

GOVERNMENT OF KERALA Abstract

Finance Department - Online provision in SPARK for Submission of CTC/RTC of all Gazetted Officers with regard to their Promotion and Transfer – Introduced - Orders Issued.

FINANCE (ITSF) DEPARTMENT

G.O.(P)No.94/2022/Fin

Dated, 24/08/2022, Thiruvananthapuram.

Read:- 1. G.O(Ms)No.360/2019/Fin dated 26/09/2019.

2. G.O(Rt)No.4425/2021/Fin dated 13/06/2021.

3. G.O(Ms)No.4/2022/Fin dated 07/01/2022.

4. G.O(Rt)No.1045/2022/Fin dated 15/02/2022.

<u>ORDER</u>

As per the Government Order read second above, a Committee was constituted to work out the implementation plan for online submission of CTC/RTC to the Accountant General office in the case of Gazetted Officers, consequent on leave, transfer, promotion and reversion.

As per the Government Order read first above, online leave module in SPARK for leave application and CTC generation was implemented on pilot basis in Finance and Treasury Departments with effect from 01/10/2019. As per the minutes of IFMS meeting held on 22/11/2021, it was decided to extend the online leave and RTC/CTC generation module in SPARK for Gazetted Officers in more departments and the same was extended for leave application processing and RTC/CTC generation to Lotteries and State GST Departments with effect from 15/01/2022, as per the Government Order read third paper above.

In continuation of these steps and as part of strengthening the e-Governance platform in a pioneering manner, Government are now pleased to introduce an online provision in SPARK for submission of CTC/RTC to Accountant General in the case of Gazetted Officers, consequent on their promotion (other than initial direct recruitment to gazetted cadre) and transfer with effect from 01/09/2022 as parallel run for 3 months (i.e The existing system of sharing the details pertains to promotion and transfer would be continued in addition to the online sharing of data during the parallel run period. The Accountant General Office would issue payslips only on receipt of the online data and offline documents during the 3 months) The details of the work flow to be followed for using the module in SPARK by various officers/users/employees are appended to this order. The detailed tutorial in this connection will be available in the website www.info.spark.gov.in.

All Heads of Department and Drawing & Disbursing Officers are hereby informed of the new provision in SPARK and directed to follow the same promptly for the promotion/transfer orders (other than initial direct recruitment to gazetted cadre) issued on or after 01/09/2022 to ensure timely updation of payslip details in SPARK by the Accountant General office.

(By order of the Governor) RAJESH KUMAR SINGH I A S ADDITIONAL CHIEF SECRETARY(FINANCE)

To:

The Principal Accountant General (A&E/G&SSA), Kerala, Thiruvananthapuram The Principal Accountant General (Audit I/II), Kerala, Thiruvananthapuram The Chief Project Manager, SPARK, Thiruvananthapuram The Director of Treasuries, Thiruvananthapuram All Heads of Department (via Administrative Departments) All Administrative Departments in Secretariat (via e office notice board) The Director, I&PRD, Thiruvananthapuram Stock File/Office Copy (E-1662064)

Forwarded / By order

TILL Section Officer

Annexure to GO(P) 94/2022/Fin dated, 24/08/2022

PROMOTION /REVERSION/TRANSFER---- CTC/RTC WORK FLOW IN SPARK IN THE CASE OF GAZETTED OFFICERS.

Authorities involved in the workflow

- Head of the Department (HOD) (The application format for HoD access in SPARK is appended to this order.)
- DDO (Accounts) User, Establishment User in SPARK with DE previlages.
- Individual User : Employee with 'I' access who is a Gazetted Officer
- Reporting Officer of the employee concerned---(*This setting in SPARK can be done using HoD access, if not done yet.*)
- Drawing and Disbursing Officer (DDO)
- Accountant General office

The roles and functions of the aforementioned officers/authorities/employees are outlined below.

Promotion(Regular where CTC generation is required)/Reversion (Gazetted)

DDO/Establishment User in SPARK

When a promotion order is issued by the department, the same need to be updated through the Establishment User/DDO login wherein the nature of promotion, promotion order date, order number etc need to be updated and a copy of promotion order is to be uploaded. This is forwarded to the Head of the Department for getting approval.

Head of the Department :

Head of the Department needs to verify the attached order and approve the aforesaid order. Upon approval, the AG System could instantly receive the approved promotion order details based on HoD's approval.

Individual user included in the Promotion Order

Each employee listed in the order has to submit their RTC/CTC details to their Reporting Officer/DDO through their individual logins.

Reporting Officer:

Reporting Officer may be the DDO itself or any other authorised person who has to accept and forward the RTC/CTC data to the DDO concerned.

Drawing and Disbursing Officer (DDO)

1. The RTC/CTC data thus received should be verified and is to be digitally signed by the DDO. The DDO then have to forward this RTC/CTC to AG office, duly authorising the data, using DSC. CTC/RTC of the employee would be thus electronically forwarded to AG System.

2. In joining CTC required cases DDO has to forward the corresponding CTC/RTC to AG.

3. Salary and arrear (Arrear if applicable) processing would be possible based on the receipt of AG slip in SPARK only.

AG Office users

During the period of parallel run, the AG Office would issue electronic pay slips on receipt of the hard copies of the application and the electronic data from SPARK. It is mandatory that the DDO/Department must share the applications in both mode (online and offline) for generation of payslips and updated it electronically (basic pay, designation changes etc.) in SPARK. DDOs should take utmost care while verifying the Relieving CTCs/Joining CTCs and ensure that the CTCs are shared with AG as and when the relieving / joining occurs to avoid delay in issuance of payslips.

<u>Promotion(Other than regular promotion like Higher Grade, CAP etc where CTC generation is not required)</u>

DDO/Establishment User in SPARK

When a promotion order is issued by the department, the same need to be updated through the Establishment User/DDO login wherein the nature of promotion, promotion order date, order number etc need to be updated and a copy of promotion order is to be uploaded. This is forwarded to the Head of the Department for getting approval.

Head of the Department :

Head of the Department needs to verify the attached order and approve the aforesaid order. Upon approval, the AG System could instantly receive the approved promotion order details based on HoD's approval.

AG Office users

During the period of parallel run AG Office will issue electronic pay slips on receipt of the hard copies of the application and the electronic data from SPARK. It is mandatory that the DDO/Department must share the applications in both mode (online and offline) for generation of payslips and updated it electronically (basic pay, designation changes etc.) in SPARK. DDOs should take utmost care while verifying the Relieving CTCs/Joining CTCs and ensure that the CTCs are shared with AG as and when the relieving / joining occurs to avoid delay in issuance of payslips.

Transfer event along with promotions other than regular promotions

In case of promotions other than regular promotion such as Higher Grade, CAP, etc where CTC generation are not required, if a transfer is also accompanied along with the said orders, Transfer event needs to be processed separately in SPARK system.

Transfer / Promotion with Transfer

DDO/Establishment User in SPARK

When a transfer/transfer with promotion or reversion order is issued by the department, the same need to be updated through the Establishment User/DDO login wherein the nature of transfer/promotion, order date, order number etc need to be updated and a copy of such order is to be uploaded. This is forwarded to the Head of the Department for getting approval.

Head of the Department:

Head of the Department needs to verify the attached order and approve the aforesaid order. Upon approval, the AG System could instantly receive the approved order details based on HoD's approval.

Individual user included in the Promotion Order

Each employee listed in the order has to submit their RTC/CTC details to their Reporting Officer/DDO through their individual logins.

Reporting Officer:

Reporting Officer may be the DDO itself or any other authorised person who has to accept and forward the RTC/CTC data to the DDO concerned.

Drawing and Disbursing Officer (DDO)

1. The RTC/CTC data thus received should be verified and is to be digitally signed by the DDO. The DDO then have to forward this RTC/CTC to AG office, duly authorising the data, using DSC. CTC/RTC of the employee would be thus electronically forwarded to AG System.

2. Attaching a copy of the CTC/RTC and electronically forwarded to AG office with copy of such orders, relieving order, posting order etc.

3. In joining CTC required cases DDO has to forward the corresponding CTC/RTC to AG.

4. Salary and arrear (Arrear if applicable) processing would be possible based on the receipt of AG slip in SPARK only.

AG Office users

During the period of parallel run AG Office would issue electronic pay slips only receipt of the hard copies of the application and the electronic data from SPARK. It is mandatory that the DDO/Department must share the applications in both mode (online and offline) for generation of payslips and updated it electronically (basic pay, designation changes etc.) in SPARK.

Proforma for giving access for Head of the Department in SPARK Ref: G.O (P)94/22/Fin Dated, 24/08/2022.

| Name of the Department & Office | |
|--|--|
| Department Code* | |
| Designation of the Head of the Department | |
| PEN of the Head of the Department | |
| Name of the Head of the Department | |
| If additional charge of another department (Y/N) | |
| If Yes, Department Name, Office and Department Code* | |

Signature, Name and Designation of HoD

Place : Date :

(Office seal)

*Department Code as in Treasury

То

Chief Project Manager (SPARK), Finance Department, Thiruvananthapuram

(info@spark.gov.in)

"PROMOTION ORDER (GAZETTED) WORKFLOW"

A new provision has been enabled in SPARK for gazetted employees to generate the promotion order and forward Relieving and Joining CTC to AG

A new work flow has been enabled in the SPARK software for integrating promotion and Transfer based CTC with AG. A detailed workflow has been introduced in this manual for illustrating the complete workflow of the process. Here the workflow contains majorly two parts as below,

- Uploading transfer Order for approval by Head of Department/DDO.
- CTC approval and subsequent payslip generation by AG.

Authorities involving in the workflow

- DDO (Accounts) User, Establishment Admin User
- Head of the department
- Individual User
- Reporting officer

Entire Work flow:

- 1) Enter Promotion Order Details (By establishment user/DDO interface.
- 2) Approve promotion order by Head of the Department (HOD) interface.
- 3) Forwarding of Relieving request to Reporting officer.
- 4) Approval of Relieving request by Reporting officer concern DDO.
- 5) Forwarding of approved request to DDO.

- 6) CTC Generation and forwarding it to AG.
- 7) After validation of CTC AG pay slip updations from AG.

ESTABLISHMENT USER/DDO

The establishment user in the Office of Head of the Department could submit the relevant details Promotion order and can be forwarded to HOD for approval.

<u>Menu:</u> Service matters->Promotion /Grade/Reversion->Promotion order (Gazetted)->Enter promotion order details <u>Ref fig: 01</u>.

Insertion of Promotion Order



All the available columns are to be entered i.e. promotion order type, order no's, date, From office/dept., designation, PEN, CATEGORY, To dept., To office, New Designation, Effective date, Promotion order (document in PDF format to be uploaded) *Ref fig: 02.*

Following are the Nature of promotion is available in selection list.

- > CAP
- Higher to Lower
- > Notional
- > Proforma
- Ratio based
- > Provisional
- > Regular
- > Retrospective
- Up gradation of Post

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|--|--|----------------|-------------------|----------------------|---------------|---|-------------------------|-------------------------|----------------|---------|--------|
| Thice Name | Secretarial Finance Department, Th | nvanarthapuram | | * | | | | | | | |
| Transcelon/Ro Inder No. 22/36/55 | eversion Order Draft Requests Order Orde Divor, 2021 | <u>Select</u> | Promoti Action | ion Order Ty | pe | Gove Order Co Promotion ORex | DM Proceedin ension | ngs | | | |
| | | | Reversio | эп Туре | | -Salat | | | | | |
| | | | Promoti | ion Order Ni | 1) | 22/36/fm | | | | | |
| | | | Promoti | ion Order da | te | 01/09/2021 | | | | | |
| SiVe From Departs | From Office | Designation | PEN | Service Geography | To Department | Te Office | Nex Service Category | Nex Designation | Effective Data | Renaria | |
| ice ¹ Finance Expansi | Secutarial Finance Department, Pricure are Department, | Under Sepetary | 00541 | State Gasetbed | Exter | ENCRE DAVISON OFFICE, THEORYNAW PROPORTIA | State Guetted | Admesiaaline Diffees | 11,00,0021 | promo | Deite |
| | Rebid 🖌 🖌 | 1 4 | - cherry | | 19 - 72 | Distant Seachinic-a 💊 | | - Stars | 0.0102 | | |

If all the entered details are validated, the concern Promotion order will be successfully forwarded to concern HOD for approval "A POP UP MESSAGE WILL BE DISPLAYED CONFIRMING THE SAME" *Ref fig: 03.*



Page no: 03

HEAD OF THE DEPARTMENT

The applications forwarded for approval will be displayed in the concern approving authority (HOD) login. HOD could check and verify the order and forward it to AG. Thus the Order will be available to AG but the employee's details may not to be available.

Menu: Service matters->promotion order (Gazetted)->Approve promotion Order Ref fig: 04.

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|-----------------|--------------|--|--------------|---|----------|------------------|--------|
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The application will be listed in the mentioned module, authority can select the concern application, view order details and can approve the same (if found correct). Once the "APPROVE BUTTON" is clicked "PROMOTION ORDER APPROVED SUCCESFULLY" message will be displayed

| Cuper No. | Order Bate | | (rander C | nder lyde | GOVE | Ander OM PH | oceedings | |
|----------------------------------|--|-------------|-----------------|-----------------------|------------|---------------|---|------------------|
| 25/Te | 01/09/2621 | Select | Transfer O | rder No. | ăñn. | | | |
| 39438/Fie | 01/05/2021 | Select | Transfer O | rder date | 01/09/2021 | í. | | |
| From Department | From Office | | Vew Trans | der Order | View | To Department | ie Office | New Designation |
| Contraction of the states of the | | | anne seen - | | Insuler | | | |
| Finance Department | Secretarial Finance Thirosenerithepurer | Jepartment. | Ender Secretary | 100941-Meenanbika K.B | £5 | Exche | EXCISE DIVISION OFFICE. THER, AVAILANT HAP-JICAN | Finance Official |
| 01 | - F* | | | | | | | |

Approved promotion order will be forward to AG when the approval has been done by HOD.

<u>Page no: 04</u>

INDIVIDUAL EMPLOYEE

An employee included in the promotion Order can requests for CTC to Reporting Officer by entering the details. He/She can submit his/her own request for RELIEVING to concern DDO (for approval)

<u>Menu</u>: Service matters->Submit Relieving request. <mark>Ref fig: 06</mark>



FIG: 06

Approved promotion order will be listed in Employee interface and able to select the concern application from the top of the page (which has been approved by the HEAD OF THE DEPARTMENT) *Ref fig:* 07.



FIG: 07

Employee can enter the CTC DETAILS in which need to fill the details of the RELIEVING OFFICER DETAILS, REPORTING OFFICER (DDO) etc. and can Forward the Application for APPROVAL *Ref fig: 0*8.



REPORTING OFFICER

In the Reporting authority login the application related to CTC from the concerned employee will be displayed. A Reporting officer could approve/reject/edit the request forwarded by the individual employee.

Menu: Service matters ->Promotion>> Approve Relieving request.

| Profile/Admin | ILcars/Advances | i Genice Katters | Mincome Tax | #Provident Fund | B Accounts |
|---------------|-----------------|--|---|--------------------------------------|-------------------|
| - Yesper | | View Lasve History Pay Fication Statement - 11th Pay R Take Charge of 500 Increment Sanction Promotion/Grade/Reversion | evision) Reference CTC | Submit Relieving Regnest | |
| | | Transfer Leave Application COFF Application | RTC [Lelening Charg RTC [Amoning Charg | e] Approve Federating Rospects e] | |
| | | Outside duty intinuction Learne/COFF/OD Processing | • | | |
| | | Attendance e-Service Book | ; | | |

FIG: 09

Reporting officer need to verify the same, approve and forward the same to DDo *Ref fig: 09*

<u> Page no: 05</u>

| Promotion Order Details | | Enter CTC Details | 4 |
|-------------------------|--|-------------------------------------|---------------------------------|
| PEN | | Proposed Date of | 24/09/2021 FN |
| Employee Name | N.: 11 | Releiving | |
| Designation | Under Secretary | Charge Handing Over (Proposed) 7 | ®Yes CNo |
| Department | Finance Department | Order Details | Same as Promotion Order Details |
| Office | Secretariat Finance Department, Thiruxananthar | | |
| Scale of Pay | State-45808-89000 (\$20) | Order No | 22/55/fm |
| Promotion Order No. | 22/56/fm | Order date | 01/03/2021 |
| Promotion Order Date | 01/09/2021 | Relieving Officer Details (P | (roposed) |

FIG: 10

DDO LOGIN

The forwarded application which has been approved by the reporting officer will be listed in the DDO login. DDO can only edit the journey time and approve with DSC. Thus the request will forward to AG.

MENU: Service matters>> Promotion>> Forward Relieving request to AG.

The pending applications will be listed DDO can click on select option verify the same Ref fig: 11.

| Annalisme | Warning Martiner | Blakey Matters | ACCOUNT TO . | Margarette a | Control . | and the Ca |
|-----------|--------------------------|--|------------------------------------|-----------------------------|-----------------|------------|
| | Employee Name | Petrostine Ovilar Ne | Order Data | Subelined On | | |
| | 100645 - Faga Michanan B | 22/54/Te | 01/00/2821 | 24/06/2021 12:00:34 | Sokat | |
| | Promotion Order Details | | Enter CTC Details | | | |
| | 100 | 199644 | Properied Date of | 17/09/0021 | 100- | |
| | Employee Name | Naia Maharan B | Releving | | | |
| | Designation | under Securitery | Overger Handling Ov Proposed) 7 | er eves Bas | | |
| | Department | Peranice Department | Order Oxtols | Sana as Ronote | e Order Details | |
| | Office | Significant Feature Department, Thiswanand | No. Longan | | | |
| | Scale of Pay | 1981-49800-89000 (5310) | Order No | 22/16/hr | | |
| | Promotion Order No. | 100000 | Order date | 31/01/2021 | | |
| | Promotion Online Date | 01,099/2001 | Antiming Officer De | ntiella. (Proponed) | | |
| | To Department | Inne | Department | Western Dispartment | | |
| | To Office | LICSE DIVISION OFFICE, FRIEDOWANTHAN | ge Designation | Eing ally Diversity of | | |
| | New Designation | Adventurative Official | Officer Name | ((datelie) instrument = Ho | 695 | |
| | New Scale of Pay | State 42800-89000 (\$38) | | | | |
| | | | and the | Digitally S | Age CTC | \sim |
| _ | | | | | | |



DIGITAL SIGN-IN

For DIGITAL SIGNING-DSC is mandatory for forwarding a CTC details to AG and must be connected to the system. At the end of the page an option "DIGITAL SIGN CTC" option will be available. *Ref fig:* 12.

| di kili yili k | Graphyse Name | Promotion Online No. | Oxier Date | Edgentized De | Might 0 |
|----------------|-------------------------|---|-------------------------------------|--|--------------|
| | | 12/56/8a | 01/05/2021 | 24/05/2021 12:45:24 | Sideut |
| | Promotion Order Details | | Enter CTC Details | | |
| | PEN | | Proposed Date of | 27/09/2025 | T MUSIC |
| | Employee Name | | Remonu | | |
| | Designation | | Charge Handling Over Groposedb 7 | *Yes No | |
| | Department | Finance Department | Order Omails | Same as Promotion O | rder Details |
| | Office | Secontarial Enacou Department, Thrayanant | he: | | |
| | Scale of Pay | 104+40409-65000 (523 | Order No. | Zzristen | |
| | Promotion Order No. | 22/55/W | Order clate | 01/04/2021 | |
| | Promotion Order Date | 01/09/2017 | Relining Officer. Detail | li Otoponetti | |
| | To Department | 12034 | Department | Wagness Department | |
| | To Office | EXCRE DWORN OFFICE, THRUNANAND-NE | Designation | Bringing Territory | 1 |
| | New Designation | Administrative Officer | Officer Name | IN RECEIPTION PARTICIPALITY OF THE PARTICIPALITY OF | 1.00 |
| | New Scale of Pay | 508x-45829-65020 (523 | | | |



Token password prompt message will be displayed *Ref fig: 1*3

| | Forward Re | lieving Request to AG | | |
|-------------------------|---------------------------------------|-----------------------|---------------------|-----------|
| Select Relating Request | to forward to AG | | | |
| Employee Name | Promotion Order No | Order Date | Submitted On | |
| | .19 | 61/09/2021 | 25/09/2021 18:51:54 | Set |
| | | | | |
| Promotion Order Det | ails | Deterator | × | |
| PEN | 100941 | Errer Tollen Perswert | | |
| Employee Name | Meenambika K.B | .08. | | |
| Designation | Unider Secretary | Conserved 2 | Yes (| No |
| Department | Finance Department | (Proposed) / | | |
| Office | Secretariat Finance Department, Thin. | MIDELLIESAUD | Same as Promo | tion Orde |
| Scale of Pay | 9249-45809-89000 (520) | | Decals | |
| Promotion Order No. | 00 | Order No | 08 | |
| Promotion Order | 01/09/2021 | Order date | 01/09/2021 | |
| 73484 | | | Contraction | |

FIG: 13

XML Generation

After entering token password an XML will be generated, after clicking on the confirm sign button the PDF of the same will be generated and can be save as PDF document. *Ref fig: 14*

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| | Department Collex Scale of Pay Transfer Order No. | Concretence. 200 Description. 200 Productions for theme Product Socialize Product Product Socialize Product Product Socialize Product Product Socialize Product Product Soc | | e Constantin |
| | Ta Department | Deservation : L'estimates familier àcuite v : Discussion Occupies | | Contro Winshillor |

FIG 14

Ag could generate an XML document of CTC with reference to the already received data from HOD.

<u> Page no: 06</u>

<u> Page no: 07</u>

CTC Generation

| Cervice Hatters | Elalary Hattais | | (acame Tes | Accounts | #Quartes |
|---|--------------------------------|------------------|---------------------------|---------------------|--------------------|
| | I | orward Relievi | ing Request to AG | | |
| Select Relieving Request to fo | erward to AG | | | | |
| Employee Name | Transfer Order No | Orde | r Data | Submitted On | |
| 401011 - RAJ GOVINE R | 1122 | .01/03 | /2022 | 04/05/2022 10:54:39 | Select |
| 481132 - CHITRA M | 25/2022 | 63/04 | 1/2022 | 21/05/2022 12:11:04 | Select |
| Employee Name | CHITRA M | - | Eligible Joining Time In | | |
| Circling you manne | CHITRA M | | Eligible Joining Time (In | | |
| Consideration of the second | DECIDE CONCER | | days) | | |
| Cheptartriserit | Finance Department | | Charge Handing Over | * Yes | No |
| Office | Secretarial Finance Department | d, Thiruvsnantha | (Proposed) 7 | | |
| Scale of Pay | State 51400 110300 (\$16) | | Order.Dataila | Same as Tran | ofer Order Details |
| Transfer Order No. | 25/1022 | | Order No | 25/2022 | |
| Transfer Order Date | 01/04/2022 | | Order date | 01/04/2022 | |
| To Department | Excute | | | | |

CTC will be generated (as PDF document) and the same will be thus the relieving CTC will be forwarded to AG simultaneously. *Ref fig: 15&1*6





PDF Generation

The PDF Document will be generated and can be saved for reference. . *Ref fig: 16*



Key points to remember:

- As soon as a Promotion order issued for an employee, the employee could submit the request for relieving CTC to his Reporting officer.
- Reporting officer verifies it and accepts to relieve the employee from current office or duties.
- Subsequently the DDO concerned could approve it through DSC and forward it to Ag for generating the CTC.

JOIN ON PROMOTION (Gazetted)

The employee could apply for a joining request online, before physically joining in the office. After actual joining, the reporting officer verified the details and forwards the CTC request to the DDO. DDo must digitally sign the request and forward it to AG.

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In some occasions when the employee could not apply his/her joining request DDo in the new office itself could enter the joining details of employee and could submit the request for joining CTC.

Menu: Service matters->Promotion/grade/Reversion->Joining CTC->Submit joining request. Ref fig:19



FIG 18

Employee processed their promotion relieving thorough the above mentioned workflow will be available in the menu.

Service Matters->Promotion/Grade/reversion->join on promotion (Gazetted).

Promoted employee details can be selected from the available grid and DDO can enter the Joining details including the basic pay, Service category, Bill type etc. *Ref Fig*19.

| States and | Rimmer Haltery | Elainy R | efters | Blacone Tax | Rfitteritz | N/works |
|------------|----------------|-------------|--------|---|---------------|----------------------------------|
| PEN | EmpNanc | Relieving . | | Relieving Details | | |
| | Prosto los | Data | - | Employee Name | ASHA M S | |
| 123780 | ADHAM 3 | 00/90//042 | Select | from Department | Feator Dep | artment |
| | | | | Relieve from Office | Secretariat P | nance Department, Thiruvanantha |
| | | | | Designation | Section Offi | cer (HLO) |
| | | | | Relieve Date | 02/05/2022 | PN |
| | | | | Joining Time in days | 1 | |
| | | | | Probation Period (In months) | | |
| | | | | Enter Joining Details | | |
| | | | | Do you want to post the employee to suboffice ? | o OYes | €No |
| | | | | Post To Suboffice | Secretaria: 4 | Hance Department, Thinycananti - |
| | | | | Date of Joining in New Office | 0840742022 | Pi - |
| | | | | Date till salary to be drawn as per rat of previous office | es 📃 | |
| | | | | Mana Zari-Dan | | |

After completing the details which need to be filled DDo could forward the joining

<u>Page no: 10</u>

CTC by clicking <u>'Forward CTC AG'</u> button. Ref fig: 20



FIG: 21

After updating token password corresponding XML will be displayed in the dialogue box and after it's confirmation the PDF signing can done. *Ref Fig:21&Fig:22.*

| NKLDSign XML Viewer | |
|---|--|
| | - |
| Duta | Confirm Sign |
| | Contraction of the local division of the loc |
| /escription:481132 | Cancersign |
| Anazakanakanakanakanakanakanakanakanakana | |
| Vescription : CHITRA M | |
| | |
| rescription : 20/12/1980-00:00:00 | |
| ce_t/pe | |
| Vesicroption : 2 | 1.2 |
| ode | 1 |
| rescrippion: 01 | |
| esc. | |
| escripption : Transfer Relieving | |
| sferOrderDetails | |
| ransferType | |
| Description : InterDepartmental Transfer(Cadre posts in other departments) | |
| и deithio. | |
| Description 25/2022 | |
| r der Date | |
| Description : 01/04/2022 00:00:00 | |
| In Other Duty | |
| Description N | |
| vstedDepartmentCode | |
| Description : 210 | |
| ostedDepartmentName | |
| Description : Excise | |
| lostedAs Code | |
| ostedAsName | |
| resignationCode | |
| Description 1087 | |
| esignationName | |
| Description : Confidential Assistant Sel Gr. | |
| ransferOfficedetaiks | 1 |
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| | Data Data Percinspton: 481132 Percinspton: CHITRA M Percinspton: 2012/1980.00.00.00 Percinspton: 2012/1980.00.00.00 Percinspton: 20 Percinspton: 8 Percinspton: 10 Percinspton: 10 Percinspton: M Percinspton: M Percinspton: N Percinspton: Chicks Percinspton: Condentital Assistant Set Gr. Percinspton Perc |

Corresponding CTC will be forwarded based on this event and able to generate corresponding joining CTC for further reference.

Joining CTC is mandatory for the Promotion types such as 'Regular', 'Provisional'.

Basic pay and designation change is to be reflected in Spark based the mentioned workflow.

| : 101235 : Nizar H : Special S : General , : General , Departm : 31/12/20 : Test/220 : 23/12/20 : NO : Kerala S | secretary(46640-59840) Administration Department Administration Accounts ent, Secretariat 21 FN 32022 21 |
|--|--|
| Nizar H Special S General , General , Departm 31/12/20 2 Test/220 23/12/20 NO Kerala S | Secretary(46640-59840) Administration Department Administration Accounts ent, Secretariat 21 FN 32022 21 |
| Special S General , Departm 31/12/20 2 Test/220 23/12/20 NO Kerala S | secretary(46640-59840) Administration Department Administration Accounts ent, Secretariat 21 FN 32022 21 |
| General , Departm General , Departm 31/12/20 2 Test/220 23/12/20 NO Kerala S | Administration Department Administration Accounts ent, Secretariat 21 FN 32022 21 |
| : General . Departm : 31/12/20 : 2 : Test/220 : 23/12/20 : NO : Kerala S | Administration Accounts ent, Secretariat 21 FN 32022 21 |
| : 31/12/20 : 2 : Test/220 : 23/12/20 : NO : Kerala S | 21 FN 32022 21 |
| : 2 : Test/220 : 23/12/20 : NO : Kerala S | 32022 21 |
| : Test/220 : 23/12/20 : NO : Kerala S | 32022 21 |
| : 23/12/20 : NO : Kerala S | 21 |
| : NO : Kerala S | |
| : NO : Kerala S | |
| : Kerala S | |
| | tate Innovation Council |
| : 03/01/20 | 22 FN |
| : 24 | |
| | |
| | |
| | |

FIG: 23

Ag will issue pay slip and updated it electronically by using the corresponding workflow.

<u>Time Bound Higher Grade</u> <u>Promotion</u>

According to AG the TBHG Promotions orders are usually issued to the Teaching staffs are not to forward to Head of the Dept like DCE/Dy.DCE/RDD etc.

In spark all other promotion except TBHG can approve by HOD. But in the case of TBHG the DDO could upload the orders and able to forward it to AG. Promotion Order can be entered through the Establishment login/DDO login.

Menu: service matters->Promotion /Grade/Reversion->Promotion order (gazetted)->Enter Promotion order details for TBHG/ratio based.



When the Promotion order approved by the DDO the employee could submit relieving request to the reporting officer for verification as mentioned in the normal workflow.



According to AG there is no need to forward the CTC. Instead of this they will issue payslip based on the orders approved and forwarded by DDO.

Key points to remember for TBHG:

- DDO could approve the promotion order and will receive in AG.
- Employee must submit relieving request
- Reporting officer should verify
- Confirm the joining By DDO.
- Ag will issue relevant slip based on the promotion order.

----End----

<u> Page no: 13</u>

"TRANSFER ORDER (GAZETTED) WORKFLOW"

A new provision has been enabled in SPARK for gazetted employees to generate the promotion order and forward Relieving and Joining CTC to AG

A new work flow has been enabled in the SPARK software for integrating promotion and Transfer based CTC with AG. A detailed workflow has been introduced in this manual for illustrating the complete workflow of the process. Here the workflow contains majorly two parts as below,

- Uploading transfer Order for approval by Head of Department/DDO.
- CTC approval and subsequent payslip generation by AG.

Authorities involving in the workflow

- DDO (Accounts) User, Establishment Admin User
- Head of the department
- Individual User
- Reporting officer

Work flow:

- 1) Enter Transfer Order Details (By establishment user/DDO interface.
- 2) Approve Transfer order by Head of the Department (HOD) interface.
- 3) Forwarding of Relieving request to Reporting officer.

<u> Page no: 01</u>

- 4) Approval of Relieving request by Reporting officer concern DDO.
- 5) Forwarding of approved request to DDO.
- 6) CTC Generation and forwarding it to AG.
- 7) After validation of CTC AG pay slip updations from AG.

ESTABLISHMENT USER

<u>Menu:</u> Service matters->Transfer -Transfer>>Transfer order (Gazetted)->Enter Transfer order details . **Ref fig: 01**

Insertion of Transfer Order

Concern establishment User can enter the Transfer order details (for Gazetted employee) and able to forward the application to the login provided for Head of the Department.



<u> Page no: 02</u>

All the applicable columns are to be entered i.e. From Department, from office, Designation, Type of transfer, to department, New Designation, Remarks etc. *Ref fig: 03*

Following are the Nature of Transfer in the given in the drop down list.

Transfer Interdepartmental transfer (cadre post in other Department) Inter Departmental transfer (Deputation)

If all the entered details are validated, the concern Transfer order can be successfully forward to concern HOD for approval "A POP UP MESSAGE WILL BE DISPLAYED CONFIRMING THE SAME" *Ref fig: 03*.

HEAD OF THE DEPARTMENT

Transfer Order forwarded for approval will be displayed in the concern approving authority (HOD) login.





Fig 04

Approving authority can select concern order details and able to approve the same (if found correct) .Once the "APPROVE BUTTON" is clicked "TRANSFER ORDER APPROVED SUCCESFULLY" message will be displayed and a copy of that transfer order will be forward simultaneously to AG. <u>Ref fig: 0</u>5

| Transfer Order approved successfully. Prevent This page from creating additional dialogis |
|--|
| |
| • |
| |
| |

After the approval of transfer order each employee included in the order should forward their relieving requests to their own reporting officer in charge and make it as approved.

<u>Page no: 03</u>

<u> Page no: 04</u>

In concern employee login details related to the transfer will be displayed. An employee can submit the request for RELIEVING to Reporting officer via concern DDO (for approval).

<u>Menu</u>: Service matters->Transfer->>Submit Relieving request. Ref fig: 06.



Fig 06

The employee can view the approved application and can enter the CTC DETAILS which include the RELIEVING OFFICER DETAILS, REPORTING OFFICER (DDO) and can forward the Application for APPROVAL *Ref fig: 0*7

| Promotion Order Details | | Enter CTC Details | | |
|-------------------------|--|-------------------------------------|-------------------------|---------|
| PEN | 100545 | Proposed Date of | 24/09/2021 | FN v |
| Employee Name | Raja Mohanan B | Releiving | | |
| Designation | Under Secretary | Charge Handing Over (Proposed) ? | OYes ONo | |
| Веранияет | rnance Department | Order Details | Same as Promotion Order | Details |
| Office | Secretariat Fixance Department, Thirovananthap | | | |
| Scale of Pay | State=45800-89000 (\$20) | Order No | 22/56/fm | _ |
| Promotion Order No. | 22/56/fm | Order date | 01/09/2021 | |
| Promotion Order Date | 11/02/071 | Relieving Officer Details (P | | |

Fig 06

REPORTING OFFICER

In the Reporting authority login the application related to CTC from the concerned employee will be displayed.

<u>Menu</u>: Service matters> Transfer>> Forward Relieving request to AG. Ref fig: <mark>0</mark>8

| s/Advances Denice Ratties | Elicone Tax | aProvident Fund | skoon's | nt Sign Cut |
|---|--|---|---------|-------------|
| ter Lane Hony Far Sensiti Schmet Tak Lane Hong Doment Sanden Rommer Lane Apiterin Carrie Lane Apiterin Carrie Lane Apiterin Lane (1917) Anne Attorius Schwitz Bak | -112 Ary tensor ann b Tableing CT belowing Garge ang b transformer Garge transformer | Saint Reinig Dapat Appen Uning Dapat | | |

Reporting officer need to verify the same, approve and forward the same to DDo *Ref fig: 09*

| B. conta, M. A. annon | Warney Kallers | Rennets Cat. Strends | inst Yard Streamle |
|------------------------|---|--------------------------------------|--|
| Transfer Order Details | | Enter CTC Details | |
| PEN | 100941 | Proposed Date of | 28/06/2021 PN W |
| Employee Nome | Meenantika KB | Releiving | |
| Designation | Under Secretary | Charge Handing Over (Processed) * | •Yes ON0 |
| Department | Finance Department | Order Details | Same as Transfer Order Details |
| Office | Secretarial Finance Department, Theoremanthia | 1.1.1 | |
| Scale of Fay | State-43805-89000 (\$20) | Order No | 21,6m |
| Transfer Onler No. | 25/fm | Order date | 01/09/2821 |
| Transfer Order Date | 21/06/021 | Relieving Officer Details (F | Noposed) |
| To Department | trone | Department | Finance Department - |
| to Office | EXCISE DIVISION OFFICE, THROUGHNITHAPS | Designation | Deputy Secretary |
| New Designation | Fearce Officer | Officer Name | SURESH KUMAR D 8 - 100604 - |
| | | Approver Remark | Approved |
| | | | |
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| | סחס | Hear | |
| | | JUSEL | |

The forwarded application which has been approved by the reporting officer will be listed in the DDO login.

<u> Page no: 06</u>

<u>Page no: 05</u>

<u>Menu</u>: Service matters->Transfer->Relieving CTC->Relieving request to AG.



Fig 09

The pending applications will be listed DDO can click on select option verify the same Ref fig: 08

| 100941 - Meenamitiko CB | 25.%n | 81/(8/252) | 24/09/2021 12:35:36 | Select | |
|-------------------------|--|--------------------------|--------------------------------|--------|--|
| 100563 - Vijepannoe M S | Sil | 61/09/2021 | 24/01/2621 16:05:38 | Select | |
| Transfer Order Details | | Enter CTC Details | | | |
| PEN | 199563 | Proposed Date of | 28/09/2021 | IN | |
| Employee Name | Výapaprek M(S | Releving | | | |
| Designation | Joint Secretary | Charge Handing Over | *Yes No | | |
| Department | Finance Department | Order Details | Same as Transfer Order Details | | |
| Office | Secretarial Finance Department, Thruvarianth | 4 | | | |
| Scale of Pay | Slate-118100-163400 (525) | Order No | 55 | | |
| Transfer Order No. | 56 | Order date | 81/96/2023 | | |
| Transfer Order Date | 01/08/2023 | Relieving Officer Detail | is (Proposed) | | |
| To Department | Culture | Department | Filerice Dispartment | | |
| To Office | DIRECTORATE OF OULTURE THERITYANANTH | at Designation | Conversely | | |
| New Designation | Pinacial Assistant (PD) | Officer Name | ABOR NUMAR G - 100147 | | |

DIGITAL SIGN-IN

For DIGITAL SIGNING-DSC is mandatory for forwarding a CTC details to AG and must be connected to the system. At the end of the page an option "DIGITAL SIGN CTC" option will be available.



A token password prompt message will be displayed *Ref fig:*

| | Billing of the street | | FR TEE | ##store## | William |
|--|-----------------------------|----------------------------|--|---------------------|---------|
| 634748 BABHS | 1122 | 01/01 | 172022 | 18/06/2022 11:25:02 | Torest |
| Transfer Order Details PDN Employee Nome | ENTRE DADU K | | Enter CTC Details Proposed Date of Relieving | 01100/2012 | |
| Designation | | Cont | Inmation ICC | | |
| Office | Jacostarial Pinance Depart | Enter Token Passe | rent [] | YHE *NO | |
| Scale of Pay | 10484-55400-110000 (554) | [| OR | | |
| Transfer Order No. | 1937 | | | | |
| transfer Order Date | 20/03/2011 | | | | |
| Yo Department | Earne . | | | | |
| to Office | ENELSE INVIRIAN SPIPER | D-SHUVANAN/THAPUBA | | | |
| New Designation | TUNIOF SCIENERS: Officer | | | | |
| Transfer Type | Hitel Departmental Transfer | Calles prints in entral (8 | | | |
| Enter LPC Details | | | | | |
| Enter the Details of Link | ility if any | | | Distanti Sia | W CTC |
| 191 Mars (Densering) Michine | Amo | unt (| | | |
| A DESCRIPTION OF A DESC | | TRADE IN . | | | |
| 1 GPF Juan | 5000 | | | | |

XML Generation

After entering token password an XML will be generated, after clicking on the confirm sign button the PDF of the same will be generated and can be save as PDF document.

| and the second se | | NICENEL MILLION AND ADDRESS OF A DREAM AND A | | |
|---|--------------------------------------|---|-------------|-----------|
| € → C Ø | (D xunit | 1.3 106, Valver V L3 Valvete Data | Control 142 | · = 4 |
| al districtive tree | Corrito Malface | Companya (Contraction) Companya (Contraction) Companya (Contraction) | Canna Sage | |
| | | ■ COS Devolution Jerziteni in in in ■ Devolution J Devolution I | | |
| | Singlopus Neme | 9 III ar-Com Dominister 81 9 III Without | Ĩ | Search |
| | 481112-CHITRAM | Control of the second sec | | Salart |
| | Transfer Order Details FUN | * 12 Depter Discongutur (2004) * 22 Dependent Discongutur (2004)22 (2014) | - | 141.00 |
| | Designation | Improve the second seco | | |
| | Diffice | Clinical Department in res Dissocraphere: Notes Dissocraphere: Notes | | 10 |
| | Tranctor Circler No. | P Satastonana P Descention Tata | | com brah |
| | Transfer Okler Date To Department | The specific during the second second | | Atten and |

Fig 10

DSC approval for CTC Generation





CTC will be generated (as PDF document) and the same will be thus the relieving CTC will be forwarded to AG simultaneously. *Ref fig: 11&1*2.

<u> Page no: 08</u>





| e/crimitration | Ilifervice Natters | | | | |
|----------------|----------------------------|-----------|---|---|--------|
| | - | | CHARGE TRANSF It is follow Prevalue Interation to | ER CERTRICATE (CTC) He Facientiae General Terceget SPARE | |
| | Select Rolebing Request to | forward t | 1.005 2.5au 3.0xiprin 4.0xinat 5.0fa | 10041 Wanachila K.B. Lidar Suratan Tanan Dapatrani Saranga Fanon Depatrant, Tanana Angarant, | |
| | спрюзне напе | PTC | ris Scale Of Pay | Spac-1588-1909 (\$21) | |
| | 100941 - Maenambika K B | 99 | Primities Deb So. Primities Deb Soc Proposed Data (Deb Halening 19: SurDipoteum 19: SurDipoteum 19: SurDipoteum | at electrici Sectoria Internationalista | Kelact |
| | Promotion Order Detail | ls | E. See Desgnoien | TEREVANACE/TERM TEREVANACE/TERM | |
| | PEN | 100941 | 11. Carp: Badry Dor (Peprod/) | 315 | ALC: N |
| | Employee Name | Meenan | 11. Deter Beach a. C.W. Delter No b. C.W. Helser Dam | - 11 | |
| | Designation | Under S | is Kitrag Blochtab Prend | | |
| | Department | Finance | Educing Officer Despenses Robering Officer Despenses Robering Officer States | Trance Department Deputy Sectory CRESH (MARKAT - DWY) | |
| | Office | Secreta | selamente | Nummilia K.B. (1984/) | der |
| | Scale of Pay | Sate-45 | Subseniel for Approved by Approved for | 25002021 Sc51 10 MEANASREE N 1/00020 25002021 Sc62 A | |
| | Promotion Order No. | 99 | | | |
| | Promotion Order | 01/99,2 | No: Textuarbactur Sar (20030) | | |
| | Data | 1 | | | |

Fig 11

Generating CTC as PDF

The PDF Document will be generated and can be saved for reference. . *Ref fig: 12*

| Relieving Details | | | | |
|--|------|---|--|--|
| 1. PEN | 1 | 101235 | | |
| 2. Name | 12 | Nizar H | | |
| 3. Designation | | Special Secretary(46640-59840) | | |
| 4. Department | 1 | General Administration Department | | |
| 5. Office | | General Administration Accounts Department, Secretariat | | |
| 6. Relieve Date | 12 | 31/12/2021 FN | | |
| 7. Joining Time (in days) | 1 | 2 | | |
| Transfer Order No. | 2 | Test/22032022 | | |
| 9. Transfer Order Date | 1 | 23/12/2021 | | |
| Joining Details | | | | |
| 10. Do you want to post the employee to suboffice ? | 4 | NO | | |
| Post To Office | - 22 | Kerala State Innovation Council | | |
| 11. Date of Joining in New Office | : | 03/01/2022 FN | | |
| Probation period (In months) | 3 | 24 | | |
| Place: Thiruvananthapuram | | | | |
| Date : 22/03/2022 | | | | |
| | | | | |
| | | Copyright wagneed by Calman Haman And Dame 20029 AD and Adv. Dat +43.6 Did | | |
| | | | | |

Page no: 09

JOIN ON Transfer (Gazetted) & Joining CTC/RTC

Submit Relieving request by individual

The employee could apply for a joining request online, before physically joining in the office. After actual joining, the reporting officer verified the details and forwards the CTC request to the DDO. DDo must digitally sign the request and forward it to AG.

In some occasions when the employee could not apply his/her joining request DDo in the new office itself could enter the joining details of employee and could submit the request for joining CTC.

Menu: Service matters->Transfer->Joining CTC->Submit joining request.

Employee processed their Transfer through the above mentioned workflow will available in the menu service matters->Transfer->Join on Transfer.



Transfer/Promoted employee details can be selected from the available grid and DDO can enter the Joining details including the basic pay, Service category, Bill type etc. *Ref Fig14 & Fig1*5.

Page no: 10

| | | Service Metters | | ESelery Metters | | Elecome Tex | |
|--|-----------------|--------------------|--------|--|--------|-------------|--------|
| | | | | Join On Transfer (Gazatted) | | | |
| partment Excise fice Name COMMISSIONARATE OF EXCISE, THRUVAN | | | | V VANANTHAPURAM | | | |
| Select E | mployee to Subm | nit Join On Transf | er | | | | |
| PEN | EmpName | Relieving Date | | Relieving Details | | | |
| 100647 | Anil Kumar S | 24/05/2017 | Select | Employee Name | | | |
| 101487 | Ragesh D | 10/04/2017 | Select | Relieve from Department | | | |
| 101682 | Anwar Hussain L | 10/04/2017 | Select | Relieve from Office | | | |
| 184230 | Shajahan S | 06/08/2012 | Select | Designation | | | |
| 205058 | Sivaprasad P | 15/01/2010 | Select | Relieve Date | | | |
| 365963 | Anilkumar A | 11/01/2010 | Select | loining Time in days | | | |
| 427440 | Ashakumari M P | 31/07/2014 | Select | Fotos Inician Datalla | | | |
| | 1 | 1 | | Do you want to post the employee to suboffice ? | Oyes | ●No | |
| | | | | Post To Suboffice | Select | | ¥ |
| | | | | Date of Joining in New Office | | | Sele 🗸 |

Fig 14

If the CTC details are ready then DDo can forward it by clicking <u>'Forward CTC AG'</u> button.<u>Ref Fig:17</u>



Fig 16

After updating token password corresponding XML will be displayed in the dialogue box and after it's confirmation the PDF signing can be done. *Ref Fig:* **1**6&*Fig:* **1**7

NUCDSign XML Viewer
 Add Viewer
 Mainter
 Description: 2481132
 Description: 2481132
 Description: 249121980 00:00 00
 Description: 249122
 Description: 184
 Description: 194
 Description: 21022
 Description: 194
 Description: 194
 Description: 194
 Description: 194
 Description: 194
 Description: 194
 Description: 210
 Description: 194
 Description: 210
 Description

Corresponding CTC/RTC will be forwarded based on this event.

| Relieving Details | | |
|---|-----|--|
| 1. PEN | | 101235 |
| 2. Name | | Nizar H |
| 3. Designation | | Special Secretary(46640-59840) |
| 4. Department | - 6 | General Administration Department |
| 5. Office | : | General Administration Accounts Department, Secretariat |
| 6. Relieve Date | : | 31/12/2021 FN |
| 7. Joining Time (in days) | : | 2 |
| 8. Transfer Order No. | | Test/22032022 |
| 9. Transfer Order Date | : | 23/12/2021 |
| Joining Details | | |
| 10. Do you want to post the employee to suboffice ? | 1 | NO |
| Post To Office | 1 | Kerala State Innovation Council |
| Date of Joining in New Office | | 03/01/2022 FN |
| 11. Probation period (In months) | 4 | 24 |
| Place: Thiruvananthapuram Date : 22/03/2022 | | |
| | | |
| | | Dignary signed by Class Paradous |

Fig 18

AG issuing pay slip and updated it electronically (basic pay and designation change to be reflected in Spark based on the Ag slip). If AG slip not issued – salary processing will be enabled as per LPC for 3 or 6 months (based on orders) if slip not issued even after 3 or 6 months the processing should be stopped automatically.

```
<u>Page no: 12</u>
```

<u>Page no: 11</u>

Key points to remember:

- As soon as a Transfer order issued for an employee, the employee could submit the request for relieving CTC to his Reporting officer.
- Reporting officer verifies it and accepts to relieve the employee from current office or duties.
- Subsequently the DDO concerned could approve it through DSC and forward it to Ag for generating the CTC.

**************End*****************

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