

**CFMS**

(COMPREHENSIVE FINANCIAL MANAGEMENT SYSTEM)

# HUMAN RESOURCE MANAGEMENT USER MANUAL



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## 1. INTRODUCTION

**CFMS Portal** provides multiple accesses for users of different departments based on role specific content. Users can access **CFMS Portal** once they have been authenticated in the portal which offers a single point of access to information and services both inside and outside the organization. All the modules of **CFMS** should be accessed through portal internet / intranet.

The ERP Human Capital Management solution offers a complete and integrated set of tools to help organization effectively to manage people. Organization can hire the best talent, align employee goals with organizational objectives, cultivate employee skills, and measure and reward performance. At the same time, organization can automate all core HR processes to increase efficiency, reduce costs, and support compliance.

At State Government the Human Resources module has the following sub modules viz. Personnel Administration, Organization Management, e-Recruitment, Time Management, Performance Appraisal, Training & Event Management, ESS/MSS and Payroll.

### 1.1 SYSTEM OVERVIEW

HRMS is having the capability to maintain single model database, capturing all personal and job related data of all kind of State Government employees. Including permanent, temporary, contractual, employees on deputation, ex-employees retired on superannuation, voluntarily retired, resigned, dismissed, opted for pension, employees of societies, corporations, local bodies, etc.

In line with the above, HRMS will include all functions covering recruitment, appointment, postings & transfers, training management, payroll lifecycle management (including management & tracking of loans & advances, claim & reimbursement management, GPF), retirement benefits, post-retirement benefits and a gamut of employee self-services etc.

### 1.2 PROJECT REFERENCES

The documents like **SDD**, **FRS** etc. were referred before drafting the user manual.

### 1.3 ORGANIZATION WORKFLOW STRUCTURE



HRMS is having the capability to maintain single model database, capturing all personal and job related data of all kind of State Government employees. Including permanent, temporary, contractual, employees on deputation, ex-employees retired on superannuation, voluntarily retired, resigned, dismissed, opted for pension, employees of societies, corporations, local bodies, etc.

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## 1.4 ACRONYMS & ABBREVIATIONS

Term	Definition
ACC	Auxiliary Cadet Corps
ACR	Annual Confidential Report
AG	Accountant General
AGP	Academic Grade Pay
AICTE	All India Council for Technical Education
AIS	All India Services
APAT	Andhra Pradesh Administrative Tribunal
APCCA	Andhra Pradesh Classification Control and Appeals
APGLI	Andhra Pradesh Government Life Insurance
APPO	Assistant Pension Payment Office/Officer
APPSC	Andhra Pradesh Public Service Commission
APTC	Andhra Pradesh Treasury Code
BCO	Budget Controlling Officer
BI	Business Intelligence
BI IP	BI Integrated Planning
BO	Business Objects

Term	Definition
CBT	Computer Based Training
CCA	City Compensatory Allowance
CCO	Chief Controlling Officer
CFMS	Comprehensive Financial Management System
CL	Casual Leave
COA	Chart of Accounts
COTS	Commercial Off The Shelf
CPF	Contributory Pension Fund
CPS	Contributory Pension Scheme
CVP	Computational Value of Pension
CVPO	Commutation Value of Pension Order
DA	Dearness Allowance
DA	Dearness Allowance
DDO	Drawing and Disbursing Officer
DE	Departmental Enquiry
DPC	Departmental Promotion Committee
DTA	Director Treasuries and Accounts

Term	Definition
DTO	District Treasury Office/Officer
ECS	Electronic Clearance Service
EL	Earned Leave
EMI	Equated Monthly Installments
EOL	Extra Ordinary Leave
EP	Enterprise Portal
ERP	Enterprise Resource Planning
ESI	Employee State Insurance
ESS	Employee Self Service
FBP	Flexible Benefit Package
FC	Fund Center
FR	Fundamental Rule
FTA	Fixed Travelling Allowance
GAD	General Administration Department
GIS	Group Insurance Scheme
GoAP	Government of Andhra Pradesh
GPF	General Provident Fund

Term	Definition
GPO	Gratuity Payment Order
HAG	Higher Administrative Grade
HBA	House Building Advance
HCM	Human Capital Management
HOD	Head of the Department
HOO	Head of Office
HPL	Half Pay Leave
HR	Human Resource
HRA	House Rent Allowance
HRMS	Human Resource Management System
IT	Information Technology
JDPO	Joint Director Pension Payment Officer
KPA	Key Performance Area
KRA	Key Result Area
LDC	Lower Division Clerk
LPC	Last Pay Certificate
LTA	Leave Travel Allowance

Term	Definition
LTC	Leave Travel Concession
MCR HRD	Marri Chenna Reddy Human Resource Development
MRO	Mandal Revenue Officer
MSS	Manager Self Service
NAV	Net Asset Value
NEFT	National Electronic Fund Transfer
NGGO	Non Gazetted Government Officer
NGO	Non Gazetted Officer
NPA	Non-Practice Allowance
NPS	New Pension Scheme
NSDL	National Securities Depository Limited
NW	Net Weaver
OM	Organizational Management
PA	Personnel Administration
PAO	Pay and Accounts Office/Officer
PBF	Public Fund Formulations
PD A/C	Public Deposit Account

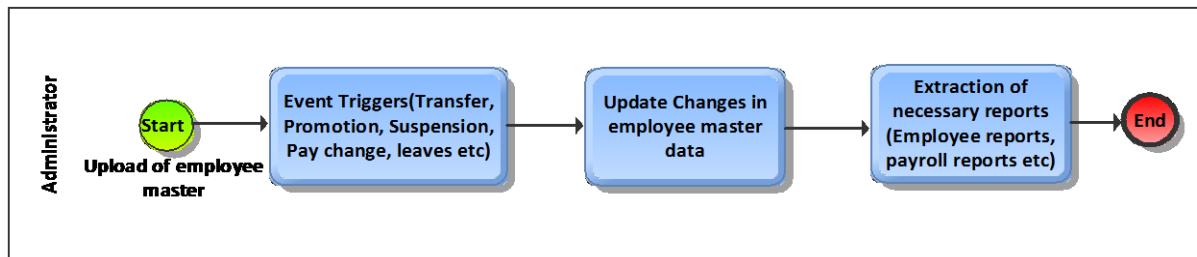
Term	Definition
PFW	Part Final Withdrawal
PIA	Pension Issuing Authority
PPO	Pension Payment Office/Officer/Order
PRAN	Permanent Retirement Account Number
PRC	Pay Revision Commission
PSMIS	Pension settlement and Management Information System
PSU	Public Sector Undertaking
PT	Professional Tax
RBI	Reserve Bank Of India
RFP	Request for Proposal
RTGS	Real Time Gross Settlement
SAO	State Audit Office
SAP	Systems Applications and Products in Data Processing
SLA	Service Level Agreement
SMPC	Surplus Man power Cell
SRS	System Requirement Specification
STO	Sub Treasury Office/Officer

Term	Definition
TA	Travelling Allowance
TBR	Treasury Bill Register
TDS	Tax Deducted at Source
TEM	Training and Event Management
TM	Time Management
TNA	Training Need Analysis
TTA	Transfer Travelling Allowance
UGC	University Grants Commission
UID	Unique Identification
User	Reviewer or Author
VC	Visual Composer
WBT	Web Based Training
WPAO	Works Pay and Accounts Office/Officer

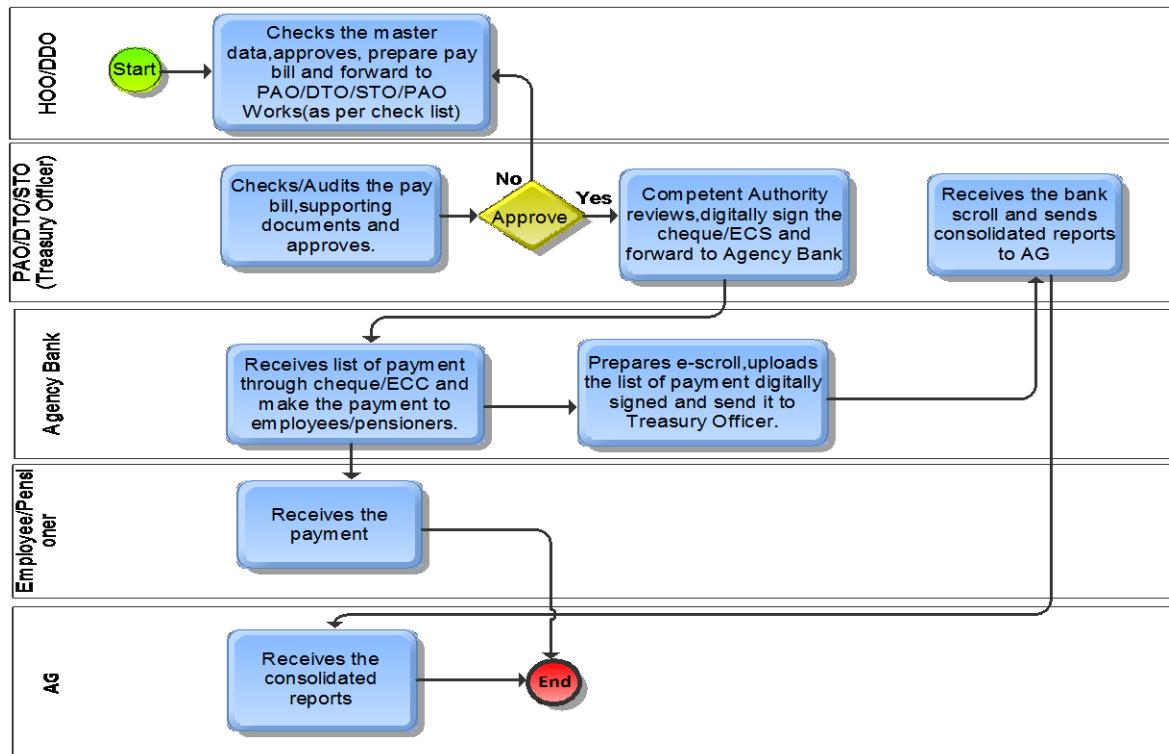
## 2. SYSTEM SUMMARY

### 2.1 DATA FLOWS

#### 2.1.1 PROCESS FLOW OF ADMINISTRATOR SERVICES



#### 2.1.2 PROCESS FLOW OF PAYROLL PROCESSING



### 3. GETTING STARTED

Below listed are the steps to be followed to logon to **CFMS** portal application:

#### 3.1 LOGIN

**Step 1:** Enter the CFMS Portal URL in IE (Internet Explorer version 8, 9 and 10) or Mozilla or Google chrome browser.

**Step 2:** Click on ‘Enter’ button on your keyboard to navigate to CFMS Portal login page and enter the link “<https://cfms.apfinance.gov.in>”.

You can access all the portal applications by getting logged on to CFMS portal.



Below listed are the First time ‘login instructions’ to the end user:

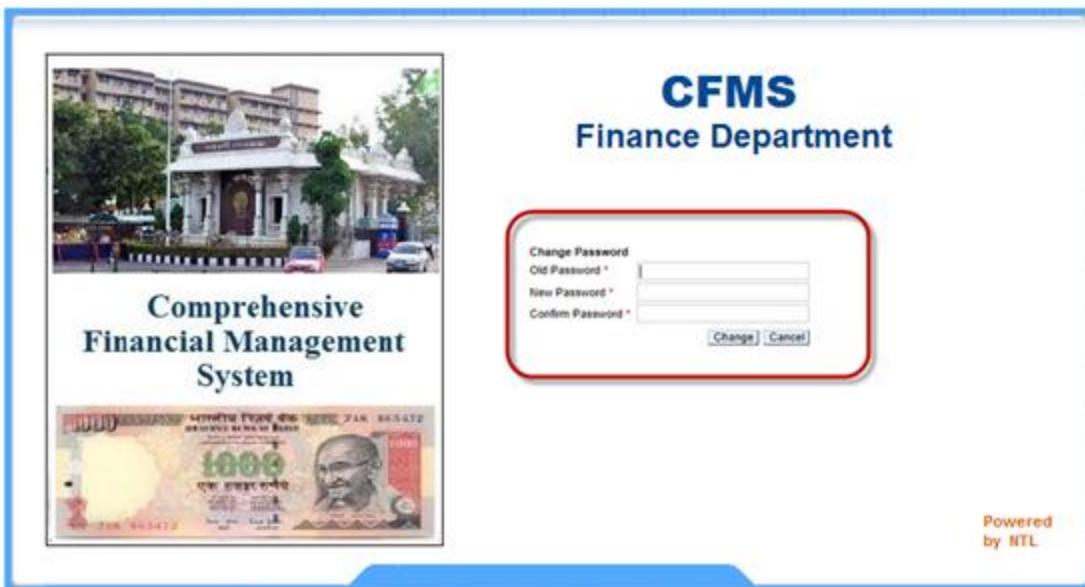
- On the ‘Login screen’, enter your existing ‘User id’ used for accessing CFMS Portal system.
- Enter the ‘Password’ which has been provided by the administrator through communication mail.



- Click 'Logon' button.



- Below shown screen will be displayed (only if the user is getting logged onto the portal for the first time, as this helps the user to change his/her password). Enter the '**Old password**' provided to you by the administrator.
- Enter the '**New password**' and confirm the password by re-entering it in '**Confirm password**' field.



- Click 'Change' button.



Now, you will be navigated to **CFMS** portal main page.

Home Budget Management Receipts Management Expenditure Management Debt Management HRMS Manager Self-Service DOD Services Employee Self-Service STO/PAO Services HR Org Data Back Forward

CFMS Home Page

**Pending Tasks & Mails**

No.of Un Read Tasks	No.of Un Read Mails
0	0

ప్రార్థిత భాదులు ఎంచిక కొను క్రింద పోక దయచేసి ఎముకోసి

CFMS Portal Telugu  
CFMS Portal English

Welcome To CFMS Portal

Classification of transactions in Government Accounts on a function-cum-programme basis was introduced from 1st April, 1974. This functional classification was evolved with the twin objectives of reflecting Government transactions in terms of functions, programmes and schemes and securing correspondence between accounting classification and plan heads of development.



The Budget heads of account and rules of classification prior to 1974 were not easily understood. Budget heads and plan heads (adopted by the Planning Commission for Plan purposes) did not match and meaningful comparison between these two became almost impossible. In order to obviate this and to enable easy preparation of performance budgeting, the Administrative Reforms Commission appointed by Government of India had made certain recommendations for changes to the classification of budget heads. Based on these recommendations, the Comptroller and Auditor General of India prescribed a new List of Major heads and minor heads to come into force with effect from 1st April 1974.



If you are unable to perform the login process or for any other queries, please do contact help desk.

#### Help desk no's:

#### Change Password

The user has been provided with an option of changing the password for his / her security reasons.

**Step 1:** Click on the Personalize link.

Personalize | Log off

Welcome Deepika Mallam

Student Course Administration Recruiting Administrator Back Forward

You will be navigated to the below shown screen.

**Step 2:** Click Modify button.

User Profile

General Information		Contact Information	Additional Information
Logon ID:	DEEPIKAM		
Last Name:	Mallam		
First Name:	Deepika		
E-mail Address:			
Form of Address:			
Language:			
Activate Accessibility Feature:	<input type="checkbox"/>		
Security Policy:	Default		

**Step 3:** Enter the **Old Password**, **Define password** (This is the new password) & **Confirm password**.

**Step 4:** Enter the other required fields and click **Save** button.

User Profile

General Information		Contact Information	Additional Information	Assigned Roles
Logon ID:	DEEPIKAM			
Old Password:	*****			
Define Password:	*****			
Confirm Password:	*****			
Last Name: *	Mallam			
First Name:	Deepika			
E-Mail Address:				
Form of Address:				
Language:				
Activate Accessibility Feature:	<input type="checkbox"/>			
Security Policy:	Default			

## Raising a Ticket

There is a provision for the users to raise tickets for any of the transactional error or any. Below listed are the steps to be followed for raising the tickets.

**Step 1:** Login to the CFMS portal.

**Step 2:** Click **Support** tab.

To the left side of the screen you can view the tabs **Issue / Create ticket, Ticket Status, My Tickets.**

**Step 3:** Click **Issue / Create Ticket.**

Below shown screen is displayed.

**Step 4:** Select **Application Name**.

**Step 5:** Enter **the title of the issue, Email id, created by, contact no, priority and test case no.**

**Step 6:** Enter **the description.**

User id: RAJESHK  
Created by: goap user  
Created Date: 20.10.2014  
Contact No: 8898788667  
\* Application Name: Debt Management  
\* Title of the issue: transaction error  
\* Priority: High  
Testcase No.: CFMS\_001  
Email id: test@gmail.com

Description of the issue | Attachment

\* Enter Description of the issue:  
transaction error

**Step 7:** Upload files by clicking **Choose file** and click **Attach files** button to attach the uploaded files. Enter the description of the attached file in the **Description** field.

User id: RAJESHK  
Created by: goap user  
Created Date: 20.10.2014  
Contact No: 8898788667  
\* Application Name: Debt Management  
\* Title of the issue: transaction error  
\* Priority: High  
Testcase No.: CFMS\_001  
Email id: TEST@GMAIL.COM

Description of the issue | Attachment

Choose File: No file chosen | \* Description: [empty]

File Name	File Description	File Type	Created by	Created on
C:\fakepath\Timesheet(Sep-Oct).xls	test	application/vnd.ms-excel	RAJESHK	20.10.2014

**Step 8:** Click **Submit** button to submit the ticket.

Ticket No.: 0000000443 is created Successfully.

User id:	RAJESHK	Created by:	goap user	
Created Date:	20.10.2014	Contact No:	8898788667	
* Application Name:	<input type="button" value="Select Application Name"/>	* Priority:	High	
* Title of the issue:	<input type="text"/>			
Email id:	<input type="text"/>			
<input type="button" value="Description of the issue"/> <input type="button" value="Attachment"/>				
<input type="button" value="Choose File"/> <input type="text" value="No file chosen"/>		* Description: <input type="text"/>		
<input type="button" value="Attach files"/>		<input type="button" value="Delete file"/>		
File Name	File Description	File Type	Created by	Created on
C:\fakepath\Timesheet(Sep-Oct).xls	test	application/vnd.ms-excel	RAJESHK	20.10.2014

A ticket number will be generated once the ticket is submitted. Click menu **My Tickets** to view all the created tickets.

Home Debt Management Support

| Back Forward

My Tickets

Detailed Navigation

- Issue / Create Ticket
- Issue Status

**My Tickets**

Other Website Links

- Central Govt Links
  - GOI Web Directory
  - Government schemes
  - Income Tax Department
  - National Portal of India
  - Passport Seva
- State Govt Links
  - AP NIC site
  - AP Online site
  - AP State Portal
  - Online Portals

Tickets Pending With me for action

SNo	Ticket No.	Description	Application	Created Date	Status
The table does not contain any data					

**My Tickets**

SNo	Ticket No.	Description	Application	Created Date	Status
1	161	HoA posting issue	Debt Management	08.10.2014	New
2	443	transaction error	Debt Management	20.10.2014	New

Click menu **Issue Status** to view the status of the tickets.

## 4. EMPLOYEE SERVICES (SELF SERVICE)

Employee self-service (ESS) / Manager self-service (MSS) is a web based application that provides employees with access to their personal records and their payroll details. The most common features of self-service is that it allows employees to change their own data about marital status, address, contact details, update family data etc. Often included with ESS is the

ability for employees to apply for leave and have that application directed to the employee's manager for consideration. ESS application provides details of pay slips, Form-16, both current and previous. ESS can operate as a feature on an employer's intranet or via a web ASP service.

Self-services shifted the focus from these purely efficiency based applications towards empowering employees and managers to take more responsibility for their jobs and development.

The principal advantage for employers providing ESS is that it is more efficient means of collecting changes to employees' details and distributing payroll related details to employees. This is particularly true for organizations dispersed over a number of physical locations. Additionally, because employee self-service technology eliminates the need for postage and paper printing of these forms, substantial monetary savings can be realized.

All the employees will be assigned with their own individual **login ids & passwords**.

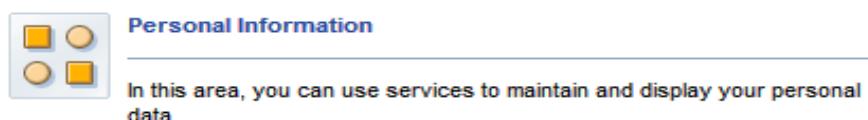
Below listed are the steps to be followed by the employee.

**Step 1:** Click **Employee self-service** tab.

#### **4.1 CREATING PERSONAL INFORMATION**

Below listed are the steps for creating personal information.

**Step 1:** Click **Personal information** icon.



## Personal Profile

The screenshot shows the Employee Self Service Area Page. At the top, there are tabs for Home and Employee Self-Service. Below the tabs, the page title is "Employee Self Service Area Page". A "Back" button is present. On the left, there is a sidebar with links: Employees Search, Statewide Employee Directory, My Balances, and Employee Balance Details (Leave, Loan, GPF, APGLI and Increment). A red box highlights the "Personal Information" section, which contains the following text: "You can enter, change, or delete your personal data here (for example, addresses or bank details)." Below this text are several links: Employees Search, Statewide Employee Directory, My Balances, and Employee Balance Details.

All the details of a particular employee i.e. he / she will be displayed as shown below.

The screenshot shows the Personal Profile screen. It is divided into several sections:

- Personal Data:** Displays a placeholder profile picture and personal information: Name: KRISHNA VENI G, Date of Birth: 19.10.1964, Marital Status: Married. A pencil icon is next to the name.
- Bank Information:** Displays Main bank information: Payee: KRISHNA VENI G, Bank name: STATE BANK OF HYDERABAD, Bank Account: 52088481436. A pencil icon is next to the payee name.
- Personal ID:** Contains PAN Number (Number: BMNPG5675B, Valid From: 01.03.2014, Valid To: 31.12.9999) and APGLI Number (Number: 304126, Valid From: 01.03.2014). Each number has a pencil icon next to it.
- Family Members / Dependents:** Shows the message "No data available".
- Internal Data:** Shows the message "No data available".

**Step 3:** Click pencil icon to change the personal data.

Below shown is the screen displayed when you click on pencil icon.

Personal Profile

Edit Personal Data

Save and Back | Save | Cancel

<b>Name</b>	<b>Other Personal Data</b>
* Title: Mrs * First Name: BHAVANI * Last Name: PEYETI Initials: Known as:	* Nationality: Indian Second Nationality: Third Nationality: * Language: English State: Andhra Pradesh Religion:
<b>Birth Data</b>	<b>Marital Status</b>
* Date of Birth: 22.08.1975 Name at Birth: Place of Birth: Country of Birth: India * Gender: <input checked="" type="radio"/> Female <input type="radio"/> Male <input type="radio"/> unknown	Marital Status / Since: Married Number of Children: 0
<b>Photo</b>	
You can upload a file in JPG or JPEG format. The maximum size is 1 MB. Choose File   No file chosen   Upload   Delete	

**Step 4:** Enter the required fields and click **Save** button.

**Save:** This button allows you to save the changes.

**Save and back:** This button allows you to save and return back to the previous screen.

**Cancel:** This button allows you to cancel the action performed.

**Step 5:** Click **Add** button.

Personal ID	Add
N Number	Superannuation for India
Number: ANOPP42	Passport
Id From: 02.02.19	GPF Number
Valid To: 31.12.999	PRAN Number
dhaar ID	APGLI Number
Number: 1254789	ZPF Number
id From: 28.04.2014	ESI Number
Valid To: 31.12.9999	

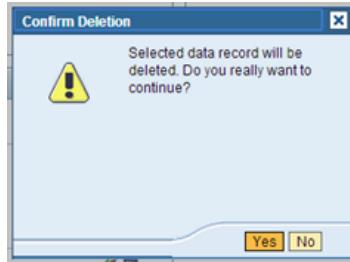
A list of all the personal ids added will be displayed. The user can add as per his / her requirement.

*Ex: Passport.*

Valid To: 31.12.9999
<b>Passport</b>
Number: Valid From: 01.05.2014 Valid To: 31.12.9999
<b>Aadhaar ID</b>
Number: 125478966625

**Step 6:** Click Pencil icon to edit the details and click **Save** button to save the details.

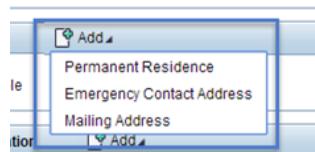
The user can also delete the details by clicking on delete button. A confirmation message will be displayed stating “**Selected data record will be deleted. Do you really want to continue?**”



**Step 7:** Click **yes** if you wish to delete else click **No**.

**Step 8:** Click **Add** button in the addresses tab to add the address.

A list of all the type of addresses which can be added will be displayed as shown below.



**Step 9:** Click on an appropriate type.

*Ex: Permanent Residence.*

You will be navigated to the below shown screen.

**Step 10:** Enter all the required fields and click **Save** button.

**Step 11:** In order to add Communication details, click **Add** button in the communication tab.

A list of all the available communication types will be displayed.



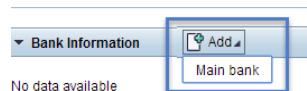
**Step 12:** Select an appropriate **communication type**.

*Ex: Emergency contact number.*

**Step 13:** Enter the **Emergency contact number** and click **Save** button to save the details.

Click **Save and back** button to save and return back to the previous screen.

**Step 14:** Click **Add** button in the Bank information tab to add the bank details.



**Step 15:** Click **Main bank**.

**Step 16:** Enter all the required fields.

By default the **payee name** & the **Bank country** will be displayed.

**Postal code / City:** Enter the postal code and the city.

**Step 17:** Click **Search icon** to select the Bank key.

The below shown screen will be displayed where in you need to search and select the bank keys.

**Search:** This button allows searching for a given data.

**Clear data:** This button allows clearing all the entries.

**Step 18:** Enter the **Bank account**.

**Step 19:** Select the **Payment method**.

Bank Account	
Payment Method:	Bank Transfer
Purpose:	Bank Transfer
Payment Currency:	Cash Payment Cash Payment RTGS

**Step 20:** Enter the Purpose and click **Save** button to save the details.

The user can even access the personal profile by clicking on the click available on the home page as shown below.



## Employee Search

**Step 1:** Click **Personal information** icon.



**Step 2:** Click on the link **Employee search**.

**Employee Self Service Area Page**[Back](#)

▼

Personal Information  
You can enter, change, or delete your personal data here (for example, addresses or bank details).

[Employees Search](#) Employees Search

[Statewide Employee Directory](#)

[My Balances](#)

[Employee Balance Details \(Leave, Loan, GPF, APGLI and Increment\)](#)

You will be navigated to the below shown screen.

Home    Employee Self-Service

Employees Search

Please enter the search criteria

[Advanced search](#)    [Change Own Data](#)

Last Name:

First Name:

**Step 3:** Enter the **Last Name, First Name**.

*Ex: Krishna.*

**Step 4:** Click **Search** button.

**Employees Search**

Please enter the search criteria

[Advanced search](#) [Change Own Data](#)

Last Name:	Krishna
First Name:	

[Search...](#) [New Search](#)

**Result List**

Last Name	First Name	Extension	E-mail	Building Number	Room Number	Personnel Number
krishna	satheeshkumar					10510379
krishna	ramamoorthy reddy					10453298
Krishna	Hemabushanam					10197355
KRISHNA	RAO					90044340
KRISHNA	RAO					90237685
KRISHNA	RAO					90320568
KRISHNA	RAO					90524389
KRISHNA	RAO					90488951
KRISHNA	RAO					90444170
KRISHNA	RAO					90407081
KRISHNA	RAGHURAMULU					10167538

A list of all the relevant employee details will be displayed as shown in the above screen.

By clicking on the **hyperlink** of the last name, a detailed information view of the employee details will be displayed as shown below.

**Employee profile for Rama Krishna**

**Communication**

Extension:  
E-mail:

**Department**

Organizational Unit: [Agriculture And Co-operat](#)  
Cost Center: [GOAP HRMS](#)  
Building Number:  
Room Number:

**Miscellaneous**

Last Name:	Krishna
First Name:	Rama
Position:	Deputy Director
Job:	
License Plate Number:	
Personnel Number:	09005000
System User Name:	09005000

**Step 5:** If employee wants to search, click **New search** button for searching.

Also there is an **advanced search** available where you can search on different criteria's as shown below.

### Employees Search

Please enter the search criteria

[End advanced search](#)

[Change Own Data](#)

Last Name:  
First Name:  
Organizational unit:  
Position:  
Job:  
Cost Center:  
Extension:  
Building Number:  
Room Number:  
License Plate Number:  
System User Name:

Krishna

**Step 1:** Enter the **Search** criteria for which the list has to be displayed.

### Employees Search

Please enter the search criteria

[End advanced search](#)

[Change Own Data](#)

Last Name:  
First Name:  
Organizational unit:  
Position:  
Job:  
Cost Center:  
Extension:  
Building Number:  
Room Number:  
License Plate Number:  
System User Name:

Krishna

#### Result List

Last Name	First Name	Extension	E-mail	Building Number	Room Number	Personnel Number
krishna	satheeshkumar					10510379
krishna	ramamoorthy reddy					10453298
Krishna	Hemabhusanam					10197355
KRISHNA	RAO					90044340
KRISHNA	RAO					90237685
KRISHNA	RAO					90320568
KRISHNA	RAO					90524389
KRISHNA	RAO					90488951
KRISHNA	RAO					90444170
KRISHNA	RAO					90407081
KRISHNA	RAGHURAMULU					10167538
KRISHNA	PURUSHOTHAM					10027732
KRISHNA	PRASAD BABU					10436280
KRISHNA	PRASAD					90466699
KRISHNA	P					90018351



**NOTE!** If you are in search of an organizational unit, you need to enter \* before and after the search name of the organizational unit.

Ex: If you are in search of Finance department, enter the field as \*FIN\*.

End advanced search		Change Own Data				
Last Name:		First Name:				
First Name:		Organizational unit:	*fin*			
Organizational unit:		Position:				
Position:		Job:				
Job:		Cost Center:				
Cost Center:		Extension:				
Extension:		Building Number:				
Building Number:		Room Number:				
Room Number:		License Plate Number:				
License Plate Number:		System User Name:				
<input type="button" value="Search..."/> <input type="button" value="New Search"/>						
<b>Result List</b>						
Last Name	First Name	Extension	E-mail	Building Number	Room Number	Personnel Number
-	NUSRATH HUSSAIN					00010028
ACHANTA	SATYANARAYANA					00010021
ALLENA	SUDHAKAR					00010002
BALLA	VENKATA VUAYA RAMA KRISH					00010015
BATREDDI	SAVITHRI					00010012
DARSJI	JANAKI RAMAIAH					00010035
DASYAM	VUAYA KUMARI					00010019
DIYYA	RAVI KUMAR					00010011
EAMANI	SURESH BABU					00010030
GUNDAVARAPU	SRI RAMA MOHANA RAO					00010008
IRUKU	SURYA VENKATA SATYA SUBRA					00010033
JALAVADI	VEDA VYASA RAO					00010018
JAMLPUR	CHANDRASEKHAR					00010046

Click **back** button to navigate back to the previous page.

## My Balances

Here the employee can view all the balance details related to leave, loan, GPF, APGLI and increment.

**Step 1:** Click on the link **My Balances**.

## Employee Self Service Area Page

[Back](#)



### Personal Information

You can enter, change, or delete your personal data here (for example, addresses or bank details).

[Employees Search](#)

[Statewide Employee Directory](#)

**My Balances**

[Employee Balance Details \(Leave, Loan, GPF, APGLI and Increment\)](#)

You will be navigated to the below shown screen where all the balance details will be displayed.

The screenshot shows the 'My Balances' section of the Employee Self Service Area Page. It includes six tables:

- Leave Details:** Shows three entries: CASUAL LEAVE (Balance 10.0), HALF PAY LEAVE (Balance 232), and EARNED LEAVE (Balance 209).
- Loan Details:** An empty table with columns: S.I.No., Loan Type, and Loan Balance.
- GPF Details:** An empty table with columns: S.I.No. and GPF Details.
- APGLI Details:** Shows one entry: APGLI Number 304126 with Opening Balance, Debit, and Credit all at 0.00.
- Increment Details:** Shows one entry: Last Increment Date 01.01.2015 and Next Increment Date 01.01.2016.
- CPS Details:** An empty table with columns: S.I.No., PRAN Number, Balance, Debit, and Credit.

## My Employment Details

**Step 1:** Navigate to Employee self-service → My Employment details.

The screenshot shows the 'Employee Services' page. At the bottom, there is a sidebar with several links:

- Personal Information (with two icons)
- Employees Search
- My Balances**
- My Employment Details** (highlighted with a red box)
- Annual Property Returns

You will be navigated to the below shown screen. Here all the details regarding the particular employee who so ever has been logged in will be displayed such as Employee No, Employee name etc.

## 4.2 LEAVE MANAGEMENT (LEAVE)

In this area, the user can record his / her working time , request leave and display his / her time account data.

Below listed are the steps for performing leave management.

**Step 1:** Click **LEAVE** icon for checking the data related to leaves and the holidays

The screenshot shows the 'Employee Services' application window. At the top, there is a navigation bar with tabs: 'Map', 'Directory', and 'Index'. Below the navigation bar, there are three main service sections:

- Personal Information**: Contains icons for address, contact, and other personal details. A descriptive text states: "In this area, you can use services to maintain and display your personal data."
- Leave**: Contains icons for leave requests and balances. A descriptive text states: "In this area, you can use services to request leave, and display your Leave balances." This section is highlighted with a red rectangular border.
- Pay Details**: Contains icons for salary slips and payment information. A descriptive text states: "In this area, you can use services to display your Salary slip and other information regarding your payment."

The below shown screen will be displayed.

**Employee Self Service Area Page**

Back

Leave Request



[Create Leave Request](#)  
You can request leave and other types of absences here.  
[Leave Overview](#)  
You can display the Leave Overview and review, change, or delete existing leave or other types of absences here. You can also request additional leave.  
[Leave Balances](#)  
You can display your leave balance and other time account information here.  
[Leave Encashment](#)

Employee leave related details and the balances of available **leaves**; **Leave Encashment**, **holiday calendar** etc. can be created from this menu.

#### **Creating a leave request**

Below listed are the steps for creating a leave request.

#### **Step 1: Click Create leave request.**

**Employee Self Service Area Page**

Back

Leave Request



[Create Leave Request](#) Create Leave Request  
You can request leave and other types of absences here.  
[Leave Overview](#)  
You can display the Leave Overview and review, change, or delete existing leave or other types of absences here. You can also request additional leave.  
[Leave Balances](#)  
You can display your leave balance and other time account information here.  
[Leave Encashment](#)

**Leave Request: New**

Type of Leave	Start Date	Start time	End Date	End time	Processor	Status	Absence hours	Used
CASUAL LEAVE	16.12.2014	00:00:00	18.12.2014	00:00:00	VENKATA SUBR...	Sent	0.00	
EARNED LEAVE	30.10.2014	00:00:00	30.10.2014	00:00:00	V RAMESH PENU...	Approved	6.50	1 Days
EARNED LEAVE	19.09.2014	00:00:00	19.09.2014	00:00:00	V RAMESH PENU...	Approved	6.50	1 Days

**Leave Details** Check

**Type of Leave**

\* Type of Leave:  Description: CASUAL LEAVE

**General Data**

\* Start Date:  \* End Date:  Absence days:   
 \* New Note:

**Additional Data**

\* Leave Reason:  Leaving Station On:   
 Street:   
 \* City:   
 \* Mobile Number:

## Step 2: Select the Type of leave.

**Type of leave:** This option allows you to select a particular type of leave.

**Type of Leave**

\* Type of Leave:  Description:

**General Data**

\* Start Date:  \* End Date:  Absence hours:   
 New Note:

A dropdown menu showing various leave types, with 'CASUAL LEAVE' selected. A red box highlights the dropdown menu.



**NOTE!** All the mandatory fields are represented with a red asterisk (\*).

Depending on the type of leave selected the description of the leave will be displayed.

\* Type of Leave:  Description: CASUAL LEAVE

**Step 3:** In the **Additional data tab** click on **Search button** and select the reason for leave.

The screenshot shows a window titled "Additional Data". Inside, there is a single input field labeled "\* Leave Reason:" with a yellow background. To the right of the input field is a small square icon with a delete symbol.

A list of leave reasons will be displayed.

The screenshot shows a search results window titled "Search: Leave Reason". It displays a table with four rows, each representing a leave reason. The columns are "Text" (containing "CL"), "Customer Field" (containing "000001", "000002", "000003", and "000004"), and "Text" (containing "Out of Station", "Illness", "Private Affairs", and "Others").

	Text	Customer Field	Text
1	CL	000001	Out of Station
2	CL	000002	Illness
3	CL	000003	Private Affairs
4	CL	000004	Others

**Step 4:** Select an appropriate reason.

The screenshot shows the "Additional Data" form again. This time, the "Leave Reason" field contains the value "000001". Below it, other fields are present: "Door No:", "Street:", "City:", "Mobile Number:", and two time-related fields, "ForeNoon:" and "AfterNoon:", both of which are currently empty.

**Step 5:** Enter the **Door No, Street, City, Mobile number** as shown in the above screen.

**Step 6:** In the **General data tab**, select the **start date** and **end date** of the leave.

Type of Leave

* Type of Leave: CASUAL LEAVE
Description: CASUAL LEAVE

General Data

* Start Date: 15.09.2014
* End Date: 15.09.2014
Absence hours: 0.00
New Note: PLz Approve

Additional Data

* Leave Reason: 000001
* Door No: 4-32/A
* Street: 3
* City: hyderabad
* Mobile Number: 8898788667
ForeNoon:
AfterNoon:

**Step 7:** Enter the Note if required and click on the **check** button.

Leave Request: CASUAL LEAVE, 15.09.2014

Send | Send and New | Cancel

Type of Leave	Start Date	Start time	End Date	End time	Processor	Status	Absence hours	Used
CASUAL LEAVE	08.10.2014	00:00:00	08.10.2014	00:00:00	ADINARAYANA ...	Approved	0.00	
CASUAL LEAVE	02.09.2014	00:00:00	06.09.2014	00:00:00	NAGA MALLESW...	Approved	0.00	
CASUAL LEAVE	08.08.2014	00:00:00	08.08.2014	00:00:00	ADINARAYANA ...	Rejected	0.00	

Leave Details

<b>Check</b>
--------------

Type of Leave

* Type of Leave: CASUAL LEAVE
Description: CASUAL LEAVE

General Data

* Start Date: 15.09.2014
* End Date: 15.09.2014
Absence hours: 0.00
New Note: PLz Approve

Additional Data

* Leave Reason: 000001
* Door No: 4-32/A
* Street: 3
* City: hyderabad
* Mobile Number: 8898788667
ForeNoon:
AfterNoon:

A message will be displayed stating '**Check of leave request was successful**'.

Leave Overview

Leave request was sent successfully

Leave Data Overview | New

If the employee is applying a new leave on the same day (the day on which he has applied casual leave), then an error message is displayed as shown below.

**Leave Request: CASUAL LEAVE, 15.09.2014**

Send |  Send and New |  Cancel

1 Casual leave applied on this date

Type of Leave	Start Date	Start time	End Date	End time	Processor	Status	Absence hours
CASUAL LEAVE	08.10.2014	00:00:00	08.10.2014	00:00:00	ADINARAYANA ...	Approved	
CASUAL LEAVE	15.09.2014	00:00:00	15.09.2014	00:00:00	ADINARAYANA ...	Sent	
CASUAL LEAVE	02.09.2014	00:00:00	06.09.2014	00:00:00	NAGA MALLESW...	Approved	
CASUAL LEAVE	08.08.2014	00:00:00	08.08.2014	00:00:00	ADINARAYANA ...	Rejected	

**Leave Details** Check

**Type of Leave**

\* Type of Leave: CASUAL LEAVE  
Description: CASUAL LEAVE

**General Data**

\* Start Date: 15.09.2014  
\* End Date: 15.09.2014

**Additional Data**

\* Leave Reason: 000002  
\* Door No: 43-2/S  
\* Street: 6  
\* City: Hyderabad  
\* Mobile Number: 6676588998  
ForeNoon:   
AfterNoon:

**Step 8:** Click **send** button to send the leave request to the approving authority.

A detailed view of the leave applied will be displayed.

**Comprehensive Financial Management System**  
Finance Department

**Leave Request: CASUAL LEAVE, 15.09.2014**

Send |  Send and New |  Cancel

Type of Leave	Start Date	Start time	End Date	End time	Processor	Status	Absence hours
CASUAL LEAVE	08.10.2014	00:00:00	08.10.2014	00:00:00	ADINARAYANA ...	Approved	
CASUAL LEAVE	02.09.2014	00:00:00	06.09.2014	00:00:00	NAGA MALLESW...	Approved	
CASUAL LEAVE	08.08.2014	00:00:00	08.08.2014	00:00:00	ADINARAYANA ...	Rejected	

**Leave Details** Check

**Type of Leave**

\* Type of Leave: CASUAL LEAVE  
Description: CASUAL LEAVE

**General Data**

\* Start Date: 15.09.2014  
\* End Date: 15.09.2014  
Absence hours: 0.00  
New Note: PLz Approve

**Additional Data**

Leave Reason: 000001  
Door No: 4-32/A  
Street: 3  
City: hyderabad  
Mobile Number: 8898788667  
ForeNoon:   
AfterNoon:

**Attachment Name** **Type** **Size**  
 The table does not contain any data

OK |  Cancel

**Step 9:** Click **Ok** button for submitting leave.

**Leave Overview**

Leave request was sent successfully

**Leave Data Overview**

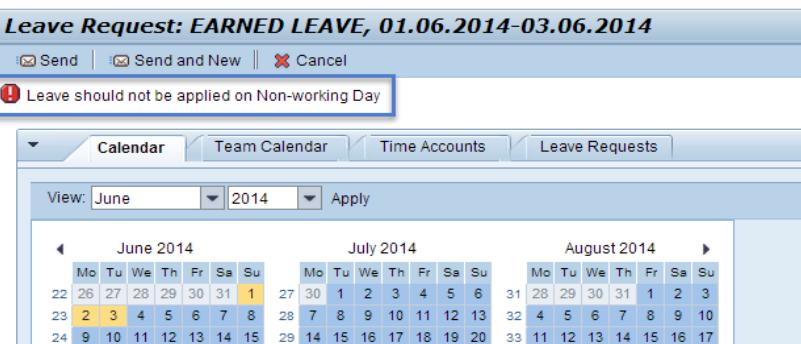
Actions	Type of Leave	Start Date	Start time	End Date	End time	Processor	Status	Absence hours	Used
	CASUAL LEAVE	08.10.2014	00:00:00	08.10.2014	00:00:00	ADINARAYANA...	Approved	0.00	
	CASUAL LEAVE	15.09.2014	00:00:00	15.09.2014	00:00:00	ADINARAYANA...	Sent	0.00	
	CASUAL LEAVE	02.09.2014	00:00:00	06.09.2014	00:00:00	NAGA MALLE...	Approved	0.00	
	CASUAL LEAVE	08.08.2014	00:00:00	08.08.2014	00:00:00	ADINARAYANA...	Rejected	0.00	

**Time Accounts Overview**

Time Account	Show from:	Deduction from	Deduction to	Entitlement	Entitlement Minus Planned
CASUAL LEAVE	13.09.2014	01.01.2014	31.12.2014	10.00 Days	10.00 Days
HALF PAY LEAVE		25.01.2014	31.12.9999	232.00 Days	232.00 Days
EARNED LEAVE	13.09.2014	01.01.2014	31.12.9999	209.00 Days	209.00 Days

A message will be displayed stating '**Leave request was sent successfully**'.

If the leaves are already applied or any public holiday is available on that particular selected date, then system will display an error message and the application does not allow applying leave on that particular day. An error message will be displayed when the user forgets to enter the mandatory fields.



**Send:** This button allows you to send the leave request.

**Send and New:** This button allows you to send the leave request and create a new request.

**Cancel:** This button allows you to cancel the action.

In the **Leave data** overview, employee can view the leave details (Leave type, leave start date and end date, status of the leave. etc.)

If employee wants to edit the leave request, he/she can edit the leave request unless & until the leave request is not approved by the approving authority.

**Step 13:** Click pencil  icon to edit the leave details displayed in the table.

**Step 14:** Click delete  button to delete the leave request.

### Leave data Overview

**Action:** This refers to the action which the user needs to perform. It includes two icons pencil & delete. The pencil icon is used to edit the leave type and the delete button is used to delete the leave.

**Type of leave:** This column displays the leave types which the users have applied.

**Start date:** It displays the date from which it is applicable.

**Start time:** It displays the time of a particular date from which the leave is applicable.

**End date:** This column refers to the date on which the leave ends.

**End time:** It displays the time of a particular date on which the leave ends.

**Processor:** This column displays the name of the processor to whom the leave request has been sent.

**Status:** The status of the leave whether it is approved or rejected or in process will be displayed.

**Absence hours:** It displays the hours of the employee absence.

**Used days:** it displays the number of the used leaves.

## 4.2.1 LEAVE APPROVAL PROCESS

**Step 1:** Login to CFMS portal.

**Step 2:** On the left side of the home screen, the user can view CFMS alerts menu where he / she can find all the requests (leaves, reimbursements, IT declarations, loans etc) as shown in the below screen.

The screenshot shows the CFMS Alerts interface. On the left, there's a navigation sidebar with links like Overview, CFMS Alerts (which is selected and highlighted in blue), Reports, and Other Website Links. The main area is titled 'CFMS Alerts' and displays a table of tasks. A message at the top says 'The list of items shown here could be outdated. Waiting for update'. The table has columns for Subject, From, Sent Date, Priority, Due Date, and Status. The first three rows, all from 'POTHA RAJU MARTHI' on Oct 14, 2014, are highlighted with a red border. The other rows show various other users and dates.

Subject	From	Sent Date	Priority	Due Date	Status
POTHA RAJU MARTHI's Leave Request	POTHA RAJU MARTHI	Oct 14, 2014	Medium		New
POTHA RAJU MARTHI's Leave Request	POTHA RAJU MARTHI	Oct 14, 2014	Medium		New
POTHA RAJU MARTHI's Leave Request	POTHA RAJU MARTHI	Oct 14, 2014	Medium		New
Approval for Claims and Advance Requests	AMMAJI MEKA	Oct 13, 2014	Medium		New
Approval for Claims and Advance Requests	AMMAJI MEKA	Oct 13, 2014	Medium		New
Approval for Claims and Advance Requests	AMMAJI MEKA	Oct 13, 2014	Medium		New
Approval for Claims and Advance Requests	SAMUELJUBILEE KONATHAM	Oct 9, 2014	Medium		New
Approval for Claims and Advance Requests	BHANUPRASAD CHATURVEDULA	Oct 8, 2014	Medium		New
Leave Requests	RAGHUNATH RAO DONGUPI	Oct 8, 2014	Medium		New

**Step 3:** Click on appropriate request to approve or reject.

You will be navigated to the below shown screen.

This screenshot shows the 'Approve/Recommend CASUAL LEAVE' screen for an employee named 'POTHU RAJU MARTHI' from '30.12.2014-30.12.2014, New'. The top navigation bar includes 'Close', 'Approve/Recommend', 'Reject', 'Previous', and 'Next'. Below this are tabs for 'Calendar', 'Team Calendar', 'Time Accounts', and 'Leave Requests'. The 'Leave Requests' tab is active, displaying a table of leave entries. The first entry is highlighted.

Type of Leave	Start Date	Start time	End Date	End time	Processor	Status	Absence hours	Used
CASUAL LEAVE	30.12.2014	00:00:00	30.12.2014	00:00:00	NALINI MOHAN KUMA...	Sent	0.00	
CASUAL LEAVE	11.12.2014	00:00:00	11.12.2014	00:00:00	NALINI MOHAN KUMA...	Sent	0.00	
CASUAL LEAVE	22.10.2014	00:00:00	22.10.2014	00:00:00	NALINI MOHAN KUMA...	Sent	0.00	
HALF PAY LEAVE	01.10.2014	00:00:00	07.10.2014	00:00:00	NALINI MOHAN KUMA...	Sent	26.00	7 Days
EARNED LEAVE	16.09.2014	00:00:00	16.09.2014	00:00:00	NALINI MOHAN KUMA...	Sent	6.50	1 Days

Below the table, there are sections for 'Leave Details' and 'Attachments'. The 'Leave Details' section contains fields for Type of Leave (set to 'CASUAL LEAVE'), Start Date (30.12.2014), End Date (30.12.2014), and Last Note. The 'Additional Data' section includes fields for Leave Reason (Private Affairs), Door No., Street, City (Hyderabad), and Mobile Number (8886393300). The 'Attachments' section is currently empty.

**Step 4:** Click **Approve** button to approve the request else click on the Reject button to Reject the request.

In case if the user is rejecting the request he / she has to fill the remarks text i.e. the reason for which the request is been rejected.

Approve/Recommend CASUAL LEAVE , POTH...				
<a href="#">Close</a> <a href="#">Approve/Recommend</a> <a href="#">Reject</a> <a href="#">Previous</a> <a href="#">Next</a>				
CASUAL LEAVE	22.10.2014	00:00:00	22.10.2014	
HALF PAY LEAVE	01.10.2014	00:00:00	07.10.2014	
EARNED LEAVE	16.09.2014	00:00:00	16.09.2014	
<b>Leave Details</b>				
<b>Type of Leave</b>				



**NOTE!** Leave approval process is based on employee reporting hierarchy and depends up on leave requested days as the approver levels are increased.

If any of the approval process is rejected, then the request is sent back to the initiator.

### Time Accounts overview

**Time Account:** It displays all type of leaves.

**Deduction from:** It displays the date from which the leave has been taken.

**Deduction to:** It displays the date up to which the leave has been taken.

**Entitlement:** it displays the total number of leaves.

**Entitlement minus planned:** It displays the total number of leaves remaining after taking particular leaves.

**Step 15:** Click **New button** to apply for a new leave.

The screenshot shows the 'Leave Overview' interface. At the top, there's a toolbar with a 'New' button highlighted in blue. Below it is a grid titled 'Leave Data Overview' containing several rows of leave requests. The columns include Action, Type of Leave, Start Date, Start time, End Date, End time, Processor, Status, Absence hours, and Used. Below this is another section titled 'Time Accounts Overview' with a table showing deduction details for various time accounts like Casual Leave, Earned Leave, Half Pay Leave, and Optional Holiday Quota.

You will be navigated to the below shown screen where in you can apply for a new leave and even view the details like calendar, team calendar, time accounts, leave requests.

In order to apply for a **New leave** refer **steps from 1 to 14**.

The screenshot shows the 'Leave Request' screen for 'CASUAL LEAVE, 15.09.2014'. It includes buttons for 'Send', 'Send and New', and 'Cancel'. Below is a navigation bar with tabs for 'Calendar', 'Team Calendar', 'Time Accounts', and 'Leave Requests', with 'Calendar' selected. A date picker shows 'View: September 2014' and '2014'. The main area displays a three-month calendar grid (September 2014 to November 2014) with days color-coded according to a legend at the bottom. The legend includes: Absent (light blue), Multiple Entries (orange), Sent (yellow), Deletion Requested (light cyan), Optional Holiday (light green), Non-Working Day (red), and Holiday (dark red).

**Step 16:** Click on the **calendar tab** to view all the leave details of the employees in the calendar for a particular month.

Select an appropriate month and year from the drop down **view** and click on the **apply** button to view the calendar for a particular month.

**Step 17:** Click **Team calendar** tab to view the calendar.

You can view the Calendar of the Team who are working along with the employee under the **Team Calendar Tab**.

**Step 18:** Click **Time accounts tab** to view the **Time accounts**.

Time Account	Deduction from	Deduction to	Entitlement	Entitlement Minus Planned
CASUAL LEAVE	01.01.2014	31.12.2014	10.00 Days	10.00 Days
HALF PAY LEAVE	25.01.2014	31.12.9999	232.00 Days	232.00 Days
EARNED LEAVE	01.01.2014	31.12.9999	209.00 Days	209.00 Days

**The Tab Time Accounts** is used to check the balance leaves available for the employee.

**Step 19:** Click **Leave requests** tab to view the **Leave requests**.

**Leave Request: New**

[Send](#) | [Send and New](#) | [Cancel](#)

Type of Leave	Start Date	Start time	End Date	End time	Processor	Status	Absence hours	Used
EARNED LEAVE	05.07.2014	00:00:00	09.07.2014	00:00:00	PULLA RA...	Sent	0.00	
EARNED LEAVE	12.06.2014	00:00:00	19.06.2014	00:00:00	PULLA RA...	Sent	0.00	
HALF PAY LEAVE	02.06.2014	00:00:00	01.11.2014	00:00:00		Approved	786.50	140 Days
EARNED LEAVE	22.05.2014	00:00:00	30.05.2014	00:00:00	PULLA RA...	Sent	52.00	9 Days
CASUAL LEAVE	15.05.2014	00:00:00	16.05.2014	00:00:00	PULLA RA...	Sent	0.00	

**Leave Details** Check

Type of Leave	Additional Data
* Type of Leave: CASUAL LEAVE	* Leave Reason: <input type="text"/>
Description: CASUAL LEAVE	

The Tab **Leave Requests** displays the details for the leaves availed by the employee.

## Leave Overview

The **leave overview** tab is used to display the leave related information which has been applied and deducted so far.

Click **leave overview** link to **view, review, change or delete** an existing leave.

**Employee Self Service Area Page**

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**Leave Request**



[Create Leave Request](#)  
You can request leave and other types of absences here.

[Leave Overview](#)  
You can display the Leave Overview and review, change, or delete existing leave or other types of absences here.  
You can also request additional leave.

[Leave Balances](#)  
You can display your leave balance and other time account information here.

[Leave Encashment](#)

You can even request for a new leave by clicking on the New button.

**Leave Overview**

Show from: 13.03.2014

Actions	Type of Leave	Start Date	Start time	End Date	End time	Processor	Status	Absence hours	Used
	CASUAL LEAVE	08.10.2014	00:00:00	08.10.2014	00:00:00	ADINARAYANA...	Approved	0.00	
	CASUAL LEAVE	15.09.2014	00:00:00	15.09.2014	00:00:00	ADINARAYANA...	Sent	0.00	
	CASUAL LEAVE	02.09.2014	00:00:00	06.09.2014	00:00:00	NAGA MALLE...	Approved	0.00	
	CASUAL LEAVE	08.08.2014	00:00:00	08.08.2014	00:00:00	ADINARAYANA...	Rejected	0.00	

**Time Accounts Overview**

Time Account: All Types Show from: 13.09.2014

Time Account	Deduction from	Deduction to	Entitlement	Entitlement Minus Planned
CASUAL LEAVE	01.01.2014	31.12.2014	10.00 Days	10.00 Days
HALF PAY LEAVE	25.01.2014	31.12.9999	232.00 Days	232.00 Days
EARNED LEAVE	01.01.2014	31.12.9999	209.00 Days	209.00 Days

## Leave Balances

Also there is an option for checking the balances of leaves in **Time Account Balances Hyperlink** which display the **leave balance** information.

**Employee Self Service Area Page**

Back

**Leave Request**

**Create Leave Request**  
You can request leave and other types of absences here.

**Leave Overview**  
You can display the Leave Overview and review, change, or delete existing leave or other types of absences here. You can also request additional leave.

**Leave Balances** Leave Balances  
Leave Balances You can display your leave balance and other time account information here.

**Leave Encashment**

Time Account				
Time Account	Deduction from	Deduction to	Entitlement	Entitlement Minus Planned
CASUAL LEAVE	01.01.2014	31.12.2014	15.00 Days	15.00 Days
EARNED LEAVE	01.01.2014	31.12.9999	200.00 Days	140.00 Days
HALF PAY LEAVE	15.02.2014	31.12.9999	200.00 Days	60.00 Days
OPTIONAL HOLIDAY QUOTA	01.01.2014	31.12.2014	5.00 Days	5.00 Days

## Leave Encashment

Leave encashment is the amount payable for the employees leave period, depending upon the leaves to his credit and his salary at the time of employment or at the time of encashment of his / her leaves.

**Step 1:** Click **Leave Encashment**.

**Employee Self Service Area Page**

Back

Leave Request

[Create Leave Request](#)  
 You can request leave and other types of absences here.

[Leave Overview](#)  
 You can display the Leave Overview and review, change, or delete existing leave or other types of absences here. You can also request additional leave.

[Leave Balances](#)  
 You can display your leave balance and other time account information here.

[Leave Encashment](#)

You will be navigated to the below shown screen.

**Leave Encashment**

**Leave Encashment Request**

1      2      3

Display and Edit      Review and Send      Completed

[▼ Hide Time Accounts](#)   [► Show Leave Encashments](#)

**Time Account Overview**

Time Account	Deductible from	Deductible to	Entitlement	Remainder
HALF PAY LEAVE	2/15/2014	12/31/9999	200	60
EARNED LEAVE	1/1/2014	12/31/9999	200	70

**Submit New Request**

[◀ Previous Step](#)   [Review ►](#)   [Change](#)   [Delete](#)   [Cancel](#)

**Hide Time Accounts:** This option allows you to hide all the time accounts.

**Show leave encashment:** This option allows you to view all the leave encashments.

**Submit New Request:** This button allows you to submit a new request.

**Step 2:** Click **Submit new request** button.

You will be navigated to the below shown screen.

**Leave Encashment**

**Leave Encashment Request**

1      2      3

Display and Edit      Review and Send      Completed

[▼ Hide Time Accounts](#)   [► Show Leave Encashments](#)

**Time Account Overview**

Time Account	Deductible from	Deductible to	Entitlement	Remainder
HALF PAY LEAVE	2/15/2014	12/31/9999	200	60
EARNED LEAVE	1/1/2014	12/31/9999	200	70

**Submit New Request**

To request or report leave, enter the required data in the fields below. To change or delete the existing leave encashment request select the corresponding row in the table and click the Change or Delete button. To finalize action click Review.

Time Account:  Leave Encashment Method:   
 Days to Be Encashed:  0   
 Off-Cycle Payment:   
 Note for Approver:

[◀ Previous Step](#)   [Review ►](#)   [Change](#)   [Delete](#)   [Cancel](#)

**Step 3:** Select the **Time account** from the drop down.

*Ex: Earned leave.*

**Step 4:** Select the **leave encashment** method, once employee selects the Time account it will populate automatically.

*Ex: Earned leave.*

**Step 5:** Select the **no of days** to be encashed.

**Step 6:** Check the option **off- cycle payment**.

**Off-cycle payment:** Off-cycle payroll runs are used to make payments outside the regular payroll run like one time bonuses.

**Step 7:** Enter any note for the approver in the given text box.

**Step 8:** Click **Review** button.

Submit New Request  
To request or report leave, enter the required data in the fields below. To change or delete the existing leave encashment request select the corresponding row in the table and click the Change or Delete button. To finalize action click Review.

Time Account: *	EARNED LEAVE
Leave Encashment Method: *	EARNED LEAVE
Days to Be Encashed: *	20
Off-Cycle Payment:	<input checked="" type="checkbox"/>
Note for Approver:	Plz approve

◀ Previous Step    Review ▶    Change    Delete    Cancel

**Previous step:** This button allows you to view the previous page.

**Send:** This button allows you to send request to the approver.

**Save draft:** This button allows you to save the request as a draft.

**Cancel:** This button allows you to cancel the request.

**Step 9:** Click **Send** button.

**Leave Encashment**

**Leave Encashment Request**

1 Display and Edit      2 Review and Send      3 Completed

You want to request following leave encashment:

Time Account:	EARNED LEAVE
Leave Encashment Method:	EARNED LEAVE
Day To Be Encashed:	20
Off-Cycle Payment:	<input checked="" type="checkbox"/>
Note for Approver:	Plz approve

**Previous Step** **Send** **Save Draft** **Cancel**

A message will be displayed stating '**Your request has been sent successfully**'.

**Leave Encashment**

**Leave Encashment Request**

1 Display and Edit      2 Review and Send      3 Completed

Your request has been sent successfully  
 You have saved as draft the following leave encashment request:

Time Account:	EARNED LEAVE
Leave Encashment Method:	EARNED LEAVE
Day To Be Encashed:	20
Off-Cycle Payment:	<input checked="" type="checkbox"/>
Note for Approver:	Plz approve

#### 4.3 PROCESSES RELATED TO PAYMENT

You can view the Information related to **Payments**, **salary statement**, **Form-16**, **Voluntary Deductions**. Etc. through **Payments** icon of **Employee self-service**.

**Step 1:** Click on the **Payment link** as shown below.

**Employee Services**

Map    Directory    Index

**Personal Information**  
 In this area, you can use services to maintain and display your personal data.

**Leave**  
 In this area, you can use services to request leave, and display your Leave balances.

**Pay Details**  
 In this area, you can use services to display your Salary slip and other information regarding your payment.

You will be navigated to the below shown screen.

**Employee Self Service Area Page**

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## Pay Slip in English

**Step 2:** Click Pay Slip in English link.

**Pay Slip in English:** This option allows you to view the pay slips in English language.

Here, in the Overview and selection tab, the user can view all previous or current month salary statements belonging to him / her. By default system will display current month pay slip.

Employee Payslip for the month of March 2014						
Employee Id: 20005023 Name : SANTHI KUMARI S DDO Code : 27001701038	Designation : Section Officer Emp Category : Regular Office Of : Finance, Secretariat Depar Pay area : 2700-PAO AP Hyd	PAN No. : PESPS9829A GPF/CPS No. : 50402/GA APGLI No. : 262439/A Pay Grade : 18030.00-43630.00				
Account No. 5208846989	Name of bank STATE BANK OF HYDERABAD	Bank Branch SECRETARIAT- HYDERABAD	Earnings 56,282.00	Deductions - 20,090.00	=	Net Amount 36,192.00
Leave Type Not Applicable	Quota 0	Availed 0	Balance 0	Loan Type GPFT A Motor Cycle/Scooter Advance	Availed 200,000.00 27,750.00	Balance 192,000.00 27,000.00
Earnings Basic Pay Special Pay Dearness Allowance House Rent Allowance City Compensatory Allowan Family Planning Incentive Interim Relief	Amount 24,950.00 750.00 15,805.00 7,485.00 525.00 30.00 6,737.00	Govt.Deductions/Recoveries AG GPF Contribution APGLI GIS Professional Tax Income Tax Mot Cycl/Sct (P) Recovery GPF Adv. Recovery	Amount 5,000.00 4,000.00 120.00 200.00 2,000.00 750.00 8,000.00	Non Govt.Deductions Not Applicable	Amount	

You can view the pay slip of a particular employee by clicking on the **salary statement** tab.

**Step 3:** Click on or save button to print or save the salary slip. Close the window to navigate back to the previous screen.

**Previous statement:** This button allows you to view the previous month statement.

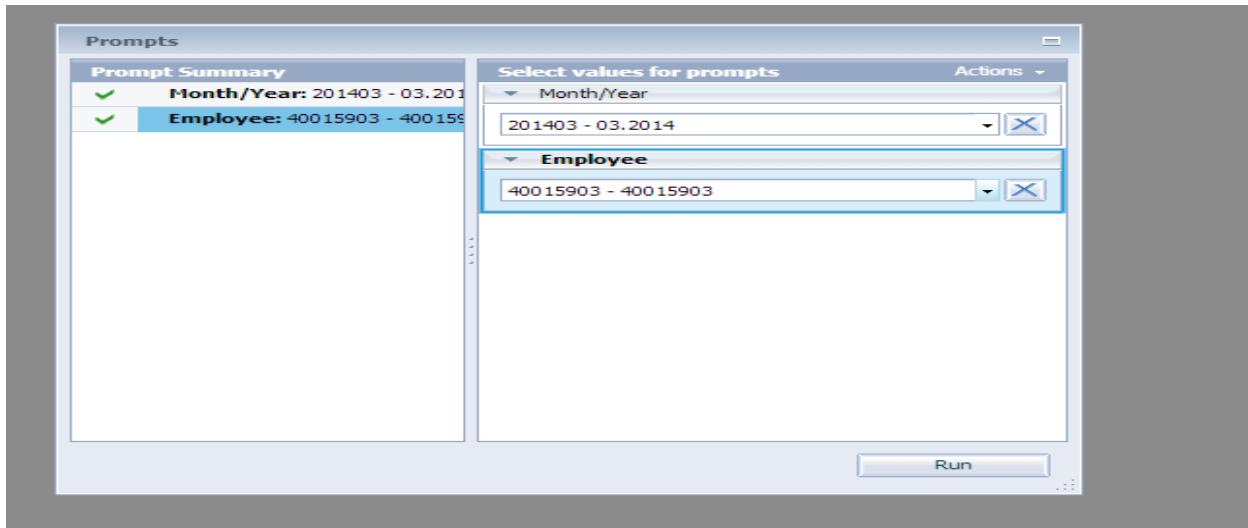
**Next statement:** This button allows you to view the next month statement.

## Pay Slip in Telugu

**Step 1:** Click on the link Pay slip in Telugu.

**Step 2:** Select the Month / Year and Select the Employee no.

**Step 3:** Click Run button.



Pay slip in telugu will be displayed as shown below.

Employee Id : 40015903 Name : 40015903 DDO Code : 1203065390721		Designation : Not assigned Emp Category : Temporary Office of : Pay area : Not assigned	PAN No. : # GPF/CPS No. : # APGLI No. : Pay Grade :			
Account No.	Name of Bank	Bank Branch	Earnings	Deductions	Net Amount	
#	#					
Leave Type	Quota	Availed	Balance	Loan Type	Availed	Balance
Earnings	Amount	Govt. Deductions/Recoveries	Motor Car Advance	Non Govt. Deduction	Amount	
మూల వేతనము గ్రహ లోక వేతనము కవచ రక్షణ వేతనము వాయిదా వేతనము స్టేషన్ వేతనము బ్రెక్ వేతనము BF HRA		Professional Tax Income Tax APGLI GIS AG GPF Contribution MotCvSc Adv (I) Recovery MotCvAr/P Recovr				

## **Form 16**

The hyperlink for form 16 displays the details of form 16 where we can view and download form-16.

## **Employee Self Service Area Page**

**Step 1:** Click on the above link of **Employee self-service** area Page, the **form 16** summary will be displayed. Here, you can find an overview window and form 16 window.

Select the **Tax year** under overview tab and in the **form 16** window the summary of **form16** appears.

## Form 16 view

CUSTOMER TEXT/ANOPP4		BHAVANI PEYYETI		
Details of Salary paid and any other income and tax deducted		INR	INR	INR
1. Gross salary (a) Salary as per provisions contained in sec.17(1) (b) Value of perquisites u/s 17(2) ( as per Form No.12BA, wherever applicable ) (c) Profits in lieu of salary under section 17(3) ( as per Form No.12BA, wherever applicable ) (d) Total		354960.00 0.00 0.00 354960.00	0.00	
2. Less: Allowance to the extent exempt u/s 10	Allowance		0.00	
3. Balance (1-2)			354960.00	
4. Deductions:		0.00 0.00	0.00	
5. Aggregate of 4(a) and (b)			0.00	354960.00
6. Income chargeable under the head 'salaries' (3-5)				354960.00
7. Add: Any other income reported by the employee	Income		0.00	
8. Gross total income (6+7)				354960.00
9. Deductions under Chapter VI-A		Gross Amount	Deductible Amount	
A) sections 80C, 80CCC and 80CCD				
a) section 80C				
i) Employee Provident Fund				
ii) Contribution to Recognised Provident Fund		10699.20		
iii) 80CCD(1)		0.00	10699.20	
(b) section 80CCC		0.00	0.00	
(c) section 80CCD		0.00	0.00	
Note: 1. Aggregate amount deductible under sections 80C, 80CCC and 80CCD(1) shall not exceed one lakh rupees.				
B) Other sections (e.g. 80E, 80G, 80TTA, etc.) under chapter VI-A		Gross amount	Qualifying amount	Deductible amount
10. Aggregate of deductible amount under Chapter VI-A				10699.20
11. Total Income (8-10)				344260.00
12. Tax on total income				14426.00
13. Education Cess @ 3% (on tax computed at S.No. 12)				433.00
14. Tax payable (12+13)				14859.00
15. Less: Relief under section 89 (attach details)				0.00
16. Tax Payable (14-15)				14859.00

Form12B Summary appears along with it.

## IT Declaration

Using this link the user can create, edit & view IT declarations.

### **Employee Self Service Area Page**

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[Generate and View the Salary Statement and Income Tax Projection.](#)

**Step 1:** Click **IT declaration** link as shown above.

Here, the user can create, view, edit and delete the tax declarations. On clicking the hyperlink of IT declaration, the view of IT declaration request appears. The overview of Income tax declaration screen appears as shown below.

The screenshot shows a software interface titled "My Requests - All Requests". At the top, there is a toolbar with various buttons: "Show Quick Criteria Maintenance", "View: [Standard View]", "Create" (which is highlighted with a red box), "Display", "Edit", "Delete", "Refresh", "Print Request", and "Information". Below the toolbar is a table with columns: "Full Name", "Employee Number", "IT - Declaration Type", "Creation Date", "Request Phase", and "Request Status". The table currently has no data rows.

## Creating New Income Tax Declarations

**Step 1:** Click **Create button.**

You will be navigated to the below shown screen

Line Number	Investments/Contributions	Maximum Limit	Currency	Proposed Investment	Previous Approved Amount	Actual Amount
0001	Payment towards Life Insurance Policy	9,999,999.00	INR	0.00	0.00	0.00
0002	Contribution to Superannuation Fund	9,999,999.00	INR	0.00	0.00	0.00
0003	Subscription to notified Central Government security (NSS)	9,999,999.00	INR	0.00	0.00	0.00

**Step 2:** Select **IT declaration type.**

Depending on the selected declaration type the relevant government policies & Schemes will be displayed.

By default the Begin date & End date will be displayed.

**Step 3:** Enter the Proposed amount of whatever schemes & policies are applicable.

**This IT declaration is to be filled by the employee at the starting of the financial year.**

**Step 4:** Select the **Acknowledgement checkbox.**

**Step 5:** Click **Next button.**

**Step 6:** Review the details that you have entered.

**Step 7:** Click **Next button** to submit the details of IT declaration for approval.

Once the IT declaration form has been submitted for approval, the request can be viewed in the requests section.

At the end of the year, the employee needs to enter the actual amount and needs to upload the scanned documents (Proofs) by clicking on the Upload button in the Attachments section.

The screenshot shows a table titled 'Attachments'. At the top, there is a dropdown menu labeled 'Attachment at: Request Level' and two buttons: 'Upload' (highlighted with a red box) and 'Download'. The table has three columns: 'Actions', 'Line Number', and 'File Name'. A message 'No data available' is displayed in the first row under the 'Actions' column.

**Step 8:** Follow the same steps mentioned above (refer **step4 to step 7**)

### Previous employment tax details screen

The screenshot shows the 'Create Previous Employment Tax Details' screen. It includes sections for 'General Data' (Begin Date: 01.04.2014, End Date: 31.03.2015, Number of LTA Exempt: 00, LTA Carried Forward: checked), 'Amount Data' (Actual Amount: 0.00, Currency: INR), 'Exemption Details' (with tables for Leave Encashment, Gratuity, and VRS Exemption), 'Remarks' (User Type: Employee, User Name: BHAVANI), and a checkbox for accepting terms and conditions.

### Viewing & Editing

In order to view & edit the declaration, Select the type of declaration and enter the details of the **80c deductions** or **80 deductions** or **previous employment** and search for the records if any exist and click on the **Edit** button as shown below.

IT Declaration

### Income Tax Declaration Request

1 records found for the selection.

Overview Income Tax Declaration		Previous Employment Tax Details	Section 80C Deductions	Section 80 Deductions												
Search	Income Tax Declaration Type: <b>Section 80C Deductions</b>	Request Status: <b>---ALL---</b>	Creation Date From / To: 01.01.1800	31.12.9999												
	Request Phase: <b>---ALL---</b>															
	<b>Search Request</b>	<b>Reset</b>														
<b>Search Results</b> <table border="1"> <thead> <tr> <th>Income Tax Declaration Type</th> <th>Request Creation Date</th> <th>Request Phase</th> <th>Request Status</th> </tr> </thead> <tbody> <tr> <td><b>Section 80C Deductions</b></td> <td>03.04.2014</td> <td>In-Process</td> <td>Approved</td> </tr> <tr> <td>1043581100001</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Income Tax Declaration Type	Request Creation Date	Request Phase	Request Status	<b>Section 80C Deductions</b>	03.04.2014	In-Process	Approved	1043581100001			
Income Tax Declaration Type	Request Creation Date	Request Phase	Request Status													
<b>Section 80C Deductions</b>	03.04.2014	In-Process	Approved													
1043581100001																

## Deduction Request

### Step 1: Click Voluntary Deduction Request

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 Generate and View the Salary Statement and Income Tax Projection.

You will be navigated to the below shown screen.

### Voluntary Deduction Request

**Deduction/Contribution Change Request**

Employee No	10349183	DDO Code	1604065390846
Employee Name	SANJAY KUMAR GADPALE	DDO User Id	10179627

**Existing Deduction/Contributions**

View:	Standard View	Print Version	Export	
Pay Component	Valid From	Valid Till	Amount	
AG GPF Contribution	01.03.2014	31.12.9999	1,275.00	

By default the employee no and other details will be displayed.

To change the **GFP contribution**, Click the link **AG GPF Contribution**.

A window will be displayed as shown below to create a request.

**Create Request**

**Request Details**

<input type="button" value="Save"/>	<input type="button" value="Submit"/>
Request No	0
Pay Component	AG GPF Contribution
* Valid From	<input type="text"/>
* Valid Till	<input type="text"/>
* Amount	0.00
Remarks	<input type="text"/>

**Step 2:** Enter the Valid from and Valid to date.

**Step 3:** Enter the Amount to be contributed.

**Step 4:** Enter the Remarks if any and click on the **Submit** button to submit the details for approval.

If you click on the save button the details will be saved but not submitted for approval.

Once the details are submitted for approval, the request will be displayed in the change request section as shown in the below screen.

**Deduction/Contribution Change Request**

Employee No	10349183	DDO Code	1604065390846
Employee Name	SANJAY KUMAR GADPALE	DDO User Id	10179627

**Existing Deduction/Contributions**

View: [Standard View] Print Version Export			
Pay Component	Valid From	Valid Till	Amount
AG GPF Contribution	01.03.2014	31.12.9999	1,275.00

**Change Request List**

View: [Standard View] Print Version Export								
Request No.	Pay Component	Valid From	Valid Till	Amount	Request Status	Created on	Work Item Id	Remarks
51	AG GPF Contribution	01.07.2014	30.06.2015	2,500.00	Submitted for Approval	23.06.2014	423292	dgdffds

### 4.3 REIMBURSEMENTS & CLAIMS

Claims are formal requests made to the approving authority by asking for a payment based on the terms and conditions. Claims are reviewed by the approving authority for their validity and then paid out to the employee once approved.

The screenshot shows the Employee Self-Service interface with a red box highlighting the "Employee Self-Service" tab in the top navigation bar. Below it, the "Employee Services" section is visible. Under "Employee Services", there are four tabs: "Map", "Directory", "Index", and "Leave Management". The "Leave Management" tab is currently active. Below "Leave Management", there are four service icons: "Leave Management", "Pay Details", "Personal Information", and "Loans & Advances". The "Pay Details" icon is highlighted with a red box, indicating the step to click on it.

**Step 1:** Click on the Pay Details tab.

You will be navigated to the below shown screen.

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- [Salary Statement and Income Tax Projection](#)  
Generate and View the Salary Statement and Income Tax Projection.
- [LTC Availment Request Form](#)
- [LTC Request Form](#)

**Step 2:** Click **Reimbursements / Claims** link.

- [Income Tax Declarations](#)
- [Create, Edit, & View IT declaration](#)
- [Voluntary Deduction Request](#)
- [Income Tax Declarations - Approval](#)
- [Edit, View, & Approve/Reject IT declaration](#)
- [Reimbursements / Claims](#)  
Create, Edit, & View Reimbursements / Claims and their payment / repayment.
- [Reimbursements / Claims - Approval](#)
- [Approve/Reject, claims requests](#)

Below shown screen will be displayed.

Reimbursement Type	Reference Number	Creation Date From	Requested Value	Approved Value	Request Phase	Request Status	Approver	Currency / Unit Text
Leave Travel Allowance	Claim:100330100002	04.06.2014	5,000.00	0.00	In-Process	To Be Approved	APPROVER	INR

**Step 3:** Click Create button.

**Step 4:** Select the Reimbursement type.

**Step 5:** Select the Request type & Scheme type as shown below.

**Step 6:** Select the LTC block (Leave travel concession).

**Create Request (Advanced Claims - India): Step 1 (Details)**

Previous Next

1 Details    2 Review    3 Submit

\* Reimbursement Type: Leave Travel Allowance  
 \* Request Type: Claim  
 \* Scheme Type: Within the State  
 \* LTC Block: Within the State: 01/01/2014 - 31/12/2015



**NOTE!** If the employee is not claiming the **LTA** within the **LTC block period**, then it lapses and the employee will no more be able to claim the **LTA**.

By default the **Block begin date & Block end date** will be displayed.

**Create Request (Advanced Claims - India): Step 1 (Details)**

Previous Next

1 Details    2 Review    3 Submit

\* Reimbursement Type: Leave Travel Allowance  
 \* Request Type: Claim  
 \* Scheme Type: Within the State  
 \* LTC Block: Within the State: 01/01/2014 - 31/12/2015  
 Block Begin Date: 01.01.2014  
 Block End Date: 31.12.2015  
 Requested Amount: 0.00  
 Off-Cycle Requested:   
 Tax Exemption Requested:   
 Partial Claim:   
 \* Description:   
 \* Journey Start Date:    
 \* Journey End Date:    
 \* From:   
 \* To:

**Step 7:** Enter the **Description**.

**Step 8:** Enter the **Journey Start date & Journey End date**.

**Step 9:** Enter the **From** and **To** fields.

**Create Request (Advanced Claims - India): Step 1 (Details)**

Previous Next

1 Details      2 Review      3 Submit

Block Begin Date:	01.01.2014
Block End Date:	31.12.2015
Requested Amount:	0.00
Off-Cycle Requested:	<input checked="" type="checkbox"/>
Tax Exemption Requested:	<input checked="" type="checkbox"/>
Partial Claim:	<input type="checkbox"/>
* Description:	Tirupathi tour
* Journey Start Date:	01.05.2014
* Journey End Date:	10.05.2014
* From:	hyderabad
* To:	tirupathi

**Step 10:** Select the dependents as shown below.

Dependent	Relationship	First Name	Last Name	Gender	Date of Birth	Age: Years
<input checked="" type="checkbox"/>	self	SUDERSHAN REDDY	INDURTHY	Male	18.06.1962	051
<input checked="" type="checkbox"/>	Mother	ISAKKUBAIMMA	INDURTHY	Female	07.06.1959	054
<input checked="" type="checkbox"/>	Brother/Sister	DEVARAM KALAVATHI	INDURTHY	Female	04.10.1967	046
<input type="checkbox"/>	Child	IBINDU	INDURTHY	Female	24.12.1994	019

**Step 11:** Enter the Ticket no, Mode of travel, Ticket date, Ticket details & Requested Amount and select Acknowledge check box.

Add Line	Delete Line	Calculate	*Line No:	*Ticket Number*	*Mode Of Travel*	*Ticket Date*	Ticket Details	*Requested Amount
			0001	123456	train	30.04.2014	3	2500
<input checked="" type="checkbox"/> I Acknowledge & Accept <a href="#">Terms and Conditions</a>								
Comments								

User can attach the proofs in attachments section, click on attachment button, browse the file and click ok button to attach the proofs.

**Step 12:** Click Next button

**Create Request (Advanced Claims - India): Step 1 (Details)**

Previous **Next** ▶

1 2 3

Details Review Submit

Dependent	Relationship	First Name	Last Name	Gender	Date of Birth	Age: Years
<input checked="" type="checkbox"/>	self	SUDERSHAN REDDY	INDURTHY	Male	18.06.1962	051
<input checked="" type="checkbox"/>	Mother	ISAKKUBAIMMA	INDURTHY	Female	07.06.1959	054
<input checked="" type="checkbox"/>	Brother/Sister	DEVARAM KALAVATHI	INDURTHY	Female	04.10.1967	046
<input type="checkbox"/>	Child	IBINDU	INDURTHY	Female	24.12.1994	019

Add Line Delete Line Calculate

*Line No:	*Ticket Number*	*Mode Of Travel*	*Ticket Date*	Ticket Details	*Requested Amount
0001	123456	train	30.04.2014	3	2500

You will be navigated to the below shown screen. Review the details which are entered by you.

**Step 13:** Click **Save draft** button to save the document as a draft.

**Create Request (Advanced Claims - India): Step 2 (Review)**

Previous | Next | Save Draft

1      **2**      3

Details      Review      Submit

Dependent	Relationship	First Name	Last Name	Gender	Date of Birth	Age: Years
<input checked="" type="checkbox"/>	self	SUDERSHAN REDDY	INDURTHY	Male	18.06.1962	051
<input checked="" type="checkbox"/>	Mother	ISAKKUBAIMMA	INDURTHY	Female	07.06.1959	054
<input checked="" type="checkbox"/>	Brother/Sister	DEVARAM KALAVATHI	INDURTHY	Female	04.10.1967	046
<input type="checkbox"/>	Child	I BINDU	INDURTHY	Female	24.12.1994	019

Add Line | Delete Line | Calculate

*Line No:	*Ticket Number*	*Mode Of Travel*	*Ticket Date*	Ticket Details	*Requested Amount
0001	123456	train	30.04.2014	3	2,500.00

**Step 14:** Click **Next** button for submitting the claim

**Create Request (Advanced Claims - India): Step 3 (Submit)**

◀ Previous    Next ▶

Request created successfully. Request number: 1003301000003.  
 Refresh the Overview screen to view your request


  
 1 Details    2 Review    3 Submit

---

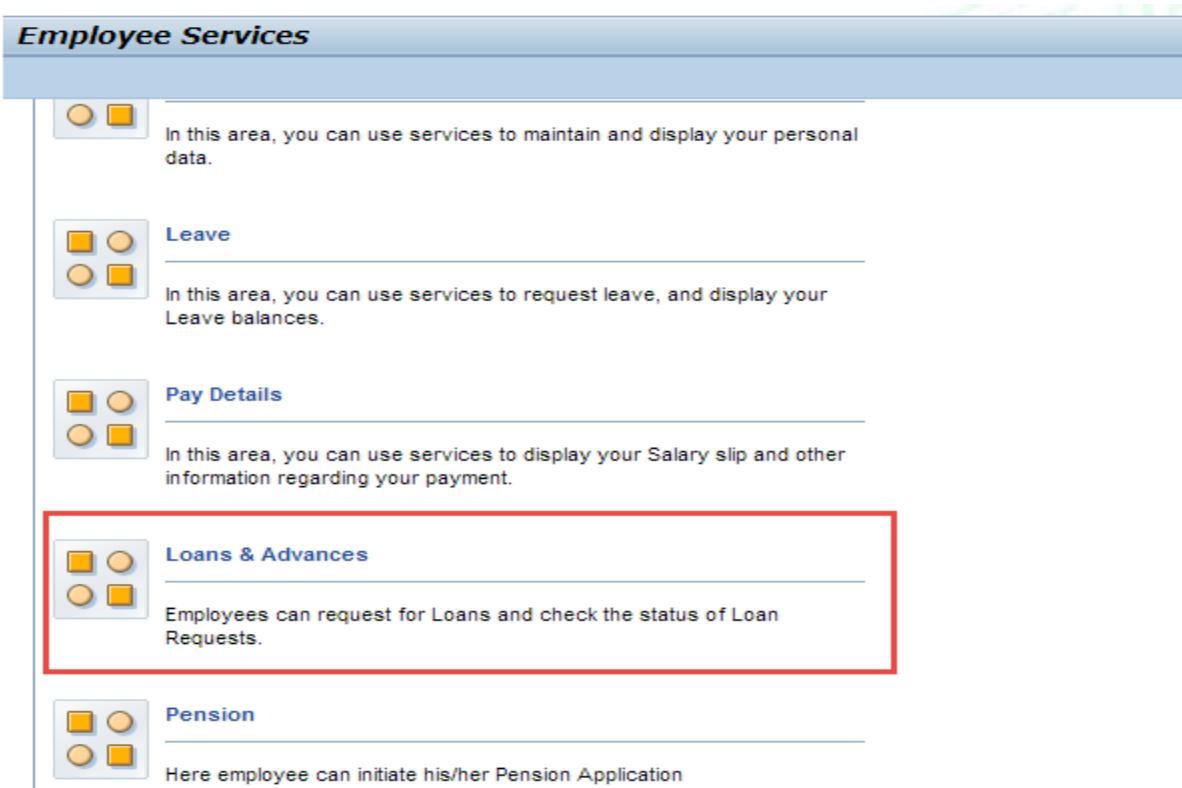
[Create New Request](#)  
[Close Window](#)

A message will be displayed stating **Request created successfully**.

#### 4.4 LOANS & ADVANCES

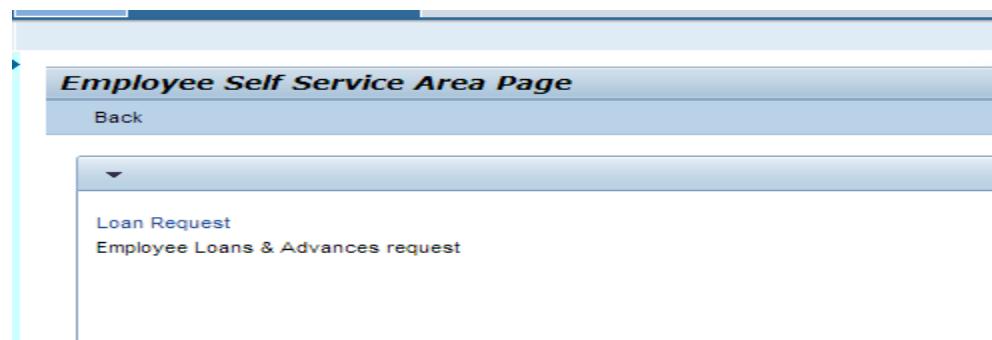
This option allows the user to request for loans and check the status of the loan requests.

**Step 1:** Click Loans & Advances link.



#### Creating a New loan Request

**Step 2:** Click **Loan request** link to request for a new loan.



You will be navigated to the below shown screen.

By default all the details of the employee will be displayed as shown below.

**Loan Request**

**Employee Details**

Employee No	20005050	Employee Name	KRISHNA VENI G
DDO Code	27001701038	DDO User ID	2005064
Secretariat Dept	Finance	HOD	Finance, Secretariat Department
Designation	Section Officer		
Employee Category	Regular	Employee Sub Category	Gazetted
Date of Joining	10.01.1996	Date of Retirement	31.10.2022
Date of Birth	19.10.1964		
Total Service	18 Years , 8 Months , 3 Days	Scale of Pay	18030-490-18520-530-20110-570-21820-610-23650-650-25600-700-27700-750-29950-800-32350-850-34900-90
Current Basic Pay	18,520.00	Total Gross Salary	42,124.00
Total Deductions	8,140.00		
Wife/Husband a State Govt emp?	<input type="checkbox"/>		
Approver1 - Est.Section	20005039 ( User-> 20005039 )	Approver2 - HOO	20005009 ( User-> 20005009 )
Approver3 - HOD	20005002 ( User-> 20005002 )		

---

**Apply for New Loan**

Loan type  Loan Rule

**Loan Request List**

View: [Standard View]  Print Version  Export

Request No.	Request Date	Loan Type	Requested Amount	Installments(P...)	Installments (Interest)	Request Status	Work Item Id
-------------	--------------	-----------	------------------	--------------------	-------------------------	----------------	--------------

If the employee is not eligible for loan, then the below shown message will be displayed.

Current Basic Pay	18,520.00	Total Gross Salary	42,124.00
Total Deductions	8,140.00		
Wife/Husband a State Govt emp?	<input type="checkbox"/> No		
Approver1 - Est.Section	20005039 ( User-> 20005039 )	Approver2 - HOO	20005009 ( User-> 20005009 )
Approver3 - HOD	20005002 ( User-> 20005002 )		

---

**Apply for New Loan**

Loan type  Education Advance  Loan Rule

No Loans applicable for Employee, Check Loan eligibility Criteria

**Loan Request List**

All loan types can be viewed by scrolling the drop down as shown below.

Total Deductions	15,840.00
Wife/Husband a State Govt emp?	<input type="checkbox"/>
Approver1 - Est.Section	20005039 ( User-> 20005039 )
Approver2 - HOO	20005009 ( User-> 20005009 )
Approver3 - HOD	20005002 ( User-> 20005002 )

Apply for New Loan							
Loan type	<input type="button" value="New Loan"/>		Loan Rule	<input type="checkbox"/>	<input type="button" value="New Loan"/>		
Loan Requ							
View:	[Standard View]		Export				
Request No.	Request Date	Loan Type	Requested Amount	Installments(P...)	Installments (Interest)	Request Status	Work Item Id
977	09.09.2014	Personnel Computer Advance	50,000.00	135	0	Saved	
1031	20.09.2014	Marriage Loan	50,000.00	70	10	Approved	
1032	20.09.2014	Marriage Loan	50,000.00	70	10	Approved	
1085	10.10.2014	Motor Car Advance	450,000.00	135	0	Saved	
1125	14.10.2014	Motor Car Advance	450,000.00	135	0	Saved	

**Step 3:** Select the **Loan type**. By default the **loan type** will be displayed in the field as shown in the above screen. Click on the **New Loan** button.

Employee Category	Regular	Employee Sub Category	Last Grade Services
Date of Joining	03.03.2014	Date of Retirement	30.04.2045
Date of Birth	18.04.1987		
Total Service	0 Years , 6 Months , 10 Days	Scale of Pay	6700-200-7300-220-7960-240-8680-260-9460-280-10300-300-11200-330-12190-360-13270-390-14440-420
Current Basic Pay	6,267.74	Total Gross Salary	12,306.29
Total Deductions	0.00		
Wife/Husband a State Govt emp?	<input type="checkbox"/> No		
Approver1 - Est.Section	20005039 ( User-> 20005039 )	Approver2 - HOO	20005009 ( User-> 20005009 )
Approver3 - HOD	20005002 ( User-> 20005002 )		

Apply for New Loan							
Loan type	<input type="button" value="New Loan"/>	Loan Rule	<input type="checkbox"/>	<input type="button" value="New Loan"/>			
Loan Request List							
View:	[Standard View]	Print Version	Export				
Request No.	Request Date	Loan Type	Requested Amount	Installments(P...)	Installments (Interest)	Request Status	Work Item Id

A window will be displayed as shown below.

**Step 4:** Enter the required fields. Also remember to enter the mandatory fields( the fields which are marked with an asterisk in red color).

On: | Emp.Designation: Office Subordinate | New Mails/Tasks: 0 / 0 | Office: OP.II (IOC) | HoD: Finance, Secretariat Department | Department: Finance

**New Loan Application**

Save | Submit To-> 20005039 ( User-> 20005039 )

Loan Type	Bicycle Advance	Loan Rule	Bicycle Advance
-----------	-----------------	-----------	-----------------

**Previous Loan Details**

Loan applied for the first time  Yes

Name of Agency and Place of delivery

Negotiations Started?

Anticipated price

Employee is in possession of another Vehicle?

Anticipated amount of sale-proceeds

\* Requested Loan Amount

\* Number of Monthly Installments (Principal)

No of Monthly Installments (Interest)

Date	Amount	(Interest)

By default the **loan eligible amount, Monthly installments & No of Monthly installments** as per the government standards will be displayed.

**Step 5:** If the amount you are requesting is less than the eligible amount, then enter the amount you are requesting, monthly installments, and interest.

Emp.Designation: Office Subordinate | New Mails/Tasks: 0 / 0 | Office: OP.II (IOC) | HoD: Finance, Secretariat Department | Department: Finance

New Loan Application

Save | Submit To-> 20005039 (User-> 20005039)

Loan Type	Bicycle Advance	Loan Rule	Bicycle Advance
Previous Loan Details			
Loan applied for the first time <input checked="" type="checkbox"/> Yes			
Name of Agency and Place of delivery <input type="text"/> Swathi Agency, Hyderabad.			
Negotiations Started ? <input checked="" type="checkbox"/> Yes			
Anticipated price <input type="text"/> 2000.00			
Employee is in possession of another Vehicle ? <input type="checkbox"/>			
Anticipated amount of sale-proceeds <input type="text"/> 0.00			
* Requested Loan Amount <input type="text"/> 3,000.00			
* Number of Monthly Installments (Principal) <input type="text"/> 14			
No of Monthly Installments (Interest) <input type="text"/> 3			
Date	Amount	(Interest)	

**Step 6:** Click **Save** button to save the loan request.

The saved request will be displayed as shown below. In order to submit the loan request, click on the **Loan request no.**

Apply for New Loan

Loan type  Loan Rule  New Loan

Loan Application -> 1002 Saved Successfully

Loan Request List

Request No.	Request Date	Loan Type	Requested Amount	Installments(Principal)	Installments(Interest)	Request Status	Work Item Id
1002	13.09.2014	Bicycle Advance	3,000.00	14	3	Saved	

Below shown window will be displayed.

**Step 7:** Click **Submit** button to submit it for approval.

Emp.Designation: Office Subordinate | New Mails/Tasks: 0 / 0 | Office: OP.II (IOC) | HoD: Finance, Secretariat Department | Department: Finance

**New Loan Application**

<input type="button" value="Save"/>	<input type="button" value="Submit To-&gt;"/> 20005039 ( User-> 20005039 )		
Loan Type	Bicycle Advance	Loan Rule	Bicycle Advance
<b>Previous Loan Details</b>			
Loan applied for the first time <input checked="" type="checkbox"/> Yes			
Name of Agency and Place of delivery <input type="text" value="Swathi Agency, Hyderabad."/>			
Negotiations Started ? <input checked="" type="checkbox"/> Yes			
Anticipated price <input type="text" value="2,000.00"/>			
Employee is in possession of another Vehicle ? <input type="checkbox"/>			
Anticipated amount of sale-proceeds <input type="text" value="0.00"/>			
* Requested Loan Amount <input type="text" value="3,000.00"/>			
* Number of Monthly Installments (Principal) <input type="text" value="14"/>			
No of Monthly Installments (Interest) <input type="text" value="3"/>			
1002	13.09.2014	Bicycle Advance	3,000.00   14   3   Saved

A message will be displayed stating '**Loan application → X submitted successfully**'.

**Apply for New Loan**

Loan type	Loan Rule	<input type="button" value="New Loan"/>					
Loan Application -> 1002 Submitted Successfully							
<b>Loan Request List</b> View: [Standard View]   Print Version   Export ↴							
Request No.	Request Date	Loan Type	Requested Amount	Installments(Principal)	Installments (Interest)	Request Status	Work Item Id
1002	13.09.2014	Bicycle Advance	3,000.00	14	3	Establishment Section Approval Pending	487162

#### 4.4.1 LOAN APPROVAL PROCESS

**Step 1:** login to CFMS portal.

**Step 2:** On the left side of the home screen, the user can view the CFMS alerts menu where he / she can find all the requests (loans, leaves, reimbursements, IT declarations etc) as shown in the below screen.

Home Employee Self-Service Time Administrator Establishment Section Support

CFMS Alerts

Detailed Navigation

CFMS Alerts

Cannot connect to the provider

Tasks (61 / 61) Alerts

Show: New and In Progress Tasks (61 / 61) All

Subject	From	Sent Date	Priority	Due Date	Status
Loan Application -> 1207 ( by Employee : 20005133 ) Submitted by Initiator for Est Secon Approval	GHOUSE KHAN MOHD	Yesterday	Medium		New
Loan Application -> 1206 ( by Employee : 20005133 ) Submitted by Initiator for Est Secon Approval	GHOUSE KHAN MOHD	Yesterday	Medium		New
Loan Application -> 1205 ( by Employee : 20005133 ) Submitted by Initiator for Est Secon Approval	GHOUSE KHAN MOHD	Yesterday	Medium		New
Loan Application -> 1204 ( by Employee : 20005020 ) Submitted by Initiator for Est Secon Approval	HALINI MOHAN KUMAR KALVA	Yesterday	Medium		New
Loan Application -> 1203 ( by Employee : 20005020 ) Submitted by Initiator for Est Secon Approval	HALINI MOHAN KUMAR KALVA	Yesterday	Medium		New

**Step 3:** Click on appropriate request to approve or reject.

You will be navigated to the below shown screen.

Loan Request

Reject | Approve-> 20005009 ( User-> 20005009 )

Employee Details

Employee No	20005133	Employee Name	GHOUSE KHAN MOHD
DDO Code	27001701038	DDO User ID	20005084
Secretariat Dept	Finance	HOD	Finance, Secretariat Department
Designation	Jamedar		
Employee Category	Regular	Employee Sub Category	Last Grade Services
Date of Joining	04.07.1981	Date of Retirement	31.01.2020
Date of Birth	15.01.1962		
Total Service	33 Years , 3 Months , 17 Days	Scale of Pay	7520-220-7960-240-8680-260-9460-280-10300-300-11200-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-22430
Current Basic Pay	17,540.00	Total Gross Salary	38,999.00
Total Deductions	11,797.00		

Loan Type: Marriage Loan      Loan Rule: Marriage Advance (Male-IV)

Employee Details

Permanent Address	Present Address
No of Sons	0
No of Daughters	2
Age of Daughters	1 > 1 , 2 > 0
Total Deductions	11,797.00

Previous Loan Details

Any Previous Loan Request Available	No
-------------------------------------	----

Loan Application Details

Loan Applying for	Self
Date of Marriage of Employee	
Parent a Govt.Employee ?	Yes
Loan Sanctioned to parent for this marriage ?	Yes
* Requested Loan Amount	30,000.00
* No of Installments (Principal)	70
Sanctioned Loan Amount	25,000.00
No of Installments (Interest)	10
Remarks	

**Step 4:** Click **Approve button** to approve the request else click on the Reject button to Reject the request.

In case if the user is rejecting the request he / she has to fill the remarks text ie the reason for which the request is been rejected.

Employee Details			
Employee No	20005133	Employee Name	GHOUSE KHAN MOHD
DDO Code	27001701038	DDO User ID	20005064
Secretariat Dept	Finance	HOD	Finance, Secretariat Depa
Designation	Jamedar	Employee Sub Category	Least Grade Services
Employee Category	Regular		



**NOTE!** Loan approval process is a 3 level process i.e. **Establishment → HOO → HOD**.

If any of the approval process is rejected, then the request is sent back to the initiator.

#### 4.5 PENSION MANAGEMENT

Every Government Employee is entitled to certain pensioner benefits on his finally quitting the service on retirement on account of superannuation or any other reason. These Pensioner Benefits are regulated in accordance with AP Revised Pension Rules 1980 which have come into force from 29.10.1979.

**Step 1:** Login to **CFMS portal**.

**Step 2:** Navigate to **Employee self-service → Pension → Form Part I**.

*Employee Self Service Area Page*

[Back](#)

Form - Part I

Pension - Form Part II A

## Pension - Form Part II B

## Pension - PPO Generation

## Annual Verification Certificate - Acceptance

You will be navigated to the below shown screen.

**Step 3:** Click **Execute** button.

All the details of the particular employee will auto populate in each of the tabs. If the employee's permanent & post retirement address are similar, then click on **Copy permanent address** button.

**Step 4:** Click **Checklist tab** and select the check boxes of which the documents are going to be produced for pension initiation. All the fields in the checklist are mandatory.

The screenshot shows a software interface with a top navigation bar containing tabs: General, Address, Family Details, Nomination, Check List (highlighted with a red box), Attachments, Rejection History, PPO, and Logs. The 'Check List' tab is active, displaying a list of items with checkboxes. Some items have orange descriptive text next to them. A large red box surrounds the entire content area of the 'Check List' tab.

- Application Form Part I  
(It includes application - In duplicate for commutation of pension, if required)
- Nomination Form  
In triplicate ( a single nomination form for (i) retirement gratuity, (ii) Life Time arrears of service pension  
(iii) Death relief, (iv) Commuted value of pension )
- List Of Family Members  
In Duplicate
- Declaration of Non-Receipt of any other pension  
In Duplicate
- Descriptive rolls of the pensioner  
In Quadruplicate(photo, specimen signature/left hand figure impressions and personal identification marks )
- Joint Photo Alongwith Spouse & Descriptive rolls of the spouse  
In Quadruplicate

**Step 5:** Attach all the required documents by clicking **Attachments tab**.

The screenshot shows a software interface with a top navigation bar containing tabs: General, Address, Family Details, Nomination, Check List, Attachments (highlighted with a red box), Rejection History, PPO, and Logs. The 'Attachments' tab is active, showing a 'File Attachment' section with a 'Choose File' button, a 'Description' field, and an 'Attach File' button. Below this is a table titled 'Attached Files' with columns: File Description, File Name, File Type, File Size, and File Contents. There are four rows in the table.

File Description	File Name	File Type	File Size	File Contents

If the application is rejected by higher authorities, all the rejected history will be displayed in the **Rejection History tab**.

**Post displayed the PPO will be displayed.**

**Step 6: Click Forward to HOD/HOO button.**

A message will be displayed as shown in the below screen. Click **YES** button.

Now in the **Logs tab**, all the dates regarding Part I application will be displayed as shown below.

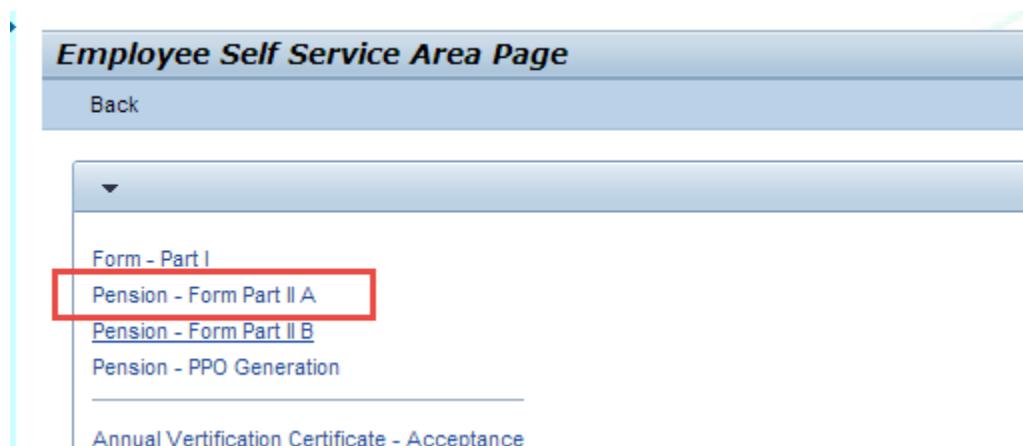
The screenshot shows the 'Pension - Part I (Pension Application Form)' screen. At the top, there are buttons for Execute, Save, Forward To HOD/HOO, Print, and Cancel. Below this, the Personnel No. is listed as 10090000 and the Name is Sankati Ramul. A progress bar at the bottom shows six steps: 01 Initiated, 02 Submitted, 03 HOD Aprvd, 04 PSA Aprvd, 05 With PIA, and 06 PPO Gen. Step 02 is highlighted. The 'Logs' tab is selected in the navigation bar. Under the 'Logs' tab, it displays the following information:

Part I - Application Dt.:	21.10.2014
Part I - Last Chg. Dt.:	21.10.2014
Part I - Sub. Dt.:	21.10.2014
Part I - Sub. By:	10090000

### HOD login

**Step 1:** Login to **CFMS portal**.

**Step 2:** Navigate to **Employee self-service → Pension → Pension – Form part II A**



You will be navigated to the below shown screen.

The screenshot shows a software interface for managing employee pension applications. At the top, there are buttons for 'Execute' and 'Cancel'. Below that, input fields for 'Personnel No.' (10090001) and 'Position' (Head of Sections) are shown, along with a dropdown for 'Form Status'. The main area is titled 'Pension - Employee List' and contains a table with columns: Personnel No., Emp. Name, Position, Position Short Text, Applicant Name, Land Mark, and Street/House. Below this table are five tabs: 'Form - Part I' (selected), 'Form - Part II A', 'Part I - Attachments', 'Application Progress Log', and 'Application Rejection Details'. A small table for 'Part I - Attachments' is also present.

**Step 3:** Select the **Form status** as **Part I submitted**.

This screenshot shows the same application interface as above, but the 'Form Status' dropdown is open, revealing options: 'Part I Submitted' (highlighted in yellow), 'HOO Approved', 'PSA Approved', 'With PIA', and 'PPO Generated'.

**Part I submitted:** Selecting this you can view all the documents which the employee has submitted.

**HOO approved:** All the documents which the HOO has approved will be displayed.

**PSA approved:** All the documents which the PSA has approved will be displayed.

**With PA:** All the documents which are with PA for approval will be displayed.

**PPO Generated:** All the documents generated by PPO will be displayed.

All the Part I documents which are submitted will be displayed as shown below.

**Step 4:** Click **Part I tab** to view **Part I document** submitted.

Execute | Cancel

Personnel No.: 10090001 Kolluru Sambashiva Rao  
Position: 50395727 Head of Sections Form Status: Part I Submitted

Pension - Employee List

Personnel No.	Emp. Name	Position	Position Short Text	Applicant Name	Land Mark	Street/House
10090000	Sankati Ramul	50395725	Jameder		Near Civil Court	St. NO. 8, H.No. 1-58/A

Form - Part I Form - Part II A Part I - Attachments Application Progress Log Application Rejection Details

[Display Part I](#)

**FORM OF APPLICATION FOR SERVICE PENSION / FAMILY PENSION / RETIREMENT GRATUITY / SERVICE GRATUITY / COMMUTATION**  
(To be furnished in duplicate)

G.O. Ms.No.263, Dated : 23.11.1998  
Part-I information to be furnished by the Government Servant / Applicant  
(The Pension Sanctioning Authority shall forward the application duly processed to the AG (A&E) / LF Authority within a period of 30 days

1 a) Name of the Government servant	Sankati Ramul
b) Post Held	Jameder
2 Name of the Applicant (in case of death of Govt. servant)	

**Step 5:** Click on the Form – part BA tab as shown below and select the Pension rule as Rule 33 superannuation pension (Rule 42) as shown below. You can view all the calculation details as shown below.

Form - Part I Form - Part II A Part I - Attachments Application Progress Log Application Rejection Details

**Form Status Part I Submitted**

Save | Forward To PSA | Print Form 2A | Cancel | Anticipatory Pension | Reject

Personnel No.: 10090000 Sankati Ramul  
Position: 50395725 Jameder

Father's / Husband's Name:   
Applicant Name:   
Date Of Birth: 22.04.1955  
Joining Date: 06.08.1963  
Date of Retirement/Death: 30.04.2015

\* Pension Rule: **Rule 33 Superannuation Pension(Rule42)**

Anticipatory Pen.:   
Ant. Pension %: 0  
Ant. Pension Amt.: 0.00

Provisional Pen.:   
Prov. Pension %: 0  
Prov. Pension Amt.: 0.00

**Service Details**

Total Service	31Y/0M/25D	Total Q.S.	33Y/0M/0D
NOS-EOL	5Y/0M/0D	NQS-Suspension Days	0Y/11M/15D
NQS-Boy Service:		NQS-Others:	
Net Q.S.:	28Y/7M/10D	Addl. Service:	3Y/0M/0D
		Weightage, if any:	1Y/4M/20D

**Calculation**

Lst Pay Drawn	20,110.00	Service Pension	10,055.00
Service Gratuity:		Retirement Gratuity:	331,815.00
Enh. Fmly Pension:	10,055.00	Normal Fmly Pen:	6,033.00

**Period Of Pension Payment**

Govt. Dues To Be Recovered

**Step 6:** Click Forward to PSA button.

Form - Part I   Form - Part II A   Part I - Attachments   Application Progress Log   Application Rejection Details

**Form Status Part I Submitted**

Personnel No.:	10090000	Sankati Ramul
Position:	50395725	Jameder

Father's / Husband's Name:

Applicant Name:

Date Of Birth: 22.04.1955

Joining Date: 06.08.1983

Date of Retirement/Death: 30.04.2015

\* Pension Rule: Rule 33 Superannuation Pension(Rule42)

Anticipatory Pen.:

Ant. Pension %: 0

Ant. Pension Amt.: 0.00

Provisional Pen.:

Prov. Pension %: 0

Prov. Pension Amt.: 0.00

**Service Details**

Total Service	31Y/08M/25D	Total Q.S.	33Y/0M/0D
NQS-EOL:	5Y/0M/0D	NQS-Suspension Days:	0Y/11M/15D
NQS-Boy Service:	<input type="text"/>	NQS-Others:	<input type="text"/>
NQS-Dies-non: 0Y/2M/0D		NQS-Total 3Y/1M/15D	
Net Q.S.:	28Y/7M/10D	Addl. Service:	3Y/0M/0D
		Weightage, if any: 1Y/4M/20D	

**Calculation**

Lst Pay Drawn	20,110.00	Service Pension	10,055.00
Service Gratuity:	<input type="text"/>	Retirement Gratuity:	331,815.00
Enh. Fmly Pension:	10,055.00	Normal Fmly Pen:	6,033.00

**Period Of Pension Payment**

Govt. Dues To Be Recovered

Click Reject button to Reject the document.

Personnel No.: 10090001   Kolluru Sambashiva Rao  
 Position: 50395727   Head of Sections   Form Status: HOO Approved

**Pension - Employee List**

Personnel No.	Emp. Name	Position	Position Short Text	Applicant Name	Land Mark	Street/House
10090000	Sankati Ramul	50395725	Jameder	<input type="text"/>	Near Civil Court	St. NO. 8, H.No. 1-5

### PSA Login

Below listed are the steps to be followed by the Pension sanctioning authority.

#### Step 1: Login to the CFMS portal.



#### Step 2: Navigate to Employee self-service → Pension → Pension – Form part II B.

You will be navigated to the below shown screen.

Personnel No.	Emp. Name	Position	Position Short Text	Applicant Name	Land Mark	Street/House
10090000	Sankati Ramul	50395725	Jameder		Near Civil Court	St. NO. 8, H.No. 1-58/A

**Step 3:** Select the Form status as **HOO approval** and click on the **Execute** button.

The data will be displayed as shown in the below screen.

Click on **Form – Part I** button to view the form submitted.

1	a) Name of the Government servant	Sankati Ramul
b)	Post Held	Jameder
2	Name of the Applicant (in case of death of Govt. servant)	

Below shown is Part- II (B), Sanction of pension form.

Part - II (B) SANCTION OF PENSION																				
a)	<p>Certificate of competency to accord sanction (applicable in case of sanction of pension to non-gazetted officers including Class-IV employees)</p> <p>i) I am declared by the Head of the Department to be the Head of an office to accord sanction in this case under the powers delegated vide G.O.Ms. No. 262, Finance &amp; Planning (FW-PSC) Department dated 23-11-1998.</p> <p style="text-align: center;">OR</p> <p>ii) I am the next Gazetted Authority in the hierarchy to the Head of the office in this case who is a non-gazetted officer and hence, I am competent to accord sanction under the powers delegated vide G.O.Ms. No. 262, Finance &amp; Planning (FW-PSC) Department dated 23-11-1998</p> <p style="text-align: center;">(Strike off whichever is not applicable)</p>																			
b)	<p><b>Sanction Order :</b></p> <p>Pensionary benefits including commutation found admissible under the rules may be authorised. It is verified from the records in my custody and certify that no disciplinary or judicial proceedings are pending/contemplated against retiring/retired government servant to whom I am the authority for sanction of pension.</p>																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 15%;">i)</td> <td style="width: 60%;">Service Pension</td> <td style="width: 25%;">: 10,055</td> </tr> <tr> <td>ii)</td> <td>Retiring Gratuity</td> <td>: 331,815</td> </tr> <tr> <td>iii)</td> <td>Commutation</td> <td>: 0</td> </tr> <tr> <td>iv)</td> <td>Family Pension</td> <td>:</td> </tr> <tr> <td></td> <td>a) Enhanced Family Pension</td> <td>: 10,055</td> </tr> <tr> <td></td> <td>b) Normal Family Pension</td> <td>: 6,033</td> </tr> </tbody> </table>			i)	Service Pension	: 10,055	ii)	Retiring Gratuity	: 331,815	iii)	Commutation	: 0	iv)	Family Pension	:		a) Enhanced Family Pension	: 10,055		b) Normal Family Pension	: 6,033
i)	Service Pension	: 10,055																		
ii)	Retiring Gratuity	: 331,815																		
iii)	Commutation	: 0																		
iv)	Family Pension	:																		
	a) Enhanced Family Pension	: 10,055																		
	b) Normal Family Pension	: 6,033																		
<p>Office Seal</p>		<p>Signature and Designation of Pension Sanctioning Authority</p>																		
<p>Note 1 : This is to be prepared in duplicate by the Pension Sanctioning Authority, one for the record of Pension Sanctioning Authority and the other one to be sent to Accountant General / Local Fund Audit Officer.</p>																				
<p>Note 2 : The Pension Sanctioning Authority should satisfy about the correctness of the particulars of family furnished by the Government servant / Applicant in Part - I.</p>																				
<p>Note 3 : If the pensionary benefits are not to be released Part-II-B(b) shall be struck off.</p>																				
<p>Note 4 : If there is any likelihood of delay, Anticipatory Pension /Anticipatory Gratuity as per Rule 51 of A. P. Financial Code Volume I/Subsidiary Rule 22(II) of FR. O.</p>																				

Below shown is Part- II (c) form.

Note: The form is yet to be developed.

**Step 4:** Click **Forward to PIA** button.

By clicking on this button the document will be sent to the PIA (Pension issuing authority) for approval.

Form - Part I   Form - Part II A    Application Progress Log

Personnel No.:	10090000	Sankati Ramul
Position:	50395725	Jameder

Father's / Husband's Name:

Applicant Name:

Date Of Birth:

Joining Date:

Date of Retirement/Death:

\* Pension Rule:

Anticipatory Pen.:

Anticipatory Pen. %:

**Service Details**

Total Service:	31Y/8M/25D	Total Q.S.:	33Y/0M/0D
NQS-EOL:	5Y/0M/0D	NQS-Suspension Days:	0Y/11M/15D
NQS-Boy Service:	<input type="text"/>	NQS-Others:	<input type="text"/>
Net Q.S.:	28Y/7M/10D	Addl. Service:	3Y/0M/0D
Weightage, if any:		1Y/4M/20D	

**Calculation**

Lst Pay Drawn	20,110.00	Service Pension	10,055.00
---------------	-----------	-----------------	-----------

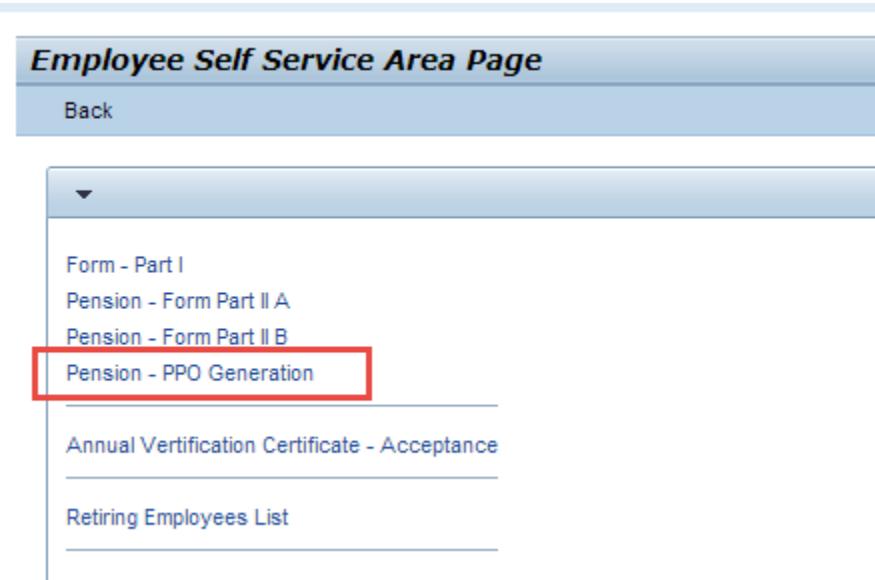
## PIA Login

The document is forwarded from PSA to PIA for approval.

Below are the steps to be followed by the PIA.

**Step 1:** Login to **CFMS portal**.

**Step 2:** Navigate to **Employee self-service → Pension → Pension – PPO generation**



**Employee Self Service Area Page**

Back

- ▼
- Form - Part I
- Pension - Form Part II A
- Pension - Form Part II B
- Pension - PPO Generation**

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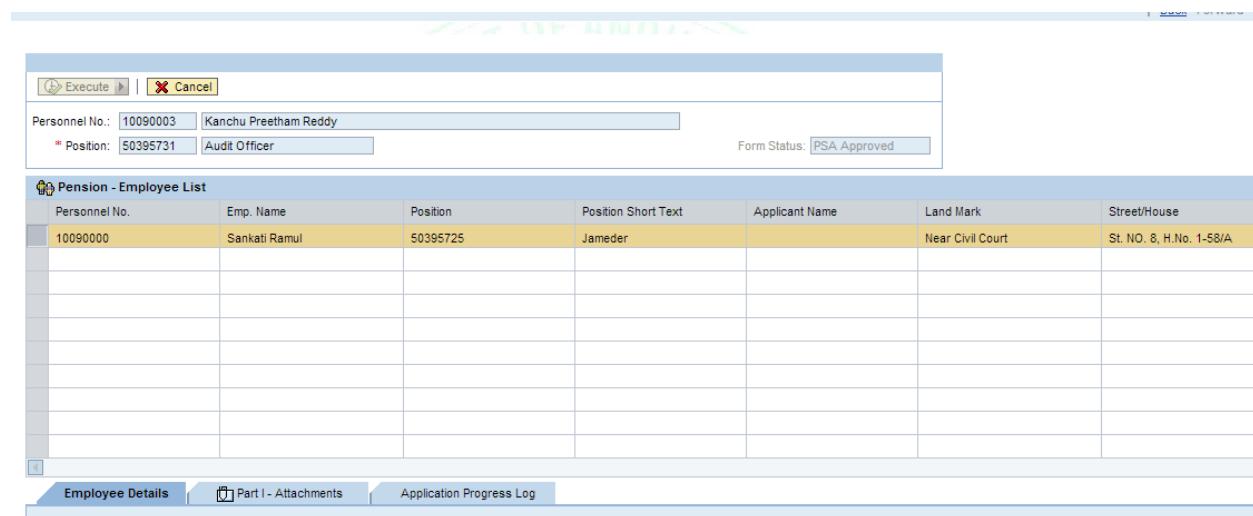
Annual Verification Certificate - Acceptance

---

Retiring Employees List

---

**Step 3:** Select the form status as **PSA approved** and click on the **Execute** button.



Execute | Cancel

Personnel No.: 10090003 Kanchu Preetham Reddy  
\* Position: 50395731 Audit Officer

Form Status: **PSA Approved**

Personnel No.	Emp. Name	Position	Position Short Text	Applicant Name	Land Mark	Street/House
10090000	Sankati Ramul	50395725	Jameder		Near Civil Court	St. NO. 8, H.No. 1-58/A

Pension - Employee List

Employee Details | Part I - Attachments | Application Progress Log

**Employee details:** All the employee details are displayed.

Employee Details | Part I - Attachments | Application Progress Log

Form Status

Save | Generate PPO | PPO/CPO/GPO | Part I | Part II A | Part II B | Part II C | Cancel

Personnel No.: 00000000	Position: 00000000
Father's / Husband's Name:	Applicant Name:
Date Of Birth:	Joining Date:
Date of Retirement/Death:	Pension Rule: Select From Dropdown
Anticipatory Pen.: <input type="checkbox"/>	
Anticipatory Pen. %: 0	
Anticipatory Pen. Amt: 0.00	
Provisional Pen.: <input type="checkbox"/>	

**Service Details**

Total Service	Total Q.S.	
NQS-EOL:	NQS-Suspension Days:	NQS-Dies-non:
NQS-Boy Service:	NQS-Others:	NQS-Total:
Net Q.S.:	Addl. Service:	Weightage, if any:

**Calculation**

Last Pay Drawn	Service Pension
Service Gratuity:	Retirement Gratuity:
Enh. Famly Pension:	Normal Famly Pen:

**Part I attachments:** The user can view Part I attached document and vice versa for all the other buttons.

To Deputy Director, District Treasury Office, RANGAREDDY	ANTICIPATORY PENSION PAID IF ANY MAY BE ADJUSTED
PPO NO.	Payment Place: Bank Account No:

Until further notice and on the expiration of every month be pleased to pay Sri/Smt the pension as set out in Part II of this order plus the amount of dearness relief thereon as admissible from time to time after due identification of the pensioner. The payment should commence from . The income tax, where deductible, should be deducted at source. The charge is debitable as Voted expenditure to Major Head - Pension and Other Retirement Benefits, Sub Major Head - 01 Civil, Minor Head - 101 - Superannuation and Retirement Allowances.

<b>Part - I</b> Name of the Government Servant Sri/Smt:			
Employee Id :	00000000	Designation:	Department:
Pension Rules applied:		Pay Scales:	Retirement Category :
Date of Birth :		Join Date:	Date of retirement:
Qualifying Service :		Weightage:	Non Q.S:
Service restricted to :		Last Pay Rs. 0	
Name of the Family Pension Beneficiary :			
D.O.B. of Beneficiary :			
<b>Emoluments reckoned for calculation of Average Emoluments</b>			
<b>Part - II</b> <i>Details of Pensionary Benefits</i>			
Service Pension (SP) Rs :	0	Payable from :	Payable upto:
Service Pension in words			
SP cut Rs.		SP cut from :	SP cut upto:

**Step 4:** Click on PPO button.

PIA generates the PPO and sends to the concerned DDO's.

## 5. PAYROLL MANAGEMENT

Payroll Management deals with the financial aspects of employee's salary, allowances, deductions, gross pay, net pay etc. and generation of pay-slips for a specific period. The sum total of all emoluments that an Organization must pay to its employees for a set period of time or at a given date is the payroll management.

Payroll Management empowers to:

- Manage Employee Information Efficiently.
- Define the emoluments, deductions, leave etc.
- Generate Pay-Slip at the convenience of a mouse click.
- Generate and Manage the Payroll Processes according to the Salary Structure assigned to the employee.
- Generate all the Reports related to employee, attendance/leave, payroll etc.

Login to the CFMS portal by following the steps listed in Login.

**Step a:** Refer [Login](#).

**Step 1:** Click on Payroll Management.

The screenshot shows the CFMS portal interface. At the top, there is a navigation bar with tabs: Home, Employee Self-Service, Time Administrator, Payroll Management (which is highlighted with a red box), HRMS Reports, and others partially visible. Below the navigation bar is a 'Detailed Navigation' sidebar with sections like Overview, CFMS Alerts (which is also highlighted with a red box), and Leave Approval Status. The main content area is titled 'CFMS Alerts' and shows a list of tasks. The tasks are listed in a table with columns for Subject and From. The first task in the list is highlighted with a yellow background.

Subject	From
<a href="#">Approval for Claims and Advance Requests</a>	EVVSubbha Rao
<a href="#">Approval for Claims and Advance Requests</a>	ISMAIL SHAIK
<a href="#">Approval for Claims and Advance Requests</a>	ANJANEYULU AVULAMA
<a href="#">Approval for Claims and Advance Requests</a>	ANJANEYULU AVULAMA
<a href="#">Approval for Claims and Advance Requests</a>	Vijaya Rama Krishna Rao

## Non- Govt Deductions

Here all the details regarding Non – Govt deductions like Department of cooperative society, Court attachments, Miscellaneous etc of all the employees are to be entered by the Payroll administrator.

**Step 1:** Navigate to Payroll Management → Non- Govt Deductions.



You will be navigated to the below shown screen.

Deductions for the Month of 01.06.2015									
<input type="button" value="Save"/> <input type="button" value="Search"/> View: [Standard View] Print Version Export ▾									
Search by using Employee Name <input type="text"/> <input type="button" value="Search"/>									
Emp No	Name	Designation	Deduction Type	Amount	Deduction Type	Amount	Deduction Type	Amount	Deduction Type
20000001	AJAYA BABU KALLAM	Principal Secretary	Court Attachments	0.00	Dept Co - Operative Society	0.00	Other Non Govt Deductions	0.00	Miscellaneous Deductions
20000002	V RAMESH PENUMAKA	Principal Secretary	Court Attachments	0.00	Dept Co - Operative Society	0.00	Other Non Govt Deductions	0.00	Miscellaneous Deductions
20000003	SAMBASIVA RAO DON...	Principal Secretary	Court Attachments	0.00	Dept Co - Operative Society	0.00	Other Non Govt Deductions	0.00	Miscellaneous Deductions
20000004	PREMACHANDRA RED...	Secretary	Court Attachments	0.00	Dept Co - Operative Society	0.00	Other Non Govt Deductions	0.00	Miscellaneous Deductions
20005001	RAMA KRISHANA YERRA	Additional Secretary to ...	Court Attachments	0.00	Dept Co - Operative Society	0.00	Other Non Govt Deductions	0.00	Miscellaneous Deductions
20005002	NAGA MALLESWARA ...	Joint Secretary to Gove...	Court Attachments	0.00	Dept Co - Operative Society	0.00	Other Non Govt Deductions	0.00	Miscellaneous Deductions
20005003	Demodar Abbal Nalamati	Director IT	Court Attachments	0.00	Dept Co - Operative Society	0.00	Other Non Govt Deductions	0.00	Miscellaneous Deductions
20005004	VSKS PAPA RAO KOT...	Deputy Secretary to Go...	Court Attachments	0.00	Dept Co - Operative Society	0.00	Other Non Govt Deductions	0.00	Miscellaneous Deductions
20005005	VENKATA NAGA MALL...	Deputy Secretary to Go...	Court Attachments	0.00	Dept Co - Operative Society	0.00	Other Non Govt Deductions	0.00	Miscellaneous Deductions
20005006	VENKATA SUBRAHM...	Deputy Secretary to Go...	Court Attachments	0.00	Dept Co - Operative Society	0.00	Other Non Govt Deductions	0.00	Miscellaneous Deductions
20005007	SASIKALA SALADAGU	Joint Financial Advisor	Court Attachments	0.00	Dept Co - Operative Society	0.00	Other Non Govt Deductions	0.00	Miscellaneous Deductions
20005008	IMTIYAZ MOHD.	Deputy Financial Advisor	Court Attachments	0.00	Dept Co - Operative Society	0.00	Other Non Govt Deductions	0.00	Miscellaneous Deductions
20005009	SHANKAR RAO YARA...	Assistant Secretary to ...	Court Attachments	0.00	Dept Co - Operative Society	0.00	Other Non Govt Deductions	0.00	Miscellaneous Deductions
20005010	AMMADI MEKA	Assistant Secretary to Go...	Court Attachments	0.00	Dept Co - Operative Society	0.00	Other Non Govt Deductions	0.00	Miscellaneous Deductions
20005014	UICDA DANI NAMIC	Assistant Secretary to Go...	Court Attachments	0.00	Dept Co - Operative Society	0.00	Other Non Govt Deductions	0.00	Miscellaneous Deductions

**Step 2:** Click **Calendar** option to select the deduction date for a particular month.

**Step 3:** Enter the **amount** with respect to the Deduction types.

You can also search for an employee, by entering employee no and clicking **Search button**.

Refer the screen shown below.

Click Save option to Save the entered data.

Click calendar option to select the date

Click Search button to search for an employee

Emp No	Name	Designation	Deduction Type	Amount	Deduction Type	Amount	Deduction Type	Amount	Deduction Type
20000001	AJAYA BABU KALLAM	Principal Secretary	Court Attachments	200	Dept Co - Operative Society	200	Other Non Govt Deductions	200	Miscellaneous Deductions
20000002	V RAMESH PENUMAKA	Principal Secretary	Court Attachments	0.00	Dept Co - Operative Society	0.00	Other Non Govt Deductions	0.00	Miscellaneous Deductions
20000003	SAMBASIVA RAO DON...	Principal Secretary	Court Attachments	0.00	Dept Co - Operative Society	0.00	Other Non Govt Deductions	0.00	Miscellaneous Deductions
20000004	PREMACHANDRA RED...	Secretary	Court Attachments	0.00	Dept Co - Operative Society	0.00	Other Non Govt Deductions	0.00	Miscellaneous Deductions
20005001	RAMA KRISHNA YERRA	Additional Secretary to ...	Court Attachments	0.00	Dept Co - Operative Society	0.00	Other Non Govt Deductions	0.00	Miscellaneous Deductions
20005002	NAGA MALLESWARA ...	Joint Secretary to Gove...	Court Attachments	0.00	Dept Co - Operative Society	0.00	Other Non Govt Deductions	0.00	Miscellaneous Deductions
20005003	Damodar Abbal Nalamati	Director IT	Court Attachments	0.00	Dept Co - Operative Society	0.00	Other Non Govt Deductions	0.00	Miscellaneous Deductions
20005004	VSKS PAPA RAO KOT...	Deputy Secretary to Go...	Court Attachments	0.00	Dept Co - Operative Society	0.00	Other Non Govt Deductions	0.00	Miscellaneous Deductions
20005005	VENKATA NAGA MALL...	Deputy Secretary to Go...	Court Attachments	0.00	Dept Co - Operative Society	0.00	Other Non Govt Deductions	0.00	Miscellaneous Deductions
20005006	VENKATA SUBRAHMA...	Deputy Secretary to Go...	Court Attachments	0.00	Dept Co - Operative Society	0.00	Other Non Govt Deductions	0.00	Miscellaneous Deductions
20005007	SASIKALA SALADAGU	Joint Financial Advisor	Court Attachments	0.00	Dept Co - Operative Society	0.00	Other Non Govt Deductions	0.00	Miscellaneous Deductions
20005008	IMTIYAZ MOHD.	Deputy Financial Advisor	Court Attachments	0.00	Dept Co - Operative Society	0.00	Other Non Govt Deductions	0.00	Miscellaneous Deductions

#### Step 4: Click Save button to save the entries.

A message will be displayed as shown below.

Updated Successfully

Emp No	Name	Designation	Deduction Type	Amount
20000001	AJAYA BABU KALLAM	Principal Secretary	Court Attachments	
20000002	V RAMESH PENUMAKA	Principal Secretary	Court Attachments	
20000003	SAMBASIVA RAO DON...	Principal Secretary	Court Attachments	
20000004	PREMACHANDRA RED...	Secretary	Court Attachments	

## Increment Report

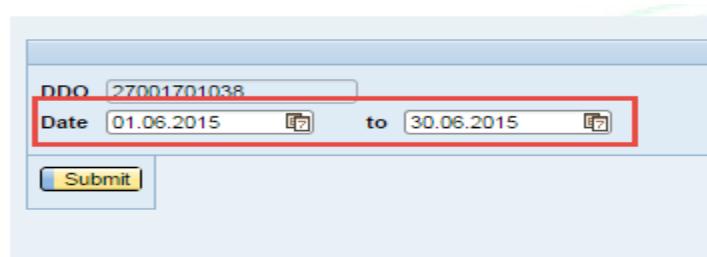
Here, the increment report can be viewed for the selected period.

**Step 1: Navigate to Payroll Management → Increment Report.**



You will be navigated to the below shown screen. By default the DDO code will be displayed.

**Step 2:** Select the **From date & To date** and click **Submit button**.



A report will be generated with all the increment details of the employees for the selected dates.

## DDO Payroll Register

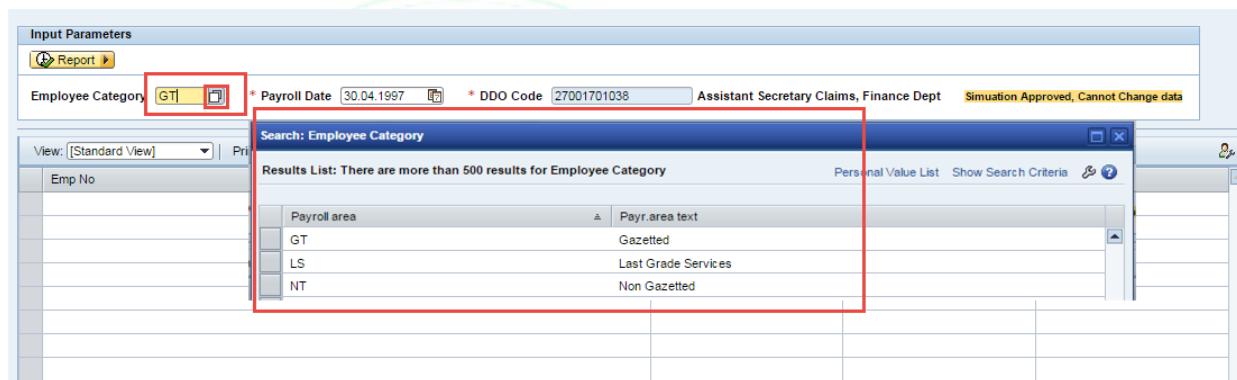
Once the payroll admin processes the payroll, the pay details are stored in the payroll register. The DDO can view individual employee pay details like gross, deductions & net balances.

**Step 1:** Navigate to Payroll Management → DDO Payroll register.



You will be navigated to the below shown screen. Select the Employee category. Ex: GT

By default the DDO code will be displayed.



**Step 2:** Select the **payroll date** and click on **Report button**.

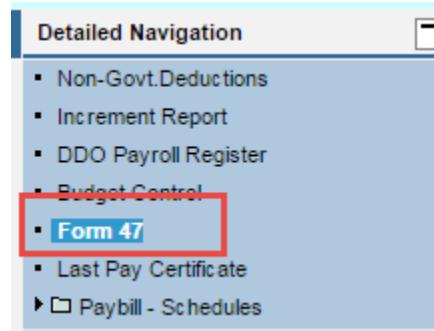
A report will be generated as shown below.

**Input Parameters**

<input type="button" value="Report"/>	* Payroll Date [31.05.2015]	* DDO Code [27001701038]	Assistant Secretary Claims, Finance Dept	Simulation Approved, Cannot Change data											
View: [Standard View]   Print Version   Export															
Emp No	Sur Name (Int'l Peru)	Name	Post	Total Leave	Basic Pay	Family Planning Incentive	Personal Pay	DA(State)	HRA	CCA	Physically Handicapped Allowance(PHA)	Interim Relief	Total Gross Earnings	Income Tax	Total Govt Deductions
20005097	Thambala	Narayana	ASO	0.00	13,270.00		9,542.00	3,981.00	300.00		3,583.00	31,176.00	6,235.00	6,235.00	
20005066	VANKAYALAPATI	VEERAIAH	Assistant Accounts Officer	8.00	20,680.00		14,870.00	6,204.00	525.00		5,584.00	47,863.00	3,422.00	3,422.00	
20005065	GODITI	SATYANARAYANA	Assistant Accounts Officer	6.00	21,250.00		15,280.00	6,375.00	525.00		5,738.00	49,168.00	3,691.00	3,691.00	
20005064	B	SUDHA RANI	Assistant Accounts Officer	31.00	20,680.00	30.00	14,870.00	6,204.00	525.00		5,584.00	47,893.00	3,428.00	3,428.00	
20005063	KOLACHALA	NAGA LAKSHMI KUMARI	Assistant Director	0.00	27,000.00	40.00	30.00	19,414.00	8,100.00	525.00		7,290.00	62,399.00	6,417.00	6,417.00
20005062	B	SRINIVASULU	PS to Secy to Govt	0.00	29,200.00		40.00	20,996.00	8,760.00	525.00		7,884.00	67,730.00	7,515.00	7,515.00
20005061	M	PADMAVATHI	PS to Secy to Govt	0.00	30,750.00	75.00		22,110.00	9,225.00	525.00		8,303.00	71,488.00	8,289.00	8,289.00
20005060	S	SREEPATHI ACHARYULU	PS to Secy to Govt	0.00	21,250.00	150.00	40.00	15,280.00	6,375.00	525.00		5,738.00	49,793.00	3,820.00	3,820.00
20005059	Y	RAMA KRISHNA	PS to Secy to Govt	0.00	27,700.00		30.00	19,917.00	8,310.00	525.00		7,479.00	64,461.00	6,841.00	6,841.00
20005057	R	NAGA JOTHI	Section Officer	21.00	18,030.00		12,964.00	5,409.00	350.00		4,869.00	42,372.00	8,474.00	8,474.00	
20005055	AMBADIPUDI	SUBBA RAO	Section Officer	0.00	24,300.00			17,473.00	7,290.00	525.00		6,561.00	56,899.00	11,380.00	11,380.00
20005054	PONDURI	NAGESWARA RAO	Section Officer	0.00	19,050.00			13,698.00	5,715.00	525.00		5,144.00	44,132.00	2,654.00	2,654.00
20005053	BOPPANA	MADHAVI	Section Officer	0.00	22,430.00	100.00	30.00	16,128.00	6,729.00	525.00		6,057.00	52,749.00	10,550.00	10,550.00
20005052	CHEBROLU	SUDRA	Section Officer	64.00	18,030.00			12,964.00	5,409.00	350.00		4,869.00	42,372.00	8,474.00	8,474.00

## Form 47

**Step 1:** Navigate to Payroll Management → Form 47.



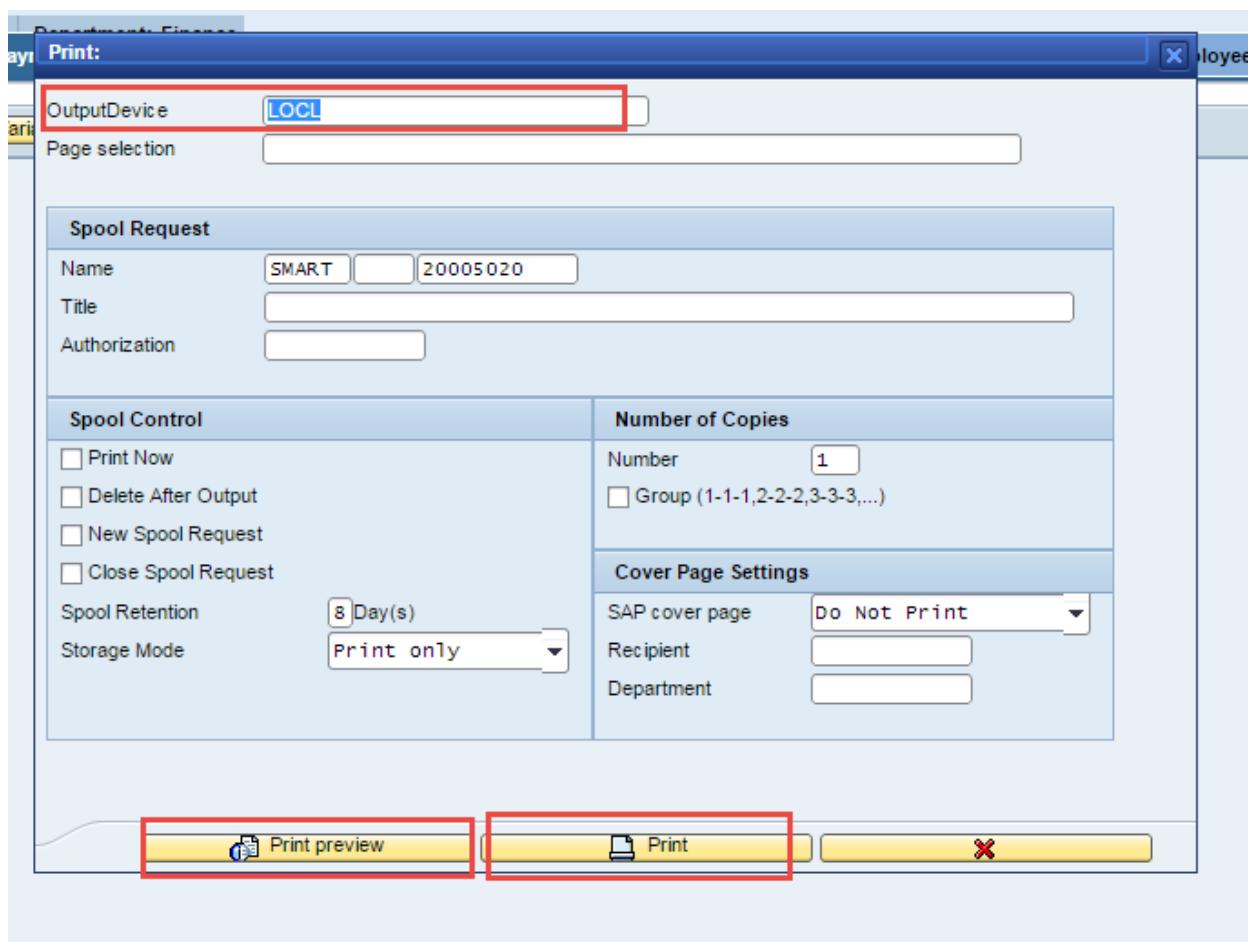
**Step 2:** Select the Payroll period, year, HoA & Employee Category.

Menu	Save as Variant...	Back	Exit	Cancel	<b>Execute</b>	Get Variant...
<b>Selection-Screen</b>						
Payroll Period	April					
Year	2014					
HoA	205200090006010011NV					
Employee Category	GT					

**Step 3:** Click on Execute button.

A print dialog box will be displayed.

**Step 4:** Enter **LOCL** in the Output device fields and click print **preview**.



**Print preview:** It displays the report where the user can view the report and then give a print of it.

**Print:** It allows the user to give the print of the particular report that has been generated.

Below shown is a sample report that has been generated.

Govt of Andhra Pradesh  
(APTC Form-47)

Pay Bill For the Month & Year :		Date:	04.06.2015				
Treasury/P.O.Codes:		Token ID:					
D.D.O.Code:	27001701038	District:	Hyderabad				
D.D.O.Designation:	Assistant Secretary	DDO/Office Name:	Finance Dept.				
Trans ID.:	N/A	Employee Category:	Gazetted				
Head of Account	(Voted/Charged)	Deductions	Amount				
Major Head	<table border="1"><tr><td>2</td><td>0</td><td>5</td><td>2</td></tr></table>	2	0	5	2	1. G.I.FAIRS/ZPPF/JUDGES	Rs. 0.00
2	0	5	2				
Sub Major	<table border="1"><tr><td>0</td><td>0</td></tr></table>	0	0	2. PF(L)	Rs. 0.00		
0	0						
Minor Head	<table border="1"><tr><td>0</td><td>9</td><td>0</td></tr></table>	0	9	0	3. Group Insurance/AIS	Rs. 0.00	
0	9	0					
Group Sub-Head	<table border="1"><tr><td>0</td><td>0</td></tr></table>	0	0	4. Professional Tax	Rs. 0.00		
0	0						
Sub-Head	<table border="1"><tr><td>0</td><td>6</td></tr></table>	0	6	5. House Rent Deduction	Rs. 0.00		
0	6						
Detailed Head	<table border="1"><tr><td>0</td><td>1</td><td>0</td></tr></table>	0	1	0	6. Festival Advance	Rs. 0.00	
0	1	0					
Non-Plan-NP/Plan-P	<input checked="" type="checkbox"/> Charged-C/Voted-V:	7. Education Advance	Rs. 0.00				
Contingency Fund M/F/Service	<table border="1"><tr><td>██████████</td></tr></table>	██████████	8. A.P.PF/PA/PA-AIS	Rs. 0.00			
██████████							
011 Pay	Rs. 1,508,390.00	9. H.B.A./P/HB/A-AIS	Rs. 0.00				
012 Allowances	Rs. 30,450.00	10. H.B.A./P/HB/A-AIS	Rs. 0.00				
013 Dearness Allowance	Rs. 1,057,790.00	11. Car Advance(P)	Rs. 0.00				
014 Sumptry Allowance	Rs. 0.00	12. Car Advance(I)	Rs. 0.00				
015 Interim Relief	Rs. 397,223.25	13. Motorcycle Advance(P)	Rs. 0.00				
016 House Rent Allowance	Rs. 432,366.00	14. Motorcycle Advance(I)	Rs. 0.00				
018 Encashment of Earned	Rs. 42,869.00	15. Cycle Advance(I)	Rs. 0.00				
		16. Cycle Advance(P)	Rs. 0.00				
		17. Marriage Advance(P)	Rs. 0.00				
		18. Marriage Advance(I)	Rs. 0.00				
		19. Personal Computer(P)	Rs. 0.00				
		20. Personnel Computer(I)	Rs. 0.00				
		21. Income Tax	417,569.00				
		22. E.W.F. IV GPF-DTO	Rs. 0.00				
		23. E.W.F. Loan	Rs. 0.00				
		24. CPS	Rs. 0.00				
		25. EWF(Sub)	Rs. 0.00				
		26. GPF Loan Rec	Rs. 0.00				
		27. Employee Health Scheme	Rs. 0.00				
		28. C.M. Relief Fund	Rs. 0.00				
Gross Amount	Rs. 3,466,101.25						
Less Govt. deductions	Rs. 417,569.00						

## Last Pay Certificate

The last pay certificate is issued in case of transfers, deputations etc.

**Step 1:** Navigate to Payroll Management → Last pay certificate.



By default the DDO code will be displayed.

**Step 2:** Select the Personnel no, Employee category, joining time in days and click Execute button.

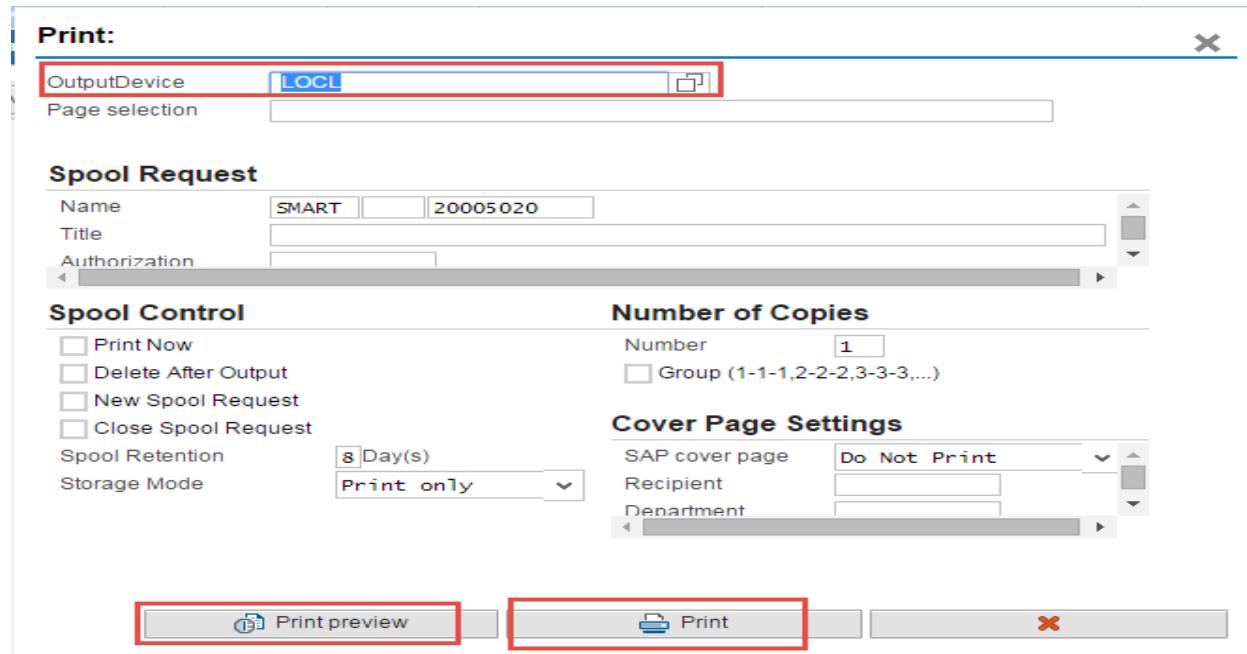
Menu Save as Variant... Back Exit Cancel **Execute**

### Selection-Screen

Personnel No	2000000
Employee Category	GT
Joining Time in Days	2
DDO Code	27001701038

A print window will be displayed.

**Step 3:** Enter **LOCL** in the output field and click **Print preview**.



**Print preview:** It displays the report where the user can view the report and then give a print of it.

**Print:** It allows the user to give the print of the particular report that has been generated.

Below shown is a sample report that has been generated.

Menu Back Exit Cancel Archive Print and Archive Zoom +10% Zoom -10%

LAST PAY CERTIFICATE			
1. Last Pay Certificate Sri SAMBASIVA RAO DONDAPATI, Principal Secretary, (EmpID No. 2000003) of the Finance Dept. on dt. .			
2. He has been paid up to 30.06.2014 at the following rates:			
Earnings		Deductions	
Basic Pay	77,170.00	Professional Tax	200.00
Homes Rent Allowance	23,114.00	Income Tax	60,710.00
Dearness Allowance	69,060.00	AIS GPF	5,500.00
Family Planning Incentive	794.00	HBA (P)	3,900.00
BEP HRA	69,453.00		
<b>Earnings Total:</b>	<b>239,984.00</b>	<b>Deduction Total:</b>	<b>73,319.00</b>
3. He is made over charge of the Finance Dept. on the After Noon on .			
4. Recoveries are made from the pay of Government Servant as detailed on the reserve.			
5. He has been paid leave salary as detailed above deductions have been made as noted on the reserve.			
6. He is entitled to draw for the following.			
7. He is entitled to the joining time for 2 days.			
8. The details of the income-tax recovered from him up to the date from the beginning of the current year as below.			
Period From	Period To	Deduction Type	Amount
DETAILS OF RECOVERIES			Signature of Head of Office
Name of Recovery	Total Loan Amount Sanctioned	To be Recovered	
Signature of Head of Office			

## Pay Bill Schedules

Generates pay bill overview which comprises of all earnings, govt & non-govt deductions of the employees falling under the DDO's jurisdiction. It also generates recovery of individual schedules.

**Detailed Navigation**

- Non-Govt.Deductions
- Increment Report
- DDO Payroll Register
- Budget Control
- Form 47
- Last Pay Certificate
- ▼ □ Paybill - Schedules
  - Overview-Pay Bill
  - Overview Pay Bill for Employees
  - ▶ □ Statutory & Non-Statutory
  - ▶ □ CPS & GPF Subscription and Loan
  - ▶ □ HBA & HRD Recovery
  - ▶ □ Loans & Advances Recovery

## Statutory & Non-Statutory

Here all the reports related to APGLI subscription & Loan, Group insurance scheme, GIS – Cadre, GIS – Judiciary, Professional Tax, Income Tax & Employee welfare fund will be generated.

Below shown is a sample report generated for your reference. Please do follow the same steps for generating other reports.

### APGLI subscription & Loan

**Step 1:** Navigate to Payroll Management → Pay bill – schedules → APGLI subscription & Loan.



**Step 2:** Select Employee Category, Month/Year and click Run button.

The screenshot shows a 'Prompts' dialog box with two main sections: 'Prompt Summary' and 'Select values for prompts'. In the 'Prompt Summary' section, three items are listed with green checkmarks: Employee Category: WK - 2700, Month/Year: 201403 - 03.2014, and DDO Code: 27001701038 - 27001. In the 'Select values for prompts' section, three dropdown menus are shown with their respective selected values: Employee Category (WK - 2700-PAO AP Hyd), Month/Year (201403 - 03.2014), and DDO Code (27001701038 - 27001701038). A red box highlights the 'Run' button at the bottom right of the dialog box.

A report will be generated as shown below.

S.No.	Empcode	Name & Designation	APGLI NO.	Subscription	Loan Amount	Installment	Total
1	20005001	RAMA KRISHNA YERRA ADDITIONAL SECRETARY TO GOVERNMENT	221476/A	1,200	#		1,200
2	20005004	VSKS PAPA RAO KOTAMARTHI DEPUTY SECRETARY TO GOVERNMENT	253275	1,500	10,320	#	11,820
3	20005005	VENKATA RANGA MALLESWARA RAO CHINNAREDDY DEPUTY SECRETARY TO GOVERNMENT	253276	3,000	#		3,000
4	20005006	VENKATA SUBRAHMANYAM KUNUGoti DEPUTY SECRETARY TO GOVERNMENT	262417/A	150	#		150
5	20005007	SASIKALA SALADAGU JOINT FINANCIAL ADVISOR	293129	5,000	#		5,000
6	20005008	IMTIYAZ MOHD.	291787/B	600	#		600

Last Refreshed : June 4, 2015 1:24:54 PM GMT+05:30

Similarly you can generate other reports.

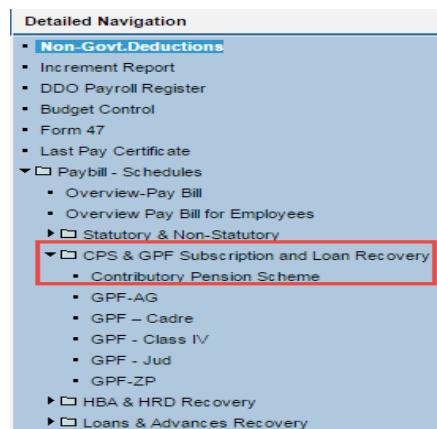
### CPF & GPF Subscription and Loan Recovery

Here all the reports related to Contributory pension scheme, GPF –AG, GPF-cadre, GPF-Class IV, GPF-Jud, GPF-ZP will be generated.

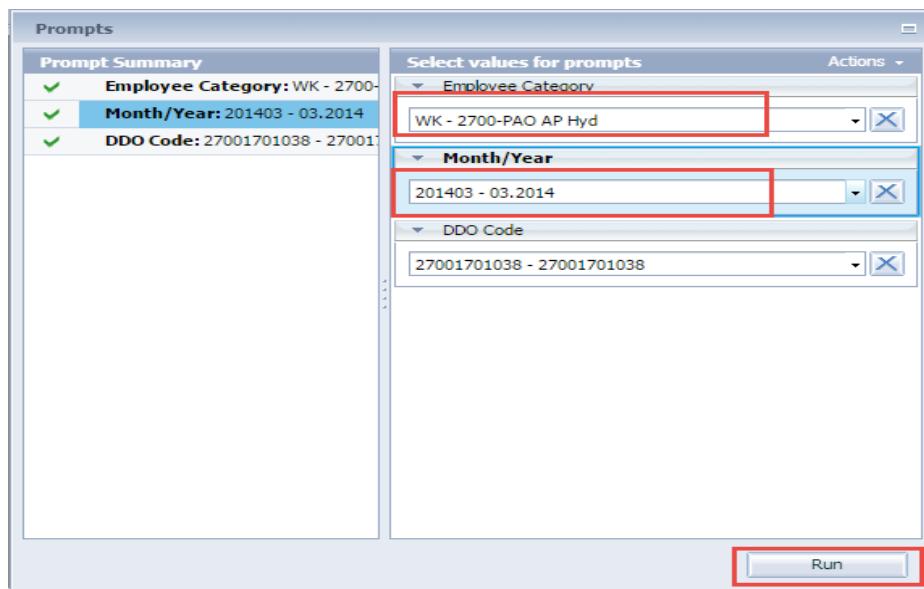
Below shown is a sample report generated for your reference. Please do follow the same steps for generating other reports.

### Contributory Pension Scheme

**Step 1:** Navigate to Payroll Management → Pay bill – schedules → CPS & GPF Subscription and Loan Recovery → Contributory Pension Scheme.



**Step 2: Select Employee Category, Month/Year and click Run button.**



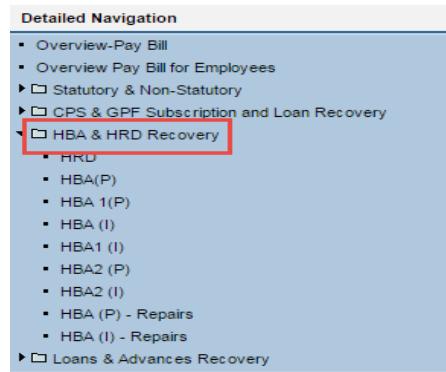
A report will be generated as shown below.

Empcode	Name & Designation	CPS NO.	Basic Pay	DA	Subscription
20005103	BHAGYA NAGARAJU KETHA ASO	110053491708			2109.00
20005074	BHANU PRASAD CHATURVEDULA ASO	110042122278			2565.00
20005153	KHADEER SYED ABDUL OFFICE SUBORDINATE	110082404921			1184.00
20005092	MADHU BABU MANDALAPU ASO	110040751082			2865.00
20005094	MANI PATHAGUNTA ASO	110073491707			2109.00
20005089	MURALI MOHAN REDDY NAKAMARU ASO	110023491704			2168.00

### HBA & HRD Recovery

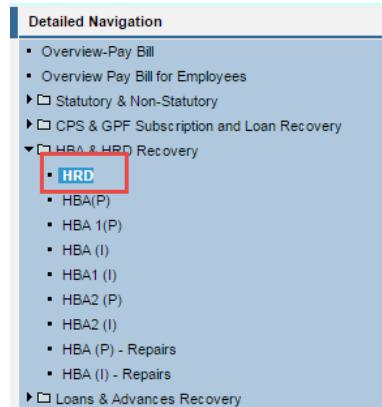
Here all the reports related to HRD, HBA (P), HBA 1(P), HBA (I), HBA 1(I), HBA 2(P), HBA 2(I), HBA (P)-Repairs, HBA(I)-Repairs will be generated.

Below shown is a sample report generated for your reference. Please do follow the same steps for generating other reports.



## HRD

**Step 1:** Navigate to Payroll Management → Pay bill – schedules → HBA & HRD Recovery → HRD.



**Step 2:** Select Employee Category, Month/Year and click Run button.

Prompts													
<b>Prompt Summary</b>													
✓	<b>Employee Category:</b> WK - 2700												
✓	<b>Month/Year:</b> 201403 - 03.2014												
✓	<b>DDO Code:</b> 27001701038 - 27001												
<b>Select values for prompts</b> <table border="1"> <tr> <td><b>Employee Category</b></td> <td>X</td> </tr> <tr> <td>WK - 2700-PAO AP Hyd</td> <td>X</td> </tr> <tr> <td><b>Month/Year</b></td> <td>X</td> </tr> <tr> <td>201403 - 03.2014</td> <td>X</td> </tr> <tr> <td><b>DDO Code</b></td> <td>X</td> </tr> <tr> <td>27001701038 - 27001701038</td> <td>X</td> </tr> </table>		<b>Employee Category</b>	X	WK - 2700-PAO AP Hyd	X	<b>Month/Year</b>	X	201403 - 03.2014	X	<b>DDO Code</b>	X	27001701038 - 27001701038	X
<b>Employee Category</b>	X												
WK - 2700-PAO AP Hyd	X												
<b>Month/Year</b>	X												
201403 - 03.2014	X												
<b>DDO Code</b>	X												
27001701038 - 27001701038	X												
<b>Run</b>													

A report will be generated as shown below.

The screenshot shows a SAP Crystal Reports interface with a title bar "SAP CRYSTAL REPORTS". The report itself has a header "Finance Department" and "Recovery of HOUSE RENT DEDUCTION for the month of MARCH 2014". It includes a circular emblem with text in Devanagari script. Below the header, it lists "DDO - 27001701038" and "HOA - 0216-01-800-00-000-000-N-C". The main content is a table with columns: S.No., Empcode, Name & Designation, Quater No / Location, and Amount in Rs. The data rows are:

S.No.	Empcode	Name & Designation	Quater No / Location	Amount in Rs.
1	20000002	V RAMESH PENUMAKA PRINCIPAL SECRETARY		2,425
2	20005007	SASIKALA SALADAGU JOINT FINANCIAL ADVISOR		3,490
3	20005033	PADMA RAO VEERAVALLI SECTION OFFICER		53
4	20005052	SUDHA CHEBROLU SECTION OFFICER		150
5	20005053	MADHAVI BOPPANA SECTION OFFICER		49
6	20005068	CHANDRA SEKHAR P SPECIAL CATEGORY STENOGRAPHER		62
7	20005136	SATYANARAYANA RAO C DAFEDAR		58

### Loans & Advances Recovery

Here all the reports related to APCO & Festival advance, Education advance, PCA(P) Recovery, PCA(I) Recovery, MCA (P), MCA (I), MRA (P), MRA (I), MSA (P), MSA(I), BCA (P), BCA (I), EWF (P), EWF (I) will be generated.

Below shown is a sample report generated for your reference. Please do follow the same steps for generating other reports.

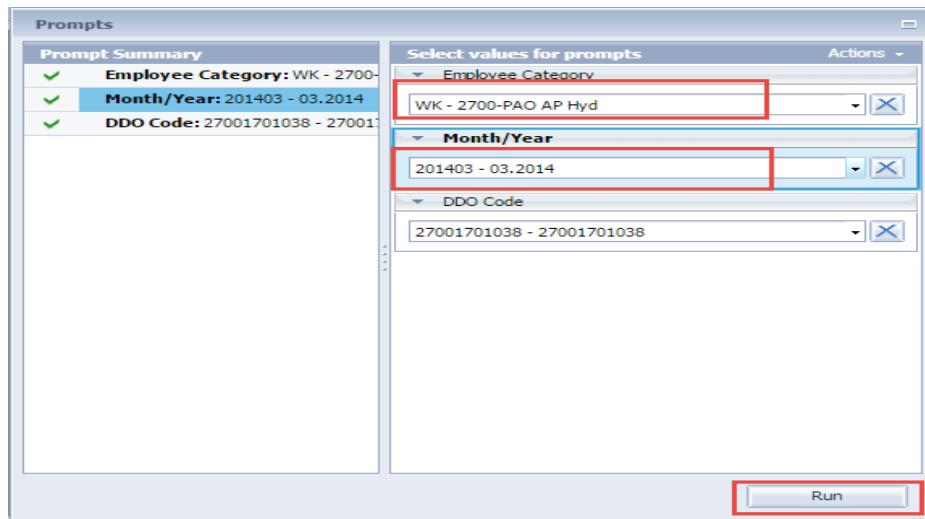
### APCO & Festival advance

**Step 1:** Navigate to Payroll Management → Pay bill – schedules → Loans & Advances recovery  
→ APCO & Festival advance.

The screenshot shows a "Detailed Navigation" menu. The path is: Overview-Pay Bill → Overview Pay Bill for Employees → Statutory & Non-Statutory → CPS & GPF Subscription and Loan Recovery → HRA & HRD Recovery → Loans & Advances Recovery → APCO and Festival Advance. The "APCO and Festival Advance" link is highlighted with a red box.

- Detailed Navigation
  - Overview-Pay Bill
  - Overview Pay Bill for Employees
    - ▶ □ Statutory & Non-Statutory
    - ▶ □ CPS & GPF Subscription and Loan Recovery
    - ▶ □ HRA & HRD Recovery
    - ▶ □ Loans & Advances Recovery
      - APCO and Festival Advance

**Step 2: Select Employee Category, Month/Year and click Run button.**



A report will be generated as shown below.

Finance Department  
Recovery of APCO and Festival Advance for the month of MARCH 2014

DDO - 27001701038  
HOA - 7610-00-206-00-04-000-000-N-C

S.No.	Empcode	Name & Designation	Loan	Instalment	Amount in Rs.
1	20005006	VENKATA SUBRAHMANYAM KURUGANTI Deputy Secretary to	Spl Fest/APCO Recovery	Not assigned	500
2	20005048	SAMUELJUBLEE KONATHAM Section Officer	Festival Adv Recovery	Not assigned	300
3	20005053	MADHAVI BOPPANA Section Officer	Spl Fest/APCO Recovery	Not assigned	500
4	20005076	SETHA MAHALAXMI RAKURTHI ASO	Festival Adv Recovery	Not assigned	300
5	20005077	RAMA KRISHNA RAJAMAHANDI ASO	Festival Adv Recovery	Not assigned	300
6	20005080	VASUMATI PENTALA	Festival Adv Recovery	Not assigned	300

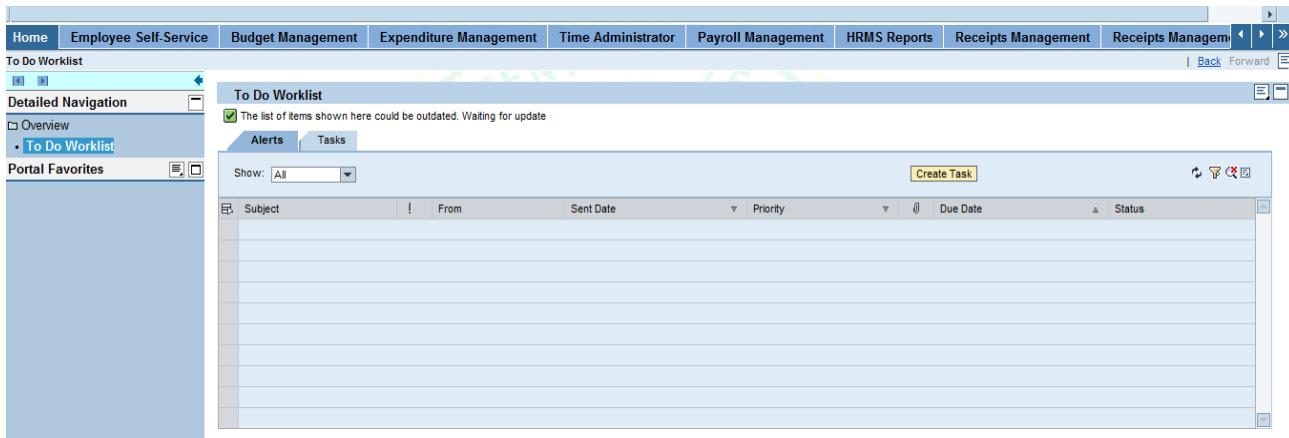
## 6. STO / PAO SERVICES

### 6.1 AUDITOR SERVICES

Once the DDO executes the payroll, it is sent to respective **Auditors**. The Auditor runs the payroll and goes through all the process and sends it to the next level audit i.e. the **Superintendent**. If the payroll of a particular employee is rejected by the auditor or kept on hold by the DDO, it is sent back to the DDO for reconciliation of the payroll.

Below listed are the steps followed at **Auditor** level.

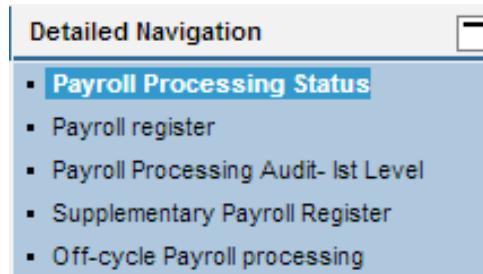
**Step 1:** Login to the CFMS portal by following the steps listed in Login to login to the portal.



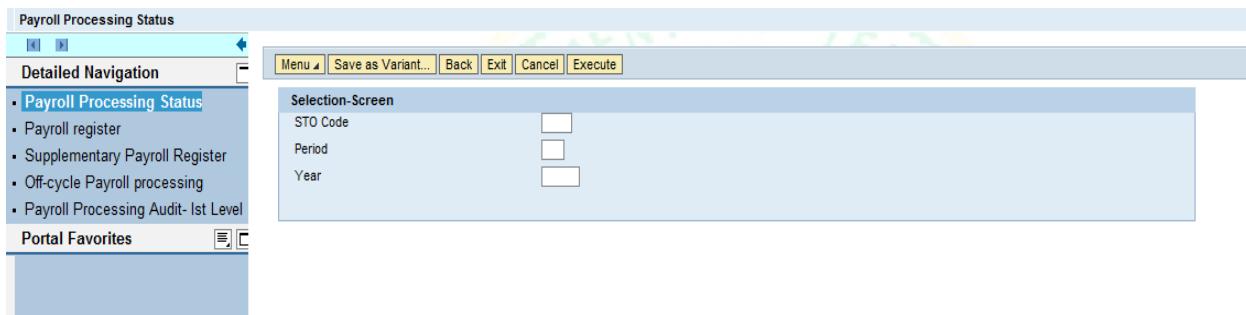
### Payroll Processing Status

Here the user can view all the statuses of the pay bills submitted by the DDO's.

**Step 2:** Navigate to Payroll Auditor 1 → Payroll Processing status.



**Step 3:** Enter the STO code, Period & year.



**Step 4:** Click on the **Execute** button.

The user can view all the payroll processing statuses as shown below.



A screenshot of a software application window titled 'Payroll Processing Status'. The window has a menu bar at the top with options: Menu, Back, Exit, Cancel, Details, Sort in Ascending Order, Sort in descending order, Set filter, Print preview, Local file..., Mail Recipient, Graphic, Change layout..., and Information. Below the menu is a toolbar with icons for back, forward, search, and other functions. The main area contains a table with four columns: DDO Code, DDO Description, Period, and Year Flag. There are two rows of data: one for 'Auditor 1' and one for 'Revenue'. The 'Auditor 1' row has a yellow background, while the 'Revenue' row is white. The 'Year Flag' column shows 'Approved' for both entries.

DDO Code	DDO Description	Period	Year Flag
Auditor 1	Auditor 1	March	2014 Approved
2904065391608	Revenue	March	2014 Approved

## Payroll Register

This is the register which displays all the salary components of the employees presiding under the respective STO.

### Step 1: Navigate to Payroll Auditor 1 → Payroll Register.

By default the STO code of the respective STO will be displayed.

**Step 2:** Select the **Payroll date** and click on the **Report** button. Check the option **All salary components** to view all the details of salary components as shown below.

If needed the user can print the version by clicking on **Print version** button and export the data into **excel sheet** to recheck the data.

Payroll register										Back	Forward
Input Parameters											
<input style="width: 100px; height: 25px; border: none; background-color: #0070C0; color: white; font-weight: bold; font-size: 10px; margin-bottom: 5px;" type="button" value="Report"/> * Payroll Date: <input style="width: 100px; height: 20px; border: 1px solid black; margin-right: 10px;" type="text" value="31.03.2014"/> * STO Code: <input style="width: 50px; height: 20px; border: 1px solid black; margin-right: 10px;" type="text" value="SF"/> 1906-Huzurnagar Simulation not Approved All Salary components ? <input checked="" type="checkbox"/>											
View: [Standard View]	Print Version	Export									
DDO Code	Emp No	Inti Peru	Name	Designation	Department	HOD	Org Unit	Date of Joining	Next Increment Date		
0202065390122	10000997	CHEEDALLA	PENTAJAH	SELECTION GRADE SECRETARY	Agriculture Marketing and Cooperation Department	Director Of Marketing, HOD	Agricultural Market Committee	01.03.2013			
0202065390122	1000689	MOHAMMAD	SAJJAD ALI	SECRETARY GRADE II	Agriculture Marketing and Cooperation Department	Director Of Marketing, HOD	Agricultural Market Committee	01.03.2013			
0202065390122	10023851	RATHVATH	PANTHULU	Junior Marketing Supervisor	Agriculture Marketing and Cooperation Department	Director Of Marketing, HOD	Agricultural Market Committee	01.03.2013			
0202065390122	10095115	CHANCHANI	RAMU	Junior Marketing Supervisor	Agriculture Marketing and Cooperation Department	Director Of Marketing, HOD	Agricultural Market Committee	01.03.2013			
0202065390122	10123305	DAIDA	SAIDULU	Assistant Marketing Supervisor	Agriculture Marketing and Cooperation Department	Director Of Marketing, HOD	Agricultural Market Committee	01.03.2013			
0202065390122	10194792	MOHAMMAD	SHAMSHEER	Supervisor	Agriculture Marketing and Cooperation Department	Director Of Marketing, HOD	Agricultural Market Committee	01.03.2013			
0302065390013	10229388	MEKALA	SHANKAR RAO	Veterinary Assistant Surgeon	Animal Husbandry, Dairy Development and Fisheries	Animal Husbandry,HOD	Veterinary Assistant Surgeon Veterinary	01.03.2013			
0302065390013	10631302	VADDEBOINA	SHEKHAR	Veterinary Assistant	Animal Husbandry, Dairy Development and Fisheries	Animal Husbandry,HOD	Veterinary Assistant Surgeon Veterinary	01.03.2013			
0302065390083	10471392	YENDLAVETLA	NEERAJA	Live Stock Assistant	Animal Husbandry, Dairy Development and Fisheries	Animal Husbandry,HOD	Veterinary Dispensary	01.03.2013			
0302065390083	10532663	CHINTAMALLA	VIAYA	Live Stock Assistant	Animal Husbandry, Dairy Development and Fisheries	Animal Husbandry,HOD	Veterinary Dispensary	01.03.2013			

## Payroll Processing Audit-1<sup>st</sup> level

In order to recheck the pay bills submitted by DDO's at **STO** level, the auditor executes the pay bill if necessary and approves at 1st level of audit.

### Step 1: Navigate to Payroll Auditor 1 → Payroll Processing Audit-1<sup>st</sup> level.

### Step 2: Click on **Execute** button.



**NOTE!** This is done for the first time to verify whether the pay bill has been executed without any errors. If any errors exist in the master data, the auditor intimates to DDO for further changes.

**Step 2:** Select the payroll date and check the option **Approve 1<sup>st</sup> level audit** for 1<sup>st</sup> level approval.

The screenshot shows a software interface titled "Payroll Simulation". At the top, there is a menu bar with options: "Menu", "Save as Variant...", "Back", "Exit", "Cancel", and "Execute". Below the menu, there are fields for "STO" (SA), "Payroll Date" (31.07.2014), and a checkbox labeled "Approve First Level Audit ?" which is checked. The background of the window has a light blue gradient.

**Step 3:** Click on the **Execute** button.

A report will be generated which shows the pay bill details of all the employees presiding under the respective STO. The Auditor can cross check the pay bill details submitted by the DDO's.



**NOTE!** All the mandatory fields are represented with a red asterisk (\*).

### Supplementary Payroll register

The DDO submits the reimbursement claims or any salary advances of the employees to the auditor for first level approval. Here the auditor can view all the details of the bills submitted by the employees to the DDO.

**Step 1:** Navigate to **Payroll Auditor 1 → Supplementary Payroll register**.

**Step 2:** Enter the Payroll date and check the option **All salary components** to view all the salary component details.

**Step 3:** Click on the **Report** button.

If needed the user can print the version by clicking on **Print version** button and export the data into excel sheet to recheck the data.

Input Parameters														
<input style="width: 100px; height: 25px; margin-bottom: 5px;" type="button" value="Report"/> * Payroll Date: <input type="text" value="20.03.2014"/> <input type="button" value="Calendar"/> * STO Code: <input type="text" value="SA"/> 1901-Nalgonda <span style="color: yellow;">Simulation not Approved</span> All Salary components ?: <input checked="" type="checkbox"/>														
View: <input type="button" value="Standard View"/> Print Version Export														
DDO Code	Emp No	Inti Peru	Name	Designation	Casual Leave	Earned Leave	Half Pay Leave	Compensatory Leave	Commuted Leave	Extra Ordinary Leave	Leave not due	Maternity Leave	Parental Leave	Special Casual Leave
0802065391356	10092694	JAMPALA	NARENDER	Senior Accountant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

## Supplementary Payroll Processing

Once the auditor finalizes the data, the data is approved and executed using the below shown screen.

**Step 1:** Navigate to Payroll Auditor 1 → Supplementary Payroll Processing.

**Step 2:** Enter the **Employee from & to no's** (these are the employee numbers for which you can view the details). Enter the **Off-cycle reason**. Enter the **Off – cycle payroll** and check the option **Approve first level audit**

The screenshot shows a software interface titled "Payroll Simulation". It has a toolbar at the top with buttons for Menu, Save as Variant..., Back, Exit, Cancel, and Execute. Below the toolbar, there are several input fields and a checkbox. The fields are as follows:

- STO: SA
- Employee No.: 10092694
- Off-cycle reason: 0002
- Off-cycle payroll: A 17.07.2014
- Payroll Date: 17.07.2014
- Approve First Level Audit ?

The below shown report will be displayed where in you can view the **Off-cycle Payroll Processing** details of the selected employees.

The screenshot shows a software interface titled "Payroll Log". It has a toolbar at the top with buttons for Menu, Back, Exit, Cancel, Select/Deselect, Expand, Collapse, Row, Subtree, Choose, Color Legend, and Display Calculation Rule. The main area displays a hierarchical log of payroll processing results for two employees:

- General data**: General information about the payroll processing.
- Successful personnel numbers**: A list of successful personnel numbers:
  - 10092694 NARENDER JAMPALA**: Includes a note: "Payment date of payroll 17.07.2014 later than period end of next payroll 30" and two entries for "Bonus payment" on 17.07.2014.
  - 10092725 SATHYANARAYANA VANGURI**: Includes a note: "Payment date of payroll 17.07.2014 later than period end of next payroll 30" and two entries for "Bonus payment" on 17.07.2014.
- Personnel Numbers Rejected**: A list of personnel numbers rejected during processing.
- Processing at End of Selection**: A summary of the processing status at the end of selection.
- Messages**: A list of messages generated during the process.
- Statistics**: A table showing various statistics:
 

Selected personnel numbers	2
Successful	2
Number of periods	2
Rejected	0
Total number of messages and error messages	2

## 6.2 SUPERINTENDENT / AUDITOR 2 SERVICES

Once **Auditor 1** executes the payroll, it is sent to respective **Superintendent / Auditor 2**. **Auditor 1** runs the payroll and goes through all the process and sends it to the next level audit i.e. the **STO / PAO**. If the payroll of a particular employee is rejected by the **Superintendent / Auditor 2** or kept on hold by the Auditor, it is sent back to the DDO for reconciliation of the payroll.

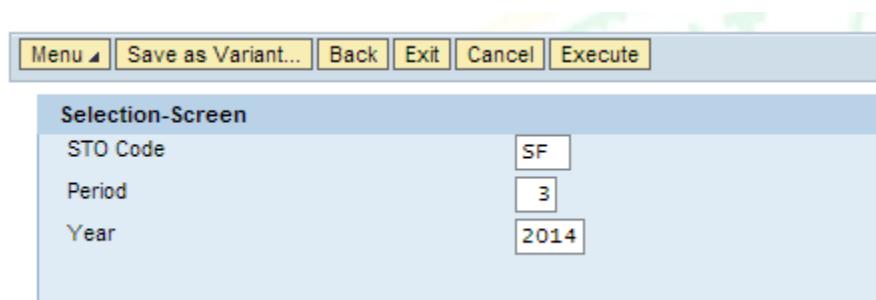
### Superintendent

#### DDO Payroll Processing Status

Here the user can view all the statuses of the playbills submitted by Auditor 1.

**Step 1:** Navigate to **Superintendent → Payroll Processing Status.**

**Step 2:** Enter the **Period & Year**. Click on the **Execute** button.



All the details of the processed, Non processed of the payroll processing status will be displayed as shown below.

DDO Code	DDO Description	Period	Year Flag
Auditor 1	Auditor 1	May	2014 Not Processed
Auditor 2	Auditor 2	May	2014 Not Processed

## STO Payroll register

This is the register which displays all the salary components of the employees presiding under the respective **STO**.

### Step 1: Navigate to Superintendent → STO Payroll register.

By default the **STO code** of the respective **STO** will be displayed.

**Step 2:** Select the **Payroll date** and click on the **Report** button. Check the option **All salary components** to view all the details of salary components as shown below.

If needed the user can print the version by clicking on **Print version** button and export the data into excel sheet to recheck the data.

Input Parameters											
<input type="button" value="Report"/> Payroll Date: [ 31.03.2014 ] <input type="button" value="..."/> STO Code: [ SM ] 1913-Nidamanoor Simulation not Approved All Salary components ?:											
View: [ Standard View ] <input type="button" value="Print Version"/> <input type="button" value="Export"/>											
DDO Code	Emp No	Inti Peru	Name	Designation	Department	HOD	Org Unit	Date of Joining	Next Increment Date	Last Action	
3001065391611	10161468	KANDIMALLA	SOMIREDDY	School Assistants	School Education SE Wing	School Education.hod	Z.P.H School	01.03.2013			
3001065391611	10236857	SENAPATHI	ARUNA	School Assistants	School Education SE Wing	School Education.hod	Z.P.H School	01.03.2013			
3001065391611	10269252	TEEGALA	VENKANNA	School Assistants	School Education SE Wing	School Education.hod	Z.P.H School	01.03.2013			
3001065391611	10272487	KALAM	PADMA	School Assistants	School Education SE Wing	School Education.hod	Z.P.H School	01.03.2013			
3001065391643	10047483	MOHAMMAD	WAHEEDULLA KHAN	School Assistants	School Education SE Wing	School Education.hod	Zphs Peddagudem	01.03.2013			
3001065391643	10291659	MOHAMAD	AHMEDHUSSAIN	School Assistants	School Education SE Wing	School Education.hod	Zphs Peddagudem	01.03.2013			
3001065391643	10427127	MOHAMAD	GOUSUDDIN	Language Pandit Gr.II	School Education SE Wing	School Education.hod	Zphs Peddagudem	01.03.2013			
3001065391643	10427141	TENALI	PRATHAP REDDY	Language Pandit Gr.II	School Education SE Wing	School Education.hod	Zphs Peddagudem	01.03.2013			
3001065391643	10427406	DODDI	VUAYALAXMI	Gazetted HM Grade II	School Education SE Wing	School Education.hod	Zphs Peddagudem	01.03.2013			
3001065391643	10506252	VASIKARLA	RAMU	School Assistants	School Education SE Wing	School Education.hod	Zphs Peddagudem	01.03.2013			
3105065391066	10200383	VANAM	VUAYALAXMI	Ayah	School Education SSA Wing	Jawahar Bal Bhawan	Deputy Educational Office	01.03.2013			

## Payroll Processing Audit-level 2

In order to recheck the pay bills submitted by **Auditor 1** at **STO level**, the **Auditor2 / Superintendent** executes the pay bill if necessary and approves at **2nd level of audit**.

### Step 1: Navigate to Payroll Auditor 1 → Payroll Processing Audit-level 2.

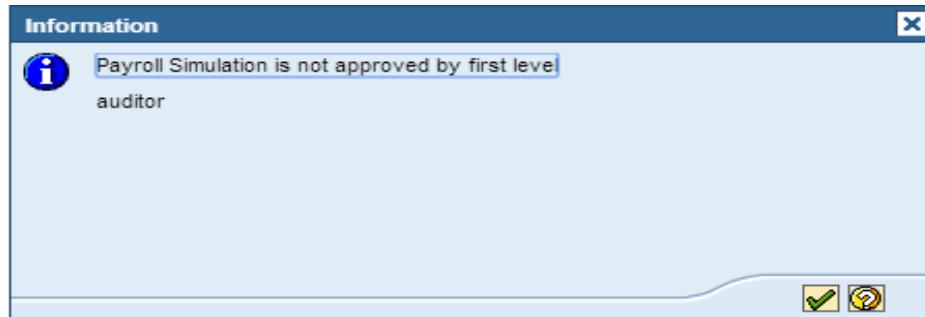
### Step 2: Enter the Payroll date and check the option **Approve second level audit**.

 **NOTE!** This is done for the first time to verify whether the pay bill has been executed without any errors. If any errors exist in the master data, the superintendent / auditor 2 intimates to Auditor 1 for further changes.

Menu	Save as Variant...	Back	Exit	Cancel	Execute
Payroll Simulation					
STO	SA	1901-Nalgonda			
Payroll Date	31.05.2013				
<input checked="" type="checkbox"/> Approve Second Level Audit ?					

**Step 3:** Click on the Execute button.

If the payroll is not approved by the 1<sup>st</sup> level auditor then, the below shown message will be displayed



### Supplementary Payroll Register

The DDO submits the reimbursement claims or any salary advances of the employees to the auditor for first level approval. Here the **superintendent / auditor 2** can view all the details of the bills submitted by the employees to the DDO.

**Step 1:** Navigate to **Payroll Auditor 1 → Supplementary Payroll Register**.

By default the STO code will be displayed.

**Step 2:** Select the **Payroll date** and click on the **Report** button. Check the option **All salary components** to view all the details of salary components.

If needed the user can print the version by clicking on Print version button and export the data into excel sheet to recheck the data.

## **Supplementary Payroll Processing**

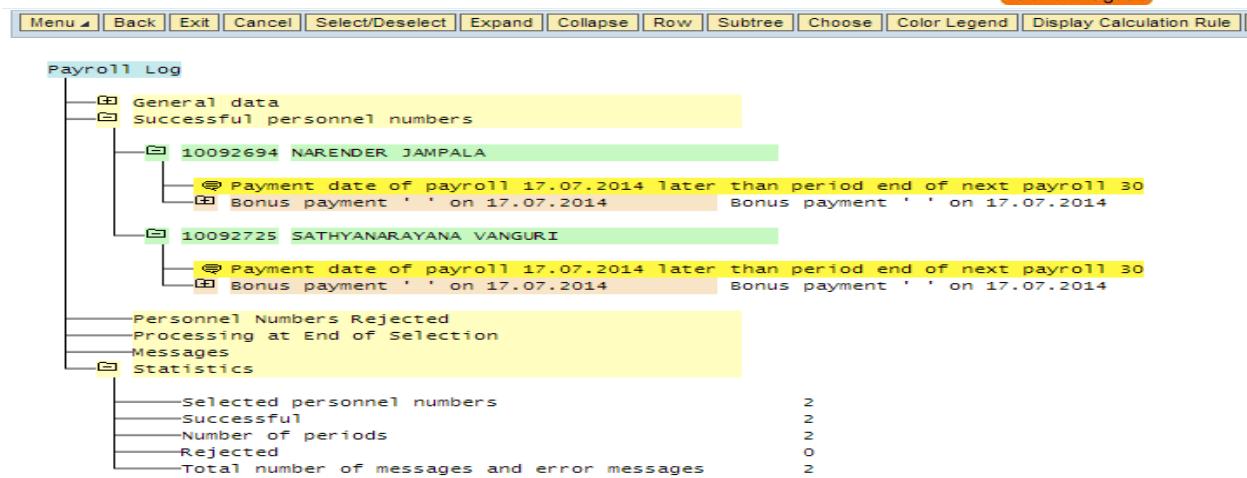
Once the auditor finalizes the data, the data is approved and executed using the below shown screen.

**Step 1: Navigate to Payroll Auditor 1 → Off-cycle Payroll Processing.**

**Step 2:** Enter the **Employee from & to no's** (these are the employee numbers for which you can view the details). Enter the **Off-cycle reason**. Enter the **off – cycle payroll** and check the option **Approve second level audit**.

Menu	Save as Variant...	Back	Exit	Cancel	Execute
<b>Payroll Simulation</b>					
STO	SA	1901-Nalgonda			
Employee No.	10092694	to	10092725		
Off-cycle reason	0002				
Off-cycle payroll	A	17.07.2014			
Payroll Date	31.07.2014				
<input checked="" type="checkbox"/> Approve Second Level Audit ?					

The below shown report will be displayed where in you can view the **Off-cycle Payroll Processing** details of the selected employees.



### 6.3 STO / PAO SERVICES

As the data is centralized across the state, the payroll and the payments are done at STO level for better control & reporting. STO's have the audit of payroll for a particular payroll area by simulating the payroll. Once the audit is done, STO can authorize the payroll and the payroll processing will be scheduled as periodic background jobs.

#### DDO Payroll Processing status

Using this STO can view the status of all the Pay bills submitted by the Superintendent / Auditor 2. By viewing the status, if found any of the processes is not approved by any of the above levels i.e. Auditor 1 or Superintendent / Auditor 2 the STO / PAO can view and approve the pay bill at all the levels and execute the pay bill.

**Step 1:** Navigate to STO / PAO services → DDO Payroll Processing status.

**Step 2:** Enter the Period & Year. Click on the Execute button.

Menu	Save as Variant...	Back	Exit	Cancel	Execute
Selection-Screen					
STO Code	SA				
Period	3				
Year	2014				

All the details of the processed, Non processed of the payroll processing status will be displayed as shown below.

Payroll Processing Status			
DDO Code	DDO Description	Period	Year Flag
Auditor 1	Auditor 1	May	2014 Approved
Auditor 2	Auditor 2	May	2014 Approved
STO	1901-Nalgonda	May	2014 Approved
2904065391608	Revenue	May	2014 Not Processed

## Payroll Register

**Step 1:** Navigate to STO / PAO services → Payroll Register

By default the **STO code** will be displayed.

**Step 2:** Select the **Payroll date** and click on the **Report** button. Check the option **All salary components** to view all the details of salary components.

Input Parameters						
<input style="width: 100px; height: 20px; margin-bottom: 5px;" type="button" value="Report"/> * Payroll Date: <input type="text" value="31.03.2014"/> * STO Code: <input type="text" value="SM"/> 1913-Hidamanoor Simulation not Approved All Salary components ? <input checked="" type="checkbox"/>						
View: [Standard View]   Print Version   Export ▾						
DDO Code	Emp No	Inti Peru	Name	Designation	Department	HOD
0102065390553	1004898	RAMAVATHU	GONYA	Sub Assistant Grade-I	Agriculture And Co-Operation	Agriculture,HOD
0102065390553	10022406	NANDURI	PRAKASH	Sub Assistant Grade-I	Agriculture And Co-Operation	Agriculture,HOD
0102065390553	10035701	NAKKKA	ANJANEYULU	Last Grade Servant	Agriculture And Co-Operation	Agriculture,HOD
0102065390553	10036987	AMBATTI	PULLAIAH	Last Grade Servant	Agriculture And Co-Operation	Agriculture,HOD
0102065390553	10196938	POGULA	PRATAP	Assistant Director of Agriculture	Agriculture And Co-Operation	Agriculture,HOD
0102065390553	10257544	POKALA	SRINIVAS	Office Subordinate	Agriculture And Co-Operation	Agriculture,HOD
0201065390128	10015679	Edla	Muhtmma	Watchman	Agriculture Marketing and Cooperation Department	Agriculture Marketing & Co-operation, Secretariat Department

## Payroll Processing Audit – 1<sup>st</sup> level

If the **Auditor 1** is not submitting the payroll on time, the **STO / PAO** can execute the payroll at audit level 1 and approve the pay bill.

**Step 1:** Navigate to STO / PAO services → Payroll Processing Audit – 1<sup>st</sup> level

**Step 2:** Enter the Payroll date and check the option **Approve First level audit**.

Menu ▾ Save as Variant... Back Exit Cancel Execute

**Payroll Simulation**

STO	SA	1901-Nalgonda
Payroll Date	31.07.2014	
<input checked="" type="checkbox"/> Approve First Level Audit ?		

**Step 3:** Click on the **Execute** button.

A report will be generated which shows the pay bill details of all the employees presiding under the respective **STO**. The Auditor can cross check the pay bill details submitted by the DDO's.

#### Payroll Processing Audit – II<sup>nd</sup> level

If the **Auditor 2/ Superintendent** are not submitting the payroll on time, the **STO / PAO** can execute the payroll at audit level 2 and approve the pay bill.

**Step 1:** Navigate to **STO / PAO services → Payroll Processing Audit – II<sup>nd</sup> level**

**Step 2:** Enter the **Payroll date** and check the option **Approve second level audit**.

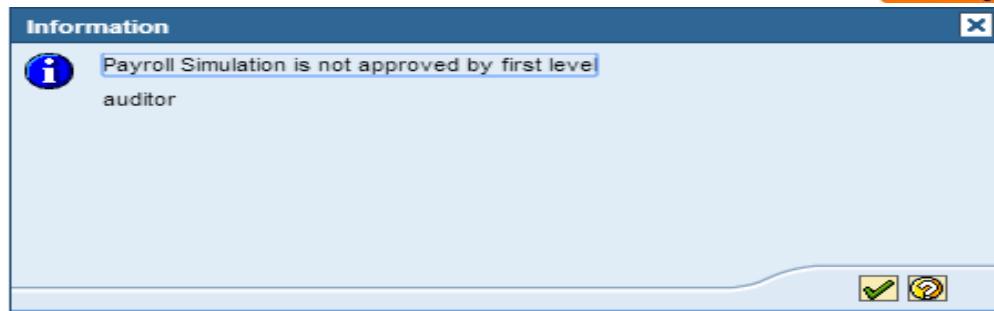
Menu ▾ Save as Variant... Back Exit Cancel Execute

**Payroll Simulation**

STO	SA	1901-Nalgonda
Payroll Date	31.05.2013	
<input checked="" type="checkbox"/> Approve Second Level Audit ?		

**Step 3:** Click on the **Execute** button.

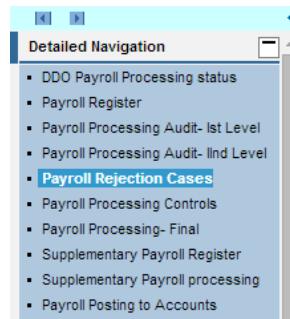
If the payroll is not approved by the 1<sup>st</sup> level auditor then, the below shown message will be displayed.



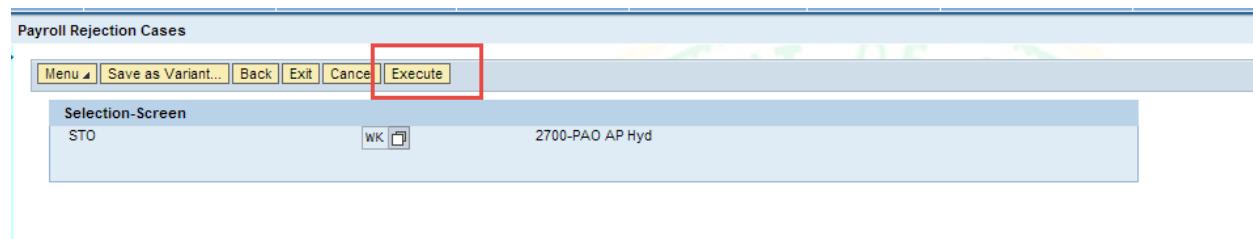
## Payroll Rejection Cases

Here the user can view employee details of whom the payroll has been rejected.

**Step 1:** Click on **Payroll rejection cases.**



**Step 2:** Click on Execute button.



A list of all the employees for whom the payroll has been rejected will be displayed.

Payroll Rejection Cases							Back	Forward	Print
<a href="#">Menu</a> <a href="#">Back</a> <a href="#">Exit</a> <a href="#">Cancel</a> <a href="#">Details</a> <a href="#">Sort in Ascending Order</a> <a href="#">Sort in descending order</a> <a href="#">Set filter</a> <a href="#">Print preview</a> <a href="#">Local file...</a> <a href="#">Mail Recipient</a> <a href="#">Graphic</a> <a href="#">Change layout...</a> <a href="#">Information</a>									
DDO Code	Employee ID	Employee Name	Last Payroll Run Date	Employee Grade	Employee Status	Position	Job	Org	File
27001701038	2000001	AJAYA BABU KALLAM		Regular Cadre	IAS Officer	Principal Secretary	PRINCIPAL SECRETARY TO GOVT.	Fini	
27001701038	2000002	V RAMESH PENUMAKA		Regular Cadre	IAS Officer	Principal Secretary	PRINCIPAL SECRETARY TO GOVT.	Fini	
27001701038	2000003	SAMBASIVA RAO DONDAPATI		Regular Cadre	IAS Officer	Principal Secretary		Fini	
27001701038	2000004	PREMACHANDRA REDDY LAKKA	31.03.2014	Regular Cadre	IAS Officer	Secretary	SECRETARY	Fini	

## Payroll Processing Controls

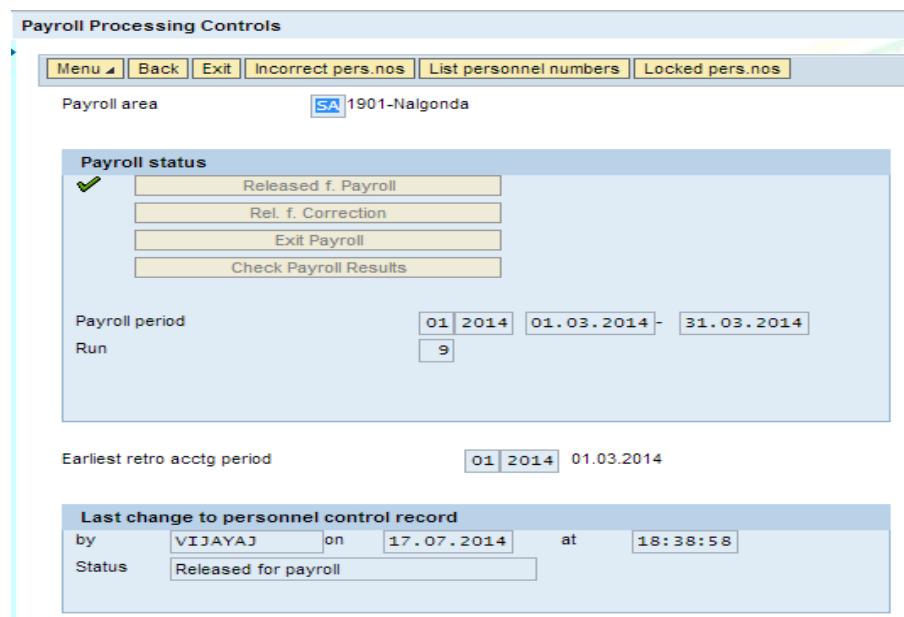
Payroll processing controls is used to release payroll (start), and if there are any corrections to be done in master data, then we use Rel. for corrections, where we can make necessary changes in master data and once again we release payroll (start), simulate, once everything is fine and payroll ran successfully, then we exit payroll.

**Step 1:** Navigate to **STO / PAO services → Payroll Processing Controls**

**Step 2:** Select the **payroll area (STO)**.



**Step 3:** Click on the **Display** button to view the payroll area.



**Step 4:** Click on the **Change** button to change the payroll area. This is the main key for payroll release. Click on the **Rel. for correction** button to make necessary changes to the masters of

employees. Click on the **Check payroll results** to view and check the payroll results. Click on the **Exit payroll** to exit the Payroll once payroll is executed successfully.

**Payroll Processing Controls**

Menu ▾ Save Back Exit Cancel Incorrect pers.nos List personnel numbers Locked pers.nos  
SA 1901-Nalgonda

**Payroll status**

- ✓ Released f. Payroll
- ✗ Rel. f. Correction
- ✗ Exit Payroll
- ✗ Check Payroll Results

**Payroll period**  
Run 01 2014 01.03.2014 - 31.03.2014

**Earliest retro acctg period**  
01 2014 01.03.2014

**Last change to personnel control record**

by	VJAYAJ	on	17.07.2014	at	18:38:58
Status	Released for payroll				

### Payroll Processing – Final

Final processing is done by the **STO**. Once all the levels of payroll is done and approved by the respective authorities, and after the release of payroll in the step of payroll processing controls.

**Step 1:** Navigate to **Payroll Auditor 1 → Payroll Processing – Final**.

**Step 2:** Select the Payroll date and check the option **Approve Final processing**.

**Step 3:** Click on the **Execute** button.

**Payroll Processing- Final**

Menu ▾ Save as Variant... Back Exit Cancel Execute

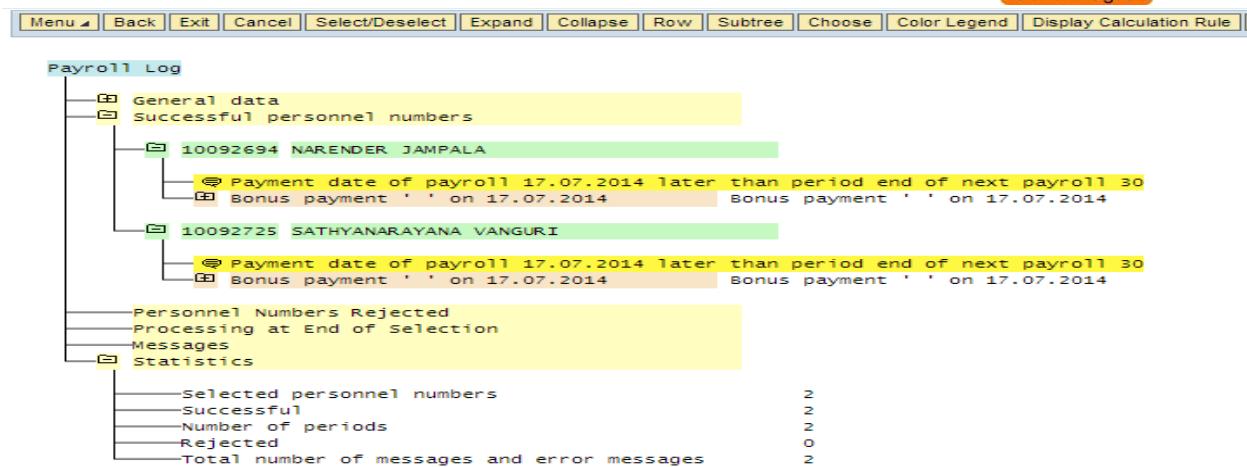
**Payroll Simulation**

STO SM 1913-Nidamanoor

Payroll Date 31.03.2014

Approve Final Processing ?

The below shown report will be displayed where in you can view the **Payroll Processing** details employees.



## Supplementary Payroll Processing

Once the STO / PAO finalizes the data, the data is approved and executed using the below shown screen.

**Step 1:** Navigate to STO / PAO services → Off-cycle Payroll Processing.

**Step 2:** Enter the **Employee from & to no's** (these are the employee numbers for which you can view the details). Enter the **Off-cycle reason**. Enter the **Off – cycle payroll** and check the option **Approve second level audit**

The Off-cycle Payroll processing screen shows the following details:

Payroll Simulation		
STO	SM	1913-Nidamanoor
Employee No.	10092694	to 10092725
Off-cycle reason	0002	
Off-cycle payroll	A 17.07.2014	
Payroll Date	17.07.2014	
<input checked="" type="checkbox"/> Approve Final Processing ?		

A report will be displayed where in you can view the **Off-cycle Payroll Processing** details of the selected employees.

## Supplementary Payroll Register

**Step 1:** Navigate to STO / PAO Services → Supplementary Payroll Register.

By default the **STO code** will be displayed.

**Step 2:** Select the **Payroll date** and click on the **Report** button. Check the option **All salary components** to view all the details of salary components.

If needed the user can print the version by clicking on Print version button and export the data into excel sheet to recheck the data.

Input Parameters														
<input type="button" value="Report"/> * Payroll Date: 30.04.2014 <input type="button"/> * STO Code: SM 1913-Nidamanoor Simulation not Approved All Salary components ?: <input checked="" type="checkbox"/>														
View: [Standard View] <input type="button" value="Print Version"/> <input type="button" value="Export"/>														
DDO Code	Emp No	Inti Peru	Name	Designation	Casual Leave	Earned Leave	Half Pay Leave	Compensatory Leave	Commuted Leave	Extra Ordinary Leave	Leave not due	Maternity Leave	Parental Leave	Special Casual Leave
3001065391499	10047538	CHERUPALLY	ESWARIAH	Gazetted HM Grade II	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

## 7. EMPLOYEE EVENTS

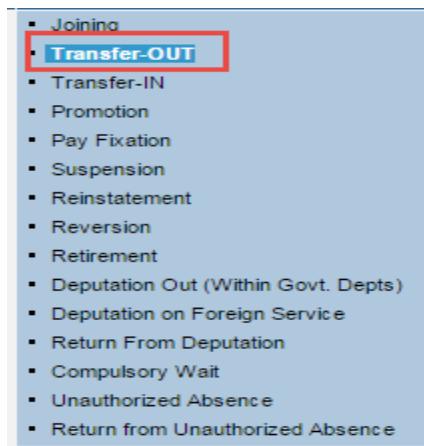
Using this tab, the user can update his / her personal details of all the events such as Transfer in, Transfer out, Promotion, Return from leave etc.

The screenshot shows the 'Employee Events' tab selected in a navigation bar. On the left, there's a sidebar with 'CFMS Alerts' and 'Other Website Links'. The main area displays a table of tasks with columns for Subject, From, Sent Date, Priority, Due Date, and Status. Most tasks are listed under 'Approval for Claims and Advance Requests' and are marked as 'New'.

Subject	From	Sent Date	Priority	Due Date	Status
Approval for Claims and Advance Requests	EVVSubba Rao	Apr 28, 2015	Medium		New
Approval for Claims and Advance Requests	ISMAIL SHAIK	Apr 22, 2015	Medium		New
Approval for Claims and Advance Requests	ANJANEYULU AVULAMANDA	Apr 22, 2015	Medium		New
Approval for Claims and Advance Requests	ANJANEYULU AVULAMANDA	Apr 22, 2015	Medium		New
Approval for Claims and Advance Requests	Vijaya Rama Krishna Rao	Feb 12, 2015	Medium		New
Approval for Claims and Advance Requests	ShaikJawahar Munner	Dec 29, 2014	Medium		New
Approval for Claims and Advance Requests	ShaikJawahar Munner	Dec 29, 2014	Medium		New
Approval for Claims and Advance Requests	ChukkaSrinivasulu	Dec 29, 2014	Medium		New
POTHA RAJU MARTHI's [Section Officer] Leave	MarthiPotha Raju	Dec 12, 2014	Medium		New

## 7.1 TRANSFER OUT

**Step 1:** Navigate to Employee events → Transfer OUT.



You will be navigated to the below shown screen.

**Step 2:** In the **Employee Current Details** section, enter the **Employee id** and click on **Get Data** button.

Transfer-OUT

Employee Transfer Out Event

Employee Current Details:

Employee Id	20005047	PRASANTHI D			
Designation	00200050	Women Development & Child	Secretariat Department	08	Finance
Employee Catgy	R	Regular	Emp. Sub Catgy	RA	Gazetted
Payroll Area	GT	Gazetted	H.O.D	0801	Finance, Secretariat Department
DDO Code	27001701038	Assistant Secretary			

Transfer Out Details

Secretariat Department	08	Finance	H.O.D	0801	Finance, Secretariat Department
Designation	00200050	Women Development & Child	DDO Code		
Event Reason		Ref No.			
Ref.Date		Releaving Date			
Joining Time Admissible	00	Days	Journey Time	00	Days
Scheduled Reporting Date					

**Step 3:** In the **Transfer out details section**, enter all the required fields through **search** option.

**Transfer-OUT**

### Employee Transfer Out Event

<input type="button" value="Get Data"/>			
<b>Employee Current Details:</b>			
Employee Id	20005047	PRASANTHI D	
Designation	00200050	Women Development & Child	
Employee Catgy	R	Regular	
Payroll Area	GT	Gazetted	
DDO Code	27001701038	Assistant Secretary	
<b>Transfer Out Details</b>			
Secretariat Department	08 <input type="button" value=""/>	Finance	H.O.D <input type="button" value=""/> Finance, Secretariat Department
Designation	00200050 <input type="button" value=""/>	Women Development & Child DDO Code	<input type="button" value=""/> 0801
Event Reason	<input type="button" value=""/>	Ref No.	<input type="button" value=""/>
Ref.Date	<input type="button" value=""/>	Releaving Date	<input type="button" value=""/>
Joining Time Admissible	00 <input type="button" value=""/> Days	Journey Time	00 <input type="button" value=""/> Days
Scheduled Reporting Date	<input type="button" value=""/>		
<input type="button" value="Submit"/>			

**Search: DDO Code**

DDOCODE	DDO Description
0801	HOD - 0801
0801000001001	DDO-0801000001001
0801075360001	FINANCE, SECRETARIAT DEPARTM...
0801075360455	FINANCE CLAIMS DEPARTMENT

**Transfer-OUT**

### Employee Transfer Out Event

<input type="button" value="Get Data"/>			
<b>Employee Current Details:</b>			
Employee Id	20005047	PRASANTHI D	
Designation	00200050	Women Development & Child	
Employee Catgy	R	Regular	
Payroll Area	GT	Gazetted	
DDO Code	27001701038	Assistant Secretary	
<b>Transfer Out Details</b>			
Secretariat Department	08 <input type="button" value=""/>	Finance	H.O.D <input type="button" value=""/> Finance, Secretariat Department
Designation	00200050 <input type="button" value=""/>	Women Development & Child DDO Code	<input type="button" value=""/> 0801000001001
Event Reason	<input type="button" value=""/>	Ref No.	<input type="button" value=""/>
Ref.Date	<input type="button" value=""/>	Releaving Date	<input type="button" value=""/>
Joining Time Admissible	00 <input type="button" value=""/> Days	Journey Time	00 <input type="button" value=""/> Days
Scheduled Reporting Date	<input type="button" value=""/>		
<input type="button" value="Submit"/>			

**Search: Event Reason**

Action Type	Event Reason
01	On Request
02	Administrative Grounds

When done with entering all the options, Click on the **submit** button.

Transfer-OUT

### Employee Transfer Out Event

[Get Data](#)

**Employee Current Details:**

Employee Id	20005047	PRASANTHI D
-------------	----------	-------------

---

**Designation** 00200050      **Women Development & Child**  
**Employee Catgy** R      **Regular**  
**Payroll Area** GT      **Gazetted**  
**DDO Code** 27001701038      **Assistant Secretary**

**Secretariat Department** 08      **Finance**  
**Emp. Sub Catgy** H.O.D      **Finance**  
**Ref No.** 0801      **Gazetted**  
**Event Reason** 02      **Administrative Grounds**  
**Ref No.** 889678DDD

**Transfer Out Details**

Secretariat Department	08	Finance	H.O.D	0801	Finance, Secretariat Department
Designation	00200050	Women Development & Child	DDO Code	0801000001001	
Event Reason	02	Administrative Grounds	Ref No.	889678DDD	
Ref.Date	22.05.2015		Releaving Date	25.05.2015	
Joining Time Admissible	07	Days	Journey Time	08	Days
Scheduled Reporting Date	09.06.2015				

**Submit**

**Ref Date:** Enter the **date** on which the employee has to join the respective department

**Relieving Date:** Enter the **date** on which the employee is been **relieved from the respective department.**

**Joining time admissible:** Select the date on which the **employee is joining the department.**

**Journey Time:** Select the **journey time** as shown below.

Transfer-OUT

### Employee Transfer Out Event

[Get Data](#)

**Employee Current Details:**

Employee Id	20005047	PRASANTHI D
-------------	----------	-------------

---

**Designation** 00200050      **Women Development & Child**  
**Employee Catgy** R      **Regular**  
**Payroll Area** GT      **Gazetted**  
**DDO Code** 0801000001001      **DDO-0801000001001**

**Transfer Out Details**

Secretariat Department	08	Finance	H.O.D	0801	Finance
Designation	00200050	Women Development & Child	DDO Code	0801000001001	
Event Reason	01	On Request	Ref No.	AS1	
Ref.Date	18.05.2015		Releaving Date	25.05.2015	
		Days	Journey Time	00	Days
Scheduled Reporting Date	30.05.2015				

**Search: Journey Time**

Journey Time in Days
01
02
03
04
05
06
07
08
09

**Submit**

**Scheduled reporting:** Depending on the selection i.e. **Ref date, Relieving date, scheduled reporting date & Journey date** the Scheduled reporting date will be calculated and displayed.

Transfer-OUT

### Employee Transfer Out Event

Get Data

**Employee Current Details:**

Employee Id	20005047	PRASANTHI D
-------------	----------	-------------

---

Designation	00200050	Women Development & Child	Secretariat Departm
Employee Catgy	R	Regular	Emp. Sub Catgy
Payroll Area	GT	Gazetted	H.O.D
DDO Code	0801000001001	DDO-0801000001001	

---

**Transfer Out Details**

Secretariat Department	08	Finance	H.O.D	0801	Finance, Secretariat Depa	
Designation	00200050	Women Development & Child	DDO Code	0801075360455		
Event Reason	01	On Request	Ref No.	ASDAS89		
Ref.Date	18.05.2015		Releaving Date	25.05.2015		
		Days		Journey Time	08	Days
Scheduled Reporting Date		02.06.2015				

Submit

A message will be displayed stating **Details saved successfully** as shown below.

Transfer-OUT

Details Saved Sucessfully

### Employee Transfer Out Event

Get Data

**Employee Current Details:**

Employee Id	20005047	PRASANTHI D
-------------	----------	-------------

---

Designation	00200050	Women Development & Child	Secretariat Department
Employee Catgy	R	Regular	Emp. Sub Catgy
Payroll Area	GT	Gazetted	H.O.D
DDO Code	27001701038	Assistant Secretary	

---

**Transfer Out Details**

Secretariat Department	08	Finance	H.O.D	0801	Finance, Secretariat Department
Designation	00200050	Women Development & Child	DDO Code	0801000001001	
Event Reason	02	Administrative Grounds	Ref No.	689678DDD	
Ref.Date	22.05.2015		Releaving Date	25.05.2015	
Joining Time Admissible	07	Days	Journey Time	08	Days
Scheduled Reporting Date		09.06.2015			

## 7.2 TRANSFER IN

**Step 1:** Navigate to Employee events → Transfer IN.



You will be navigated to the below shown screen.

**Step 2:** Enter the **employee id** and click on **Get data button**.

**Step 3:** In the **Transfer Details section**, enter all the required fields. Refer to field's description in [Transfer out](#).

The image shows the 'Employee Transfer In Event' form. It has two main sections: 'Employee Current Details' and 'Transfer In Details'. The 'Employee Current Details' section includes fields for Employee Id, Designation, Employee Catgy, Payroll Area, DDO Code, Secretariat Department, Emp. Sub Catgy, and H.O.D. The 'Transfer In Details' section includes fields for Ref.Date, Releaving Date, Joining Time Admissible, Days Journey Time, Days, Scheduled Reporting Date, Actual Reporting Date, and Over Stayed. A 'Submit' button is at the bottom.



**NOTE!** An employee who has not been transferred out cannot be Transferred in. In such cases an error will be displayed.

Transfer-IN

Transfer Out is not done for this Employee

**Employee Transfer In Event**

[Get Data](#)

**Employee Current Details:**

Employee Id	20005052	SUDHA CHERBROLU
-------------	----------	-----------------

**Designation** 00200055      **Chief Electrical Inspector**  
**Employee Catgy** R      **Regular**  
**Payroll Area** GT      **Gazetted**  
**DDO Code** 27001701038      **Assistant Secretary**

**Secretariat Department** 08      **Finance**  
**Emp. Sub Catgy** RA      **Gazetted**  
**H.O.D** 0801      **Finance, Secretariat Department**

**Transfer In Details**

Secretariat Department	H.O.D	
Designation	DDO Code	
Event Reason	Ref No.	
Ref.Date	Releaving Date	
Joining Time Admissible	Days Journey Time	Days
Scheduled Reporting Date	Actual Reporting Date	

When done with entering all the required fields, click on Submit button.

Transfer-IN

**Employee Transfer In Event**

[Get Data](#)

**Employee Current Details:**

Employee Id	20005047	PRASANTHI D
-------------	----------	-------------

**Designation** 00200050      **Women Development & Child**  
**Employee Catgy** R      **Regular**  
**Payroll Area** GT      **Gazetted**  
**DDO Code** 27001701038      **Assistant Secretary**

**Secretariat Department** 08      **Finance**  
**Emp. Sub Catgy** RA      **Gazetted**  
**H.O.D** 0801      **Finance, Secretariat Department**

**Transfer In Details**

Secretariat Department	H.O.D	0801		
Designation	DDO Code	080100001001		
Event Reason	Ref No.	689678DDD		
Ref.Date	Releaving Date	25.05.2015		
Joining Time Admissible	Days	Journey Time	08	Days
Scheduled Reporting Date	Actual Reporting Date			
Payroll area	GT	Gazetted Over Stayed:		

Transfer-IN

### Employee Transfer In Event

[Get Data](#)

**Employee Current Details:**

Employee Id	20005047	PRASANTHI D
-------------	----------	-------------

**Designation** 00200050    **Women Development & Child**    **Secretariat Department** 08    **Finance**  
**Employee Catgy** R    **Regular**    **Emp. Sub Catgy** RA    **Gazetted**  
**Payroll Area** GT    **Gazetted**    **H.O.D** 0801    **Finance, Secretariat Department**  
**DDO Code** 27001701038    **Assistant Secretary**

**Transfer In Details**

Secretariat Department	08	H.O.D	0801		
Designation	00200050	DDO Code	0801000001001		
Event Reason	02	Ref No.	689678DDD		
Ref.Date	22.05.2015	Releaving Date	25.05.2015		
Joining Time Admissible	07	Days	Journey Time	08	Days
Scheduled Reporting Date	09.06.2015	Actual Reporting Date	15.06.2015		
Payroll area	GT	Gazetted Over Stayed:	6		

In case if the employee has not joined before the scheduled joining date, then the application displays all the over stayed days as shown the above screen. In such cases, the system checks the leave application and if the respective employee has not applied leave, then LWP is calculated by payroll depending on the number of days.

Transfer-IN

Record Successfully Updated

### Employee Transfer In Event

[Get Data](#)

**Employee Current Details:**

Employee Id	20005047	PRASANTHI D
-------------	----------	-------------

**Designation** 00200050    **Women Development & Child**    **Secretariat Department**  
**Employee Catgy** R    **Regular**    **Emp. Sub Catgy**  
**Payroll Area** GT    **Gazetted**    **H.O.D**  
**DDO Code** 27001701038    **Assistant Secretary**

**Transfer In Details**

Secretariat Department	08	H.O.D	0801
------------------------	----	-------	------

Once done with entering all the values, click on Submit button.

**Employee Transfer Out Event**

Get Data					
Employee Current Details:					
Employee Id	20005047	PRASANTHI D			
Designation	00200050	Women Development & Child	Secretariat Department	08	Finance
Employee Catgy	R	Regular	Emp. Sub Catgy	RA	Gazetted
Payroll Area	GT	Gazetted	H.O.D	0801	Finance, Secretariat Department
DDO Code	0801000001001	DDO-0801000001001			
Transfer Out Details					
Secretariat Department	08	Finance	H.O.D	0801	Finance, Secretariat Department
Designation	00200050	Women Development & Child	DDO Code		
Event Reason			Ref No.		
Ref.Date			Leaving Date		
Joining Time Admissible	00	Days	Journey Time	00	Days
Scheduled Reporting Date					
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>					

## 7.2 UNAUTHORIZED ABSENCE

This option is performed when the employee absconds from his / her office.

**Step 1:** Navigate to Employee events → unauthorized absence.

- Joining
- Transfer-OUT
- Transfer-IN
- Promotion
- Pay Fixation
- Suspension
- Reinstatement
- Reversion
- Retirement
- Deputation Out (Within Govt. Depts)
- Deputation on Foreign Service
- Return From Deputation
- Compulsory Wait
- **Unauthorized Absence**
- Return from Unauthorized Absence

You will be navigated to the below shown screen.

**Step 2:** Enter the Employee id and click on Get data button.

All the details related to the respective employee id will be displayed as shown below.

Unauthorized Absence

| Back Forward

Unauthorized Absence Event					
<input type="button" value="Get Data"/>					
Employee Current Details:					
Employee Id	20005047	PRASANTHI D			
Designation	00200050	Women Development & Child	Department	08	Finance
Employee Catgy	R	Regular	Emp. Sub Catgy	RA	Gazetted
Payroll Area	GT	Gazetted	H.O.D	0801	Finance, Secretariat Department
DDO Code	0801000001001	DDO-0801000001001			
Un Authorised Obscence Details					
Department	08	Finance	H.O.D	0801	Finance, Secretariat Department
Designation	00200050	Women Development & Child	DDO Code	0801000001001	DDO-0801000001001
From	<input type="text"/>				
<input type="button" value="Submit"/>					

**Step 3:** Enter the **From date** and click on **Submit button**.

The **From date** will be the selected date and the **To date** will be infinite. Once Return from Unauthorized Absence Event is done, the end date will be updated in the system.

## 7.2 RETURN FROM UNAUTHORIZED ABSENCE

**Step 1:** Navigate to Employee events → Return from Unauthorized absence.



You will be navigated to the below shown screen.

**Step 2:** Enter the **Employee id** and click on **Get data button**.

Return from Unauthorized Absence

**Return From Unauthorized Absence Event**

**Employee Current Details:**

Employee Id	20005047	PRASANTHI D
-------------	----------	-------------

Designation 00200050 Women Development & Child  
 Employee Catgy R Regular  
 Payroll Area GT Gazetted  
 DDO Code 0801000001001 DDO-0801000001001

Department 08 Finance H.O.D. 0801 Finance, Secretariat Department

Emp. Sub Catgy RA Gazetted  
 H.O.D. 0801 Finance, Secretariat Department

**Un Authorised Obscence Details**

Department	08	Finance	H.O.D.	0801	Finance, Secretariat Department
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Designation 00200050 Women Development & Child DDO Code 0801000001001 DDO-0801000001001

From 30.05.2015

All the details related to the employee will be displayed as shown below.

### Step 3: Enter the **From date** and click on **Submit button**.

A message will be displayed as shown in the below screen.

Return from Unauthorized Absence

Record Successfully Updated

**Return From Unauthorized Absence Event**

**Employee Current Details:**

Employee Id	20005047	PRASANTHI D
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Designation 00200050 Women Development & Child  
 Employee Catgy R Regular  
 Payroll Area GT Gazetted  
 DDO Code 0801000001001 DDO-0801000001001

Department 08 Finance H.O.D. 0801 Finance, Secretariat Department

Emp. Sub Catgy RA Gazetted  
 H.O.D. 0801 Finance, Secretariat Department

**Un Authorised Obscence Details**

Department	08	Finance	H.O.D.	0801	Finance, Secretariat Department
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