

Note : In the case of employees having both da arrear and salary arrear for the same period, first process salary arrear then process da arrear.

The arrear processing will be correct only if All the previous bills including salary, da arrear, leave surrender need to be processed through SPARK or it should be entered through manually drawn option.

For employees drawing salary through spark from the effective date of DA

1	log on to www.spark.gov.in
2	sign in with your PEN and Password
3	Go to Arrear Processing under Salary Menu
4	click DA arrear processing
5	Enter the period
6	eg:- 01 / 2012 05/2012
7	Then click Proceed
8	After the said time for processing
9	Click DA arrear bill in the Arrear processing
10	Select month using scroll down botton
11	Click the bill type you want to generate
12	verify the amount in the due drawn statement
	If the statement needs correction/modifications, cancel the processed arrear using the cancel processed arrear menu and process again but only after making the necessary corrections
13	If the statement is right,
14	merge the arrear with salary for present month
15	For this purpose Click Merge Arrear with salary in the Arrear processing
16	select the month in which the arrear was processed and the month to which the processed arrear has to be merged
17	click the arrear payment method

For employees who drawn salary manually

1	log on to www.spark.gov.in
2	sign in with your PEN and Password
3	Go to SDO salary under Salary Menu
4	click Manually drawn salary
5	enter the details of salary drawn by you manually including surrender(ie by means other than spark)
6	leave salaries may be entered as regular
7	after updating this
8	Go to Arrear Processing under Salary Menu
9	click DA arrear processing
10	Enter the period
11	eg:- 01 / 2012 05/2012
12	Then click Proceed
13	After the said time for processing
14	Click DA arrear bill in the Arrear processing
15	Select month using scroll down botton
16	Click the bill type you want to generate
17	verify the amount in the due drawn statement
18	If the statement needs correction/modifications, cancel the processed arrear using the cancel processed arrear menu and process again but only after making the necessary corrections
19	If the statement is right
20	merge the arrear with salary for present month
21	For this purpose Click Merge Arrear with salary in the Arrear processing
22	select the month in which the arrear was processed and the month to which the processed arrear has to be merged
23	click the arrear payment method

Note Merging to be done before processing of monthly salary. When salary is processed, the merged amount will be included in the salary.