

CFMS

(COMPREHENSIVE FINANCIAL MANAGEMENT SYSTEM)

HUMAN RESOURCE MANAGEMENT USER MANUAL



Contents

| | |
|---|-----|
| 1. INTRODUCTION | 4 |
| 1.1 SYSTEM OVERVIEW | 4 |
| 1.2 PROJECT REFERENCES | 4 |
| 1.3 ORGANIZATION WORKFLOW STRUCTURE | 5 |
| 1.4 ACRONYMS & ABBREVIATIONS | 6 |
| 2. SYSTEM SUMMARY..... | 13 |
| 2.1 DATA FLOWS | 13 |
| 2.1.1 PROCESS FLOW OF ADMINISTRATOR SERVICES..... | 13 |
| 2.1.2 PROCESS FLOW OF PAYROLL PROCESSING..... | 13 |
| 3. GETTING STARTED | 14 |
| 3.1 LOGIN | 14 |
| 4. EMPLOYEE SERVICES (SELF SERVICE)..... | 21 |
| 4.1 CREATING PERSONAL INFORMATION | 22 |
| 4.2 LEAVE MANAGEMENT (LEAVE) | 34 |
| 4.2.1 LEAVE APPROVAL PROCESS | 42 |
| 4.3 PROCESSES RELATED TO PAYMENT | 51 |
| 4.3 REIMBURSEMENTS & CLAIMS..... | 62 |
| 4.4 LOANS & ADVANCES | 68 |
| 4.4.1 LOAN APPROVAL PROCESS..... | 73 |
| 4.5 PENSION MANAGEMENT | 75 |
| 5. PAYROLL MANAGEMENT..... | 88 |
| 6. STO / PAO SERVICES | 103 |
| 6.1 AUDITOR SERVICES..... | 103 |
| 6.2 SUPERINTENDENT / AUDITOR 2 SERVICES..... | 110 |
| 6.3 STO / PAO SERVICES | 114 |
| 7. EMPLOYEE EVENTS | 121 |
| 7.1 TRANSFER OUT..... | 122 |

| | |
|--|-----|
| 7.2 TRANSFER IN..... | 126 |
| 7.2 UNAUTHORIZED ABSENCE | 129 |
| 7.2 RETURN FROM UNAUTHORIZED ABSENCE | 130 |

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

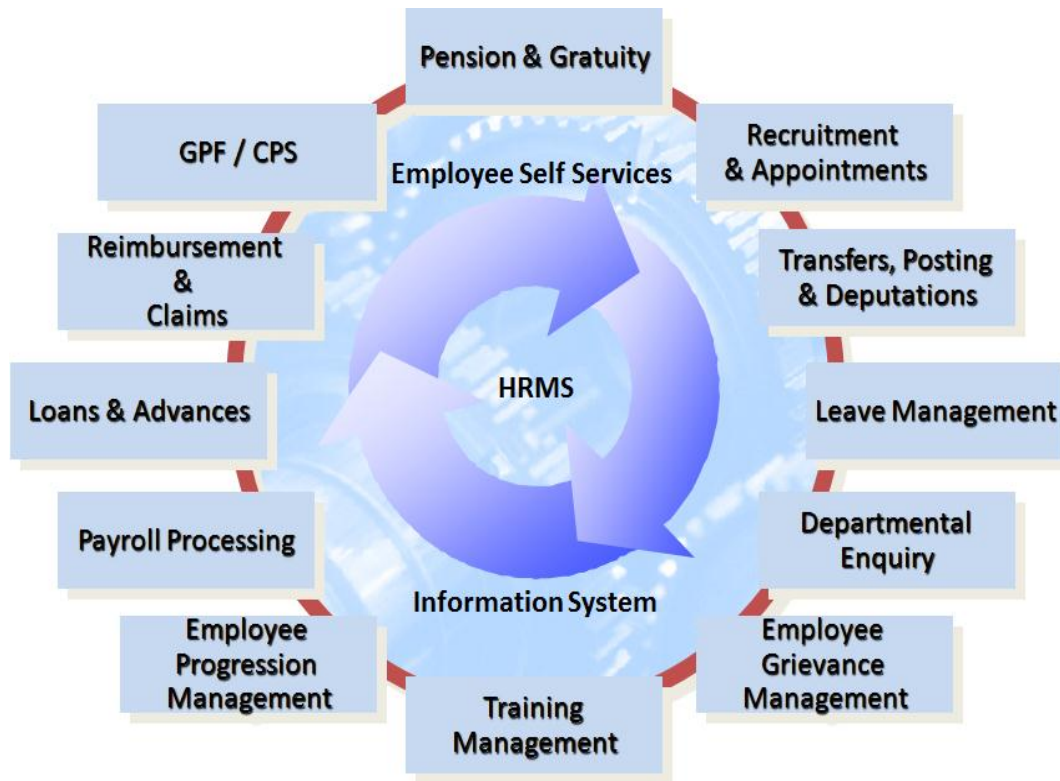
HRMS is having the capability to maintain single model database, capturing all personal and job related data of all kind of State Government employees. Including permanent, temporary, contractual, employees on deputation, ex-employees retired on superannuation, voluntarily retired, resigned, dismissed,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

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.

1.4 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 |
| JDPPO | 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 |

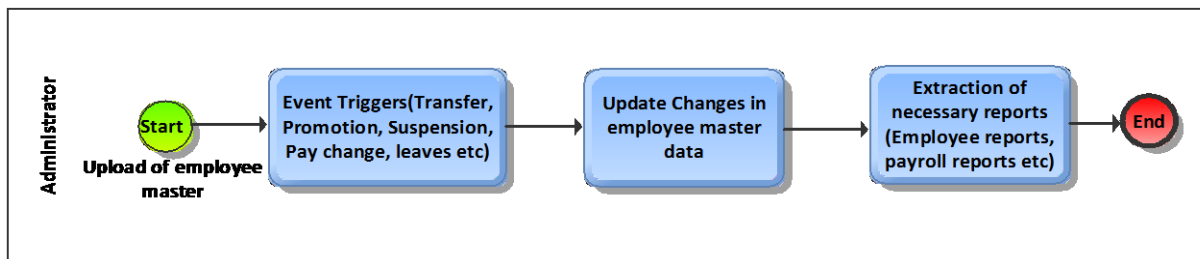
| Term | Definition |
|-------|--|
| PFW | Part Final Withdrawal |
| PIA | Pension Issuing Authority |
| PPO | Pension Payment Office/Officer/Order |
| PRAN | Permanent Retirement Account Number |
| PRC | Pay Revision Commission |
| PSMIS | Pension settlement and Management Information System |
| PSU | 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 |

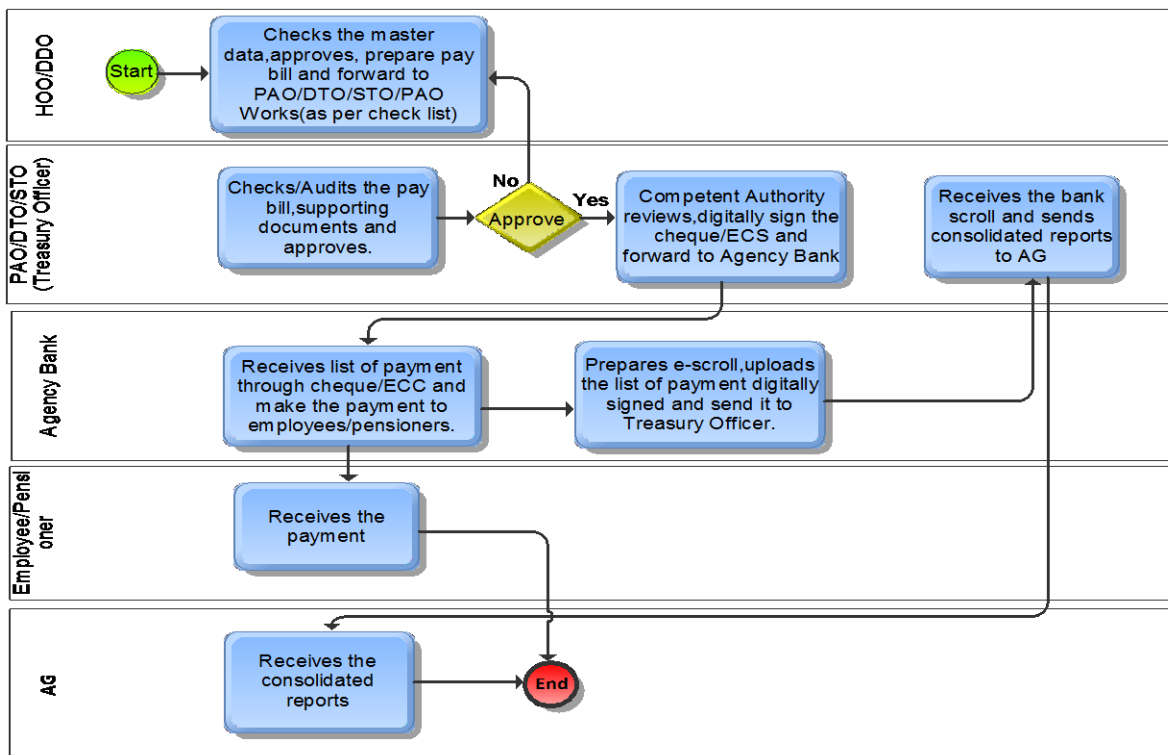
2. SYSTEM SUMMARY

2.1 DATA FLOWS

2.1.1 PROCESS FLOW OF ADMINISTRATOR SERVICES



2.1.2 PROCESS FLOW OF PAYROLL PROCESSING



3. GETTING STARTED

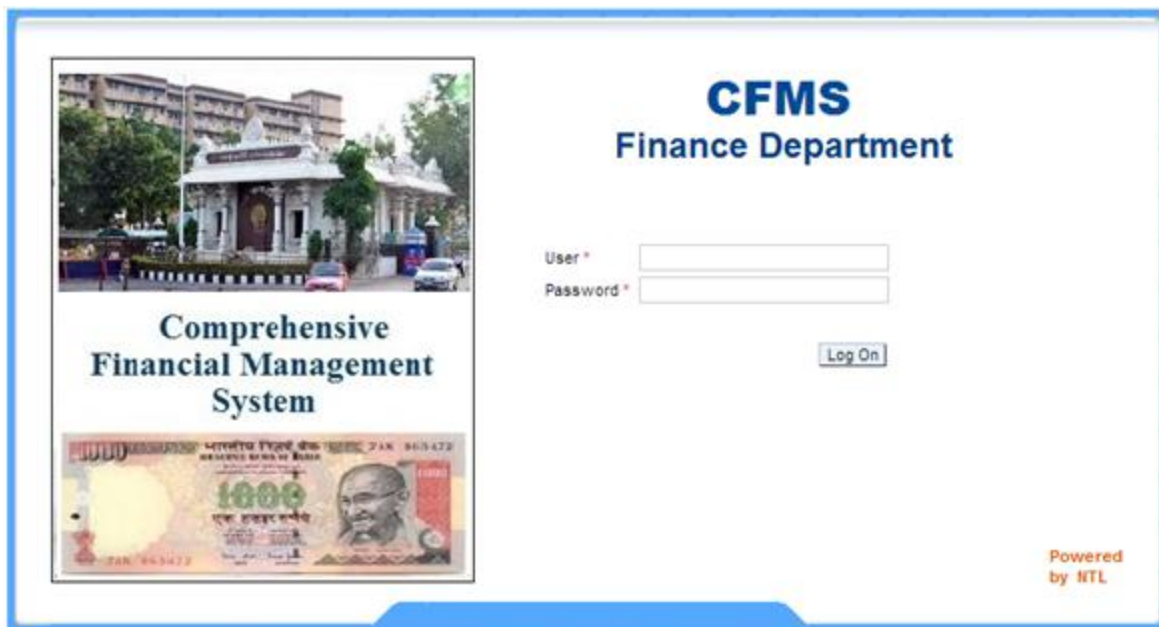
Below listed are the steps to be followed to logon to **CFMS** portal application:

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:

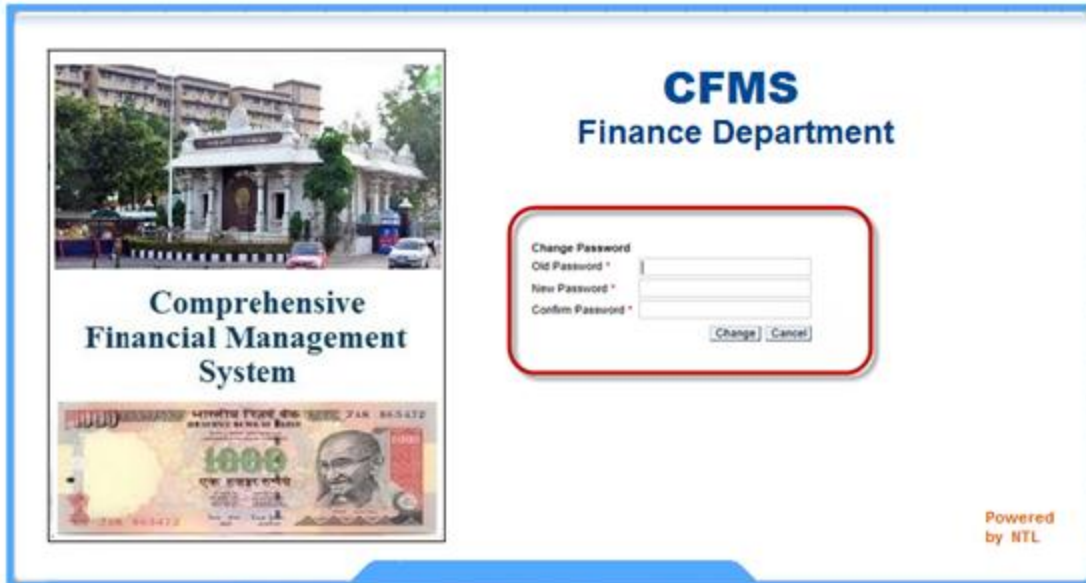
- On the '**Login screen**', enter your existing '**User id**' used for accessing CFMS Portal system.
- Enter the '**Password**' which has been provided by the administrator through communication mail.



- 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.



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.

You will be navigated to the below shown screen.

Step 2: Click **Modify** button.

User Profile

Modify Save Cancel

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:
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

Modify Save Cancel

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:
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.

The screenshot shows a web form for creating a ticket. The form includes the following fields and options:

- User id:** RAJESHK
- Created Date:** 20.10.2014
- Created by:** [Text input field]
- Contact No.:** [Text input field]
- * Application Name:** A dropdown menu with options: <Select Application Name>, Budget Management, Receipt Management, Expenditure Management for Works, Expenditure Management for Non-Works, Accounts Management, Ways & Means, Debt Management (highlighted), HRMS, and Others.
- * Title of the issue:** [Text input field]
- * Priority:** [Dropdown menu]
- * Testcase No.:** [Text input field]
- Email id:** [Text input field]
- Description of** [Text input field]
- * Enter Description** [Text input field]

A **SUBMIT** button is located at the bottom of the form.

Step 4: Select **Application Name.**

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

Step 6: Enter **the description.**

User id: RAJESHK
 Created Date: 20.10.2014
 * Application Name: Debt Management
 * Title of the issue: transaction error
 Email id: test@gmail.com

Created by: goap user
 Contact No: 8898788667
 * Priority: High
 * Testcase No.: CFMS_001

Description of the issue | Attachment

* Enter Description of the issue:
 transaction error

SUBMIT

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 Date: 20.10.2014
 * Application Name: Debt Management
 * Title of the issue: transaction error
 Email id: TEST@GMAIL.COM

Created by: goap user
 Contact No: 8898788667
 * Priority: High
 * Testcase No.: CFMS_001

Description of the issue | Attachment

Choose File No file chosen * Description:

| 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 |
| | | | | |
| | | | | |
| | | | | |

SUBMIT

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

✔ Ticket No.: 000000443 is created Successfully.

User id:

Created Date:

* Application Name:

* Title of the issue:

Email id:

Created by:

Contact No:

* Priority:

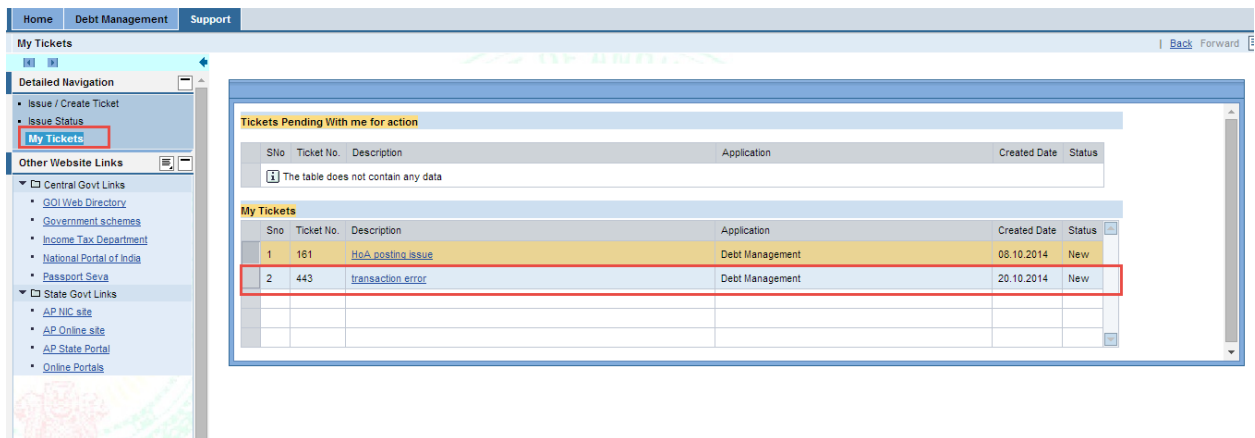
* Testcase No.:

Description of the issue **Attachment**

Choose File | No file chosen * Description:

| 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.



The screenshot shows the 'My Tickets' page with a navigation menu on the left. The 'My Tickets' menu item is highlighted. The main content area displays a table of tickets. The table has columns for SNo, Ticket No., Description, Application, Created Date, and Status. Two tickets are listed:

| SNo | Ticket No. | Description | Application | Created Date | Status |
|-----|------------|-------------------|-----------------|--------------|--------|
| 1 | 161 | HoA postno 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**.

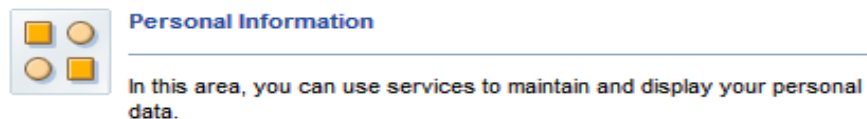
Below listed are the steps to be followed by the employee.

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

Home Employee Self-Service

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 \(Leave, Loan, GPF, APGLI and Increment\)](#)

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

Personal Profile

Personal Data

 Name: KRISHNA VENI G
Date of Birth: 19.10.1964
Marital Status: Married

Bank Information

Main bank
Payee: KRISHNA VENI G
Bank name: STATE BANK OF HYDERABAD
Bank Account: 52088481436

Personal ID Add

PAN Number
Number: BMNPG5675B
Valid From: 01.03.2014
Valid To: 31.12.9999


APGLI Number
Number: 304126
Valid From: 01.03.2014


Family Members / Dependents Add

No data available

Internal Data

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.

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.

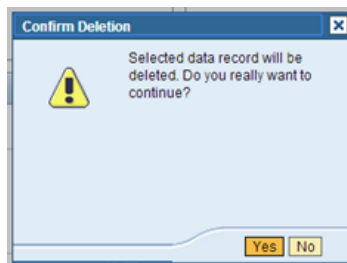
Step 5: Click **Add** button.

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

Ex: Passport.

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

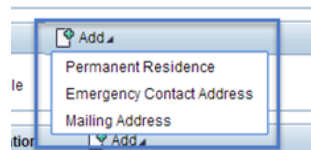
The user can also delete the details by clicking on  **delete** button. A confirmation message will be displayed stating **“Selected data record will be deleted. Do you really want to continue?”**



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.

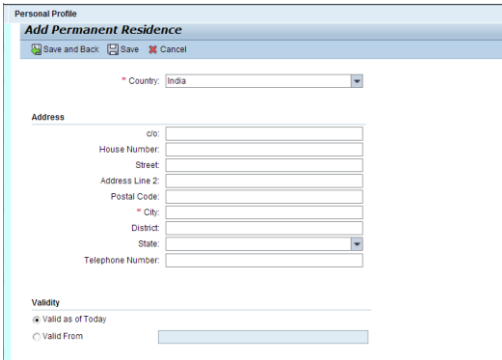
A list of all the type of addresses which can be added will be displayed as shown below.



Step 9: Click on an appropriate type.

Ex: Permanent Residence.

You will be navigated to the below shown screen.

A web form titled "Personal Profile" with a sub-header "Add Permanent Residence". At the top, there are buttons for "Save and Back", "Save", and "Cancel". Below is a "Country" dropdown menu set to "India". The "Address" section contains several input fields: "City", "House Number", "Street", "Address Line 2", "Postal Code", "City" (with an asterisk), "District", "State" (dropdown), and "Telephone Number". At the bottom, there is a "Validity" section with radio buttons for "Valid as of Today" (selected) and "Valid From" (with an empty input field).

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

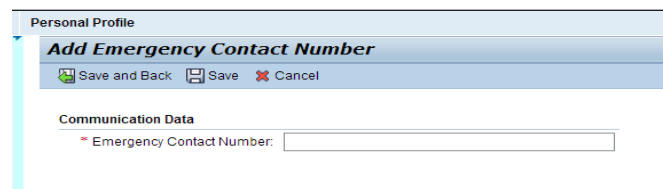
Step 11: In order to add Communication details, click **Add** button in the communication tab.

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



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

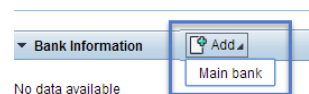
Ex: Emergency contact number.



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

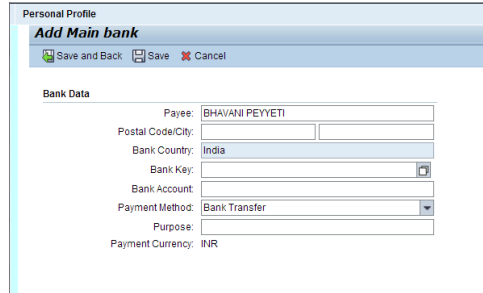
Click **Save and back** button to save and return back to the previous screen.

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



Step 15: Click **Main bank**.

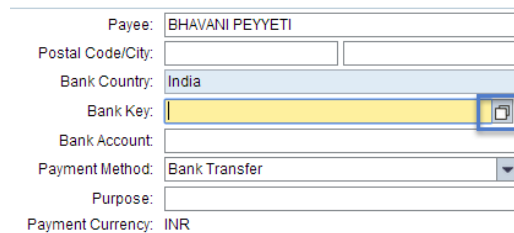
Step 16: Enter all the required fields.



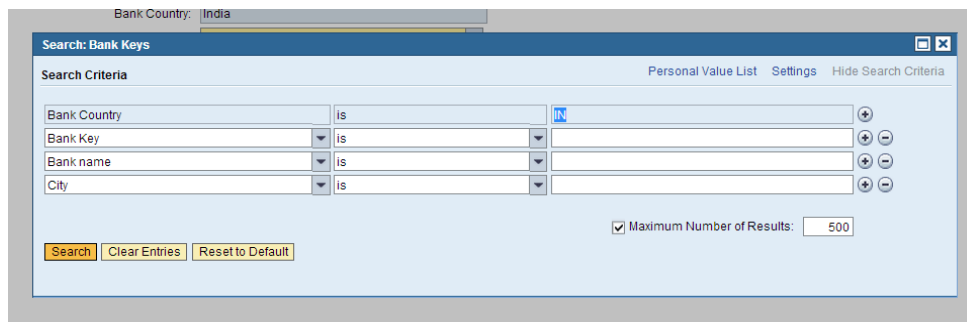
By default the **payee name** & the **Bank country** will be displayed.

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.

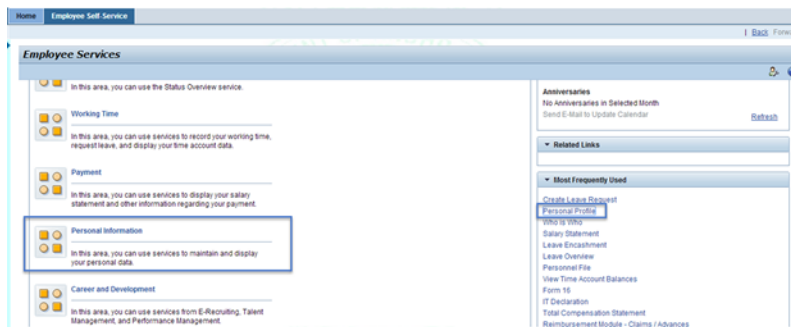
Step 18: Enter the **Bank account**.

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

Bank Account: _____
Payment Method: **Bank Transfer** ▼
Purpose: **Bank Transfer**
Payment Currency: Cash Payment
Cash Payment
RTGS

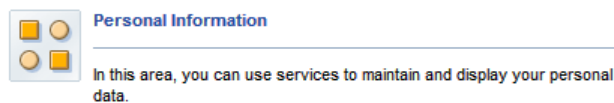
Step 20: Enter the Purpose and click **Save** button to save the details.

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).

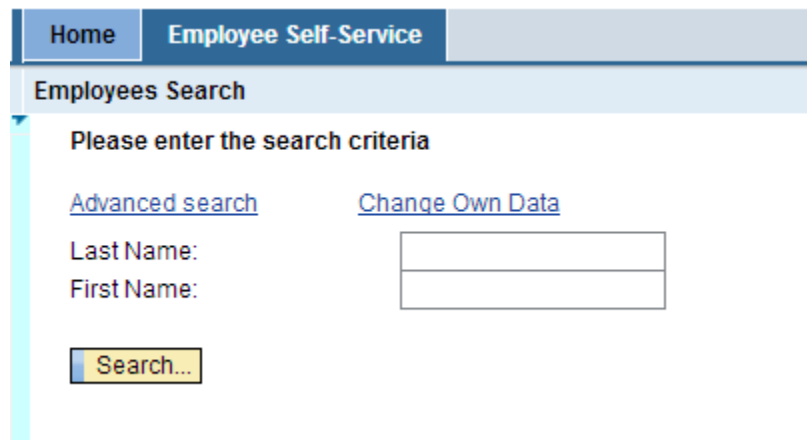
Employees Search

Statewide Employee Directory

My Balances

Employee Balance Details (Leave, Loan, GPF, APGLI and Increment)

You will be navigated to the below shown screen.



The screenshot shows the 'Employee Self-Service' area with a sub-tab for 'Employees Search'. The page contains a search form with the following elements:

- Navigation tabs: Home, Employee Self-Service
- Section header: Employees Search
- Instruction: Please enter the search criteria
- Links: [Advanced search](#), [Change Own Data](#)
- Input fields: Last Name: [text box], First Name: [text box]
- Search button: Search...

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:

First Name:

| Last Name | First Name | Extension | E-mail | Building Number | Room Number | Personnel Number |
|-------------------------|-------------------|-----------|--------|-----------------|-------------|------------------|
| krishna | satheeshkumar | | | | | 10510379 |
| krishna | ramamoorthy reddy | | | | | 10453298 |
| Krishna | Hemabhushanam | | | | | 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:

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:

| Result List | | | | | | |
|-------------------------|-------------------|-----------|--------|-----------------|-------------|------------------|
| Last Name | First Name | Extension | E-mail | Building Number | Room Number | Personnel Number |
| krishna | satheeshkumar | | | | | 10510379 |
| krishna | ramamoorthy reddy | | | | | 10453298 |
| Krishna | Hemabhushanam | | | | | 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:

Organizational unit:

Position:

Job:

Cost Center:

Extension:

Building Number:

Room Number:

License Plate Number:

System User Name:

| Result List | | | | | | |
|-----------------------------|---------------------------|-----------|--------|-----------------|-------------|------------------|
| Last Name | First Name | Extension | E-mail | Building Number | Room Number | Personnel Number |
| - | NUSRATH HUSSAIN | | | | | 00010028 |
| ACHANTA | SATYANARAYANA | | | | | 00010021 |
| ALLEN | SUDHAKAR | | | | | 00010002 |
| BALLA | VENKATA VUAYA RAMA KRISH | | | | | 00010015 |
| BATREDDI | SAVITHRI | | | | | 00010012 |
| DARSI | 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.

My Balances [Back](#) [Form](#)

My Balances

Leave Details

| SI.No | Leave Type | Balance |
|-------|----------------|---------|
| 1 | CASUAL LEAVE | 10.0 |
| 2 | HALF PAY LEAVE | 232 |
| 3 | EARNED LEAVE | 209 |

Loan Details

| SI.No | Loan Type | Loan Balance |
|-------|-----------|--------------|
| | | |
| | | |
| | | |

GPF Details

[GPF Details](#)

APGLI Details

| SI.No | APGLI Number | Opening Balance | Debit | Credit |
|-------|--------------|-----------------|-------|--------|
| 1 | 304126 | 0.00 | 0.00 | 0.00 |

Increment Details

| SI.No | Last Increment Date | Next Increment Date |
|-------|---------------------|---------------------|
| 1 | 01.01.2015 | 01.01.2016 |

CPS Details

| SI.No | PRAN Number | Balance | Debit | Credit |
|-------|-------------|---------|-------|--------|
| | | | | |
| | | | | |

My Employment Details

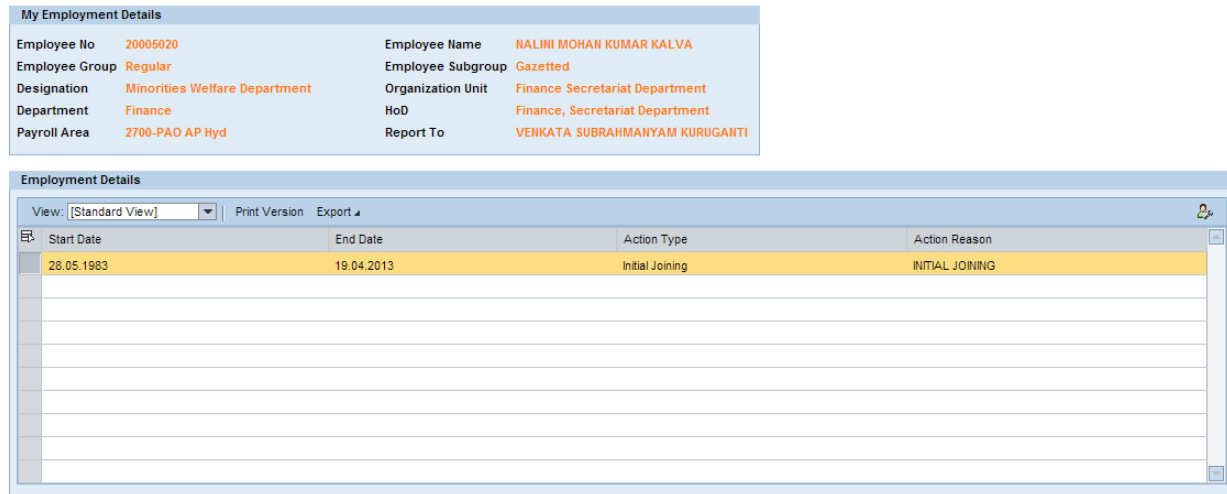
Step 1: Navigate to **Employee self-service** → **My Employment details**.

Employee Services

Map | **Directory** | Index

- Personal Information**
- Personal Information
- Employees Search
- My Balances
- My Employment Details**
- 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.



My Employment Details

| | | | |
|----------------|-------------------------------|-------------------|---------------------------------|
| Employee No | 20005020 | Employee Name | NALINI MOHAN KUMAR KALVA |
| Employee Group | Regular | Employee Subgroup | Gazetted |
| Designation | Minorities Welfare Department | Organization Unit | Finance Secretariat Department |
| Department | Finance | HoD | Finance, Secretariat Department |
| Payroll Area | 2700-PAO AP Hyd | Report To | VENKATA SUBRAHMANYAM KURUGANTI |

Employment Details

View: [Standard View] | Print Version | Export

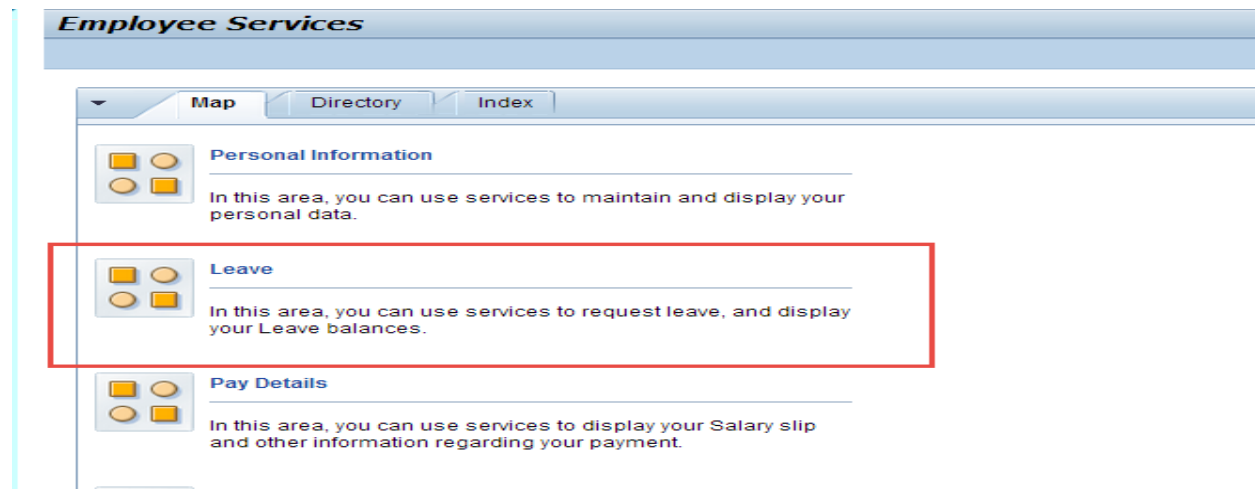
| Start Date | End Date | Action Type | Action Reason |
|------------|------------|-----------------|-----------------|
| 28.05.1983 | 19.04.2013 | Initial Joining | INITIAL JOINING |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

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



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.

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](#)

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

Send | Send and New | Cancel

Calendar | Team Calendar | Leave Accounts | **Leave Requests**

| 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: CASUAL LEAVE
Description: CASUAL LEAVE

Additional Data

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

General Data

* Start Date: 30.12.2014
* End Date: 30.12.2014
Absence days: 0.00
* New Note:

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: CASUAL LEAVE

General Data

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

Additional Data

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

CASUAL LEAVE
CASUAL LEAVE
COMMUTED LEAVE
EARNED LEAVE
EMPLOYMENT ABROAD
EXTRA ORDINARY LEAVE
HALF DAY CASUAL LEAVE
HALF PAY LEAVE
LEAVE NOT DUE
MATERNITY PROTECTION
OPTIONAL HOLIDAYS

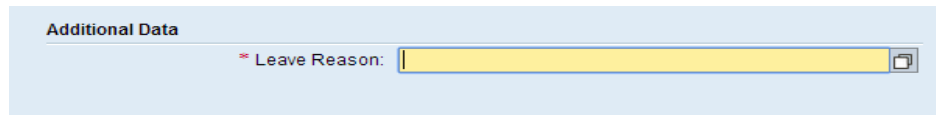


NOTE! All the mandatory fields are represented with a red asterisk (*).

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

* Type of Leave:
Description: CASUAL LEAVE

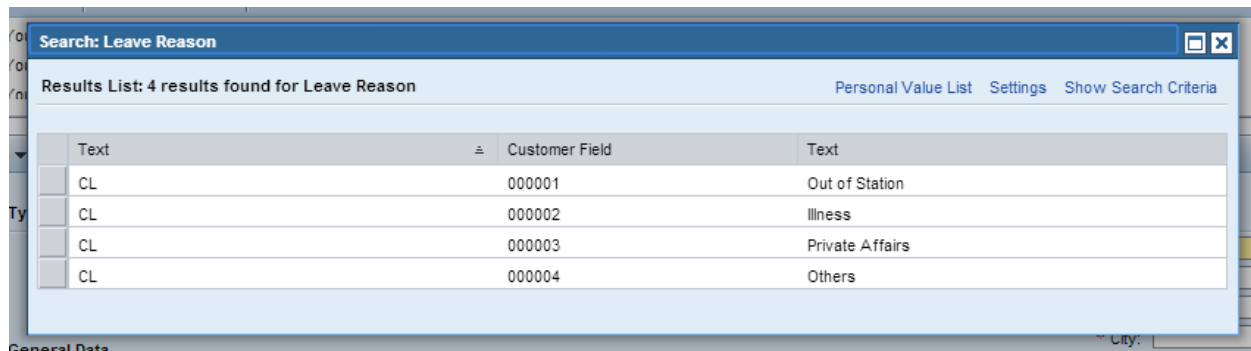
Step 3: In the **Additional data tab** click on **Search button** and select the reason for leave.



Additional Data

* Leave Reason:

A list of leave reasons will be displayed.



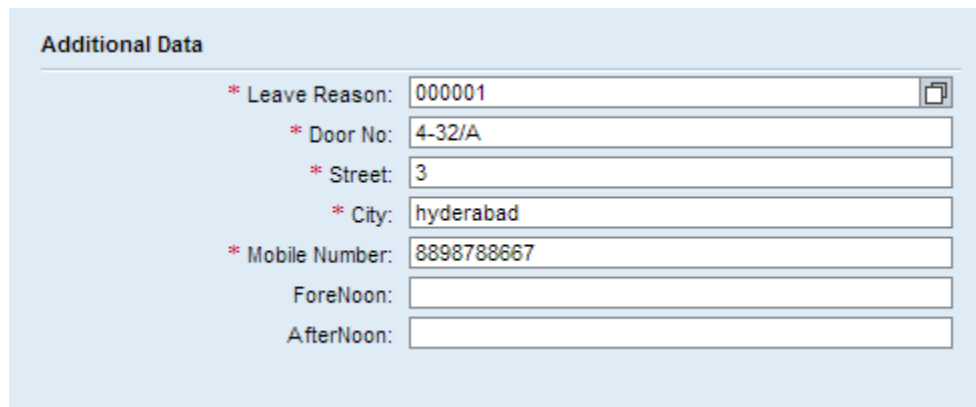
Search: Leave Reason

Results List: 4 results found for Leave Reason

Personal Value List Settings Show Search Criteria

| Text | Customer Field | Text |
|------|----------------|-----------------|
| CL | 000001 | Out of Station |
| CL | 000002 | Illness |
| CL | 000003 | Private Affairs |
| CL | 000004 | Others |

Step 4: Select an appropriate reason.



Additional Data

* Leave Reason: 000001

* Door No: 4-32/A

* Street: 3

* City: hyderabad

* Mobile Number: 8898788667

ForeNoon:

AfterNoon:

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

Calendar | Team Calendar | Time Accounts | **Leave Requests**

| 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 | **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:

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

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.

| Type of Leave | Start Date | Start time |
|---------------|------------|------------|
| CASUAL LEAVE | 08.10.2014 | 00:00:00 |
| CASUAL LEAVE | 02.09.2014 | 00:00:00 |
| CASUAL LEAVE | 08.08.2014 | 00:00:00 |

Leave Request: New

Type of Leave
 Type of Leave: CASUAL LEAVE

General Data
 Start Date: 15.09.2014
 End Date: 15.09.2014
 Absence hours: 0.00
 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 | | |

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

Leave Overview

✓ Leave request was sent successfully

▼ Leave Data Overview New

Show from: 13.03.2014 Apply

| 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 Apply

| 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 |

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.

Leave Request: EARNED LEAVE, 01.06.2014-03.06.2014

Send Send and New Cancel

! Leave should not be applied on Non-working Day

Calendar Team Calendar Time Accounts Leave Requests

View: June 2014 Apply

| June 2014 | | | | | | | July 2014 | | | | | | | August 2014 | | | | | | | | | |
|-----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|-------------|----|----|----|----|----|----|----|----|----|
| Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | | | |
| 22 | 26 | 27 | 28 | 29 | 30 | 1 | 27 | 30 | 1 | 2 | 3 | 4 | 5 | 6 | 31 | 28 | 29 | 30 | 31 | 1 | 2 | 3 | |
| 23 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 32 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |
| 24 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 29 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 33 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |


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.

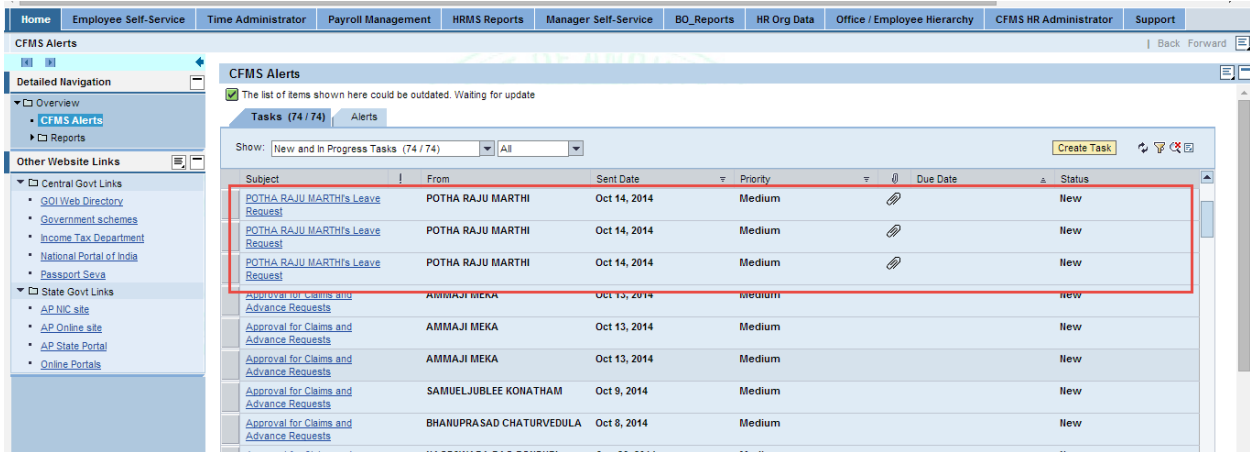
Absence hours: It displays the hours of the employee absence.

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.

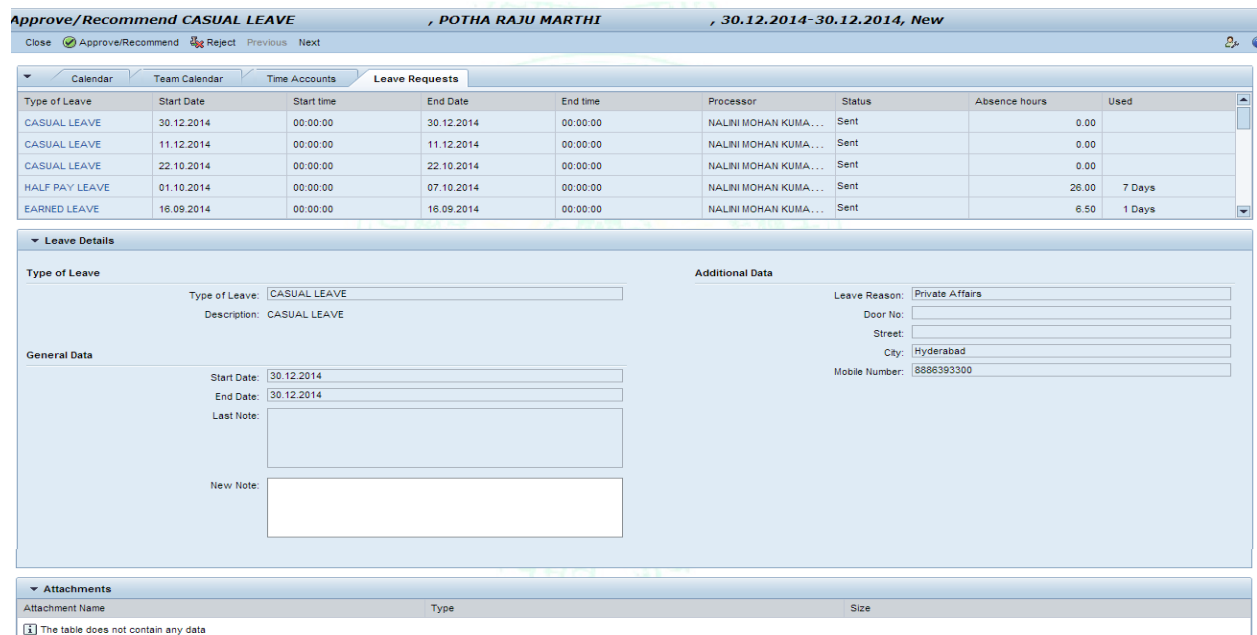


The screenshot shows the 'CFMS Alerts' interface. On the left, there is a navigation menu with 'CFMS Alerts' selected. The main area displays a table of tasks. The first three rows are highlighted with a red box:

| 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 |

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

You will be navigated to the below shown screen.



The screenshot shows the 'Approve/Recommend CASUAL LEAVE' form for POTHA RAJU MARTHI, covering the period 30.12.2014-30.12.2014. The form includes a table of leave requests and a detailed form for the selected request.

| 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 | NALNI MOHAN KUMA... | Sent | 0.00 | |
| CASUAL LEAVE | 11.12.2014 | 00:00:00 | 11.12.2014 | 00:00:00 | NALNI MOHAN KUMA... | Sent | 0.00 | |
| CASUAL LEAVE | 22.10.2014 | 00:00:00 | 22.10.2014 | 00:00:00 | NALNI MOHAN KUMA... | Sent | 0.00 | |
| HALF PAY LEAVE | 01.10.2014 | 00:00:00 | 07.10.2014 | 00:00:00 | NALNI MOHAN KUMA... | Sent | 26.00 | 7 Days |
| EARNED LEAVE | 16.09.2014 | 00:00:00 | 16.09.2014 | 00:00:00 | NALNI MOHAN KUMA... | Sent | 6.50 | 1 Days |

Leave Details

Type of Leave: CASUAL LEAVE
 Description: CASUAL LEAVE

Additional Data

Leave Reason: Private Affairs
 Door No:
 Street:
 City: Hyderabad
 Mobile Number: 8886392300

General Data



Start Date: 30.12.2014
 End Date: 30.12.2014
 Last Note:
 New Note:

Attachments

| Attachment Name | Type | Size |
|-------------------------------------|------|------|
| The table does not contain any data | | |

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 |
|--------------------------------|---|--|------------|--------|
| Close |  Approve/Recommend |  Reject | Previous | Next |
| 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 | |
| ▼ Leave Details | | | | |
| Type of Leave | | | | |



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.

| Leave Overview | | | | | | | | | |
|---------------------|----------------|------------|------------|------------|----------|------------|----------|---------------|----------|
| Leave Data Overview | | | | | | | | | |
| Acti... | 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 R... | Sent | 0.00 | |
| | EARNED LEAVE | 12.06.2014 | 00:00:00 | 19.06.2014 | 00:00:00 | PULLA R... | 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 R... | Sent | 52.00 | 9 Days |
| | CASUAL LEAVE | 15.05.2014 | 00:00:00 | 16.05.2014 | 00:00:00 | PULLA R... | Sent | 0.00 | |

| Time Accounts Overview | | | | | |
|------------------------|----------------|--------------|-------------|---------------------------|--|
| 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 | |

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**.

Leave Request: CASUAL LEAVE, 15.09.2014

Send | Send and New | Cancel

Calendar | Team Calendar | Time Accounts | Leave Requests

View: September 2014 | Apply

| September 2014 | | | | | | | October 2014 | | | | | | | November 2014 | | | | | | | | | |
|----------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|----|----|----|
| Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | | | |
| 36 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 40 | 29 | 30 | 1 | 2 | 3 | 4 | 5 | 44 | 27 | 28 | 29 | 30 | 31 | 1 | 2 |
| 37 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 41 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 45 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 38 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 42 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 46 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 39 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 43 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 47 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 40 | 29 | 30 | 1 | 2 | 3 | 4 | 5 | 44 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 48 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 41 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 45 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 49 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

■ Absent ■ Multiple Entries ■ Sent ■ Deletion Requested ■ Optional Holiday
■ Non-Working Day ■ Holiday

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.

Leave Request: CASUAL LEAVE, 15.09.2014

Send | Send and New | Cancel

Calendar | **Team Calendar** | Time Accounts | Leave Requests

View: Month | September | 2014 | Apply | Sort by: Names Ascending | Select Team Members | Print Team Calendar

| | | 2014 September | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|----------------------|--|----------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|--|
| | | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | |
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | |
| KRISHNA VENI G | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SRI RANGA SAI SESHUM | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| VINOD KUMAR N | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KRISHNA MURTHY T | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

■ Sent ■ Multiple Entries ■ Non-Working Day ■ Holiday
■ Absent ■ Deletion Requested ■ Optional Holiday ■ Travel

[Refresh](#) Data From: 13.09.2014 12:29

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**.

Leave Request: CASUAL LEAVE, 15.09.2014

Send | Send and New | Cancel

Calendar | Team Calendar | **Time Accounts** | Leave Requests

Time Account: All Types | Show On: 13.09.2014 | Apply

| 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 Details Check

Type of Leave

* Type of Leave: CASUAL LEAVE
Description: CASUAL LEAVE

Additional Data

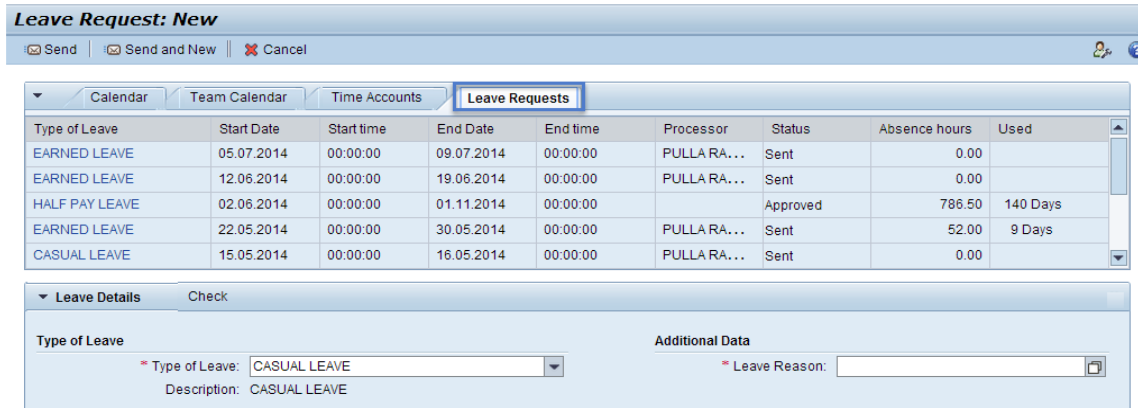
* Leave Reason: 000002
* Door No: 43-2/S
* Street: 6
* City: Hyderabad
* Mobile Number: 8676588998
Fore Noon:
After Noon:

General Data

* Start Date: 15.09.2014
* End Date: 15.09.2014
Absence hours: 0.00

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**.



| 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:

Description: CASUAL LEAVE

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

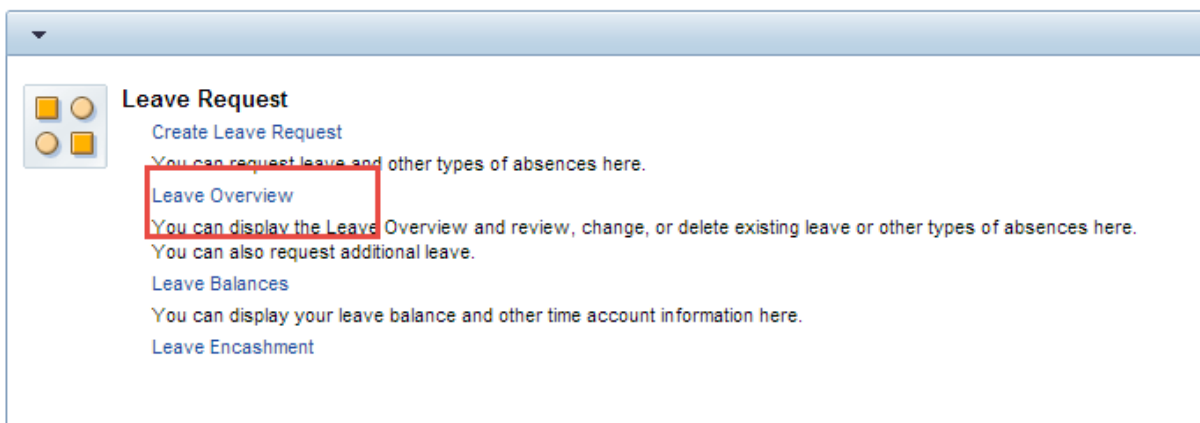
Leave Overview

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

Back



Leave Request

- [Create Leave Request](#)
- [Leave Overview](#)
- [Leave Balances](#)
- [Leave Encashment](#)

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

Leave Overview

| Leave Data Overview | | | | | | | | | |
|-----------------------------|---------------|------------|------------|------------|----------|----------------|----------|---------------|------|
| New | | | | | | | | | |
| Show from: 13.03.2014 Apply | | | | | | | | | |
| 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 MALLS... | 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 Apply | | | | |
| 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](#)

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

[Leave Encashment](#)

Time Account

Time Account: Show from:

| 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 Request

1 Display and Edit 2 Review and Send 3 Completed

▼ Hide Time Accounts ► Show Leave Encashments

| 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 Request

1 Display and Edit 2 Review and Send 3 Completed

▼ Hide Time Accounts ► Show Leave Encashments

| 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: * [Dropdown]
 Leave Encashment Method: * [Dropdown]
 Days to Be Encashed: * [0] [Spinners]
 Off-Cycle Payment: * [Input]
 Note for Approver: [Text Area]

◀ 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.

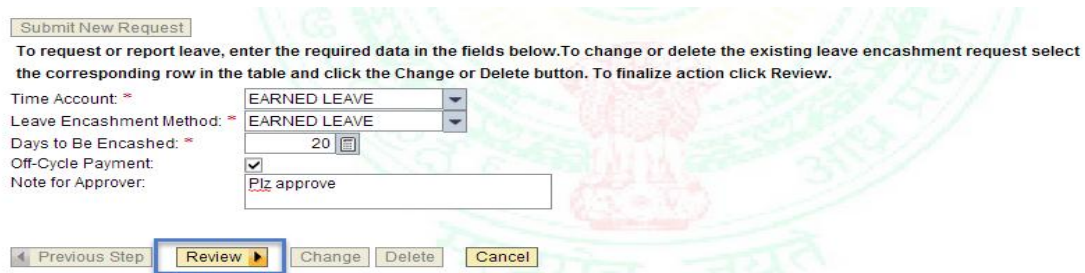
Step 5: Select the **no of days** to be encashed.

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:

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:
 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:
 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

[Back](#)

[Pay Slip in English](#)

You can view your most recent Salary Slip here.

[Pay Slip in Telugu](#)

You can view your most recent payslip in Telugu here

[Form 16](#)

You can view or download Form 16 here.

[Income Tax Declarations](#)

Create, Edit, & View IT declaration

[Deduction Request](#)

[Reimbursements / Claims](#)

Create, Edit, & View Reimbursements / Claims and their payment / repayment.

[Salary Statement and Income Tax Projection](#)

Generate and View the Salary Statement and Income Tax Projection.



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.

Salary Statement: 01.04.2014

Previous Statement Next Statement  Request Print 


Overview and Selection

Salary Statement

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 | Quota | Availed | Balance | Loan Type | Availed | Balance | |
| Not Applicable | 0 | 0 | 0 | GPF T A | 200,000.00 | 192,000.00 | |
| | | | | Motor Cycle/Scooter Advance | 27,750.00 | 27,000.00 | |
| Earnings | Amount | Govt.Deductions/Recoveries | Amount | Non Govt.Deductions | Amount | | |
| Basic Pay | 24,950.00 | AG GPF Contribution | 5,000.00 | Not Applicatble | | | |
| Special Pay | 750.00 | APGLI | 4,000.00 | | | | |
| Dearness Allowance | 15,805.00 | GIS | 120.00 | | | | |
| House Rent Allowance | 7,485.00 | Professional Tax | 200.00 | | | | |
| City Compensatory Allowan | 525.00 | Income Tax | 2,000.00 | | | | |
| Family Planning Incentive | 30.00 | Mot Cycl/Sct (P) Recovery | 750.00 | | | | |
| Interim Relief | 6,737.00 | GPF Adv. Recovery | 8,000.00 | | | | |

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

Step 3: Click on  Request Print 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.

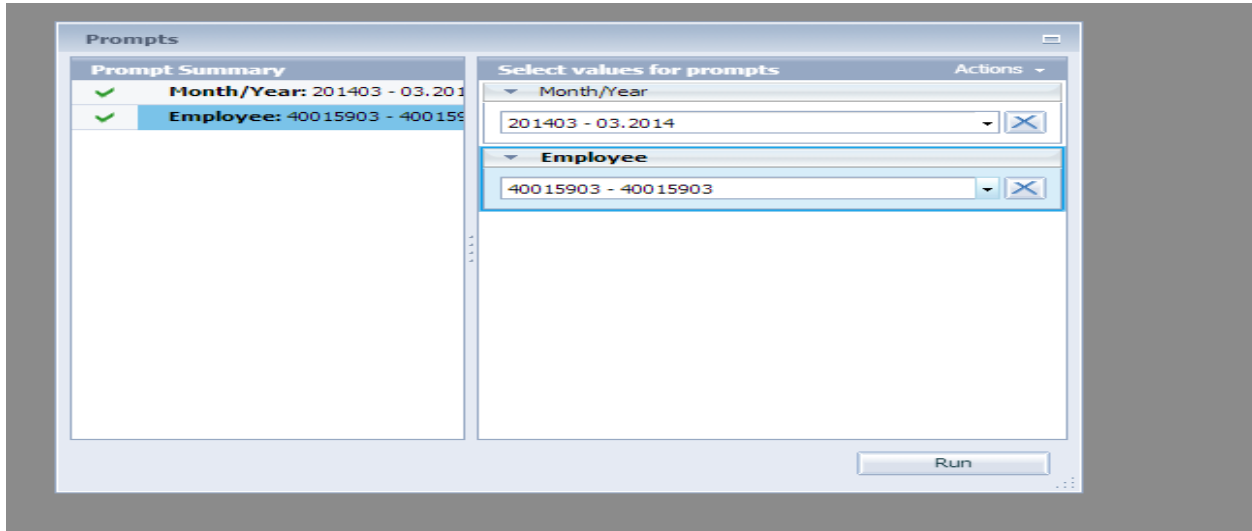
Next statement: This button allows you to view the next month statement.

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.

Pay Slip in Telugu

Government of Andhra Pradesh
Employee Payslip for the month of May 2014

| | | |
|--------------------------|----------------------------|-----------------|
| Employee Id : 40015903 | Designation : Not assigned | PAN No. : # |
| Name : 40015903 | Emp Category : Temporary | GPF/CPS No. : # |
| DDO Code : 1203065390721 | Office of : Not assigned | APGLI No. : |
| | Pay area : Not assigned | 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 పేరవము | | Professional Tax | | | |
| గృహ అడ్డ పత్యము | | Income Tax | | | |
| కరువు పత్యము | | APGLI | | | |
| ఎగుమతిదార పత్యము | | GIS | | | |
| వ్యక్తిగత పేరవము | | AG GPF Contribution | | | |
| ప్రత్యేక పత్యము | | MotCar/Sc Adv (I) Recovery | | | |
| BF HRA | | Mot Car Adv (I) Recovery | | | |

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

Back

- Pay Slip in English
You can view your most recent Salary Slip here.
- Pay Slip in Telugu
You can view your most recent payslip in Telugu here
- Form 16**
You can view or download Form 16 here.
- Income Tax Declarations
Create, Edit, & View IT declaration
- Deduction Request
- Reimbursements / Claims
Create, Edit, & View Reimbursements / Claims and their payment / repayment.
- Salary Statement and Income Tax Projection
Generate and View the Salary Statement and Income Tax Projection.

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 | History | Back | Forward

Form 16: 2013

Previous Tax Form | Next Tax Form

Overview

Tax Year: 2013

| Start Date | End Date | Company Code |
|------------|------------|--------------|
| 01.04.2013 | 31.03.2014 | GOAP |

Form 16

CUSTOMER TEXT/ANOPP4 | BHAVANI PEYYETI

| PART B (Annexure) | | | |
|--|-----------|-----------|------|
| 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) | 354960.00 | | |
| (b) Value of perquisites u/s 17(2) (as per Form No.12BA, wherever applicable) | 0.00 | | |
| (c) Profits in lieu of salary under section 17(3) (as per Form No.12BA, wherever applicable) | 0.00 | | |
| (d) Total | | 354960.00 | |
| 2. Less: Allowance to the extent exempt u/s 10 | | | 0.00 |
| Allowance | | | |

Form 16 view

| CUSTOMER TEXT/ANOPP4 | | BHAVANI PEYYETI | |
|---|--------------|-------------------|-------------------|
| PART B (Annexure) | | | |
| Details of Salary paid and any other income and tax deducted | | INR | INR |
| 1. Gross salary | | | |
| (a) Salary as per provisions contained in sec.17(1) | | 354960.00 | |
| (b) Value of perquisites u/s 17(2) (as per Form No.12BA, wherever applicable) | | 0.00 | |
| (c) Profits in lieu of salary under section 17(3) (as per Form No.12BA, wherever applicable) | | 0.00 | |
| (d) Total | | | 354960.00 |
| 2. Less: Allowance to the extent exempt u/s 10 | | | 0.00 |
| Allowance | | | |
| 3. Balance (1-2) | | | 354960.00 |
| 4. Deductions: | | | |
| (a) Entertainment allowance | 0.00 | | |
| (b) Tax on Employment | 0.00 | | |
| 5. Aggregate of 4(a) and (b) | | | 0.00 |
| 6. Income chargeable under the head 'salaries' (3-5) | | | 354960.00 |
| 7. Add: Any other income reported by the employee | | | 0.00 |
| Income | | | |
| 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

[Back](#)

[Pay Slip in English](#)

You can view your most recent Salary Slip here.

[Pay Slip in Telugu](#)

You can view your most recent payslip in Telugu here

[Form 16](#)

You can view or download Form 16 here.

[Income Tax Declarations](#)

[Create, Edit, & View IT declaration](#)

[Deduction Request](#)

[Reimbursements / Claims](#)

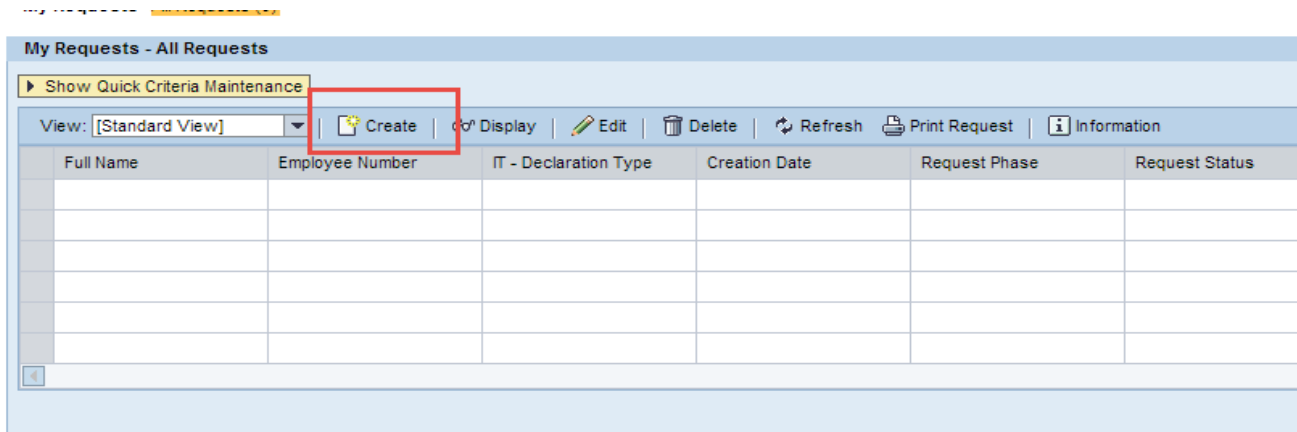
Create, Edit, & View Reimbursements / Claims and their payment / repayment.

[Salary Statement and Income Tax Projection](#)

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.



My Requests - All Requests

Show Quick Criteria Maintenance

View: [Standard View] | [Create](#) | [Display](#) | [Edit](#) | [Delete](#) | [Refresh](#) | [Print Request](#) | [Information](#)

| Full Name | Employee Number | IT - Declaration Type | Creation Date | Request Phase | Request Status |
|-----------|-----------------|-----------------------|---------------|---------------|----------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Creating New Income Tax Declarations

Step 1: Click Create button.

You will be navigated to the below shown screen

Create Request (IT Declarations - India): Step 1 (Details)

Previous Next

1 2 3
Details Review Submit

* IT - Declaration Type:
 Actual Amount:
 Proposed Amount:
 Begin Date:
 End Date:
 Consider Actuals

| 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.

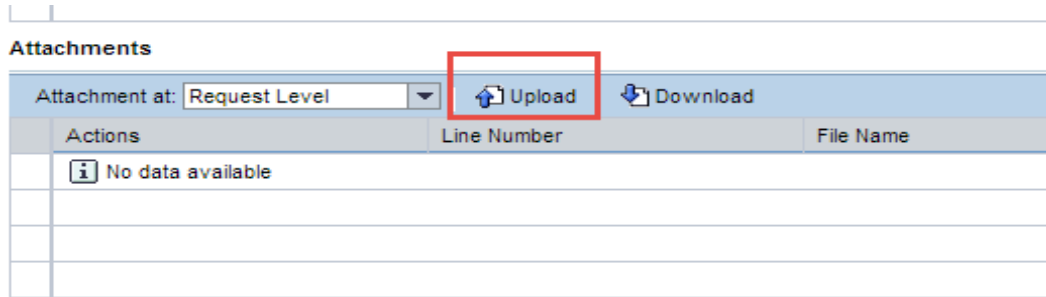
Step 5: Click Next button.

Step 6: Review the details that you have entered.

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

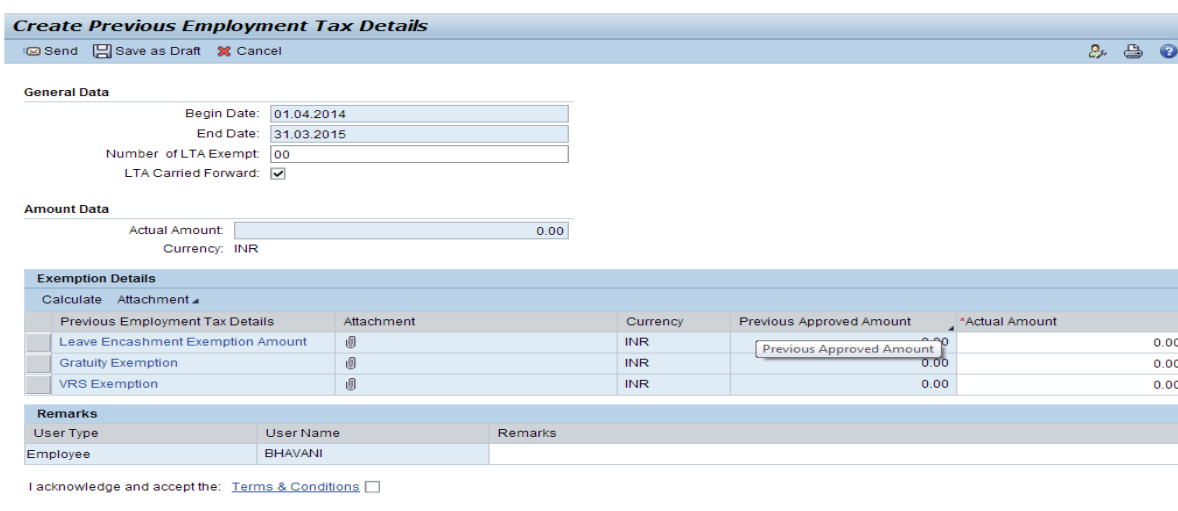
Once the IT declaration form has been submitted for approval, the request can be viewed in the requests section.

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.



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

Previous employment tax details screen



| Previous Employment Tax Details | Attachment | Currency | Previous Approved Amount | *Actual Amount |
|-----------------------------------|------------|----------|--------------------------|----------------|
| Leave Encashment Exemption Amount | | INR | Previous Approved Amount | 0.00 |
| Gratuity Exemption | | INR | 0.00 | 0.00 |
| VRS Exemption | | INR | 0.00 | 0.00 |

| User Type | User Name | Remarks |
|-----------|-----------|---------|
| Employee | BHAVANI | |

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 History Back Forward

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: Request Status:
 Request Phase: Creation Date From / To:

Search Results

[Edit](#) | [Print Income Tax Declaration Request](#) | [Approver Overview](#)

| Income Tax Declaration Type | Request Creation Date | Request Phase | Request Status |
|---|-----------------------|---------------|----------------|
| <input type="text" value="Section 80C Deductions"/> <ul style="list-style-type: none"> 1043581100001 | 03.04.2014 | In-Process | Approved |

Deduction Request

Step 1: Click Voluntary Deduction Request

Employee Self Service Area Page

[Back](#)

[Pay Slip in English](#)

You can view your most recent Salary Slip here.

[Pay Slip in Telugu](#)

You can view your most recent payslip in Telugu here

[Form 16](#)

You can view or download Form 16 here.

[Income Tax Declarations](#)

[Create, Edit, & View IT declaration](#)

[Deduction Request](#)

[Reimbursements / Claims](#)

Create, Edit, & View Reimbursements / Claims and their payment / repayment.

[Salary Statement and Income Tax Projection](#)

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

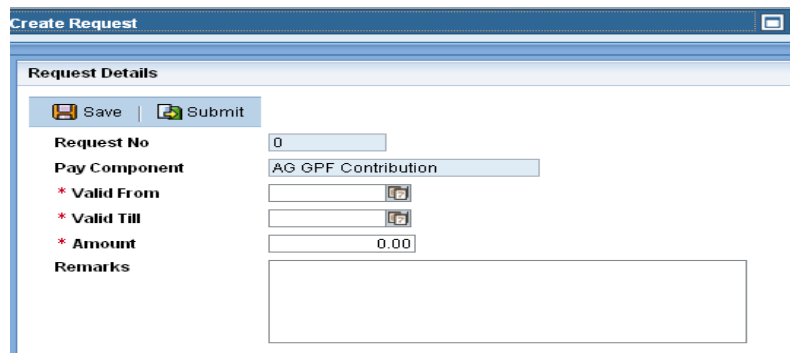
View: [Standard View] | Print Version | Export

| 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 **GPF contribution**, Click the link **AG GPF Contribution** [AG GPF Contribution](#).

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



The screenshot shows a 'Create Request' window with the following fields:

- Request No**: 0
- Pay Component**: AG GPF Contribution
- * Valid From**: [Empty field]
- * Valid Till**: [Empty field]
- * Amount**: 0.00
- Remarks**: [Empty text area]

Buttons for 'Save' and 'Submit' are visible at the top of the form.

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

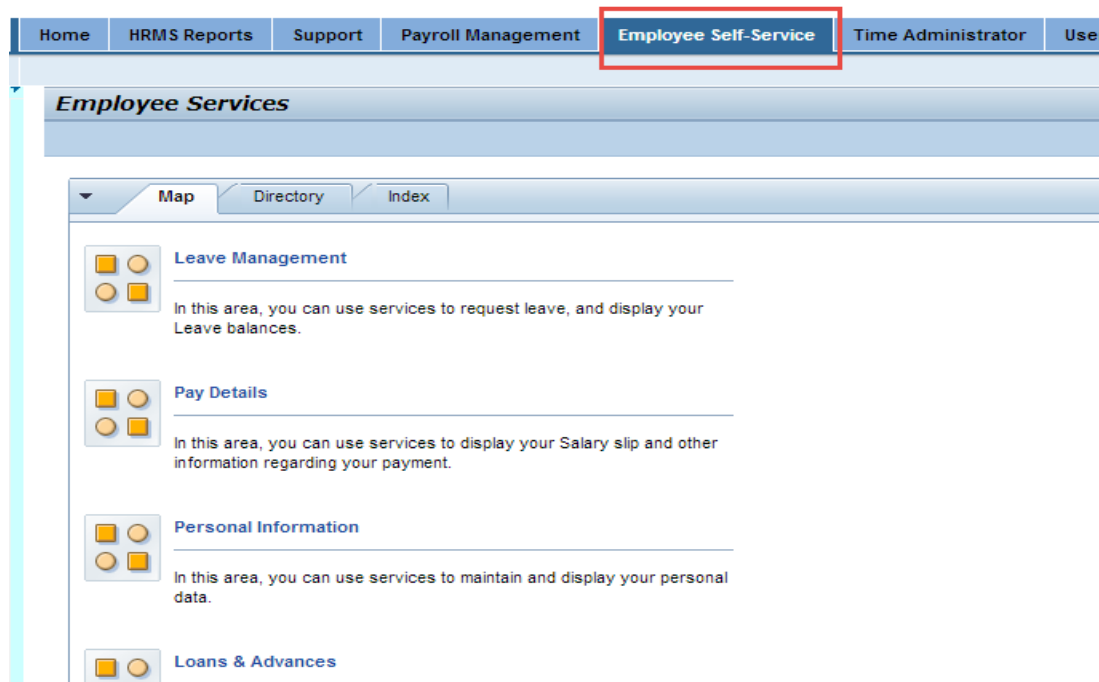
| Pay Component | Valid From | Valid Till | Amount |
|---------------------|------------|------------|----------|
| AG GPF Contribution | 01.03.2014 | 31.12.9999 | 1,275.00 |

Change Request List

| 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 | dgdfdsa |

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.



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

You will be navigated to the below shown screen.

Employee Self Service Area Page

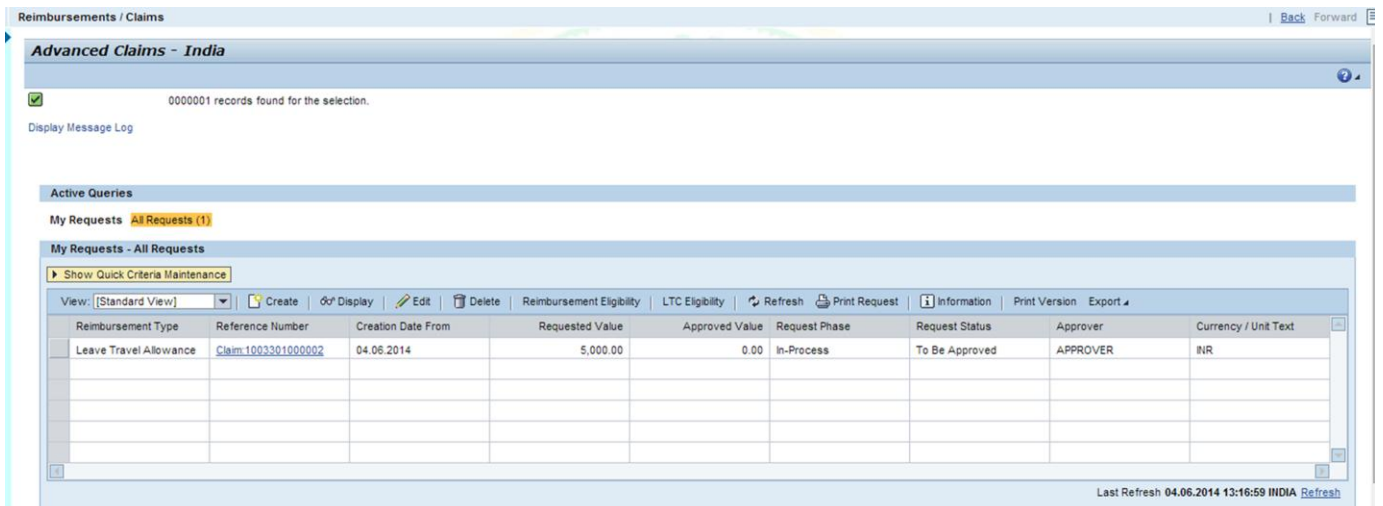
[Back](#)

- [Pay Slip in English](#)
You can view your most recent Salary Slip here.
- [Pay Slip in Telugu](#)
You can view your most recent payslip in Telugu here
- [Form 16](#)
You can view or download Form 16 here.
- [Income Tax Declarations](#)
Create, Edit, & View IT declaration
- [Deduction Request](#)
- [Reimbursements / Claims](#)
Create, Edit, & View Reimbursements / Claims and their payment / repayment.
- [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.



The screenshot displays the 'Reimbursements / Claims' section of the Employee Self Service Area. It shows a sub-section for 'Advanced Claims - India' with a message indicating 000001 records found. Below this, there are sections for 'Active Queries' and 'My Requests - All Requests (1)'. A table is visible with the following data:

| Reimbursement Type | Reference Number | Creation Date From | Requested Value | Approved Value | Request Phase | Request Status | Approver | Currency / Unit Text |
|------------------------|---------------------|--------------------|-----------------|----------------|---------------|----------------|----------|----------------------|
| Leave Travel Allowance | Claim_1003301000002 | 04.06.2014 | 5,000.00 | 0.00 | In-Process | To Be Approved | APPROVER | INR |

At the bottom right of the interface, it shows 'Last Refresh 04.06.2014 13:16:59 INDIA' and a 'Refresh' button.

Step 3: Click Create button.

Advanced Claims - India

Active Queries

My Requests **All Requests (1)**

My Requests - All Requests

Show Quick Criteria Maintenance

View: [Standard View] **Create** Display Edit Delete Reimbursement Eligibility LTC Eligibility Refresh Print Request

| Reimbursement Type | Reference Number | Creation Date From | Requested Value | Approved Value | Request Phase |
|------------------------|---------------------|--------------------|-----------------|----------------|---------------|
| Leave Travel Allowance | Claim:1003301000002 | 04.06.2014 | 5,000.00 | 0.00 | In-Process |

Step 4: Select the Reimbursement type.

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

Previous Next

1 2 3
Details Review Submit

* Reimbursement Type:

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

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

Previous Next

1 2 3
Details Review Submit

* Reimbursement Type:

* Request Type:

* Scheme Type:

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

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

Previous Next

1 2 3
Details Review 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 2 3
Details Review 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 2 3
Details Review Submit

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*: 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 | I SAKKUBAIMMA | 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 |

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 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Acknowledge & Accept [Terms and Conditions](#)

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)

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 |

| *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)

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 |

| *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)

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

Details Review **Submit**

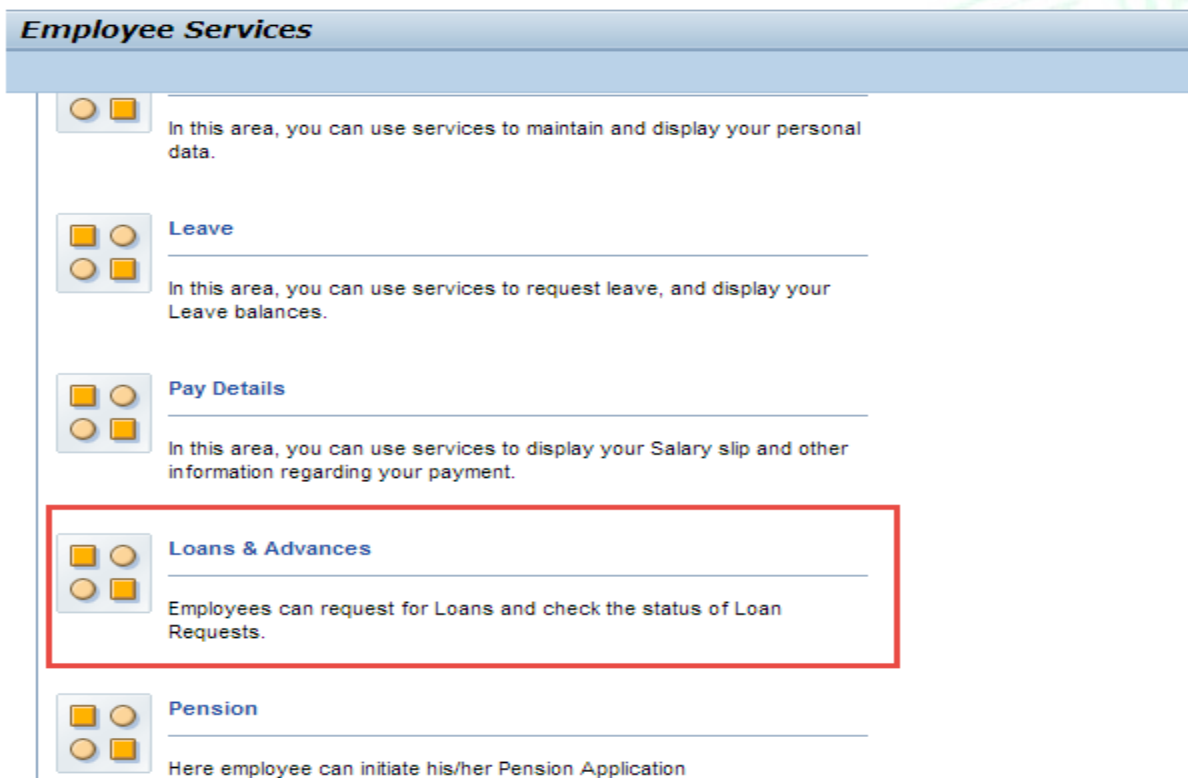
[Create New Request](#)
[Close Window](#)

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.



Employee Services

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.

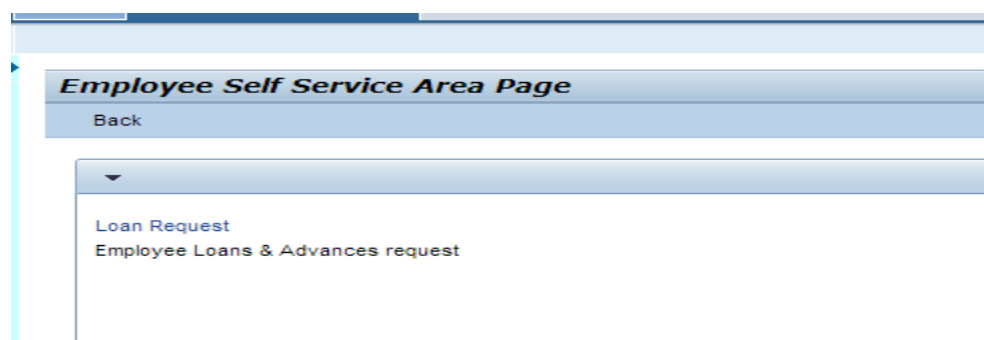
Pay Details
In this area, you can use services to display your Salary slip and other information regarding your payment.

Loans & Advances
Employees can request for Loans and check the status of Loan Requests.

Pension
Here employee can initiate his/her Pension Application

Creating a New loan Request

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



Employee Self Service Area Page

Back

Loan Request
Employee Loans & Advances request

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 | 20005064 |
| 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 - HOD | 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"/> | | |
| Approver1 - Est.Section | 20005039 (User-> 20005039) | Approver2 - HOD | 20005009 (User-> 20005009) |
| Approver3 - HOD | 20005002 (User-> 20005002) | | |

Apply for New Loan

Loan type 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?
 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 requ

View: [Sta] Export

| Request No. | Request Date | Loan Type | Requested Amount | Installments(P... | Installments (Interest) | Request Status | Wc |
|-------------|--------------|----------------------------|------------------|-------------------|-------------------------|----------------|----|
| 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?
 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 |
|-------------|--------------|-----------|------------------|-------------------|-------------------------|----------------|--------------|
|-------------|--------------|-----------|------------------|-------------------|-------------------------|----------------|--------------|

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).

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: 0.00

Employee is in possession of another Vehicle?

Anticipated amount of sale-proceeds: 0.00

* Requested Loan Amount: 5,000.00

* Number of Monthly Installments (Principal): 26

No of Monthly Installments (Interest): 4

| 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: Yes

Name of Agency and Place of delivery: Swathi Agency, Hyderabad.

Negotiations Started?: Yes

Anticipated price: 2000.00

Employee is in possession of another Vehicle?:

Anticipated amount of sale-proceeds: 0.00

* Requested Loan Amount: 3,000.00

* Number of Monthly Installments (Principal): 14

No of Monthly Installments (Interest): 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

View: [Standard View] Print Version Export

| Request No. | Request Date | Loan Type | Requested Amount | Installments(P... | 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

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: Swathi Agency, Hyderabad.

Negotiations Started? Yes

Anticipated price: 2,000.00

Employee is in possession of another Vehicle?

Anticipated amount of sale-proceeds: 0.00

* Requested Loan Amount: 3,000.00

* Number of Monthly Installments (Principal): 14

No of Monthly Installments (Interest): 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: | New Loan

Loan Application -> 1002 Submitted Successfully

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 |
|-------------|--------------|-----------------|------------------|-------------------|-------------------------|--|--------------|
| 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.

DDO Code: DDO Name: DDO Designation: Emp.Designation: Section Officer New Mails/Tasks: 7 / 61 Office: OP.II (IOC) HoD: Finance, Secretariat Department Department: Finance

Home Employee Self-Service Time Administrator Establishment Section Support

CFMS Alerts Back Forward

Cannot connect to the provider Details

Tasks (61 / 61) Alerts

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

| Subject | From | Sort Date | Priority | Due Date | Status |
|--|--------------------------|-----------|----------|----------|--------|
| Loan Application -> 1207 (by Employee - 20005133) Submitted by Initiator for Est.Secion Approval | GHOUSE KHAN MOHD | Yesterday | Medium | | New |
| Loan Application -> 1206 (by Employee - 20005133) Submitted by Initiator for Est.Secion Approval | GHOUSE KHAN MOHD | Yesterday | Medium | | New |
| Loan Application -> 1205 (by Employee - 20005133) Submitted by Initiator for Est.Secion Approval | GHOUSE KHAN MOHD | Yesterday | Medium | | New |
| Loan Application -> 1204 (by Employee - 20005020) Submitted by Initiator for Est.Secion Approval | NALINI MOHAN KUMAR KALVA | Yesterday | Medium | | New |
| Loan Application -> 1203 (by Employee - 20005020) Submitted by Initiator for Est.Secion Approval | NALINI 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 | 20005064 |
| 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 | 15.01.1982 | | |
| Total Service | 33 Years , 3 Months , 17 Days | Scale of Pay | 7520-220-7960-240-8680-260-9480-280-10300-300-11200-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-22430 |
| Current Basic Pay | 17,540.00 | Total Gross Salary | 38,999.00 |
| Total Deductions | 11,797.00 | | |

Loan Type Loan Rule

Employee Details

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

Previous Loan Details

Any Previous Loan Request Available

Loan Application Details

| | | | |
|---|--|-------------------------------|--|
| Loan Applying for | <input type="text" value="Self"/> | Sanctioned Loan Amount | <input type="text" value="25,000.00"/> |
| Date of Marriage of Employee | <input type="text"/> | No of Installments (Interest) | <input type="text" value="10"/> |
| Parent a Govt.Employee ? | <input type="text" value="Yes"/> | | |
| Loan Sanctioned to parent for this marriage ? | <input type="text" value="Yes"/> | | |
| * Requested Loan Amount | <input type="text" value="30,000.00"/> | | |
| * No of Installments (Principal) | <input type="text" value="70"/> | | |
| Remarks | <input type="text"/> | | |

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 Category | Regular | Employee Sub Category | Post Grade Services |



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.

No Messages

Pension - Part I (Pension Application Form)

Execute Save Forward To HOD/HOO Print Cancel

Personnel No.: 10090000 Sankati Ramul

01 Initiated 02 Submitted 03 HOO Aprvd 04 PSA Aprvd 05 With PIA 06 PPO Gen.

General Address Family Details Nomination Check List Attachments Rejection History PPO Logs

Rejection History

| Sr.No. | Rejection Date | Rejected By | Rejection Reason |
|--------|----------------|-------------|------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Step 3: Click Execute button.

Pension - Part I (Pension Application Form)

Execute Save Forward To HOD/HOO Print Cancel

Personnel No.: 10090000 Sankati Ramul

01 Initiated 02 Submitted 03 HOO Aprvd 04 PSA Aprvd 05 With PIA 06 PPO Gen.

General Address Family Details Nomination Check List Attachments Rejection History PPO Logs

Family Details

| Full Name | Birth date | Relation | Marital Status | Date Of Marriage | Employment Status |
|----------------|------------|----------|----------------|------------------|-------------------|
| Sharadha Ramul | 01.05.1960 | Spouse | | | |
| Ramaiah Ramul | 05.08.1930 | Father | | | |
| Saritha Ramul | 08.09.1985 | Child | | | |
| Santhosh Ramul | 08.09.1987 | Child | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

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.

General | Address | Family Details | Nomination | **Check List** | Attachments | Rejection History | PPO | Logs

Checklist

- 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.

General | Address | Family Details | Nomination | Check List | **Attachments** | Rejection History | PPO | Logs

File Attachment

Choose File: No file chosen | Description: | Attach File

Delete Attachment | Mandatory Attachments

| 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.

| Sr.No. | Rejection Date | Rejected By | Rejection Reason |
|--------|----------------|-------------|------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Post displayed the PPO will be displayed.

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

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

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

No Messages

Pension - Part I (Pension Application Form)

Execute | Save | Forward To HOD/HOO

Personnel No.: 10090000 | Sankati Ramul

01 Initiated | 02 Submitted | 03 HOO Aprvd

General | Address | Family Details | Attachments | Rejection History

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

Confirmation

Form details cannot be changed once PART I is forwarded
Do you still want to submit form ?

Yes No Cancel

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

No Messages

Pension - Part I (Pension Application Form)

Execute | Save | Forward To HOD/HOO | Print | Cancel

Personnel No.: 10090000 | Sankati Ramul

01 Initiated → 02 Submitted → 03 HOO Aprvd → 04 PSA Aprvd → 05 With PIA → 06 PPO Gen.

General | Address | Family Details | Nomination | Check List | Attachments | Rejection History | PPO | **Logs**

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

HOO login

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

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

Employee Self Service Area Page

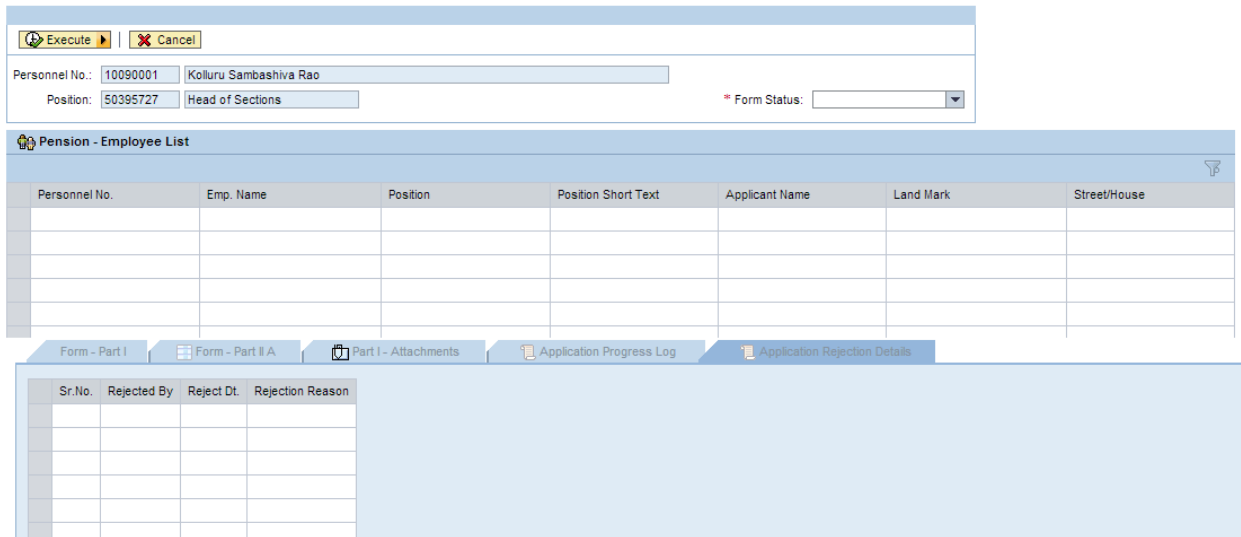
Back

▼

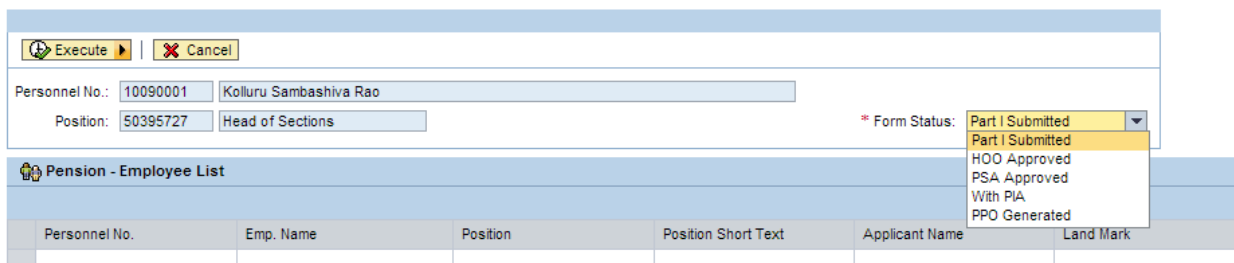
Form - Part I
Pension - Form Part II A
Pension - Form Part II B
Pension - PPO Generation

Annual Verification Certificate - Acceptance

You will be navigated to the below shown screen.



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



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: 06.08.1983
 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/8M/25D | Total Q.S.: 33Y/0M/0D

NQS-EOL: 5Y/0M/0D | NQS-Suspension Days: 0Y/11M/15D | NQS-Dies-non: 0Y/2M/0D
 NQS-Boy Service: _____ | NQS-Others: _____ | **NQS-Total: 3Y/11M/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: _____ | 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

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: 06.08.1983
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/8M/25D | Total Q.S.: 33Y/0M/0D

NQS-EOL: 5Y/0M/0D | NQS-Suspension Days: 0Y/11M/15D | NQS-Dies-non: 0Y/2M/0D
NQS-Boy Service: _____ | NQS-Others: _____ | 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: | _____ | 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.

Execute | Cancel

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 | | Near Civil Court | St. NO. 8, H.No. 1-56 |

PSA Login

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

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

Employee Self Service Area Page

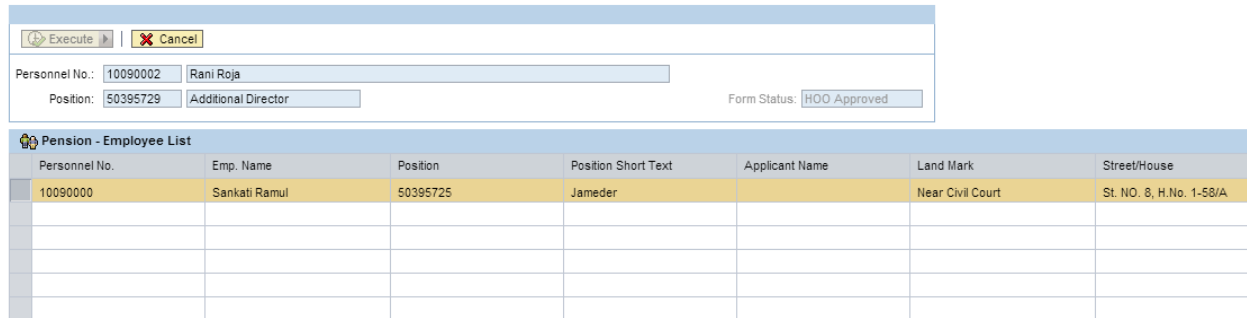
Back

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

Annual Verification Certificate - Acceptance

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

You will be navigated to the below shown screen.



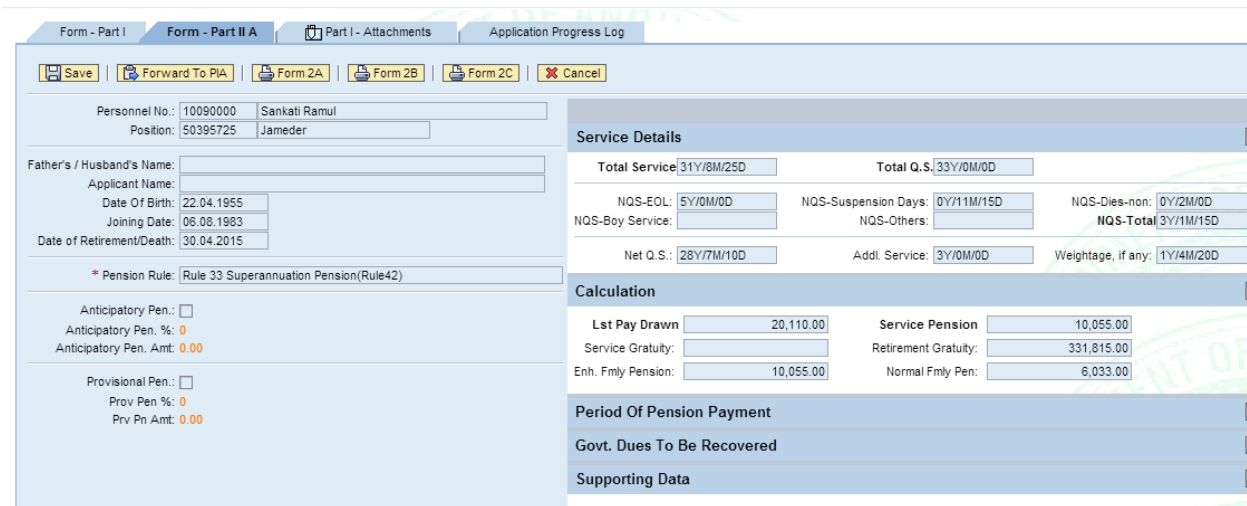
Execute | Cancel

Personnel No.: 10090002 Rani Raja
 Position: 50395729 Additional Director Form Status: HOO 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 |

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.



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

Save | Forward To PIA | Form 2A | Form 2B | Form 2C | Cancel

Personnel No.: 10090000 Sankati Ramul
 Position: 50395725 Jameder

Father's / Husband's Name:
 Applicant Name:
 Date Of Birth: 22.04.1955
 Joining Date: 08.08.1983
 Date of Retirement/Death: 30.04.2015

* Pension Rule: Rule 33 Superannuation Pension(Rule42)

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

Provisional Pen.:
 Prov Pen %: 0
 Prv Pn Amt: 0.00

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-Dies-non: 0Y/2M/0D
 NQS-Boy Service: NQS-Others: NQS-Total: 3Y/1M/15D

Net Q.S.: 28Y/7M/10D Addl. Service: 3Y/0M/0D Weightage, if any: 1Y/4M/20D

Calculation

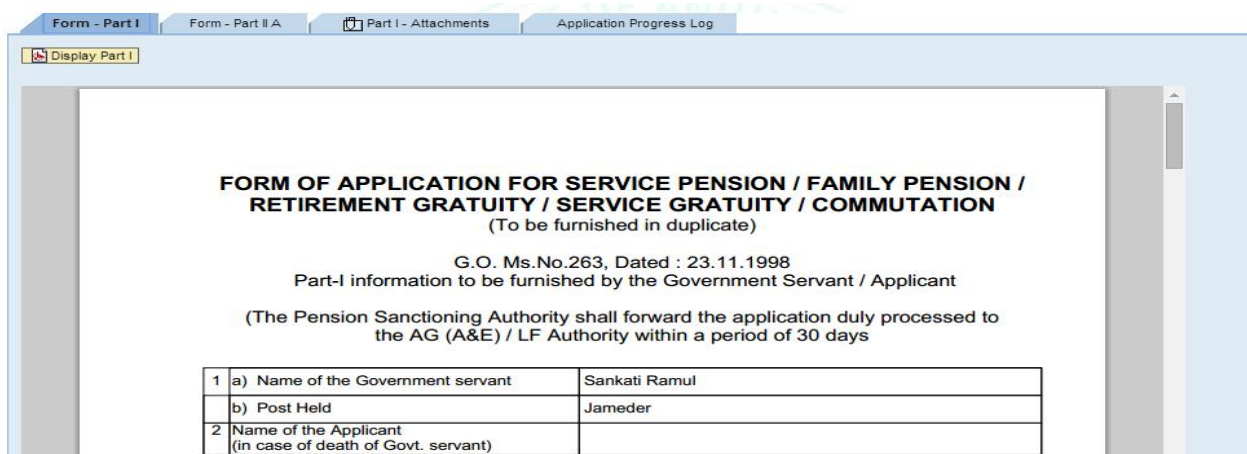
Lst Pay Drawn: 20,110.00 Service Pension: 10,055.00
 Service Gratuity: Retirement Gratuity: 331,815.00
 Enh. Fmly Pension: 10,055.00 Normal Fmly Pen: 6,033.00

Period Of Pension Payment

Govt. Dues To Be Recovered

Supporting Data

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



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

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) | |

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

Part - II (B)
SANCTION OF PENSION

a) Certificate of competency to accord sanction (applicable in case of sanction of pension to non-gazetted officers including Class-IV employees)

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 & Planning (FW-PSC) Department dated 23-11-1998.

OR

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 & Planning (FW-PSC) Department dated 23-11-1998

(Strike off whichever is not applicable)

b) **Sanction Order :**
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.

| | | | |
|------|----------------------------|---|---------|
| 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 |

Office Seal

Signature and Designation of
Pension Sanctioning Authority

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.

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.

Note 3 : If the pensionary benefits are not to be released Part-II-B(b) shall be struck off.

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 23(i) of FR 0.

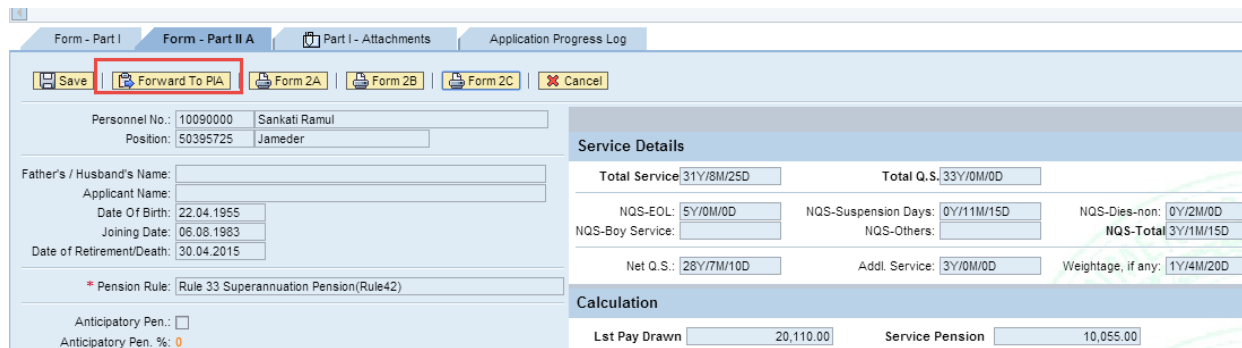
Below shown is Part- II (c) form.

Note: The form is yet to be developed.

| Part - II (C) | | | | | | | | | |
|---|----------------------------------|---------------|--------|--------|------|---------------------|----------|--------------------------------|--|
| APPORTIONMENT OF PENSION LIABILITY BETWEEN ANDHRA PRADESH & TELANGANA STATES BY PAG (A&E)/DAO | | | | | | | | | |
| 1. | Name of the employee (Pensioner) | Sankati Ramul | | | | | | | |
| 2. | Designation | Jameder | | | | | | | |
| 3. | Date of entry into service | | | | | | | | |
| 4. | Date of Retirement | Aug 6, 1983 | | | | | | | |
| 5. | Total length of Service | 31Y/8M/25D | | | | | | | |
| 6. | Service Particulars | | | | | | | | |
| PARTICULARS OF SERVICE | | | | | | | | | |
| Sl No | From Date | To Date | Period | | | Office Where Worked | District | Service Register Entry Details | Name of state (Composite Andhra Pradesh/ Residuary Andhra Pradesh / Telangana State) |
| | | | Years | Months | Days | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| Signature of the Head of Office/ Pension Sanctioning Authority | | | | | | | | | |

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.



The screenshot shows a web application interface with the following elements:

- Navigation:** Tabs for 'Form - Part I', 'Form - Part II A', 'Part I - Attachments', and 'Application Progress Log'.
- Buttons:** 'Save', 'Forward To PIA' (highlighted with a red box), 'Form 2A', 'Form 2B', 'Form 2C', and 'Cancel'.
- Employee Details:** Personnel No.: 10090000, Sankati Ramul; Position: 50395725, Jameder.
- Personal Details:** 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:** * Pension Rule: Rule 33 Superannuation Pension(Rule42).
- 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-Dies-non: 0Y/2M/0D
 - NQS-Boy Service: , NQS-Others: , 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

PIA Login

The document is forwarded from PSA to PIA for approval.

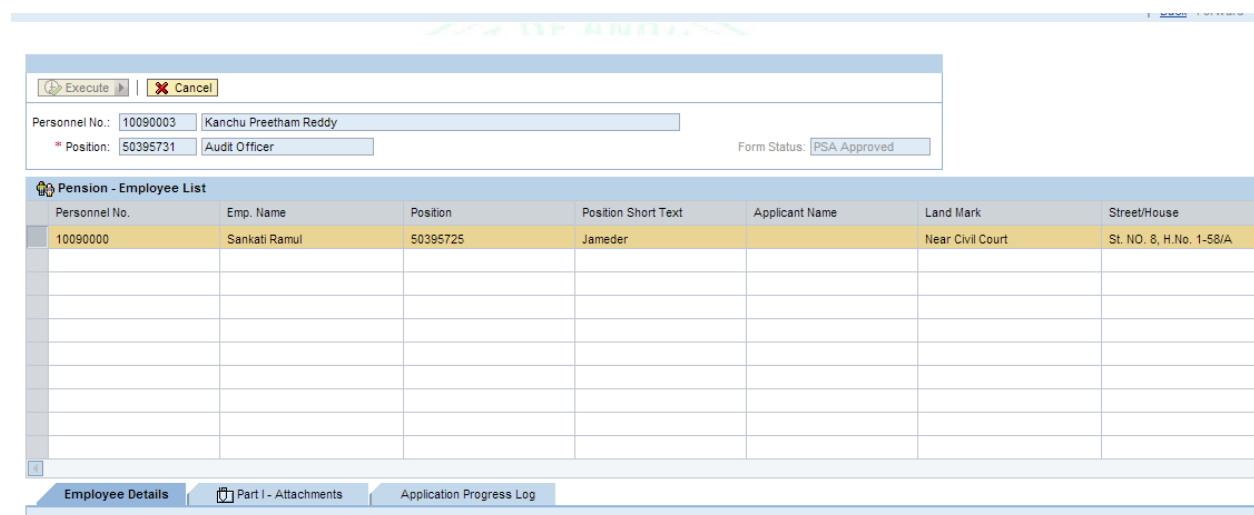
Below are the steps to be followed by the PIA.

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

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



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



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

Provisional Pen.:

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

Lst Pay Drawn: _____ Service Pension: _____
Service Gratuity: _____ Retirement Gratuity: _____
Enh. Fmly Pension: _____ Normal Fmly 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: |
| <p>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 debitible as Voted expenditure to Major Head - Pension and Other Retirement Benefits, Sub Major Head - 01 Civil, Minor Head - 101 - Superannuation and Retirement Allowances.</p> | |
| <p>Part - I Name of the Government Servant Sri/Smt:</p> <p>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</p> <p>Name of the Family Pension Beneficiary : _____ D.O.B. of Beneficiary : _____</p> <p>Emoluments reckoned for calculation of Average Emoluments</p> | |
| <p>Part - II <i>Details of Pensionary Benefits</i></p> <p>Service Pension (SP) Rs : 0 Payable from : _____ Payable upto: _____ Service Pension in words _____ SP cut Rs. _____ SP cut from : _____ SP cut upto: _____</p> | |

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.

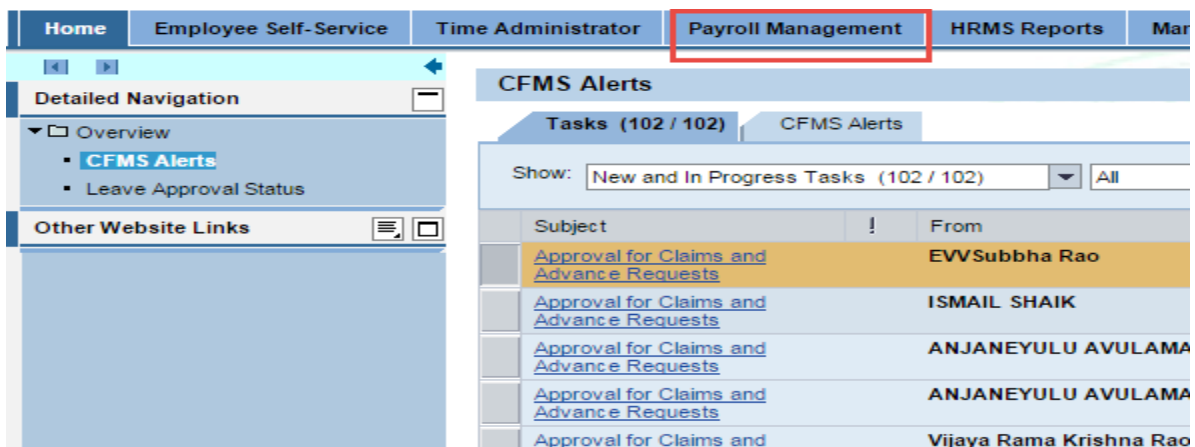
Payroll Management empowers to:

- 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.



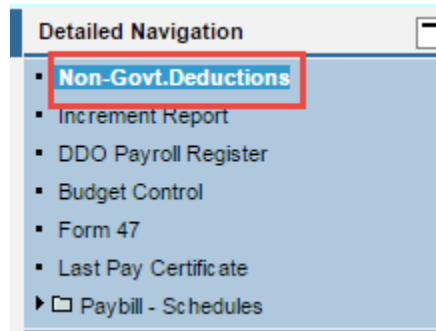
The screenshot shows the CFMS portal interface. The top navigation bar includes 'Home', 'Employee Self-Service', 'Time Administrator', 'Payroll Management' (highlighted with a red box), 'HRMS Reports', and 'Mar'. The left sidebar contains 'Detailed Navigation' with 'CFMS Alerts' selected, and 'Other Website Links'. The main content area is titled 'CFMS Alerts' and shows a table of tasks.

| Subject | From |
|--|-------------------------|
| Approval for Claims and Advance Requests | EVVSubbha Rao |
| Approval for Claims and Advance Requests | ISMAIL SHAIK |
| Approval for Claims and Advance Requests | ANJANEYULU AVULAMA |
| Approval for Claims and Advance Requests | ANJANEYULU AVULAMA |
| Approval for Claims and | Vijaya Rama Krishna Rao |

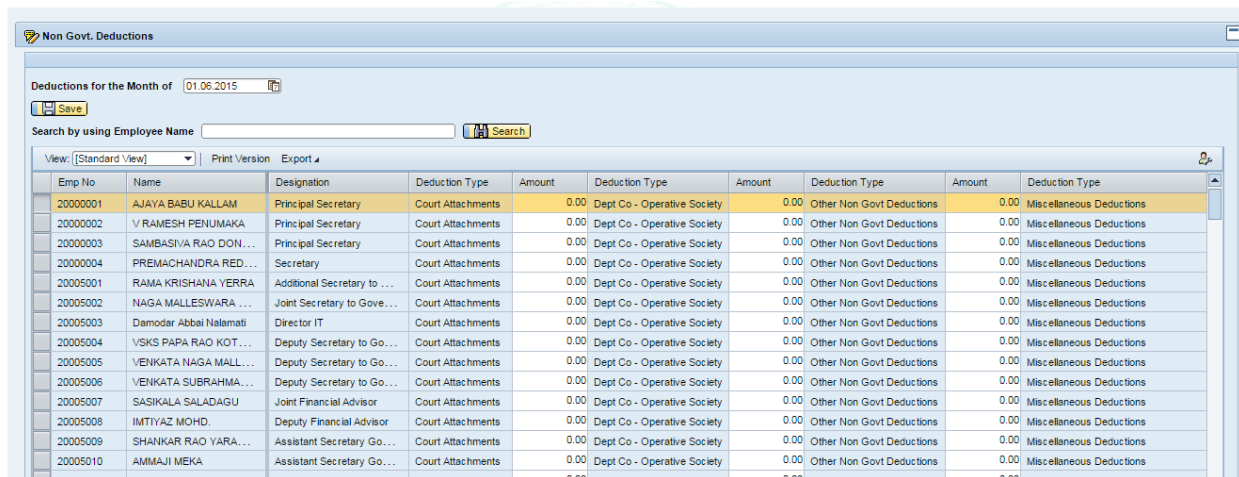
Non- Govt Deductions

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.



The screenshot shows the 'Non Govt. Deductions' application window. At the top, it says 'Deductions for the Month of 01.06.2015'. Below this, there are 'Save' and 'Search' buttons. A search field is labeled 'Search by using Employee Name'. Below the search field, there are options for 'View: [Standard View]', 'Print Version', and 'Export'. The main part of the screen is a table with the following columns: Emp No, Name, Designation, Deduction Type, Amount, Deduction Type, Amount, Deduction Type, Amount, Deduction Type. The table contains 10 rows of data, all with an amount of 0.00. The first row is highlighted in yellow.

| 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 | Damodar Abbai 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 |
| 20005009 | SHANKAR RAO YARA... | Assistant Secretary Go... | Court Attachments | 0.00 | Dept Co - Operative Society | 0.00 | Other Non Govt Deductions | 0.00 | Miscellaneous Deductions |
| 20005010 | AMMAJI MEKA | Assistant Secretary 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

Deductions for the Month of 01.06.2015

Save

Search by using Employee Name Search

| 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 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 | Damodar Abbai 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.

Non Govt. Deductions

Deductions for the Month of 01.06.2015

Save Updated Successfully

Search by using Employee Name Search

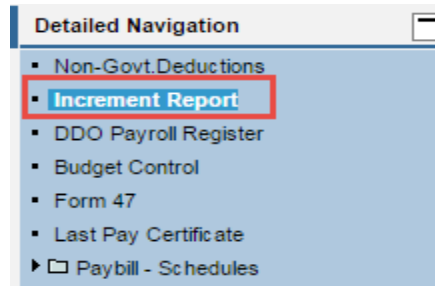
View: [Standard View] | Print Version Export

| 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

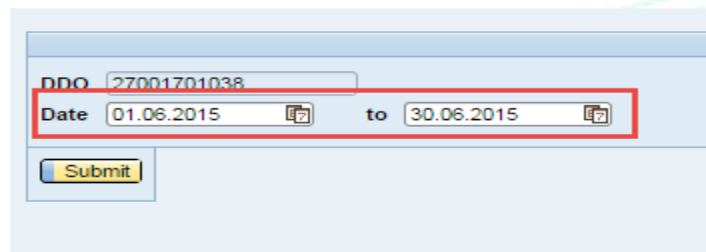
Here, the increment report can be viewed for the selected period.

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



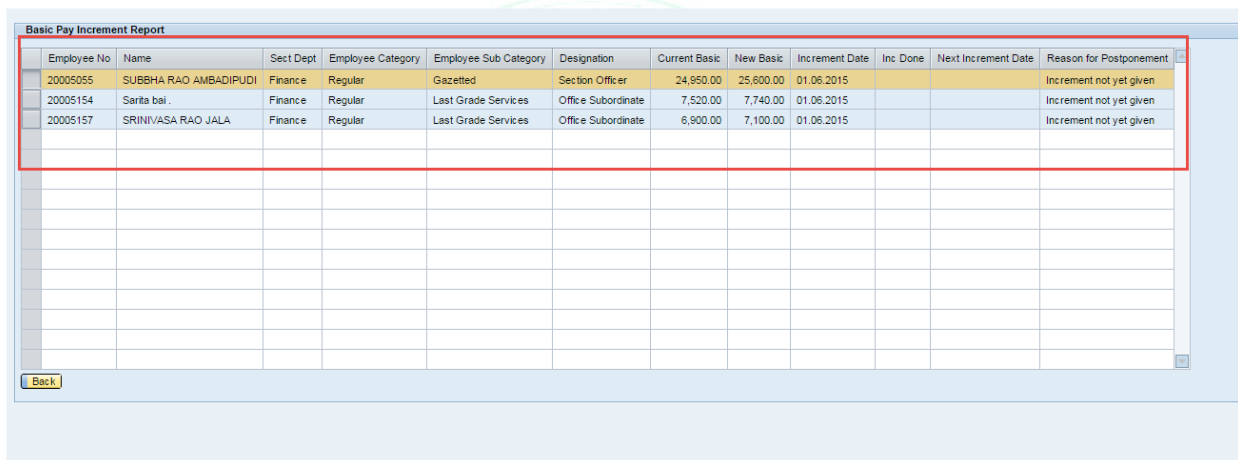
You will be navigated to the below shown screen. By default the DDO code will be displayed.

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



The screenshot shows a form for selecting the DDO code and the date range for the increment report. The 'DDO' field contains '27001701038'. The 'Date' field is set to '01.06.2015' and the 'to' field is set to '30.06.2015'. A 'Submit' button is located below the date fields.

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



The screenshot shows a table titled 'Basic Pay Increment Report'. The table has 12 columns: Employee No, Name, Sect Dept, Employee Category, Employee Sub Category, Designation, Current Basic, New Basic, Increment Date, Inc Done, Next Increment Date, and Reason for Postponement. The table contains three rows of data, all of which are highlighted with a red border.

| Employee No | Name | Sect Dept | Employee Category | Employee Sub Category | Designation | Current Basic | New Basic | Increment Date | Inc Done | Next Increment Date | Reason for Postponement |
|-------------|------------------------|-----------|-------------------|-----------------------|--------------------|---------------|-----------|----------------|----------|---------------------|-------------------------|
| 20005055 | SUBBHA RAO AMBADI/PUDI | Finance | Regular | Gazetted | Section Officer | 24,950.00 | 25,600.00 | 01.06.2015 | | | Increment not yet given |
| 20005154 | Sarita bai. | Finance | Regular | Last Grade Services | Office Subordinate | 7,520.00 | 7,740.00 | 01.06.2015 | | | Increment not yet given |
| 20005157 | SRINIVASA RAO JALA | Finance | Regular | Last Grade Services | Office Subordinate | 6,900.00 | 7,100.00 | 01.06.2015 | | | Increment not yet given |

DDO Payroll Register

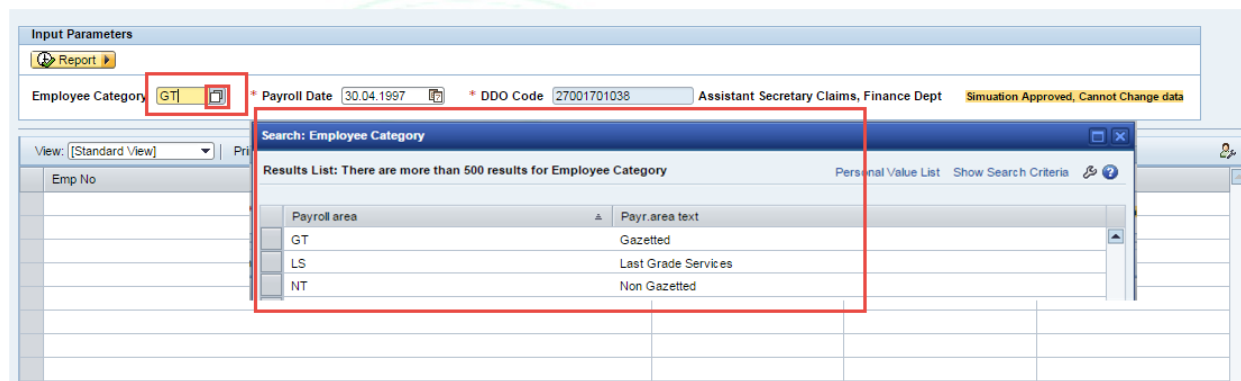
Once the payroll admin processes the payroll, the pay details are stored in the payroll register. The DDO can view individual employee pay details like gross, deductions & net balances.

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

Report

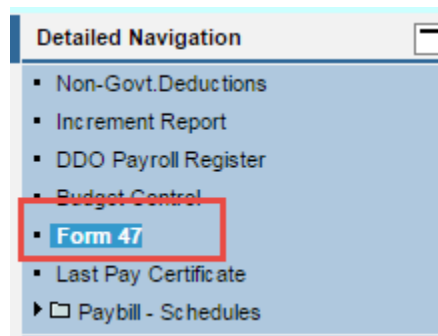
Employee Category: GT Payroll Date: 31.05.2015 DDO Code: 27001701038 Assistant Secretary Claims, Finance Dept Simulation Approved, Cannot Change data

View: [Standard View] Print Version Export

| Emp No | Sur Name (Inti Peru) | Name | Post | Total Leave | Basic Pay | Family Planning Incentive | Personal Pay | DA(State) | HRA | CCA | Physically Handicapped Allowance(PHC) | Interim Relief | Total Gross Earnings | Income Tax | Total Govt.Deductions |
|----------|----------------------|---------------------|----------------------------|-------------|-----------|---------------------------|--------------|-----------|----------|--------|---------------------------------------|----------------|----------------------|------------|-----------------------|
| 20005097 | Thambala | Narayana | ASO | 0.00 | 13,270.00 | | | 9,542.00 | 3,961.00 | 300.00 | | 3,583.00 | 31,176.00 | 6,235.00 | 6,235.00 |
| 20005066 | VANKAYALAPATI | VEERAAH | 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 | SUBBHA 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 | | | 13,696.00 | 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 | SUDHA | 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 Execute Get Variant...

Selection-Screen

Payroll Period: April

Year: 2014

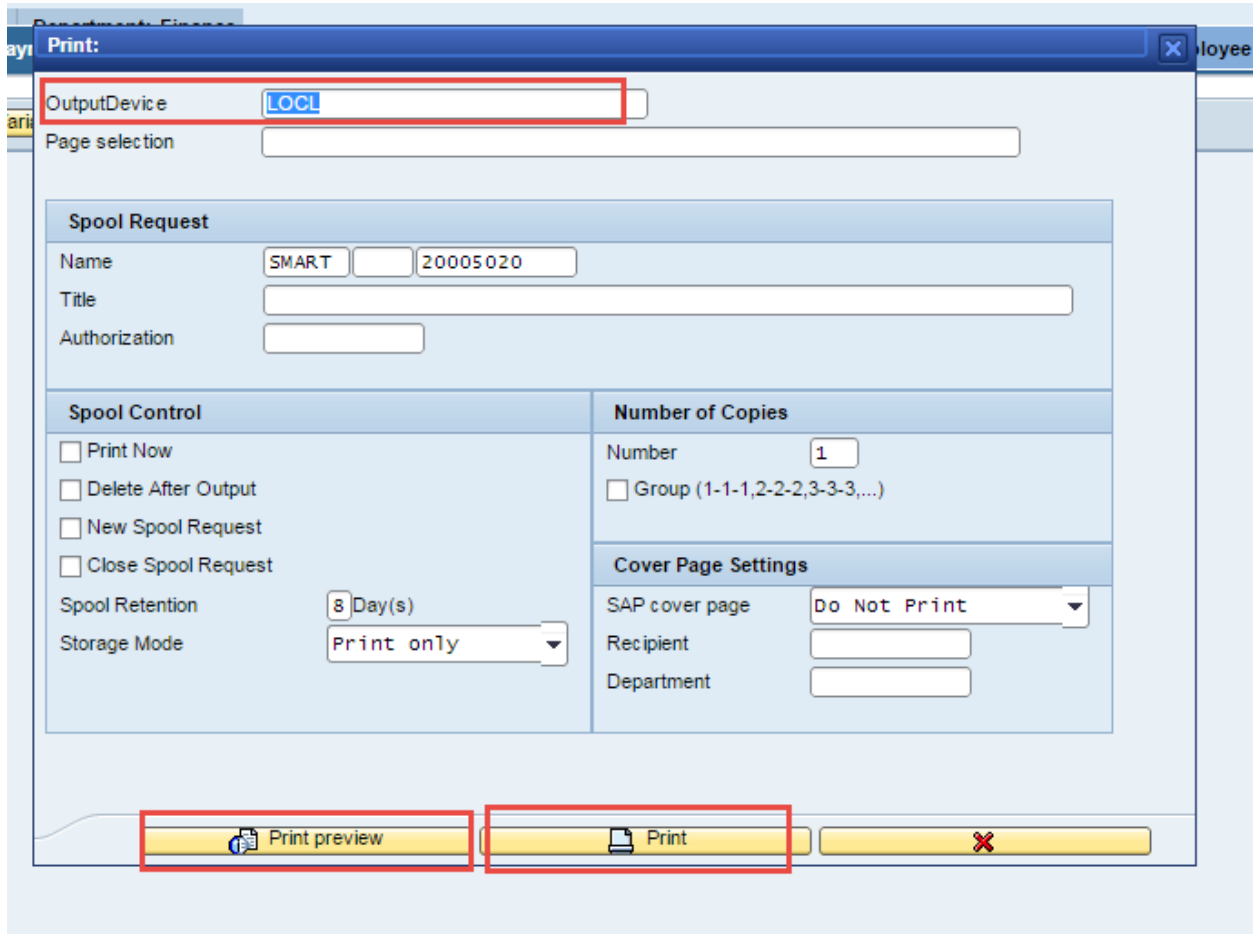
HoA: 2052000900006010011NV

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.

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:

OutputDevice **LOCL**

Page selection

Spool Request

Name SMART 20005020

Title

Authorization

Spool Control

Print Now

Delete After Output

New Spool Request

Close Spool Request

Spool Retention 8 Day(s)

Storage Mode Print only

Number of Copies

Number 1

Group (1-1-1,2-2-2,3-3-3,...)

Cover Page Settings

SAP cover page Do Not Print

Recipient

Department

Print preview **Print**

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 for **SAMBASIVA RAO DONDAPATI**, Principal Secretary, (Emp.ID No. 2000000) 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 |
| House Rent Allowance | 23,151.00 | Income Tax | 60,719.00 |
| Deduction Allowance | 69,460.00 | AIS GPF | 8,500.00 |
| Family Planning Incentive | 750.00 | HBA (P) | 3,900.00 |
| HRD | 69,423.00 | | |
| Earnings Total: | 239,984.00 | Deduction Total: | 73,319.00 |

3. He 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 the following.
 7. He is entitled 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 |
|-------------|-----------|----------------|--------|
| | | | |

Signature of Head of Office

DETAILS OF RECOVERIES

| 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

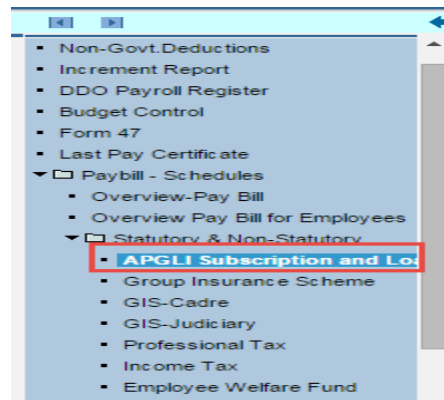
Statutory & Non-Statutory

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.

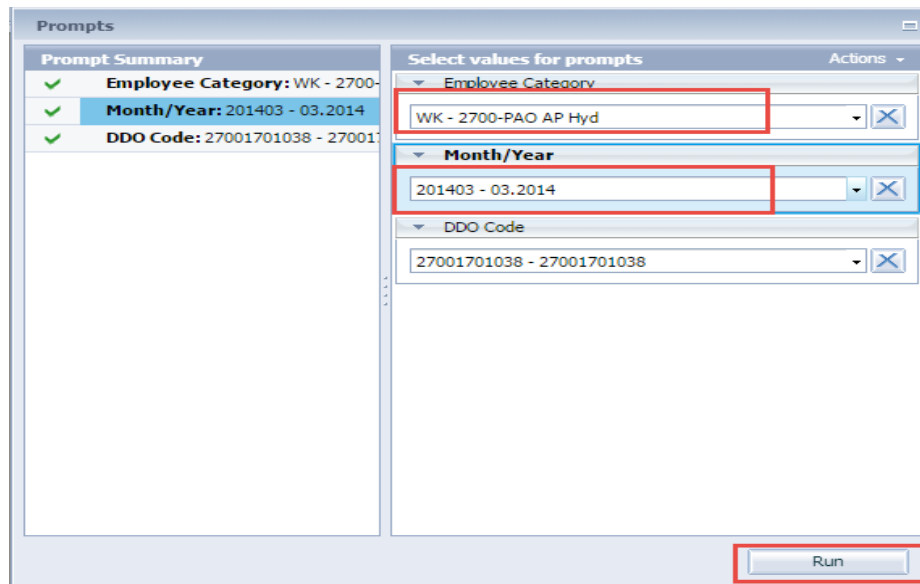
Below shown is a sample report generated for your reference. Please do follow the same steps for generating other reports.

APGLI subscription & Loan

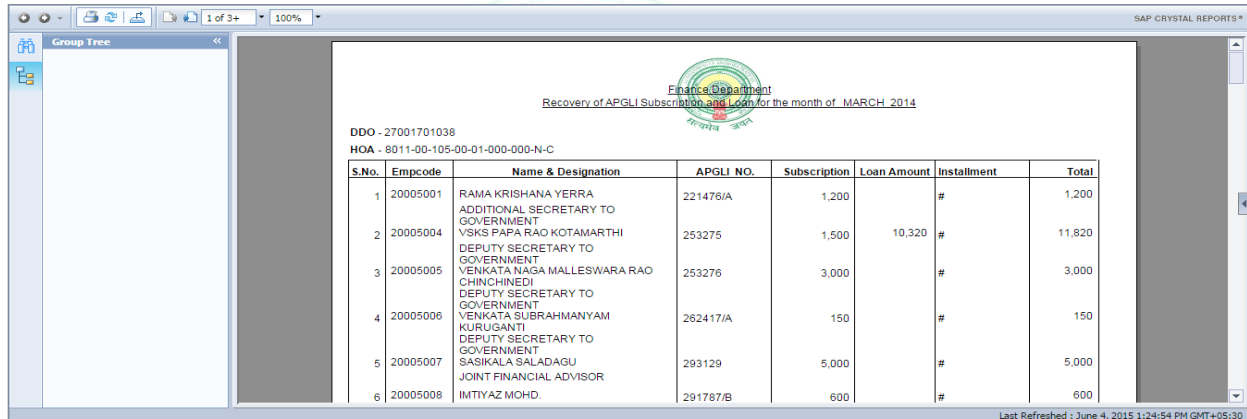
Step 1: Navigate to **Payroll Management** → **Pay bill – schedules** → **APGLI subscription & Loan**.



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



A report will be generated as shown below.



Finance Department
Recovery of APGLI Subscription and Loan for the month of MARCH 2014

DDO - 27001701038
HOA - 8011-00-105-00-01-000-000-N-C

| S.No. | Empcode | Name & Designation | APGLI NO. | Subscription | Loan Amount | Instalment | Total |
|-------|----------|---|-----------|--------------|-------------|------------|--------|
| 1 | 20005001 | RAMA KRISHANA 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 NAGA MALLESWARA RAO CHINCHINEDI DEPUTY SECRETARY TO GOVERNMENT | 253276 | 3,000 | | # | 3,000 |
| 4 | 20005006 | VENKATA SUBRAHMANYAM KURUGANTI 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.

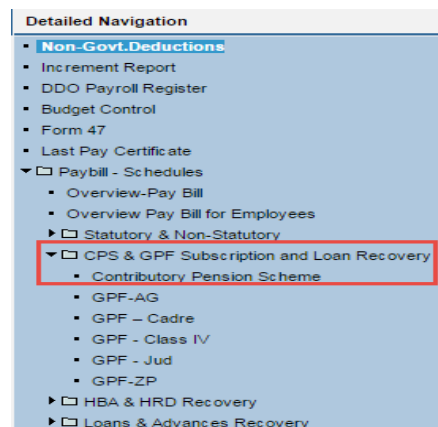
CPF & GPF Subscription and Loan Recovery

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

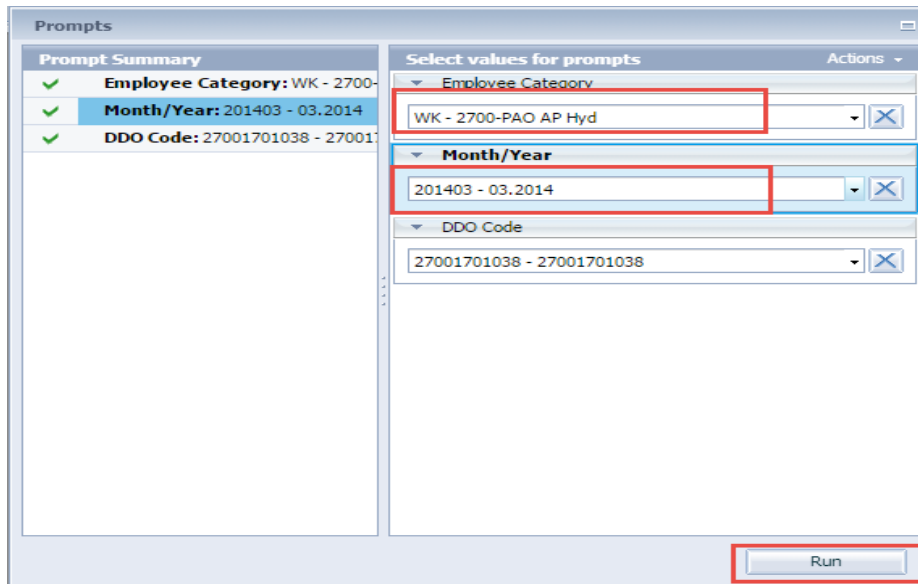
Below shown is a sample report generated for your reference. Please do follow the same steps for generating other reports.

Contributory Pension Scheme

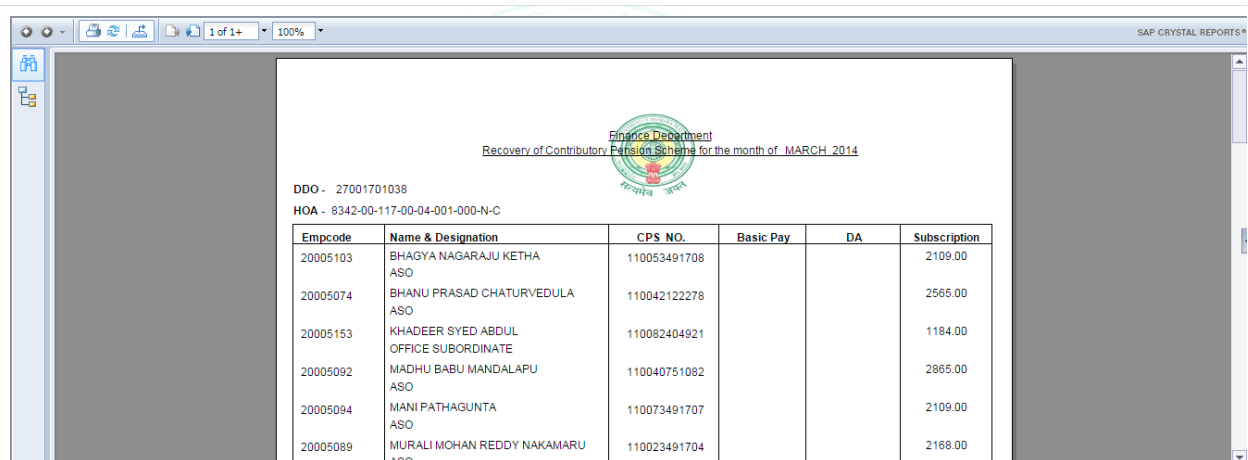
Step 1: Navigate to **Payroll Management** → **Pay bill – schedules** → **CPS & GPF Subscription and Loan Recovery** → **Contributory Pension Scheme**.




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



A report will be generated as shown below.




 Finance Department
 Recovery of Contributory Pension Scheme for the month of MARCH 2014

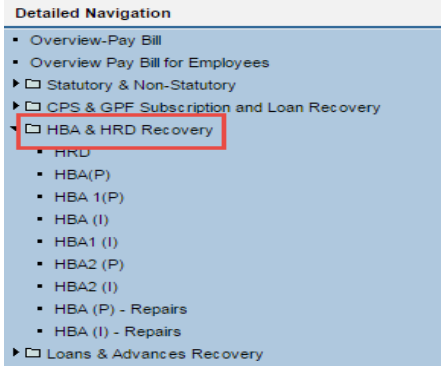
DDO - 27001701038
HOA - 8342-00-117-00-04-001-000-N-C

| 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 MANDALAFU ASO | 110040751082 | | | 2865.00 |
| 20005094 | MANI PATHAGUNTA ASO | 110073491707 | | | 2109.00 |
| 20005089 | MURALI MOHAN REDDY NAKAMARU ASO | 110023491704 | | | 2168.00 |

HBA & HRD Recovery

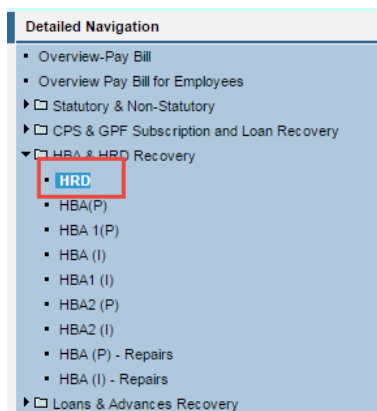
Here all the reports related to HRD, HBA (P), HBA 1(P), HBA (I), HBA 1(I), HBA 2(P), HBA 2(I), HBA (P)-Repairs, HBA(I)-Repairs will be generated.

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

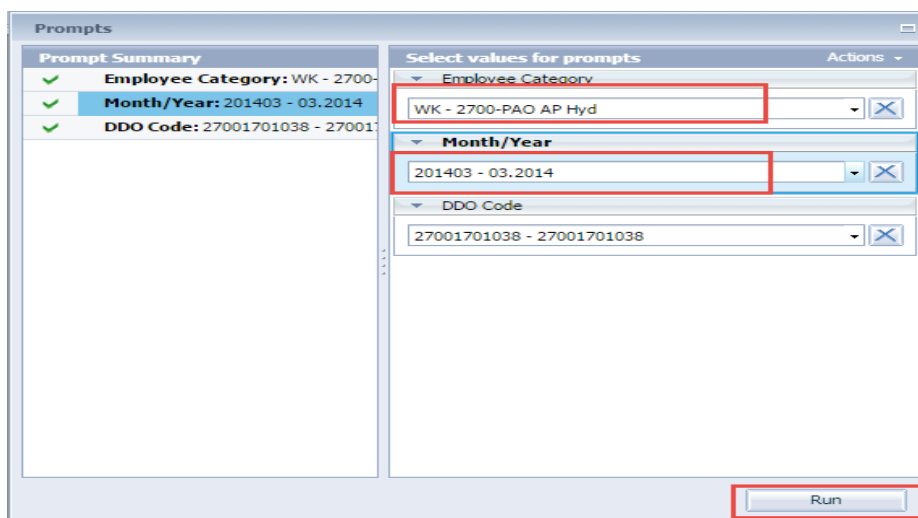


HRD

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



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

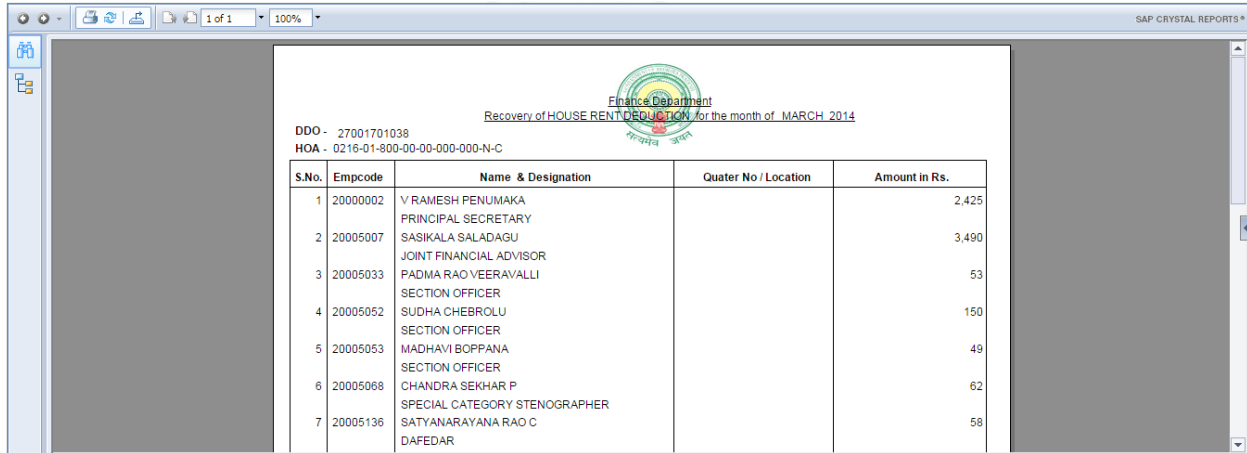


Prompts

| Prompt Summary | Select values for prompts |
|---------------------------------------|---|
| ✓ Employee Category: WK - 2700- | Employee Category WK - 2700-PAO AP Hyd |
| ✓ Month/Year: 201403 - 03.2014 | Month/Year 201403 - 03.2014 |
| ✓ DDO Code: 27001701038 - 27001701038 | DDO Code 27001701038 - 27001701038 |

Run

A report will be generated as shown below.



Finance Department
Recovery of HOUSE RENT REDUCTION for the month of MARCH 2014

DDO - 27001701038
HOA - 0216-01-800-00-00-000-000-N-C

| 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 |

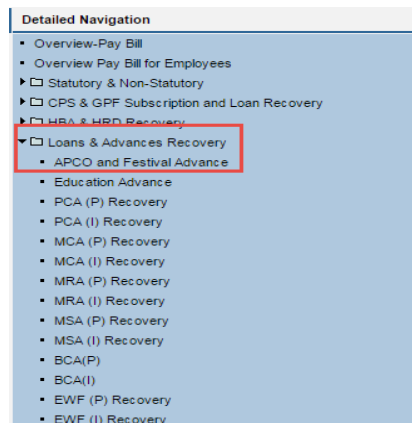
Loans & Advances Recovery

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.

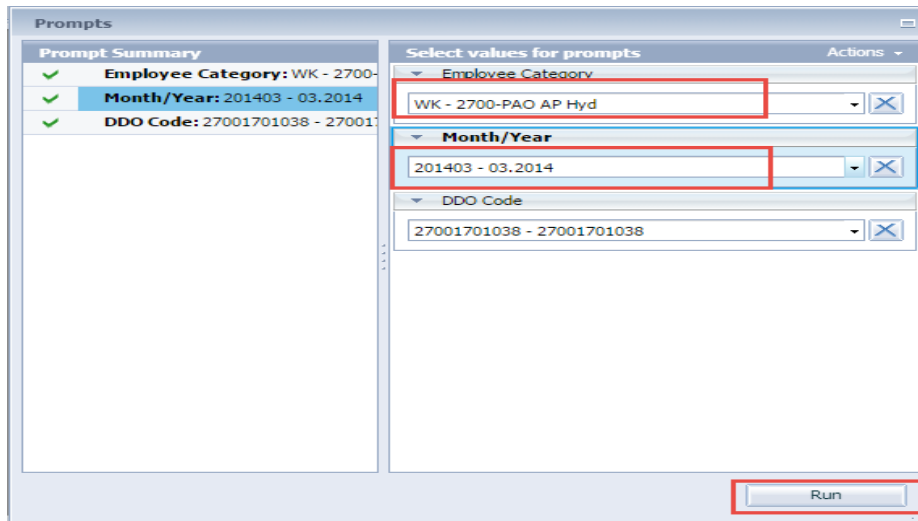
Below shown is a sample report generated for your reference. Please do follow the same steps for generating other reports.

APCO & Festival advance

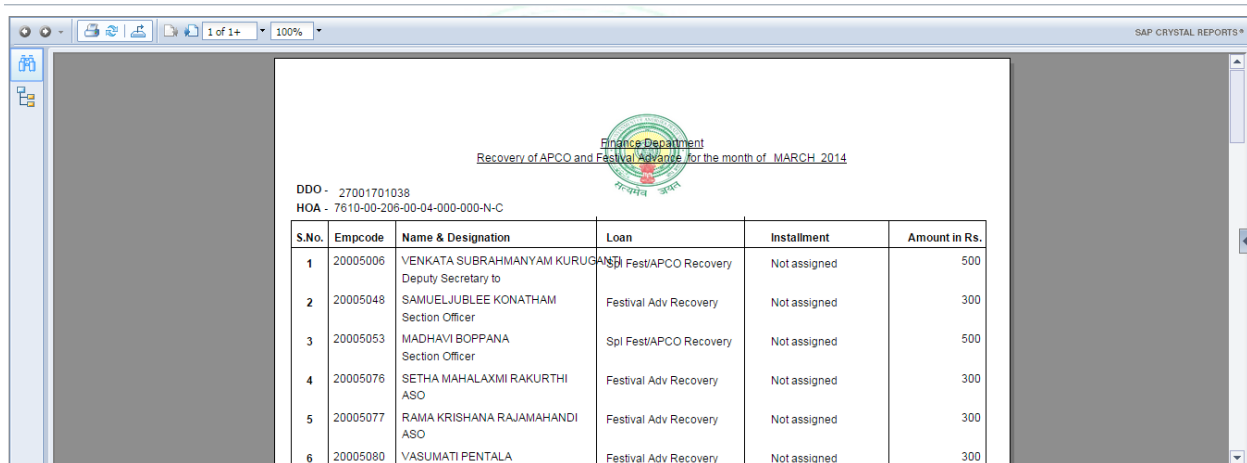
Step 1: Navigate to **Payroll Management** → **Pay bill – schedules** → **Loans & Advances recovery** → **APCO & Festival advance**.



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



A report will be generated as shown below.



| S.No. | Empcode | Name & Designation | Loan | Installment | Amount in Rs. |
|-------|----------|---|------------------------|--------------|---------------|
| 1 | 20005006 | VENKATA SUBRAHMANYAM KURUGANTI Deputy Secretary to | Spl Fest/APCO Recovery | Not assigned | 500 |
| 2 | 20005048 | SAMUEL JUBILEE 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 KRISHANA RAJAMAHANDI ASO | Festival Adv Recovery | Not assigned | 300 |
| 6 | 20005080 | VASUMATI PENTALA | Festival Adv Recovery | Not assigned | 300 |

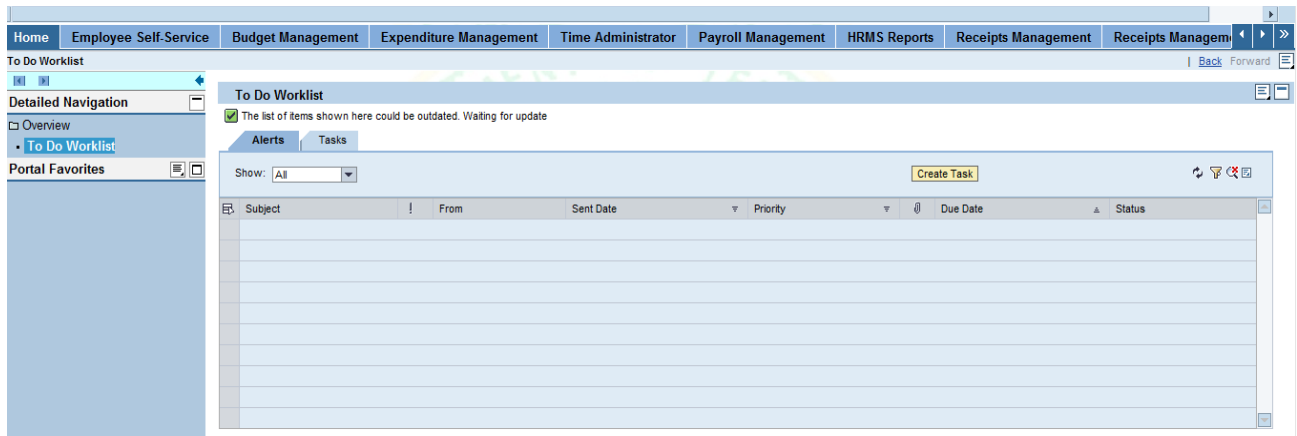
6. STO / PAO SERVICES

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.

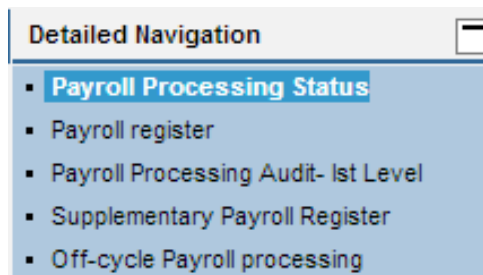
Step 1: Login to the CFMS portal by following the steps listed in Login to login to the portal.



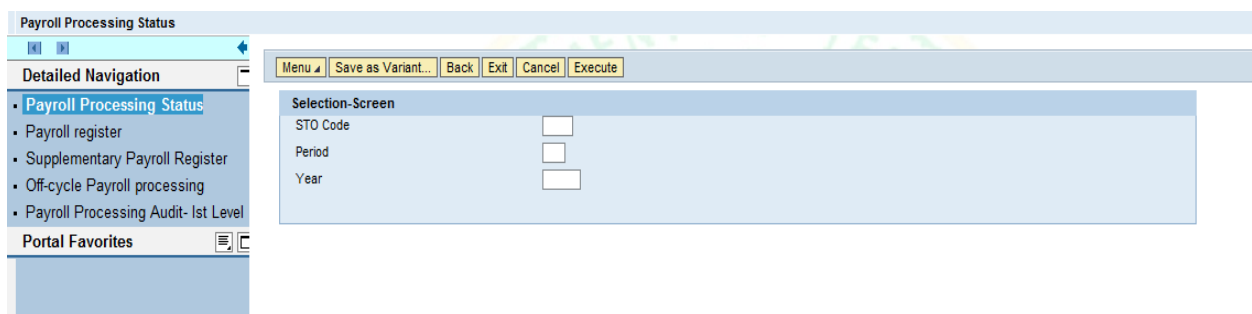
Payroll Processing Status

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.

| 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

Report

* Payroll Date: 31.03.2014 * STO Code: SF 1906-Huzurnagar Simulation not Approved All Salary components?:

View: [Standard View] Print Version Export

| DDO Code | Emp No | Initi 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 | 10006689 | 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 | 10128305 | DAIDA | SADULU | 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 | YENDLABETLA | NEERAJA | Live Stock Assistant | Animal Husbandry, Dairy Development and Fisheries | Animal Husbandry,HOD | Veterinary Dispensary | 01.03.2013 | |
| 0302065390083 | 10532663 | CHINTAMALLA | VUJAYA | Live Stock Assistant | Animal Husbandry, Dairy Development and Fisheries | Animal Husbandry,HOD | Veterinary Dispensary | 01.03.2013 | |

Payroll Processing Audit-1st 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.

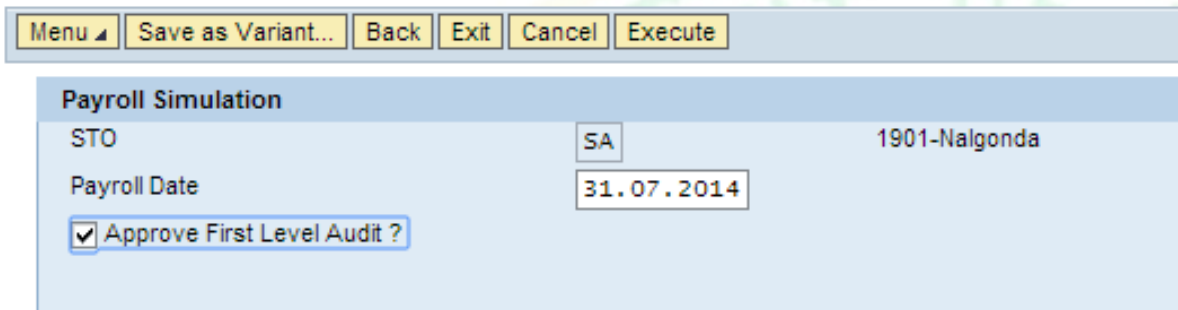
Step 1: Navigate to **Payroll Auditor 1** → **Payroll Processing Audit-1st level**.

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 1st level audit** for 1st level approval.



| 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.



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

Report

* Payroll Date:
 * STO Code: 1901-Italgonda Simulation not Approved
 All Salary components?:

View: [Standard View]
Print Version
Export

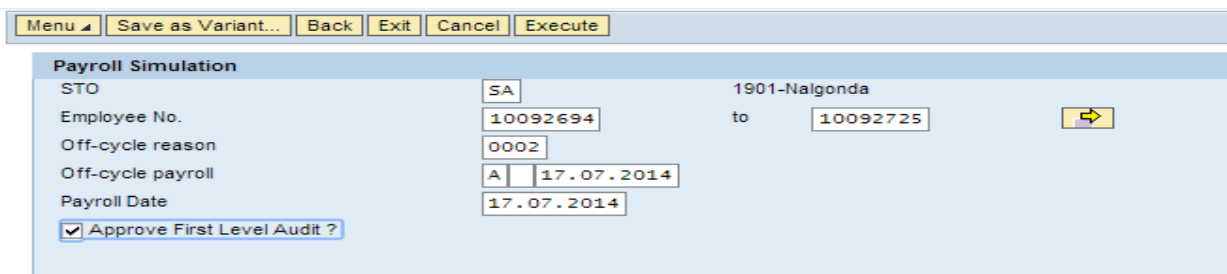
| DDO Code | Emp No | Inti Peru | Name | Designation | Casual Leave | Earned Leave | Half Pay Leave | Compensatory Leave | Commutated Leave | Extra Ordinary Leave | Leave not due | Maternity Leave | Parental Leave | Special Casual Leave |
|---------------|----------|-----------|----------|-------------------|--------------|--------------|----------------|--------------------|------------------|----------------------|---------------|-----------------|----------------|----------------------|
| 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**.

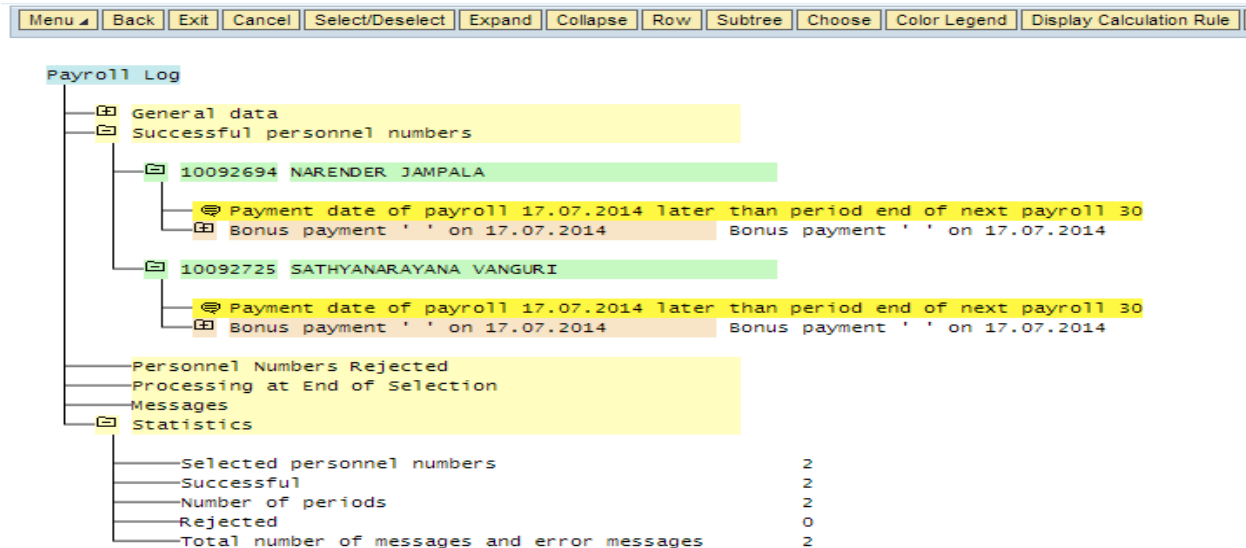
Step 2: Enter the **Employee from & to no's** (these are the employee numbers for which you can view the details). Enter the **Off-cycle reason**. Enter the **Off – cycle payroll** and check the option **Approve first level audit**



The screenshot shows a software interface for 'Payroll Simulation'. At the top, there is a menu bar with buttons: Menu, Save as Variant..., Back, Exit, Cancel, and Execute. Below the menu bar, the form contains the following fields:

- STO: SA, 1901-Nalgonda
- Employee No.: 10092694 to 10092725
- 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 'Payroll Log' report with a menu bar at the top: Menu, Back, Exit, Cancel, Select/Deselect, Expand, Collapse, Row, Subtree, Choose, Color Legend, Display Calculation Rule. The report is structured as follows:

- Payroll Log
 - General data
 - Successful personnel numbers
 - 10092694 NARENDER JAMPALA
 - Payment date of payroll 17.07.2014 later than period end of next payroll 30
 - Bonus payment ' ' on 17.07.2014
 - 10092725 SATHYANARAYANA VANGURI
 - Payment date of payroll 17.07.2014 later than period end of next payroll 30
 - Bonus payment ' ' on 17.07.2014
 - Personnel Numbers Rejected
 - Processing at End of Selection
 - Messages
 - 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.

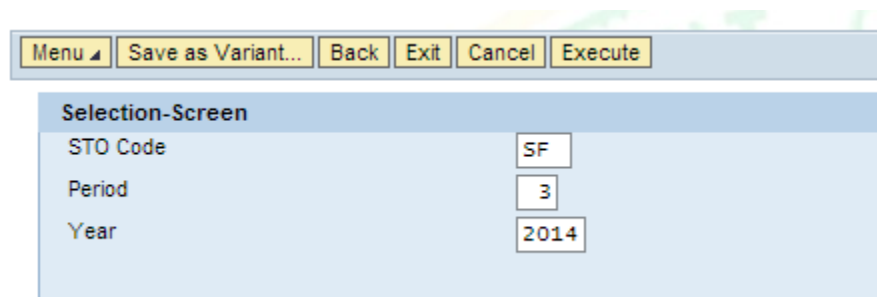
Superintendent

DDO Payroll Processing Status

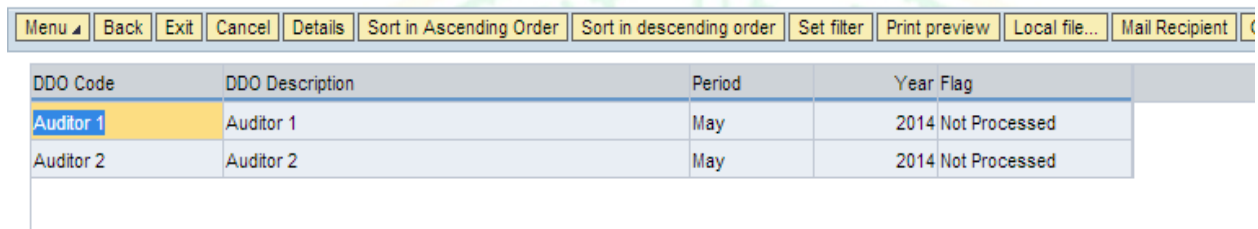
Here the user can view all the statuses of the playbills submitted by Auditor 1.

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 |
| Auditor 3 | Auditor 3 | 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 * STO Code: SM 1913-Nidamanoor Simulation not Approved All Salary components?: <input 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 | Last Actio |
| 3001065391611 | 10161468 | KANDMALLA | SOMIREDDY | School Assistants | School Education SE Wing | School Education.hod | Z.P.H. School | 01.03.2013 | | |
| 3001065391611 | 10236857 | SEHAPATHI | ARUNA | School Assistants | School Education SE Wing | School Education.hod | Z.P.H. School | 01.03.2013 | | |
| 3001065391611 | 10269252 | TEEGALA | VENKANHA | 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 | VASKARLA | 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 Bai 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 IInd 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

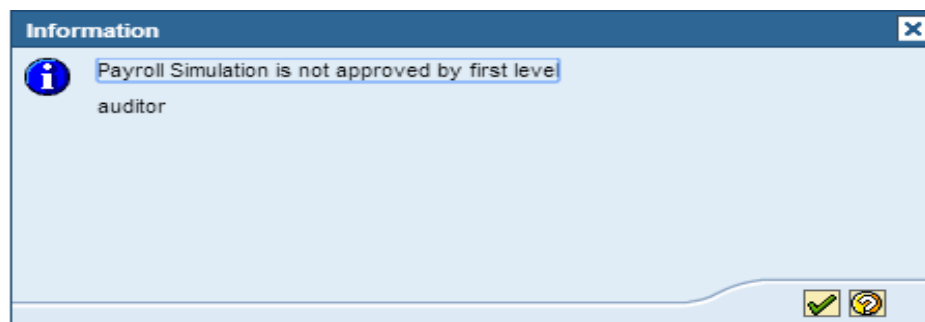
STO SA 1901-Nalgonda

Payroll Date 31.05.2013

Approve Second Level Audit ?

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

If the payroll is not approved by the 1st 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.

Input Parameters

Report

* Payroll Date: 31.03.2014 * STO Code: SA 1901-Nalgonda Simulation not Approved All Salary components?:

View: [Standard View] Print Version Export

| DDO Code | Emp No | Inti Peru | Name | Designation | Casual Leave | Earned Leave | Half Pay Leave | Compensatory Leave | Commutated Leave | Extra Ordinary Leave | Leave not due | Maternity Leave | Parental Leave | Special Casual Leave |
|----------|--------|-----------|------|-------------|--------------|--------------|----------------|--------------------|------------------|----------------------|---------------|-----------------|----------------|----------------------|
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |

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

Payroll Simulation

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

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.

| | | | | | | | | | | | |
|------|------|------|--------|-----------------|--------|----------|-----|---------|--------|--------------|--------------------------|
| Menu | Back | Exit | Cancel | Select/Deselect | Expand | Collapse | Row | Subtree | Choose | Color Legend | Display Calculation Rule |
|------|------|------|--------|-----------------|--------|----------|-----|---------|--------|--------------|--------------------------|

| | |
|---|---------------------------------|
| Payroll Log | |
| General data | |
| Successful personnel numbers | |
| 10092694 NARENDER JAMPALA | |
| Payment date of payroll 17.07.2014 later than period end of next payroll 30 | |
| Bonus payment ' ' on 17.07.2014 | Bonus payment ' ' on 17.07.2014 |
| 10092725 SATHYANARAYANA VANGURI | |
| Payment date of payroll 17.07.2014 later than period end of next payroll 30 | |
| Bonus payment ' ' on 17.07.2014 | Bonus payment ' ' on 17.07.2014 |
| Personnel Numbers Rejected | |
| Processing at End of Selection | |
| Messages | |
| Statistics | |
| Selected personnel numbers | 2 |
| Successful | 2 |
| Number of periods | 2 |
| Rejected | 0 |
| Total number of messages and error messages | 2 |

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.

| 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 type="button" value="Report"/> | | | | | | |
| * Payroll Date: 31.03.2014 * STO Code: SM 1913-Nidamanoor Simulation not Approved All Salary components?: <input checked="" type="checkbox"/> | | | | | | |
| DDO Code | Emp No | Inti Peru | Name | Designation | Department | HOD |
| 0102065390553 | 10004896 | RAMAVATHU | GONIYA | 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 | NAKKA | ANJANEYULU | Last Grade Servant | Agriculture And Co-Operation | Agriculture,HOD |
| 0102065390553 | 10036987 | AMBATI | 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 Departme |

Payroll Processing Audit – 1st 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 – 1st 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 – IInd 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.

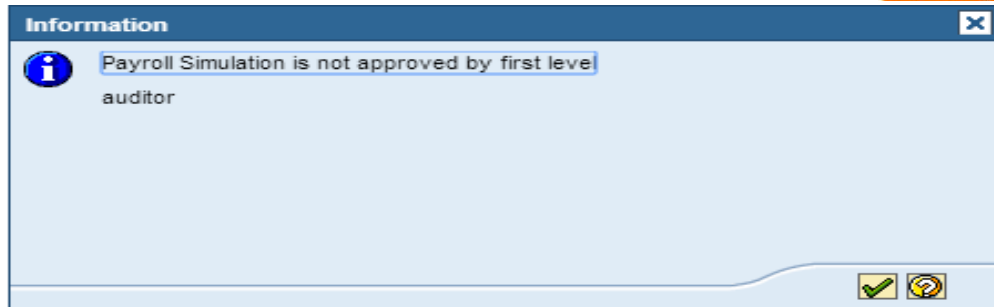
Step 1: Navigate to **STO / PAO services → Payroll Processing Audit – IInd level**

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.

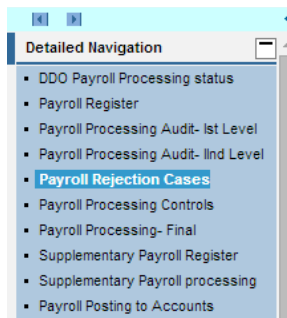
If the payroll is not approved by the 1st level auditor then, the below shown message will be displayed.



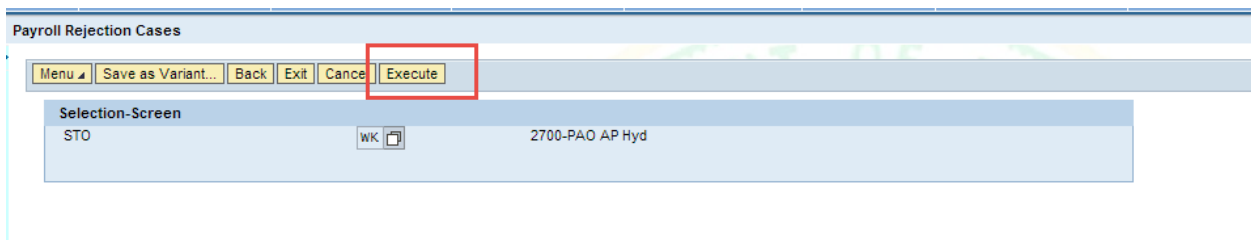
Payroll Rejection Cases

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.

The image shows a screenshot of the 'Payroll Rejection Cases' window displaying a table of employees. The table has the following columns: DDO Code, Employee ID, Employee Name, Last Payroll Ru..., Employee G..., Employee S..., Position, Job, and Org. The first row is highlighted in yellow.

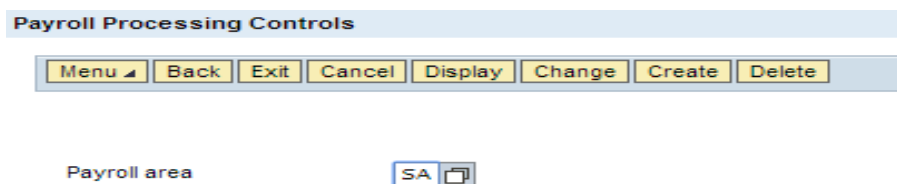
| DDO Code | Employee ID | Employee Name | Last Payroll Ru... | Employee G... | Employee S... | Position | Job | Org |
|-------------|-------------|--------------------------|--------------------|---------------|---------------|---------------------|------------------------------|-----|
| 27001701038 | 20000001 | AJAYA BABU KALLAM | | Regular Cadre | IAS Officer | Principal Secretary | PRINCIPAL SECRETARY TO GOVT. | Fin |
| 27001701038 | 20000002 | V RAMESH PENUMAKA | | Regular Cadre | IAS Officer | Principal Secretary | PRINCIPAL SECRETARY TO GOVT. | Fin |
| 27001701038 | 20000003 | SAMBASIVA RAO DONDAPATI | | Regular Cadre | IAS Officer | Principal Secretary | PRINCIPAL SECRETARY TO GOVT. | Fin |
| 27001701038 | 20000004 | PREMACHANDRA REDDY LAKKA | 31.03.2014 | Regular Cadre | IAS Officer | Secretary | SECRETARY | Fin |

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.

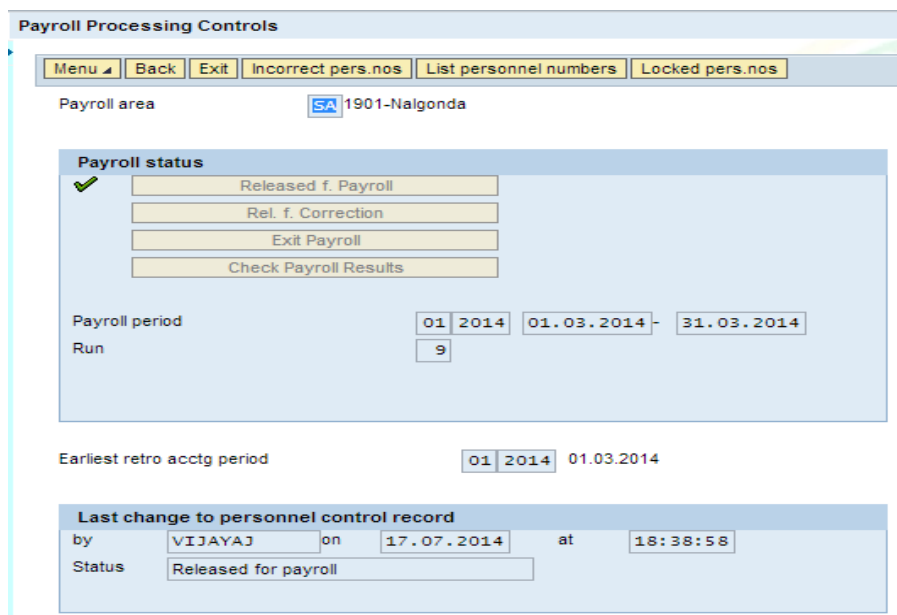
Step 1: Navigate to **STO / PAO services → Payroll Processing Controls**

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



The screenshot shows the 'Payroll Processing Controls' window. At the top, there is a title bar and a menu bar with buttons: Menu, Back, Exit, Cancel, Display, Change, Create, and Delete. Below the menu bar, the 'Payroll area' is set to 'SA' with a dropdown arrow.

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



The screenshot shows the main interface of the 'Payroll Processing Controls' window. The title bar and menu bar are visible. The 'Payroll area' is set to 'SA 1901-Nalgonda'. Below this, there is a 'Payroll status' section with a green checkmark and buttons for 'Released f. Payroll', 'Rel. f. Correction', 'Exit Payroll', and 'Check Payroll Results'. The 'Payroll period' is set to '01 2014' with a date range of '01.03.2014 - 31.03.2014'. The 'Run' button is set to '9'. Below this, the 'Earliest retro acctg period' is set to '01 2014' with a date of '01.03.2014'. At the bottom, there is a 'Last change to personnel control record' section showing the user 'VIJAYA J' on '17.07.2014' at '18:38:58' with a status of 'Released for payroll'.

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

Payroll area SA 1901-Nalgonda

Payroll status

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

Payroll period 01 2014 01.03.2014 - 31.03.2014

Run 9

Earliest retro acctg period 01 2014 01.03.2014

Last change to personnel control record

by VIJAYAJ 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.

| Menu | Back | Exit | Cancel | Select/Deselect | Expand | Collapse | Row | Subtree | Choose | Color Legend | Display Calculation Rule |
|---|------|------|--------|-----------------|--------|----------|-----|---------|--------|--------------|--------------------------|
| Payroll Log | | | | | | | | | | | |
| General data | | | | | | | | | | | |
| Successful personnel numbers | | | | | | | | | | | |
| 10092694 NARENDER JAMPALA | | | | | | | | | | | |
| Payment date of payroll 17.07.2014 later than period end of next payroll 30 | | | | | | | | | | | |
| Bonus payment ' ' on 17.07.2014 Bonus payment ' ' on 17.07.2014 | | | | | | | | | | | |
| 10092725 SATHYANARAYANA VANGURI | | | | | | | | | | | |
| Payment date of payroll 17.07.2014 later than period end of next payroll 30 | | | | | | | | | | | |
| Bonus payment ' ' on 17.07.2014 Bonus payment ' ' on 17.07.2014 | | | | | | | | | | | |
| Personnel Numbers Rejected | | | | | | | | | | | |
| Processing at End of Selection | | | | | | | | | | | |
| Messages | | | | | | | | | | | |
| Statistics | | | | | | | | | | | |
| Selected personnel numbers | | | | | | | | | | 2 | |
| Successful | | | | | | | | | | 2 | |
| Number of periods | | | | | | | | | | 2 | |
| Rejected | | | | | | | | | | 0 | |
| Total number of messages and error messages | | | | | | | | | | 2 | |

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**

| Off-cycle Payroll processing | | | |
|--|------------|-----------------|----------|
| Menu | | | |
| Save as Variant... | Back | Exit | Cancel |
| Execute | | | |
| 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 STO Code: SM 1913-IIdamanoor Simulation not Approved All Salary components?: <input checked="" type="checkbox"/> | | | | | | | | | | | | | | | |
| View: [Standard View] Print Version Export | | | | | | | | | | | | | | | |
| DDO Code | Emp No | Inti Peru | Name | Designation | Casual Leave | Earned Leave | Half Pay Leave | Compensatory Leave | Commutated Leave | Extra Ordinary Leave | Leave not due | Maternity Leave | Parental Leave | Special Casual Leave | |
| 3001065391499 | 10047538 | CHERUPALLY | ESWARAIAH | Gazetted HM Grade II | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |

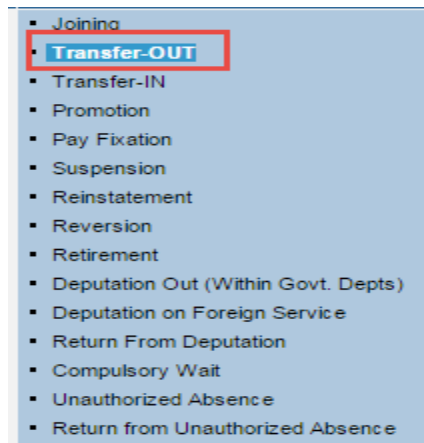
7. EMPLOYEE EVENTS

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.

| Employee Id: 20005020 Emp.Designation: Assistant Secretary Government Alerts: 927 Tasks: 102 DDO Code: 27001701038 DDO Name: RAMULU AITHAGONI DDO Designation: Senior Accountant | | | | | | | | | |
|---|-------------------------|--------------|----------|----------|--------|--|--|--|--|
| Office / Employee Hierarchy CFMS HR Administrator Employee Events Personnel Development Manager Training (Learning Solution) DDO Data Entry Form 47 Pay Fixation- DDO HR - Learning Solution Support | | | | | | | | | |
| CFMS Alerts | | | | | | | | | |
| Detailed Navigation | | | | | | | | | |
| CFMS Alerts | | | | | | | | | |
| Tasks (102 / 102) CFMS Alerts | | | | | | | | | |
| Show: New and In Progress Tasks (102 / 102) All Create Task | | | | | | | | | |
| Subject | From | Sent Date | Priority | Due Date | Status | | | | |
| Approval for Claims and Advance Requests | EVSubbha 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 | [Back](#) | [Forward](#) | 

Employee Transfer Out Event


 Get Data

Employee Current Details: 

| | | |
|------------------------|---------------------------------------|---------------------------------|
| Employee Id | <input type="text" value="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 Out Details 

| | | | | | |
|--------------------------|---------------------------------------|---------------------------|----------------|-----------------------------------|---------------------------------|
| Secretariat Department | <input type="text" value="08"/> | Finance | H.O.D | <input type="text" value="0801"/> | Finance, Secretariat Department |
| Designation | <input type="text" value="00200050"/> | Women Development & Child | DDO Code | <input type="text"/> | |
| Event Reason | <input type="text"/> | | Ref No. | <input type="text"/> | |
| Ref.Date | <input type="text"/> | | Releaving Date | <input type="text"/> | |
| Joining Time Admissible | <input type="text" value="00"/> | Days | Journey Time | <input type="text" value="00"/> | Days |
| Scheduled Reporting Date | <input type="text"/> | | | | |

 Submit

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

Transfer-OUT

Employee Transfer Out Event

Get Data

Employee Current Details:

Employee Id: 20005047 PRASANTHI D

Designation: 00200050 Women Development
 Employee Catgy: R Regular
 Payroll Area: GT Gazetted
 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: Releasing Date:
 Joining Time Admissible: 00 Days Journey Time: 00 Days
 Scheduled Reporting Date:

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

Get Data

Employee Current Details:

Employee Id: 20005047 PRASANTHI D

Designation: 00200050 Women Development
 Employee Catgy: R Regular
 Payroll Area: GT Gazetted
 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: Ref No.:
 Ref.Date: Releasing Date:
 Joining Time Admissible: 00 Days Journey Time: 00 Days
 Scheduled Reporting Date:

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 | [Back](#) | [Forward](#) |

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: 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 Releiving Date: 25.05.2015
 Joining Time Admissible: 07 Days Journey Time: 08 Days
 Scheduled Reporting Date: 09.06.2015

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, Secretariat Department
 Designation: 00200050 Women Development & Child DDO Code: 0801000001001
 Event Reason: 01 On Request Ref No.: AS
 Ref.Date: 18.05.2015 Releiving Date: 25.05.2015
 Journey Time: 00 Days
 Scheduled Reporting Date: 30.05.2015


Search: Journey Time

| Journey Time in Days |
|-----------------------------|
| <input type="checkbox"/> 01 |
| <input type="checkbox"/> 02 |
| <input type="checkbox"/> 03 |
| <input type="checkbox"/> 04 |
| <input type="checkbox"/> 05 |
| <input type="checkbox"/> 06 |
| <input type="checkbox"/> 07 |
| <input type="checkbox"/> 08 |
| <input type="checkbox"/> 09 |

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 | Days | Relieving Date | 25.05.2015 | Days |
| Scheduled Reporting Date | 02.06.2015 | Days | Journey Time | 08 | Days |


 Submit

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

Transfer-OUT

Details Saved Successfully

Employee Transfer Out Event

 Get Data

Employee Current Details:

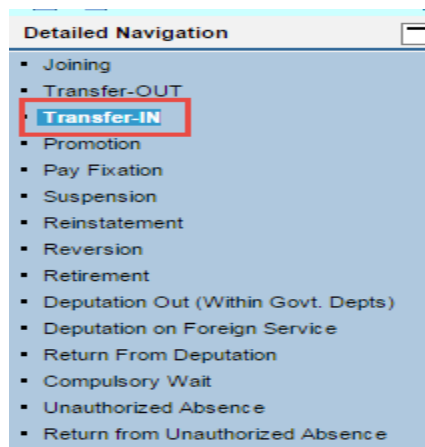
| | | | |
|----------------|-------------|---------------------------|------------------------|
| Employee Id | 20005047 | PRASANTHI D | |
| Designation | 00200050 | Women Development & Child | Secretariat Department |
| Employee Catgy | R | Regular | Emp. Sub Catgy |
| Payroll Area | GT | Gazetted | 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 | Days | Relieving Date | 25.05.2015 | Days |
| Joining Time Admissible | 07 | Days | Journey Time | 08 | Days |
| Scheduled Reporting Date | 09.06.2015 | Days | | | |

7.2 TRANSFER IN

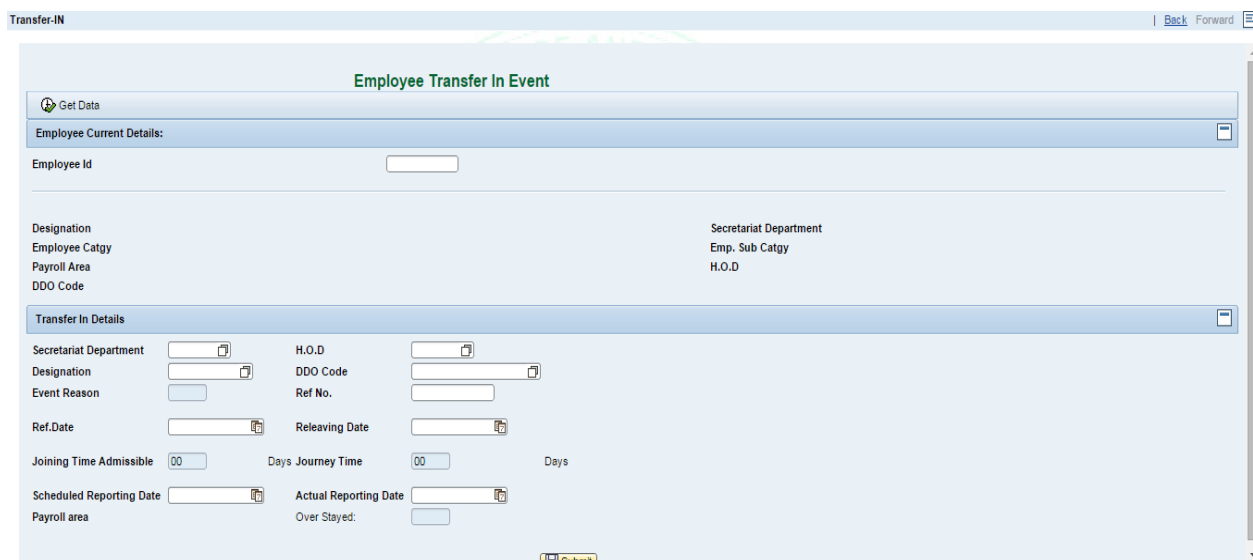
Step 1: Navigate to **Employee events** → **Transfer IN**.



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 screenshot shows the 'Employee Transfer In Event' form. At the top, there is a 'Get Data' button. Below it is the 'Employee Current Details' section, which includes an 'Employee Id' input field. The current details are: Designation: Secretariat Department, Employee Catgy: Emp. Sub Catgy, Payroll Area: H.O.D, and DDO Code. The 'Transfer In Details' section contains the following fields: Secretariat Department (dropdown), H.O.D (dropdown), Designation (dropdown), DDO Code (dropdown), Event Reason (dropdown), Ref No. (input), Ref.Date (calendar), Releaving Date (calendar), Joining Time Admissible (input, value 00), Days Journey Time (input, value 00), Days (input), Scheduled Reporting Date (calendar), Actual Reporting Date (calendar), Payroll area (input), and Over Stayed (input). A 'Submit' button is located at the bottom right of the form.



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

Transfer-IN | [Back](#) [Forward](#)

Transfer Out is not done for this Employee

Employee Transfer In Event

[Get Data](#)

Employee Current Details:

| | | |
|-------------|---------------------------------------|----------------|
| Employee Id | <input type="text" value="20005052"/> | SUDHA CHEBROLU |
|-------------|---------------------------------------|----------------|

| | | | | | |
|----------------|-------------|---------------------------|------------------------|------|---------------------------------|
| Designation | 00200055 | Chief Electrical Inspecto | 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 | <input type="text"/> | H.O.D | <input type="text"/> |
| Designation | <input type="text"/> | DDO Code | <input type="text"/> |
| Event Reason | <input type="text"/> | Ref No. | <input type="text"/> |
| Ref.Date | <input type="text"/> | Releaving Date | <input type="text"/> |
| Joining Time Admissible | <input type="text" value="00"/> | Days Journey Time | <input type="text" value="00"/> Days |
| Scheduled Reporting Date | <input type="text"/> | Actual Reporting Date | <input type="text"/> |

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

Transfer-IN | [Back](#) [Forward](#)

Employee Transfer In Event

[Get Data](#)

Employee Current Details:

| | | |
|-------------|---------------------------------------|-------------|
| Employee Id | <input type="text" value="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 | <input type="text" value="08"/> | H.O.D | <input type="text" value="0801"/> |
| Designation | <input type="text" value="00200050"/> | DDO Code | <input type="text" value="0801000001001"/> |
| Event Reason | <input type="text" value="02"/> | Ref No. | <input type="text" value="688678DDD"/> |
| Ref.Date | <input type="text" value="22.05.2015"/> | Releaving Date | <input type="text" value="25.05.2015"/> |
| Joining Time Admissible | <input type="text" value="07"/> | Days Journey Time | <input type="text" value="08"/> Days |
| Scheduled Reporting Date | <input type="text" value="09.06.2015"/> | Actual Reporting Date | <input type="text"/> |
| Payroll area | GT | Gazetted Over Stayed: | <input type="text"/> |

Transfer-IN Back Forward

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 |
| Designation | 00200050 | DDO Code | 0801000001001 |
| Event Reason | 02 | Ref No. | 689678000 |
| Ref.Date | 22.05.2015 | Releaving Date | 25.05.2015 |
| Joining Time Admissible | 07 | Days | Journey Time |
| Scheduled Reporting Date | 09.06.2015 | Actual Reporting Date | 15.06.2015 |
| Payroll area | GT | Gazetted Over Stayed: | 6 |

Submit

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 |
| Employee Catgy | R | Regular |
| Payroll Area | GT | Gazetted |
| DDO Code | 0801000001001 | DDO-0801000001001 |
| Secretariat Department | 08 | Finance |
| Emp. Sub Catgy | RA | Gazetted |
| H.O.D | 0801 | Finance, Secretariat Department |

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 | | | | | |

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

Get Data

Employee Current Details:

| | | | | |
|----------------|---------------------------------------|---------------------------|----------------|--------------------------------------|
| Employee Id | <input type="text" value="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 Absence Details

| | | | |
|-------------|---|----------|---|
| Department | <input type="text" value="08"/> Finance | H.O.D | <input type="text" value="0801"/> Finance, Secretariat Department |
| Designation | <input type="text" value="00200050"/> Women Development & Child | DDO Code | <input type="text" value="0801000001001"/> DDO-0801000001001 |
| From | <input type="text"/> | | |

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 | [Back](#) [Forward](#)

Return From Unauthorized Absence Event

Employee Current Details:

Employee Id: 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 Obsene Details

Department: Finance H.O.D: Finance, Secretariat Department

Designation: Women Development & Child DDO Code: DDO-0801000001001

From:

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 | [Back](#) [Forward](#)

Record Successfully Updated

Return From Unauthorized Absence Event

Employee Current Details:

Employee Id: 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 Obsene Details

Department: Finance H.O.D: Finance, Secretariat Department