

Tutorial Regarding “Contribution to CMDRF (WAYANAD 2024) through LEAVE SURRENDER mode of payment in SPARK Software”

Provision for contributing to CMDRF through LEAVE SURRENDER 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 SURRENDER 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 CMDRF from 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/DDO

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 **Service matters** → **Leave surrender** → **Leave Surrender Application**. **Ref fig:1**

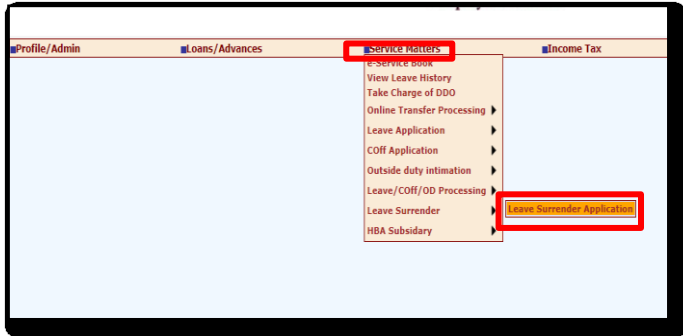


Fig: 1

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**. 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)**. **Ref fig: 2**

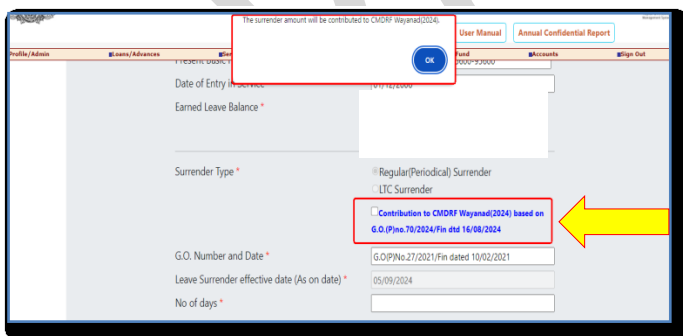


Fig: 2

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**

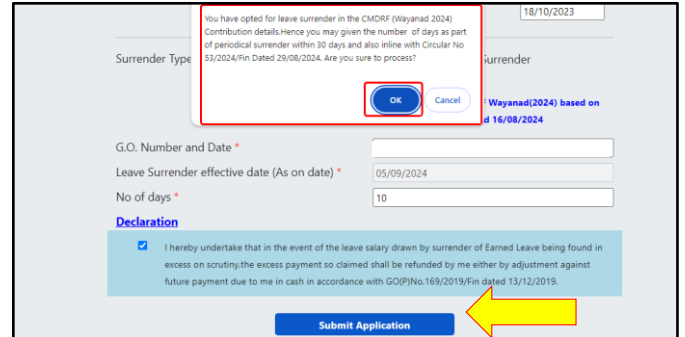


Fig: 3

Step 4) DDO/Verifier can verify the received application through → **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. **Ref fig: 4**

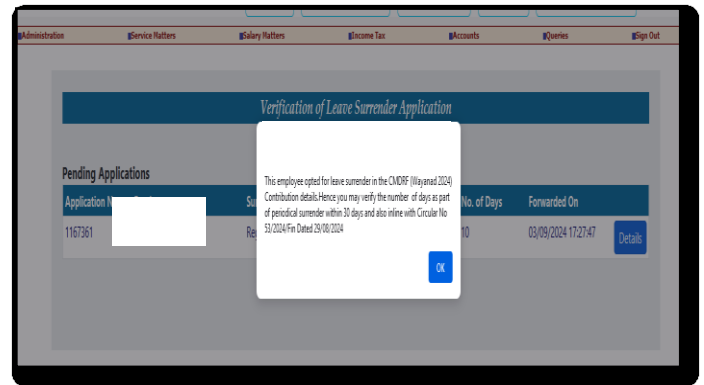


Fig: 4

⚠ 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 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. Ref fig:5

Fig: 5

➤ 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

Sl. No	Personal details
1	Name of Applicant with PEN
2	Designation
3	Department
4	Office Name
5	Basic pay and Scale of pay
6	Date of entry in Service
Earned Leave Surrender	
7	Earned Leave at credit as on (18/10/2023)
8	Effective date Leave Surrender
9	No of days
10	Application date of Surrender

Sanction Order
 Sanction number: Online1167361 Order dated: 03/09/2024 17:32:25
 Smt/Sri [Name] is permitted to surrender Earned Leave for 10 days as on date 03/09/2024 and to receive an amount of Rs. 22411 (Rupees Twenty Two Thousand Four Hundred And Eleven only) to leave salary. The amount will be contributed to CMDRF Wayanad(2024) TSB Account No. 799011400007680.

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) Fig: 1

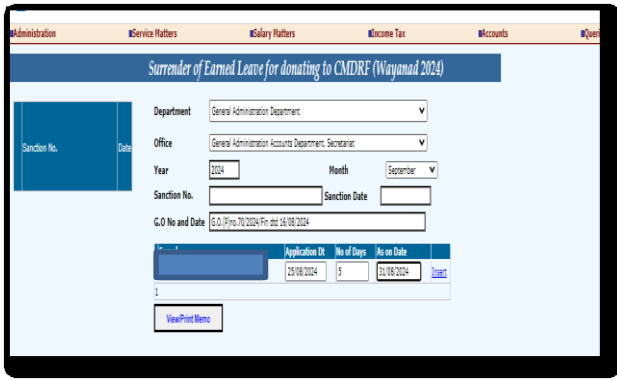


Fig: 1

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

*****END*****

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**

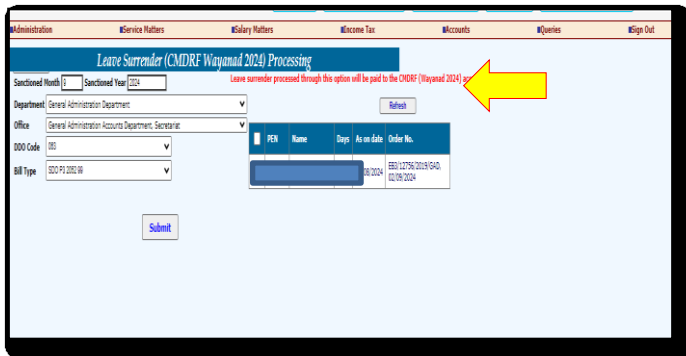


Fig: 2

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

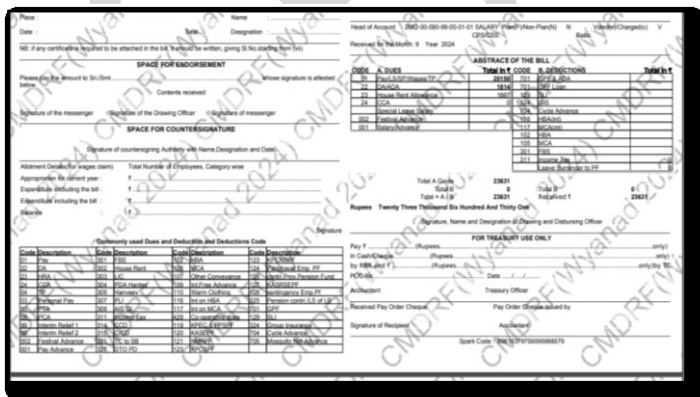


Fig: 3