Guidelines to update **SERVICE DETAILS** in SPARK

1 st step	Log on to www.spark.gov.in using PEN Number & Password
2nd step	Change designation in the present service details with designation with Department and AGP
3rd step	Update Service details in Profile Menu

AN EXAMPLE

Details of an Employee who is now working as Professor Medical College Trivandrum with Basic Pay 28000

Date of joining in MES as lecturer/ Tutor at MCT with Basic pay 10000	01.01.2006
Date of Incremet in same designation ie Basic Pay Rs 11000	01.01.2007
Date of joining as Assistant Professor at MCT on Promotion with Basic Pay 15000	01.06.2007
Date of joining as Assistant Professor in MCC on Transfer with Basic pay 15000	01.01.2008
Date of Incremet in same designation ie Basic Pay Rs 16000	01.06.2008
Date of joining as Associate Professor at MCC on Promotion with Basic Pay 20000	01.01.2009
Date of joining as Associate Professor in MCT on Transfer with Basic pay 20000	01.06.2009
Date of Incremet in same designation ie Basic Pay Rs 22000	01.01.2010
Date of joining as Professor at MCC on Promotion with Basic Pay 25000	01.07.2010
Date of joining as Professor in MCT on Transfer with Basic pay 25000	01.01.2011
Date of Incremet in same designation ie Basic Pay Rs 28000	01.07.2011
Date of next Incremet in same designation ie Basic Pay Rs 30000	01.07.2012

The service details of the above mentioned employee has to be added in SPARK module as follows

Separate entries should be made in the Service details when there is a change in
1.Basic Pay
2.College
3.Designation

Office	Designation	From Date	FN/AN	To Date	AN/FN	Basic Pay
MCTVPM	Lecturer	01.01.2006	FN	31.12.2006	AN	10000
MCTVPM	Lecturer	01.01.2007	FN	31.05.2007	AN	11000
MCTVPM	Asst Prof	01.06.2007	FN	31.12.2007	AN	15000
MCC	Asst Prof	01.01.2008	FN	31.05.2008	AN	15000
MCC	Asst Prof	01.06.2008	FN	31.12.2008	AN	16000
MCC	Asso Prof	01.01.2009	FN	31.05.2009	AN	20000
MCTVPM	Asso Prof	01.06.2009	FN	31.12.2009	AN	20000
MCTVPM	Asso Prof	01.01.2010	FN	30.06.2010	AN	22000
MCC	Prof	01.07.2010	FN	31.12.2010	AN	25000
MCTVPM	Prof	01.01.2011	FN	30.06.2011	AN	25000

The Present service details of the above mentioned employee will be

Office	Designation	From Date	FN/AN	To Date	AN/FN	Basic Pay
MCTVPM	**Prof**	**01.07.2011**	**FN**	....	.....	**28000**

Note : The Present Service details need not be entred in this page as the "TO" date will be a future date