

## **Bonus/Festival allowance**

Bonus slab updated in SPARK for processing Ad hoc Bonus/ Special Festival Allowance, as per GO (P) No 124/2018/Fin dated 08/08/2018 and Festival advance option enabled as per GO (P) No 122/2018/Fin dated 08/08/2018.

### **Bonus**

#### **Bonus calculation and processing:**

***Salary matters>>Processing>>Bonus>>Bonus Calculation***

*Retired employee's Bonus calculation can be done through the option;*

***Salary matters>>Processing>>Bonus>>Bonus Calculation (Retired)***

Bonus calculations will be based on drawn particulars available in SPARK and as per Bonus Slab. User can check bonus slab using *Administration---->>Code master---->> Slabs & Rate----> Bonus slab.*

Conditions for listing the employees for Bonus calculation:

- Employee's in Revised scale: Condition- Employees' total salary not exceeding Rs. 26000/- (Basic Pay, DA, Special pay, Personal pay, Special allowance , excluding HRA & other compensatory allowances) will be listed for Bonus calculation
- Employee's in Pre revised scale: Condition- Employees' total salary not exceeding 25000/- (Basic Pay, DA, Special pay, Personal pay, Special allowance , excluding HRA & other compensatory allowances) will be listed for Bonus calculation

*(Please refer GO (P) No 124/2018/Fin dated 08/08/2018 for more details)*

### **Bonus Bill cancellation**

***Salary matters>>processing >>Bonus>>Cancel Bonus calculation***

For cancelling the Bonus bill, Select DDO code, Bill type& corresponding bill type then proceed.

### **Bonus bill Generation**

***Salary matters>>Processing>>Bonus>>Bonus bill***

Select DDO code, month& year, corresponding bill control code, then generate report (Inner bill& outer bill)

## **Festival Allowance**

### **Festival allowance calculation**

***Salary matters>>Processing>>Festival allowance>>Festival allowance calculation***

Select DDO code, bill type (select all employee option or selected employee).

### **Festival allowance Bill cancellation**

***Salary Matters>>Processing >>Festival allowance >>cancel Festival allowance calculation***

Select DDO code, Bill type& corresponding bill type then proceed.

### **Festival allowance bill Generation**

***Salary matters>>Processing>>Festival allowance>>Festival allowance bill***

Select DDO code, month & year, corresponding bill control code then generate report (Inner bill& outer bill)

## **Festival Advance**

### **Onam/Fest.Advance Processing**

***Salary Matters>>Processing>>Onam/Fest. advance***

### **Onam/Fest.Advance bill cancellation**

***Salary Matters>>Processing >>Onam/ /Festival advance Fest.Advance >>Cancel Processed Onam/Fest.Advance***

### **Onam/Fest.Advance bill Generation**

***Salary matters>>Processing>>Onam/Fest.Advance>>Onam/Fest. Advance bill***

Select DDO code, month & year, corresponding bill control code then generate report (Inner bill& outer bill)

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