

Tutorial Regarding “Online Leave Surrender Module for NGOs in SPARK Software”

As per circular No.79/2023/fin, dated: 09/08/2023, a new provision has been enabled for applying online leave surrender application for NGOs with forward and approval system.

- **In SPARK, there is a provision already exists for an employee for processing Earn leave surrender for each financial year with respect to his credit on balance. As per KSR Maximum of 30 Leave can be surrendered in each financial year for a Non Gazetted employee while he is on service.**
- **In the existing system, an employee need to physically hand over his leave application to approving authority and get the sanction based on the request. Leave surrender order will issued by the authority and is made in bill form. In spark there is already provision for entering the sanctioned leave surrender order through establishment login and it is possible to generate the Leave surrender bills using appropriate processing modules.**

Steps of Exiting Procedure:

Service matters → Leave/COFF/OD processing → Leave surrender Order

Salary matters → Bills and Schedules → Leave Surrender → Leave Surrender Bill.

Accounts-->Bills-->Make bill from payroll. Finally E- submit the bill through the option,

Accounts → Bills → E-Submit the Bill.

Here in this tutorial a new provision has been explained through which the employee can apply for “Leave surrender order” by himself and processing the bills after getting the approval based on the “Leave surrender order” request.

The work flow regarding the same is illustrating below:

Leave surrender application of individual >> verification user >> Approving authority/DDO

Before generating the leave surrender order employee has to submit leave surrender application to his approving authority and made approval for the financial year.

For doing Leave surrender bill through SPARK initially a leave surrender order can be generated by the DDO and able to process the leave surrender with e submission . After the submission , the amount will be credited to the employee account mentioned in Treasury/Bank. DDO should also ensure whether the leave account is available in the employee’s credit. Leave account can be set through **Service matters → Leave → Leave account—>EL .**

STEPS FOR APPLYING "ONLINE LEAVE SURRENDER APPLICATION"

Step 1) Employee can apply for their leave surrender application through individual login via **Service matters** → **Leave surrender** → **Leave Surrender Application**. Ref fig:1

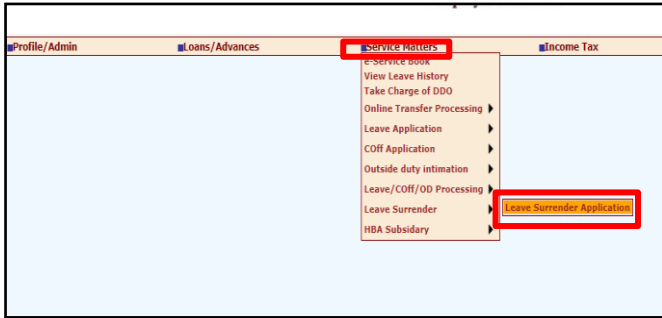


Fig: 1

Step 2) Enter the details i.e **Name of the applicant with PEN, Designation, Department, Office name, Present category, Present Basic pay and scale of pay, Date of entry in service, Earned leave balance**. Afterwards, the application can be submitted successfully to concern DDOs . Ref fig: 2

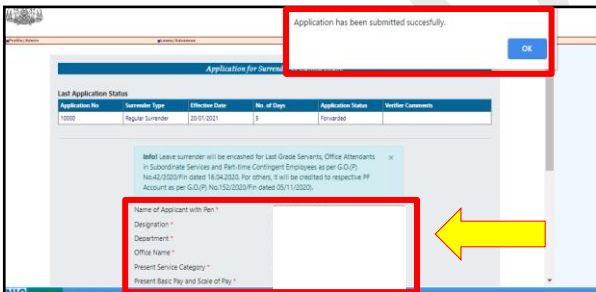
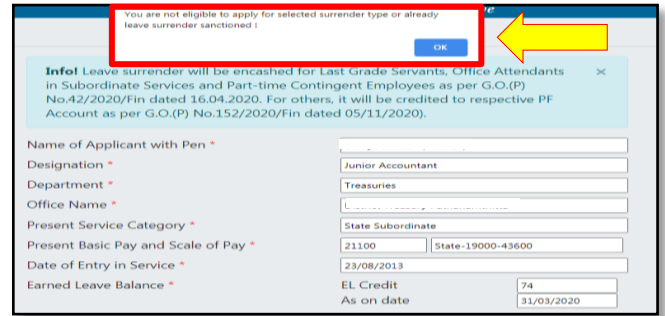


Fig: 2

In case if the employee is not eligible for leave surrender or has already sanctioned leave surrender, a Warning Message will appear



Step 3) Concerned DDO can verify the received application through **Service Matters** -> **Leave surrender** -> **Verify Surrender approval**. Ref fig: 3

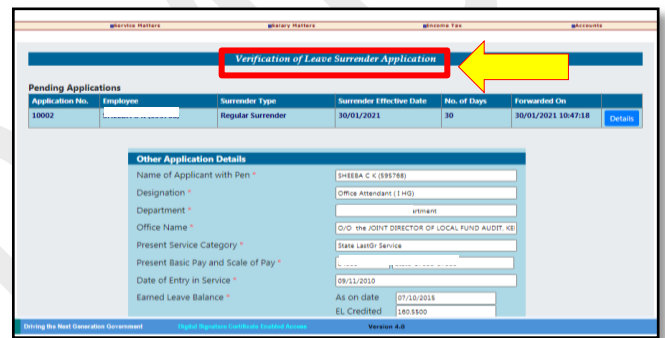


Fig: 3

⚠ DDO should also ensure whether the leave account is available in the employee's credit (in SPARK software) Leave account can be set through **Service matters** → **Leave** → **Leave account** -> **EL** .

Step 4) After verification the application can be **APPROVED** via DDO login itself through **Service Matters** -> **Leave surrender** -> **sanction Leave Surrender**. Ref fig: 4

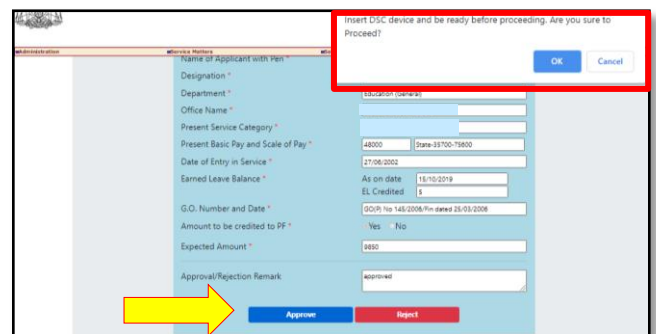


Fig: 4 (a)

➤ **DSC is required for application approval**

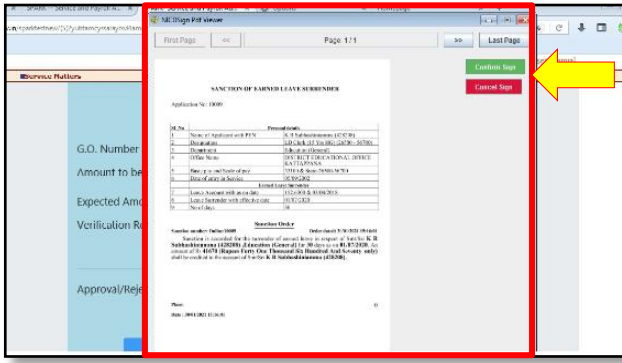


Fig: 4(b)

In case if the application is not found correct then DDO can REJECT the application

Application No.	Employee	Surrender Type	Surrender Effective Date	No. of Days	Forwarded On	
10001		Regular Surrender	01/01/2021	30	29/01/2021 17:04:23	Details
10009		Regular Surrender	01/07/2020	30	30/01/2021 15:14:49	Details

Fig: 4 (C)

➤ **The status of the application can also be viewed through Employees individual login via *Leave surrender application page***

Fig: 4 (d)

Application No	Surrender Type	Effective Date	No. of Days	Application Status	Verifier Comments
10001	Regular Surrender	30/01/2021	30	Forwarded	

There is no need to manually enter the Leave surrender order (through the menu: Service matters->Leave/COFF/OD processing->Leave surrender Order) after the leave surrender application has been granted and the associated leave surrender sanction order has been generated. DDO's/Establishment users can process leave surrender bills after validating the updated data in the above option.

*****END*****