

Pay revision 3rd Instalment Bill

SPARK PMU has enabled the option for processing the 3rd instalment Pay Revision arrears in accordance with the **G.O (P) No. 50/2018/Fin dated 26/03/2016**. Government of Kerala has issued this order to draw the amount of 3rd instalment PR arrear on 01/04/2018 along with the interest in the arrears at the rate admissible to the PF

All DDO's should strictly follow the below directions/ instructions for taking the 3rd instalment Pay revision arrears

Step 1:

Confirm Encashment details:

Generate 3rd instalment pay revision arrear bill, only after confirming the encashment details of the 2nd pay revision arrear bill. Encashment details of the pay revision arrear bills can be viewed through the option;

Salary matters--→ Encashment Details (Select SPARK code of the firstly processed PR arrear. If it is a reprocessed bill, then select the reprocessed bill and confirm encashment details)

The screenshot shows the 'Update Encashment Details' page in the SPARK system. The page header includes the SPARK logo and the text 'Service and Payroll Administrative Repository for Kerala Establishment Interface'. Below the header are navigation tabs: Administrative, Service Matters, Salary Matters, Income Tax, Accounts, Queries, and Sign Out. The main content area is titled 'Update Encashment Details' and contains a table of bill details and a form for entering encashment information.

SparkCode	Bill Type	Bill Nature	Bill Amount	Processed By	Processed On	Status
26487279829385886007	DA Arr[Relieved Employees]	ADM	13204	715127	Jun 14 2017 11:35:09:000 AM	Select
38134079829379854583	NGO BI 2052 09	EAO	4201	418459	Jun 20 2017 02:35:09:000 PM	Select
38134079829379834693	NGO BI 2052 09	EAO	4168	418459	Jun 20 2017 04:34:09:000 PM	Select
38134079829379834399	NGO BI 2052 09	EAO	5256	418459	Jun 20 2017 04:39:09:000 PM	Select
38134079829379844348	NGO BI 3453 09	EAO	3760	418459	Jun 20 2017 02:37:03:000 PM	Select

Encashment details form:

Department: General Administration Department Office: General Administration (Accounts) Department, Secretariat
DDO Code: 901 Year: 2017 Month: Jun

Encashment details form fields:

Bill No:
Date of Encashment: 01/01/2018
Cash Amount:
Cheque/Bank Amount:
RBR Amount:
FC Amount: 627673
PDC No:
Gross Amount: 627673

Fig 1: Screen shot of the Encashment Updation page

For updating encashment details, select the pay revision arrear bill , select the month on which the employee's 2nd pay revision arrear bill got processed , but in the case of reprocessed bills you should select reprocessed 2nd instalment bill).

On updating the encashment details, you may able to view the description of schedules in the pay revision arrear bill generation, but bill generation will be possible only after doing “ Make bill” option for the 3rd instalment bill. Draft bill generation option is not activated for 3rd instalment pay revision arrears, if employees’ 1st and 2nd instalment processed correctly, the user may proceed with Make bill option for the 3rd instalment.

Step 2:

Make the 3rd instalment Pay revision Arrear Bill

Accounts--->>Make Bill from Pay Roll

For generating the 3rd instalment bill, please go to Accounts-> Make Bill from Pay roll option. Encashment updated bill will be listed in ‘Make Bill from Pay roll” option for doing make bill, Click on “Make bill” button and then you may able to view the links for generating the Bills and Schedules in the ‘Make bill from Pay Roll” option itself, Also you may generate the Bills and schedules through the option;

Salary Matters--> Pay revision arrear 2014 bill generation option.



Fig 2: Screen shot of the Make bill page



Figure 3: Screen shot of the Make Bill option with bill generation links

Bill generation through Salary Matters-→ Pay revision 2014 Bill generation



Fig 4: Pay revision Arrear Bill generation option through Salary Matters- → Pay revision 2014 Bill generation option

Description	
Inner Bill	Select
Outer bill (1st installment)	Select
Schedule (1st installment)	Select
Arrear PF Schedule(1st installment)	Select
Statement for Bank(2nd installment)	Select
Outer bill (2nd installment)	Select
Statement for TSB(2nd installment)	Select
Schedule (2nd installment)	Select
Arrear PF Schedule (2nd installment)	Select
Schedule (3rd installment)	Select
Outer bill (3rd installment)	Select
Statement for TSB(3rd installment)	Select
Statement for Bank(3rd installment)	Select
Arrear PF Schedule (3rd installment)	Select

Fig 5: Pay revision Arrear Bill generation option through Salary Matters- → Pay revision 2014 Bill generation option (Description wise option)

Step 3: E-submit

Accounts ---- → Bills---- → E submit Bill

Step 4: View bill status

Accounts-- → Bills-- → View submitted Pay bills

If the bill status seen as treasury objected, then this bill can be cancelled through the option;

Accounts----->Cancel bill

-----*End*-----