

വളരെ അടിയന്തരം

"ഭരണഭാഷ-മാതൃഭാഷ"

ചീഫ് എഞ്ചിനീയറുടെ കാര്യാലയം
തദ്ദേശ സ്വയംഭരണ വകുപ്പ്
(ലോക്കൽ ഇൻഫ്രാസ്ട്രക്ചർ ഡെവലപ്മെന്റ്
ആന്റ് എഞ്ചിനീയറിംഗ്)
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സർക്കുലർ

വിഷയം:- ത.സ്വ.ഭ.വ (L.I.D & E) - ജീവനക്കാര്യം - ആനുവൽ പ്രോപ്പർട്ടി റിട്ടേൺ (APR) ഓൺലൈൻ ഫയൽ ചെയ്യുന്നത് - സംബന്ധിച്ച്.

ഈ വകുപ്പിന് കീഴിലെ ജീവനക്കാര്യം ആനുവൽ പ്രോപ്പർട്ടി റിട്ടേൺസ്മ (APR) SPARK മുഖാന്തിരം ഓൺലൈൻ സംവിധാനത്തിലേക്ക് മാറ്റപ്പെട്ടിട്ടുണ്ട്. ആയതിനാൽ എല്ലാ ജീവനക്കാരും തങ്ങളുടെ Annual Property Returns 15.03.2022 ന് മുൻപ് ഓൺലൈൻ ആയി സമർപ്പിക്കേണ്ടതാണ്. മുൻപ് ഹാർഡ് കോപ്പി ആയി APR സമർപ്പിച്ച ജീവനക്കാരും ഓൺലൈൻ ആയി APR വീണ്ടും സമർപ്പിക്കേണ്ടതാണ്.


അഡ്മിനിസ്ട്രേറ്റീവ് അസിസ്റ്റന്റ്

ഉള്ളടക്കം: APPENDIX

പകർപ്പ് : (വെബ് സൈറ്റ് മുഖേന)

1. ബന്ധപ്പെട്ട ഉദ്യോഗസ്ഥർക്കും നിയന്ത്രണാധികാരികൾക്കും
2. സൂപ്രണ്ടിംഗ് എഞ്ചിനീയർ, തസ്വഭവ ഉത്തര / ദക്ഷിണ മേഖല
3. സൂപ്രണ്ടിംഗ് എഞ്ചിനീയർ / എക്സിക്യൂട്ടീവ് എഞ്ചിനീയർ / അസിസ്റ്റന്റ് എക്സിക്യൂട്ടീവ് എഞ്ചിനീയർ / അസിസ്റ്റന്റ് എഞ്ചിനീയർ, കോർപ്പറേഷൻ / മുനിസിപ്പാലിറ്റി
4. എക്സിക്യൂട്ടീവ് എഞ്ചിനീയർ, തസ്വഭവ ഡിവിഷനുകൾ
5. അസിസ്റ്റന്റ് എക്സിക്യൂട്ടീവ് എഞ്ചിനീയർ, തസ്വഭവ സബ് ഡിവിഷനുകൾ
6. അസിസ്റ്റന്റ് എഞ്ചിനീയർ, തസ്വഭവ സെക്ഷനുകൾ

Sr/-

APPENDIX

Instructions to file Online Annual Property Statement using SPARK

Part A: Pre-requisites

- Open your web browser such as Google chrome, Mozilla Firefox, Internet Explorer etc.
- PDF Reader: Adobe Reader 9.0 (or above version), Foxit Reader, should be installed in the system for viewing Acknowledgement as in PDF.

Part B: On-line filing of Property Returns

- In the Address bar type the address www.spark.gov.in/webspark. The login page will appear as per the (fig: A)

Service and Payroll Administration Registry for Kerala

SPARK

Service and Payroll Administration Registry for Kerala is an Integrated Personnel, Payroll and Accounts Information system for all the employees in Government of Kerala. The system offers to the employees an efficient service through a single window of Government Establishment. Such employees are added with a unique Permanent Employee Number (PEN) through the system. The centralized system helps the departments to get benefit of any employee immediately, achieve highest level of transparency in dealing with the employees, more consistent application of rules etc. In the payroll data, accurate and adequate payroll processing is facilitated. It also ensures that the rules and regulations are uniformly applied to all employees thereby ensuring consistency and detecting better employee relations.

LOGIN

User code
Password

Sign in

Forgot Password?
Not registered? Click here to register now
Forgot Employee Number
Registration For General User
Forgot User Registration ID
Forgot User Password

(Fig: A)

- If you are an existing User then type the Permanent Employee Number (PEN) as User code and enter the password. Then click the Sign in Button.
- If you are not an user then it is possible to register for User creation through the option 'Not Registered a User yet, register Now available in the Login page .

SPARK User Registration for Individual Users

This form is for creating Individual User in SPARK. This cannot be used for creating official users for establishment.

Please enter the details as registered in SPARK.

Permanent Employee Number (PEN):
Name as in service book:
Date of birth (dd/mm/yyyy):
Aadhar no registered in SPARK:
Voter no registered in SPARK:
E-mail registered in SPARK:
New Password:
Confirm Password:

Verify Regenerate OTP

Sign in Clear

[NB: Your aadhar Number is mandatory in the field. If not yet updated in personal details then inform your authorities to update it for registration purpose.]

- After completing registration /login with existing password change password window (Fig-B) may be appeared.
- Enter old Password and the New Password (The password which you used to login). Make sure that the given password should be **Alphanumeric (Alphabet and Numbers)** having at least 8 characters. Repeat the new password entry in the confirmation column and click the **confirm** button.

(Fig-B)

- After doing the password change/registration spark redirect to login page (Fig:A) once again and type the user code and newly created password and click **Sign In** button. Then the main page will appear.

(Fig-C)

- From "**Profile**" menu select "**property returns**" (Fig: c).
- The instruction for filing property returns is given in the page (Fig: D).



[Profile/Admin](#) [Loans/Advances](#) [Service Matters](#) [Income Tax](#) [Provident Fund](#) [Accounts](#) [Sign Out](#)

Filing Property Returns is a simple 4 step process as given below.

Step 1 Enter Part I Details
Verify the details displayed. Few columns are changeable. If other columns are incorrect you may contact the respective admin section.
Enter the details, accept the declaration and click on confirm button to proceed

Step 2 Enter Part II Details if applicable.
Enter the details, accept the declaration and click on confirm button to proceed

Step 3 Enter Part III Details if applicable.
Enter the details, accept the declaration and click on confirm button to proceed

Step 4 Generate and print Acknowledgement

Note : Please ensure that Foxit Reader or Adobe Acrobat Reader 9.0 or above is installed in your system for viewing reports.

Get Started

(Fig: D)

Property returns is a simple 4 step process as mentioned below.

Step: 1

Enter part I Details(Fig: E)

Verify the details displayed and fill up the required column correctly. Click the check box to accept the declaration and click on confirm to proceed.

<p>DURING</p> <p>I. Property Return Filing Authority</p> <p>II. Details of Employee</p> <p>(1) Permanent Employee Number (PEN)</p> <p>(2) Name and initials (in Block letters)</p> <p>(3) Expansion of initials</p> <p>(4) Permanent Residential Address</p> <p>(5) Designation</p> <p>(6) Date of birth</p> <p>(7) Date of entry in Govt. Service</p> <p>(8) Appointing Authority(Max 50 chars)</p> <p>(9) Specify the Department</p> <p>(10) Present Office</p> <p>III. Details of Property</p> <p>(1) Whether movable or immovable property acquired/disposed of during previous years?</p> <p>(2) If 'Yes', whether details furnished in time?</p> <p>(3) If the details are not furnished in time the reason for the same(Max. 300 characters)</p> <p>(4) Whether movable/immovable property acquired/disposed of during year under Report? (If YES, please furnish details in prescribed format in Part-B and/or Part III)</p> <p><input type="checkbox"/> Certified that details given above are true to the best of my knowledge and belief. I am aware that furnishing false information particularly in respect of Items III(2,3,4) above will be liable to disciplinary action.</p>	<p style="text-align: right;">2016</p> <p>General Administration SS Department</p> <p>628836</p> <p>ARUN VIKRAM DEV S</p> <p>Subramanian pathy</p> <p>Aravind Muzum Karthikeya PO</p> <p>Koram, Athingal 686104 Thiruvananthapuram</p> <p>Senior Grade Assistant</p> <p>06081963</p> <p>08042011</p> <p>Secretary, General Administration Department</p> <p>General Administration Department</p> <p>General Administration Accounts Department, Secretariat</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/></p>
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(Fig: E)

Step: 2

Enter Part II details (Immovable) if applicable (Fig: F)

Enter the required details, accept the declaration and click on confirm to save and proceed.



Profile/Admin Loans/Advances Service Matters Income Tax Provident Fund Accounts Sign Out

ANNUAL PROPERTY RETURN PART II FOR ARUN VIKRAM DEV S (PEN: 628830)

1 Part I 2 Part II (Immovable) 3 Part III (Movable) 4 Generate Acknowledgement

Note: Editing of Return is allowed before printing Acknowledgement.

Filing period is either not started or already over!!

Click for New Entry * indicates mandatory fields

Year: 2016 Serial Number: [] Wet, Dry or Garden: []

Value of Land: [] Value of Building: []

Whether With Building: []

New Building(s) Put up during the Year (including extension/renovation etc.) on properties owned during previous year: [] Value: []

Survey and Subdivision No.: []

Extent - Acre: [] Cents: []

Select State: []

Select District: []

Select Taluk: []

(Fig:F)

Step: 3

Enter part 3 details (Movable)if applicable

Enter the details, Accept the declaration and click on confirm to save.

Profile/Admin Loans/Advances Service Matters Income Tax Provident Fund Accounts Sign Out

ANNUAL PROPERTY RETURN PART II FOR ARUN VIKRAM DEV S (PEN: 628830)

1 Part I 2 Part II (Immovable) 3 Part III (Movable) 4 Generate Acknowledgement

Note: Editing of Return is allowed before printing Acknowledgement.

Filing period is either not started or already over!!

Click for New Entry * indicates mandatory fields

Year: 2016 Serial Number: [] Wet, Dry or Garden: []

Value of Land: [] Value of Building: []

Whether With Building: []

New Building(s) Put up during the Year (including extension/renovation etc.) on properties owned during previous year: [] Value: []

Survey and Subdivision No.: []

Extent - Acre: [] Cents: []

Select State: []

Select District: []

Select Taluk: []

(Fig:G)

Step: 4

Enter Generate Acknowledgement (Fig: F)

This option helps you to print the acknowledgement for safe custody. User can edit part I, II, III details before generating acknowledgement. No further Modification is possible after acknowledgement. Filing authority can view the filed details of each employee at any time.

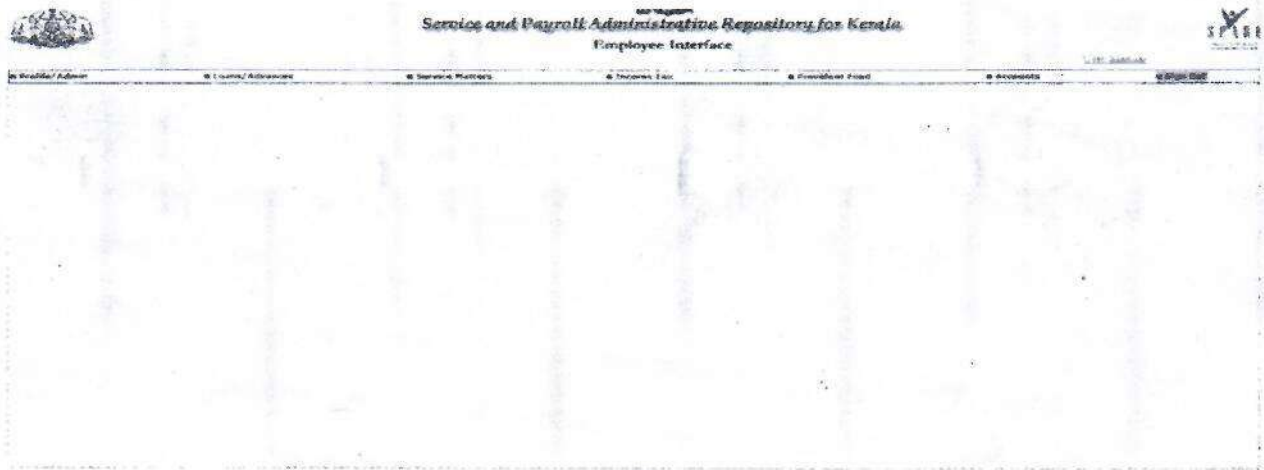
Statement of Immovable/Movable properties, shares in companies and other investments held by the below mentioned employee, employee spouse, relatives of the employee for the year 2015 (Wide rule 37 or rule 38 of the Kerala Government Services Conduct Rules, 1962)

PART I

I. Property Return Filing Authority	General Administration SS Department
II. Details of Employee	
(1) Permanent Employee Number(PEN)	628430
(2) Name & Initials in Block Letters	AFJUN VIKRAM DEV S
(3) Expansion of initials	Subramanian polly
(4) Permanent Residential Address	Arakkal Madam Kurukkalu PO Kozim Alingal 695104 Thruvananthapuram
(5) Designation	Senior Grade Assistant
(6) Date of Birth	09/08/1983
(7) Date of entry in Govt. Service	08/04/2011
(8) Appointing Authority	Secretary General Administration Department
(9) Present Office	General Administration Accounts Department, Secretariat
III. Details of Property	
(1) Whether immovable/movable property acquired/disposed of during previous years?	Yes
(2) If Yes, whether details specified in para 2	Yes

(Fig-F)

After using the application remember to be sign out. (Fig: G)



(Fig:G)

Note: For any assistance on addition of Designation and for Password issues contact GA (Computer Cell) Department

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