

National Pension System

[Guidelines for NPS Deduction in SPARK](#)

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1st Step

Adminsistration->Code Masters->DDO

Apps New Tab datac New Tab https://mail-attachme... SPARK- Service and P... Malayalam Typing ODT CONVERTOR SPARK- Service and P... ChartGo - Online Grap... AppsGeyser / Dashbo...

Codes

Recruit. Method Employ. Type Course District Local Body Office Benefit Deduction Loans Acquittance Vacation Dept Log Out

Recruit. Type Service Category Country Cadre Details Taluk Department Section Treasury Punishment **DDO** Cityclass Vacation Office MainMenu

Recruit. Source Department Test State Village Designation Religion Allowance Bank Details SDO Bill Details PF Types TAN LIC Code Office Type

DDO Details

Department Finance Department District Thiruvananthapuram

Limit Offices with keyword Search Office Secretariat (Finance) Department, Thiruvananthapuram

DDO Reg No for NPS SGV157281A



DDOCode	Emp Code	Date - From	
002	136146	21/02/2012 FH	Delete
		--Select--	Insert

1

Check your DDO Reg No
If it not there contact your Treasury Officer

Service Matters->Personal Details→Present Service Details

Employee Details									
Personal	Probation	Training	Awards	Leave Account	Perf. Report	Quarters	Service History		
Recruitment	Family Details	Quali. Services	Discip. Action	Leave Aailed	Prop.Returns	Deputation	Present Salary	Main Menu	
Qualification	Dept. Tests	Regularisation	Nominees	Leave Surrender	Benefit Details	Loans	Log Out		

Personal memoranda		Present service details		Contact details	
Permanent Emp. No.	313829 ANITHA CLEETUS	Name	ANITHA CLEETUS PERIERA		
Departmental Gen. No, if any		Upload Signature			
		Upload photo			

Present service details	
Department	Finance Department
Section	--Select--
Employement type	Regular
Designation	Assistant
PF type	GENERAL PROVIDENT FUND (Kerala)
PRAN(Permanent Retirement Account Number)	110063675716
Date of join in Gov service	12/07/2013
Office	Secretariat (Finance) Department, Thiruvananthapuram
Seat no	
Service category	State Subordinate
SDD code(if any)	
PF number	P 468423
Date of joining in the department	12/07/2013

Details of parent department, if on deputation.	
Parent department	--Select--
Designation in the parent department	--Select--
Deputation - Years	
Order number	
Order date	

Check Your PRAN here
If it not there contact your Treasury Officer

Salary Matters->Changes in the Month->Present Salary->Other Deductions

10.5.9.73/webspark/sparkMainMenu.aspx?mytkn=a7b5f2f4-24d0-4c86-978d-c5cfa1a442ca

Service and Payroll Administrative Repository for Kerala
Establishment Interface

Administration Service Matters **Salary Matters** Income Tax Accounts Queries Sign Out

Present Salary Details (Current monthly rates)

Department: Finance Department

Office: Secretariat (Finance) Department, Thiruvananthapuram Search

Employee: ANITHA CLEETUS PERIERA 313829 Order by: PEN / Name

Basic Pay: 13900 Bill type: Establishment Bill for NGOs of Finance Department

Last pay/office/design change date: 12/07/2013 Next Incr date: 01/01/2014

Credit Salary to Bank?(Y/N): N Bank: -Select- Acquittance group: Assistants

Account type: SB Account no: -Select- Branch: -Select-

Auto Calculated Allowances

Allowance	Amount	Termin. Date
CCA	300	
HRA	840	
DA	8,757	

Auto Calculated Deductions/Loans

Deductions

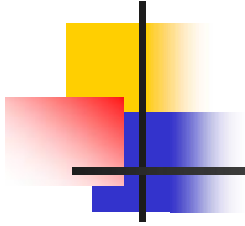
Enter NPS Contribution Details Here

Other Allowances

Allowance	Amount	W.E. From	
<-Select-->			Insert

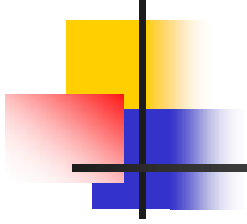
Other Deductions

Edit									
0	GPAI Scheme(375)	300	GPAI Scheme(375)	01/11/2013	30/11/2013	Delete			
2	NPS indiv Contribtn- State(390)	2266				Delete			
1	GPF - Monthly Sub.(701)	2000	P468423	01/04/2013	30/11/2013	Delete			
0	Profession Tax(777)	1250	Professional Tax	01/01/2014	31/01/2014	Delete			
	<-Select-->					Insert			



- Go ahead for Salary Processing...

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Thank You!

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