

Tutorial Regarding “ Wayanad Landslide Disaster - Govt employees pay cut for five days to Chief Minister's Relief Fund through SPARK Software”

A new provision has been enabled in SPARK software for Contributing to CMDRF(Wayanad 2024)through various payment options.

The contributions can be done through one of the option:

- 1) Salary deduction*
- 2) Leave surrender*
- 3) PF Temporary advance*
- 4) PF NR withdrawal*

- ⚠ The contributions mode through Leave surrender , Pf temporary advance and PF NR withdrawal will be enabled soon (NB: this tutorial was created on 23 08 2024)*
- ⚠ Once the salary (August 2024) has been processed no updation/ editing could be possible.*

STEPS FOR PROCESSING CONTRIBUTIONS TO THE CMDRF (WAYANAD 2024)

⚠️ *If deduction towards CMDRF is made from the salary of an employee with effect from 08/2024, DDO should ensure written WILLINGNESS from the concerned employee to participate in Salary challenge CMDRF. Editing of option is allowed till processing of salary of 8/2024.*

Step 1) *DDO login Salary matters-> Contribution to CMDRF(Wayanad 2024) details select the Department,Office, DDO Code ,Bill Type Then click on the GO button Ref fig:1*

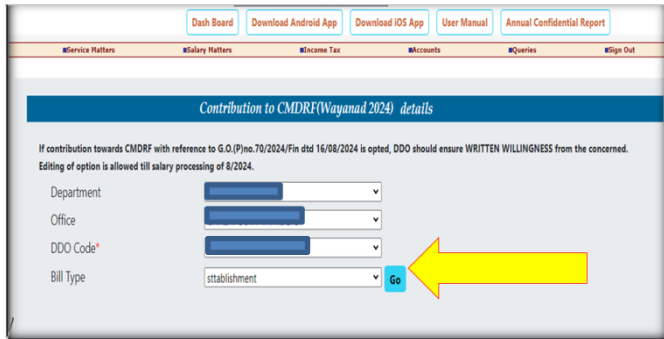


Fig: 1

Step 2) *Employee details, designation will be displayed. By default the Willing to contribute will be set as NO, If the employee has submitted willingness document the same may be selected as YES, then select the PAYMENT OPTION i.e whether : Salary deduction, Leave surrender, Temporary advance, or NR withdrawal*

If the option is selected as SALARY DEDUCTION then the deduction will be made from the salary by entering the No. of days, No. of Installments. also if the option is to be selected as LEAVE SURRENDER then DDO need to ensure that there is sufficient leave account in credit and the LEAVE SURRENDER has not been done for the present financial year for the particular employee.

The Start Month, Start Year will be by default the salary processing month August 2024, Click on the SAVE button and OK button on the warning message to continue Ref fig: 2

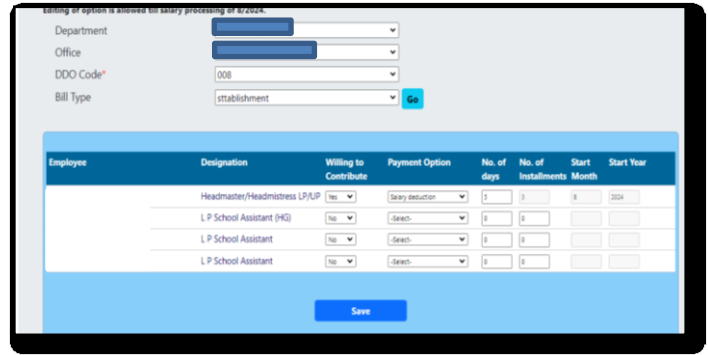


Fig: 2

Step 3) *Upon clicking on the SAVE button a confirmation message i.e Entry added Successfully. You may use the edit option for editing purpose will be seen, this confirms the data has been saved Successfully Ref fig: 3*



Fig: 3

Step 4) *Incase of any editing in the mentioned module, the same can be done by DDO login using the EDIT button available in the page. Ref fig: 4*

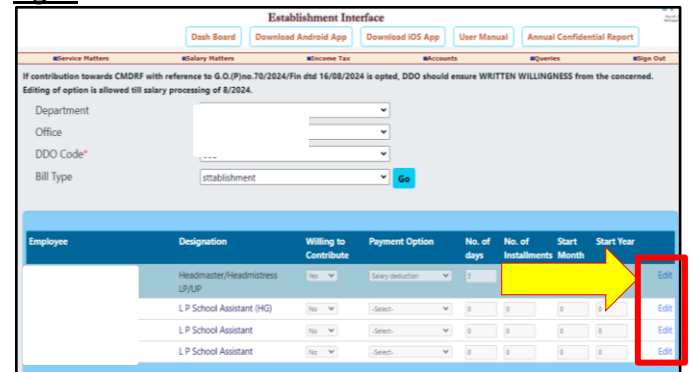
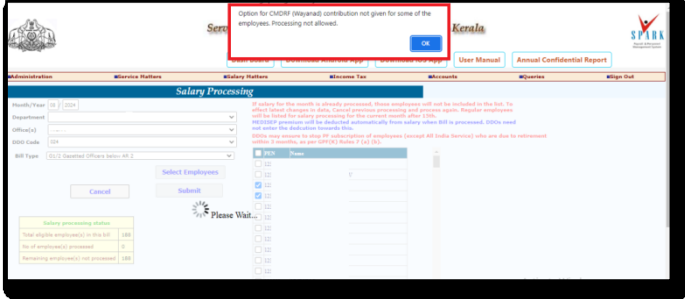


Fig: 4

⚠️ *Editing of option is allowed till processing of salary of 8/2024*

Step 5) While processing the salary for 08/2024, a pop up message will be seen i.e **Option for CMDRF(wayanad) contribution not given for some of the employees. Processing not allowed.** For such cases DDO may ensure that the **Willing to contribute** (as mentioned in step 2 i.e whether **YES** or **NO**) has been selected for all the employees **Ref fig: 5**



After salary processing the deductions will be listed in the **PRESENT SALARY** of the employee under deductions table

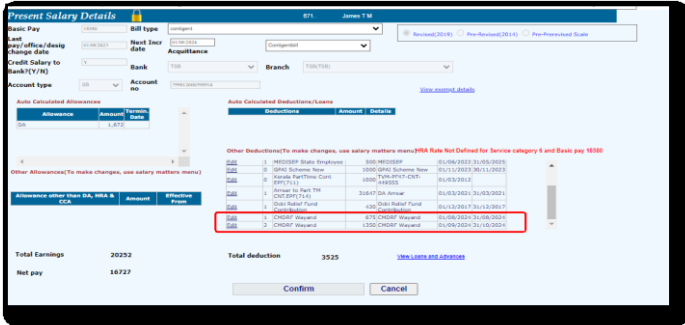


Fig :5

Step 6) Once the salary has been processed **CMDRF Wayand** schedule will be listed in the **BILLS and SCHEDULE** option, the same will also be seen in the **INNER and OUTER BILL** **Ref fig: 5**

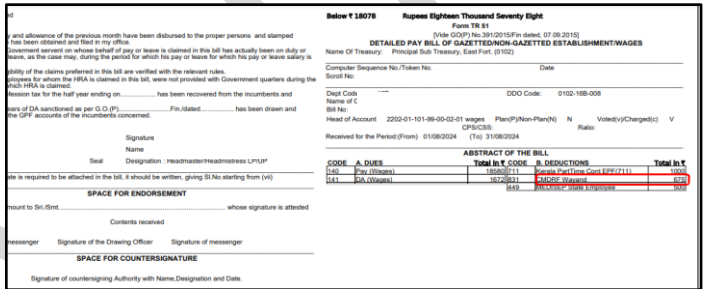
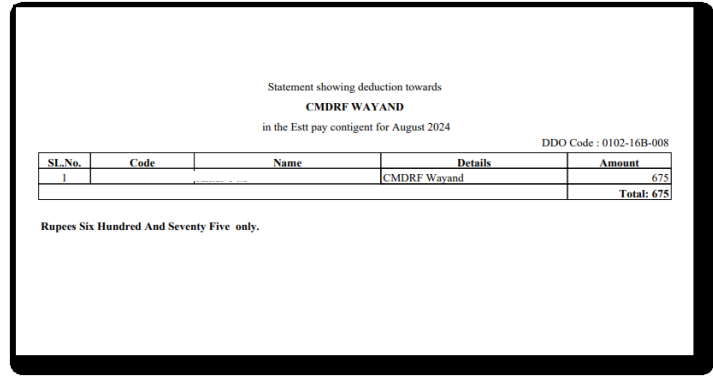
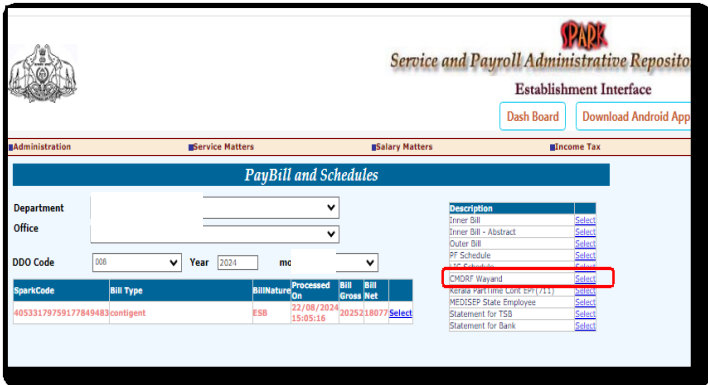


Fig :6

END