

**“A new provision has been updated in spark for generating ONLINE CHALLAN FOR EXCESS PAYMENT REGARDING SALARY”**

**DDO can generate the online chalan and can update the remittance of the same**

DDO has been assigned a provision for generating “on-line chalan for excess payment regarding salary and via DDO login the remittance can be updated.

**!** This option may be used to generate chalan for remitting drawn salary (full month/part salary for few days) directly to treasury. However this option cannot be used to calculate excess pay recovery (due to half pay or LWA) to be deducted from next month salary. In such cases, please use Salary matters --> Excess Pay processing option.

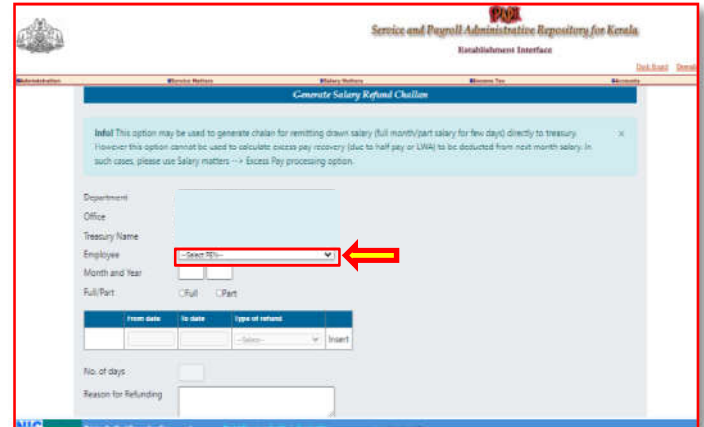
**To generate the ONLINE CHALAN**

**STEP 1) DDO login >> salary matters>> salary refund>> Generate online chalan Ref fig: 1**



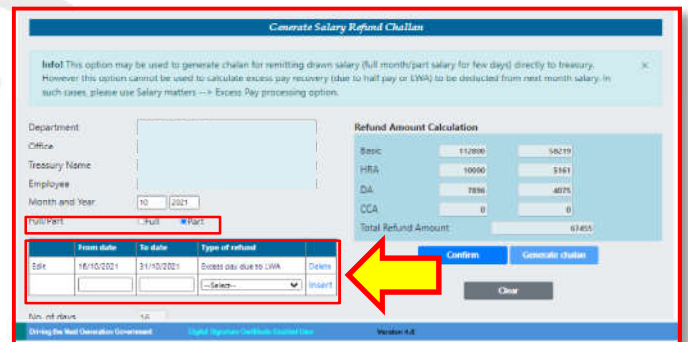
**Fig: 1**

**STEP 2)**  
In the mentioned page “The department, office and Treasury name will be default. The concerned employee (for which the excess pay is to be processed) can be selected from the dropdown Ref fig: 2



**Fig: 2**

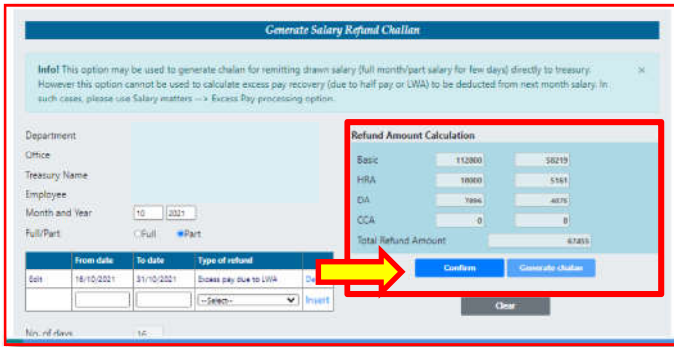
**STEP 3)** The desired “Month and year” for which the excess pay is to be processed can be entered.  
i) In case, if full month amount is to be processed as excess pay then “FULL” button can be selected,  
ii) In case, if only part salary is to be processed then “PART” button can be selected. Once the PART button is selected “the desired period can be entered” Ref fig: 3



**Fig: 3**

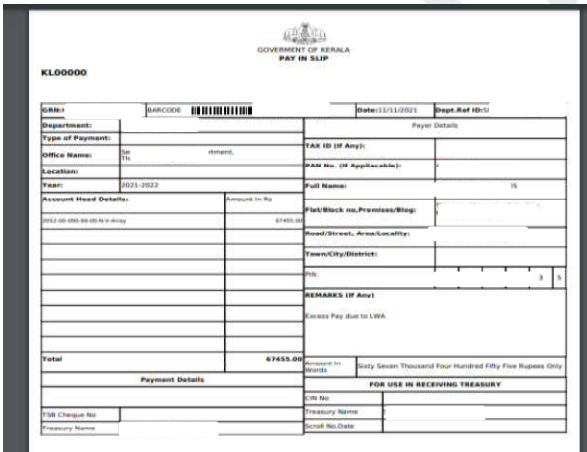
**STEP 4)** Once the FULL/PART data is entered “TYPE OF REFUND” can be selected from the dropdown list. As a result, “REFUND AMOUNT CALCULATION” table will be displayed, in which the “TOTAL AMOUNT TO BE REFUNDED” will be calculated automatically. After confirming the same the data can be saved by clicking on the “CONFIRM BUTTON” Ref fig: 4





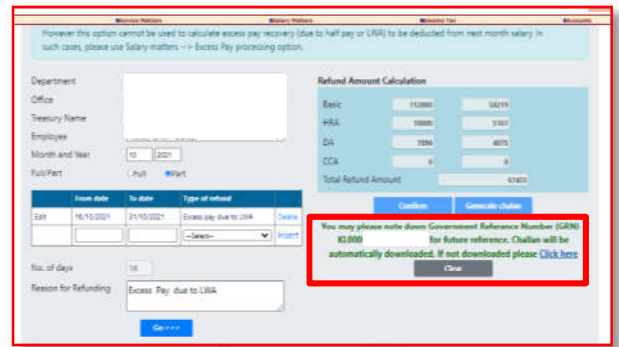
**Fig: 4**

**STEP 5)** After clicking on the "Generate challan option" a PDF document will be downloaded automatically. **Ref fig: 5**



**Fig: 5**

**!** **GRN (Government Reference Number)** will be displayed in the screen, and PDF can be regenerated again, **Ref fig: 6**



**Fig: 6**

**!** The amount can be remitted to concern treasury and the updation of remittance is needed to be confirmed by the concern DDO in SPARK

To update/confirm the remitted details :

**STEP 1)** DDO Login>> salary matters>>salary refund>> update remittance details (online challan) **Ref fig: 1**



**Fig: 1**

**STEP 2)** Details of the employee (who has remitted the challan) will be displayed automatically. DDO need to confirm that the remittance details for the concerned employee is accurate. **Ref fig: 2**

**Service and Payout Administrative Reporting for Kerala**  
Establishment Interface

[Back] [Print] [Refresh]

---

**Update Remittance Details (Online Challan)**

| Employee | Month | Year       | Updated On | Action |
|----------|-------|------------|------------|--------|
| 10       | 2021  | 15/11/2021 | Update     |        |

Department:

Office:

Treasury Name:

Employee:

FullPart:

Month and Year:  /

No. of days:

Reason for Refunding:

Refund Amount Calculation

Basic:

HRA:

DA:

CCA:

Total Refund Amount:

Update paid upto as:

Working for Multi-establishment Organization    [Update Remittance Details \(Online Challan\)](#)    [Home](#)

**Service and Payout Administrative Reporting for Kerala**  
Establishment Interface

[Back] [Print] [Refresh] [Close] [Cancel] [Update] [Confirm]

---

Refund Amount Calculation

Basic:

HRA:

DA:

CCA:

Total Refund Amount:

Update paid upto as:

**Data from Treasury**

Challan No. (CRN):

Challan Payment Time stamp:

Original Challan Identification (CIN):

Bank Reference Number:

**Confirm**

Working for Multi-establishment Organization    [Update Remittance Details \(Online Challan\)](#)    [Home](#)

**Fig: 2**

**\*\*\*\* END \*\*\*\***