

## **IMPORTANT NOTICE REGARDING DCPS DA ARREARS RECOVERY**

### **For DCPS Employee**

- 1. First, apply eligibility for the Employee as DA Arrears and for DCPS Deduction apply as DCPS DA Arrears recovery.**
- 2. Enter DA arrears amount in Non-Computational Dues-Deductions by selecting Allowance and click on Save button.**
- 3. Go To Path : Worklist > DCPS > DCPS Contribution > DCPS Delayed/DA Arrears/Pay Arrears—Select Bill Group, Pay Month as July and Pay year as 2013-2014 and Payment Type as DA Arrears.**
- 4. Enter Period from and to as 01/01/2013 to 30/04/2013.**
- 5. Then enter total DA Arrears amount in column DA and in contribution enter 10% of DA Arrears manually and get this record Save.**
- 6. After Generating the paybill, you will find the DA Arrears amount in Allowance side as well as Deduction regarding 10% DA Arrears in Deduction side.**
- 7. You will also find DCPS DA Arrears Schedule for the respective Bill Group.**

### **For GPF Employee**

- 1. First apply eligibility for the Employee as DA Arrears.**
- 2. Simply enter enter DA arrears in Non-Computational Dues-Deductions in Allowance Side and get it save.**
- 3. After Generating the paybill, you will find the DA Arrears amount in Allowance side.**