

## HELP DOCUMENT

### **Employee:**

First time login - Click on 'Create/Forgot Password'

1. Enter PEN
2. Email
3. Mobile number

Password will be forwarded to the email id of the employee as registered in SPARK. The employee can then login with the PEN and the password received by email. The employee can view GPF authorisation slips by entering their PEN. If the employee is a Gazetted Officer pay slips authorised from this office could also be viewed. The employee could change the password using the option 'Change Password'.

### **DDO:**

First time login- Click on 'Create/Forgot Password'"""

1. Enter DDO Code
2. Email
3. Mobile number

Password will be forwarded to the email id of the DDO as registered in SPARK. The DDO can then login with the DDO Code and the password received by email. The DDO can view GPF authorisation slips of all the employees reporting to the DDO by entering their PEN. The pay slips of the Gazetted Officers reporting to the DDO could also be viewed. The DDO could change the password using the option 'Change Password'.

### **Treasury Officers:**

First time login- Click on 'Create/Forgot Password'

1. Enter Treasury Officer Code
2. Email
3. Mobile number

Password will be forwarded to the email id of the Treasury Officer as registered in SPARK. The Treasury Officer could then login with the Treasury Officer Code and the password received by email. The Treasury Officer can view GPF authorisation slips of all the employees by entering their PEN. The pay slips of all the Gazetted Officers could also be viewed. The Treasury Officer could change the password using the option 'Change Password'.