DA arrear through SPARK GO (P)323/2012/Fin dated 04.06.2012

Note : In the case of employees having both da arrear and salary arrear for the same period, first process salary arrear then process da arrear.

. The arrear processing will be correct only if All the previous bills including salary, da arrear, leave surrender need to be processed through SPARK or it should be entered through manually drawn option.

	For employees drawing salary through spark from the effective date of DA
1	log on to www.spark.gov.in
2	sign in with your PEN and Password
3	Go to Arrear Processing under Salary Menu
4	click DA arrear processing
5	Enter the period
6	eg:- 01 / 2012 05/2012
7	Then click Proceed
8	After the said time for processing
9	Click DA arrear bill in the Arrear processing
10	Select month using scroll down botton
11	Click the bill type you want to generate
12	verify the amount in the due drawn statement
	If the statement needs correction/modifications, cancel the processed arrear using the cancel processed arrear
	menu and process again but only after making the necessary corrections
13	If the statement is right,
14	merge the arrear with salary for present month
15	For this purpose Click Merge Arrear with salary in the Arrear processing
	select the month in which the arrear was processed and the month to which the processed arrear has to be
16	merged
17	click the arrear payment method
	For employees who drawn salary manually
1	log on to www.spark.gov.in
2	sign in with your PEN and Password
3	Go to SDO salary under Salary Menu
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4	click Manually drawn salary
4	click Manually drawn salary
4 5	click Manually drawn salary enter the details of salary drawn by you manually including surrender(ie by means other than spark)
4 5 6	click Manually drawn salary enter the details of salary drawn by you manually including surrender(ie by means other than spark) leave salaries may be entered as regular
4 5 6 7	click Manually drawn salary enter the details of salary drawn by you manually including surrender(ie by means other than spark) leave salaries may be entered as regular after updating this
4 5 6 7 8	click Manually drawn salary enter the details of salary drawn by you manually including surrender(ie by means other than spark) leave salaries may be entered as regular after updating this Go to Arrear Processing under Salary Menu
4 5 6 7 8 9	click Manually drawn salary enter the details of salary drawn by you manually including surrender(ie by means other than spark) leave salaries may be entered as regular after updating this Go to Arrear Processing under Salary Menu click DA arrear processing
4 5 6 7 8 9 10	click Manually drawn salary enter the details of salary drawn by you manually including surrender(ie by means other than spark) leave salaries may be entered as regular after updating this Go to Arrear Processing under Salary Menu click DA arrear processing Enter the period
4 5 6 7 8 9 10 11	click Manually drawn salary enter the details of salary drawn by you manually including surrender(ie by means other than spark) leave salaries may be entered as regular after updating this Go to Arrear Processing under Salary Menu click DA arrear processing Enter the period eg:- 01 / 2012 05/2012
4 5 6 7 8 9 10 11 12	click Manually drawn salary enter the details of salary drawn by you manually including surrender(ie by means other than spark) leave salaries may be entered as regular after updating this Go to Arrear Processing under Salary Menu click DA arrear processing Enter the period eg:- 01 / 2012 05/2012 Then click Proceed
4 5 6 7 8 9 10 11 11 12 13	click Manually drawn salary enter the details of salary drawn by you manually including surrender(ie by means other than spark) leave salaries may be entered as regular after updating this Go to Arrear Processing under Salary Menu click DA arrear processing Enter the period eg:- 01 / 2012 05/2012 Then click Proceed After the said time for processing
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4 5 6 7 8 9 10 11 12 13 14 15	click Manually drawn salary enter the details of salary drawn by you manually including surrender(ie by means other than spark) leave salaries may be entered as regular after updating this Go to Arrear Processing under Salary Menu click DA arrear processing Enter the period eg:- 01 / 2012 05/2012 Then click Proceed After the said time for processing Click DA arrear bill in the Arrear processing Select month using scroll down botton
4 5 6 7 8 9 10 11 12 13 14 15 16	click Manually drawn salary enter the details of salary drawn by you manually including surrender(ie by means other than spark) leave salaries may be entered as regular after updating this Go to Arrear Processing under Salary Menu click DA arrear processing Enter the period eg:- 01 / 2012 05/2012 Then click Proceed After the said time for processing Click DA arrear bill in the Arrear processing Select month using scroll down botton Click the bill type you want to generate
4 5 6 7 8 9 10 11 12 13 14 15 16 17	click Manually drawn salary enter the details of salary drawn by you manually including surrender(ie by means other than spark) leave salaries may be entered as regular after updating this Go to Arrear Processing under Salary Menu click DA arrear processing Enter the period eg:- 01 / 2012 05/2012 Then click Proceed After the said time for processing Click DA arrear bill in the Arrear processing Select month using scroll down botton Click the bill type you want to generate verify the amount in the due drawn statement
4 5 6 7 8 9 10 11 12 13 14 15 16 17	click Manually drawn salary enter the details of salary drawn by you manually including surrender(ie by means other than spark) leave salaries may be entered as regular after updating this Go to Arrear Processing under Salary Menu click DA arrear processing Enter the period eg:- 01 / 2012 05/2012 Then click Proceed After the said time for processing Click DA arrear bill in the Arrear processing Select month using scroll down botton Click the bill type you want to generate verify the amount in the due drawn statement If the statement needs correction/modifications, cancel the processed arrear using the cancel processed arrear
4 5 6 7 8 9 10 11 12 13 14 15 16 17 18	click Manually drawn salary enter the details of salary drawn by you manually including surrender(ie by means other than spark) leave salaries may be entered as regular after updating this Go to Arrear Processing under Salary Menu click DA arrear processing Enter the period eg:- 01 / 2012 05/2012 Then click Proceed After the said time for processing Click DA arrear bill in the Arrear processing Select month using scroll down botton Click the bill type you want to generate verify the amount in the due drawn statement If the statement needs correction/modifications, cancel the processed arrear using the cancel processed arrear menu and process again but only after making the necessary corrections
4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19	click Manually drawn salary enter the details of salary drawn by you manually including surrender(ie by means other than spark) leave salaries may be entered as regular after updating this Go to Arrear Processing under Salary Menu click DA arrear processing Enter the period eg: 01 / 2012 05/2012 Then click Proceed After the said time for processing Click DA arrear bill in the Arrear processing Select month using scroll down botton Click the bill type you want to generate verify the amount in the due drawn statement If the statement needs correction/modifications, cancel the processed arrear using the cancel processed arrear menu and process again but only after making the necessary corrections If the statement is right
4 5 6 7 8 9 10 11 12 13 14 15 16 17 17 18 19 20	click Manually drawn salary enter the details of salary drawn by you manually including surrender(ie by means other than spark) leave salaries may be entered as regular after updating this Go to Arrear Processing under Salary Menu click DA arrear processing Enter the period eg:-01 / 2012 05/2012 Then click Proceed After the said time for processing Click DA arrear bill in the Arrear processing Select month using scroll down botton Click the bill type you want to generate verify the amount in the due drawn statement If the statement needs correction/modifications, cancel the processed arrear using the cancel processed arrear menu and process again but only after making the necessary corrections If the statement is right merge the arrear with salary for present month
4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21	click Manually drawn salary enter the details of salary drawn by you manually including surrender (ie by means other than spark) leave salaries may be entered as regular after updating this Go to Arrear Processing under Salary Menu click DA arrear processing Enter the period eg: 01 / 2012 05/2012 Then click Proceed After the said time for processing Click DA arrear bill in the Arrear processing Select month using scroll down botton Click the bill type you want to generate verify the amount in the due drawn statement If the statement needs correction/modifications, cancel the processed arrear using the cancel processed arrear menu and process again but only after making the necessary corrections If the statement is right merge the arrear with salary for present month For this purpose Click Merge Arrear with salary in the Arrear processing
4 5 6 7 8 9 10 11 12 13 14 15 16 17 17 18 19 20 21	click Manually drawn salary enter the details of salary drawn by you manually including surrender(ie by means other than spark) leave salaries may be entered as regular after updating this Go to Arrear Processing under Salary Menu click DA arrear processing Enter the period eg:- 01 / 2012 05/2012 Then click Proceed After the said time for processing Click DA arrear bill in the Arrear processing Click the bill type you want to generate verify the amount in the due drawn statement If the statement needs correction/modifications, cancel the processed arrear using the cancel processed arrear menu and process again but only after making the necessary corrections If the statement is right merge the arrear with salary for present month For this purpose Click Merge Arrear with salary in the Arrear processing select the month in which the arrear was processed and the month to which the processed arrear has to be
4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22	click Manually drawn salary enter the details of salary drawn by you manually including surrender(ie by means other than spark) leave salaries may be entered as regular after updating this Go to Arrear Processing under Salary Menu click DA arrear processing Enter the period eg:- 01 / 2012 O5/2012 Then click Proceed After the said time for processing Click DA arrear bill in the Arrear processing Click DA arrear bill in the Arrear processing Select month using scroll down botton Click the bill type you want to generate verify the amount in the due drawn statement If the statement needs correction/modifications, cancel the processed arrear using the cancel processed arrear menu and process again but only after making the necessary corrections If the statement is right merge the arrear with salary for present month For this purpose Click Merge Arrear with salary in the Arrear processing select the month in which the arrear was processed and the month to which the processed arrear has to be merged
4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23	click Manually drawn salary enter the details of salary drawn by you manually including surrender(ie by means other than spark) leave salaries may be entered as regular after updating this Go to Arrear Processing under Salary Menu click DA arrear processing Enter the period eg:-01 / 2012 05/2012 Then click Proceed After the said time for processing Click DA arrear bill in the Arrear processing Select month using scroll down botton Click the bill type you want to generate verify the amount in the due drawn statement If the statement needs correction/modifications, cancel the processed arrear using the cancel processed arrear menu and process again but only after making the necessary corrections If the statement is right merge the arrear with salary for present month For this purpose Click Merge Arrear with salary in the Arrear processing select the month in which the arrear was processed and the month to which the processed arrear has to be merged click the arrear payment method
4 5 6 7 8 9 10 11 12 13 14 15 16 17 16 17 18 19 20 21 21 22 23	click Manually drawn salary enter the details of salary drawn by you manually including surrender(ie by means other than spark) leave salaries may be entered as regular after updating this Go to Arrear Processing under Salary Menu click DA arrear processing Enter the period eg:-01 / 2012 05/2012 Then click Proceed After the said time for processing Click DA arrear bill in the Arrear processing Click DA arrear bill in the Arrear processing Select month using scroll down botton Click the bill type you want to generate verify the amount in the due drawn statement If the statement needs correction/modifications, cancel the processed arrear using the cancel processed arrear menu and process again but only after making the necessary corrections If the statement is right merge the arrear with salary for present month For this purpose Click Merge Arrear with salary in the Arrear processing select the month in which the arrear was processed and the month to which the processed arrear has to be merged click the arrear payment method Merging to be done before processing of monthly salary. When salary is processed, the merged amount will be