

KERALA WATER AUTHORITY

G-SPARK FORM NO.1

(Data Entry Form for Existing Employees.)

Instruction : This form required to be duly filled up and submitted by the employee. The concerned Drawing and Disbursing Officer/Custodian of the Service Book of the incumbent required to counter sign the duly filled up form submitted by the employee. After getting the form counter signed by the concerned the authorised personnel will feed the data into SPARK and obtain Permanent Employee Number from the system and write down it in the box provided below for the purpose.

Specimen Signature

Specimen Signature

Signature shall not touch the lines

**Affix a
recently
taken
passport
size photo**

PART-A (For Office use)

Employee GPF No.	WA -	Pen No. Generated : G
Present Office working		Office details of DDO

PART-B: PERSONAL MEMORANDA

(To be filled up by the employee)

Name (In capital letters and initials after the name)			
Date of Birth		Sex : Male/ Female	
Employee GPF No.	WA -		
Name of Father		Name of Mother	
Date of Superannuation		Blood Group	
Nationality	Indian	State	
Religion		Caste	
Category General/ SC/ST/OBC/OEC		Whether ex-servicemen? (yes or no)	
Whether physically handicapped (yes or no)		Nature of handicap	
PAN Number		Ration Card Number	
Voter ID Card Number		Marital status (unmarried/married/ divorcee)	
AADHAR Number		Name as in AADHAR	
Identifications marks of the	1.		
	2.		
Height			
Spouse's Name		Whether inter religion/ cast marriage (yes/no)	
Spouse's religion		Spouse's caste	
Whether spouse is employed		Spouse employed in (specify organization)	



PART-C: PRESENT SERVICE DETAILS

Present Designation		Entry Cadre Designation	
District of Present Office		DDO Code	
Taluk of Present Office		Village of of Present Office	
Name of Corporation/ Municipality/ Panchayath of Present Office		Date of Joining in Kerala Water Authority	(FN/AN)
Date of Joining in Government Service	(FN/AN)	District of Parent Department	
Parent Department (if on deputation)		Designation in Parent Department	
Parent Office		Deputation Order No	
Deputation effect from		Deputation Order Date	
Deputation - Years		Deputation - Months	

PART- D: CONTACT DETAILS

Present Address		Permanent Address (to be filled only if present and permanent address are different)	
House No. and Name		House No. and Name	
Street Name		Street Name	
Place		Place	
Pin		Pin	
State		State	
District		District	
Taluk		Taluk	
Village		Village	
STD Code		STD Code	
Residential Phone no.		Residential Phone no.	
Mobile No.		Mobile No.	
Email address		Email address	



PART- E: PRESENT SALARY DETAILS

Earnings

Basic Pay		Present Pay Revision	2014 Pay Revision
Scale of pay	-	Status	2009 Pay Revision
			2004 Pay Revision
Last pay/ designation change date		Next increment date	
Name of bank		Account No.	
Branch Name & IFSC Code		Account Type	
Allowances if any other than DA, HRA &CCA		Payslip No./ Audit No. (if applicable)	

Deductions

State Life Insurance		SLI Account Number	
LIC		LIC Account Number	
LIC		LIC Account Number	
LIC		LIC Account Number	
LIC		LIC Account Number	
LIC		LIC Account Number	
LIC		LIC Account Number	
Postal Life Insurance		PLI Account Number	
Income Tax		PAN Number	
Group Insurance Scheme		GIS Account Number	
NPS Government Contribution		PRAN Number	
NPS Employee Contribution		Part time contingent EPF	
GPF Monthly Subscription		GPF WA Number	
FBS		FBS Account Number	
Co-operative recoveries if any (please give details)		Co-operative recoveries if any (please give details)	
Other deductions if any (please give details)		Other deductions if any (please give details)	
Other deductions if any (please give details)		Other deductions if any (please give details)	
Other deductions if any (please give details)		Other deductions if any (please give details)	



Loan Details

Loan items	Loan Account No.	Original Loan Amount	Recover Start Month and year	Installment Amount	Total No. of Installments	No. of installments already paid	Amount repaid
Advance for computer							
Festival Advance							
GPF Loan Repayment							
House Building Advance							
Interest on HBA							
Part Time Contingent PF Loan							
Marriage Advance							
SLI Loan							
Other Loans if any (please give details)							
Other Loans if any (please give details)							
Other Loans if any (please give details)							
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Other Loans if any (please give details)							
Other Loans if any (please give details)							



PART- F : RECRUITMENT DETAILS

Source (PSC or other agency)		Type (General or Special recruitment)	
Method (Direct/ By transfer)		Scale of Pay (Entry cadre)	
KPSC Advice Memo No.		KPSC Advice Memo Date	
Government Order no. (PH Regularisation/ Govt. Regularisation/...)		Government Order Date	
Appointment Order no.		Appointment Order Date	
Sl. No. in Advice Memo		Sl. No. in Appointment Order	
Entry Category (State Service/ State Subordinate service)			

PART- G : PRIOR SERVICE IF ANY, GIVE DETAILS

Department		Designation	
Relieving Order No.		Relieving Order Date	
Office last worked		Earlier recruiting agency	
Earlier Advice memo no.		Earlier Advice memo date	
Earlier Appointment order no.		Earlier Appointment order date	

PART- G : EDUCATIONAL QUALIFICATIONS

Course Title	Subject	University/ Board	Institution studied	Class/ Percentage	Register no. & Year



PART- H : DECLARATION BY THE EMPLOYEE

The information furnished by me in the report is correct to the best of my knowledge and are based on valid documents.

Station : Name :

Date : Signature :

PART- I : VERIFICATION (For office use)

Verified the details submitted by the employee with the service book /authentic documents and found correct. The details furnished above may be uploaded to the GSPARK and pen number may be issued.

Station : Signature of the DDO

Date : Name :

Office Seal Designation :

