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 button
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
16. select the month in which the arrear was processed and the month to which the processed arrear has to be merged
17. click the arrear payment method

For employees who draw 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
4. click Manually drawn salary
5. enter the details of salary drawn by you manually including surrender (ie by means other than spark)
6. leave salaries may be entered as regular
7. after updating this
8. Go to Arrear Processing under Salary Menu
9. click DA arrear processing
10. Enter the period
11. eg:- 01 / 2012      05/2012
12. Then click Proceed
13. After the said time for processing
14. Click DA arrear bill in the Arrear processing
15. Select month using scroll down button
16. Click the bill type you want to generate
17. 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
18. If the statement is right
19. merge the arrear with salary for present month
20. For this purpose Click Merge Arrear with salary in the Arrear processing
21. select the month in which the arrear was processed and the month to which the processed arrear has to be merged
22. click the arrear payment method
23. select the month in which the arrear was processed and the month to which the processed arrear has to be merged

Note: Merging to be done before processing of monthly salary. When salary is processed, the merged amount will be included in the salary.