

SPARK
**Electronic Submission of Salary Bills
Self Drawing Officers (SDO)**

Accounts-Bills-Make bill from Payroll

The screenshot displays the SPARK Employee Interface in a Mozilla Firefox browser. The page title is "SPARK- Service and Payroll Administrative Repository for Kerala - Mozilla Firefox". The URL is "10.5.9.73/webspark/sparkmainmenu.aspx?mytkn=d34e5c05-2a3b-4a0d-ab00-efa310d007d9". The page features the SPARK logo and the text "Service and Payroll Administrative Repository for Kerala Employee Interface". A navigation menu includes "Profile", "Loans/Advances", "Leaves", "Salary", "Income Tax", "Provident Fund", "Accounts", and "Sign Out". The "Accounts" menu is expanded, showing "Bills" with sub-options: "Make bill from Payroll", "E_Submit Bill", and "View Submitted Bills". The "Make Bill from Payroll" form includes the following fields:

- Department: General Administration Department
- Office: General Administration Department Secretariat
- SDO Code: 203835
- Select Bill: --Select--
- Bill Type: --Select--
- Head Account: --Select--
- Select Treasury: --Select--

A "Make Bill" button is located at the bottom of the form. The taskbar at the bottom shows the Windows Start button and several open applications, including "Administr...", "New Text...", "e submissio...", "SPARK- Se...", "Local Disk (...)", "e sub mission", "FINANCE...", and "Microsoft P...". The system clock shows 2:58 PM.

2

Make bill from your processed bill's list

Accounts-Bills-E submit bill

The screenshot displays the SPARK Employee Interface in a Mozilla Firefox browser. The page title is "Service and Payroll Administrative Repository for Kerala - Employee Interface". The navigation menu includes Profile, Loans/Advances, Leaves, Salary, Income Tax, Provident Fund, Accounts, and Sign Out. The "Accounts" menu is expanded, showing "Bills" with sub-options: "Make bill from Payroll", "E_Submit Bill", and "View Submitted Bills".

The "E-Submit Bill" section contains the following form fields:

- Department: General Administration Department
- Office: General Administration Department Secretariat
- SDO Code: 203835
- Treasury: Sub Treasury, Govt. Secretariat
- Bill Control Code: [Empty]
- Head Account: [Empty]
- SDO/SDO Name: [Empty]
- Month and Year: [Empty]
- No. of employees: [Empty]
- Bill Gross: [Empty]
- Recovery: [Empty]
- Bill Net: [Empty]
- Prepared by: [Empty]
- Prepared on: [Empty]
- Bill details: [Empty]

There is a table titled "Bills to Submit" with columns: Bill No., Bill Type, Gross, Net, Prepared On. It is currently empty.

An "Approve and Submit" button is located at the bottom of the form.

The footer includes the NIC logo, "Driving the Next Generation Government", "Version 2.2.1", and a clipboard notification: "7 of 24 - Clipboard Item collected." The taskbar shows the Start button and several open applications, including "Administrati...", "New Text Doc...", "e submission F...", "SPARK- Servi...", "2 Windows ...", "FINANCE MIN...", and "Microsoft Pow...". The system clock shows 3:02 PM.

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Select Bill → Approve and Submit

Menu:-Accounts-bills-view submitted bills

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