

SPARK
Electronic Submission of Salary Bills
DDO's

Accounts – Initialisation-Billtype

The screenshot shows the SPARK web application interface. The browser address bar displays the URL: localhost:3598/webspark/sparkmainmenu.aspx?mytkn=4f02126f-9f5e-4f1f-b7a0-a58e4ed1f6d8. The page header includes the SPARK logo and the text "Service and Payroll Administrative Repository for Kerala" and "Establishment Interface". The navigation menu includes "Service Matters", "Salary Matters", "Income Tax", "Accounts", "Queries", and "Sign Out". The "Accounts" menu is expanded, showing "Initialisation", "Bills", "Bill Class", "Bill Type", and "Head Codes". The "Initialisation" menu item is selected, and the "Bill Type" sub-menu item is highlighted. The main content area shows a form with "Department" set to "Homoeopathy" and "Office" set to "GOVT.HOMOEOP DISPENSARY SECRETARIAT TRIVANDRUM". Below the form is a table with columns: Code, Name, Class, Form No, Appr. of HO?, Sn. Order?, and Edit. The table contains one row with Code "billtype1", Name "Contingent Bill", Class "10", Form No "Y", Appr. of HO? "N", Sn. Order? "N", and an "Edit" link. Below the table is a dropdown menu for "Class" with "--Select--" and an "Insert" button.

Code	Name	Class	Form No	Appr. of HO?	Sn. Order?	Edit
1	billtype1	Contingent Bill	10	Y	N	Edit

Class: --Select--

Form No: --Selt--

Appr. of HO?: --Selt--

Sn. Order?: --Selt--

[Insert](#)

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Initialise your Bill Type in your office

Menu:-Accounts Initialisation-Headcode

The screenshot displays the SPARK (Service and Payroll Administrative Repository for Kerala) web application. The page title is "Establishment Interface". The navigation menu includes "Service Matters", "Salary Matters", "Income Tax", "Accounts", "Queries", and "Sign Out". The "Accounts" menu is expanded, showing "Initialisation", "Bills", "Bill Class", "Bill Type", and "Head Codes". The "Head Codes" option is highlighted. The form fields are filled with: Department: Homoeopathy, Office: GOVT.HOMEOE DISPENSARY SECRETARIAT TRIVANDRUP, DDO: 001, and Fin. Year: 2013 - 2014. Below the form is a table with columns: Grant No., majh(Function), smjh(Sub function), aimh(Program), subh(Scheme), sh(sub subhead), dsh(Sub Scheme), jobh(Primary Unit), Head Desc, BE, Recovery, Expense, Plan/Nonplan, Voted/Charged, and actions (Delete, Insert). The first row contains the values: Edit 1, 2210, 02, 102, 99, 00, 00, 00, DDO, 0, 0, 0, N, V, and Delete.

Grant No.	majh(Function)	smjh(Sub function)	aimh(Program)	subh(Scheme)	sh(sub subhead)	dsh(Sub Scheme)	jobh(Primary Unit)	Head Desc	BE	Recovery	Expense	Plan/Nonplan	Voted/Charged	
Edit 1	2210	02	102	99	00	00	00	DDO	0	0	0	N	V	Delete

Accounts-Bills-Make bill from Payroll

The screenshot displays the SPARK (Service and Payroll Administrative Repository for Kerala) Establishment Interface. The browser address bar shows the URL: localhost:3598/webspark/sparkmainmenu.aspx?mytkn=4f02126f-9f5e-4f1f-b7a0-a58e4ed1f6d8. The interface includes a navigation menu with options: Service Matters, Salary Matters, Income Tax, Accounts, Queries, and Sign Out. The 'Accounts' menu is expanded, showing 'Initialisation' and 'Bills'. The 'Bills' sub-menu is further expanded, highlighting 'Make bill from Payroll', 'E_Submit Bill', and 'View Submitted Bills'. The main content area is titled 'Make Bill from Payroll' and contains several form fields: Department (Homoeopathy), Office (GOVT.HOMOEODISPENSARY SECRETARIAT TRIVANDRUM), SDO/DDO Code (001), Select Bill (Bill for Establishment Bill-PrepBy 359121 on Oct 26 2010 3:07:00:1), Bill Type (billtype1), Head Account (2210-02-102-99-00 -DDO), and Select Treasury (Sub Treasury, Govt. Secretariat). A 'Make Bill' button is located below these fields. The footer of the page features the NIC logo and the slogan 'Driving the Next Generation Government'.

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make bill from your processed bill's list

Accounts-Bills-E submit bill

The screenshot shows the SPARK (Service and Payroll Administrative Repository for Kerala) Establishment Interface. The browser address bar shows the URL: localhost:3598/webspark/sparkmainmenu.aspx?mytkn=4f02126f-9f5e-4f1f-b7a0-a58e4ed1f6d8. The page features a navigation menu with options: Service Matters, Salary Matters, Income Tax, Accounts, Queries, and Sign Out. The 'Accounts' menu is expanded, showing 'Initialisation', 'Bills', 'Make bill from Payroll', 'E_Submit Bill', and 'View Submitted Bills'. The 'E-Submit Bill' page includes a form for Department (Homoeopathy), Office (GOVT.HOMOEOP DISPENSARY SECRETARIAT TRIVANDR), and SDO/DDO Code (DD1). A table titled 'Bills to Submit' contains one entry: Bill No: 45, Bill Type: Establishment Bill, Gross: 30251, Net: 18968, Prepared On: 23/09/2013 16:21:00, with a 'Select' link. The 'Bill Details' section contains fields for Treasury (Sub Treasury, Govt. Secretariat), Bill Control Code (64087879888973849347), Head Account (2210.02.102.99.00 .DDO), DDO Name (Susamma John Dr), Month and Year (10/2010), No: of employees (2), Bill Gross (30251), Recovery (11283), Bill Net (18968), Prepared by (369121), Prepared on (23/09/2013), and Bill details (Salary for October 2010 - Establishment Bill). An 'Approve and Submit' button is located at the bottom of the form.

Department: Homoeopathy
Office: GOVT.HOMOEOP DISPENSARY SECRETARIAT TRIVANDR
SDO/DDO Code: DD1

Bill No:	Bill Type	Gross	Net	Prepared On	
45	Establishment Bill	30251	18968	23/09/2013 16:21:00	Select

Bill Details

Treasury: Sub Treasury, Govt. Secretariat
Bill Control Code: 64087879888973849347
Head Account: 2210.02.102.99.00 .DDO
DDO Name: Susamma John Dr
Month and Year: 10/2010
No: of employees: 2
Bill Gross: 30251
Recovery: 11283
Bill Net: 18968
Prepared by: 369121
Prepared on: 23/09/2013
Bill details: Salary for October 2010 - Establishment Bill

[Approve and Submit](#)

Menu:-Accounts-bills-view submitted bills

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Department Office: Homoeopathy
GOVT.HOMOEOPATHY DISPENSARY SECRETARIAT TRIVANDRUM

SDO/DDO Code: 001

Bills submitted in the month of: Sep / 2013

Bill No	Bill Type	Mnth and Yr	Gross	Net	Submitted on	Status	
27	Establishment Bill	12/2010	30251	18968	04/09/2013	Success	View Status
40	Establishment Bill	7/2010	27983	19700	11/09/2013	Success	View Status

can see the bill's status from treasury (is it passed or Objected)