

Deferred Salary Distribution

The refund of salary deferred from employees during 4/2020 to 8/2020 based on **(GO(P)No.43/2021/Fin dated 26/02/2021)** is facilitated in SPARK as 5 instalments itself. The respective month's deferred claim will be disbursed in respective month itself for better accounting of the components like Basic Pay, Dearness Allowance, HRA etc. ie, The quantum deferred in 4/2020 will be release in 4/2021 as such and that in 5/2020 in 5/2021 likewise. In the case of those who will retire during 5/2021 to 8/2021, the instalments till the previous month of retirement will be released in respective monthly basis and the rest as single instalment in last month.

- Separate Bill in TR 51 is enabled for the Refund of Deferred Salary.
- If an employee is on deputation the corresponding module may be used for deputed employees
- The Refund of deferred salary irrespective of any instalment will be drawn from the office where the employee is in duty.
- The Provision for donating to CMDRF is also enabled. The same could be done on a monthly basis as per **GO(Ms) No. 44/2021/FIN dated 8/3/2021**

Deferred Salary processing Can be done through this option, Salary matters -> processing-> Deferred Salary -> Deferred Salary processing (Figure 1)



Figure 1

Input the parameters like the period of Deferred Salary processing (Month and year), DDO Code and bill type and select the employee(s) by clicking on 'Select Employees' (Future month not allowed).(Figure 2)

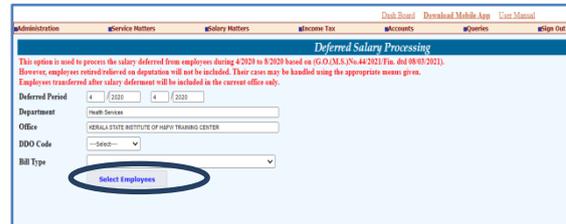


Figure 2

User has to select the required employees from a full list which will be displayed on the right side. And also can opt 'Contribution to CMDRF' on processing page. (Figure 3)

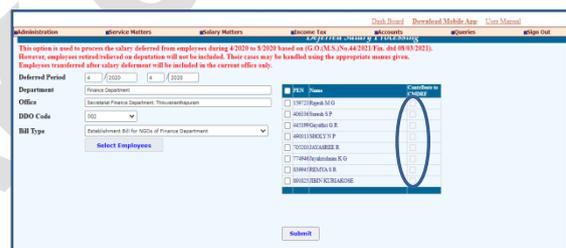


Figure 3

Click on 'Submit' button start the processing for the selected group of employees.(Figure 4)

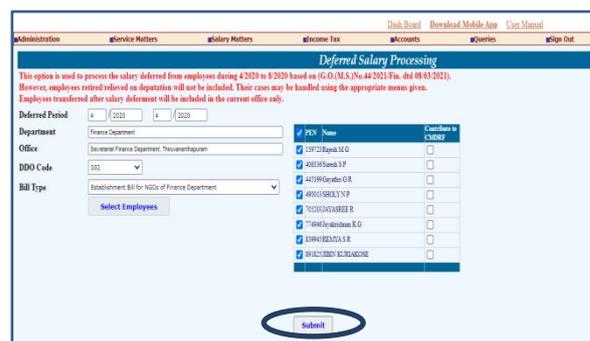


Figure 4

The process request confirmation message will be viewed on the screen(Figure 5)



Figure 5

Processing status can be viewed on the processing page (Job waiting/Job complete successfully)

(Figure 6)

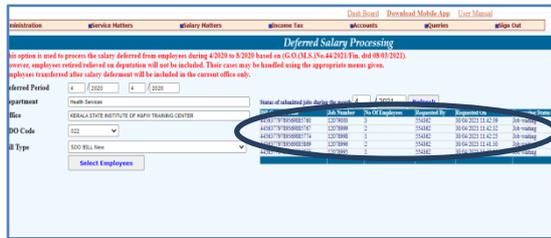


Figure 6

Deferred Salary Bill can be generated through the option

Salary matters -> processing -> Deferred Salary -- Deferred Salary Bill(Figure 7)

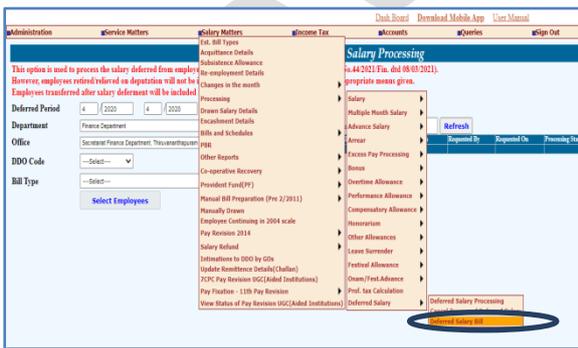


Figure 7

The bill details will be viewed on the screen, click on 'Select' button (Figure 7)



Figure 7

To see whether the generated inner and outer bill is correct, inner and outer bill can be viewed there (Figure8)

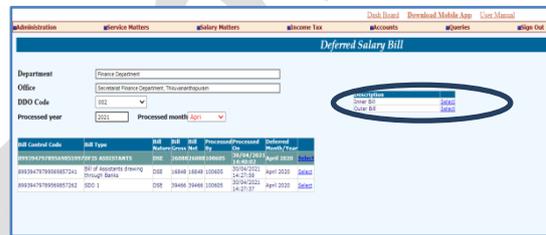


Figure 8

The processed can be cancelled from this option

Salary matters -> processing -> Deferred Salary -> Cancel processed Deferred Salary (Figure 9)

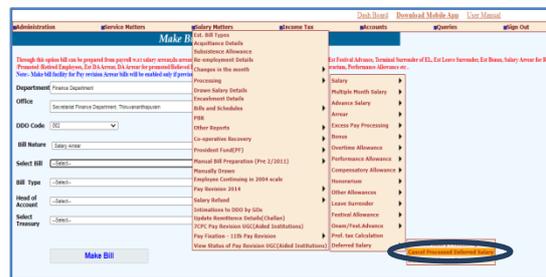


Figure 9

Select ddo code and bill type. Then Select to be cancelled and click Proceed Button

(Figure 10)



Figure 10

The Bill cancellation confirmation message will be viewed on the screen (Figure 11)

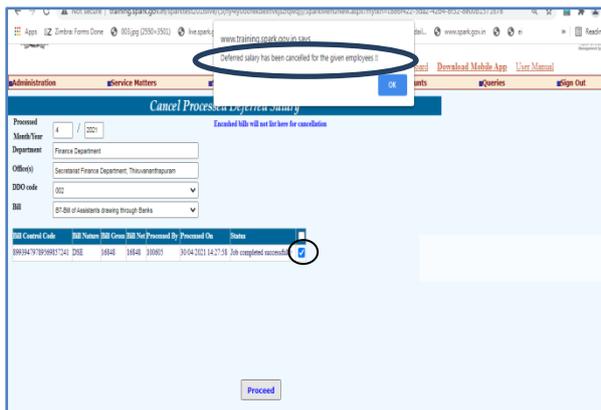


Figure 11

Then Bills need to make and e submit
