

## Tutorial Regarding “Contribution to CMDRF ( WAYANAD 2024) through PF TEMPORARY ADVANCE in SPARK Software”

### ***Provision for contributing to CMDRF through Provident Fund (PF) TEMPORARY ADVANCE (TA) in SPARK Software***

- ***In SPARK, there is already a provision for contributing to CMDRF (WAYANAD 2024) through various payment methods. Contribution via **LEAVE SURENDER and REGULAR SALARY** has already has been enabled in SPARK.***  
*(tutorial link for salary payment mode: [click here for tutorials regarding CMDRF wayand 2024](#) )*  
*(tutorial link for Leave surrender mode of payment : [click here for tutorials regarding CMDRF wayand 2024](#) )*
- ***The payment option from PF i.e through PF Temporary Advance has been described in the mentioned module.***
- ***The days to be contributed to CMDRF from Provident Fund ( PF) should be the one as mentioned by the employee in the WILLINGNESS ( as per G.O.(P)No.70/2024/Fin )***
- ***The existing PF (Provident Fund) - TA rules, conditions, and criteria remain unchanged and will continue to apply.***

# STEPS FOR PROCESSING THE MODE OF PAYMENT TO CMDRF THROUGH "PF TA"

Step 1) Employee can apply for contribution to CMDRF (WAYANAD 2024) from their PF TA. Employees those who have already given the willingness to contribute via PF will be listed in the mentioned payment method. Ref fig:1

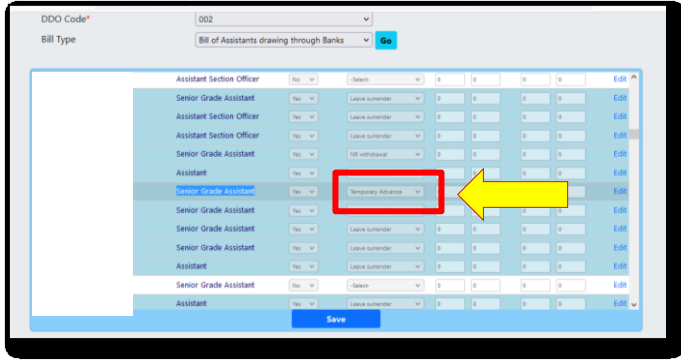


Fig: 1

Step 2) Through DDO/Establishment login Salary Matters >> GPF Temporary Advance application. Then click on the check box to list employees who have given option for CMDRF contribution through PF Temporary Advance. Ref fig: 2

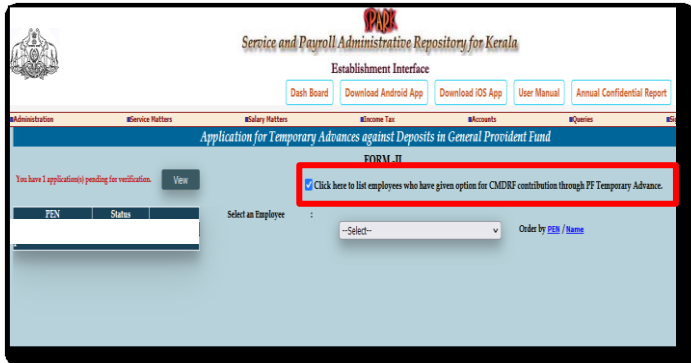


Fig: 2

Step 3) Eligible employee will be listed, Select the PEN and enter the Number of days to be surrendered to CMDRF, Then click on the GO button, the amount as per days will be displayed afterwards click on the PROCEED button to continue Ref fig: 3

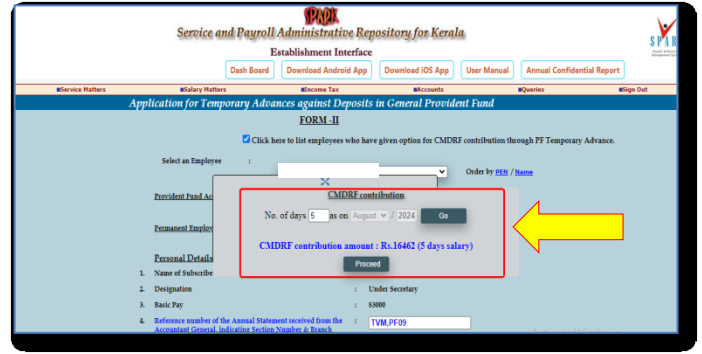


Fig: 3

Step 4) In the PF TA application page, the Purpose for which it is Required will be automatically displayed i.e Contribution towards CMDRF(Wayanad 2024). Number of instalments is to be entered manually afterwards system will calculate the instalment amount automatically. Then the Application may be forwarded for approval Ref fig: 4

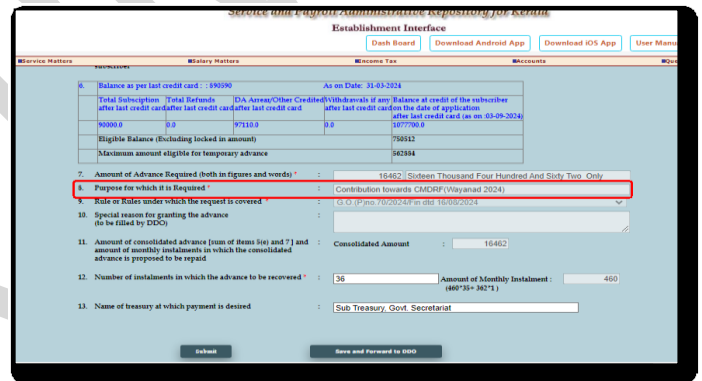


Fig: 4

Incase, if the same employee applies for a regular Temporary advance after CMDRF PF TA, a pop up message will appear that The employee has opted for contribution to CMDRF through PF advance. Another advance is allowed only after 4 months of encashment of that bill will be displayed. Ref fig: 4a

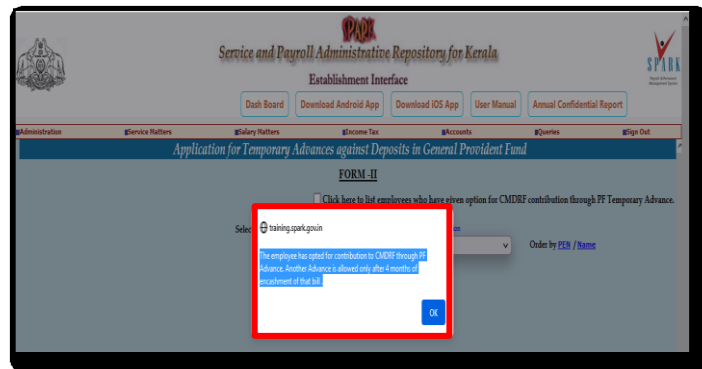


Fig: 4a

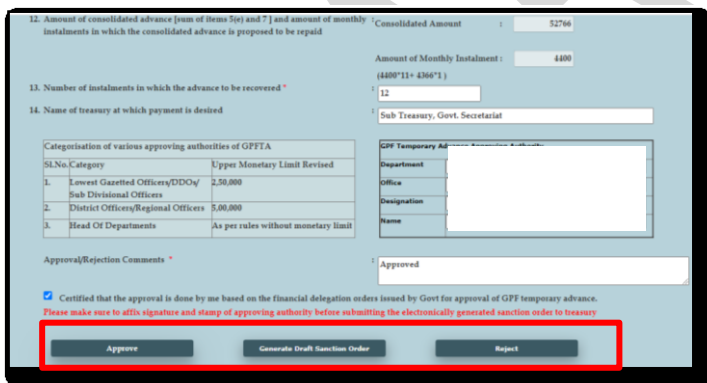
# STEPS FOR APPROVAL OF PF- TA TO CMDRF

Step 1) After verification the application can be APPROVED via DDO login itself through **Salary Matters >> GPF Temporary Advance approval** . Employee name will be listed, the same can be selected. A dialogue will be there in page intimating that the application is to be credited to CMDRF upon approval . Ref fig: 1



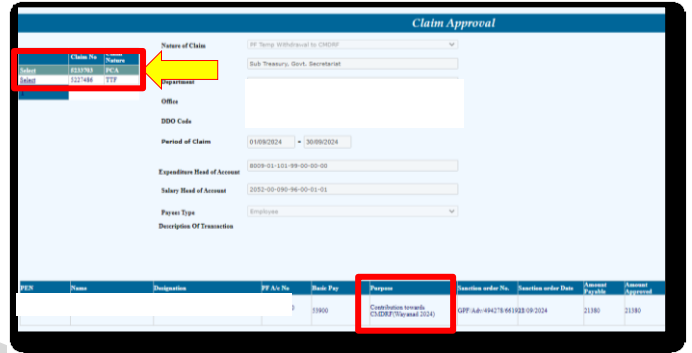
**Fig: 1**

Step 2) DDO can approve the same after entering the remarks. Ref fig:2



**Fig: 2**

Step 3) Once the application has been approved, In the DDO login **CLAIM APPROVAL (Accounts>> claim approval>> Regular/Employee with SPARKID)** , MAKE BILL and E-Submission can be done. Corresponding loan entry with given subscription will be updated in the employees loan master in SPARK. Ref fig: 3



**Fig: 3**

**\*\*\*END\*\*\***