<u>Tutorial Regarding "Contribution to CMDRF (WAYANAD 2024) through</u> <u>LEAVE SURRENDER mode of payment in SPARK Software"</u>

Provision for contributing to CMDRF through LEAVE SURRNDER mode has been enabled in SPARK.

- In SPARK, there is already a provision for contributing to CMDRF (WAYANAD 2024) through various payment methods. As mentioned earlier, the module of contribution via LEAVE SURENDER has been enabled in SPARK for both Gazetted and Non Gazetted officers.
   (previous tutorial link: click here for tutorials regarding CMDRF wayand 2024)
- The mentioned module for NGOs is similar to the procedure for ONLINE LEAVE SURRENDER (NGOs) (click here for tutorials regarding online leave surrender)
- > The days to be surrendered to CMDRFfrom leave surrender should be the one as mentioned by the employee in the WILLINGNESS DOCUMENT ( as per G.O.(P)No.70/2024/Fin )
- 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 work flow regarding the same is illustrating below for NGOs:

Leave surrender( CMDRF WAYANAD) application by individual >> verification user >> Approving authority/DD0

Page no: 01/07

## STEPS FOR SELECTING THE MODE OF PAYMENT TO CMDRF AS "LEAVE SURRENDER ( for NGOs) "

Step 1) Employee can apply for contribution to CMDRF (WAYANAD 2024) from their leave surrender. For this the application is needed to be forwarded through individual login via <u>Service</u> <u>matters  $\rightarrow$ Leave</u> <u>surrender  $\rightarrow$ Leave</u> <u>Surrender</u> <u>Application. Ref fig:1</u>

Control     Control       View Lawe Wistory     Take Charge of DDO       Online Transfer Processing >     Leave Application       Coff Application     Coff Application       Outside duty intimation     Cotfine Processing >	rofile/Admin Loans/Advances	Service Matters
View Leave History Take Charge of DDO Online Transfer Processing Leave Application Outside duty intimation Leave (off(AD Represented to the second to the s		e-Service Book
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Online Transfer Processing         Leave Application         COff Application         Outlide duty infimation         Leave (GMF)(D0 Processing)		Take Charge of DDO
Leave Application  COIf Application Outside duty infimation Leave COIf (DD Recreation		Online Transfer Processing 🕨
COff Application		Leave Application
Outside duty intimation		COff Application
Laws/COFF/OD Processing		Outside duty intimation
Leave/con/ob Processing		Leave/COff/OD Processing
Leave Surrender Leave Surrender Applica		Leave Surrender
HBA Subsidary		HBA Subsidary

<u>Fig: 1</u>

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. In the Surrender type tick the box i.e Contribution to CMDRF Wayanad(2024) based on G.O.(P)no.70/2024/Fin dtd 16/08/2024 Afterwards, a pop up message will appear The surrender amount will be contributed to CMDRF Wayanad(2024). <u>Ref fig:</u> 2



<u>Fig: 2</u>

Step 3) Enter the Number of days to be surrendered to CMDRF, Then go through the declaration carefully and click on the SUBMIT BUTTON. A pop up message will be seen and the application will be successfully submitted for verification and approval respectively. Ref fig: 3

Surrender Type	You have opted for leave surrender in the Contribution details.Hence you may given of periodical surrender within 30 days and 53/2024/Fin Dated 29/08/2024. Are you su	CMDRF (Wayanad 2024) the number of days as part also inline with Circular No ire to process?	18/10/2023 iurrender <sup>1</sup> Wayanad(2024) based on d 16/08/2024	
G.O. Number a	nd Date *			
Leave Surrende	r effective date (As on date) *	05/09/2024		
No of days *		10		
Declaration				
I hereby undertake that in the event of the leave salary drawn by surrender of Earned Leave being found in excess on scrutiny, the excess payment so claimed shall be refunded by me either by adjustment against future payment due to me in cash in accordance with GO(P)No.159/2019/Fin dated 13/12/2019.				
	Submit A	pplication		
	Fig:	3		

Step 4) DDO/Verifier can verify the received application through  $\rightarrow$  Service Matters -> Leave surrender -> Verify Surrender approval

Upon clicking on Details button, a pop up will be seen regarding the intimation of the application to CMDRF contribution. Click OK then enter the remarks and forward the same to DDO for approval. <u>Ref fig: 4</u>



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  $\rightarrow$  Leave  $\rightarrow$  Leave account ->EL.

Page no: 03/07

Step 5) After verification the application can be APPROVED via DDO login itself through Service Matters -> Leave surrender -> sanction Leave Surrender. Upon clicking on Details button , a pop up will be seen regarding the intimation of the application to CMDRF contribution. Click OK then enter the remarks and DDO can approve the same . <u>Ref</u> fig:5

	EL Credited 104			
G.O. Number and Date *	G.O.(P)no.70/2024/Fin dtd 16/08/2024			
Amount to be credited to PF *	Yes No			
	Contribution to CMDRF Wayanad(2024) based on G.O.(P)no.70/2024/Fin dtd 16/08/2024			
Expected Amount *	22411			
Verification Remark *	test			
Approval/Rejection Remark	test			
Declaration In light of the willingness to contribute towards CMDRF on account of Wayand landslides submitted by the willing employee I have made appropriate entry in SPARK as per the contribution type mentioned by the employee, which is through the surrender of earn leave for (10 days).				
Approve	Reject			

## <u>Fig: 5</u>

## > DSC is required for application approval

Once the application has been approved, the sanction order of the same can be generated via Service Matters -> Leave surrender -> Download Sanction Order





## STEPS FOR SELECTING THE MODE OF PAYMENT TO CMDRF AS "LEAVE SURRENDER ( for Gazetted Officers) "

As per G.O.(P)No.70/2024/Fin and Circular No 53/2024/Fin Dated 29/08/2024, Gazetted officers may submit the willingness to AGs office for issuing of LEAVE surrender slip for CMDRF.

Once the slip has been issued, the leave surrender module to CMDRF will be similar to that of regular LEAVE SURRENDER. clicking on Details button, a pop up will be seen regarding the intimation



Step 1) Enter the leave surrender order: DDO login Service matters>> Leave/Coff/ OD processing>> Leave surrender to CMDRF (wayanad 2024) <u>Fig: 1</u>

Page no: 04/07

Page no: 05/07





Step 2) Enter the Number of days as per AG slip then process the sanction order via DDO login: Service matters>> processing>> Leave surrender >> Leave surrender to CMDRF (wayanad 2024).Select the sanction order and then click on the SUBMIT BUTTON Ref Fig: 2



Step 3) The CMDRF contribution- leave surrender bill will processed. The bills and schedule for the same can be generated. Ref <u>Fig: 3</u>



<u>Fig: 3</u> Page no: 06/07

After surrender to CMDRF, the employee will only be able to surrender the remaining days based on his eligibility

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

*Page no: 07/07*