Flow of Arrear Module

1. Log in to the DDO account and assign the role of the Arrear Module to the designated employee. This involves navigating to the Application management →Module Wise menus Permission → Then select The Module Name from dropdown list and then selecting the employee who needs access, and granting them the necessary permissions to use the Arrear Module. Ensure that the assignment is saved and verified to confirm that the employee can now access and operate the Arrear Module effectively.

2. Process flow regarding Arrear Module:

Establishment Data Entry Step 1	Establishment Verifier Step 2	Arrear Management User Step3	DDO Step 4	Reports Step 5
Generate Order For Arrear	View Arrear Order	Employee HRA & RA Rate Detail For Arrear	Arrear Bill View	Under Salary Report main Menu **Arrear Pay bill Register and Schedule**
Save Arrear Order	Approve/Reject Arrear Order	Generate Arrear Calculation	Arrear Bill Approve/Reject	Generate Arrear Bill Reports
Save Arrear Order in Excel Format and Print For Verification		Generate Bill	Approve Treasury Voucher against Arrear Bill	
Submit Arrear Order To Verifier Officer		Submit Arrear Bill for Verification	Revert Treasury Voucher against Arrear Bill	
		Update Treasury voucher against Arrear Bill and sent for verification		
		Reports Under Salary Report main menu **Arrear Pay bill Register and Schedule**		

3. For detail tutorial on Arrear module please follow this video: https://youtu.be/aztxdUeJbVU?si=b9jeEX7d23xgmCjH.