Claims: Module Updations for Temporary Employees

Purpose: Pay and Allowances for Temporary Employee (PAT), TA Final Claim (Tour) for Temporary Employees, and Medical Re-imbursement claim for Temporary Employees .

Special Attention: This Module is intended for temporary employees who don't have PEN numbers. (Refer GO(P) No. 109/2016/FIN dated 29/7/2016)

Processing Procedure:

> **Step 1:** Accounts--->Initialization
>
> **Step 2**: Accounts--->Registration of Temporary Employee
>
> **Step 3:** Claim Entry--->Claim Approval--->Make Bills from Approved Claims--->View Claim---> E submit Bill

Step 1 & 2 [**One Time Process] Initialization** of bills and registration of temporary employees need not be repeated every time for processing the claims of temporary employees.

Claim Initialization

- Initialize Head of Account

Temporary Employee Registration

- Users having DE PQ privilege are the only authorized persons to operate this page.
- Enter Name, Designation, Date of Birth, Gender, Aadhar Number, Mobile number, E-mail id, Address, Bank, Branch and Account number.(All are compulsory Fields)
- Process the registration after verifying the Aadhar through "Verify Aadhar" button (This is linked to Aadhar site for Aadhar verification)

> **Note**
> - Adding designation- If the temporary employee's designation is not in the list, forward the designation details to info@spark.gov.in, Your mail should be marked as "Adding Designation OF TEMPORARY EMPLOYEES" and duly signed by Head of Department
> - Confirm whether the employees Name, Date of Birth and Aadhar number entered in the page match with the details in Aadhar card.

Register Temporary Employees

Please enter name and date_of_birth as in aadhaar card.

| Department | Finance Department |
| Office | ANERT, Trivandrum ▼ |

Empcode	Name	Designation	
T00001	sls	Computer Assistant Snr Gr	Select
T00002	as	Office Assistant	Select
T00003	tr	Section Officer	Select
T00004	Js	Confidential Assistant Sr. Gr.	Select
T00008	abitha	Computer Assistant Snr Gr	Select
T00009	afsff	Computer Assistant Snr Gr	Select
T00010	aaaa	Computer Assistant Snr Gr	Select
T00011	aaaa	Computer Assistant Snr Gr	Select
T00012	bbbb	Computer Assistant Snr Gr	Select
T00013	cccc	Computer Assistant Snr Gr	Select
T00014	test1	Computer Assistant Snr Gr	Select
T00015	test2	Office Assistant	Select
T00016	test3	Section Officer	Select
T00017	test4	Confidential Assistant Sr. Gr.	Select

Name *
Designation * --Select-- ▼
Date of birth *
Gender * ○ M ○ F
Aadhaar no *
Mobile no *
E-mail id *
Address1 *
Address2 *
Address3 *
Bank * --Select-- ▼
Branch * ▼
Account no *

[Verify Aadhar]   [Save]   [New Employee]

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Step 3:

Claim Entry--->Claim Approval---> Make Bills from Approved Claims--->View Claim--> E submit Bill

Claim Entry:

- Select Nature of Claim
- Enter the claim period in the 'Period of Bill' field
- Select Expenditure Head of account and salary Head of account and Mode of payment (The Mode of payment is only through the employees Bank account).
- In 'Description of Transaction' module, enter necessary details and specify month, year, transaction order number, order date, Net amount, other deductions etc.
- Click on 'Insert' button.

Claim Entry

	Claim No	Claim Nature
Select	51470	LTF
Select	52233	MR
Select	52325	MR
Select	52465	MR
Select	52470	MR
Select	52963	MR
Select	52988	MR
Select	53062	MR
Select	53072	MR
Select	54894	TTF
Select	60539	MR
Select	64861	MR
Select	64880	MR
Select	64944	MR
Select	76165	MR
Select	76491	GES
Select	76506	PAT
Select	76507	PAT

Nature of Claim: Pay and Allowances for Temporary employees ▼
Name of Treasury: Sub Treasury, Govt. Secretariat
Department: Finance Department
Office: Secretariat (Finance) Department, Thiruvananthapuram
DDO Code: 002 ▼
Period of Bill: 01/08/2016 – 17/08/2016
Expenditure Head of Account: 2052-00-090-90-00 -04-04-LTC Advance ▼
Salary Head of Account: 2052-00-092-82-00 -01-04 ▼
Mode of Payment: Bank ▼

Employee will be listed here only if the employee belongs to the given mode of payment

Payee Type: Temporary Employee ▼

	Empcd	Name	Designation	Month	Year	Sanction Order No	Sanction Order Date	Bank Name	Branch Name	Account No	Income Tax	E PF (Employee Contribution)	E PF (Employer Contribution)	P Tax	Net Amount Payable	
Edit	T00009	efsff	Computer Assistant Snr Gr	1	2016	123	01/02/2016	STATE BANK OF INDIA	ALTHARA JUN TVM	123456789	10	25	25	5	15000	Delete
Edit	T00014	test1	Computer Assistant Snr Gr	1	2016	123	01/02/2016	STATE BANK OF INDIA	ALTHARA JUN TVM	301551441321	100	250	250	50	30000	Delete
	--Select-- ▼															Insert

Claim Approval:

- DDO's can approve or reject the claims of temporary employees by clicking 'Approve' or 'Reject options.

| | Administration | ■Service Matters | ■ Salary Matters | ■ Income Tax | ■ Accounts | ■ Queries | ■ Sign Out |

Claim Approval

	Claim No	Claim Nature
Select	8	
Select	30181	MR
Select	51470	LTF
Select	52325	MR
Select	52964	MR
Select	54894	TTF
Select	60401	MR
Select	76165	MR
Select	76491	OIS
Select	76508	PAT
1 2		

Nature of Claim: Pay and Allowances for Temporary Employees
Name of Treasury: Sub Treasury, Govt. Secretariat
Department: Finance Department
Office: Secretariat (Finance) Department, Thiruvananthapuram
DDO Code: 002
Period of Claim: 01/01/2011 – 11/01/2011
Expenditure Head of Account: 2071-01-115-99-00 -00-00
Salary Head of Account: 8000-00-000-00-00 -01-05
Mode of Payment: Bank
Payees Type: Temporary Employee

Description Of Transaction

Empcd	Name	Designation	Month	Year	Sanction Order No	Sanction Order Date	Bank Name	Branch Name	Account No	Income Tax	E PF (Employee Contribution)	E PF (Employer Contribution)	P Tax	Amount payable
T00003	tr	Section Officer	1	2011	123	01/02/2016	CANARA BANK	CHALAKUDY	123456789	0	0	0	0	1500
T00010	aaaa	Computer Assistant Snr Gr	2	2011	123	01/03/2016	STATE BANK OF INDIA	ALTHARA JUN TVM	123456789	0	10	0	0	2000
T00012	bbbb	Computer Assistant Snr Gr	1	2011	123	01/02/2016	STATE BANK OF INDIA	ALTHARA JUN TVM	123456789	0	0	0	0	1000

Bills: Generate bills using Bills ---> **Make Bills from Approved Claims**.

The user can print their claim bills from this page by selecting the PRINT option.

Make Bill From Claim

DDO Code: 002
Nature of Claim: Pay and Allowance for Temp

	Claim No	Claim Nature
Select	76506	PAT
Select	76507	PAT
1		

Nature of Claim: Pay and Allowances for Temporary Employee
Name of Treasury: Sub Treasury, Govt. Secretariat
Department: Finance Department
Office: Secretariat (Finance) Department, Thiruvananthapuram
DDO Code: 002
Bill Type: contingent bill
Period of Claim: 01/04/2016 – 30/04/2016
Expenditure Head of Account: 2052-00-090-96-00-00-00
Salary Head of Account: 2235-02-103-88-00-01-05
Mode of Payment: Bank
Payees Type: Temporary Employee

Description Of Transaction

Empcd	Name	Designation	Month	Year	Sanction Order No	Sanction Order Date	Bank Name	Branch Name	Account No	Income Tax	E PF (Employee Contribution)	E PF (Employer Contribution)	P Tax	Net Amount Payable
T00001	sln	Computer Assistant Snr Gr	6	2015	123	01/03/2016	STATE BANK OF INDIA	ALTHARA JUN TVM	123456789	0	0	0	50	3500
T00003	tr	Section Officer	6	2015	250	01/04/2016	CANARA BANK	CHALAKUDY	123456789	100	0	0	0	2500
T00009	sfsff	Computer Assistant Snr Gr	7	2015	123	01/03/2016	STATE BANK OF INDIA	ALTHARA JUN TVM	123456789	0	10	0	0	3000
T00010	aaaa	Computer Assistant Snr Gr	6	2015	123	01/04/2016	STATE BANK OF INDIA	ALTHARA JUN TVM	123456789	0	0	0	0	2500

The Generated claim bills can be e-submitted through **'E_ Submit Bill'** option, to Treasury for further processing.

The printed bill with necessary Proceedings/ Order may be submitted to concerned Treasury for effecting payment.

Abstract

Integrated Financial Management System (IFMS) – Disbursement of salary and allowances of employees on contract / daily wages, etc. through SPARK – Procedure streamlined – Orders issued.

Finance (Streamlining) Department

G.O.(P) No.**109/2016/Fin.**   Dated, Thiruvananthapuram, **29.07.2016**

Read:-1. G.O.(P) No. 149/2014/Fin dated 26.4.2014
　　　2. G.O.(P) No. 306/2014/Fin dated 23.7.2014
　　　3. G.O.(P) No. 46/2016/Fin dated 4.4.2016
　　　4. Minutes of the meeting held by Additional Secretary, Finance (Streamlining) Department on 29.6.2016

ORDER

　　　At present, salary claims in respect of most of the state government employees are prepared and presented to treasuries using the SPARK application software. As per the G.O read as first and second above, orders were issued to prepare all non salary claims of employees also through SPARK. In the G.O. read as third paper above, a centralized Bill information and Management System (BiMS) was introduced in the online treasury portal for the preparation of contingent bills, etc. Thus, all the bills requiring payment through treasuries can be prepared either through SPARK or BiMS application.

　　　2. The processing of salary and related claims in SPARK is envisaged for employees having a Permanent Employee Number (PEN) only. The salary and allowances in respect of contract/temporary/daily waged employees who are not provided with PEN cannot be processed through the SPARK system. Integrated Financial Management System envisages online processing of all treasury related transactions. In view of this, the meeting referred fourth cited has decided to introduce a separate module under SPARK application to process the pay and allowances of such employees. Accordingly, the following guidelines are issued to facilitate the new arrangement.

　　　i.　　Hereafter the salary/remuneration/wages & TA claims of all temporary/contract/daily waged employees who are not provided with PEN are to be processed through the new module 'claim entry' under SPARK application. However, provisional employees working against a regular post and having PEN will continue to process their salary through SPARK application.

　　　ii.　　In order to process the claims of non permanent employees through the new system, the DDO shall issue separate orders/proceedings sanctioning the eligible amount showing the breakup of the individual claims for each claim. The net amount payable to each employee alone shall be entered in the new module under SPARK along with other mandatory details such as name, designation, month of claim, account number, aadhar number, etc. of such employees.

　　　iii.　　The DDO shall prepare and submit such bills in form TR 59C to treasury along with the sanction orders/proceedings and the amount payable shall be credited to the bank/treasury account of the respective employees. The statutory deductions (such as Income Tax, EPF, etc.),

if any, are to be computed by the DDO and credited to the special TSB of the DDO and then transferred to the respective stakeholder institution.

iv.   Hereafter PEN will be provided to the regular employees only based on the entries made in the Service Book/Entitlement Register. However temporary employees appointed against permanent post having a scale of pay will also be allotted PEN, since they are eligible for regular pay and allowances attached to that post.

v.   The DDOs shall verify whether PEN has been allotted to any temporary employees working under them other than those who are working against permanent post and intimate the details thereof to the Chief Project Manager, SPARK by email to info@spark.gov.in on or before 31 August 2016.

vi.   It is also clarified that assigning a PEN doesn't indicate that the employee is permanent. This is only a unique number issued in seriatum to identify an employee under SPARK application.

3. The new system will come into effect from August 2016 onwards.

(By Order of the Governor)

Dr. K.M. ABRAHAM
Additional Chief Secretary to Government

To

The Principal Accountant General (A&E/G&SSA), Kerala, Thiruvananthapuram.
The Accountant General (E&RSA), Kerala, Thiruvananthapuram.
The Director of Treasuries, Thiruvananthapuram.
All Heads of Departments/Secretaries.
All Departments of the Secretariat.
All District/Sub Treasury Officers (Through Director of Treasuries).
The State Informatics Officer, NIC, Thiruvananthapuram.
The Director, Kerala State IT Mission, Thiruvananthapuram.
The Chief Project Manager, SPARK, Thiruvananthapuram.
The Director, Information & Public Relations Department (for press release).
The Nodal Officer, www.finance.kerala.gov.in
Stock File/Office Copy

Forwarded/By Order

Section Officer