INSTITUTE OF HUMAN RESOURCES DEVELOPEMT
TC 86/1949 (2), NH Bypass Junction, Chackai
Pettah P O, Thiruvananthapuram -24

No. Fin C1/5731/20/HRD   *Dated 14 ..11..2022*

CIRCULAR

Subject :- Implementation of GSpark in IHRD and associate institutions –reg
      Ref:- 1. This Office Circular No. FinC1/5731/2020/HRD dated 1..8..2022
            2. Letter from Sri. N G Sreekumar, Nodal Officer, GSPARK dated 9/11/2022

As per Circular read(1) above all heads of institutions were directed to generate salary bill of employees except those coming under AICTE / UGC scheme through GSpark from **July 2022** onwards. Now the GSPARK has allowed to include the details of employees coming under AICTE/ UGC scheme also with effect from July 2022. As such you are directed to upload the details of all employees to GSpark in the proforma already issued.

You are also requested to go through the instructions uploaded along with this Circular before creating the bill for each month.

                                             Sd/-
                                             Dr.P.SureshKumar
                                             DIRECTOR

To
   1. *All Heads of Institutions under IHRD*
   2. *Additional Director*
   3. *PA to Director*
   4. *Deputy Director*
   5. *Administrative Officer*
   6. *Finance Officer*
   7. *Executive Engineer*
   8. *Nodal Officer, GSpark*
   9. *FIN A, B, C ,IT Division, Purchase, Academic, Establishment Section Heads in the IHRD Head Office*
   10. *Stock file / Office Copy*

Approved for Issue

Financial Consultant/Advisor

INSTRUCTIONS

before creating the Bill Processing monthly

TO DO LIST

- Check any employee have the increment for the current Month if so initiate increment and approve increment through menu (Service Matters >> Increment Sanction >> Process Increment & Sanction Increment)

- Check any employee has the Grade Promotion for the current Month if so initiate Grade Promotion and Fix Promotion Basic Pay through menu (Service Matters >>Promotion/Grade/Revision>>Generate Promotion Order & Pay Fixation on Promotion). Then take arrear bill and merge that bill to next month (Salary Matters>> Processing >> Arrear >> Salary Arrear >> Salary Arrear & Merge Arrear with Salary)

- If any employee Having excess pay recovery on the present month use menu (Salary Matters>> Processing >> Excess Pay processing>> Excess Pay processing & Recovery of Excess Pay)

- Check or Update each employees deduction for the Current Month through Menu (Salary Matters>> Change in Month >> Present Salary)

- Check or Update each employees leave for Current Month if any one taken any leave other than Casual leave the enter the leave particular for each employee through menu (Service Matters >> Personnel Details then Leave availed sub menu)

- Process the bill (Salary Matters>> Processing >> Salary >> Monthly Salary processing)

- Check the processed bill correctness (Salary Matters>> Bills and schedules >>Monthly Salary > > Paybill and Schedules)

- Upto above Process must to do before **27th of each Month** and stop the rest of the activities of Current Month.

Next Month /Payment Date

- If the previous month created bill is correct then go for next step otherwise recreate the bill then go for Encashment Process through below menu

- (Accounts>> Bills >>Make Bill from Payroll)

- (Accounts>> Bills >>Bill Passing /Approving by DDO)

- (Salary Matters>> Encashment details >>Select Month and Encash it)

- One Month Salary process completed and verify PBR of each employee through(Salary Matters>> PBR>> Select each employee)

N.G SREEKUMAR
COMPUTER ENGINEER (ITD)
NODAL OFFICER (GSPARK)
IT DIVISION, IHRD HQ