

Implementation of SPARK : Feedback				
Date :				
Name of Institution / Office				
List of Offices under the institution				
No. of Salary Bills				
1. Digitisation (data entry) of Service Books				
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)
Has the service books of the employees on leave entered in Spark				
Steps being taken to complete the data entry (if pending)				
<i>Mention impediments if any:</i>				
2. Training				
Whether the establishment / bill processing staff got trained in SPARK				
No of staff attended the training from your office				
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)		
3. Infrastructure				
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>	
4. Salary Bill generation through SPARK	
Has salary bill generated through SPARK and verified with bill processed manually (indicate month)	
Has all salary bills generated through SPARK passed by treasury (indicate month and no of bills)	
<i>The problems (if any) persisting to process salary bill through SPARK</i>	
5. Data verification	
Have the data sheets of all employees taken and got verified by establishment staff	
	<i>Signature (Head of Office)</i>