

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'.

Registration of Pensioners in KSEMP:

Those who have not submitted e-mail id / Mobile along with the pension application

1. To register in this portal the user have to click "[Register / update Pension User](#)" in the login page
2. In the subsequent screen the Pensioners / Family Pensioner have to provide Date of Birth, Date of Joining Service, Date of Cessation of service (Date of ending Service / Date of retirement / Date of Death) of the Government Servant then the system will fetch PPO / FPPO number and name of the pensioner / Deceased Government Servant. (If the above details are not enough to fetch the PPO number the system will again prompt for PIN code which is the PIN code of the residential address already submitted).
3. Then they have to enter the Mail ID and Mobile Number and they will get the **password** by SMS / e-mail.

Those who have already intimated the e-mail id / Mobile along with the pension application

4. They can directly login to the site by clicking on the "[Create / forget Password](#)" link in login page, since they might have in receipt of SMS / e-mail intimating the PPO / FPPO Number. System will prompt to enter PPO number, Mail id, Mobile if the details matches he will get the **password** by SMS/mail.
5. In both the cases they have to enter the PPO Number (User Id) and password received in Mail / mobile to login.
6. After login they have to reset the password according to their convenience by using the menu item to "[Change password](#)"
7. Once the Pensioner / Family Pensioner has successfully logged into our portal he can download all the authorization issued by our office for his record / presenting the same in the Treasury.
8. For any further clarification / assistance you may please contact: -

ITS Cell 0471-2776282

GPF related issues : PF-EDP 0471-2776699

Gazetted Entitlement issues: For GE-01 0471-2776501, GE-02 0471-2776502

(Eg. for any sections please prefix 0471-27765 followed by concerned GE section's two digit number)

Pension related issues: Pension-RRD 0471-2776499