

## **Terminal Surrender Arrear (Pay revision 2014) Module**

Module for taking Terminal Surrender arrear (Pay revision 2014) for retired employees has been updated in SPARK vide G.O. (P). No.9/2016/Fin dated 20.01.2016. If the employee's terminal surrender arrear processed as non-SPARK bill then user need to enter the details of terminal surrender through '**manually drawn terminal surrender**' option, introduced along with this Terminal Surrender arrear (Pay revision 2014) module. Terminal Surrender Arrear will be paid in four installments. The installment wise bill can be prepared using make bill option. Bill for each installment can be prepared as and when due. Bills will be listed in make bill option accordingly.

Terminal surrender Arrear (2014) can be processed through the option;

### **Account-→Claim entry--→Terminal Surrender (PR 2014)**

#### **Cases for which terminal surrender processed as Non-SPARK bill;**

Enter drawn details of terminal surrender through 'Manually drawn terminal surrender'

#### **Account- → Claim entry- → Manually drawn terminal surrender**

The user need to enter details of terminal surrender processed as non- SPARK bill, such as Drawn date, AG authorization number, AG authorization date(in the case of Gazetted Officers), Sanction order number, sanction order date, No of days and Amount.

Enter all mandatory fields, after entering the details of terminal surrender click on 'Save' button. The user can also edit the details once entered through this window.

Empcode	Amount	Payment Type

Screen shot of 'Manually drawn terminal surrender'option

Then proceed through claim entry option, Terminal surrender processed through SPARK can directly do claim entry by selecting "Terminal surrender (PR 2014)"

**Note: DO NOT enter the details through 'manually drawn terminal surrender' option who have claimed Terminal Surrender through SPARK**

### **Terminal Surrender Arrear (2014)**

#### **Account-→ Claim entry--→ Terminal Surrender (PR 2014)**

## STEP 1: CLAIM ENTRY

**Accounts ----> Claim Entry ----> Select 'Terminal Surrender Arrear (PR 2014)' ----> Insert**

### Claim Entry

Department	--Select--
Office	--Select--
Name of Treasury	
Nature of Claim	--Select--
DDO Code	Marriage Loan
Period of Bill	Mosq Net Allowance
	Med Re-imburement/Medical Advance Settlement
	Med Re-imburement of Temporary Employees
	Pay and Allowances for Temporary employees
	PF Temp Withdrawal
	PF Closure/ Residual PF
	PF Closure to Nominees
Expenditure Head of Account	PF NRA Withdrawal
	SLI Withdrawal
Salary Head of Account	TA Advance(Transfer)
	TA Final Claim (Transfer)
Mode of Payment	TA Advance(Tour)
	Terminal Surr of Leave (Arrear)
	Terminal Surr of Leave
Employee will be listed here only if the employee below	<b>Terminal Surrender Arrear(PR 2014)</b>
Payee Type	TA Final Claim (Tour)
	TA Final Claim (Tour) for Temporary employees
	Vendor Travel Cost
	Vendor Wages Cost

Screen shot of Claim entry option

### Claim Entry

Department	Medical Education
Office	T.D. MEDICAL COLLEGE, VANDANAM, AMBALAPPUZHA
Name of Treasury	Sub Treasury, Ambalapuzha
Nature of Claim	Terminal Surrender Arrear(PR 2014)
	<small>Terminal Surrender Arrear will be paid in four installments. The installment wise bill can be prepared using make bill option. Bill for each installment can be prepared as and when due. Bill will be listed in make bill option accordingly.</small>
DDO Code	001
Period of Bill	01/08/2017 - 14/08/2017
Expenditure Head of Account	2071-01-115-99-00 -00-00-TLS
Salary Head of Account	2210-05-105-95-00 -01-01
Mode of Payment	Bank
	<small>Employee will be listed here only if the employee belong to the given mode of payment</small>
Payee Type	Employee
Description of Transaction	

Transaction	Authorization no of AG	Authorization date of AG	No. of days	Sanction order No.	Sanction order Date	Total Amt	Arr Amt 1st inst	Interest payable on 1st inst	Total Amt Payable on 1st inst	Arr Amt 2nd inst	Interest payable on 2nd inst	Total Amt Payable on 2nd inst	Arr Amt 3rd inst	Interest payable on 3rd inst	Total Amt Payable on 3rd inst	Arr Amt 4th inst	Interest payable on 4th inst	Total Amt Payable on 4th inst	Insert
per Gr 1	222	02/08/2017	120			20142	5036	2044	7080	5036	657	5693	5036	438	5474	5034	219	5253	Insert

Screen shot of Claim entry window

## STEP 2: CLAIM APPROVAL

**Accounts ----> Claim Approval---->Select 'claim Terminal Surrender Arrear (PR 2014)' ---->Approve**

## STEP 3: MAKE BILL

**Step 3: Accounts ----> Bills ----> Make Bills from Approved Claims ----> E Submit Bill**

FEN	Name	Designation	Authorization no of AG	Authorization date of AG	No. of days	Total Bill Amount	Sanction order No.	Sanction order Date	Arr Amt 1st inst	Interest payable on 1st inst	Total Amt Payable on 1st inst	Arr Amt 2nd inst	Interest payable on 2nd inst	Total Amt Payable on 2nd inst	Arr Amt 3rd inst	Interest payable on 3rd inst	Total Amt Payable on 3rd inst
354374	Narayana P	Jr Employment Officer			260	165744.001111		01/05/2015	41436.00	16823	58259.00	41436.00	5407	46843.00	41436.00	3605	450-

Screen shot of 'Make bill' option window

FEN	Name	Designation	Authorization no of AG	Authorization date of AG	No. of days	Total Bill Amount	Sanction order No.	Sanction order Date	Arr Amt 1st inst	Interest payable on 1st inst	Total Amt Payable on 1st inst	Arr Amt 2nd inst	Interest payable on 2nd inst	Total Amt Payable on 2nd inst	Arr Amt 3rd inst	Interest payable on 3rd inst	Total Amt Payable on 3rd inst
354374	Narayana P	Jr Employment Officer			260	165744.001111		01/05/2015	41436.00	16823	58259.00	41436.00	5407	46843.00	41436.00	3605	450-

Screen shot of 'Make bill' option window after doing make bill option

On clicking 'Print' button you will get TR 59( C) bill of this terminal surrender arrear

Below ₹58260 ( Fifty Eight Thousand Two Hundred And Sixty )  
**TR- 59(C)**  
 Vide G.O.(P)No.149/2014/Fin dated, 26.04.2014 & G.O.(P)No.306/2014/Fin dated, 23.07.2014

**NATURE OF CLAIM- Terminal surrender Arrear(PR 2014) of leave -Bill**  
 Name of Treasury District Treasury, Palakkad

Name of Dept National Employment Service Name of DDO/SDO : Rema C  
 D O Code /SDO Code 1401-200-001 Designation of DDO/SDO : Employment Officer  
 Name of office DIST EMPLOYMENT EXCHANGE PALAKKAD PEN of DDO/SDO : 354452  
 TANIGIR

Bill No. : 001TSP5271402

Expenditure Head of Account	2071	01	115	99	00	00	00	Plan (P) / Non Plan (N)	N	Voted (V) / Charged (C)	V	
Salary Head of Account	2230	02	101	98	00	01	00	Plan (P) / Non Plan (N)	N	Voted (V) / Charged (C)	V	
	CPS/CSS										Ratio	

Period of claim: (From) 01/06/2017 (To) 14/06/2017

Sl	Name	PEN	Designation	No. of days	Number and Date of Sanction order	Amount ₹ (Arr amt+ Intrst amt)
1	Narayanan P	354374	Jr Employment Officer	260	1111 - 01/05/2015	58259(41436+16823)
<b>Total : Fifty Eight Thousand Two Hundred And Fifty Nine</b>						<b>58259</b>

Mode of payment : Bank

Name	Bank name	Branch	Account number	IFSC code	Amount ₹
Narayanan P	STATE BANK OF TRAVANCORE	NILAMBUR	67184803318	SBTR0000194	58259

Payees particulars : Employee  
 Please pay the amount as detailed above. This bill is prepared strictly in accordance with the codal provisions, rules and regulations. The amount claimed in this bill has not been drawn previously.

Signature of SDO/DDO

Appropriation for current year : ..... ₹  
 Expenditure till date : ..... ₹  
 Expenditure including in this bill : ..... ₹  
 Balance available : ..... ₹

Signature of DDO/Controlling officer

**FOR TREASURY USE ONLY**

Pay ₹..... (Rupees.....) only in CASH/cheque  
 ₹..... (Rupees.....) only by RBR and  
 ₹..... (Rupees.....) only by Transfer Credit to Treasury/Bank account

Pay Order Cheque No./UTR No. .... Date .....

Accountant ..... Treasury Officer .....

Received Pay Order Cheque ..... Pay Order Cheque issued by .....

Space for Audit Enforcement  
 Total amount of the bill  
 Admitted  
 Disallowed  
 Objected to

TR 59(C) bill of terminal surrender arrear

Spark Code : 64554779829385886170 Page : 1  
 DDO Code : 1401-200-001

GOVERNMENT OF KERALA  
 National Employment Service  
 DIST EMPLOYMENT EXCHANGE PALAKKAD

Sl No	PEN	NAME	DUE				TOTAL	DAYS	DRAWN		BALANCE TOTAL	1st INSTALLMENT	
			BASIC	DA	HRA	CCA			TOTAL	PRINCIPAL		INTEREST @ 8.1%	
1	354374	Narayanan P	317200	19032	797	0	337029	260	171285	165744	41436	16823	
										<b>Total ₹ 58259</b>			

Rupees Fifty Eight Thousand Two Hundred And Fifty Nine Only

Due drawn statement of terminal surrender arrear

You can also generate Bill, Duedrawn statement, Bank statement through View prepared contingent claim option

**Accounts-→Bills-→View prepared contingent claim option**

Service and Payroll Administrative Repository for Kerala  
Establishment Interface

Name of Treasury: District Treasury, Palakkad  
 Department: National Employment Service  
 Office: DIST EMPLOYMENT EXCHANGE PALAKKAD  
 DDO Code: 001  
 Bill Type: Contingent bill  
 Period of Claim: 01/06/2017 - 14/06/2017  
 Expenditure Head of Account: 2071-01-115-99-00-00-N  
 Salary Head of Account: 2230-02-101-99-00-01-00-N-V  
 Mode of Payment: Bank  
 Payee Type: Employee

FEN	Name	Designation	Authorisation as of AG	Authorisation date of AG	No. of days	Sanction order No.	Sanction order Date	Int. Amt for amt	Interest payable on Int. Amt	Total Amt Payable on Int. Amt	Int. Amt for amt	Interest payable on Int. Amt	Total Amt Payable on Int. Amt	Int. Amt for amt	Interest payable on Int. Amt	Total Amt Payable on Int. Amt
34474	Maryamma P	Employment Officer			240	1311	01/05/2015	41454.00	19523	32259.00	41454.00	5407	46943.00	41454.00	9605	45941.00

SparkCode	Bill Type	Bill Nature	Processed On	Bill Gross	Bill Net	Status
64554779629385886170	Contingent bill	TSP	14/06/2017 08:25:59	58259	58259	Not submitted

Print Bill | Generate Bank Statement | Due Draw Statement

Screen shot of 'View prepared contingent claim' window

## STEP 4: E- SUBMIT

### Step 4: Accounts ----> Bills ----> e Submit Bill

After selecting the approved "Terminal surrender PR 2014" claim, click on "Approve and Submit" button to E-submit the bill

E-Submit Bill

Department: National Employment Service  
 Office: DIST EMPLOYMENT EXCHANGE PALAKKAD  
 DDO Code: 001

Bill Details

Treasury: District Treasury, Palakkad  
 Bill Control Code: 64554779629385886170  
 Head of Account: 2071.01.115.99.00.00.00  
 SDO Name: Rema C  
 Month and Year: 6/2017  
 No. of Employee/s: 1  
 Bill Gross: 58259  
 Recovery: 0  
 Bill Net: 58259  
 Prepared by: 354452  
 Prepared on: 14/06/2017  
 Bill details: TSP Claim for June 2017 - Terminal Surr of EL Arrear(2014)

Approve and Submit

Present status of Esubmitted bills may be viewed using Accounts-Bills-View Submitted Pay Bills

Submission Status for the month of 6 / 2017

BillNo	requestedby	requestedon	status
5242609	354452	01/06/2017 14:10:31	Bill submitted successfully
5242656	354452	01/06/2017 14:13:21	Bill submitted successfully
5242676	354452	01/06/2017 14:13:51	Bill submitted successfully
5242690	354452	01/06/2017 14:14:11	Bill submitted successfully
5242707	354452	03/06/2017 12:11:12	Bill submitted successfully

Screen shot of 'E- submit' window

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