

Tutorial Regarding “Dies non entry (salary processed) Cancellation by DDO using forward and approval system”

Employee those who have already updated DIES NON entry in SPARK and processed salary with respect to that entry then the cancellation is possible through the DDO using an approval system. DDOs should verify the forwarded request either forwarded through the establishment interface or by himself through the new Work flow. Through this module it is possible to upload and verify the documents related to the sanction of leave also. If any mistake made by the DDO at the time of the salary processing for the month April then he/she could rectify the mistakenly entered dies non entry and able to process the amount as salary arrears for the employee (eligible) under their jurisdiction.

! DDOs' / Approving authorities are instructed to follow all prevalent Orders / Circular instructions while sanctioning any leave to the employees in lieu of Dies- non declared by Govt.

STEPS FOR DIES NON CANCELLATION

- Through DDO login /Establishment login the cancellation request can be forwarded to DDO for getting approval.
- DDO could approve the Cancellation based on the verification of uploaded documents.

Procedure for submission of Request (via DDO/ Establishment Login)

Step 1) DDO Login >> Salary Matters >> Changes in the month >> Dies non cancellation >> Submit Request Ref fig: 1

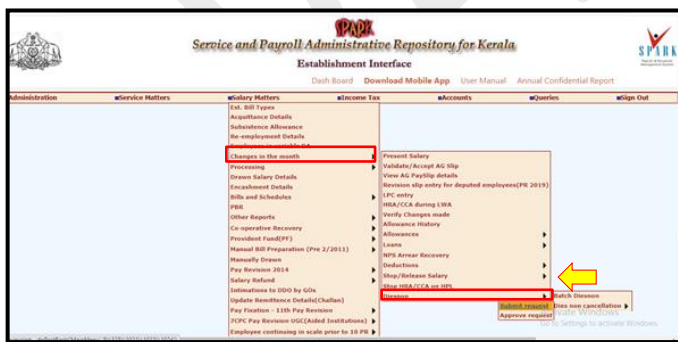


Fig: 1

Step 2) Select the affected employee from the drop down list. Ref fig: 2

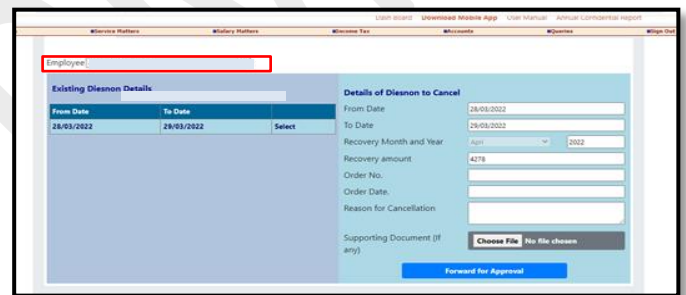


Fig: 2

Step 3) Dies non amount deducted from Salary will be displayed in the option.

After examining the generated value, DDO/User should upload supporting documents mentioning the reason for cancellation. Ref fig: 3

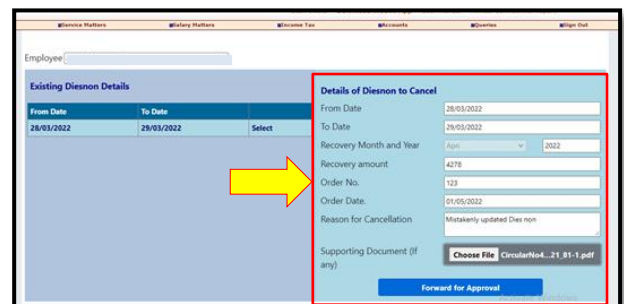


Fig: 3

Step 4) Once data is verified **Click on the button “Forward for Approval “**

Then the application will be successfully forwarded to the concern approving authority, for **DIES NON** cancellation approval. **Ref fig: 4**

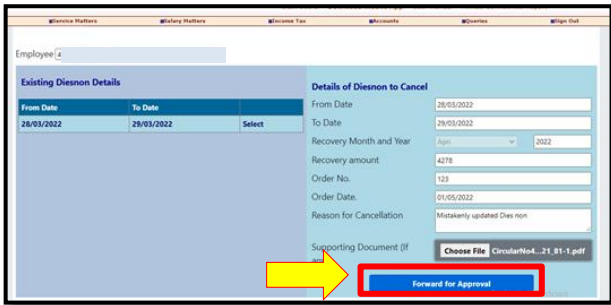


FIG :4

Procedure for approval of Dies non cancellation through DDO/Controlling officer

Step 1) In approving authority login **Salary Matters >> Changes in the month >> Dies non cancellation >> Approval request Ref fig: 5**

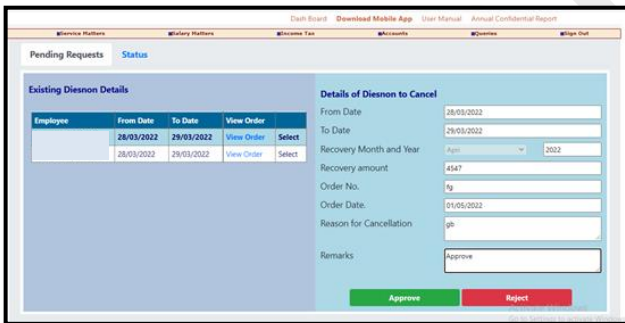


FIG :5

Step 2) The Approving authority has to verify the forwarded application along with the uploaded document (if applicable) and need to **APPROVE** the cancellation request (if found correct else can reject the same) **Ref fig: 6**

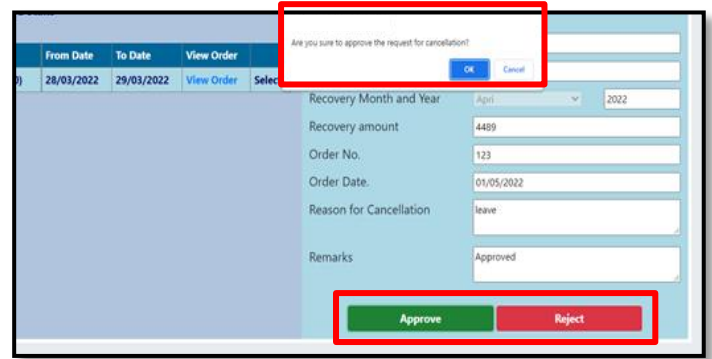


FIG: 6

The cancellation status can be viewed in the approval page itself. **Ref fig: 7**

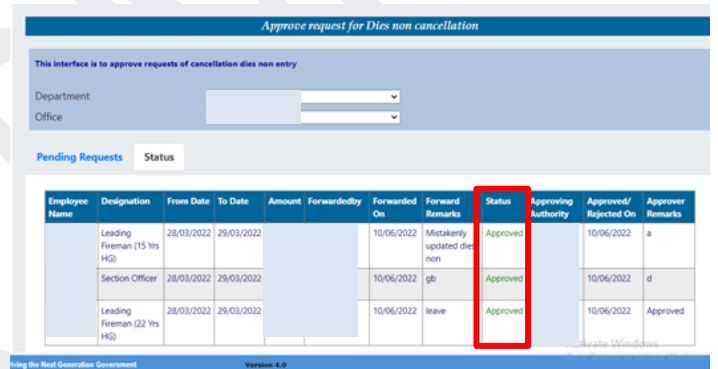


FIG :57

NB: In case of Aided institution the Controlling officer can approve the Dies non cancellation request

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