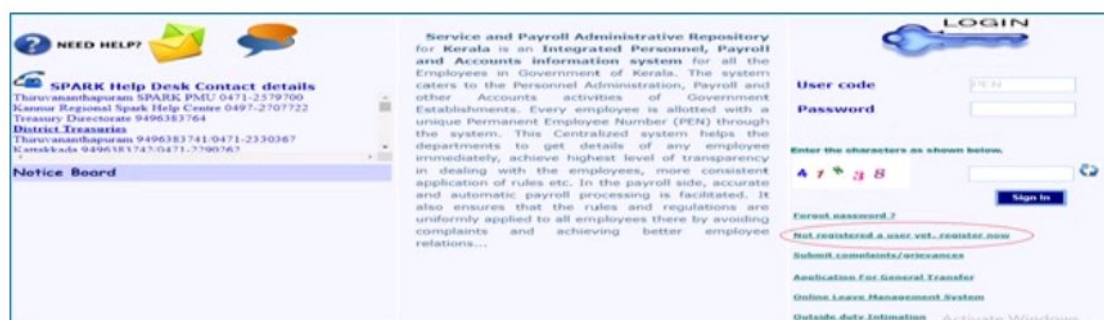# APPENDIX

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]

[Figure 1]

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


[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 www.spark.gov.in/webspark.

The login page will appear as per Picture [A]
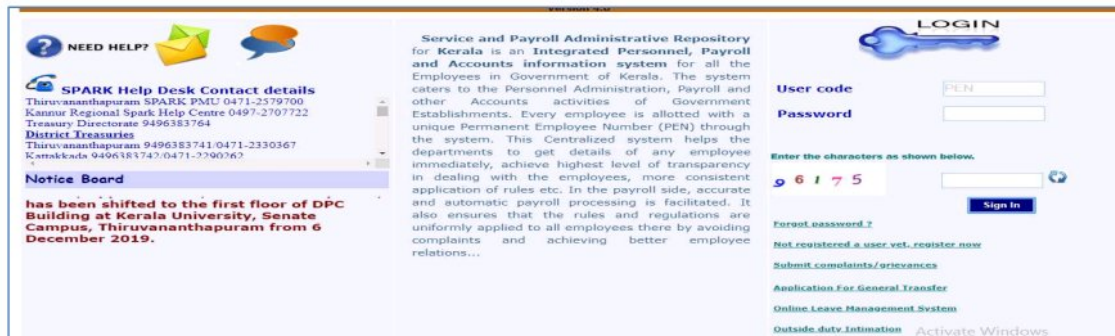
Picture (A)

- 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.
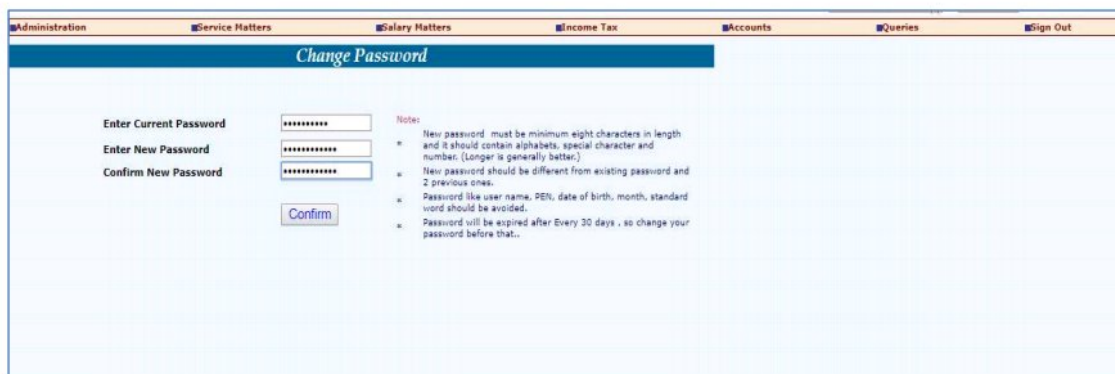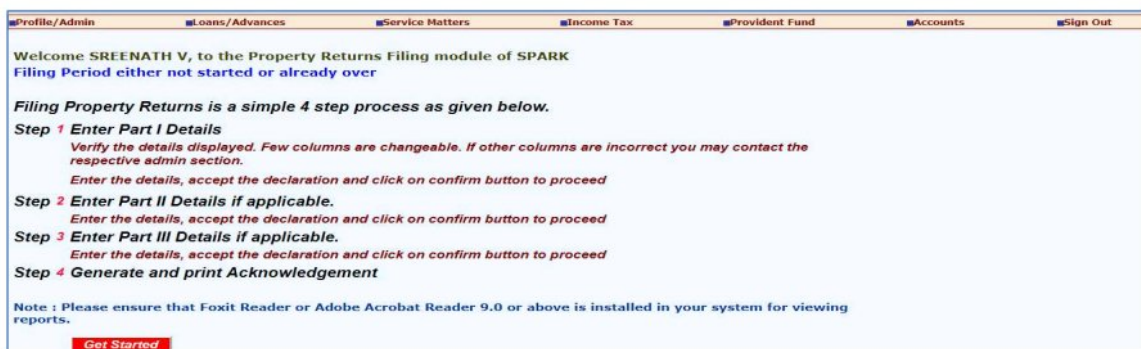

Picture (B)

- 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.

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.

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.

Picture [F]

Step: 3

Enter part 3 details (Movable) if applicable

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

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.

Picture [H]

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

(Picture I)

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