## സ്പാർക്കിൽ Pay Revision നടത്തുന്ന രീതി

- 1. Pay Revision നടത്തുന്നതിന് SPARK ലേയ്ക്ക് പ്രവേശിയ്ക്കുന്നതിന് മുമ്പായി, Pay Fixation നടത്തി മേലധികാരിയിൽ നിന്ന് അംഗീകാരം നേടിയിരിക്കണം.
- 2. അനയോജ്യമായ Option Date കണ്ടെത്തി Pay Fixation നടത്തുന്നതിന്, സഹായകമായ പല software കളം ലഭ്യമാണ്.
- SPARK ൽ പ്രവേശിയ്ക്കക. Service History കൃത്യമാണെങ്കിൽ മാത്രമെ ശരിയായി Pay Revision നടത്താൻ കഴിയൂ. അതിനാൽ Administration - Edit Employee Record വഴി PEN നമ്പർ നൽകി Service History എന്നതിൽ click ചെയ്യുക.

				Employe	e Details		(PADE		
Personal F	Probation T	raining Awards	Leave Account	Perf. Report Quarter	s <u>Service History</u>	Drawn Salary			
Recruitment	Family Details	Quali. Services	Discip. Action Leav	e Availed Cadre Details	Deputation Present S	alary Main Menu			
Qualification	Dept. Tes	s Regularisatio	on Nominees	Leave Surrender	Benefit Details Lo	ans Log Out			
Personal r	memoranda	P	resent service d	etails (	<u>Contact details</u>				
Permanent	Emp. No.	522134	Name	ROYMON MAT	HEW				
Departmental Gen. No, if any UploadSignature									
Upload photo									
						(In Pre Revised Scale)			
Personal me	moranda								
Sex	Ma	le	Nationality	India 🗸 🗸	Date of birth	01/01/1971			
Father's nam	me		Mother's name		superannuation/ Retirement Date	31/03/2026			
Blood group	•		Religion	Christian 🗸	Caste	R C S C			
Category	Ge	n 🔨	Ex-service men?	No 🗸	Physically handicapped	No 🗸			
Nature of ha	andicap				PAN number				
Ration card	number		Voter id card number		Marital status	Select V			
Spouse's na	me		Is inter religion/caste	Select V	Spouse's religion	Select V			
Spouse's cas	ste		Is spouse employed	Select V	Spouse employed in		Confirm		
					<b></b>				

4. Service History യിൽ ഒരു Entry യെങ്കിലും നേരത്തേ നടത്തിയിട്ടുണ്ടെങ്കിൽ പിന്നീട്ടള്ള ഓരോ pay change ഉം automated updation നടന്നിട്ടുണ്ടാവും. Service History നൽകിയിട്ടില്ലെങ്കിൽ ആവശ്യമായ വിവരങ്ങൾ നല്ലി 01/07/2009 മുതലുള്ള Service History പൂർണമാക്കുക. ഓരോ entry യുടെയും ഇടതുവശത്തു കാണുന്ന select ബട്ടണിൽ click ചെയ്താൽ, വലതുവശത്ത് അതിന്റെ details പ്രത്യക്ഷമാകം. ഓരോ entry യും Service Book മായി ഒത്തുനോക്കി കൃത്യമാണെന്ന് ഉറപ്പാക്കുക.

SPARK- Service and Payroll Ad		
	Employee Details	PADE
Personal Probation Training Awards Leave Account	nt Perf. Report Quarters Service History Drawn Salary	
Recruitment Family Details Quali. Services Discip. Action Le	Leave Availed Cadre Details Deputation Present Salary Main Menu	
Qualification Dept. Tests Regularisation Nominees	es Leave Surrender Benefit Details Loans Log Out	
Service Details 522134 R	ROYMON MATHEW	
	Selected Details	
Office Designation FromDate BasicPay	DepartmentSelect-	
GOVERNMENT PD Teacher UPS, (HC) 01/07/2009 9590		
PERUVANTHANAM (110)	Districtselect	J
1	OfficeSelect	
	Search Limit Offfices by Keyword	
I	DesignationSelect	
(	CategorySelect	
1	Date FromSeler	
1	Date To	
1	Basic Pay	
	Order No.	
	Order Date	
		1
1	Kemarks	

5. Salary Matters - Pay Revision 2009 - Pay Revision Status എന്ന ഭാഗത്തെത്തുക.

	Servic	e and Payroll Ad	Iministrative Repo	ository for Kerd	ala						
100	Establishment Interface										
Administration	Service Matters	Salary Matters SDO Salary Est. Bill Types	Income Tax	Accounts	Queries	Sign Out					
Department Office	Education (General)	Acquittance Details Subsistence Allowance Changes in the month									
Designation	-Select-	Processing December 2015 Processing Processi	•								
		Other Reports Co-operative Recovery PF Query									
		Manually Drawn Pay Revision 2009	Pay Revision Fixation Pay Revision Editing Pay Revision Status Pay Revision Arrear Processi Pare Revision Arrear Processi	ing							
			PR PF Contribution Scheduk	•							

 Designation wise List ആണ് ഇവിടെനിന്നും ലഭിയ്ക്കന്തത്. സ്ഥാപനത്തിലുള്ള ഓരോ Designation നല്ലി List എന്ന ബട്ടണിൽ click ചെയ്യുക.

	Service and Payroll Administrative Repository for Kerala Establishment Interface										
Administration	Service Matters	Salary Matters	Income Tax	Accounts	Queries	Sign Out					
		Pay Revisi	on Fixation Stat	us							
Department	Education (General)	~									
Office	GOVERNMENT UPS, PERUVANTHANAM	v									
Designation	PD Teacher (HG)	List Clear									

7. ഈ രീതിയിൽ ഒരു സ്ഥാപനത്തിലുള്ള മുഴവൻ ജീവനക്കാരുടെയും Report എടുത്ത് Revised Scale, Pre-Revised Scale ഇവ ശരിയാണെന്ന് ഉറപ്പാക്കുക.

എന്തെങ്കിലും പൊരുത്തക്കേടുണ്ടെങ്കിൽ concerned DMU -റുമായി ബന്ധപ്പെട്ടോ Subject "PR 2009" എന്ന് സൂചിപ്പിച്ച് വിശദവിവരങ്ങൾ info@spark.gov.in എന്ന E-mail വിലാസത്തിൽ അയച്ചോ പരിഹരിച്ചതിനുശേഷം തുടർന്നുള്ള കാര്യങ്ങൾ ചെയ്യുക.

epartment : Edu ffice : GOVERN	ication (General) MENT UPS, PERUV/	ANTHANAM		
No	Emped	Name	DeptGenNo	Pay Revised Y/N
D Teacher (HG) 1910-340-12930-0 1	: Revised:13900-360-14 )-12930-0-12930 522120	1980-400-16980-440-18740-500-21240-560-24040-0-24040, BEENA S	Pre-Revised:7990-200-9590-240	N
2	522134	ROYMON MATHEW		N
3	522142	K K JELLY MOL		N
		K II DA HIMANATII		N

8. Salary Matters - Pay Revision 2009 - Pay Revision Fixation എന്ന ഭാഗത്തെത്തുക.

	Service and Payroll Administrative Repository for Kerala										
120 La.			MISSION								
Administration	Service Matters	Salary Matters	Income Tax	Accounts	Queries	Sign Out					
		SDO Salary>Est. Bill TypesAcquittance DetailsSubsistence AllowanceChanges in the month>Processing>Bills and Schedules>Other Reports>PF Query>Pay Revision 2009>	Bay Revision Fixation Pay Revision Editing Pay Revision Status Pay Revision Arrear Bill PR PF Contribution Schedu	₹ sing le							

9. Employee Name സെലക്ട് ചെയ്യക.

	Serv	ice and Payroll A	A <i>dn</i> stabl	inistrative Reposition	itor	y for Kerala	k.	
Administration	Service Matters	Salary Matters		Income Tax	A	Accounts	Queries	Sign Out
		Pay I	Rev	ision Fixation				
Department	Education (General)		$\sim$	Service Category as on Option D	ate			
Office	GOVERNMENT UPS, PERUV	ANTHANAM	$\sim$	Department as on Option Date				
PEN	Sort : Emp. Code /	<u>Emp. Name</u>	~	Office as on Option Date				
Name	Select			Designation on Option Date		Í		
Date Of Birth	521739-V M KAMARBAN 521783-K X ANNAMMA 522120 PEFNA S			P.R Scale as on OptionDate (scale for Above Designation)		Select		~
Date of commencement of Regular Service	522120 BEERR S 522134-ROYMON MATHE 522142-K K JELLY MOL	N		Basic Pay on Option Date				
Ion-Qualifying Service <b>(in da</b>	ys) 522177-K H RAHIYANATH 522231-SALIMMA MATHE	w		Revised Scale		Select		~
Option Date (dd/mm/yyyy	522246-ALEYAMMA P E 522267-SHAKEELA K A			Personal Pay to be added				
No of Years of Service for veightage	522329-H AYSHA UMMA			Special pay to be added				
his facility is only a tool for letails On or After Optio (i) Rule 30 : Higher Gra (ii)Rule 37(a) where mi Rs.36140/- (iii) Rule 28	computation and it's output is n Date de to next Regular Promotion nimum basic exceeds (A)/ Rule 37 : All other	not an authorised one. The l If promotion entries are li	DDO c	oncerned may verify the correct	ness be	efore accepting. Confirm	Details ct the promotion type	Compute before selecting confi

10. Employee യെ സംബന്ധിച്ച വിശദവിവരങ്ങൾ പ്രത്യക്ഷപ്പെട്ടം. ഇതിൽ Non-Qualifying Service (in days) – 0 എന്നം Option Date (dd-mm-yyyy) – 01/07/2009 എന്നം കാണിച്ചിരിക്കും. ഈ രണ്ട് field കളിൽ മാത്രമേ നമുക്ക് entry നടത്താൻ കഴിയൂ. 01/07/2009 ലെ Basic Pay, Scale of Pay, വെയിറ്റേജിന് പരിഗണിക്കാവുന്ന സർവീസ് കാലയളവ് - മുതലായവയും പ്രദർശിപ്പിച്ചിരിക്കും. ഈ വിവരങ്ങളെല്ലാം കൃത്യമാണെന്ന് ഉറപ്പാക്കുക. Basic Pay -യിൽ വ്യത്യാസമുണ്ടെങ്കിൽ അത് Service History യിലെ mistake കൊണ്ടാണ്. അവിടെ ചെന്ന് correct ചെയ്യുക.

		Est	ablishment Interface			60550	
Administration	Service Matters	Salary Matters	Income Tax	Accounts	Queries	Sign Out	
		Pay R	evision Fixation				
Department	Education (General)	· · · · · · · · · · · · · · · · · · ·	Service Category as on Option	n Date State Subordinat	e		
Office	GOVERNMENT UPS, PERU	VANTHANAM	Department as on Option Date	e Education (Gene	ral)		
PEN	Sort : Emp. Code /	Emp. Name	Office as on Option Date	GOVERNMENT	GOVERNMENT UPS, PERUVANTHANAM		
Name	ROYMON MATHEW		Designation on Option Date	PD Teacher (HG)			
Date Of Birth	01/01/1971	01/01/1971		7990 -200-959	0-240-10790-280-12930	~	
Date of commencement of Regular Service	29/07/1997		Basic Pay on Option Date	9590			
Non-Qualifying Service (in days)	0		Revised Scale	13900 -360-14	980-400-16980-440-1874	0-500-21:~	
Option Date (dd/mm/yyyy)	01/07/2009		Personal Pay to be added	0			
No of Years of Service for weightage	11		Special pay to be added	0			
his facility is only a tool for co Jetails On or After Option I	mputation and it's output is <u>Date</u>	s not an authorised one. The DI	OO concerned may verify the corre	ectness before accepting.	n Details	Compute	

- 11. Non-Qualifying Service (in days) ഉണ്ടെങ്കിൽ അത് enter ചെയ്യുക. Option Date (ddmm-yyyy) എന്ന field -ൽ അനയോജ്യമായ Option Date ഉം നൽകക. Keyboard ലെ Tab key അമർത്തുക. നൽകിയ option date ലെ Basic Pay, Scale of Pay, വെയിറ്റേജിന് പരിഗണിക്കാവുന്ന സർവീസ് കാലയളവ് - മുതലായവ പ്രദർശിപ്പിക്കാം. ഈ വിവരങ്ങളെല്ലാം കൃത്യമാണെന്ന് ഉറപ്പാക്കുക.
- 12. Increment -ന് പരിഗണിച്ച Broken Service ഉണ്ടെങ്കിൽ അതും Service Weightage -ന് പരിഗണിക്കും. അത് enter ചെയ്യുന്ന രീതി പേജ് 09 -ൽ <u>Broken Service enter ചെയ്യുന്ന</u> <u>രീതി</u> എന്ന Heading -ൽ പ്രത്യേകം നൽകിയിരിക്കുന്നു. Broken Service ഉണ്ടെങ്കിൽ അത് enter ചെയ്യതിനുശേഷം തുടർന്നുള്ള കാര്യങ്ങൾ ചെയ്യുക.
- 13. Promotion Details പ്രദർശിപ്പിച്ചിട്ടുണ്ടെങ്കിൽ ഇടതവശത്തുള്ള edit link ൽ click ചെയ്ത് promotion type സെലക്ട് ചെയ്യണം.
- 14. എല്ലാ വിവരങ്ങളം ശരിയാണെങ്കിൽ Confirm Details എന്ന ബട്ടണിൽ click ചെയ്യക.

		]	Establishment Interface			Let 2		
Administration	Service Matters	Salary Matters	Department as on Option Date	Accounts	Queries	Sign Out		
	Sort : Emp. Code / Emp 522134-ROYMON MATHEW	<u>p. Name</u> ~	Office as on Option Date	GOVERNMENT UPS, PEF	RUVANTHANAM	1		
	ROYMON MATHEW		Designation on Option Date	PD Teacher (HG)				
Birth	01/01/1971		P.R Scale as on OptionDate (scale for Above Designation)	7990 -200-9590-240-1	.0790-280-12930 ~			
commencement of Service	29/07/1997		Basic Pay on Option Date	9590				
lifying Service (in days)	0		Revised Scale	13900 -360-14980-40	D-16980-440-18740-500-212~			
Date (dd/mm/yyyy)	01/07/2009		Personal Pay to be added	0				
ears of Service for ge	11		Special pay to be added	0				
lity is only a tool for com <u>On or After Option Da</u> tule 30 : Higher Grade to tule 37(a) where minimu 36140/- (iii) Rule 28(A)/ 1	putation and it's output is not a <u>te</u> 0 next Regular Promotion m basic exceeds If 1 Rule 37 : All other	n authorised one. The DDO o	concerned may verify the correction	Confirm Detai	Is Compute	ng confirm bu		

15. ഇടർന്ന് Compute എന്ന ബട്ടണിൽ click ചെയ്യുക.

<b>A</b>	Service and Payroll Administrative Repository for Kerala										
12 In		]	Establishment Interface			MISSION					
Administration	Service Matter	s Salary Matters	Department as on Option Date	Accounts	Queries	Sign Out					
	Sort : Emp. Code 522134-ROYMON MATH	/ <u>Emp. Name</u> Hew ~	Office as on Option Date	GOVERNMENT UPS, PE	GOVERNMENT UPS, PERUVANTHANAM						
	ROYMON MATHEW		Designation on Option Date	PD Teacher (HG)	PD Teacher (HG)						
f Birth	01/01/1971		P.R Scale as on OptionDate (scale for Above Designation)	7990 -200-9590-240-	-10790-280-12930 ~						
f commencement of r Service	29/07/1997		Basic Pay on Option Date	9590							
alifying Service <b>(in days)</b>	0		Revised Scale	13900 -360-14980-40	00-16980-440-18740-500-21;						
n Date (dd/mm/yyyy)	01/07/2009		Personal Pay to be added	0							
lears of Service for age	11		Special pay to be added	0							
cility is only a tool for com s <u>On or After Option Dr</u> Rule 30 : Higher Grade to Nule 37(a) where minimu -36140/- (iii) Rule 28(A)/ mustions tsed scale Department	putation and it's output tte o next Regular Promotion m basic exceeds Rule 37 : All other Office	is not an authorised one. The DDO on In If promotion entries are listed I Designation Basic Pay From	concerned may verify the correctness h below, Click the edit link at the left sid	Confirm Deta Confirm Deta e of the grid and select the comotion Type	nils Compute he promote the before selectin	y confirm button					

16. ഇതേ പേജ് scroll ചെയ്ത് ഏറ്റവും താഴെയെത്തുക. Pay Fixation Statement എന്ന ബട്ടണിൽ click ചെയ്യുക. Statement ലഭിക്കും.

30 : Higher Grade to 37(a) where minimur 0/- (iii) Rule 28(A)/ R	next Regular Promotion n basic exceeds ule 37 : All other	If promotion	entries are l	isted below, Click th	e edit link at the l	eft side of the	Confirm Details grid and select the promotion	Compute type before selecting confirm
ale Department	Office	Designation	Basic Pay	From Date To Date	Туре	Promotion 7	Туре	

17. എല്ലാ വിവരങ്ങളം ശരിയാണെങ്കിൽ Update എന്ന ബട്ടണിൽ click ചെയ്യുക. ഇതോടെ database പുതിയ വിവരങ്ങളന്തസരിച്ച് update ചെയ്യപ്പെട്ടിരിക്കും.

ility is only	a tool for computatio	n and it's output is r	ot an authorised	one. The DD	O concerned may	verify the correctne	ss before acceptir	ıg.		
s On or Aft	er Option Date						Co	nfirm Details	Compute	
Rule 30 : H Rule 37(a) .36140/- (iii	igner Grade to next R where minimum basic ) Rule 28(A)/ Rule 37	egular Promotion c exceeds : All other	If promotion en	tries are liste	ed below, Click the	edit link at the left	side of the grid a	nd select the promot	ion type before selecti	ng confirm button
ised scale	Department	Office	Designation	Basic Pay Fi	rom Date To Date	Туре	Promotion Type **			
						Pay Fixation Sta	ateme	Update	Clicking Update change c ta in th	button will le database.
< 1								63		

18. ഇനി Pay Revision മായി ബന്ധപ്പെട്ട് ഏതെങ്കിലും Editing ആവശ്യമുണ്ടെങ്കിൽ Salary Matters – Pay Revision 2009 – Pay Revision Edting എന്ന ഭാഗത്തെത്തുക.

	Service and Payroll Administrative Repository for Kerala												
		E	stab	lishment Interface		-	- Bitaan						
Administration	Service Matters	Salary Matters	Þ	n Fixation	Accounts	Queries	Sign Out						
nent	Education (General)	Acquittance Details		e Category as on Option Date	State Subordinate								
	GOVERNMENT UPS, PERUVANTH Sort : Emp. Code / Emp 522134-ROYMON MATHEW	Changes in the mon Processing	th ⊧	ment as on Option Date as on Option Date	Education (General) GOVERNMENT UPS, P	ERUVANTHANAM	]						
	ROYMON MATHEW	Bills and Schedules	•	ation on Option Date	PD Teacher (HG)								
Birth commencement of Service	01/01/1971 29/07/1997	Other Reports Co-operative Recover PF Query	ery 🕨	for Above Designation) Pay on Option Date	7990 -200-9590-240 9590	-10790-280-12930 ×							
lifying Service (in days) Date (dd/mm/yyyy)	0 01/07/2009	Manually Drawn Pay Revision 2009	►	d Scale Pay Revision Fixation	13900 -360-14980-4 0	00-16980-440-18740-500-212							
ears of Service for ge	11		Specia	Pay Revision Editing	0								
lity is only a tool for com	putation and it's output is not a	n authorised one. The DDO co	ncerne	Pay Revision Arrear Frocessin Pay Revision Arrear Bill PR PF Contribution Schedule	pre accepting.								
On or After Option Da tule 30 : Higher Grade to tule 37(a) where minimu (6140/- (iii) Rule 28(A)/1	te ) next Regular Promotion m basic exceeds If p Rule 37 : All other	promotion entries are listed be	low, Cl	ick the edit link at the left side	Confirm Det	ails Compute	ng confirm butt						
motions	Office Des	ignation Basic Pay From D	ate To	Date Type Pro	omotion Type								

19. Employee Name സെലക്ട് ചെയ്യക. Basic Pay, Last pay change date, Next Increment date ഇവ ആവശുമുണ്ടെങ്കിൽ (ആവശുമുണ്ടെങ്കിൽ മാത്രം) Edit ചെയ്യാം.

	Service and Payroll Administrative Repository for Kerala										
DESCR.		Establis	hment Interface			MISSION					
Administration	Service Matters	Salary Matters	Income Tax	Accounts	Queries	Sign Out					
	Backdate	d Changes/Pay R	evision								
Department	Education (General)		~								
Office	GOVERNMENT UPS, PERUVANTHANA	М	~								
Employee	Select	→ Order b	y <u>PEN / Name</u>								
PresentSalary	Select 521759 V M KAMARBAN		AllowanceH	istory							
Basic Pay	521783 K X ANNAMMA 522120 BEENA S 522134 ROYMON MATHEW 522142 K K JELV MOL	->		Acquittance group	<select> V</select>						
Last pay change date	522142 K K JELLI MOL 522177 K H RAHIYANATH			Account no							
Credit Salary to Bank?	522231 SALIMMA MATHEW 522246 ALEYAMMA P E	> ~		Branch code	~						
Account type	522207 SHAKEELA K A 522329 H AYSHA UMMA			Confirm	Cancel						
Allowance other than HRA & CCA	DA, Amount Effective From	No Deductions other LOANS/ADVANCES	than Amount	Details From Date	To Date						
<select></select>	✓ Insert	<select></select>	· [		Inser						
1		1				i i i i i i i i i i i i i i i i i i i					

20. HRA, HTA തുടങ്ങിയ അലവൻസുകൾ (Revised and Pre-Revised Scale) 01/02/2011 മുതൽ പുതുക്കിയ നിരക്കിലാണ് ലഭിക്കുന്നത്. HRA automated calculation ആണ്. നമ്മൾ ഒന്നും ചെയ്യേണ്ടതില്ല. എന്നാൽ HTA തുടങ്ങിയ അലവൻസുകൾ Edit ചെയ്ത് പുതിയ നിരക്കിലാക്കണം. അലവൻസുകൾ Edit ചെയ്തതിനു ശേഷം confirm എന്ന ബട്ടണിൽ click ചെയ്യുക.

IT@school, Idukki

Employee       522134 ROYMON MATHEW       Order by PEN / Name         PresentSalary       SERVICE HISTORY       Allowance History         Basic Pay       9830       Bill type       Salary Bill       Acquittance group       Acquittance         Last pay change date       01/07/2010       Next Incr date       01/07/2011       Account no          Credit Salary to Bank?(Y/N)       N       Bank code       <-Select->       vanifel Cource       -Select-         Allowance other than DA, HRA & CCA       Amount       Effective From       No       Deductions       other       than       Amount       Details       From Date       To Date         Eddt Hill Oct Allowance       140 01/01/1900       Delete       Eddt       LIC Premium       209 392291401       Delete         Eddt       Lic Oremium       209 392291401       Delete       Delete         Eddt       Lic Oremium       209 392321316       Delete         Eddt       State Life Insurance-sub       200 249925037       Delete         Eddt       State Life Insurance Scheme       150 IDK0600096       Delete         Eddt       State Life Insurance Scheme       150 IDK0600096       Delete         Eddt       Corup Insurance Scheme       150 IDK0600096 <t< th=""><th>mployee       522134 ROYMON MATHEW       Order by       PEN / Name         resentSalary       SERVICEHISTORY       AllowanceHistory         asic Pay       9830       Bill type       Salary Bill       Acquittance group       Acquittance y         ast pay change date       01/07/2010       Next Incr date       01/07/2011       Account no       Select         redit Salary to Bank?(Y/N)       N       Bank code       &lt;-Select       oraltCh Code       Select         allowance other than DA, HI HILT ct Allowance       140 01/01/1900       Delete       Delete       Edit 4       UC Premium       209 392291401       Delete         Edit 4       UC Premium       209 392291401       Delete       Delete       Edit 1       Cancel         It HILT ct Allowance       140 01/01/1900       Delete       Edit 4       UC Premium       209 392291401       Delete         Edit 1       GPAI Scheme       100 GPAI Scheme       0100 GPAI Scheme       01/01/1/2010       Belete         Edit 1       GPF - Monthly Subscription       9800 EDN199905       Delete       Edit 1       GPAI Scheme       100 GPAI Scheme       01/11/2010       Belete         Edit 2       Group Insurance Scheme       130 IIX66000096       Delete       Edit 1       GPAI Sche</th><th>Administration</th><th>Service Matters</th><th></th><th>Salary Matters</th><th></th><th>Income T</th><th>ax</th><th>Ac</th><th>counts</th><th>Queries</th><th></th><th>Sig</th></t<>	mployee       522134 ROYMON MATHEW       Order by       PEN / Name         resentSalary       SERVICEHISTORY       AllowanceHistory         asic Pay       9830       Bill type       Salary Bill       Acquittance group       Acquittance y         ast pay change date       01/07/2010       Next Incr date       01/07/2011       Account no       Select         redit Salary to Bank?(Y/N)       N       Bank code       <-Select       oraltCh Code       Select         allowance other than DA, HI HILT ct Allowance       140 01/01/1900       Delete       Delete       Edit 4       UC Premium       209 392291401       Delete         Edit 4       UC Premium       209 392291401       Delete       Delete       Edit 1       Cancel         It HILT ct Allowance       140 01/01/1900       Delete       Edit 4       UC Premium       209 392291401       Delete         Edit 1       GPAI Scheme       100 GPAI Scheme       0100 GPAI Scheme       01/01/1/2010       Belete         Edit 1       GPF - Monthly Subscription       9800 EDN199905       Delete       Edit 1       GPAI Scheme       100 GPAI Scheme       01/11/2010       Belete         Edit 2       Group Insurance Scheme       130 IIX66000096       Delete       Edit 1       GPAI Sche	Administration	Service Matters		Salary Matters		Income T	ax	Ac	counts	Queries		Sig
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21. Salary Matters - Pay Revision2009 - Pay Revision Arrear Processing എന്ന ക്രമത്തിൽ Pay Revision Arrear തയ്യാറാക്കാം.

22. തുടർന്ന് Salary Matters – Pay Revision2009 - Pay Revision Arrear Bill എന്ന ക്രമത്തിൽ Bill ഡൗൺലോഡ് ചെയ്യാം.

\_\_\_\_\_

# Broken Service enter ചെയ്യന്ന രീതി

1. Administration - Edit employee record എന്ന ഭാഗത്തെത്തുക.



2. PEN നമ്പർ കൊടുത്ത് keyboard -ലെ Tab key അമർത്തുക. Personal Memoranda തുറന്നവരും. Present Service Details എന്ന Link -ൽ click ചെയ്യക.

				Em	ployee	Details				(PADE
Personal Pro	obation	Training Awar	ds Leave Account	Perf. Report	Quarters	Service Hist	ory Dra	awn Salary		
Recruitment F	amily Detai	ls Quali. Service	Discip. Action Le	ave Availed Cadre	Details De	eputation Pres	ent Salary	Main Menu		
Qualification	Dept. Te	sts Regularis	ation Nominoor	Leave Surrend	ler Bei	nefit Details	Loans	Log Out		
Personal m	emorand	a	Present service	details	<u>Co</u>	ontact details	2			
Permanent Er	mp. No.	522134	i interest	RO	YMON MATHE	w				
Departmental	Gen. No, i	f any	Unles							
			Opida	usignature		<u>I</u>	pload pho	oto		
							(In P	re Revised Sca	de)	
Personal mem	ioranda									
Sex	M	fale	✓ Nationality	India	× 1	Date of birth	01/01	/1971		
Father's name	e [		Mother's name	,	<u>1</u>	superannuation Retirement Dat	a/ 31/03	8/2026		
Blood group	Γ		Religion	Christian	~ (	Caste	RCS	i C		
Category	C	Gen	← Ex-service mer	No No	× 1	Physically handicapped	No		~	
Nature of han	dicap				I	PAN number				
Ration card n	umber		Voter id card number			Marital status	Se	lect	~	
Spouse's nam	e		Is inter religion/caste	Select	¥ 5	Spouse's religi	onSe	lect	~	
Spouse's cast	e		Is spouse employed	Select	~ i	Spouse employ in	ed		Confirm	
<	• 「					•••••				)

3. "Please save before going to next page. Do you want to proceed ?" എന്ന message വരും. OK കൊട്ടക്കുക.

			Employe	e Details		
Personal Probation	Training Awards	Leave Account	Perf. Report Quarte	rs Service History	Drawn Salary	
Recruitment Family De	etails Quali. Services I	Discip. Action Leav	e Availed Cadre Details	Deputation Present S	Salary Main Menu	
Qualification Dept.	Tests Regularisation	n Nominees	Leave Surrender	Benefit Details Lo	ans Log Out	
Personal memora	nda <u>P</u> i	resent service d	etails .	<u>Contact details</u>		
Permanent Emp. No.	522134	Name	ROYMON MAT	HEW		
Departmental Gen. No	o, if any		The page at https	://www.spark.gov.in	i says: X	
		?	Please save before goin	g to next page. Do you	want to proceed?	
Personal memoranda				Can		
Sex	Male 🗸	National				
Father's name		Mother's name		superannuation/ Retirement Date	31/03/2026	]
Blood group		Religion	Christian 🗸	Caste	RCSC	
Category	Gen 🗸	Ex-service men?	No 🗸	Physically handicapped	No	
Nature of handicap				PAN number		
Ration card number		Voter id card number		Marital status	Select V	
Spouse's name		Is inter religion/caste	Select V	Spouse's religion	Select V	
Spouse's caste		Is spouse employed	Select V	Spouse employed in		Confirm
	(	1		) <del></del>	(	

- 4. Broken Service ഇല്ലാത്ത ഒരാൾക്ക് Date of join in Gov Service, Date of joining in the Department ഇതു രണ്ടും ഒരേ date ആയിരിക്കാ.
- 5. Broken Service ഉണ്ടെങ്കിൽ Date of join in Gov Service എന്ന Field -ൽ Broken Service ആരംഭിച്ച തീയതി നൽകുക.

Date of joining in the Department എന്ന Field -ൽ സ്ഥിരനിയമനം ആരംഭിച്ച തീയതി നൽകക.

ersonal memoran	i <u>da</u> Pre	sent service de	tails	<u>Contact details</u>	
rmanent Emp. No.	522134	Name	ROYMON MA	THEW	
epartmental Gen. No, if	any	Upload	lSignature		
				Upload photo	
sent service details	\$				
partment	Education (General)	<ul> <li>✓ Distr</li> </ul>	ict	Kottayam	~
Offices with keyword		Search Offic	e	GOVERNMENT UPS, PERUVANTHANAM	~
ion	Select	✓ Seat	no		
oyement type	Regular	✓ Serv	ice category	State Subordinate	~
ignation	PD Teacher (HG)	× SDO	code(if any)	[	
type	State-14620-25280	PF n	umber		=
a of Join in Con		Date	of Joining in the	29/07/1997	-
vice	02/02/1991		artment		
ails of parent departn	ient,				
rent department	Select	✓ Distr	ict	Select	~
it Offices with keyword		Search Pare	nt office	Select	~
signation in the	Select		itation effect from		Confirm
ent department		Dept	itation-Months		Next Employee
utation-Years					

6. മുകളിൽ screenshot -ൽ കാഞന്ന ഉദാഹരണം ശ്രദ്ധിക്കുക.

Broken Service ആരംഭിച്ച തീയതി - 02/02/1991

സ്ഥിരനിയമനം ആരംഭിച്ച തീയതി - 29/07/1997

7. Confirm ബട്ടൺ click ചെയ്യുക. Record updated succesfully എന്ന message ലഭിയ്ക്കം.

Qualification	Dept. Tests	Regularisation	Nominees	Leave Surrender	Benefit Details	Loans Log	g Out	
Personal me	emoranda	Pres	ent service o	letails	Contact detai	<u>ls</u>		
Permanent Emp	. No.	522134	Na	me ROYMON M	ATHEW			
Departmental C			Up	oadSignature				
De la la la						Upload photo		
Record updat	ed successfully							
Present service	6 uctuilis							
Department	Educati		v Di	strict	Kottavam		~	
Limit Offices with	keyword	un (General)	Search Of	fice	GOVERNMENT UPS	PERUVANTHANAM	· ·	
Section	Select	-	✓ Se	at no				
Employement	type Regular	-	~ Se	rvice category	State Subordinate		~	
Designation	PD Tea	cher (HG)	× 51	OO code(if any)				
PF type	State-1462	0-25280 AL PROVIDENT FUND	(Kerala) Y	number	EDN199905			
Date of join in	Gov	100 11 00 1	D	te of joining in the	29/07/199	1		
service	02	/02/1991	de	partment				
Details of paren	t department, if cu	irrently on deputat	ion.					
Parent departme	entSelect	-	→ Di	strict	Select		~	
Limit Offices with	keyword		Search Pa	rent office	Select		~	Cantonna
Designation in t parent departme	entSelec	t	× De	putation effect from				Confirm
Deputation-Year	rs 🗌		De	putation-Months				Next Employee

8. മുകളിൽ കാണിച്ച ഉദാഹരണത്തിൽ Broken service ഇങ്ങനെയാണെന്ന് കരുതുക.

Broken service  $-02/02/1991 - 28/03/1991 \rightarrow 55$  days -15/06/1991 - 23/03/1992 → 283 days - 20/06/1992 - 25/03/1997 → 1739 days

ആകെ 2077 days

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#### 11/12

- 9. 02/02/1991 നം 29/07/1997 നം ഇടയ്കള്ള Non-Qualifying Service എത്ര ദിവസമെന്ന് കണക്കാക്കണം. അത് 290 days എന്ന കിട്ടം.
- 10. Non-Qualifying Service കറവു ചെയ്യന്നതിന് Salary Matters Pay Revision 2009 – Pay Fixation എന്ന പേജിലെത്തക.
- 11. Employee യെ സെലക്ട് ചെയ്യമ്പോൾ അയാളുടെ details കാണാം. Non-Qualifying Service എന്ന Field -ൽ Non-Qualifying Service എത്ര ദിവസമെന്ന് നൽകക.(മുകളിൽ കാണിച്ച ഉദാഹരണത്തിൽ 290 days)

	Service and Payroll Administrative Repository for Kerala									
		Esta	ablishment Interface			MISMON				
Administration	Service Matters	Salary Matters	Income Tax	Accounts	Queries	Sign Out				
		Pay Re	evision Fixation							
Department	Education (General)	~	Service Category as on Optio	n Date State Subordin	ate					
Office	GOVERNMENT UPS, PERU	IVANTHANAM ~	Department as on Option Dat	Education (Ger	neral)					
PEN	Sort : Emp. Code / 522134-ROYMON MATHI	' <u>Emp. Name</u> ew ~	Office as on Option Date	GOVERNMENT	UPS, PERUVANTHANAM					
Name	ROYMON MATHEW		Designation on Option Date	PD Teacher (H	G)					
Date Of Birth	01/01/1971		P.R Scale as on OptionDate (scale for Above Designation)	7990 -200-9	590-240-10790-280-1293	0 ~				
Date of commencement of Regular Service	29/07/1997		Basic Pay on Option Date	9590						
Non-Qualifying Service (in days	5) 0 <u>2</u>		Revised Scale	13900 -360-3	14980-400-16980-440-18	740-500-21:~				
Option Date (dd/mm/yyyy)	01/07/2 Non-Qualifying	Service (in days)	Personal Pay to be added	0						
No of Years of Service for weightage	11		Special pay to be added	0						
This facility is only a tool for c Details On or After Option ** (i) Rule 30: Higher Grad (ii)Rule 37(a) where mini Rs.36140/- (iii) Rule 28(A	omputation and it's output is <u>Date</u> e to next Regular Promotion mum basic exceeds t)/ Rule 37 : All other	s not an authorised one. The DD	O concerned may verify the corr	ectness before accepting. Confi te left side of the grid and	rm Details	Compute before selecting confirm				
(ii)Rule 37(a) where mini Rs.36140/- (iii) Rule 28(A Promotions Pre Revised scale Department	mum basic exceeds A)/ Rule 37 : All other ht Office	If promotion entries are liste Designation Basic Pay Fr	ed below, Click the edit link at the rom Date To Date Type	e left side of the grid and Promotion Type	select the promotion type	before selecting co				