

APPENDIX

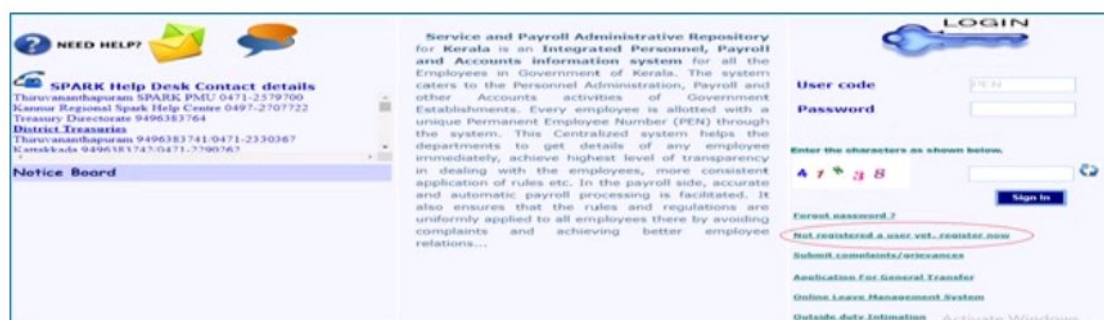
Instructions to file Annual Property Statement Online For employees other than AIS officers

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'.



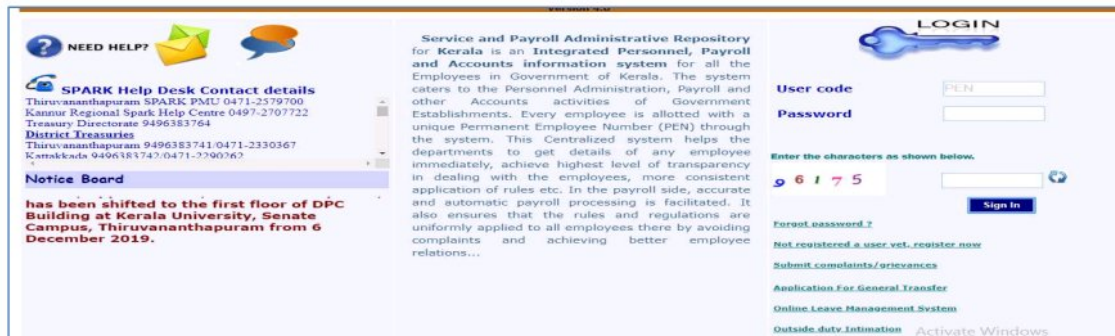
[Figure 2]

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.

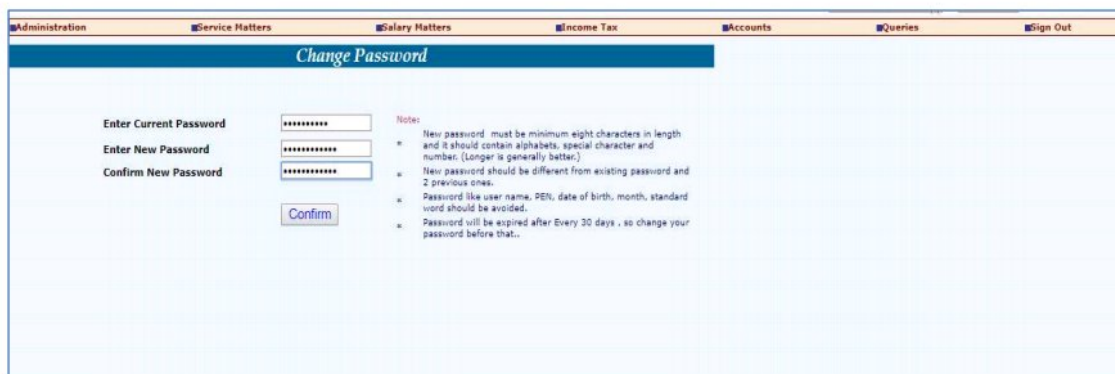
The login page will appear as per Picture [A]



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.



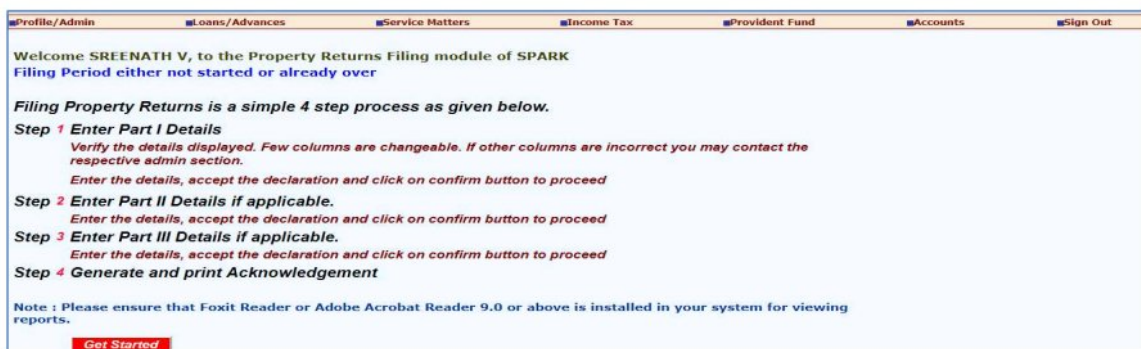
Picture (B)

- 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.

The screenshot shows the 'II. Details of Employee' and 'III. Details of Property' form. Under 'II. Details of Employee', fields include: Permanent Employee Number (PEN) 815584, Name and Initial(s) SREENATH V, Expansion of initial(s) LAYAM, PARIYARAM, PARIYARAM, 670502, Kannur, Designation Assistant, Date of Birth 23/12/1989, Date of entry in Govt. Service 02/11/2017, Appointing Authority (Max 50 chrs) Finance Department, and Present Office Secretariat Finance Department, Thiruvananthapuram. Under 'III. Details of Property', there are four questions with 'No' or 'Yes' dropdown menus. A declaration checkbox is at the bottom left, and a 'Confirm' button is at the bottom right.

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.

The screenshot shows the 'Service and Payroll Administrative Repository for Kerala' (SPARK) Employee Interface. The main heading is 'ANNUAL PROPERTY RETURN PART II FOR ARUN VIKRAM DEV'S (PEN:628830)'. The interface is divided into four numbered sections: 1. Part I, 2. Part II (Immovable), 3. Part III (Movable), and 4. Generate Acknowledgement. Section 2 is currently active. It contains a 'Click for New Entry' button, a 'Year' dropdown set to '2019', and a 'Serial Number' input field. Below these are fields for 'Value of Land', 'Whether With Building', 'New Building(s) Put up during the Year', 'Survey and Subdivision No', 'Extent Acres', 'Select State', and 'Select District'. There are also dropdowns for 'Wet, Dry or Garden' and 'Cents'. A 'Filing period is either not started or already over!!' warning is visible at the top right of the form area.

Picture [F]

Step: 3

Enter part 3 details (Movable) if applicable

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

This screenshot is identical to the previous one, showing the SPARK Employee Interface. However, the 'Part III (Movable)' section is now active, indicated by the number '3' being highlighted in the top navigation bar. The form fields for Part II are still visible but not the primary focus.

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.

Statement of immovable/ovable properties, shares in companies, and other investments held by the below mentioned employee, employees spouse, relatives of family (dependant) for the year 2019 (New Rule 37 of rule 56 of the Kerala Government Servants' Conduct Rules, 1950)

PART I

i. Property Return Filing Authority	General Administration SS Department
ii. Details of Employee	
(1) Permanent Employee Number (PEN)	828830
(2) Name & Initials (in Block Letters)	ANJUN VIKRAM DEV S
(3) Expansion of Initials	Subramanian party
(4) Permanent Residential Address	Andoor Madom Kurakkate PO, Korari, Adingal, 895104, Thiruvananthapuram
(5) Designation	Senior Grade Assistant
(6) Date of Birth	06/06/1983
(7) Date of entry in Govt. Service	08/04/2011
(8) Appointing Authority	Secretary, General Administration Department
(9) Present Office	General Administration Accounts Department, Secretariat
iii. Details of Property	
(1) Whether immovable/ovable property acquired/disposed of during previous years?	Yes
(2) If Yes, give details of property acquired/disposed of during previous years.	Yes

Picture [H]

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

Download Mobile App User Manual
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.
