

കേരള സർക്കാർ

ധനകാര്യ (രഹസ്യ) വകുപ്പ്

നം.98770/എസ്.എസ്. 2/2012/ധന

തിരുവനന്തപുരം, തീയതി : 11.12.2012.

സർക്കുലർ

വിഷയം :- **ധനകാര്യ വകുപ്പ് - ജീവനക്കാരുടെ - 1960 ലെ കേരള സർക്കാർ ജീവനക്കാരുടെ പെന്ഷനുകൾ - ഭൂ സ്വത്തുക്കളും മറ്റ് നക്ഷേപങ്ങളും സംബന്ധിച്ച് 2012 ലെ പത്രിക സമർപ്പണം - ഓൺലൈൻ (ഇന്റർനെറ്റ്) വഴി - സംബന്ധിച്ച്**

1960 ലെ കേരള സർക്കാർ ജീവനക്കാരുടെ പെന്ഷനുകൾ ചട്ടങ്ങളിലെ 37-ാം ചട്ടപ്രകാരം പാർട്ടി ടൈം കണ്ടിജൻ്റ് ജീവനക്കാർ ഒഴികെയുള്ള എല്ലാ ജീവനക്കാരും (ഓഫീസ് അറ്റൻ്റ് ഉൾപ്പെടെ) ഒരോ വർഷവും ജനുവരി 15-ാം തീയതിക്കകം മുൻവർഷാവസാനത്തിൽ അവരുടെ കൈവശത്തിലോ, അവർക്ക് മറ്റ് ഏതെങ്കിലും അവകാശത്തിലോ ഉള്ള സ്ഥാവര-ജംഗമ വസ്തുക്കളും (movable / immovable properties) മറ്റ് നിക്ഷേപങ്ങളും സംബന്ധിച്ച് ഓരോ പത്രിക സമർപ്പിക്കണമെന്ന് അനുശാസിക്കുന്നുണ്ട്.

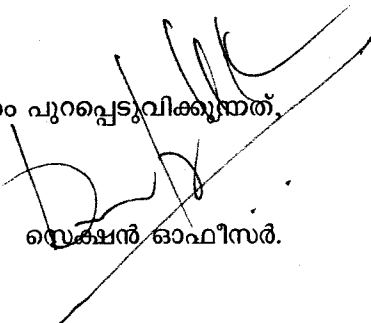
24.01.2007 ലെ ജി.ഒ. (എം.എസ്.) നം. 32/2007/പൊ.ഭ.വ ഉത്തരവ് പ്രകാരം സ്വത്തുവിവരങ്ങൾ സംബന്ധിച്ച പത്രിക സമർപ്പണം ഓൺലൈൻ വഴി (ഇന്റർനെറ്റ് മുഖേന) നടത്താൻ സർക്കാർ തീരുമാനിക്കുകയുണ്ടായി. ധനകാര്യ (രഹസ്യ) വകുപ്പിൽ പത്രിക സമർപ്പിക്കുവാൻ ബാധ്യസ്ഥരായ ഉദ്യോഗസ്ഥർ 2012 ലെ പത്രിക സമർപ്പണം 2013 ജനുവരി 15-നകം ഓൺലൈൻ വഴി നടത്തേണ്ടതാണ്. കടലാസ് മുഖേനയുള്ള പത്രിക സമർപ്പണം സ്വീകരിക്കുന്നതല്ല.

ഓൺലൈൻ വഴി പത്രിക സമർപ്പണം നടത്തുന്നതിനായുള്ള മാർഗ്ഗനിർദ്ദേശങ്ങൾ www.finance.kerala.gov.in എന്ന വെബ്സൈറ്റിൽ ലഭ്യമാക്കുന്നതാണ്. ഈ മാർഗ്ഗനിർദ്ദേശങ്ങൾക്ക് അനുസൃതമായി പത്രികസമർപ്പണം നടത്തേണ്ടതാണ്.

പി.എ. ഷൈല,
ഡെപ്യൂട്ടി സെക്രട്ടറി (ധനകാര്യം).

ധനകാര്യ വകുപ്പിലെ ഓഫീസ് അറ്റൻ്റ് ഉൾപ്പെടെയുള്ള എല്ലാ നോൺ ഗസറ്റഡ് ഉദ്യോഗസ്ഥർ. കേരള ജനറൽ സർവ്വീസിലെ ഡിവിഷണൽ അക്കൗണ്ടന്റുമാർ. / ഫിനാൻസിയൽ അസിസ്റ്റന്റുകൾ / ഫിനാൻസിയൽ ഓഫീസർമാർ.

നോഡൽ ഓഫീസർ, www.finance.kerala.gov.in

ഉത്തരവിൻ പ്രകാരം പുറപ്പെടുവിക്കുന്നത്,

സെക്ഷൻ ഓഫീസർ.

**Instructions to file Annual Property Statement Online
for employees other than AIS Officers for 2012**

Part A: Pre-requisites

1. Open browser (Internet Explorer or Mozilla Firefox)
2. Adobe Acrobat Reader 9.0 (or above) or Foxit reader should be installed in the system for viewing acknowledgement generated in PDF format after filing the return.

PART B: On-line filing of Property Returns

3. In the address bar type the address <https://www.spark.gov.in/webspark> .
The login page will appear (Picture -A)
4. Type the Permanent Employee Number (PEN) as **User Code** and enter the **password**. Then enter the characters displayed on the screen (case sensitive) in the text box. Then click **Sign In** button.
5. Then '**Change password**' window (Picture -B) may appear.

Enter the old password and the new password. Password should consist of atleast 8 characters (alphabets and numbers). Repeat the new password entry in the confirmation column and click **Confirm** button.
6. Once again Picture -A will appear. Repeat step 4. On successful login, the main menu page will appear.
7. From "**Profile**" menu select "**Property Returns**" (Picture -C). For users having Entitlement or DDO privileges, select "**Property Returns**" from "**Service Matters**" menu.
8. The instructions for filing property returns is given in the page.(Picture - D).Click on '**Get Started**' Button.
9. 'Enter Part I Details' (Picture – E) will be displayed. Fill in the required details correctly. Click the **checkbox** to accept the declaration (shown in red colour) and Click on "**Confirm**" button to save the details.
10. Next, Click on 'Enter Part II details (immovable)' (Picture – F).
This link will be enabled only if you have selected 'YES' in item III(4) of Part I. Fill in the required fields, Click the **checkbox** to accept the declaration (shown in red colour) and Click on "**Confirm**" button to save the details.

If there is no immovable property, just tick the check box and press confirm to file NIL immovable property.

In case of more than one immovable property, after entering details of one property, click the button "**Click for New Entry**" at top left corner.

11. Next, Click on 'Enter Part III details (movable)' (Picture – G). This link will be enabled only if you have pressed 'Confirm' 'button in Part II (immovable) page. Fill in the required fields, Click the **checkbox** to accept the declaration (shown in red colour) and Click on "Confirm" button to save the details.

12. If you have any corrections to done, please do it, before taking acknowledgment.

13. Click "**Generate Acknowledgement**" to get printouts for safe custody.

Please remember, **No further modification is possible after taking acknowledgement.**

14. Remember to Sign out.

PICTURE-

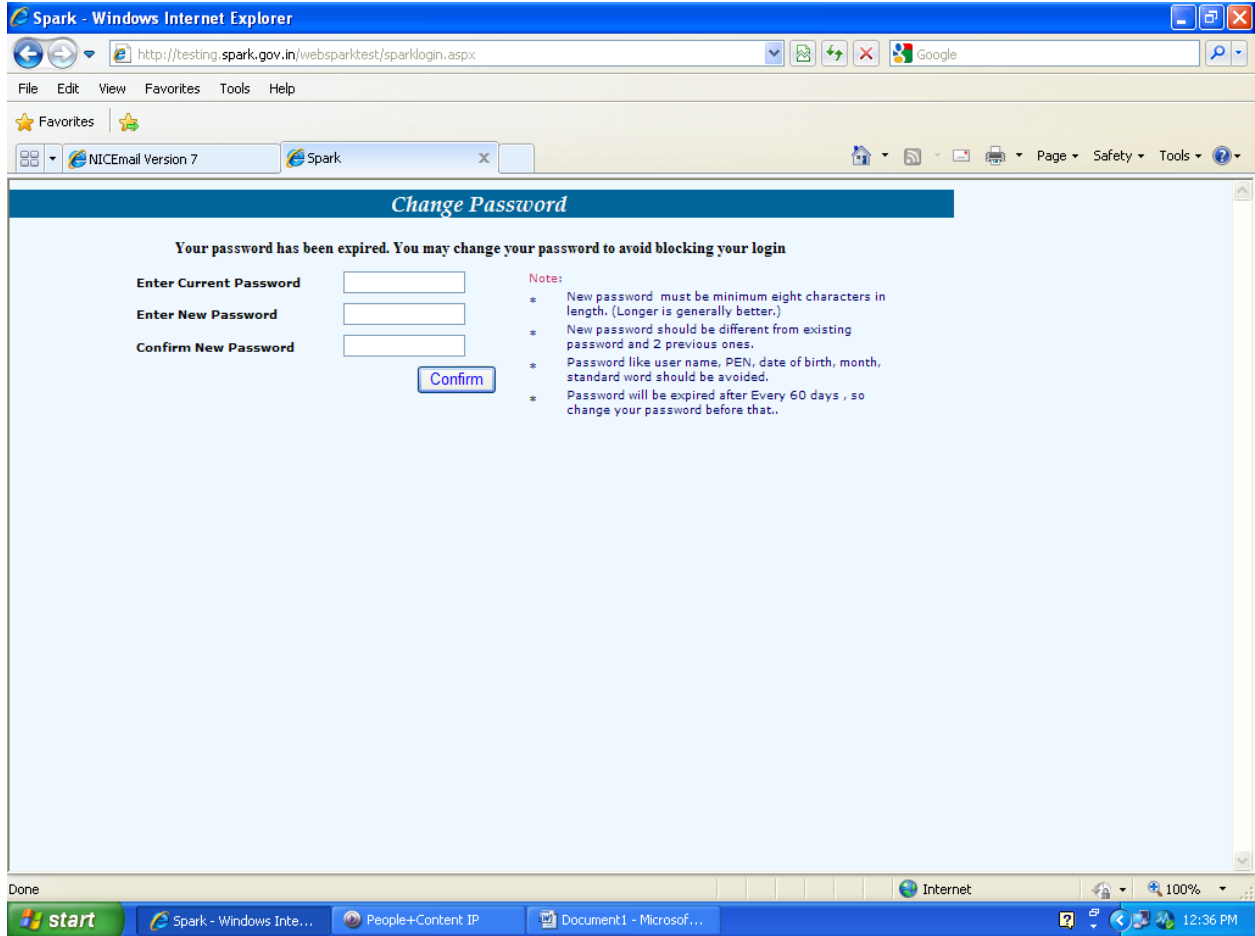
The screenshot shows a Windows Internet Explorer browser window displaying the SPARK web application. The browser's address bar shows the URL <http://testing.spark.gov.in/websparktest/>. The page title is "SPARK -- Service and Payroll Administrative Repository for Kerala".

The main content area features the SPARK logo and the text "Service and Payroll Administrative Repository for Kerala". Below this, the version "Version 2.2.1" is displayed. The page is divided into three columns:

- Left Column:** Contains a "Need Help" section with three green icons (phone, email, chat) and a "Notice" section with the text: "respective departments for SDO Authorisation, Password re-set, DDO Code updating, General queries on SPARK etc .".
- Middle Column:** Contains a detailed description of the system: "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 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".
- Right Column:** Contains a "User Login" section with input fields for "User code" (containing "PEN") and "Password". Below these is a CAPTCHA field with the text "Enter the characters as shown below." and a "Sign In" button.

At the bottom of the page, it states "Designed and Developed by NIC National Informatics Centre, Kerala State Centre". The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock displaying "12:35 PM".

PICTURE-



PICTURE-

The screenshot shows a web browser window titled "SPARK- Service and Payroll Administrative Repository for Kerala - Windows Internet Explorer". The address bar contains the URL: `http://testing.spark.gov.in/websparktest/Sparklogin.aspx?mytkn=4b42ca15-c154-473c-b54e-c038369042`. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar also shows "NICEmail Version 7" and "SPARK- Service and Payr...".

The main content area of the browser displays the "Service and Payroll Administrative Repository for Kerala Employee Interface". At the top left is the Kerala State emblem. The title "SPARK" is prominently displayed in red, with "Service and Payroll Administrative Repository for Kerala" and "Employee Interface" below it. A "User Manual" link is visible on the right. A navigation bar contains several menu items: Profile, Loans/Advances, Leaves, Salary, Income Tax, Provident Fund, and Sign Out.

A left-hand sidebar menu lists various options: Personal Memoranda, Transfer Request (Health Dept.), Transfer Request (Forwarding by HO), Processing at DMO/DHS/DME, Property Returns (highlighted in orange), Service Details, Qualification, Family Details, Nominees, Benefit Details, Dept. Tests Passed, Trainings, Awards, Disc. Actions, and Change Password.

The status bar at the bottom shows the URL `javascript: __doPostBack('mnuemp','Profile\\Property Returns')`, the Internet icon, and the system tray with the time 12:37 PM. The Windows taskbar at the very bottom shows the Start button and several open applications: "SPARK- Service and P...", "People+Content IP", and "Document1 - Microsof...".

PICTURE-



SPARK
Service and Payroll Administrative Repository for Kerala
Employee Interface



[User Manual](#)

- Profile
- Loans/Advances
- Leaves
- Salary
- Income Tax
- Provident Fund
- Sign Out

Welcome SHEELA P, to the Property Returns Filing module of SPARK

Online Filing Period : 01 Dec 2012 00:00:00 - 30 Dec 2012 00:00:00

Filing Property Returns is a simple 4 step process as given below.

Step 1 Enter Part I Details

Verify the details displayed. Few columns are changeable. If other columns are incorrect you may contact the respective admin section.

Enter the details, accept the declaration and click on confirm button to proceed

Step 2 Enter Part II Details if applicable.

Enter the details, accept the declaration and click on confirm button to proceed

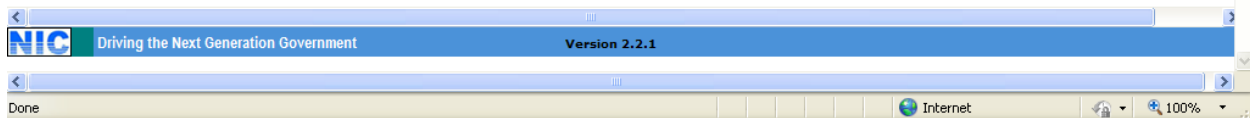
Step 3 Enter Part III Details if applicable.

Enter the details, accept the declaration and click on confirm button to proceed

Step 4 Generate and print Acknowledgement

Note : Please ensure that Foxit Reader or Adobe Acrobat Reader 9.0 or above is installed in your system for viewing reports.

Get Started



PICTURE-



SPARK
Service and Payroll Administrative Repository for Kerala
Employee Interface



[User Manual](#)

- Profile
- Loans/Advances
- Leaves
- Salary
- Income Tax
- Provident Fund
- Sign Out

- 1 Part I
- 2 **Part II (Immovable)**
- 3 Part III (Movable)
- 4 Generate Acknowledgement

Note: Editing of Return is allowed before printing Acknowledgement.

DETAILS OF MOVABLE / IMMOVABLE PROPERTY ACQUIRED / DISPOSED OF DURING 2011

I. Property Return Filing Authority

General Administration SS Department

II. Details of Employee

- (1) Permanent Employee Number (PEN)
- (2) Name and Initial(s) (In Block letters)
- (3) Expansion of initial(s)
- (4) Permanent Residential Address
- (5) Designation
- (6) Date of Birth
- (7) Date of entry in Govt. Service
- (8) Appointing Authority(Max 50 chrs)
- (9) Specify the Department
- (10) Present Office

100303
SHEELA P
Pavana Amma
Govreesapattom,695004,Thiruvananthapuram
Section Officer (H.G)
07/12/1965
23/06/1988
Gok
Finance Department
Secretariat Finance Department, Thiruvananthapuram

III. Details of Property

- (1) Whether movable or immovable property acquired/disposed of during previous years? No
- (2) If 'Yes', whether details furnished in time? Yes
- (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? Yes
(If YES, please furnish details in prescribed format in Part-II and/or Part III)

Certified that details given above are true to the best of my knowledge and belief. I am aware that furnishing false information particularly in respect of items III(1,2,3,4) above will be liable to disciplinary action against me

Confirm

PICTURE-



SPARK
Service and Payroll Administrative Repository for Kerala
Employee Interface



[User Manual](#)

Profile Loans/Advances Leaves Salary Income Tax Provident Fund Sign Out



[Click for New Entry](#)

** indicates mandatory fields

Year	2011	Serial Number	0	Wet, Dry or Garden	--Select--
Value of Land	**		0		
Whether With Building		--Select--		Value of Building	**
New Building(s) Put up during the Year (including extension/renovation etc.) on properties owned during previous year	**		0	Value	0
Survey and Subdivision No	**	NA			
Extent -Acre	**	0		Cents	**
Select State		Kerala			0
Select District		--Select--		Select Taluk	--Select--
Pakuthi/ Village		--Select--		Enter District(if outside kerala)	NA
Enter Taluk(if outside kerala)		NA		Enter Village(if outside kerala)	NA
When Acquired (Date)				How Acquired?	
				purchase/gift/succession/patta or others(Furnish details)	**
By Whom Acquired	**	-		With What means?(Mode of payment/receipt)	
				cash/cheque/draft/others(Furnish details)	**
From Whom Acquired	**	-		To whom Disposed	**
Nature of Interest(Part/Full)	**	-		Share of Interest	**
In whose Name Registered	**	-		Price paid/Received	**
					0
Remarks(Max. 500 characters)					

I hereby declare that I am not possessed of or interested in any landed property other than what is stated above either in my name or benami. I am aware that furnishing false information will be liable to disciplinary action against me.

[Confirm](#)



Driving the Next Generation Government

Version 2.2.1

Done

Internet

100%

PICTURE-



SPARK
Service and Payroll Administrative Repository for Kerala
Employee Interface



[User Manual](#)

- Profile
- Loans/Advances
- Leaves
- Salary
- Income Tax
- Provident Fund
- Sign Out

ANNUAL PROPERTY RETURN PART III FOR SHEELA P (PEN:100303)

- 1 Part I
- 2 Part II (Immovable)
- 3 Part III (Movable)
- 4 Generate Acknowledgement

Note: Editing of Return is allowed before printing Acknowledgement.

Year 2011

(a) Full particulars of Shares, debentures, postal cumulative time deposits and cash including bank deposits owned, acquired or inherited by the employee or held by him/her either in own name or in the name of any member of his/her family or in the name of any other person. (Max. 1000 characters)

(b) Movable property other than those specified in clause (a) above. (Max. 1000 characters)

(c) Debts and other liabilities incurred by him directly or indirectly. (Max. 1000 characters)

I hereby declare that I am not possessed of or interested in any movable property of any kind other than what is stated above either in my name or benami. I am aware that furnishing false information will be liable to disciplinary action against me.

Confirm