

All DMOs

Sub: SPARK Implementation reg

All DMOs will be aware that the dead date for implementation of SPARK as fixed by Govt is October 2010. The status of implementation as on 1.10.2010 is that 925 Health institutions with more than 25000 staff are covered in SPARK.

It is observed that many of the remaining institutions shows negligence to implement SPARK even after getting necessary training and support. All the staff including SDOs (Self Drawing Officers), should have to prepare salary bill through SPARK immediately.

For time bound implementation, the following time-lines are fixed, which the DMOs shall strictly adhere

Sl.No	Activity	Due Date	Remarks
1	Prepare a List of Institutions which are not yet covered under SPARK and forward it by e-mail to r.subhash2@gmail.com & cmkurup@gmail.com	8.11.2010	
2	Prepare a List of SDOs who are not yet covered under SPARK and forward it by e-mail to r.subhash2@gmail.com & cmkurup@gmail.com	8.11.2010	
3	Collect Data of the SDOs who are not now in SPARK, with the help of the establishment/bill section clerk of the concerned institution, in the Excel Format (Down Load from the website www.arogyakeralam.gov.in OR www.dhs.kerala.gov.in and get filled & signed by the SDO)	15.11.2010	The SDOs may be asked to send a soft copy of the data to the email address in column 2 to minimize the data entry work
4	Collect a Xerox copy of the last salary bill of the SDOs	15.11.2010	This need to prepare their salary bill of the

			forth coming month
5	Hand over the Data Sheet to the Data Entry Agency	15.11.2010	
6	The establishment/bill section clerk of those institutions which are yet to be covered under SPARK and need training may be sent to either of the regional centres at Tvpm/ Kochi/ Kozhikkod , under intimation to the email address in column2. The clerk shall bring the scroll of last month also	Tvpm- 19&20 .11.2010 Kochi- 23&24.11.2010 Kozhikkod- 26&27.11.2010	If the district can arrange a centre (Any computer centre with 10-20 computers having internet connection), training & campaign can be conducted there.
7	Preparation and submission of Salary bill generated through SPARK , by all institutions and SDOs	30.11.2010	

Since SPARK is a web based application, the site www.spark.gov.in can be accessed from any internet connected computer. Reasons like unavailability of computer; poor internet connection etc shall not be an excuse to implement SPARK. In such cases the institutions can approach the nearby health institution or AKSHAYA Centre for preparation of the bill.

Helpdesk support is provided at DHS. Mr.R.Subhash, Jr.Supt assigned as Super Administrator for SPARK (Mob.No9746457538) will give necessary domain support (all matters related to preparation of the salary bill). Similarly Mr.C.M.Kurup, System Administrator, NRHM assigned as State Coordinator for SPARK-H&FWD (Mob.No9946105463) will give necessary Technical support. The available helpdesk for SPARK at DHS will be strengthened immediately for extending better support to the institutions and staff.

All DMOs are once again requested to give Special attention to SPARK implementation, and finish this venture immediately.

Director of Health Services