

## **Tutorial Regarding “Contribution to CMDRF ( WAYANAD 2024) through PF Non-Refundable Advance (NRA) in SPARK Software”**

***Provision for contributing to CMDRF through Provident Fund (PF) Non Refundable ADVANCE (NRA) has been enabled 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 NRA 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) - NRA rules, conditions, and criteria remain unchanged and will continue to apply.***

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

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

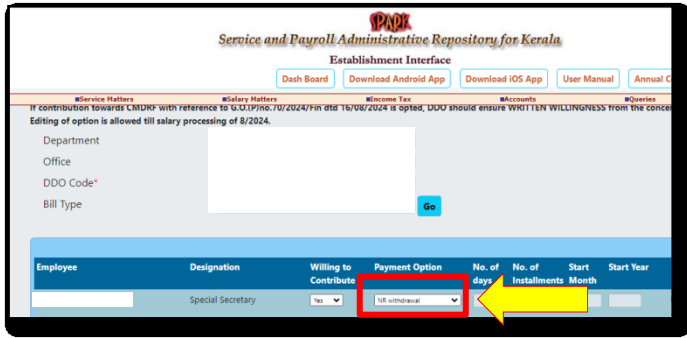


Fig: 1

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

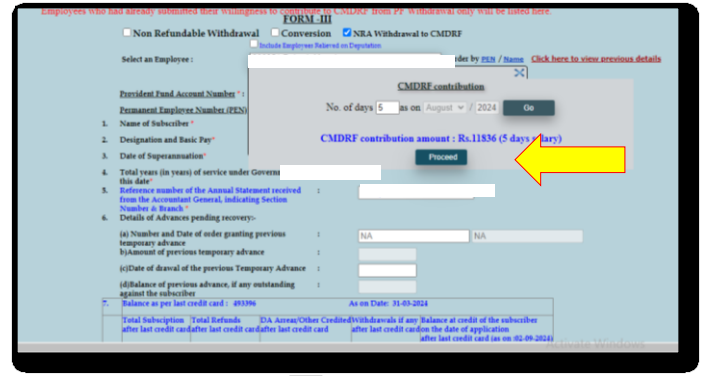


Fig: 3

Step 4) In the PF NRA application page, the Purpose, Rule and amount will be automatically displayed. Then click on the submit button for forwarding the application for Ref fig: 4

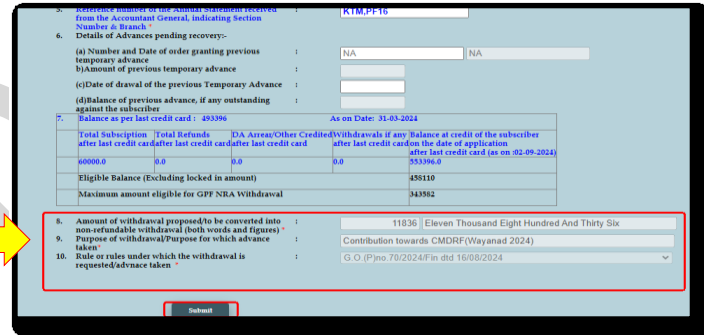


Fig: 4

# STEPS FOR APPROVAL OF PF-NRA TO CMDRF

Step 1) After forwarding the application, it can be APPROVED via DDO login itself through Salary Matters >> GPF Non-Refundable Withdrawal / Conversion 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

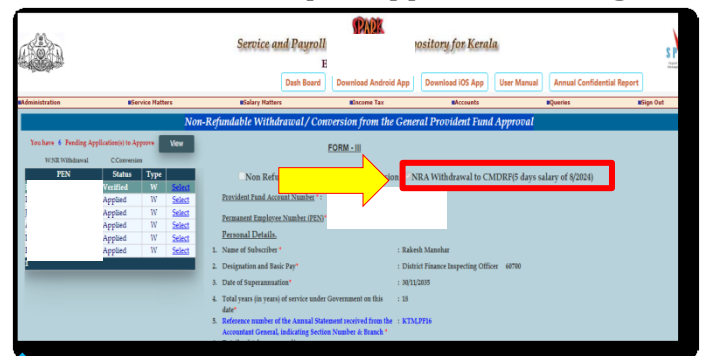


Fig: 1

Step 2) DDO can generate the DRAFT of the sanction order and after verification the application can be approved . Ref fig:2

Fig: 2

Step 3) Once the application has been approved, the same will be forwarded to the AG. AG will issue the sanction order based on the application, the same can be viewed in Accounts>> View PF Sanction Order from AG

Step 4) Based on the sanction order from AG the, CLAIM ENTRY can be done. (Accounts>> claim approval>> Regular)

While doing the CLAIM ENTRY, Nature of Claim is to be selected as PF NR withdrawal to CMDRF then select the Wayand 2024 .

Select the PEN, remaining fields will be updated automatically then click on the INSERT Button and then SUBMIT Button.

In the DDO login, CLAIM APPROVAL (Accounts>> claim approval>> Regular/Employee with SPARKID) , MAKE BILL and E-Submission can be done. Ref fig: 3

Fig: 4

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