

No. Payroll A/SPARK/2019

KOCHI-22

Dated: 11.11.2020

CIRCULAR

Sub:- UNISPARK Form No.1 - downloading and submitting with required documents - reg:

Ref :- G.O.(Rt)No.81/07/ITD dated 24/04/2007

As per paper read (1) above, all the newly appointed employees need to submit duly filled SPARK Form No.1 (Joining Report - Fresh Appointment) while reporting for duty on fresh appointment. The officer before whom the prospective employee reports for duty and the appointing authority required to counter sign the duly filled up form submitted by the prospective employee. This is required for submitting the details of the employee in the UNISPARK system for obtaining Permanent Employee Number (PEN). After obtaining PEN, all the employees need to register themselves through the link provided for the same in the UNISPARK website. The employee need to attach self attested copies of the following documents along with the duly filled and countersigned Spark Form No.1.

- PAN Card
- Aadhaar Card
- Front page of Bank Pass Book

Sudheer M S *
Finance Officer

* This is a computer generated document. Hence no signature is required.