

How to Process DA Arrear in SPARK

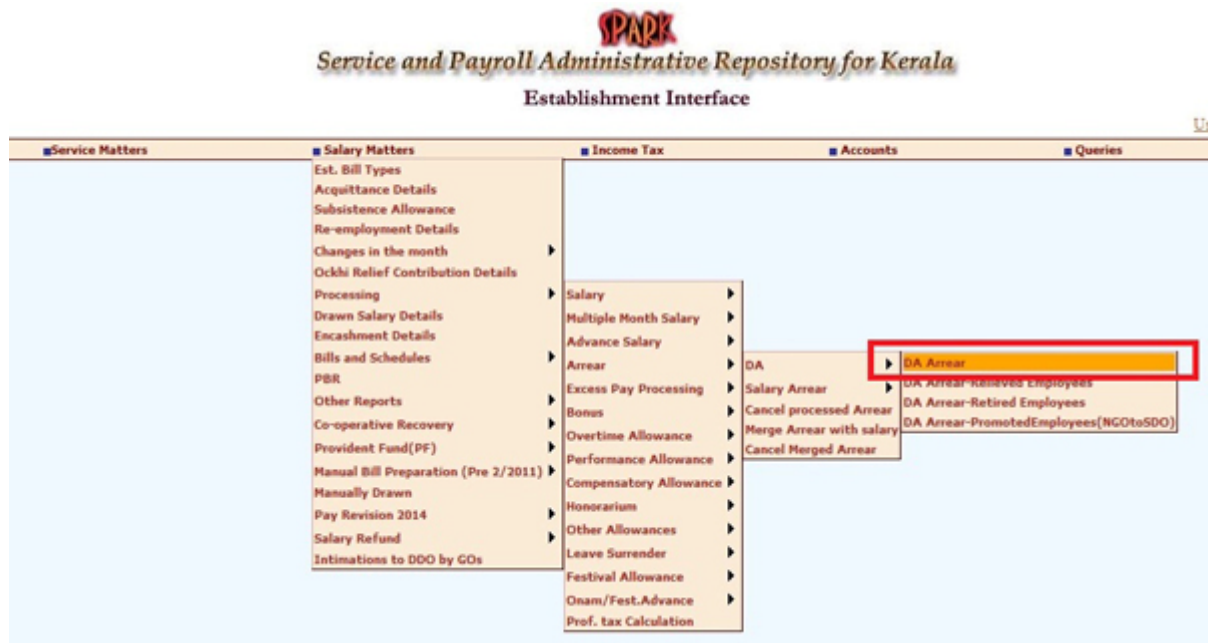
The Finance Department has decided to sanction one term DA to all govt employees, teachers and pensioners. It will be disbursed in June as cash. Now the arrear is for the two terms and it is 11 month arrear for 1% DA and 6 month arrear for 2% DA. From this, 11 months arrear will be given along with salary for the month of July. hsstaplus.com

DA arrear sanctioned to us as per G.O (P) No.84/2018 Fin date 07/06/2018 is given here in detail.

Since the DA arrear is disbursed as cash amount, it should be included in the salary for the month of June. After that Salary should be processed.

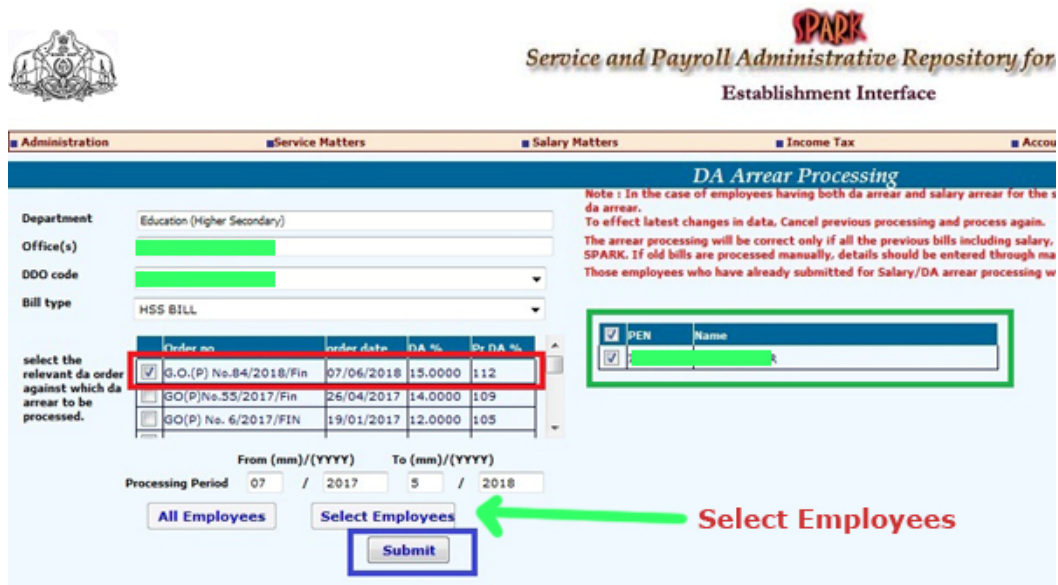
Step 1:

Select Salary Matters - Processing - Arrear- DA- D.A Arrear



Step 2:

Salary matters -> Processing -> Arrear -> DA -> Select DA Arrear, DDO code, Bill Type, Order number (84/2018) etc. To process DA arrear bill click 'Select employee' and mark tick in the check box against the employees and submit it.



Step 3:

After processing, DA Arrear bill can be generated thus- Salary Matters -> Bills and Schedules -> Arrear -> DA Arrear -> DA Arrear Bill. Check it and confirm it before printing inner bill.

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Step 4:

Then give Salary Matters -> Arrear -> Merge arrear with salary. For this DDO code, processed month in Arrear , Processed year be given. Give the month of salary with which arrear is to be merged in 'Arrear to be merged with the salary for the year'. Then select the button - Payment along with the Salary bill. Click tick mark in the right side of the box while selecting 'Processed Year' and click 'Proceed' after this.

SPARK
Service and Payroll Administrative Repository
Establishment Interface

Administration Service Matters Salary Matters Income Tax

Merge Arrear / Leave Salary with Monthly Salary

Department: Education (Higher Secondary) DDO Code: 065

Office: [Redacted] Arrear processed Year: 2018 Month: June

Arrear to be merged with salary for year: 2018 Month: June

Merging to be done before processing of monthly salary. When salary is processed, the merged amount will be included in the salary.

Credit To GPF through Salary Bill Payment Along with Salary Bill

After Merging, DA Arrear Processing cannot be cancelled until the Merging is cancelled through the option available in the menu!!

Bill Control Code	Bill Type	Bill Nature	Bill Gross	Bill Net	Processed By	Processed On	
60049179819386814294	HSS BILL	EAD	3641	3641	399508	13/06/2018 18:57:05	<input checked="" type="checkbox"/>

Proceed

Step 5:

Once the merging process is over, you will get a message regarding this. Then click Salary matters -> change in the month -> Present Salary. Confirm whether the amount is added.

Present Salary Details (Current monthly rates)

Department: Education (Higher Secondary) Revised(2014) Pre-Revised

Office: [Redacted] Order by: PEN / Name

Employee: [Redacted]

Basic Pay: 33100 DDO Code: 065 Bill type: HSS BILL

Last pay/office /desig change date: 16/02/2018 Next Incr date: 01/07/2018 Acquittance group: <--Select-->

Credit Salary to Bank?(Y/N): Y Bank: STATE BANK OF INDIA Branch: [Redacted]

Account type: SB Account no: [Redacted]

Auto Calculated Allowances

Allowance	Amount	Termin. Date
HRA	1,250	
DA	4,965	
Arrear Dearness Allowance(40)	3,641	30/06/2018

Auto Calculated Deductions/Loans

Deductions	Amount	Details
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Step 6:

Then the usual procedure for salary processing can be done by selecting Salary Matters ->Salary -> Monthly Salary Processing

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Service and Payroll Administrative Repository for Kerala

Establishment Interface

■ Service Matters	■ Salary Matters	■ Income Tax	■ Accounts
	Est. Bill Types		
	Acquittance Details		
	Subsistence Allowance		
	Re-employment Details		
	Changes in the month		
	Ockhi Relief Contribution Details		
	Processing	▶ Salary	▶ Monthly Salary Processing
	Drawn Salary Details	▶ Multiple Month Salary	▶ Sub. Allowance
	Encashment Details	▶ Advance Salary	▶ Cancel processed salary
	Bills and Schedules	▶ Arrear	
	PBR	▶ Excess Pay Processing	
	Other Reports	▶ Bonus	
	Co-operative Recovery	▶ Overtime Allowance	
	Provident Fund(PF)	▶ Performance Allowance	
	Manual Bill Preparation (Pre 2/2011)	▶ Compensatory Allowance	
	Manually Drawn	▶ Honorarium	
	Pay Revision 2014	▶ Other Allowances	
	Salary Refund	▶ Leave Surrender	
	Intimations to DDO by GOs	▶ Festival Allowance	
		▶ Onam/Fest.Advance	
		▶ Prof. tax Calculation	