Government have issued order to implement the full fledged pilot implementation of SPARK in Motor Vehicles Department subject to the conditions that the entire data entry work will be done in house by the Motor Vehicle Department and also under any circumstances the work will not be outsourced.

Important activities that the current version of the application can process online are:

1. Registering the Service Book of the employee and allotting Permanent Employee Number (PEN).
2. Details of loans, advances and other subscriptions like LIC, SLI.GIS.FBS etc.
3. Processing establishment Salary and generation of salary bills and schedules.
4. Processing SDO salary and generation of bills and schedules.
5. Issuing Salary slips.
6. Processing arrear salary, arrear DA etc.
7. Assessing professional tax
8. Issuing Identity Cards etc.

For the perfect functioning of the system different level of user authentications are there in SPARK. Therefore Department Management User (DMU) is required for Department Level System Administration; DMU adds DDOs, Establishment User and SDOs for his Department. DDOs assign bill processing right to the officers assisting him in bill processing. He can also authorize. Data Entry Operators and Individual Users. Individual users can view their pay slips and different accounts in respect of loans and advances that he/she is repaying.

Shri.C.Somasundaram Pillai, Senior Administrative Officer, Transport Commissionerate is authorized as Department Management User in addition to his normal duties.

Sd/-
Transport Commissioner (I/C)