

<b>Implementation of SPARK : Feedback</b>					
				Date :	
Name of Institution / Office					
<b>1. Digitisation (data entry) of Service Books</b>					
Number of employees enrolled in salary bill of current month.	Total number of employees listed in SPARK.	Number of employees belonging to your office in the list (SPARK)	No of employees whose data is to be entered in SPARK	No of employees whose data is to be removed from your office in SPARK	
- 1 -	- 2 -	- 3 -	4 (= 1 - 3)	5 (= 2 - 3)	
Steps being taken to complete the data entry (if pending)					
<i>Mention impediments if any:</i>					
<b>2. Training</b>					
Whether the establishment / bill processing staff got trained in SPARK					
No of staff attended the training					
Name of the staff handling establishment of staffs enrolled in salary bill (indicate whether he/she got training)					
Name of the staff for handling salary bill (indicate whether he/she got training)					
<i>The details of login IDs allotted for the office</i>					
PEN	Name of Staff	Section handling (Role)			
<b>3. Infrastructure</b>					
Whether computer facility is provided for Establishment and Bill Section / Office					
Whether internet connectivity is provided to these computers					
Whether printer is available for taking print outs					

<i>Point out any problems for making infrastructure in place</i>	
<b>4. Salary Bill generation through SPARK</b>	
Has salary bill generated through SPARK and verified with bill processed manually (indicate month)	
Has salary bill generated through SPARK passed by treasury (indicate month)	
<i>The problems (if any) persisting to process salary bill through SPARK</i>	
<b>5. Data verification</b>	
Have the data sheets of all employees taken and got verified by establishment staff	
<b>6. Expenses</b>	
Data entry charges paid with data entry agency	
TA & DA paid for Data entry and training	
Broadband connection charges paid	
	<i>Signature (Head of Office)</i>