

Comprehensive Financial Management System (CFMS)

DDO Data Capturing Process

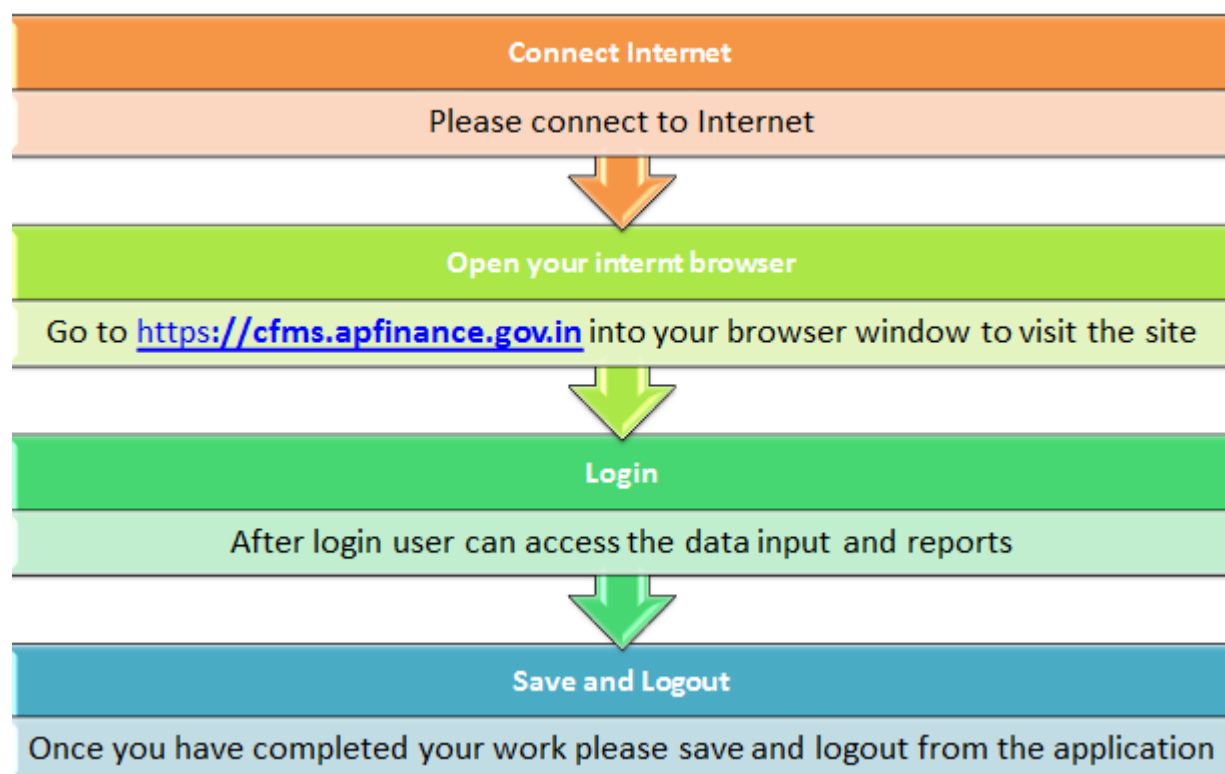
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1.Document Summary

This document entails the steps to be followed by the DDOs to capture entire data of the employees with respect to the departments. It includes Hierarchy, Cadre strength, Assign employees, Create sections, Assign posts to sections, Leave approval hierarchy & Loans approval hierarchy.

2. How to access the application?



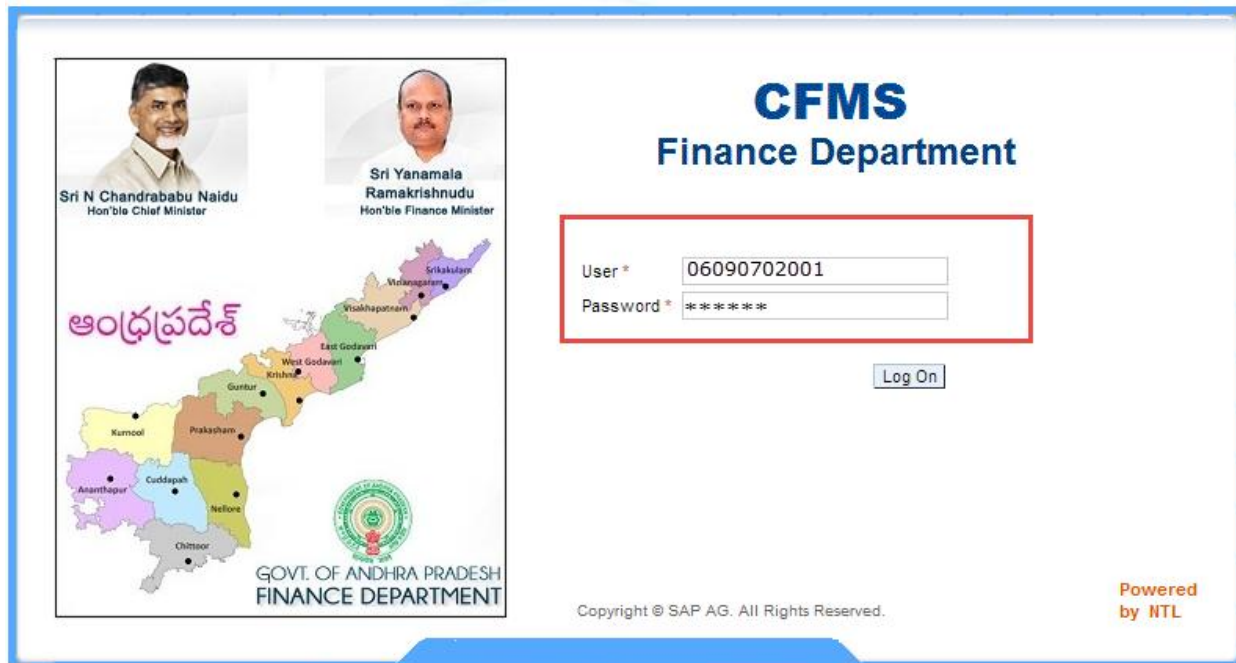
3. Registration Process

Before proceeding with **DDO data entry**, the **DDO** has to register by entering the **DDO code & Password provided by CFMS team**.

Below listed are the steps for registration process.

Step 1: Enter the CFMS Portal URL <https://cfms.apfinance.gov.in> in IE (Internet Explorer version 8, 9 and 10) or Mozilla or Google chrome browser.

A login page will be displayed as shown in the below screen.



Step 2: Click **DDO Registration**. By default all the employees with respect to the **DDO** will be displayed.

Home **DDO Registration**

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

DDO Registration

Please select your employee code as a DDO

Search Employee

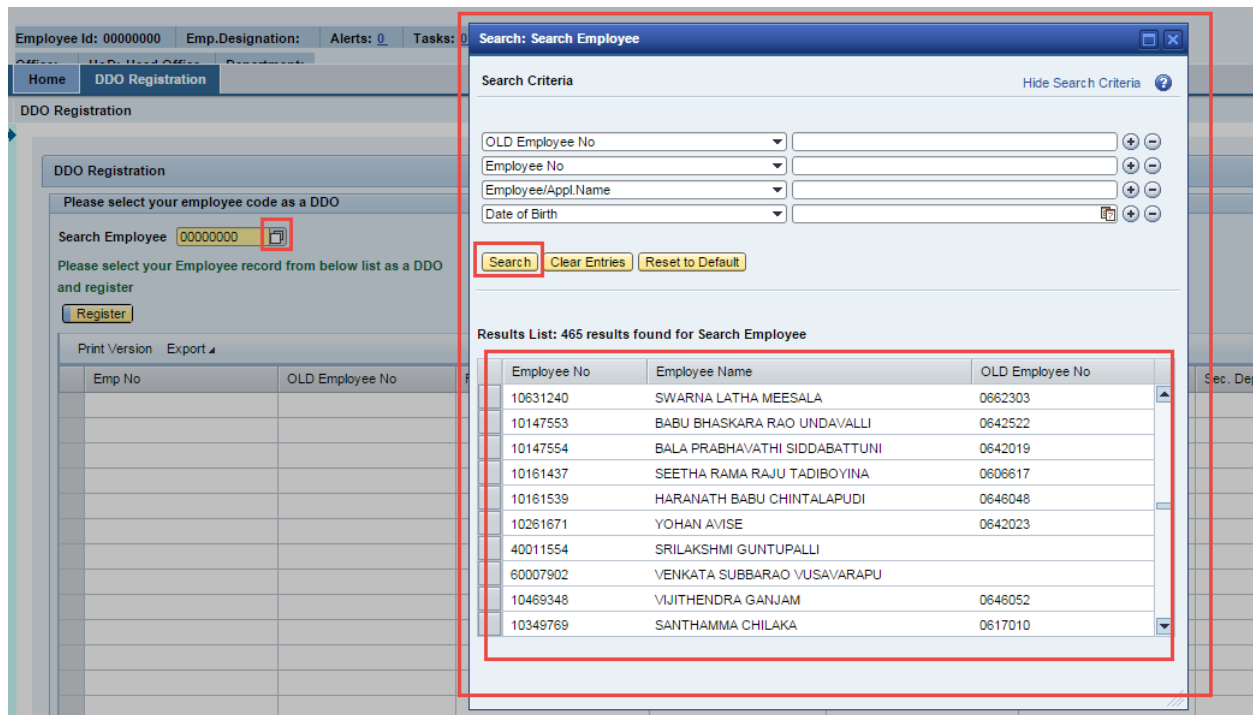
Please select your Employee record from below list as a DDO and register

Print Version Export

| Emp No | OLD Employee No | First Name | Last Name | Date Of Birth | Designation | Sec. Dept | Employee Category |
|----------|-----------------|------------------|-----------|---------------|--------------------|-----------|-------------------|
| 10349962 | 0637006 | RAJENDRABABU | JALADI | 12.02.1961 | Senior Accountant | Finance | Regular |
| 10019228 | 0600085 | CHINA SIDDAIAH | SHAIK | 01.04.1956 | Office Subordinate | Finance | Regular |
| 10604762 | 0659054 | RAJU | MANNAVA | 03.10.1979 | Senior Accountant | Finance | Regular |
| 90004318 | 6021430 | RAO | M SUBBA | 01.07.1928 | | Finance | Pensioner |
| 90005728 | 6021782 | MURTHY | YSK | 08.04.1929 | | Finance | Pensioner |
| 90005745 | 6021247 | SURAYANARAYANA | Y | 01.07.1931 | | Finance | Pensioner |
| 90005871 | 6021075 | VAZRAMMA | T | 10.05.1926 | | Finance | Pensioner |
| 90006350 | 6021284 | SUSEELA | K | 15.07.1927 | | Finance | Pensioner |
| 90006549 | 6021260 | VENKATESWARA RAO | A | 05.04.1933 | | Finance | Pensioner |
| 90007266 | 6049306 | LAKSHMANA RAO | K | 01.07.1931 | | Finance | Pensioner |
| 90007385 | 6021085 | SAVITRAMMA | K | 01.10.1931 | | Finance | Pensioner |
| 90008376 | 6021266 | ANJANEYA SARMA | CH | 11.12.1935 | | Finance | Pensioner |

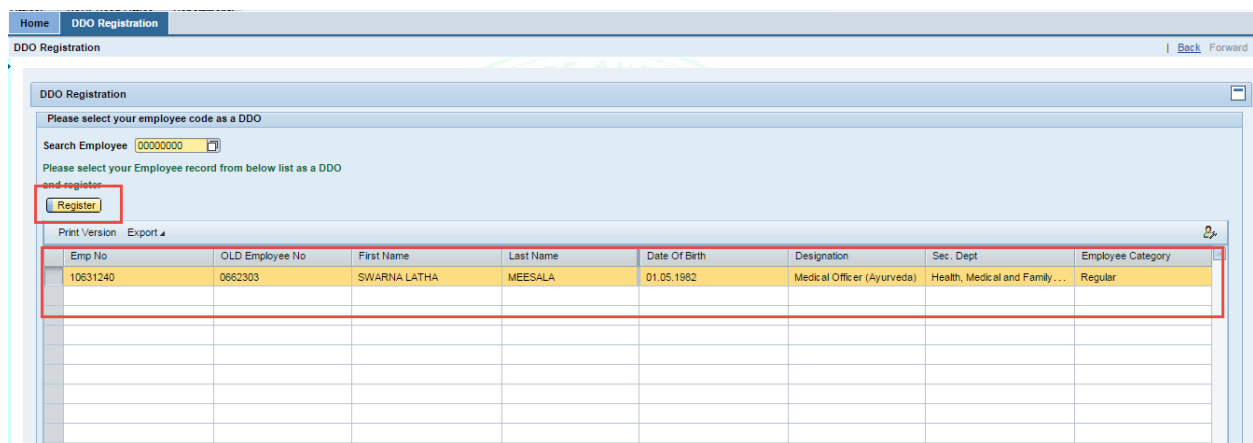
Step 3: Select your **DDO** from the displayed list.

In case if the respective **DDO** is not available in the displayed list, then click on the **Search** option as shown below. When **Search** option is clicked a window will be displayed with all the employee details belonging to respective **HOD**.



Step 4: Select the **Employee**. The selected employee details will be displayed as shown below.

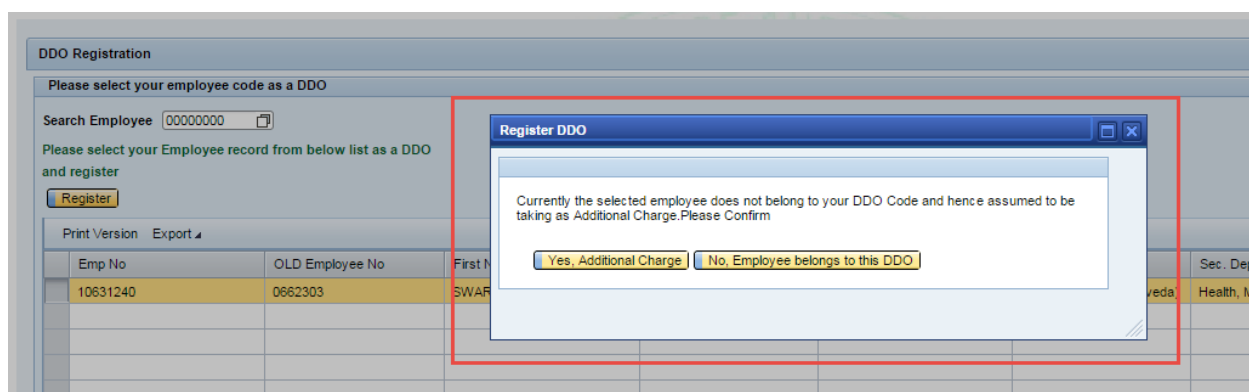
Step 5: Click **Register** button.



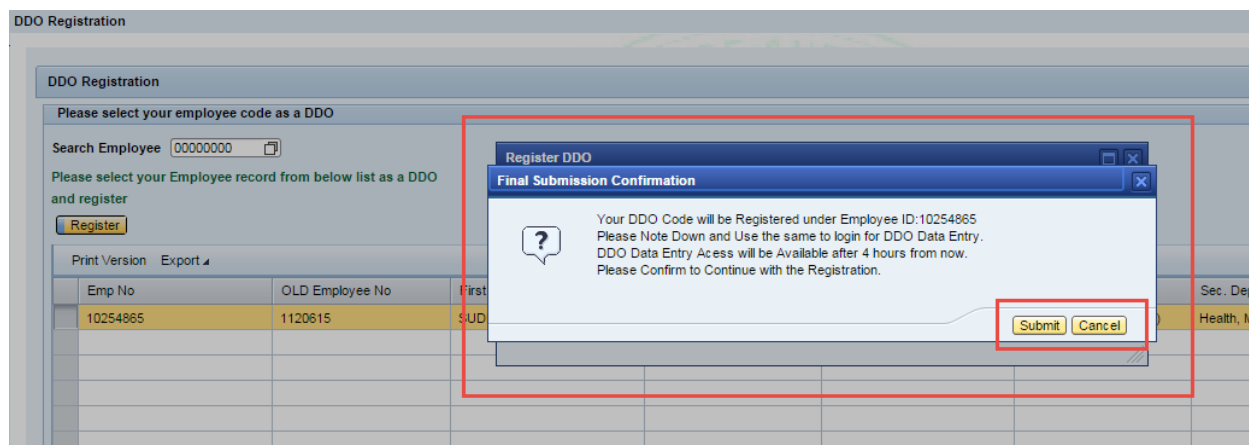
A message will be displayed stating “ **Currently the selected employee does not belong to your DDO code and hence assumed to be taking as Additional charge. Please confirm**” with two options as “ **Yes, Additional charge**” & “ **No, Employee belongs to this DDO**”.

Step 6: Click “**Yes, Additional charge**” if the employee is on additional charges.

Step 7: Click “**No, Employee belongs to this DDO**” if the employee is belonging to the respective DDO.



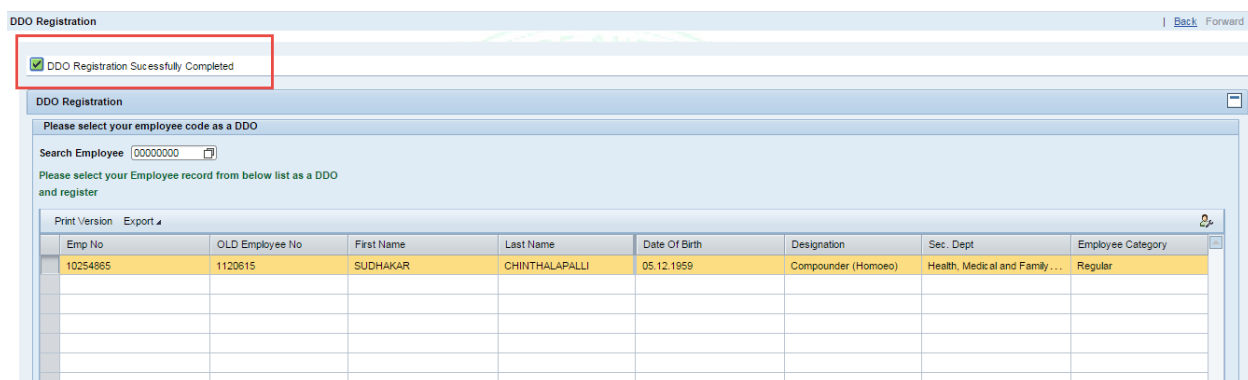
The below shown message will be displayed with two options “**Submit**” & “**Cancel**”.



Step 8: Click **Submit** button to submit for registration else click on Cancel.

Remember! Click *Cancel* button to cancel the registration process.

Once **Submit** button is clicked, the **DDO registration process is successfully completed.**



DDO Registration Back Forward

DDO Registration Successfully Completed

DDO Registration

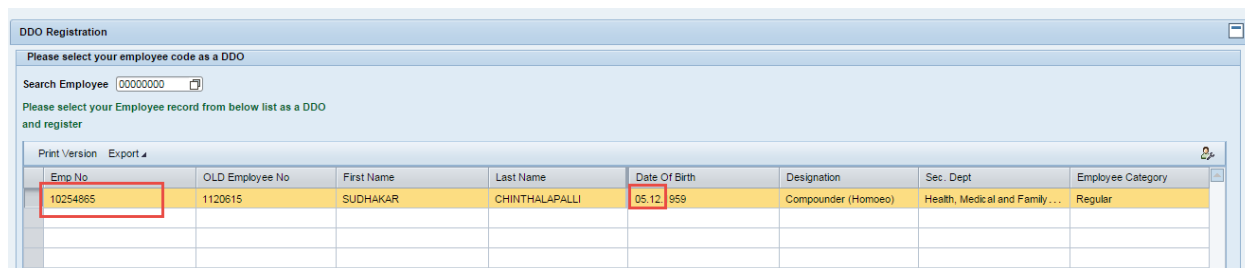
Please select your employee code as a DDO

Search Employee

Please select your Employee record from below list as a DDO and register

| Emp No | OLD Employee No | First Name | Last Name | Date Of Birth | Designation | Sec. Dept | Employee Category |
|----------|-----------------|------------|----------------|---------------|---------------------|-------------------------------|-------------------|
| 10254865 | 1120615 | SUDHAKAR | CHINTHALAPALLI | 05.12.1959 | Compounder (Homoeo) | Health, Medical and Family... | Regular |

Now , The DDO gets a **new employee code** as shown below.



DDO Registration

Please select your employee code as a DDO

Search Employee

Please select your Employee record from below list as a DDO and register

| Emp No | OLD Employee No | First Name | Last Name | Date Of Birth | Designation | Sec. Dept | Employee Category |
|----------|-----------------|------------|----------------|---------------|---------------------|-------------------------------|-------------------|
| 10254865 | 1120615 | SUDHAKAR | CHINTHALAPALLI | 05.12.1959 | Compounder (Homoeo) | Health, Medical and Family... | Regular |

The employee has to re-login to the portal with the user id as the **New employee id** and **password** as **Newemployeeid** which has been generated followed by DDMM (ie as per employees DOB).

Ex: *****DDMM.

4. Login

Step 1: Enter the CFMS Portal URL <https://cfms.apfinance.gov.in> in IE (Internet Explorer version 8, 9 and 10) or Mozilla or Google chrome browser.

Step 2: Tap on 'Enter' button on your keyboard to navigate to CFMS Portal login page.

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

The screenshot shows the login interface for the CFMS Finance Department. On the left, there are portraits of the Chief Minister and Finance Minister, along with a map of Andhra Pradesh and the text 'ఆంధ్రప్రదేశ్' and 'GOVT. OF ANDHRA PRADESH FINANCE DEPARTMENT'. On the right, the title 'CFMS Finance Department' is displayed above two input fields for 'User' and 'Password', and a 'Log On' button. The footer contains copyright information and 'Powered by NTL'.

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 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.

CFMS
Finance Department

Change Password
Old Password *
New Password *
Confirm Password *

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- Click 'Change password' button.

CFMS
Finance Department

Change Password
Old Password *
New Password *
Confirm Password *

Copyright © SAP AG. All Rights Reserved. Powered by NTL

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

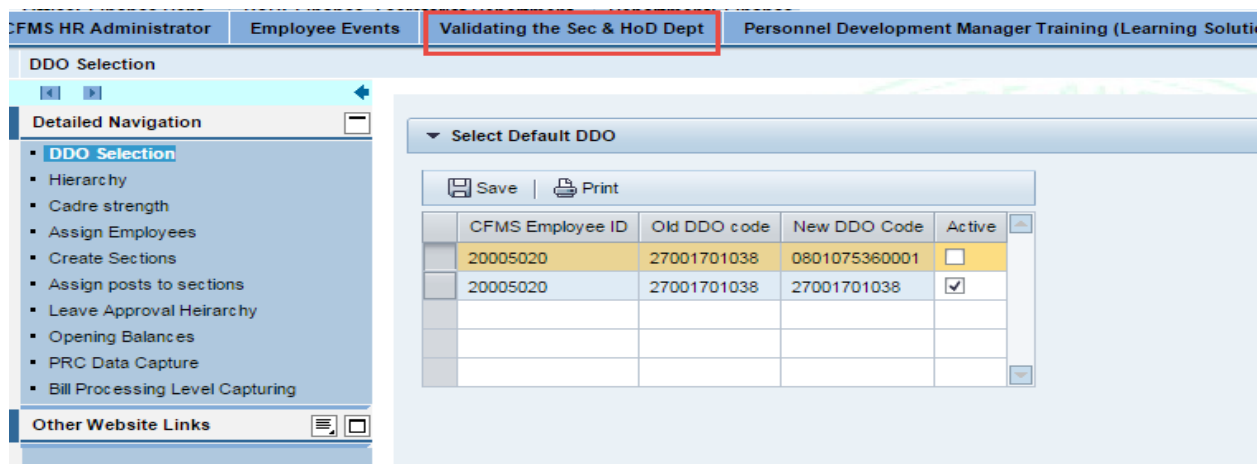
5. DDO Data Entry

5.1 Validating Sec & HoD dept

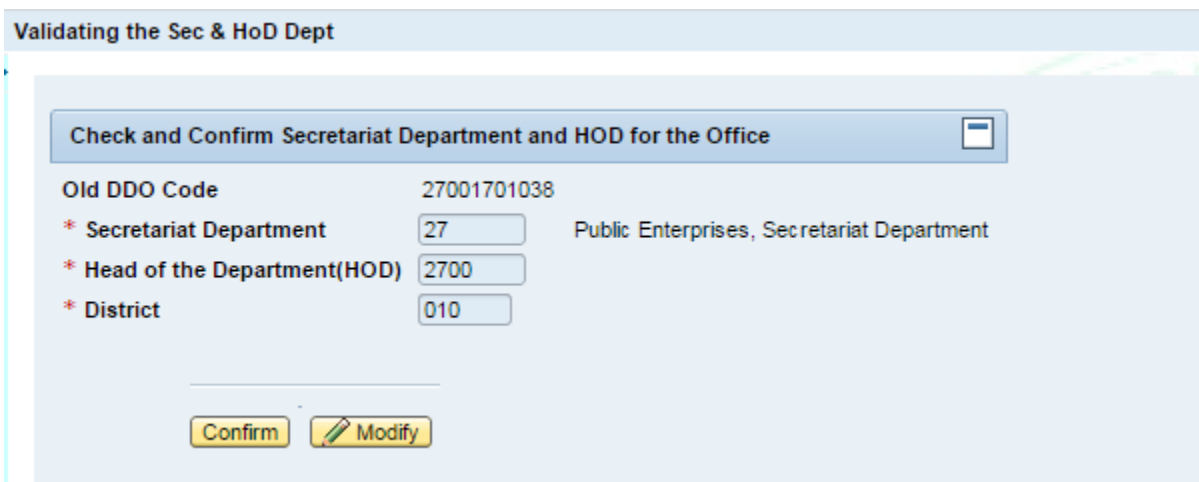
Below listed are the steps to be followed by the **DDOs** to capture the data.

Before entering the data, the **DDO** has to check the HOD to which he / she belong to.

Step 1: Click Validating the Sec & HoD Dept.



You will be navigated to the below shown screen. By default the **Old DDO code, Secretariat dept, HOD & District** will be displayed.



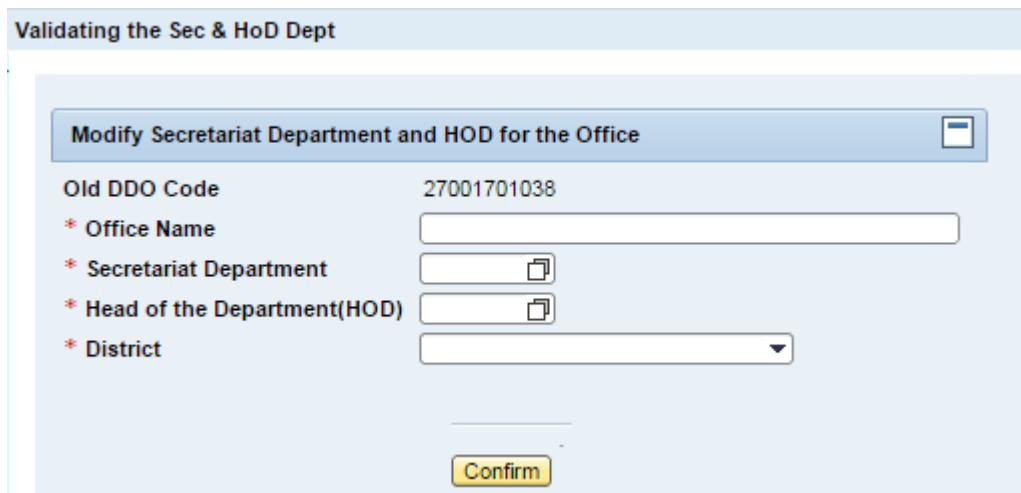
The screenshot shows the 'Validating the Sec & HoD Dept' form. The title bar reads 'Validating the Sec & HoD Dept'. Below the title bar, there is a section titled 'Check and Confirm Secretariat Department and HOD for the Office'. The form contains the following fields:

- Old DDO Code: 27001701038
- * Secretariat Department: 27 (Public Enterprises, Secretariat Department)
- * Head of the Department(HOD): 2700
- * District: 010

At the bottom of the form, there are two buttons: 'Confirm' and 'Modify'.

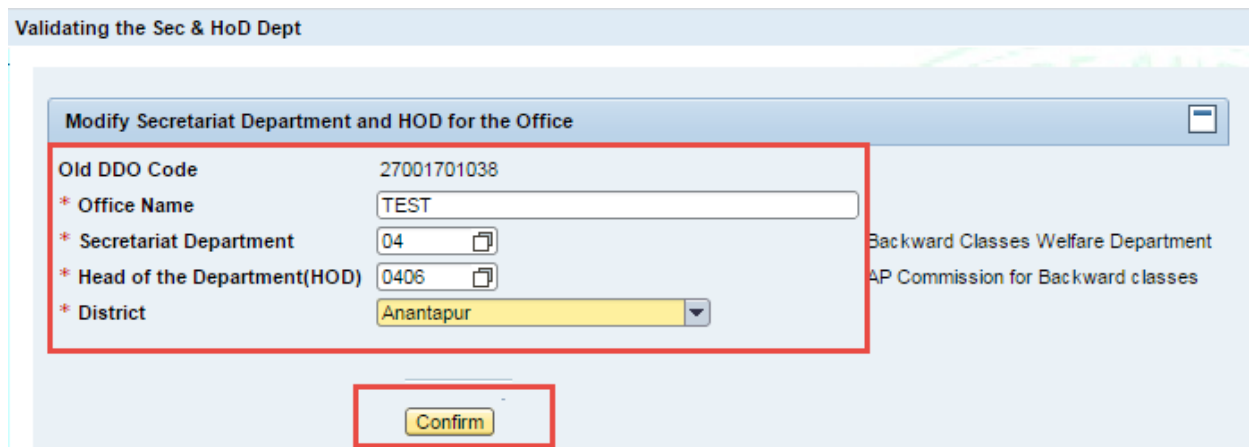
If the details are displayed correct, Click **Confirm button** to proceed further with the **DDO Data entry process**.

Step 2: To change the details, click **Modify button**. All the fields get enabled.



By default the DDO code of the logged in employee will be displayed.

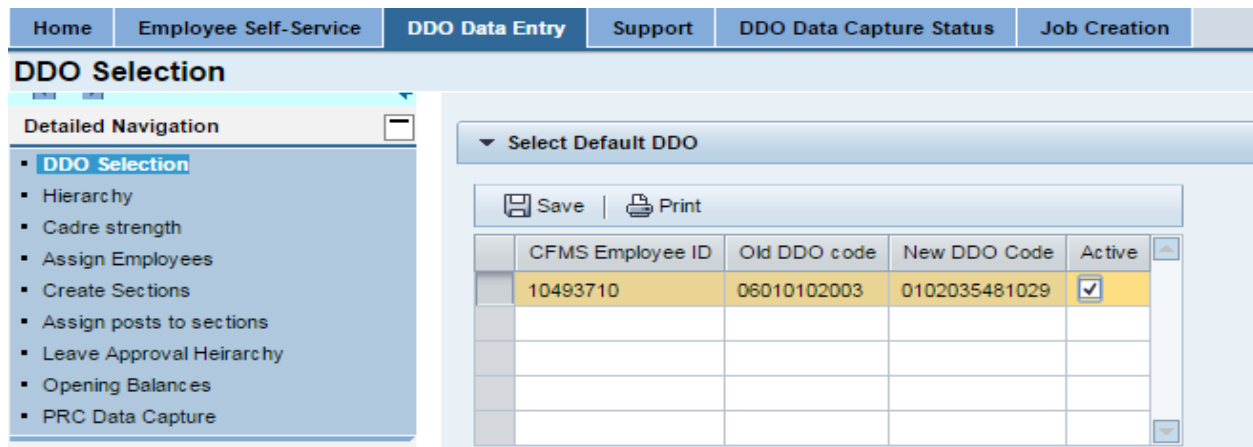
Step 3: Enter the **Office name**. Select the **Secretariat department, HOD & District**.



Step 4: Once done with entering of all the fields, Click **Confirm button**.

Step 1: Click on **DDO Data entry tab**.

You will be navigated to the below shown screen.

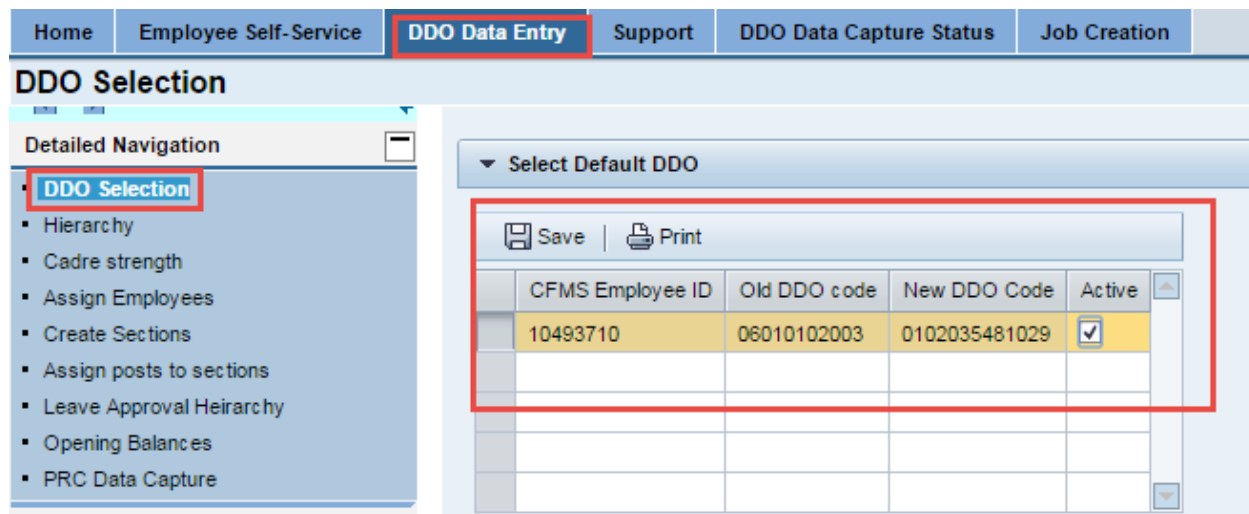


The screenshot shows the 'DDO Selection' interface. At the top, there is a navigation bar with tabs: Home, Employee Self-Service, **DDO Data Entry**, Support, DDO Data Capture Status, and Job Creation. Below the navigation bar, the page title is 'DDO Selection'. On the left, there is a 'Detailed Navigation' menu with the following items: DDO Selection (highlighted), Hierarchy, Cadre strength, Assign Employees, Create Sections, Assign posts to sections, Leave Approval Hierarchy, Opening Balances, and PRC Data Capture. The main content area is titled 'Select Default DDO' and contains a 'Save' and 'Print' button. Below the buttons is a table with the following data:

| CFMS Employee ID | Old DDO code | New DDO Code | Active |
|------------------|--------------|---------------|-------------------------------------|
| 10493710 | 06010102003 | 0102035481029 | <input checked="" type="checkbox"/> |
| | | | |
| | | | |
| | | | |

5.2 DDO Selection

Step 1: On the left side of the screen, click on **DDO Selection**. You will find a default screen as shown below. It displays the details like **CFMS Employee ID**, **Old DDO code**, **New DDO code** of the DDO who has been logged in. It also displays the status of the DDO whether he / she is **Active** or **Inactive**.

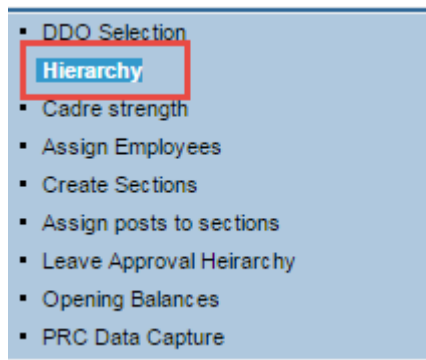


This screenshot is identical to the one above, but with red boxes highlighting the 'DDO Selection' menu item in the left navigation pane and the table containing the DDO data in the main content area.

5.3 Hierarchy

Here all the details regarding office hierarchy are to be entered. Below listed are the steps to be followed for your reference.

Step 1: Navigate to **DDO Data Entry** → **Hierarchy**.



You will be navigated to the below shown screen.

Office Details

Save Final Submit

Office Address

| | | | |
|------------------------|-----------------|-----------------|-------------------|
| * Office Type : | District | * Office Name : | NIIT Technologies |
| Care Of Address(C/O) : | | Room No. : | |
| * Street/Road/Lane : | main road-3 | LandMark : | |
| * City : | hyderabad | | |
| * Postal Code : | 500029 | | |
| * District : | Visakhapatnam | | |
| * Mandal : | Munchingi Puttu | Village : | |
| * Mobile No. : | 9999999999 | Telephone No. : | |
| Email ID : | | | |

Office Allowances

| | |
|--------------------|--------|
| * HRA Percentage : | 20 |
| * CCA Code : | GUNTUR |

Salary Drawing DDO Details

Are You Salary Drawing DDO for this office? Yes No

| | |
|------------------------------------|--------------|
| * Salary Drawing DDO Code : | 06170102001 |
| * Salary Drawing DDO Designation : | 000000101009 |

Reporting Office Details

| | | | |
|---------------------------|-------|-------------------------------|-------------|
| * Reporting Office Type : | Zonal | * Reporting Office DDO Code : | 08010202012 |
|---------------------------|-------|-------------------------------|-------------|

Step 2: Enter all the mandatory details.

Note! All the fields which are marked with an asterik (*) are mandatory.

In the section **Salary Drawing DDO Details** you can view a field **Are you Salary drawing DDO for this office?** with two options **Yes & No**.

If option **YES** is selected ,by default **the salary drawing DDO code & designation** will be displayed.

| | |
|---|---|
| Office Allowances | |
| * HRA Percentage : | 20 |
| * CCA Code : | GUNTUR |
| Salary Drawing DDO Details | |
| Are You Salary Drawing DDO for this office? | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Salary Drawing DDO Code : | 06170102001 |
| Salary Drawing DDO Designation : | 000000147974 ASSISTANT DIRECTOR OF AGRICULTURE |

If the option **NO** is selected, the user needs to enter the **Salary Drawing DDO code** and select the **Salary Drawing DDO Designation**.

Search: Salary Drawing DDO Designation :

Results List: 181 results found for Salary Drawing DDO Designation : Personal Value List Show Search Criteria

| Post Code | Post Name | DDO/SCO/HoD |
|-----------|-----------------------------------|-------------|
| 0101001 | Assistant (Tappals) DRT | 0101 |
| 0101002 | Assistant Director | 0101 |
| 0101003 | Assistant Secretary To Government | 0101 |
| 0101004 | Assistant Section Officer | 0101 |
| 0101005 | Cycle Orderly | 0101 |
| 0101006 | Dafedar | 0101 |
| 0101007 | Deputy Director | 0101 |
| 0101008 | Deputy Secretary To Government | 0101 |
| 0101009 | Driver | 0101 |
| 0101010 | General Manager | 0101 |

Are You Salary Drawing DDO for this office? Yes No

Salary Drawing DDO Code :

Salary Drawing DDO Designation : Cycle Orderly

Step 3: Click **Save** button to save the details and click the **Final Submit** button to submit.

Note! Once the details are submitted, no further changes can be made (ie **Hierarchy, Cadre strength, Assign employees, Create sections, Assigning posts to sections, Leave approval hierarchy, loan approval hierarchy**).

5.4 Cadre Strength

The employee needs to check all the available posts with respect to his / her office. In case of unavailability of any of the offices, the employee needs to add the offices by clicking on **Add New job** button. He / She have to fill all the sanctioned strength for all the available posts.

Step 1: Navigate to **DDO Data Entry** → **Cadre strength**

- DDO Selection
- Hierarchy
- **Cadre strength**
- Assign Employees
- Create Sections
- Assign posts to sections
- Leave Approval Hierarchy
- Opening Balances
- PRC Data Capture

Step 2: Click Get Details button.

The screenshot shows the 'Free Pull One' interface. At the top, there are navigation buttons 'Back' and 'Forward'. Below that, the 'DDO' section contains a text input field with '06010502005' and 'ELECTRICAL INSPECTOR', followed by a button labeled 'Get Details' which is highlighted with a red box. Underneath is the 'Job Details' section, which displays summary statistics: 'Total Sanctioned Strength: 0', 'Total Working Employee Strength: 0', and 'Total Vacant Positions: 0'. At the bottom, there is an 'Available Strength' table with the following structure:

| Designation | Sanctioned Strength | Working Employee Strength | Vacant Positions | Surplus Strength |
|-------------|---------------------|---------------------------|------------------|------------------|
| | | | | |
| | | | | |
| | | | | |

All the designations (**Vacant / Non vacant positions**) falling under the respective DDO will be displayed.

Step 3: Enter the Sanctioned Strength.

The screenshot shows the 'Free Pull One' interface with a different DDO. The 'DDO' section contains a text input field with '06010102003' and 'PESTICIDES TESTING LABORATOR', followed by a button labeled 'Get Details' which is highlighted with a red box. Underneath is the 'Job Details' section, which displays summary statistics: 'Total Sanctioned Strength: 11', 'Total Working Employee Strength: 8', and 'Total Vacant Positions: 5'. At the bottom, there is an 'Available Strength' table with the following data:

| Designation | Sanctioned Strength | Working Employee Strength | Vacant Positions | Surplus Strength |
|-----------------------------------|---------------------|---------------------------|------------------|------------------|
| AGRICULTURE OFFICER | 0003 | 0004 | 0000 | 0001 |
| ASSISTANT DIRECTOR OF AGRICULTURE | 0001 | 0002 | 0000 | 0001 |
| JUNIOR ASSISTANT | 0002 | 0000 | 0002 | 0000 |
| WATCHMAN/CHOWKIDAR | 0002 | 0000 | 0002 | 0000 |
| MESSENGER | 0003 | 0002 | 0001 | 0000 |
| | | | | |
| | | | | |
| | | | | |

At the bottom of the interface, there are buttons for 'Save', 'ADD New Job', 'Delete', and 'Final Submit'.

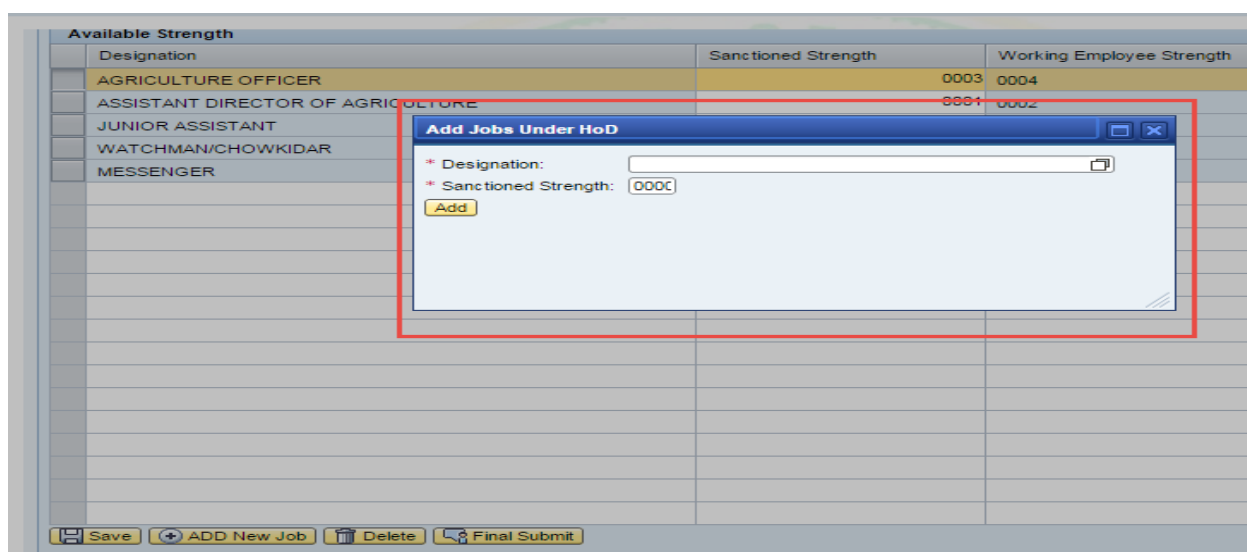
Depending on **the sanctioned strength**, the vacant position will be displayed.

Step 4: Click **Final Submit** button to submit the details.

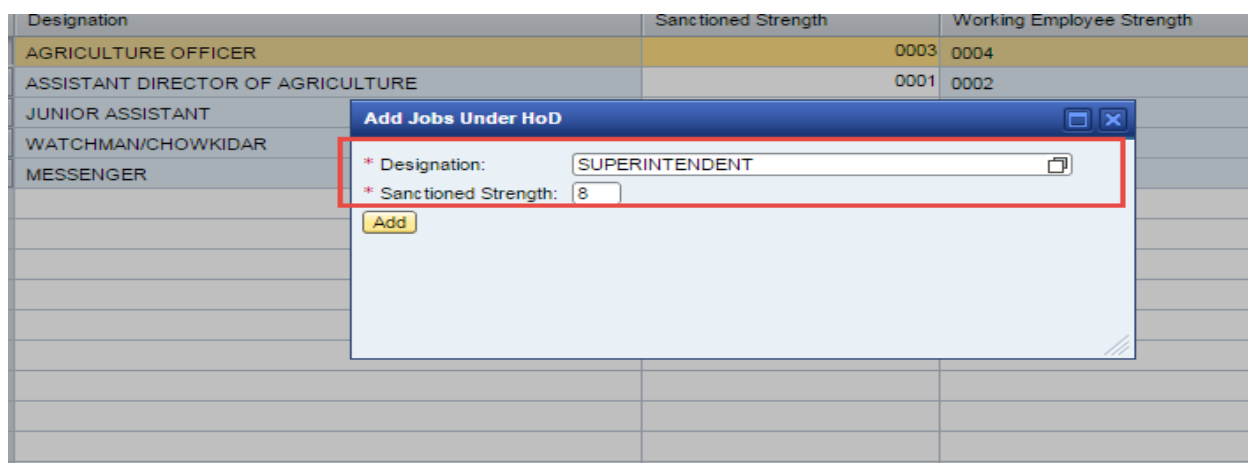
Adding a New job

Step 1: Click **Add new job** button.

A window will be popped as shown in the below screen.



Step 2: Enter the **job description** and **Sanctioned strength** details of the job in the respective fields and click **Add** button. The new job will be added to the list.



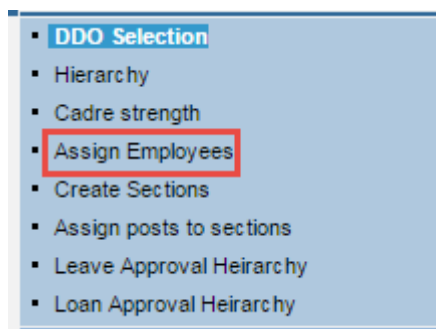
Step 3: Click **Final Submit** to submit the details.

The submitted details will be appeared in the available strength.

5.5 Assign Employees

He / She has to view all the available employee details and if any of the employee is found not belonging to the respective office, that particular employee has to be selected and released by following the below listed steps.

Step 1: Navigate to **DDO Data Entry → Assign Employees**.



You will be navigated to the below shown screen.

DDO Code: 06010102002 JOINT DIRECTOR OF AGRICULTURE GUNTUR
 secretariat Department: Agriculture And Co-Operation
 Head of Department: Agriculture,HOD

Employee Details Under Current DDO

Release Employee Export to File Search OLD Employee: Search

| Select | OLD Employee No | secretariat Employee Code | Employee Name | Start Date | Designation | Employee Group | Employee Sub Group |
|--------------------------|-----------------|---------------------------|------------------------------|------------|--------------------------------|----------------|---------------------|
| <input type="checkbox"/> | 0609576 | 10001397 | ISMAIL SHAIK | 01.02.2015 | Junior Assistant | Regular | Non Gazetted |
| <input type="checkbox"/> | 0609584 | 10002509 | MAHABOOB SUBHANI SHAIK | 01.02.2015 | ADMINISTRATIVE OFFICER | Regular | Teaching Gazetted |
| <input type="checkbox"/> | 0606081 | 10002512 | CHENNAKESAVULU MITNALA | 01.02.2015 | WATCHMAN/CHOWKIDAR | Regular | Teaching (AICTE) |
| <input type="checkbox"/> | 0617109 | 10002603 | RAMA CHANDRA MURTHY SIRIPUDI | 01.03.2013 | Junior Assistant | Regular | Non Gazetted |
| <input type="checkbox"/> | 0609581 | 10003162 | ANJANEYULU AVULAMANDA | 01.03.2013 | Messenger | Regular | Last Grade Services |
| <input type="checkbox"/> | 0646109 | 10008029 | JAGAN BABU MULLAPATI | 01.03.2013 | Sub Assistant Grade-I | Regular | Non Gazetted |
| <input type="checkbox"/> | 060706620 | 10010386 | MOSES PAUL NELATURI | 01.03.2013 | Jeep Driver | Regular | Non Gazetted |
| <input type="checkbox"/> | 1039868 | 10014800 | GNANESWAR RAO KUNA | 01.03.2013 | Deputy Director of Agriculture | Regular | Gazetted |
| <input type="checkbox"/> | 1924822 | 10020830 | VEERIAH APPAM | 01.03.2015 | Junior Assistant | Regular | Non Gazetted |
| <input type="checkbox"/> | 0829612 | 10023569 | SUDHAKARA RAO MALLI | 01.03.2013 | Administrative Officer | Regular | Gazetted |

Employee Details Under Free Pool

Import Employee ADD Employee From Pool Final Submit

View: [Standard View] Export

| Secretariat Employee No | OLD Employee No | Employee Name | End Date | Start Date | Designation | Department | Head of Department | Employee Group | Employee Sub Group |
|-------------------------|-----------------|---------------|------------|------------|------------------------------|-----------------|--------------------|----------------|--------------------|
| 10076141 | 2554173 | MUTYALU SU | 31.12.9999 | 13.03.2015 | Agriculture And Co-Operation | Agriculture,HOD | Agriculture,HOD | Regular | Non Gazetted |
| 10396091 | 0646113 | Rajasekhar | 31.12.9999 | 23.02.2015 | Agriculture And Co-Operation | Agriculture,HOD | Agriculture,HOD | Regular | Non Gazetted |
| 10466275 | 0643945 | Seshukumar | 31.12.9999 | 23.02.2015 | Agriculture And Co-Operation | Agriculture,HOD | Agriculture,HOD | Regular | Non Gazetted |
| 60013383 | | RAMESH MUL | 31.12.9999 | 01.05.2006 | Agriculture And Co-Operation | Agriculture,HOD | Agriculture,HOD | NMR and Others | Daily wage earners |
| 60013551 | | DHANRAJ KO | 31.12.9999 | 03.09.2006 | Agriculture And Co-Operation | Agriculture,HOD | Agriculture,HOD | NMR and Others | Daily wage earners |
| 60013686 | | NARSIMHA K | 31.12.9999 | 12.03.2007 | Agriculture And Co-Operation | Agriculture,HOD | Agriculture,HOD | NMR and Others | Daily wage earners |
| 60014632 | | SANTOSHA K | 31.12.9999 | 01.01.2009 | Agriculture And Co-Operation | Agriculture,HOD | Agriculture,HOD | NMR and Others | Non Muster Roll |
| 60016248 | | CHANDRASEK | 31.12.9999 | 02.03.2011 | Agriculture And Co-Operation | Agriculture,HOD | Agriculture,HOD | NMR and Others | Daily wage earners |
| 60016552 | | ABDUL RIZW | 31.12.9999 | 01.08.2011 | Agriculture And Co-Operation | Agriculture,HOD | Agriculture,HOD | NMR and Others | Non Muster Roll |

Adding employee from Free pool to current DDO.

Step 1: Select the employee and click **Add employee from pool** button.

DDO Code: 06010102002 JOINT DIRECTOR OF AGRICULTURE GUNTUR
 secretariat Department: Agriculture And Co-Operation
 Head of Department: Agriculture,HOD

Employee Details Under Current DDO

Release Employee Export to File Search OLD Employee: Search

| Select | OLD Employee No | secretariat Employee Code | Employee Name | Start Date | Designation | Employee Group | Employee Sub Group |
|--------------------------|-----------------|---------------------------|------------------------------|------------|--------------------------------|----------------|---------------------|
| <input type="checkbox"/> | 0609576 | 10001397 | ISMAIL SHAIK | 01.02.2015 | Junior Assistant | Regular | Non Gazetted |
| <input type="checkbox"/> | 0609584 | 10002509 | MAHABOOB SUBHANI SHAIK | 01.02.2015 | ADMINISTRATIVE OFFICER | Regular | Teaching Gazetted |
| <input type="checkbox"/> | 0606081 | 10002512 | CHENNAKESAVULU MITNALA | 01.02.2015 | WATCHMAN/CHOWKIDAR | Regular | Teaching (AICTE) |
| <input type="checkbox"/> | 0617109 | 10002603 | RAMA CHANDRA MURTHY SIRIPUDI | 01.03.2013 | Junior Assistant | Regular | Non Gazetted |
| <input type="checkbox"/> | 0609581 | 10003162 | ANJANEYULU AVULAMANDA | 01.03.2013 | Messenger | Regular | Last Grade Services |
| <input type="checkbox"/> | 0646109 | 10008029 | JAGAN BABU MULLAPATI | 01.03.2013 | Sub Assistant Grade-I | Regular | Non Gazetted |
| <input type="checkbox"/> | 060706620 | 10010386 | MOSES PAUL NELATURI | 01.03.2013 | Jeep Driver | Regular | Non Gazetted |
| <input type="checkbox"/> | 1039868 | 10014800 | GNANESWAR RAO KUNA | 01.03.2013 | Deputy Director of Agriculture | Regular | Gazetted |
| <input type="checkbox"/> | 1924822 | 10020830 | VEERIAH APPAM | 01.03.2015 | Junior Assistant | Regular | Non Gazetted |
| <input type="checkbox"/> | 0829612 | 10023569 | SUDHAKARA RAO MALLI | 01.03.2013 | Administrative Officer | Regular | Gazetted |

Employee Details Under Free Pool

Import Employee ADD Employee From Pool Final Submit

View: [Standard View] Export

| Secretariat Employee No | OLD Employee No | Employee Name | End Date | Start Date | Designation | Department | Head of Department | Employee Group | Employee Sub Group |
|-------------------------|-----------------|---------------|------------|------------|------------------------------|-----------------|--------------------|----------------|---------------------|
| 10000786 | 0609575 | SULTAN BAI | 31.12.9999 | 20.02.2015 | Agriculture And Co-Operation | Agriculture,HOD | Agriculture,HOD | Regular | Gazetted |
| 10001434 | 0617110 | NARAYANA R | 31.12.9999 | 27.02.2015 | Agriculture And Co-Operation | Agriculture,HOD | Agriculture,HOD | Regular | Teaching Gazetted |
| 10001522 | 0609578 | CHINNAPPA | 31.12.9999 | 19.02.2015 | Agriculture And Co-Operation | Agriculture,HOD | Agriculture,HOD | Regular | Gazetted |
| 10001921 | 0609580 | HARINADU B | 31.12.9999 | 23.02.2015 | Agriculture And Co-Operation | Agriculture,HOD | Agriculture,HOD | Regular | Last Grade Services |
| 10076141 | 2554173 | MUTYALU SU | 31.12.9999 | 13.03.2015 | Agriculture And Co-Operation | Agriculture,HOD | Agriculture,HOD | Regular | Non Gazetted |
| 10396091 | 0646113 | Rajasekhar | 31.12.9999 | 23.02.2015 | Agriculture And Co-Operation | Agriculture,HOD | Agriculture,HOD | Regular | Non Gazetted |
| 10466275 | 0643945 | Seshukumar | 31.12.9999 | 23.02.2015 | Agriculture And Co-Operation | Agriculture,HOD | Agriculture,HOD | Regular | Non Gazetted |
| 60013383 | | RAMESH MUL | 31.12.9999 | 01.05.2006 | Agriculture And Co-Operation | Agriculture,HOD | Agriculture,HOD | NMR and Others | Daily wage earners |
| 60013551 | | DHANRAJ KO | 31.12.9999 | 03.09.2006 | Agriculture And Co-Operation | Agriculture,HOD | Agriculture,HOD | NMR and Others | Daily wage earners |
| 60013686 | | NARSIMHA K | 31.12.9999 | 12.03.2007 | Agriculture And Co-Operation | Agriculture,HOD | Agriculture,HOD | NMR and Others | Daily wage earners |

Step 2: Enter all the **Mandatory & required fields**. Click **Add Employee** button.

The selected employee will be added under the current DDO.

Releasing an Employee from the current DDO

Step 1: Select the **employee** and click **Release employee** button.

The released employee details will be displayed in the Free pool.

DDO Code: 06010102002 JOINT DIRECTOR OF AGRICULTURE GUNTUR
 secretariat Department: Agriculture And Co-Operation
 Head of Department: Agriculture,HOD

Employee Details Under Current DDO

Search OLD Employee: [text field]

| Select | OLD Employee No | secretariat Employee Code | Employee Name | Start Date | Designation | Employee Group | Employee Sub Group |
|--------------------------|-----------------|---------------------------|------------------------------|------------|--------------------------------|----------------|---------------------|
| <input type="checkbox"/> | 0609576 | 10001397 | ISMAIL SHAIK | 01.02.2015 | Junior Assistant | Regular | Non Gazetted |
| <input type="checkbox"/> | 0609584 | 10002509 | MAHABOOB SUBHANI SHAIK | 01.02.2015 | ADMINISTRATIVE OFFICER | Regular | Teaching Gazetted |
| <input type="checkbox"/> | 0606081 | 10002512 | CHENNAKESAVULU MITNALA | 01.02.2015 | WATCHMAN/CHOWKIDAR | Regular | Teaching (AICTE) |
| <input type="checkbox"/> | 0617109 | 10002603 | RAMA CHANDRA MURTHY SIRIPUDI | 01.03.2013 | Junior Assistant | Regular | Non Gazetted |
| <input type="checkbox"/> | 0609581 | 10003162 | ANJANEYULU AVULAMANDA | 01.03.2013 | Messenger | Regular | Last Grade Services |
| <input type="checkbox"/> | 0646109 | 10008029 | JAGAN BABU MULLAPATI | 01.03.2013 | Sub Assistant Grade-I | Regular | Non Gazetted |
| <input type="checkbox"/> | 060706620 | 10010386 | MOSES PAUL NELATURI | 01.03.2013 | Jeep Driver | Regular | Non Gazetted |
| <input type="checkbox"/> | 1039868 | 10014800 | GNANESWAR RAO KUNA | 01.03.2013 | Deputy Director of Agriculture | Regular | Gazetted |
| <input type="checkbox"/> | 1924822 | 10020830 | VEERAAIAH APPAM | 01.03.2015 | Junior Assistant | Regular | Non Gazetted |
| <input type="checkbox"/> | 0829612 | 10023569 | SUDHAKARA RAO MALLI | 01.03.2013 | Administrative Officer | Regular | Gazetted |

Employee Details Under Free Pool

View: [Standard View] | Export

| Secretariat Employee No | OLD Employee No | Employee Name | End Date | Start Date | Designation | Department | Head of Department | Employee Group | Employee Sub Group |
|-------------------------|-----------------|---------------|------------|------------|------------------------------|-----------------|--------------------|---------------------|--------------------|
| 10000786 | 0609575 | SULTAN BAI | 31.12.9999 | 20.02.2015 | Agriculture And Co-Operation | Agriculture,HOD | Regular | Gazetted | |
| 10001434 | 0617110 | NARAYANA R | 31.12.9999 | 27.02.2015 | Agriculture And Co-Operation | Agriculture,HOD | Regular | Teaching Gazetted | |
| 10001522 | 0609578 | CHINNAPPA | 31.12.9999 | 19.02.2015 | Agriculture And Co-Operation | Agriculture,HOD | Regular | Gazetted | |
| 10001921 | 0609580 | HARINADU B | 31.12.9999 | 23.02.2015 | Agriculture And Co-Operation | Agriculture,HOD | Regular | Last Grade Services | |
| 10076141 | 2554173 | MUTYALU SU | 31.12.9999 | 13.03.2015 | Agriculture And Co-Operation | Agriculture,HOD | Regular | Non Gazetted | |
| 10396091 | 0646113 | Rajasekhar | 31.12.9999 | 23.02.2015 | Agriculture And Co-Operation | Agriculture,HOD | Regular | Non Gazetted | |
| 10486275 | 0643945 | Seshukumar | 31.12.9999 | 23.02.2015 | Agriculture And Co-Operation | Agriculture,HOD | Regular | Non Gazetted | |
| 60013383 | | RAMESH MUL | 31.12.9999 | 01.05.2006 | Agriculture And Co-Operation | Agriculture,HOD | NMR and Others | Daily wage earners | |
| 60013551 | | DHANRAJ KO | 31.12.9999 | 03.09.2006 | Agriculture And Co-Operation | Agriculture,HOD | NMR and Others | Daily wage earners | |
| 60013686 | | NARSIMHA K | 31.12.9999 | 12.03.2007 | Agriculture And Co-Operation | Agriculture,HOD | NMR and Others | Daily wage earners | |

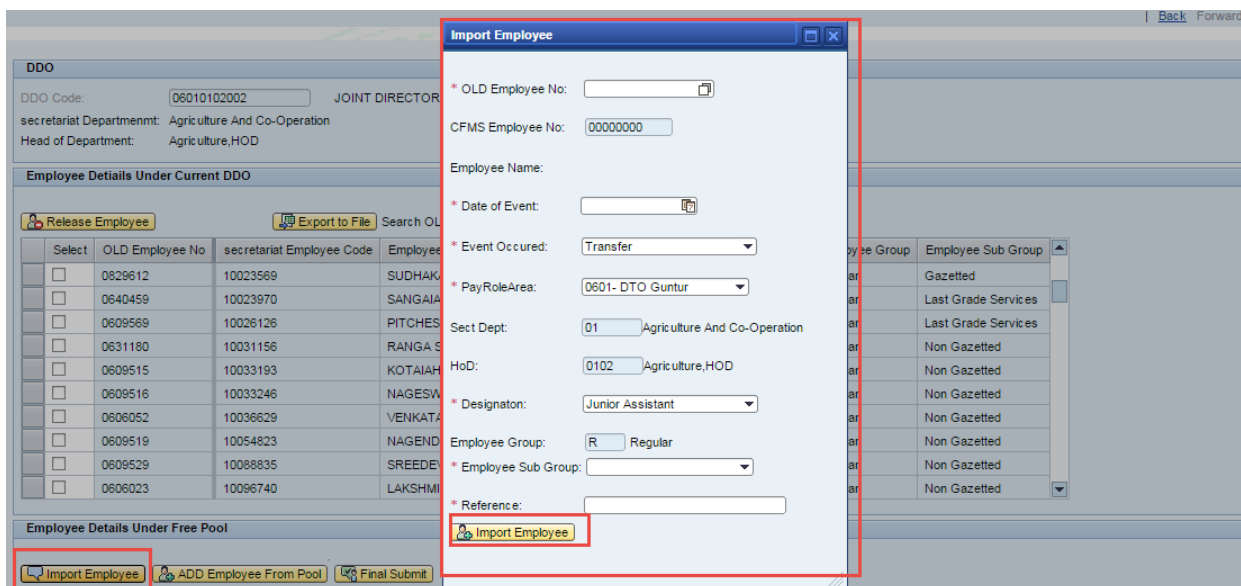
Import employee

In some cases if the employee is not available in free pool, the DDO has to import the employee by following the below steps.

Step 1: Click **Import employee** button , to request for an employee who has to be added under the respective DDO by entering all the required fields.



Note ! This action is to be performed only when the employee is not found in both the pools i.e free pool, under the current DDO.



The screenshot shows the 'Import Employee' dialog box with the following fields and values:

- * OLD Employee No: [Empty]
- CFMS Employee No: 00000000
- Employee Name: [Empty]
- * Date of Event: [Empty]
- * Event Occurred: Transfer
- * PayRoleArea: 0601- DTO Guntur
- Sect Dept: 01 Agriculture And Co-Operation
- HoD: 0102 Agriculture,HOD
- * Designation: Junior Assistant
- Employee Group: R Regular
- * Employee Sub Group: [Empty]
- * Reference: [Empty]

The 'Import Employee' button at the bottom of the dialog is highlighted with a red box. In the background, the 'Import Employee' button in the 'Employee Details Under Free Pool' section is also highlighted with a red box.

Step 2: Enter all the mandatory fields and click **Import employee** button.

Employee Free Pool Application

10244524 No entry in table TS28B for S 50407527

OLD Employee No: 0204563

* Employee No: 10244524 BALA NAGA VENI PAMU

* Date of Event: 16.01.2015

* Event Occurred: Transfer

* PayRoleArea: 0617-Ponnuru

* Sect Dept: 29 Revenue Department

* HoD: 2902 Land Administration,HOD

* Designator: ACCOUNTS OFFICER

* Employee Group: R Regular

Employee Sub Group: Gazetted

* Reference: GO 231

Import Employee

| Employee No | Employee Name | End Date |
|-------------|---------------|------------|
| 10003435 | KANTHARAO | 31.12.9999 |
| 10016922 | SAYEED KHA | 31.12.9999 |
| 10017358 | KALAM ABUL | 31.12.9999 |
| 10019693 | FRANKLIN R | 31.12.9999 |
| 10022528 | ABRAHAM PE | 31.12.9999 |
| 10024872 | LAKSHMI GA | 31.12.9999 |
| 10028611 | GANESH CHI | 31.12.9999 |
| 10029225 | RAVI SHANK | 31.12.9999 |
| 10059174 | anand kuma | 31.12.9999 |
| 10059680 | sudhakar r | 31.12.9999 |

5.6 Create Sections

He / She have to create all the available sections in the office.

Step 1: Navigate to DDO Data Entry → Create Sections.

- DDO Selection
- Hierarchy
- Cadre strength
- Assign Employees
- **Create Sections**
- Assign posts to sections
- Leave Approval Hierarchy
- Opening Balances
- PRC Data Capture

You will be navigated to the below shown screen.

DDO Office Details

Secretariat Dept: Agriculture And Co-Operation
 HOD: Agriculture,HOD
 Office Name: HR

Change Office Name No Yes
 Rename Office/OrgUnit Name:

Create Sections in your office

| Section Short Name | Section Long Name |
|--------------------|-------------------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

DDO Office Details

Secretariat Dept: Agriculture And Co-Operation
 HOD: Agriculture,HOD
 Office Name: Joint Director Of Agriculture Guntur

Change Office Name No Yes

Create Sections in your office

| Section Short Name | Section Long Name |
|--------------------|------------------------------|
| AD | ADMINISTRATIVE DEPARTMENT |
| AD1 | ADMINISTRATIVE DEPARTMENT 1 |
| COMMTAXGUNTU | COMMERCIAL TAX OFFICE,GUNTUR |
| | |
| | |
| | |
| | |

Click **Get Available sections** to view all the available sections.

DDO Office Details

Secretariat Dept Agriculture And Co-Operation
HOD Agriculture,HOD
Office Name Joint Director Of Agriculture Guntur

Change Office Name No Yes

Create Sections in your office

| Section Short Name | Section Long Name |
|--------------------|------------------------------|
| AD | ADMINISTRATIVE DEPARTMENT |
| AD1 | ADMINISTRATIVE DEPARTMENT1 |
| COMMTAXGUNTU | COMMERCIAL TAX OFFICE,GUNTUR |
| | |
| | |
| | |
| | |
| | |
| | |

In the above screen the DDO can view all the **available sections, Add a new section, Delete a section & Edit a section.**

Step 2: Click **Add new sections.**Enter the **Section short name , Section Long name and Start Date.**

DDO Office Details

Secretariat Dept Agriculture And Co-Operation
HOD Agriculture,HOD
Office Name Joint Director Of Agriculture Guntur

Change Office Name No Yes

Create Sections in your office

| Section Short Name | Section Long Name |
|--------------------|------------------------------|
| AD | ADMINISTRATIVE DEPARTMENT |
| AD1 | ADMINISTRATIVE DEPARTMENT1 |
| COMMTAXGUNTU | COMMERCIAL TAX OFFICE,GUNTUR |
| | |
| | |
| | |
| | |
| | |

Step 3: Click **Save** button to save the created section.

The section created will be displayed in the available sections as shown below.

| DDO Office Details | | |
|---|--|---------------------|
| Secretariat Dept | Agriculture And Co-Operation | HOD Agriculture,HOD |
| Office Name | Joint Director Of Agriculture Guntur | |
| Change Office Name <input type="radio"/> No <input type="radio"/> Yes | | |
| Create Sections in your office | | |
| <input type="button" value="Get Available Sections"/> <input type="button" value="Add New Sections"/> <input type="button" value="Save"/> <input type="button" value="Delete Section"/> <input type="button" value="Edit Section"/> | | |
| Section Short Name | Section Long Name | Start Date |
| 010254800012 | Assistant Director Of Agriculture Regula | 01.11.1956 |
| 010254800013 | Asistant Director Of Agriculture | 01.11.1956 |
| 010254800014 | Deputy Director Of Agriculture Farmer T | 01.11.1956 |
| 010254800015 | Deputy Director Of Agriculture Regional | 01.11.1956 |
| 010254800016 | F C O Laboratory | 01.11.1956 |
| 010254800053 | Office Of Assistant Director Of Agricult | 01.11.1956 |
| 010254800054 | Office Of The Assistant Director Of Agri | 01.11.1956 |
| 010254800065 | Office Of The Assistant Director Of Agri | 01.11.1956 |
| AD | ADMINISTRATIVE DEPARTMENT | 11.02.2015 |
| AD1 | ADMINISTRATIVE DEPARTMENT1 | 11.02.2015 |

Editing a Section

Step 1: Select the **department** and click **Edit section**.

Step 2: Make necessary changes and click **Save**.Click **OK** button.

| DDO Office Details | | |
|---|-------------------------------|---------------------|
| Secretariat Dept | Agriculture And Co-Operation | HOD Agriculture,HOD |
| HOD | Agriculture,HOD | |
| Office Name | Joint Director Of Agriculture | |
| Change Office Name <input type="radio"/> No <input type="radio"/> Yes | | |
| Create Sections in your office | | |
| <input type="button" value="Get Available Sections"/> <input type="button" value="Add New Sections"/> <input type="button" value="Save"/> <input type="button" value="Delete Section"/> <input type="button" value="Edit Section"/> <input type="button" value="Final Submit"/> | | |
| Section Short Name | Section Long Name | Start Date |
| AD | ADMINISTRATIVE DEPARTMENT | |
| AD1 | ADMINISTRATIVE DEPARTMENT1 | |
| COMMTAXGUNTU | COMMERCIAL TAX OFFICE,GUNTUR | |

Edit Section Name

Section Short Name:

Section Long Name:

Deleting a Section

Step 1: Select the **section** and click **Delete Section** button.

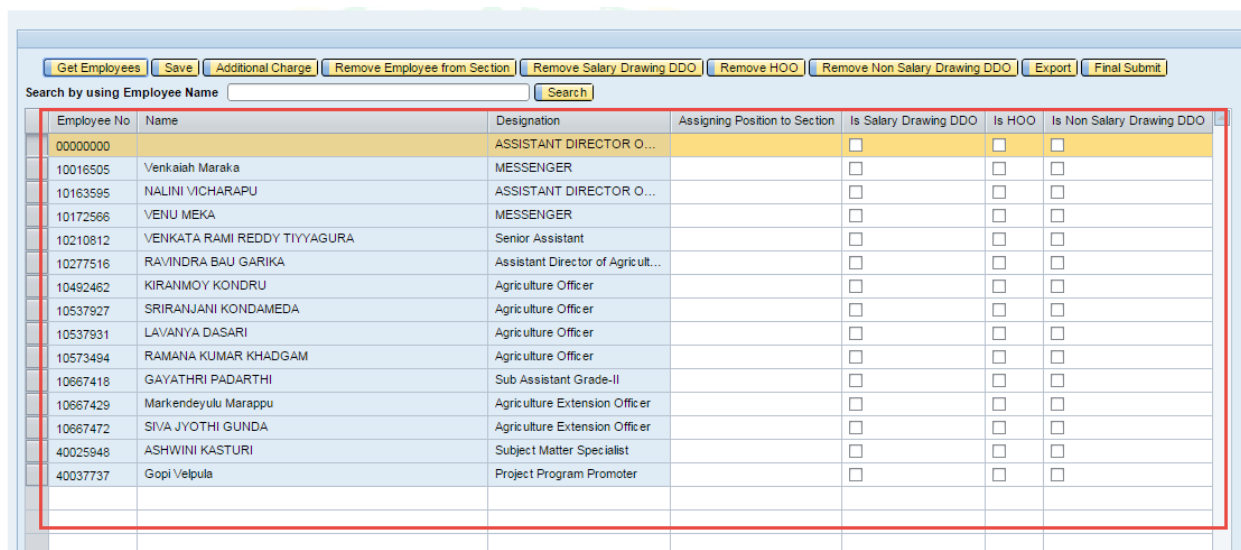
5.7 Assigning Posts to Sections

All the sections which are created earlier by the DDO should be assigned to posts. Below listed are the steps to be followed.

Step 1: Navigate to **DDO Data Entry** → **Arrange Posts to Sections**.

- DDO Selection
- Hierarchy
- Cadre strength
- Assign Employees
- Create Sections
- **Assign posts to sections**
- Leave Approval Hierarchy
- Opening Balances
- PRC Data Capture

You will be navigated to the below shown screen.

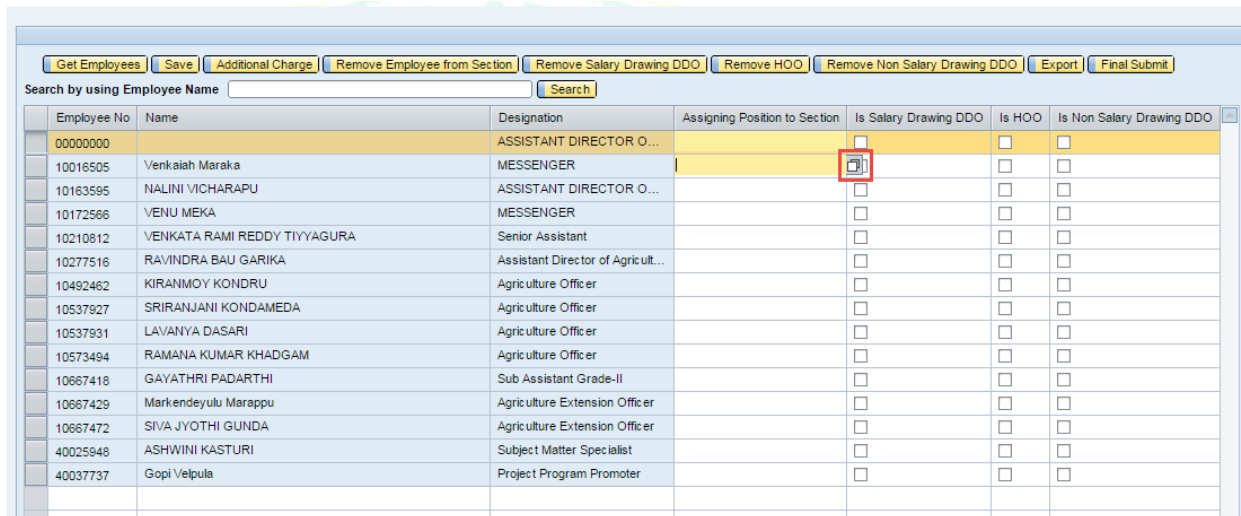


The screenshot shows the 'Arrange Posts to Sections' screen. At the top, there are several buttons: 'Get Employees', 'Save', 'Additional Charge', 'Remove Employee from Section', 'Remove Salary Drawing DDO', 'Remove HOO', 'Remove Non Salary Drawing DDO', 'Export', and 'Final Submit'. Below these buttons is a search bar labeled 'Search by using Employee Name' with a 'Search' button. The main part of the screen is a table with the following columns: Employee No, Name, Designation, Assigning Position to Section, Is Salary Drawing DDO, Is HOO, and Is Non Salary Drawing DDO. The table contains 17 rows of employee data.

| Employee No | Name | Designation | Assigning Position to Section | Is Salary Drawing DDO | Is HOO | Is Non Salary Drawing DDO |
|-------------|------------------------------|-----------------------------------|-------------------------------|--------------------------|--------------------------|---------------------------|
| 00000000 | | ASSISTANT DIRECTOR O... | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10016505 | Venkaiah Maraka | MESSENGER | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10163595 | NALINI VICHARAPU | ASSISTANT DIRECTOR O... | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10172566 | VENU MEKA | MESSENGER | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10210812 | VENKATA RAMI REDDY TIYYAGURA | Senior Assistant | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10277516 | RAVINDRA BAU GARICA | Assistant Director of Agricult... | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10492462 | KIRANMOY KONDRU | Agriculture Officer | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10537927 | SRIRANJANI KONDAMEDA | Agriculture Officer | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10537931 | LAVANYA DASARI | Agriculture Officer | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10573494 | RAMANA KUMAR KHADGAM | Agriculture Officer | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10667418 | GAYATHRI PADARTHI | Sub Assistant Grade-II | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10667429 | Markendeyulu Marappu | Agriculture Extension Officer | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10667472 | SIVA JYOTHI GUNDA | Agriculture Extension Officer | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 40025948 | ASHWINI KASTURI | Subject Matter Specialist | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 40037737 | Gopi Velpula | Project Program Promoter | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

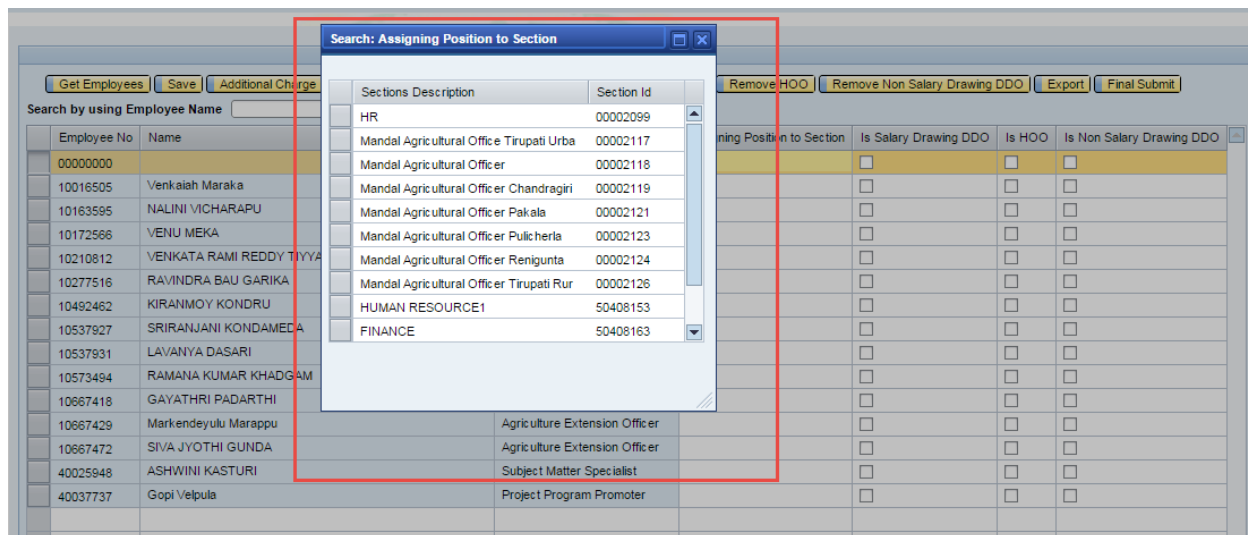
Step 2: Click **Get Employees** button to view the details of all the employees.

In order to assign posts to sections, place the cursor on the field. A search option will be displayed as shown below. Click **Search** option.



| Employee No | Name | Designation | Assigning Position to Section | Is Salary Drawing DDO | Is HOO | Is Non Salary Drawing DDO |
|-------------|------------------------------|-----------------------------------|-------------------------------|--------------------------|--------------------------|---------------------------|
| 00000000 | | ASSISTANT DIRECTOR O... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10016505 | Venkaiiah Maraka | MESSENGER | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10163595 | NALINI VICHARAPU | ASSISTANT DIRECTOR O... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10172566 | VENU MEKA | MESSENGER | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10210812 | VENKATA RAMI REDDY TIYYAGURA | Senior Assistant | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10277516 | RAVINDRA BAU GARIKA | Assistant Director of Agricult... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10492462 | KIRANMOY KONDRU | Agriculture Officer | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10537927 | SRIRANJANI KONDAMEDA | Agriculture Officer | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10537931 | LAVANYA DASARI | Agriculture Officer | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10573494 | RAMANA KUMAR KHADGAM | Agriculture Officer | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10667418 | GAYATHRI PADARTHI | Sub Assistant Grade-II | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10667429 | Markendeyulu Marappu | Agriculture Extension Officer | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10667472 | SIVA JYOTHI GUNDA | Agriculture Extension Officer | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 40025948 | ASHWINI KASTURI | Subject Matter Specialist | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 40037737 | Gopi Velpula | Project Program Promoter | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

A window will be displayed with all the available sections as shown below. Select the section and click **Save** button.



| Sections Description | Section Id |
|--|------------|
| HR | 00002099 |
| Mandal Agricultural Office Tirupati Urba | 00002117 |
| Mandal Agricultural Officer | 00002118 |
| Mandal Agricultural Officer Chandragiri | 00002119 |
| Mandal Agricultural Officer Pakala | 00002121 |
| Mandal Agricultural Officer Pulicherla | 00002123 |
| Mandal Agricultural Officer Renigunta | 00002124 |
| Mandal Agricultural Officer Tirupati Rur | 00002126 |
| HUMAN RESOURCE1 | 50408153 |
| FINANCE | 50408163 |

The user also needs to check the options whether the selected employee is a **slaray drawing DDO**, **Is HOO**, **Is Non salary drawing DDO**. Check the options as applicable.

Search by using Employee Name

| Employee No | Name | Designation | Assigning Position to Section | Is Salary Drawing DDO | Is HOO | Is Non Salary Drawing DDO |
|-------------|------------------------------|-----------------------------------|----------------------------------|-------------------------------------|--------------------------|---------------------------|
| 00000000 | | ASSISTANT DIRECTOR O... | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10016505 | Venkalah Maraka | MESSENGER | Mandal Agricultural Officer T... | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10163595 | NALINI VICHARAPU | ASSISTANT DIRECTOR O... | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10172566 | VENU MEKA | MESSENGER | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10210812 | VENKATA RAMI REDDY TIYYAGURA | Senior Assistant | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10277516 | RAVINDRA BAU GARIKA | Assistant Director of Agricult... | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10492462 | KIRANMOY KONDRU | Agriculture Officer | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10537927 | SRIRANJANI KONDAMEDA | Agriculture Officer | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10537931 | LAVANYA DASARI | Agriculture Officer | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10573494 | RAMANA KUMAR KHADGAM | Agriculture Officer | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10667418 | GAYATHRI PADARTHI | Sub Assistant Grade-II | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10667429 | Markendeyulu Marappu | Agriculture Extension Officer | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10667472 | SIVA JYOTHI GUNDA | Agriculture Extension Officer | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 40025948 | ASHWINI KASTURI | Subject Matter Specialist | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 40037737 | Gopi Velpula | Project Program Promoter | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

In some cases, the employee might be assigned an additional charge. In such cases:

Step a: Select the vacant position as shown below. This is represented with **00000000**.

Step b: Select the **Section**.

Step c: Select the options whether the employee is a **salary drawing DDO**, **Is HOO**, **Is Non Salary drawing DDO**.

Step d: Click **Additional charge** button.

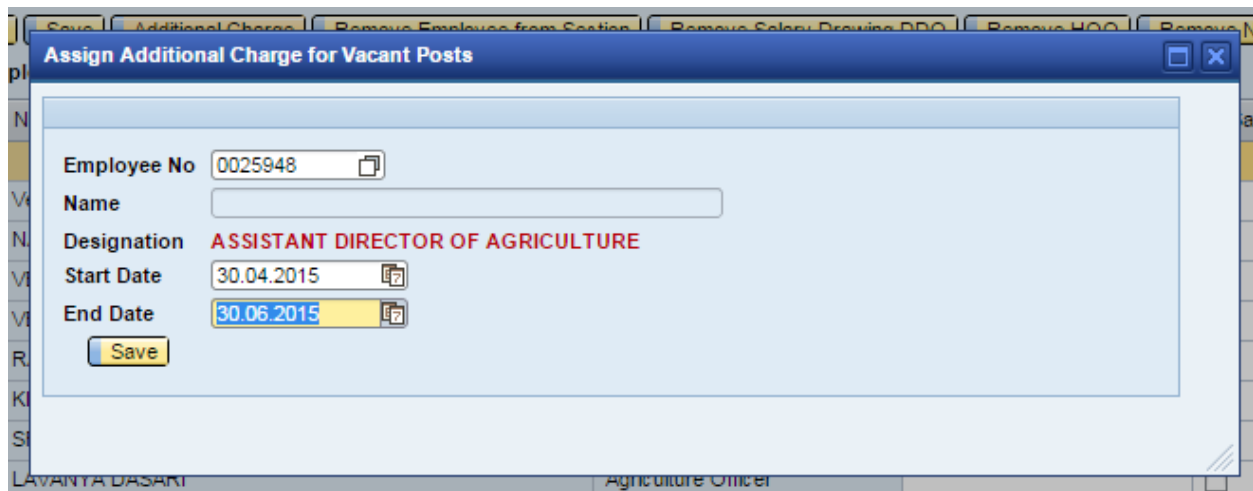
Search by using Employee Name

| Employee No | Name | Designation | Assigning Position to Section | Is Salary Drawing DDO | Is HOO | Is Non Salary Drawing DDO |
|-------------|------------------------------|-----------------------------------|-------------------------------|--------------------------|--------------------------|---------------------------|
| 00000000 | | ASSISTANT DIRECTOR O... | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10016505 | Venkalah Maraka | MESSENGER | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10163595 | NALINI VICHARAPU | ASSISTANT DIRECTOR O... | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10172566 | VENU MEKA | MESSENGER | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10210812 | VENKATA RAMI REDDY TIYYAGURA | Senior Assistant | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10277516 | RAVINDRA BAU GARIKA | Assistant Director of Agricult... | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10492462 | KIRANMOY KONDRU | Agriculture Officer | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10537927 | SRIRANJANI KONDAMEDA | Agriculture Officer | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10537931 | LAVANYA DASARI | Agriculture Officer | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10573494 | RAMANA KUMAR KHADGAM | Agriculture Officer | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10667418 | GAYATHRI PADARTHI | Sub Assistant Grade-II | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10667429 | Markendeyulu Marappu | Agriculture Extension Officer | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10667472 | SIVA JYOTHI GUNDA | Agriculture Extension Officer | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 40025948 | ASHWINI KASTURI | Subject Matter Specialist | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 40037737 | Gopi Velpula | Project Program Promoter | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

A window will be displayed as shown below.

Step e: Select the **employee no , Start Date & End Date.**

Step f: Click **Save** button.



The screenshot shows a dialog box titled "Assign Additional Charge for Vacant Posts". It contains the following fields and values:

- Employee No: 0025948
- Name: (empty)
- Designation: ASSISTANT DIRECTOR OF AGRICULTURE
- Start Date: 30.04.2015
- End Date: 30.06.2015
- Save button

At the bottom of the dialog, the text "LAVANYA DASARI" and "Agriculture Officer" is visible.

You can notice an added field as shown below.

Updated successfully

Buttons: Get Employees, Save, Additional Charge, Remove Employee from Section, Remove Salary Drawing DDO, Remove HOO, Remove Non Salary Drawing DDO, Export, Final Submit

Search by using Employee Name: [Search]

| Employee No | Name | Designation | Assigning Position to Section | Is Salary Drawing DDO | Is HOO | Is Non Salary Drawing DDO |
|-------------|------------------------------|--------------------------------|-------------------------------|--------------------------|--------------------------|---------------------------|
| 00025948 | ASHWINI KASTURI | ASSISTANT DIRECTOR O... | HUMAN RESOURCE1 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10016305 | Venkata Maraku | MESSENGER | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10163595 | NALINI VICHARAPU | ASSISTANT DIRECTOR O... | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10172566 | venu meka | MESSENGER | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10210812 | VENKATA RAMI REDDY TIYYAGURA | Senior Assistant | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10277516 | RAVINDRA BAU GARIKA | Assistant Director of Agric... | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10492462 | KIRANMOY KONDRU | Agriculture Officer | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10537927 | SRIRANJANI KONDAMEDA | Agriculture Officer | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10537931 | LAVANYA DASARI | Agriculture Officer | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10573494 | RAMANA KUMAR KHADGAM | Agriculture Officer | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10667418 | GAYATHRI PADARTHI | Sub Assistant Grade-II | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10667429 | Markendeyulu Marappu | Agriculture Extension Officer | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10667472 | SIVA JYOTHI GUNDA | Agriculture Extension Officer | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 40025948 | ASHWINI KASTURI | Subject Matter Specialist | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 40037737 | Gopi Velpula | Project Program Promoter | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Step 3: Select the **position & responsibility** to be assigned to employee from **'Assigning position to section' & 'Responsibility'** options.

Step 4: Click **Submit** button to submit the details.

| Employee No | Name | Designation | Assigning position to section | Responsibility |
|-------------|--------------------------|-----------------------|-------------------------------|----------------|
| 10000021 | KRISHNA SUDAGANI | Revenue Inspector | ESTABLISHMENT SECTION | Primary |
| 10000309 | VEERAMMA MATHANGI | Public Health Workers | | Incharge |
| 10000521 | Kriran1 Boddu | ACCOUNTS OFFICER | | |
| 10000962 | Bhasheer Shaik | Office Subordinates | | |
| 10019045 | Lakshmaiah Munagala | Office Subordinates | | |
| 10034900 | RAMA MURTHY BANDARAM | Deputy COLLECTOR | | |
| 10058924 | Padma nabhudu Doddakula | Deputy TAHSILDAR | | |
| 10072141 | SHAMSHEER SHAIK | Attender | | |
| 10169431 | Ramesh Mudigonda | Office Subordinates | | |
| 10204713 | Venkateswara Reddv Gavam | Office Subordinates | | |

Deleting an employee

Step 1: Select the **employee** & click **delete** button.

Copying employee details

Step 1: Select the **employee** and click **Copy** button to copy the details.

Delete Assignment

Step 1: Select the **employee** and click **Delete Assignment** button to delete the position/post allocated for respective employee.

5.8 Leave Approval Hierarchy

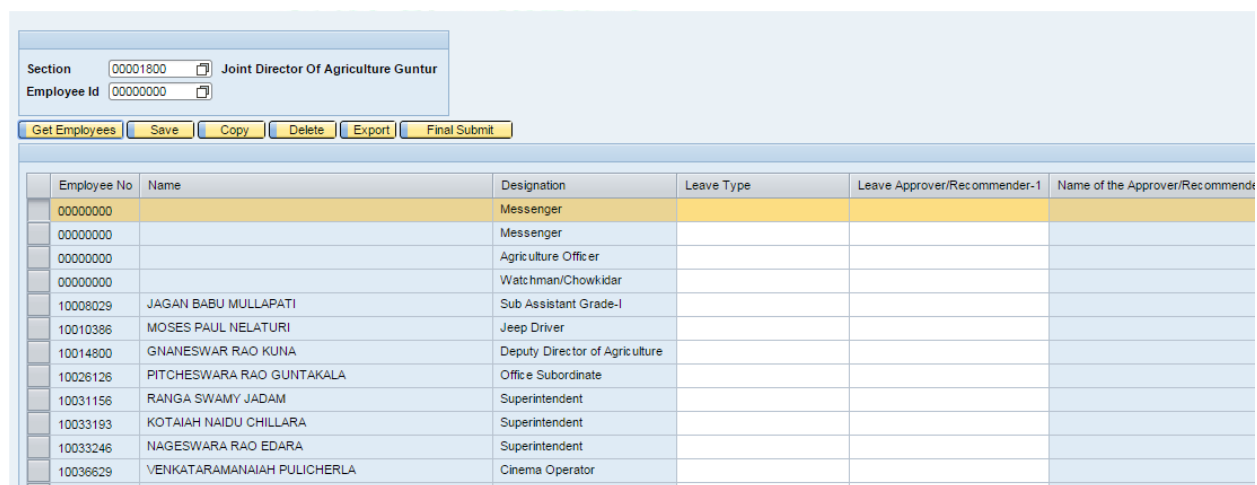
The **Leave approval hierarchy** for all the employees with respect to all the leave types is to be filled.

Step 1: Navigate to **DDO Data Entry** → **Leave approval hierarchy**.



You will be navigated to the below shown screen.

Step 2: Select the **section** and click **Get employees button** .



Section: 00001800 Joint Director Of Agriculture Guntur
 Employee Id: 00000000

Get Employees Save Copy Delete Export Final Submit

| Employee No | Name | Designation | Leave Type | Leave Approver/Recommender-1 | Name of the Approver/Recommender |
|-------------|-----------------------------|--------------------------------|------------|------------------------------|----------------------------------|
| 00000000 | | Messenger | | | |
| 00000000 | | Messenger | | | |
| 00000000 | | Agriculture Officer | | | |
| 00000000 | | Watchman/Chowkidar | | | |
| 10008029 | JAGAN BABU MULLAPATI | Sub Assistant Grade-I | | | |
| 10010386 | MOSES PAUL NELATURI | Jeep Driver | | | |
| 10014800 | GNANESWAR RAO KUNA | Deputy Director of Agriculture | | | |
| 10026126 | PITCHESWARA RAO GUNTAKALA | Office Subordinate | | | |
| 10031156 | RANGA SWAMY JADAM | Superintendent | | | |
| 10033193 | KOTAJAH NAIDU CHILLARA | Superintendent | | | |
| 10033246 | NAGESWARA RAO EDARA | Superintendent | | | |
| 10036629 | VENKATARAMANAJAH PULICHERLA | Cinema Operator | | | |

All the employees related to the respective section will be displayed.

Step 3: Select the **Leave type**, **Leave approver1**, **Leave approver 2(if applicable)** , **Establishment section** etc. and click **Final Submit button** to submit the details.

Section: 00001758 Asst Director Of Agriculture Regular
 Employee Id: 00000000

Get Employees Submit Copy Delete

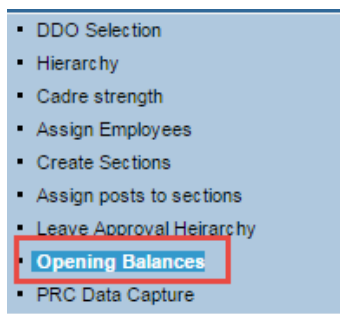
| Employee No | Name | Designation | Leave Type | Leave Approver/Recommender-1 | Name of the Approver/Recommender-1 | Leave Approver/Recommender-2 | Name of |
|-------------|--|----------------------------------|--------------|------------------------------|------------------------------------|------------------------------|---------|
| 10253852 | PETER PAUL YEDLA | Senior Assistant | Casual Leave | Agriculture Officer | SARASWATHI DEVI VUKKADAPU | Junior Assistant | RATNAK |
| 10014802 | KOTI SWAMY GODA | Messenger | | | | | |
| 10301233 | SYAMSUNDAR SRINIVAS ARADHYULA | Junior Assistant | | | | | |
| 10444958 | BOBBY PRISCILLA PRAVEENA GODAVARTHY | Agriculture Officer | | | | | |
| 10001490 | VENKATESWARLU MEKALA | Office Subordinate | | | | | |
| 10004468 | VEIKATA CHANDRA SEKHARA RAO BALABHADRA P | Agriculture Extension Officer | | | | | |
| 10257643 | MOHANA RAO NAGABHYRU | Agriculture Officer | | | | | |
| 10042760 | DEVVA RAMA RAO JALA | Agriculture Extension Officer | | | | | |
| 10196819 | ABDUL SATTAR KOMATIGUNTA SHAIK | Assistant Director of Agricul... | | | | | |

Copying employee details.

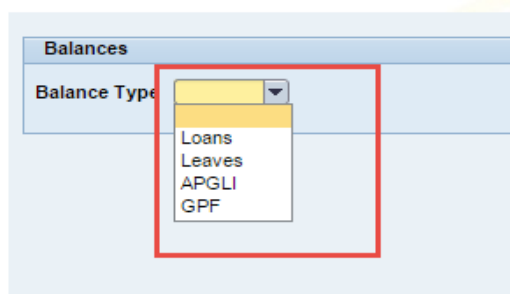
Step 1: Select the **employee** and click **Copy** button to copy the details.

5.9 Opening Balances

Step 1: Navigate to **DDO Data entry** → **Opening Balances**.



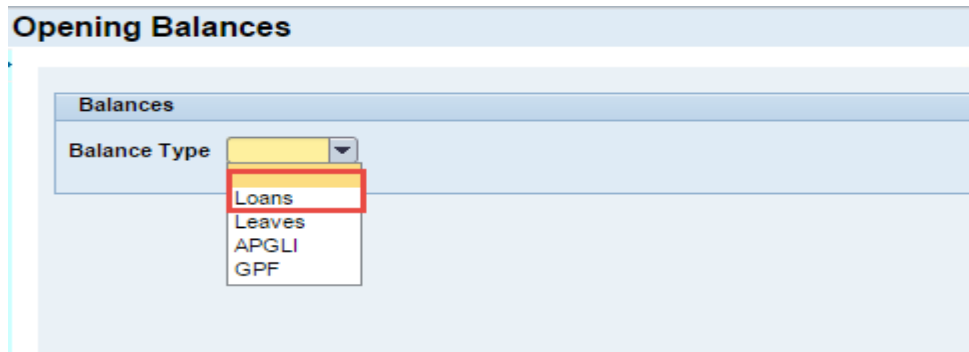
You will be navigated to the below shown screen



Step 2: Click the drop down and select an appropriate option.

Loans.

Step 1: Select the **Balance type as Loans**.



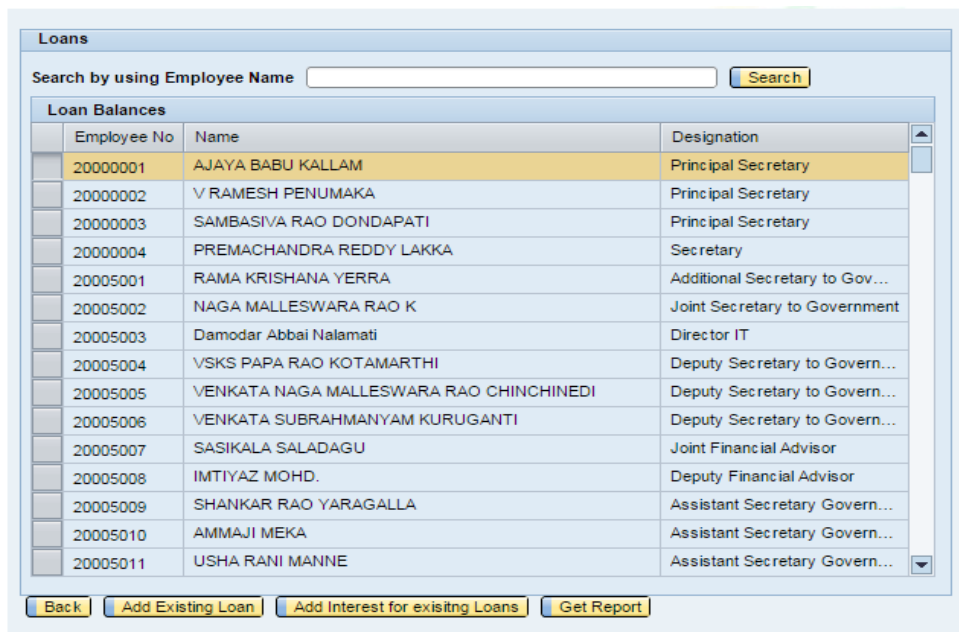
Opening Balances

Balances

Balance Type ▼

- Loans
- Leaves
- APGLI
- GPF

You will be navigated to the below shown screen.



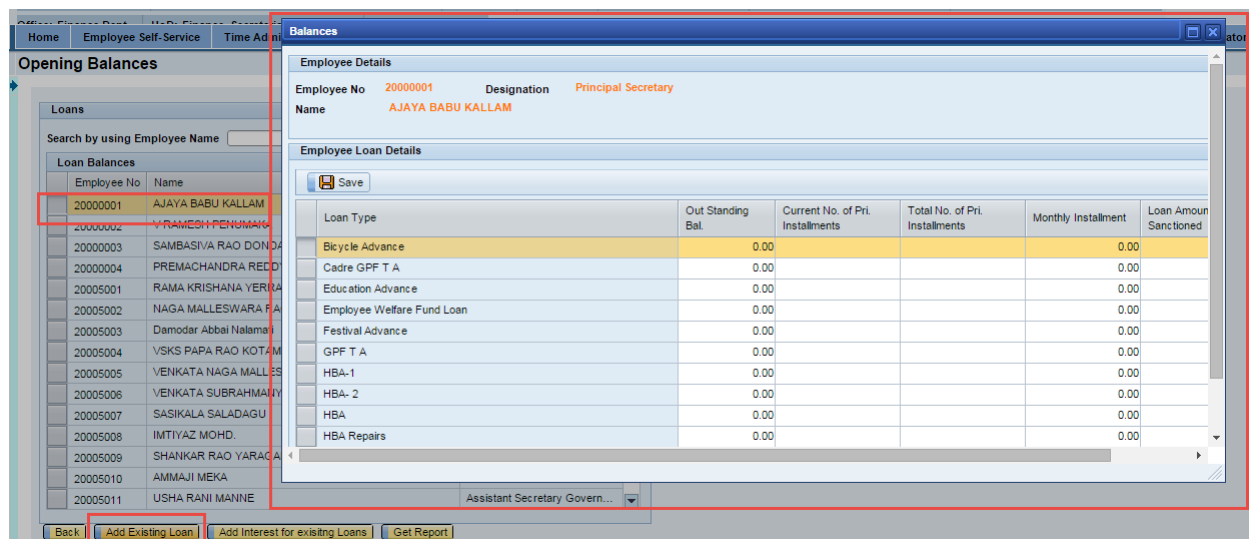
Loans

Search by using Employee Name

| Employee No | Name | Designation |
|-------------|---|--------------------------------|
| 20000001 | AJAYA BABU KALLAM | Principal Secretary |
| 20000002 | V RAMESH PENUMAKA | Principal Secretary |
| 20000003 | SAMBASIVA RAO DONDAPATI | Principal Secretary |
| 20000004 | PREMACHANDRA REDDY LAKKA | Secretary |
| 20005001 | RAMA KRISHANA YERRA | Additional Secretary to Gov... |
| 20005002 | NAGA MALLESWARA RAO K | Joint Secretary to Government |
| 20005003 | Damodar Abbai Nalamati | Director IT |
| 20005004 | VSKS PAPA RAO KOTAMARTHI | Deputy Secretary to Govern... |
| 20005005 | VENKATA NAGA MALLESWARA RAO CHINCHINEDI | Deputy Secretary to Govern... |
| 20005006 | VENKATA SUBRAHMANYAM KURUGANTI | Deputy Secretary to Govern... |
| 20005007 | SASIKALA SALADAGU | Joint Financial Advisor |
| 20005008 | IMTIYAZ MOHD. | Deputy Financial Advisor |
| 20005009 | SHANKAR RAO YARAGALLA | Assistant Secretary Govern... |
| 20005010 | AMMAJI MEKA | Assistant Secretary Govern... |
| 20005011 | USHA RANI MANNE | Assistant Secretary Govern... |

Adding Existing Loans

Step 2: Select the **employee** and click **Add existing loan**.

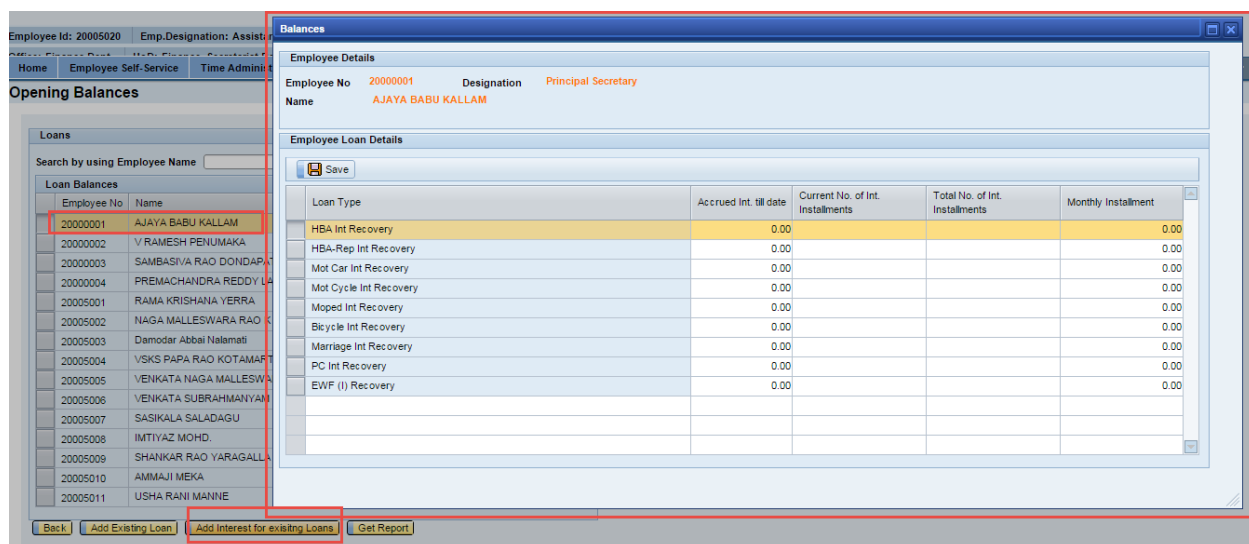


A window will be displayed as shown above. Enter all the existing loan details of the selected employee and click **Save** button.

Adding Interest for existing Loans

Step 1: Select the **employee** and click **Add Interest** for existing employees.

Step 2: Enter **interest** details of all the **loans** and click **Save** button.



In order to view the report, click **Get Report** button. A report will be displayed as shown in the below format. Here in the below report you can view all the details which are entered earlier.

Loans

Search by using Employee Name

View: [Standard View] | Print Version | Export

| Emp No | Name | Designation | Loan Type | Loan Amount Sanctioned | Outst... Bal | Accrued Int. till date | Current No. of Pri Instal... | Total No. of Pri Installments | Current No. of Int. Instal... | Total No. of Int. Instal... | Monthly Installment |
|----------|----------------------------|---------------------|-----------------|------------------------|--------------|------------------------|------------------------------|-------------------------------|-------------------------------|-----------------------------|---------------------|
| 20000001 | AJAYA BABU KALLAM | Principal Secretary | APGLI Loan | 30,000.00 | 20,00... | 200.00 | 3 | 17 | 2 | 10 | 2,500.00 |
| 20000001 | AJAYA BABU KALLAM | Principal Secretary | Bicycle Advance | 5,000.00 | 5,000.00 | 2,500.00 | 1 | 10 | 1 | 5 | 250.00 |
| 20005040 | PARAMKUSHA NAIDU SIDDINENI | Section Officer | APGLI Loan | 100,000.00 | 50,00... | 55,000.00 | 12 | 25 | 10 | 10 | 5,000.00 |
| 20005040 | PARAMKUSHA NAIDU SIDDINENI | Section Officer | Bicycle Advance | 5,000.00 | 2,000.00 | 0.00 | 10 | 15 | | | 150.00 |
| 20005058 | SUDHAKAR RAO MANDADI | Section Officer | APGLI Loan | 1,000.00 | 0.00 | 0.00 | | | | | 1,000.00 |

Leaves.

Opening Balances

Leave Balances

Search by using Employee Name

| Employee No | Name | Designation | Casual Leave Balance | Optional Holiday Balance | Compensatory Leave Balance | Select |
|-------------|------------------------------|-----------------------------------|----------------------|--------------------------|----------------------------|--------------------------|
| 10016505 | Venkalah Maraka | MESSENGER | 0.00 | | | <input type="checkbox"/> |
| 10163595 | NALINI VICHARAPU | ASSISTANT DIRECTOR O... | 0.00 | | | <input type="checkbox"/> |
| 10172566 | VENU MEKA | MESSENGER | 0.00 | | | <input type="checkbox"/> |
| 10210812 | VENKATA RAMI REDDY TIYYAGURA | Senior Assistant | 0.00 | | | <input type="checkbox"/> |
| 10277516 | RAVINDRA BAU GARICA | Assistant Director of Agricult... | 0.00 | | | <input type="checkbox"/> |
| 10492462 | KIRANMOY KONDRU | Agriculture Officer | 0.00 | | | <input type="checkbox"/> |
| 10537927 | SRIRANJANI KONDAMEDA | Agriculture Officer | 0.00 | | | <input type="checkbox"/> |
| 10537931 | LAVANYA DASARI | Agriculture Officer | 0.00 | | | <input type="checkbox"/> |
| 10573494 | RAMANA KUMAR KHADGAM | Agriculture Officer | 0.00 | | | <input type="checkbox"/> |
| 10667418 | GAYATHRI PADARTHI | Sub Assistant Grade-II | 0.00 | | | <input type="checkbox"/> |
| 10667429 | Markendeyulu Marappu | Agriculture Extension Officer | 0.00 | | | <input type="checkbox"/> |
| 10667472 | SIVA JYOTHI GUNDA | Agriculture Extension Officer | 0.00 | | | <input type="checkbox"/> |
| 40025948 | ASHWINI KASTURI | Subject Matter Specialist | 0.00 | | | <input type="checkbox"/> |
| 40037737 | Gopi Velpula | Project Program Promoter | 0.00 | | | <input type="checkbox"/> |

Step 1: Enter **Casual leave balance, Optional holiday balance & Compensatory leave balance.**

Step 2: Check the option in the select **column** and click **Save button.**

In order to check all the entries. Click **Select all button** and click **Save button.** Click **Un select all button** to Un select all the line items.

Leave Balances

Search by using Employee Name

| Employee No | Name | Designation | Casual Leave Balance | Optional Holiday Balance | Compensatory Leave Balance | Select |
|-------------|------------------------------|-----------------------------------|----------------------|--------------------------|----------------------------|---------------------------------------|
| 10016505 | Venkaiiah Maraka | MESSENGER | 3.00 2 | 1 | | <input checked="" type="checkbox"/> X |
| 10163595 | NALINI VICHARAPU | ASSISTANT DIRECTOR O... | 0.00 | | | <input type="checkbox"/> |
| 10172566 | venu MEKA | MESSENGER | 0.00 | | | <input type="checkbox"/> |
| 10210812 | VENKATA RAMI REDDY TIYYAGURA | Senior Assistant | 0.00 | | | <input type="checkbox"/> |
| 10277516 | RAVINDRA BAU GARIKA | Assistant Director of Agricult... | 0.00 | | | <input type="checkbox"/> |
| 10492462 | KIRANMOY KONDRU | Agriculture Officer | 0.00 | | | <input type="checkbox"/> |
| 10537927 | SRIRANJANI KONDAMEDA | Agriculture Officer | 0.00 | | | <input type="checkbox"/> |
| 10537931 | LAVANYA DASARI | Agriculture Officer | 0.00 | | | <input type="checkbox"/> |
| 10573494 | RAMANA KUMAR KHADGAM | Agriculture Officer | 0.00 | | | <input type="checkbox"/> |
| 10667418 | GAYATHRI PADARTHI | Sub Assistant Grade-II | 0.00 | | | <input type="checkbox"/> |
| 10667429 | Markendeyulu Marappu | Agriculture Extension Officer | 0.00 | | | <input type="checkbox"/> |
| 10667472 | SIVA JYOTHI GUNDA | Agriculture Extension Officer | 0.00 | | | <input type="checkbox"/> |
| 40025948 | ASHWINI KASTURI | Subject Matter Specialist | 0.00 | | | <input type="checkbox"/> |
| 40037737 | Gopi Velpula | Project Program Promoter | 0.00 | | | <input type="checkbox"/> |

APGLI.

Step 1: Select the **employee** and enter the **subscription amount, Policy number**.

GLI Subscription as on 30.04.2015

Search by using Employee Name

| Employee No | Name | Designation | Subscription Amount | Policy Number | Select |
|-------------|---|--------------------------------|---------------------|---------------|--------------------------|
| 20000001 | AJAYA BABU KALLAM | Principal Secretary | 0.00 | | <input type="checkbox"/> |
| 20000002 | V RAMESH PENUMAKA | Principal Secretary | 0.00 | | <input type="checkbox"/> |
| 20000003 | SAMBASIVA RAO DONDAPATI | Principal Secretary | 0.00 | | <input type="checkbox"/> |
| 20000004 | PREMACHANDRA REDDY LAKKA | Secretary | 0.00 | | <input type="checkbox"/> |
| 20005001 | RAMA KRISHANA YERRA | Additional Secretary to Gov... | 0.00 | | <input type="checkbox"/> |
| 20005002 | NAGA MALLESWARA RAO K | Joint Secretary to Government | 0.00 | | <input type="checkbox"/> |
| 20005003 | Damodar Abbai Nalamati | Director IT | 0.00 | | <input type="checkbox"/> |
| 20005004 | VSKS PAPA RAO KOTAMARTHI | Deputy Secretary to Govern... | 0.00 | | <input type="checkbox"/> |
| 20005005 | VENKATA NAGA MALLESWARA RAO CHINCHINEDI | Deputy Secretary to Govern... | 0.00 | | <input type="checkbox"/> |
| 20005006 | VENKATA SUBRAHMANYAM KURUGANTI | Deputy Secretary to Govern... | 0.00 | | <input type="checkbox"/> |
| 20005007 | SASIKALA SALADAGU | Joint Financial Advisor | 0.00 | | <input type="checkbox"/> |
| 20005008 | IMTIYAZ MOHD. | Deputy Financial Advisor | 0.00 | | <input type="checkbox"/> |
| 20005009 | SHANKAR RAO YARAGALLA | Assistant Secretary Govern... | 0.00 | | <input type="checkbox"/> |
| 20005010 | AMMAJI MEKA | Assistant Secretary Govern... | 0.00 | | <input type="checkbox"/> |
| 20005011 | USHA RANI MANNE | Assistant Secretary Govern... | 0.00 | | <input type="checkbox"/> |

Step 2: Select the **option** and click **Save** button.

When a particular record is saved, it will no more be available in the grid.

GLI Subscription as on 30.04.2015

Search by using Employee Name

| Employee No | Name | Designation | Subscription Amount | Policy Number | Select |
|-------------|---|--------------------------------|---------------------|---------------|-------------------------------------|
| 20000001 | AJAYA BABU KALLAM | Principal Secretary | 100 | sdfsfs2313 | <input checked="" type="checkbox"/> |
| 20000002 | V RAMESH PENUMAKA | Principal Secretary | 0.00 | | <input type="checkbox"/> |
| 20000003 | SAMBASIVA RAO DONDAPATI | Principal Secretary | 0.00 | | <input type="checkbox"/> |
| 20000004 | PREMACHANDRA REDDY LAKKA | Secretary | 0.00 | | <input type="checkbox"/> |
| 20005001 | RAMA KRISHANA YERRA | Additional Secretary to Gov... | 0.00 | | <input type="checkbox"/> |
| 20005002 | NAGA MALLESWARA RAO K | Joint Secretary to Government | 0.00 | | <input type="checkbox"/> |
| 20005003 | Damodar Abbai Nalamati | Director IT | 0.00 | | <input type="checkbox"/> |
| 20005004 | VSKS PAPA RAO KOTAMARTHI | Deputy Secretary to Govern... | 0.00 | | <input type="checkbox"/> |
| 20005005 | VENKATA NAGA MALLESWARA RAO CHINCHINEDI | Deputy Secretary to Govern... | 0.00 | | <input type="checkbox"/> |
| 20005006 | VENKATA SUBRAHMANYAM KURUGANTI | Deputy Secretary to Govern... | 0.00 | | <input type="checkbox"/> |
| 20005007 | SASIKALA SALADAGU | Joint Financial Advisor | 0.00 | | <input type="checkbox"/> |
| 20005008 | IMTIYAZ MOHD. | Deputy Financial Advisor | 0.00 | | <input type="checkbox"/> |
| 20005009 | SHANKAR RAO YARAGALLA | Assistant Secretary Govern... | 0.00 | | <input type="checkbox"/> |
| 20005010 | AMMAJI MEKA | Assistant Secretary Govern... | 0.00 | | <input type="checkbox"/> |
| 20005011 | USHA RANI MANNE | Assistant Secretary Govern... | 0.00 | | <input type="checkbox"/> |

Select all: This button allows you to select all the records.

Un select all: This button allows you to un select all the records.

Add : This button allows you to Add a new record.

Remove: It allows you to remove a record from the grid.

Get Report: It allows you to get a detailed report of the data entered.

Step 1: Once done with the selection part and saving all the details, Click **Get report** button.

Step 2: Select the employee and click **Edit** button.

GLI Balances Report

Search by using Employee Name

View: [Standard View] | Print Version | Export

| Emp No | Name | Designation | Subscription Amount | Policy Number |
|----------|--------------------------------|--------------------|---------------------|---------------|
| 20005160 | LAKSHMI NARASIMHA MURTHY NA... | Office Subordinate | 750.00 | 253718/A |
| 20005161 | DHANACHAKRAM T | Office Subordinate | 2,550.00 | 253812/A |
| 20005162 | ABDUL KHADER MOHAMMED | Shroff | 2,500.00 | 292047/AB |
| 20005163 | YOUSUF SYD. | Shroff | 200.00 | 317424/A |
| 20005164 | GORIBEE SHAIK | Shroff | 250.00 | 315549/ABC |

Edit option window will be displayed as shown below. Enter the details and click **Save** button.

The edited details will be reflected in the report.

GLI Balances Report

Search by using Employee Name

View: [Standard View] | Print Version | Export

| Emp No | Name | Designation | Subscription Amount | Policy Number |
|----------|--------------------------------|--------------------|---------------------|---------------|
| 20005160 | LAKSHMI NARASIMHA MURTHY NA... | Office Subordinate | 750.00 | 253718/A |
| 20005161 | DHANACHAKRAM T | Office Subordinate | 2,550.00 | 253812/A |
| 20005162 | ABDUL KHADER MOHAMMED | Shroff | 2,500.00 | 292047/AB |
| 20005163 | YOUSUF SYD. | Shroff | 200.00 | 317424/A |
| 20005164 | GORIBEE SHAIK | Shroff | 250.00 | 315549/ABC |

Edit Details

Edit GLI Details

Employee No: 20005160

Name: LAKSHMI NARA SIMHA MURTHY NAMBOORU

Designation: Office Subordinate

Subscription:

Policy Number:

GPF.

Step 1: Select **GPF** from the drop down. You will be navigated to the below shown screen.

GPF Monthly subscription as on 30.04.2015

Search by using Employee Name

| Employee No | Name | Designation | Type of GPF | Subscription | GPF Number | CPS Number | Select |
|-------------|---|--------------------------------|-------------|--------------|------------|------------|--------------------------|
| 20005001 | RAMA KRISHANA YERRA | Additional Secretary to Gov... | ▼ | 0.00 | | | <input type="checkbox"/> |
| 20005002 | NAGA MALLESWARA RAO K | Joint Secretary to Govern... | ▼ | 0.00 | | | <input type="checkbox"/> |
| 20005003 | Damodar Abbai Nalamati | Director IT | ▼ | 0.00 | | | <input type="checkbox"/> |
| 20005004 | VSKS PAPA RAO KOTAMARTHI | Deputy Secretary to Govern... | ▼ | 0.00 | | | <input type="checkbox"/> |
| 20005005 | VENKATA NAGA MALLESWARA RAO CHINCHINEDI | Deputy Secretary to Govern... | ▼ | 0.00 | | | <input type="checkbox"/> |
| 20005006 | VENKATA SUBRAHMANYAM KURUGANTI | Deputy Secretary to Govern... | ▼ | 0.00 | | | <input type="checkbox"/> |
| 20005007 | SASIKALA SALADAGU | Joint Financial Advisor | ▼ | 0.00 | | | <input type="checkbox"/> |
| 20005008 | IMTIYAZ MOHD. | Deputy Financial Advisor | ▼ | 0.00 | | | <input type="checkbox"/> |
| 20005009 | SHANKAR RAO YARAGALLA | Assistant Secretary Govern... | ▼ | 0.00 | | | <input type="checkbox"/> |
| 20005010 | AMMAJI MEKA | Assistant Secretary Govern... | ▼ | 0.00 | | | <input type="checkbox"/> |
| 20005011 | USHA RANI IMANNE | Assistant Secretary Govern... | ▼ | 0.00 | | | <input type="checkbox"/> |
| 20005012 | RAVINDRANATH TAGORE S | Assistant Secretary Govern... | ▼ | 0.00 | | | <input type="checkbox"/> |
| 20005013 | YV RAMA ANJANEYA SARMA VISSAPRAGADA | Assistant Secretary Govern... | ▼ | 0.00 | | | <input type="checkbox"/> |
| 20005014 | ADINARAYANA KUMBHA | Assistant Secretary Govern... | ▼ | 0.00 | | | <input type="checkbox"/> |
| 20005015 | JOHN DEEVAN RAJ KOMMALAPATI | Assistant Secretary Govern... | ▼ | 0.00 | | | <input type="checkbox"/> |

Step 2: Select the **Type of GPF, GPF number, CPS number**.

GPF Monthly subscription as on 30.04.2015

Search by using Employee Name

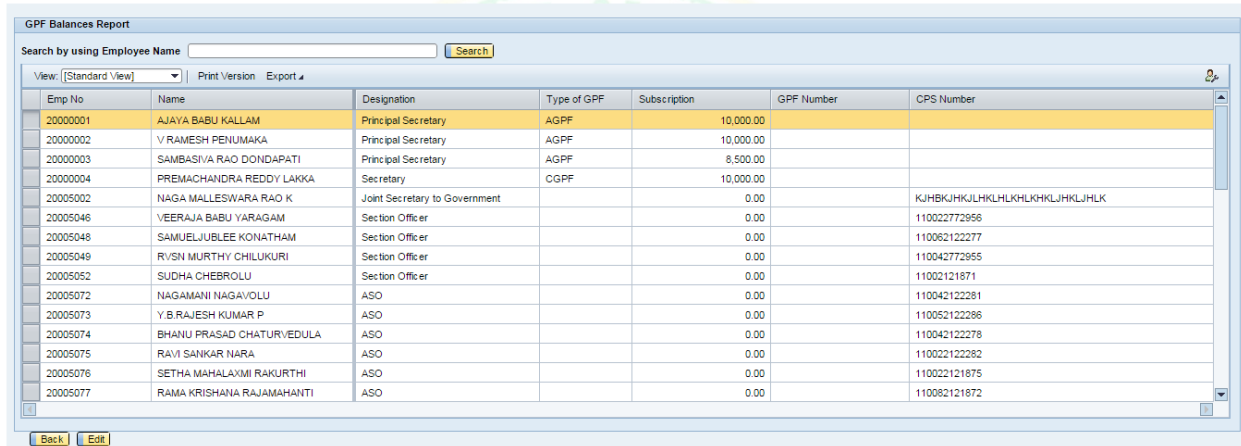
| Employee No | Name | Designation | Type of GPF | Subscription | GPF Number | CPS Number | Select |
|-------------|---|--------------------------------|-------------|--------------|------------|------------|-------------------------------------|
| 20005001 | RAMA KRISHANA YERRA | Additional Secretary to Gov... | AG GPF | 200 | sacsee33 | zrfdsee | <input checked="" type="checkbox"/> |
| 20005002 | NAGA MALLESWARA RAO K | Joint Secretary to Govern... | ▼ | 0.00 | | | <input type="checkbox"/> |
| 20005003 | Damodar Abbai Nalamati | Director IT | ▼ | 0.00 | | | <input type="checkbox"/> |
| 20005004 | VSKS PAPA RAO KOTAMARTHI | Deputy Secretary to Govern... | ▼ | 0.00 | | | <input type="checkbox"/> |
| 20005005 | VENKATA NAGA MALLESWARA RAO CHINCHINEDI | Deputy Secretary to Govern... | ▼ | 0.00 | | | <input type="checkbox"/> |
| 20005006 | VENKATA SUBRAHMANYAM KURUGANTI | Deputy Secretary to Govern... | ▼ | 0.00 | | | <input type="checkbox"/> |
| 20005007 | SASIKALA SALADAGU | Joint Financial Advisor | ▼ | 0.00 | | | <input type="checkbox"/> |
| 20005008 | IMTIYAZ MOHD. | Deputy Financial Advisor | ▼ | 0.00 | | | <input type="checkbox"/> |
| 20005009 | SHANKAR RAO YARAGALLA | Assistant Secretary Govern... | ▼ | 0.00 | | | <input type="checkbox"/> |
| 20005010 | AMMAJI MEKA | Assistant Secretary Govern... | ▼ | 0.00 | | | <input type="checkbox"/> |
| 20005011 | USHA RANI IMANNE | Assistant Secretary Govern... | ▼ | 0.00 | | | <input type="checkbox"/> |
| 20005012 | RAVINDRANATH TAGORE S | Assistant Secretary Govern... | ▼ | 0.00 | | | <input type="checkbox"/> |
| 20005013 | YV RAMA ANJANEYA SARMA VISSAPRAGADA | Assistant Secretary Govern... | ▼ | 0.00 | | | <input type="checkbox"/> |
| 20005014 | ADINARAYANA KUMBHA | Assistant Secretary Govern... | ▼ | 0.00 | | | <input type="checkbox"/> |
| 20005015 | JOHN DEEVAN RAJ KOMMALAPATI | Assistant Secretary Govern... | ▼ | 0.00 | | | <input type="checkbox"/> |

Once done with entering all the details, click **Save button**. In order to save a particular employee, check the box on the right side of the screen as shown above and click **Save button**.

To make it more feasible, you can use the **Select all** and **Unselect all buttons**.

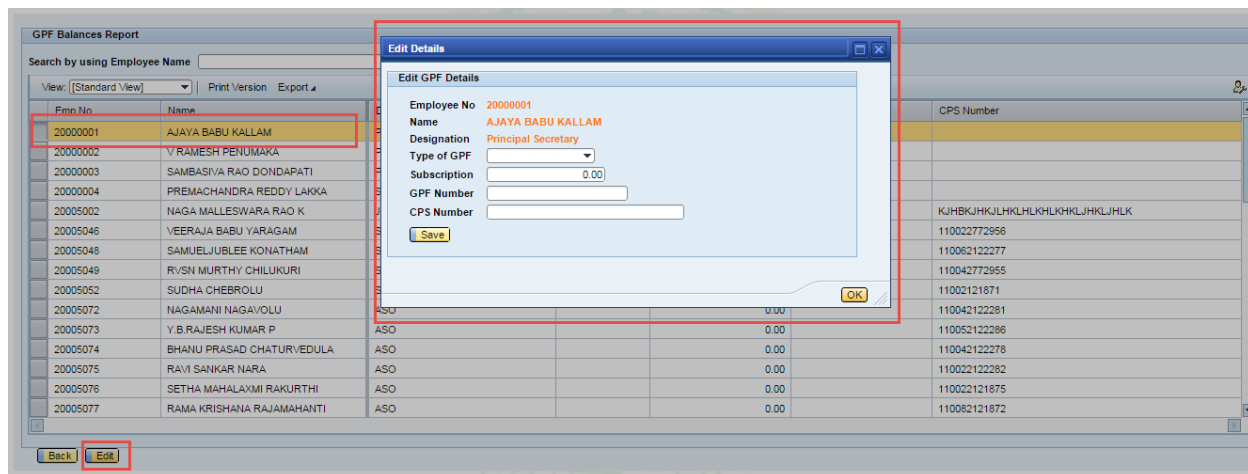
Step 3: Click **Get report button**.

A report will be generated as shown below which contains all the **GPF details** of the employees you have entered.



| Emp No | Name | Designation | Type of GPF | Subscription | GPF Number | CPS Number |
|----------|---------------------------|-------------------------------|-------------|--------------|------------|------------------------------|
| 20000001 | AJAYA BABU KALLAM | Principal Secretary | AGPF | 10,000.00 | | |
| 20000002 | V RAMESH PENUMAKA | Principal Secretary | AGPF | 10,000.00 | | |
| 20000003 | SAMBASIVA RAO DONDAPATI | Principal Secretary | AGPF | 8,500.00 | | |
| 20000004 | PREMACHANDRA REDDY LAKKA | Secretary | CGPF | 10,000.00 | | |
| 20005002 | NAGA MALLESWARA RAO K | Joint Secretary to Government | | 0.00 | | KJHBKJHKJLHKLHKLKHKLJHKLJHLK |
| 20005046 | VEERAJA BABU YARAGAM | Section Officer | | 0.00 | | 110022772956 |
| 20005048 | SAMUELJUBLEE KONATHAM | Section Officer | | 0.00 | | 110062122277 |
| 20005049 | RVSN MURTHY CHILUKURI | Section Officer | | 0.00 | | 110042772955 |
| 20005052 | SUDHA CHEBROLU | Section Officer | | 0.00 | | 11002121871 |
| 20005072 | NAGAMANI NAGAVOLU | ASO | | 0.00 | | 110042122281 |
| 20005073 | Y.B RAJESH KUMAR P | ASO | | 0.00 | | 110052122286 |
| 20005074 | BHANU PRASAD CHATURVEDULA | ASO | | 0.00 | | 110042122278 |
| 20005075 | RAVI SANKAR NARA | ASO | | 0.00 | | 110022122282 |
| 20005076 | SETHA MAHALAXMI RAKURTHI | ASO | | 0.00 | | 110022121875 |
| 20005077 | RAMA KRISHANA RAJAMAHANTI | ASO | | 0.00 | | 110082121872 |

For suppose, the details of an employee has been wrongly entered. Click **Edit button**, the **Edit details** screen will be displayed as shown below. Enter appropriate details and click **Save button**.



The screenshot shows the 'GPF Balances Report' window with an 'Edit Details' dialog box overlaid. The dialog box contains the following fields:

- Employee No: 20000001
- Name: AJAYA BABU KALLAM
- Designation: Principal Secretary
- Type of GPF: (Dropdown menu)
- Subscription: 0.00
- GPF Number: (Text input field)
- CPS Number: (Text input field)

Buttons for 'Save', 'OK', and 'Cancel' are visible in the dialog box. In the background report, the row for employee 20000001 is highlighted, and the 'Edit' button at the bottom of the report window is also highlighted.

5.10 HOA / IOE Mapping ID

Authorization of HOA / IOE is done for the DDO by following the below listed steps.

Step 1: Navigate to **DDO Data Entry** → **HOA / IOE mapping ID**.

- DDO Selection
- Hierarchy
- Cadre Strength
- Assign Employees
- Create Sections
- Opening Balances
- Assign Posts to Sections
- Leave Approval Hierarchy
- Loan Approval Hierarchy
- **HoA/IOE Mapping ID**
- Change HoA/IOE Mapping
- Exp. Sanction Level Capturing
- Bill Preparation Level Capturing
- Bill Processing Level Capturing
- PRC Data Capture

By default the DDO code will be displayed.

Step 2: Select the HOA & IOE descriptions.

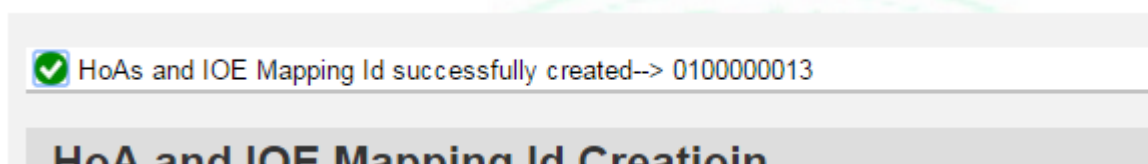
HoA and IOE Mapping Id Creation

DDO Code O/o Tahsildar, Vijayawada Urban

| Heads Of Accounts | HoA Description | IOE | IOE Description |
|-----------------------|-----------------|-----|-----------------|
| 2029000010001010011NV | Pay | 011 | Pay |
| 2029000010001010012NV | Allowances | 012 | Allowances |
| | | | |
| | | | |

Step 3: Click **Submit** button.

A message will be displayed stating **“HoAs & IOEs mapping id successfully created”**.



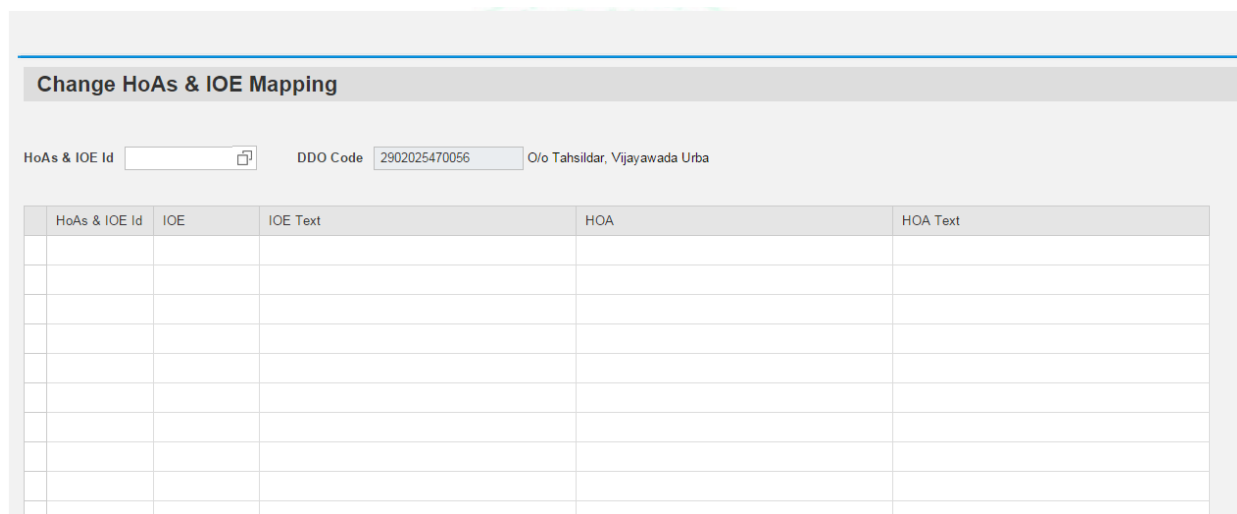
5.11 Change HOA / IOE Mapping

Here the user can change the HoA / IOE mapping. Below listed are the steps to be followed for changing the HOA / IOE.

Step 1: Navigate to **DDO Data Entry** → **Change HoA / IOE Mapping**.

- DDO Selection
- Hierarchy
- Cadre Strength
- Assign Employees
- Create Sections
- Opening Balances
- Assign Posts to Sections
- Leave Approval Hierarchy
- Loan Approval Hierarchy
- HoA/IOE Mapping ID
- **Change HoA/IOE Mapping**
- Exp. Sanction Level Capturing
- Bill Preparation Level Capturing
- Bill Processing Level Capturing
- PRC Data Capture

You will be navigated to the below shown screen.



The screenshot shows a web application interface for 'Change HoAs & IOE Mapping'. At the top, there is a header with the title 'Change HoAs & IOE Mapping'. Below the header, there are three input fields: 'HoAs & IOE Id' with a dropdown arrow, 'DDO Code' with the value '2902025470056', and 'O/o Tahsildar, Vijayawada Urba'. Below these fields is a table with five columns: 'HoAs & IOE Id', 'IOE', 'IOE Text', 'HOA', and 'HOA Text'. The table is currently empty.

Step 3: Select the **HOA & IOE id** which has been created earlier.

Ex: 100000013

All the **HOAs & IOE id's** associated with that particular selected id will be displayed.

Change HoAs & IOE Mapping

HoAs & IOE Id: DDO Code: O/o Tahsildar, Vijayawada Urba

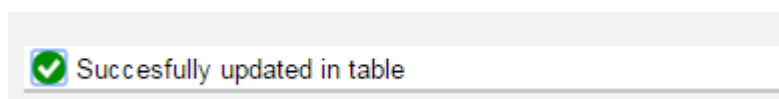
| HoAs & IOE Id | IOE | IOE Text | HOA | HOA Text |
|---------------|-----|------------|-----------------------|------------|
| 100000013 | 011 | Pay | 2029000010001010011NV | Pay |
| 100000013 | 012 | Allowances | 2029000010001010012NV | Allowances |

| HoA | HOA Text | IOE | IOE Text |
|-----|----------|-----|----------|
| | | | |
| | | | |
| | | | |

Step 4: In the next grid, select the **HoA & IOE** and click **Save** button.

| HoA | HOA Text | IOE | IOE Text |
|-----------------------|----------|-----|----------|
| 2029000010001010011NV | Pay | 011 | Pay |
| | | | |
| | | | |

A successful updation will be done.



5.12 Exp. Sanction Level Capturing

The expenditure sanction approval level hierarchy is captured using the below hierarchy.

Step 1: Navigate to **DDO Data entry** → **Exp. Sanction level Capturing**.

- DDO Selection
- Hierarchy
- Cadre Strength
- Assign Employees
- Create Sections
- Opening Balances
- Assign Posts to Sections
- Leave Approval Hierarchy
- Loan Approval Hierarchy
- HoA/ IOE Mapping ID
- Change HoA/ IOE Mapping
- **Exp. Sanction Level Capturing**
- Bill Preparation Level Capturing
- Bill Processing Level Capturing
- PRC Data Capture

You will be navigated to the below shown screen.

Approver Level Hierarchy Application

DDO Code: 2902025470056 | O/o Tahsildar, Vijayawada Urban

| HoA/IOE Id | Off Type | Office Type Description | Creator Id | Creator Amt Limit | Creator Name | Creator Designation | 1st Approver Id | 1st Appr Amt Limit | 1st Approver Name | 1st Approver Designation |
|------------|----------|-------------------------|------------|-------------------|--------------|---------------------|-----------------|--------------------|-------------------|--------------------------|
| | | | 00000000 | 0.00 | | | 00000000 | 0.00 | | |
| | | | 00000000 | 0.00 | | | 00000000 | 0.00 | | |
| | | | 00000000 | 0.00 | | | 00000000 | 0.00 | | |
| | | | 00000000 | 0.00 | | | 00000000 | 0.00 | | |
| | | | 00000000 | 0.00 | | | 00000000 | 0.00 | | |
| | | | 00000000 | 0.00 | | | 00000000 | 0.00 | | |
| | | | 00000000 | 0.00 | | | 00000000 | 0.00 | | |

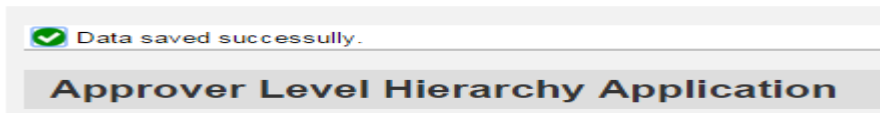
Step 2: Select the **HoA / IOE id**, **Office type**. Select the **Creator id**. The **creator name & designation** of that particular selected creator will be displayed.

Approver Level Hierarchy Application

DDO Code: 2902025470056 | O/o Tahsildar, Vijayawada Urban

| HoA/IOE Id | Off Type | Office Type Description | Creator Id | Creator Amt Limit | Creator Name | Creator Designation | 1st Approver Id | 1st Appr Amt Limit | 1st Approver Name | 1st Approver Designation |
|------------|----------|-------------------------|------------|-------------------|------------------------|---------------------|-----------------|--------------------|-------------------|--------------------------|
| 10000013 | 70 | Mandal | 50554266 | 10.00 | SAI MAHESH BABU VEMURI | DY TAHILDAR | 50554225 | 3.00 | SIVA RAO RACHURI | TAHSILDAR |
| | | | 00000000 | 0.00 | | | 00000000 | 0.00 | | |
| | | | 00000000 | 0.00 | | | 00000000 | 0.00 | | |
| | | | 00000000 | 0.00 | | | 00000000 | 0.00 | | |

Step 3: Enter the **Credit Limit** as shown above. Similarly enter **the other approval levels** and click **Save** button.



5.13 Bill Preparation Level Capturing

The Bill preparation hierarchy at the DDO office is captured using the Bill preparation hierarchy application.

Step 1: Navigate to **DDO Data Entry** → **Bill Preparation Level Capturing**.

- DDO Selection
- Hierarchy
- Cadre Strength
- Assign Employees
- Create Sections
- Opening Balances
- Assign Posts to Sections
- Leave Approval Hierarchy
- Loan Approval Hierarchy
- HoA/ IOE Mapping ID
- Change HoA/ IOE Mapping
- Exp. Sanction Level Capturing
- **Bill Preparation Level Capturing**
- Bill Processing Level Capturing
- PRC Data Capture

You will be navigated to the below shown screen.

Bill Preparation Hierarchy Application (DDO Office)

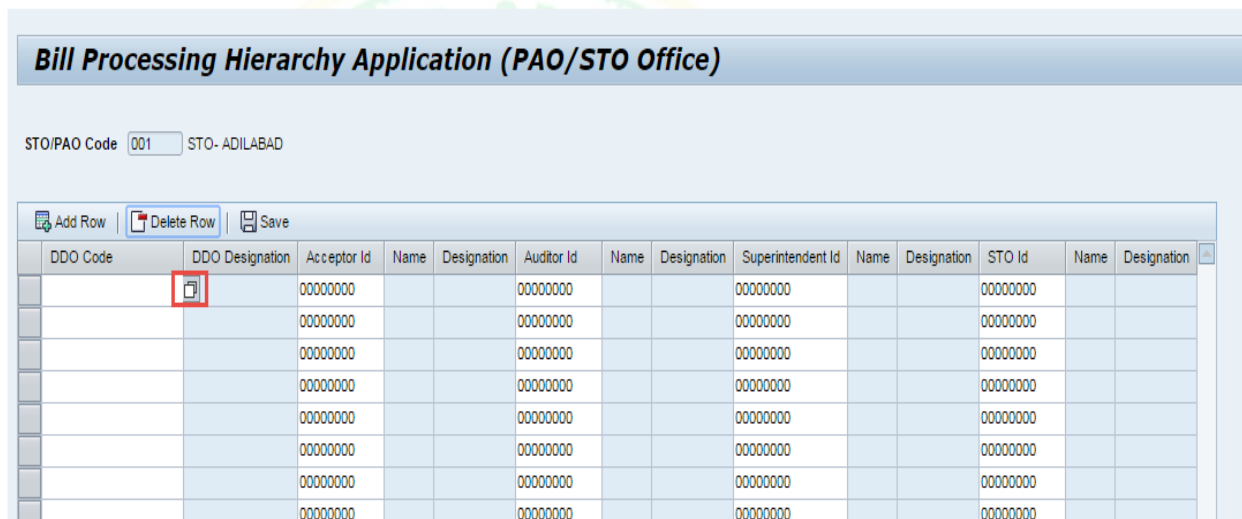
DDO Code O/o Tahsildar, Vijayawada Urba STO/PAO Code STO- VIJAYAWADA(WEST)

Add Row
Delete Row
Save

| HoA & IOE Id | Creator Id | Name | Designation | Superintendent Id | Name | Designation | DDO Id | Name | Designation |
|--------------|------------|------|-------------|-------------------|------|-------------|----------|------|-------------|
| | 00000000 | | | 00000000 | | | 00000000 | | |
| | 00000000 | | | 00000000 | | | 00000000 | | |
| | 00000000 | | | 00000000 | | | 00000000 | | |
| | 00000000 | | | 00000000 | | | 00000000 | | |
| | 00000000 | | | 00000000 | | | 00000000 | | |
| | 00000000 | | | 00000000 | | | 00000000 | | |
| | 00000000 | | | 00000000 | | | 00000000 | | |
| | 00000000 | | | 00000000 | | | 00000000 | | |
| | 00000000 | | | 00000000 | | | 00000000 | | |
| | 00000000 | | | 00000000 | | | 00000000 | | |

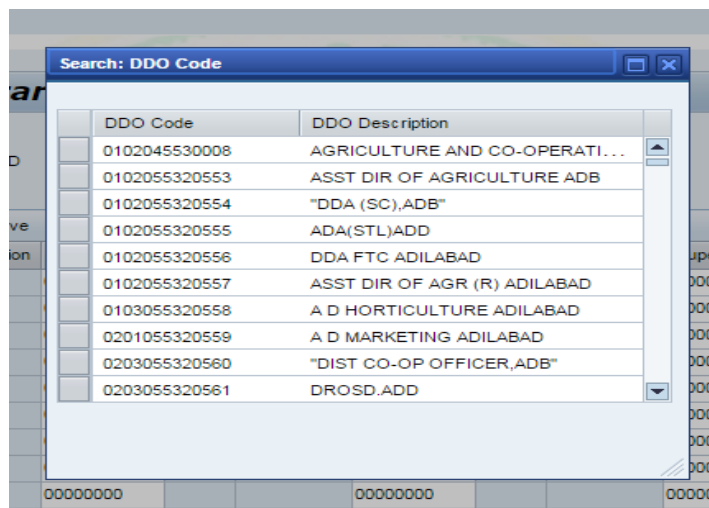
Step 2: Select the **DDO code**. Depending on the selection the **DDO designation** will be displayed as shown below.

In order to select the **DDO code**, place the cursor in the DDO field. You will find a search option as shown above. Click **search option**.



A search window will be displayed with all the available **DDO codes** and **DDO description**.

Step 3: Click on the appropriate **DDO code**.



The selected **DDO code** will be displayed in appropriate fields.

Step 4: Click **Save button** to save the details.

Note ! While entering the financial hierarchy data, if you find any of the fields are not applicable to you. Please leave the fields empty and proceed further.

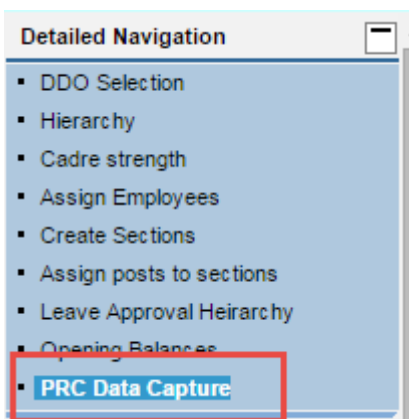
Add Row: Click this button to add new rows.

Delete Row: Click this button to delete a row.

5.15 PRC Data Capture

Before entering the PRC Data all the above tabs i.e. **DDO Selection, Hierarchy, Cadre strength etc** are to be entered.

Step 1: Navigate to **DDO Data entry → PRC Data Capture**



You will be navigated to the below shown screen. In the below screen, you can view all the employee details.

PRC Data Collection

Search by using Employee Name

Ascending Descending

| DTA Provided Emp. Id | CFMS Emp. ID | Name | Designation |
|----------------------|--------------|------------------------------|-----------------------------------|
| 0617113 | 10016505 | Venkalah Maraka | MESENTER |
| 0643048 | 10163595 | NALINI VICHARAPU | ASSISTANT DIRECTOR O... |
| 400100 | 10172566 | VENU MEKA | MESENTER |
| 0609531 | 10210812 | VENKATA RAMI REDDY TIYYAGURA | Senior Assistant |
| 0606060 | 10277516 | RAVINDRA BAU GARIKA | Assistant Director of Agricult... |
| 0631170 | 10492462 | KIRANMOY KONDRU | Agriculture Officer |
| 0650427 | 10537927 | SRIRANJANI KONDAMEDA | Agriculture Officer |
| 0650104 | 10537931 | LAVANYA DASARI | Agriculture Officer |
| 0657475 | 10573494 | RAMANA KUMAR KHADGAM | Agriculture Officer |
| 0665881 | 10667418 | GAYATHRI PADARTHI | Sub Assistant Grade-II |
| 0665892 | 10667429 | Markendeyulu Marappu | Agriculture Extension Officer |
| 0665896 | 10667472 | SIVA JYOTHI GUNDA | Agriculture Extension Officer |
| | 40025948 | ASHWINI KASTURI | Subject Matter Specialist |
| | 40037737 | Gopi Velpula | Project Program Promoter |

Step 2: Select the **employee** and click **Add PRC Data** button.

PRC Data Capture

PRC Data Collection

Search by using Employee Name

Ascending Descending

| DTA Provided Emp. Id | CFMS Emp. ID | Name | Designation |
|----------------------|--------------|------------------------------|-----------------------------------|
| 0617113 | 10016505 | Venkalah Maraka | MESENTER |
| 0643048 | 10163595 | NALINI VICHARAPU | ASSISTANT DIRECTOR O... |
| 400100 | 10172566 | VENU MEKA | MESENTER |
| 0609531 | 10210812 | VENKATA RAMI REDDY TIYYAGURA | Senior Assistant |
| 0606060 | 10277516 | RAVINDRA BAU GARIKA | Assistant Director of Agricult... |
| 0631170 | 10492462 | KIRANMOY KONDRU | Agriculture Officer |
| 0650427 | 10537927 | SRIRANJANI KONDAMEDA | Agriculture Officer |
| 0650104 | 10537931 | LAVANYA DASARI | Agriculture Officer |
| 0657475 | 10573494 | RAMANA KUMAR KHADGAM | Agriculture Officer |
| 0665881 | 10667418 | GAYATHRI PADARTHI | Sub Assistant Grade-II |
| 0665892 | 10667429 | Markendeyulu Marappu | Agriculture Extension Officer |
| 0665896 | 10667472 | SIVA JYOTHI GUNDA | Agriculture Extension Officer |
| | 40025948 | ASHWINI KASTURI | Subject Matter Specialist |
| | 40037737 | Gopi Velpula | Project Program Promoter |

In case if the employee id is not found, you can also click **Search** button and find the employee.

Once **Add PRC button** is clicked the below shown screen will be displayed.

PRC View

Please Enter PRC Details

Employee Details

Employee No: 20005001 NOTE: - Please enter all the Details as on 01.07.2013
 Name: RAMA KRISHANA YERRA
 Designation: Additional Secretary to Government

Save | Submit

Pay Grade: XXXII
 Basic Pay on 1st July 2013: 55660
 Next Increment Date: []

Personal Pay: []
 Special Pay: []
 Family Planning Incentive: 70

Physically Handicapped Allowance: []
 * HPL Balance: 508
 * Earned Leave Balance: 300

Step 2: Enter Pay grade and other required fields.

All the fields marked with an * symbol are mandatory fields.

PRC View

Please Enter PRC Details

Employee Details

Employee No: 20005001
 Name: RAMA KRISHANA YERRA
 Designation: Additional Secretary to Government

Save | Submit

Pay Grade: XXXII
 Basic Pay on 1st July 2013: 55660
 Next Increment Date: []

Personal Pay: []
 Special Pay: []
 Family Planning Incentive: []

Physically Handicapped Allowance: []
 * HPL Balance: 508
 * Earned Leave Balance: 300

Search: Pay Grade

| Pay Grade | Text |
|-----------|---------------|
| I | 6700 - 20110 |
| II | 6900 - 20680 |
| III | 7100 - 21250 |
| IV | 7520 - 22430 |
| V | 7740 - 23040 |
| VI | 7960 - 23650 |
| VII | 8440 - 24950 |
| VIII | 9200 - 27000 |
| IX | 9460 - 27700 |
| X | 10020 - 29200 |

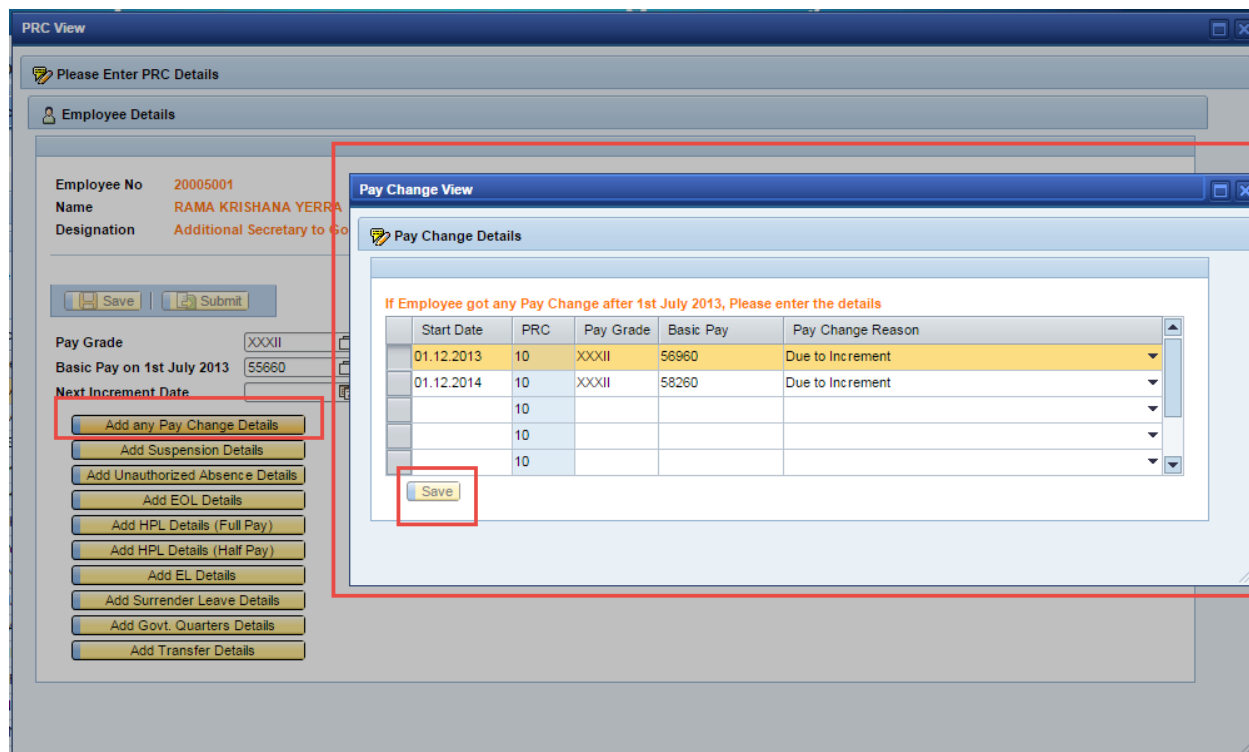
Once done with entering all the required fields, click **Save** button.

Add and Pay Change Details

Step 1: Click **Add any Pay Change Details**.

A window will be displayed as shown below.

By default the **PRC** column will be displayed as applicable. Select the **Start Date**, **Pay Grade**, **Basic pay** and **Pay Charge reason**.



Employee Details

Employee No: 20005001
 Name: RAMA KRISHANA YERRA
 Designation: Additional Secretary to Go

Pay Grade: XXXII
 Basic Pay on 1st July 2013: 55660
 Next Increment Date:

Pay Change View

If Employee got any Pay Change after 1st July 2013, Please enter the details

| Start Date | PRC | Pay Grade | Basic Pay | Pay Change Reason |
|------------|-----|-----------|-----------|-------------------|
| 01.12.2013 | 10 | XXXII | 56960 | Due to Increment |
| 01.12.2014 | 10 | XXXII | 58260 | Due to Increment |
| | 10 | | | |
| | 10 | | | |
| | 10 | | | |

Save

Step 2: Click **Save** button to save the **Pay Change** details.

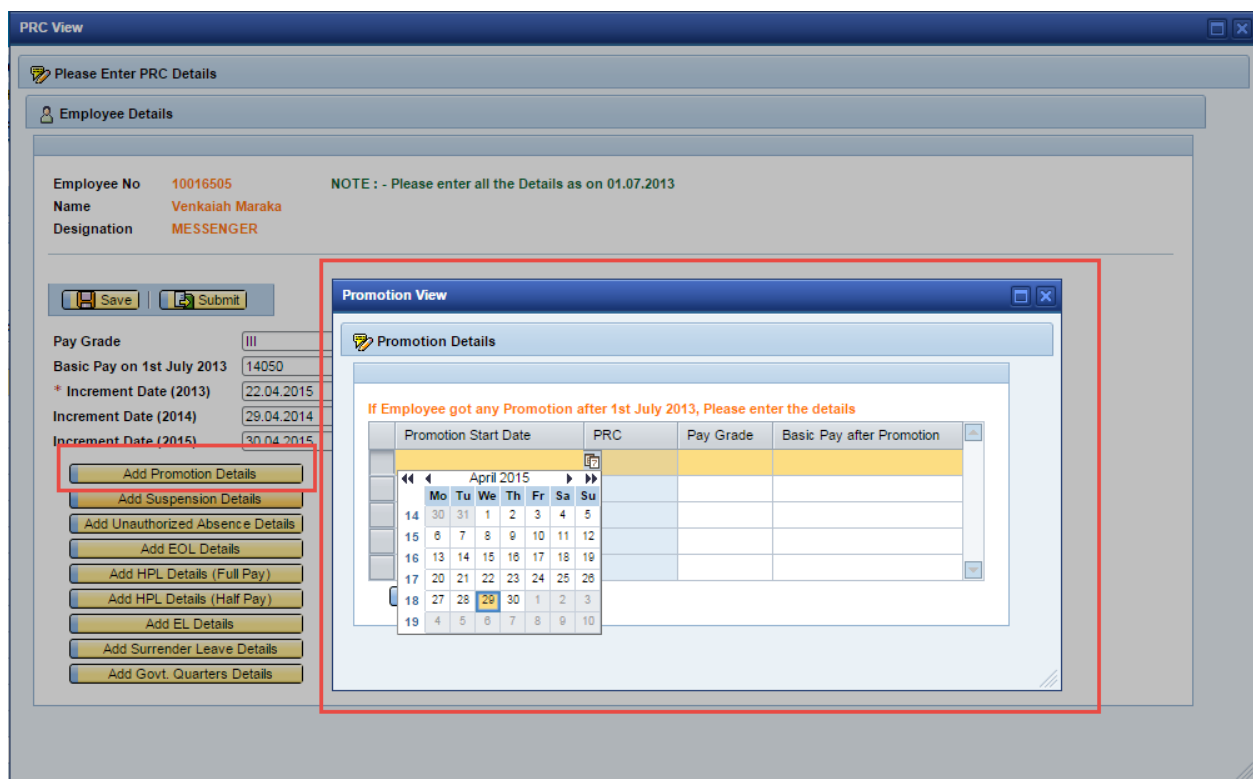
Add Promotion fields

Step 1: Click on **Add Promotion** details button.

Step 2: Select **Promotion Start Date**.

Step 3: Enter **PRC, Pay Grade & Basic Pay** after promotion details.

Step 4: Click **Save** button.



PRC View

Please Enter PRC Details

Employee Details

Employee No: 10016505 NOTE: - Please enter all the Details as on 01.07.2013
 Name: Venkaiah Maraka
 Designation: MESSENGER

Save Submit

Pay Grade: III
 Basic Pay on 1st July 2013: 14050
 * Increment Date (2013): 22.04.2015
 Increment Date (2014): 29.04.2014
 Increment Date (2015): 30.04.2015

Add Promotion Details (highlighted in red)

Add Suspension Details
 Add Unauthorized Absence Details
 Add EOL Details
 Add HPL Details (Full Pay)
 Add HPL Details (Half Pay)
 Add EL Details
 Add Surrender Leave Details
 Add Govt. Quarters Details

Promotion View

Promotion Details

If Employee got any Promotion after 1st July 2013, Please enter the details

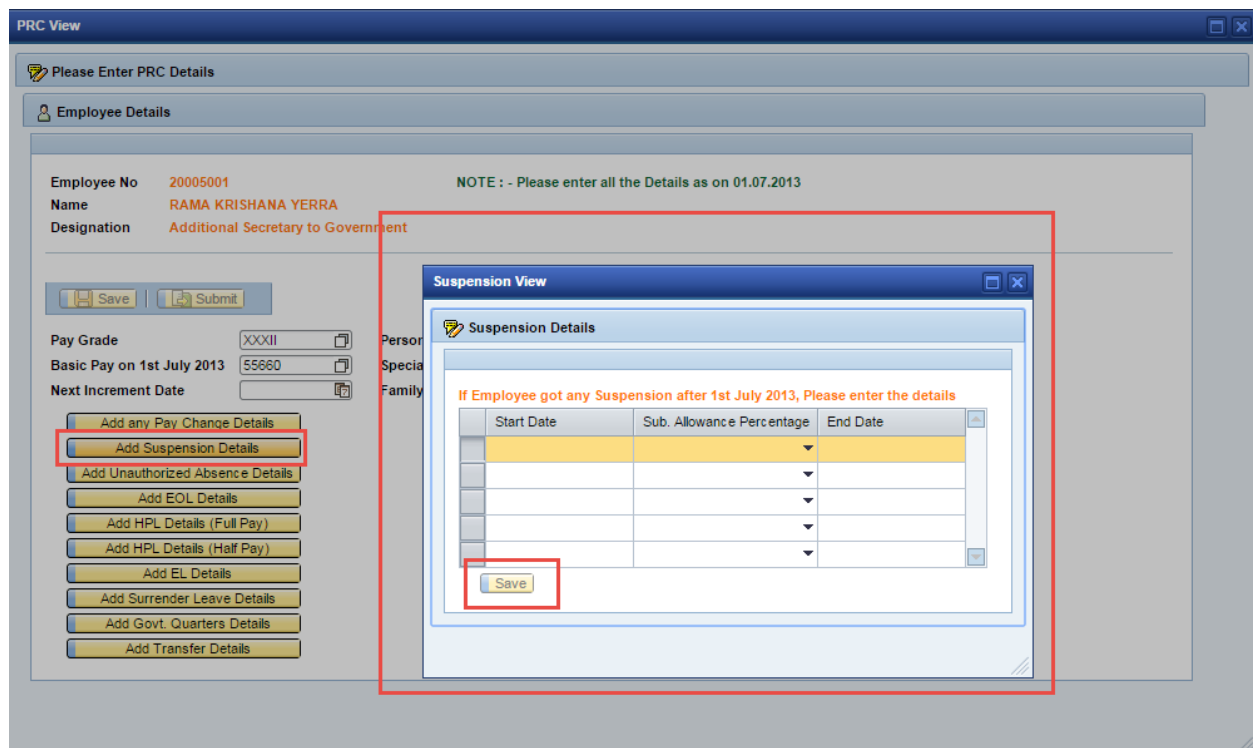
| Promotion Start Date | PRC | Pay Grade | Basic Pay after Promotion |
|--|-----|-----------|---------------------------|
| April 2015 Mo Tu We Th Fr Sa Su 14 30 31 1 2 3 4 5 15 6 7 8 9 10 11 12 16 13 14 15 16 17 18 19 17 20 21 22 23 24 25 26 18 27 28 29 30 1 2 3 19 4 5 6 7 8 9 10 | | | |
| | | | |
| | | | |
| | | | |

Add Suspension Details

Step 1: Click **Add Suspension** details button.

Step 2: Enter the **Start Date**, **End Date** and select **Sub. Allowance Percentage**.

Step 3: Click **Save** button.



PRC View

Please Enter PRC Details

Employee Details

Employee No 20005001 NOTE : - Please enter all the Details as on 01.07.2013
Name RAMA KRISHANA YERRA
Designation Additional Secretary to Government

Save Submit

Pay Grade XXXII
Basic Pay on 1st July 2013 55660
Next Increment Date

Add any Pay Change Details
Add Suspension Details
Add Unauthorized Absence Details
Add EOL Details
Add HPL Details (Full Pay)
Add HPL Details (Half Pay)
Add EL Details
Add Surrender Leave Details
Add Govt. Quarters Details
Add Transfer Details

Suspension View

Suspension Details

If Employee got any Suspension after 1st July 2013, Please enter the details

| Start Date | Sub. Allowance Percentage | End Date |
|------------|---------------------------|----------|
| | | |
| | | |
| | | |
| | | |

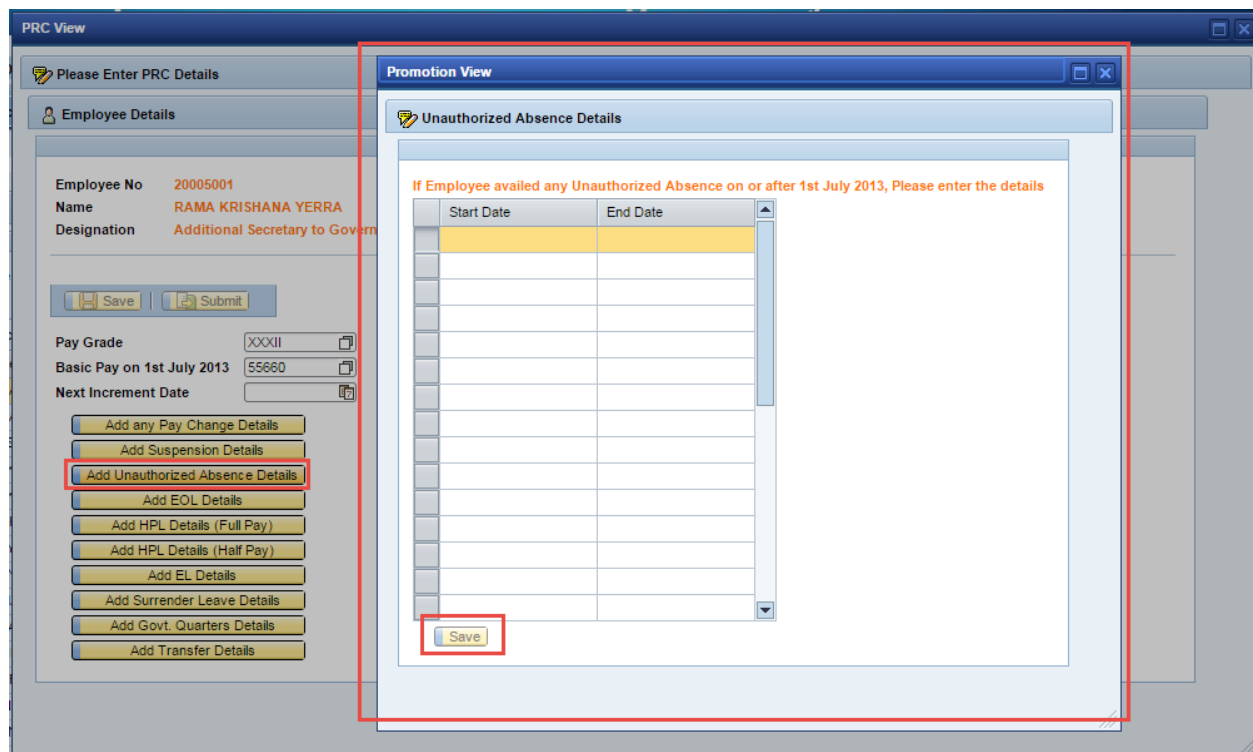
Save

Add Unauthorized absence details

Step 1: Click **Add Unauthorized absence details**.

Step 2: Enter the **Start Date&End Date**.

Step 3: Click **Save** button.



The screenshot displays the 'PRC View' application window. On the left, the 'Employee Details' section shows the following information:

- Employee No: 20005001
- Name: RAMA KRISHANA YERRA
- Designation: Additional Secretary to Govern

Below this, there are fields for 'Pay Grade' (XXXII), 'Basic Pay on 1st July 2013' (55660), and 'Next Increment Date'. A list of buttons is visible, with 'Add Unauthorized Absence Details' highlighted by a red box.

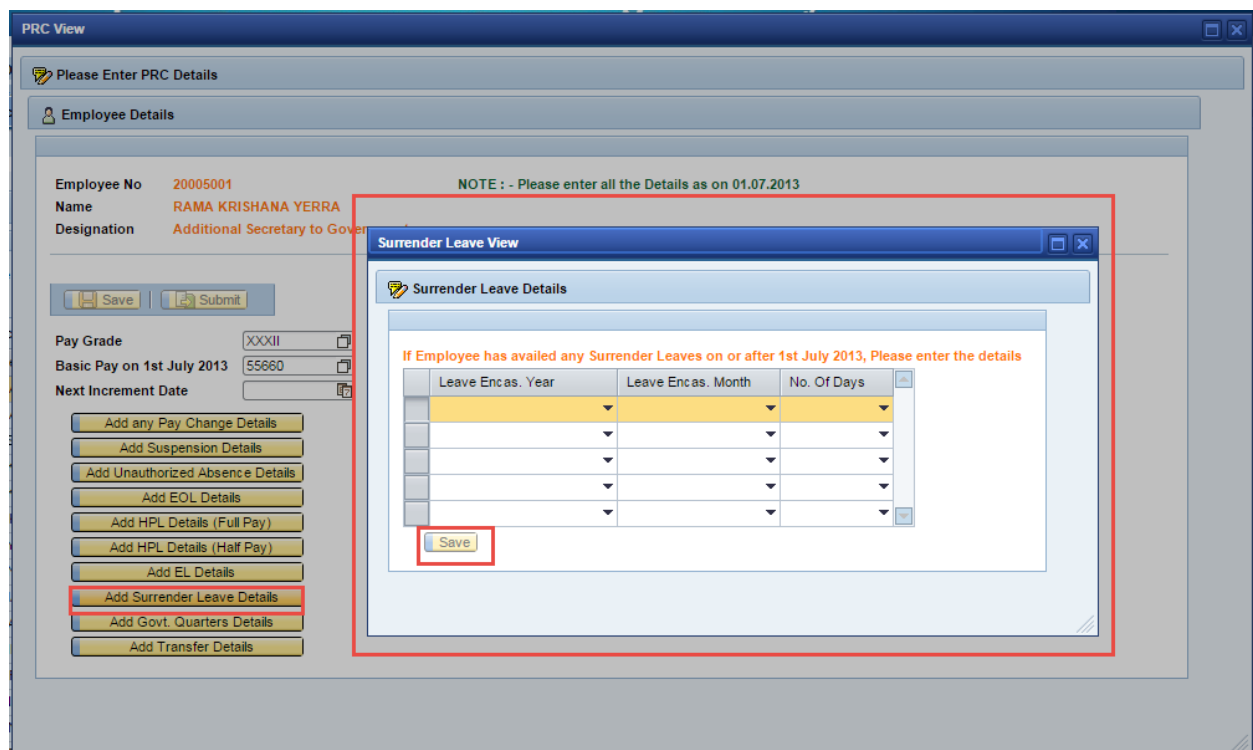
The main dialog box, titled 'Promotion View', contains the 'Unauthorized Absence Details' section. It includes a red instruction: 'If Employee availed any Unauthorized Absence on or after 1st July 2013, Please enter the details'. Below this is a table with two columns: 'Start Date' and 'End Date'. The table has several empty rows for data entry. At the bottom of the dialog box, a 'Save' button is highlighted with a red box.

Add Surrender leave Details

Step 1: Click **Add Surrender leave Details**.

Step 2: Select the **Leave excess year, Leave Excess month & No of Days**.

Step 3: Click **Save** button.



PRC View

Please Enter PRC Details

Employee Details

Employee No: 20005001
Name: RAMA KRISHANA YERRA
Designation: Additional Secretary to Government

NOTE: - Please enter all the Details as on 01.07.2013

Surrender Leave View

Surrender Leave Details

If Employee has availed any Surrender Leaves on or after 1st July 2013, Please enter the details

| Leave Encas. Year | Leave Encas. Month | No. Of Days |
|-------------------|--------------------|-------------|
| | | |
| | | |
| | | |
| | | |
| | | |

Save

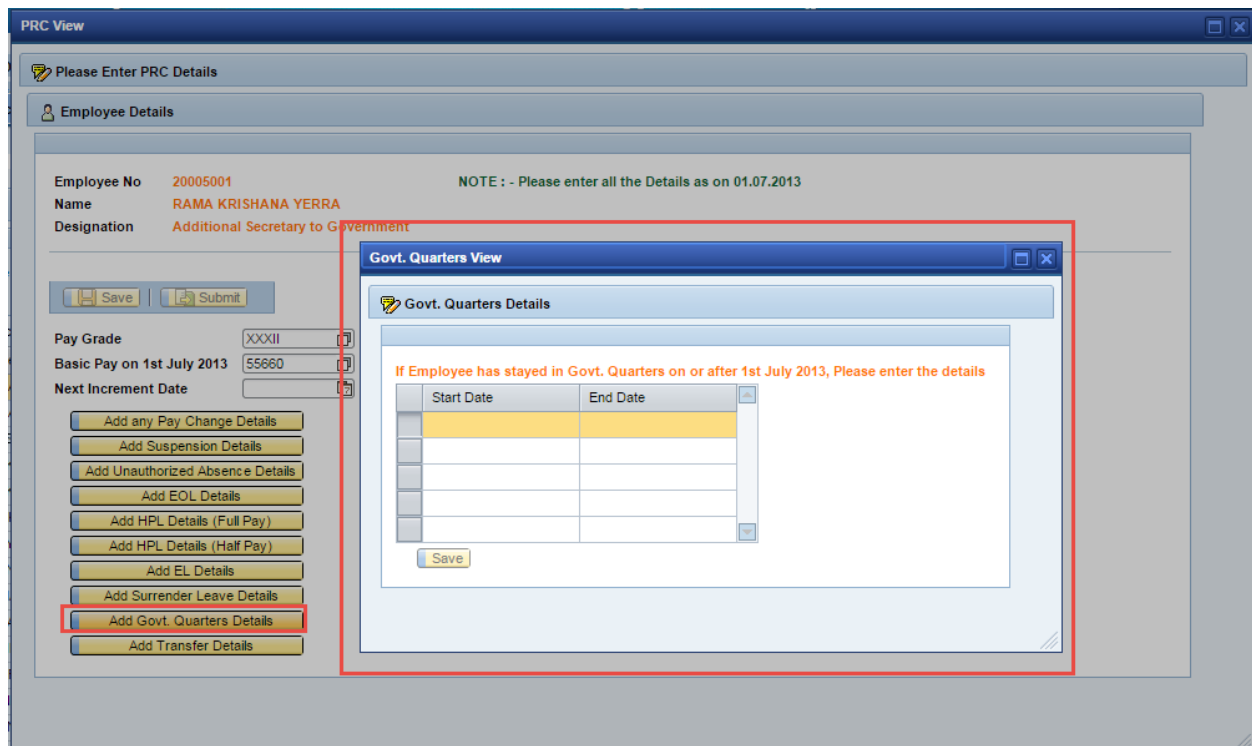
Buttons: Save, Submit, Add any Pay Change Details, Add Suspension Details, Add Unauthorized Absence Details, Add EOL Details, Add HPL Details (Full Pay), Add HPL Details (Half Pay), Add EL Details, Add Surrender Leave Details, Add Govt. Quarters Details, Add Transfer Details

Add Govt Quarters Details

Step 1: Click **Add Govt Quarters Details**.

Step 2: Enter the **Start Date&End Date**.

Step 4: Click **Save** button.



PRC View

Please Enter PRC Details

Employee Details

Employee No 20005001 NOTE : - Please enter all the Details as on 01.07.2013
Name RAMA KRISHANA YERRA
Designation Additional Secretary to Government

Save Submit

Pay Grade XXXII
Basic Pay on 1st July 2013 55660
Next Increment Date

- Add any Pay Change Details
- Add Suspension Details
- Add Unauthorized Absence Details
- Add EOL Details
- Add HPL Details (Full Pay)
- Add HPL Details (Half Pay)
- Add EL Details
- Add Surrender Leave Details
- Add Govt. Quarters Details**
- Add Transfer Details

Govt. Quarters View

Govt. Quarters Details

If Employee has stayed in Govt. Quarters on or after 1st July 2013, Please enter the details

| Start Date | End Date |
|------------|----------|
| | |
| | |
| | |
| | |

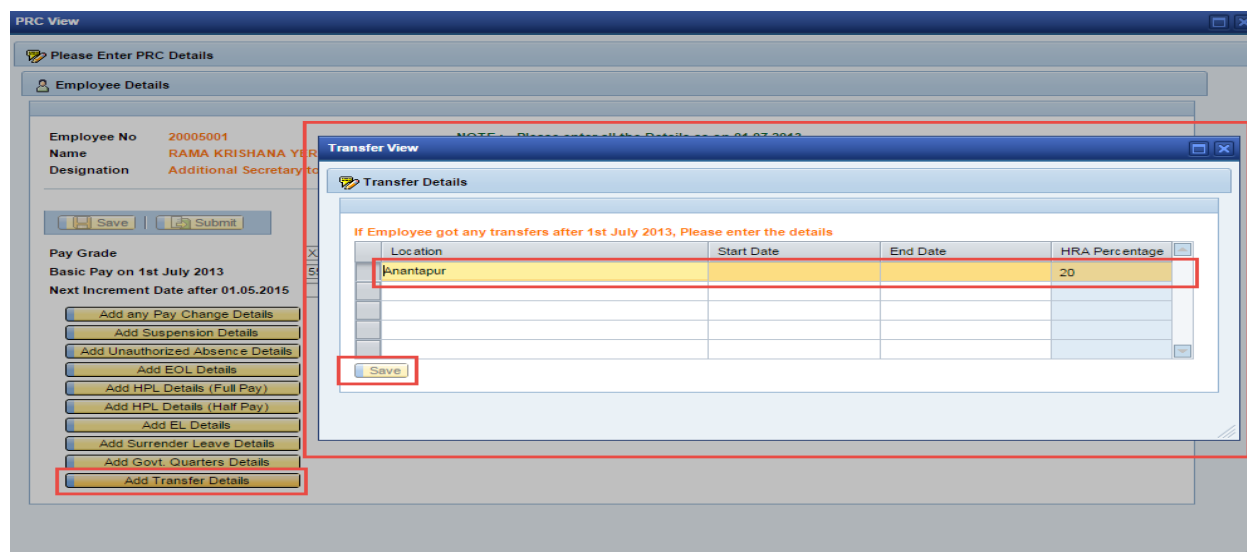
Save

Add Transfer Details

Step 1: Click **Add Transfer Details**.

Step 2: Select the Location, Start Date, End Date. Depending on the location selection the HRA Percentage will be displayed .

Step 4: Click **Save** button.



Employee No: 20005001
 Name: RAMA KRISHANA YERRA
 Designation: Additional Secretary to Government

Pay Grade: XXXII
 Basic Pay on 1st July 2013: 55660
 Next Increment Date after 01.05.2015: (empty)

Transfer View

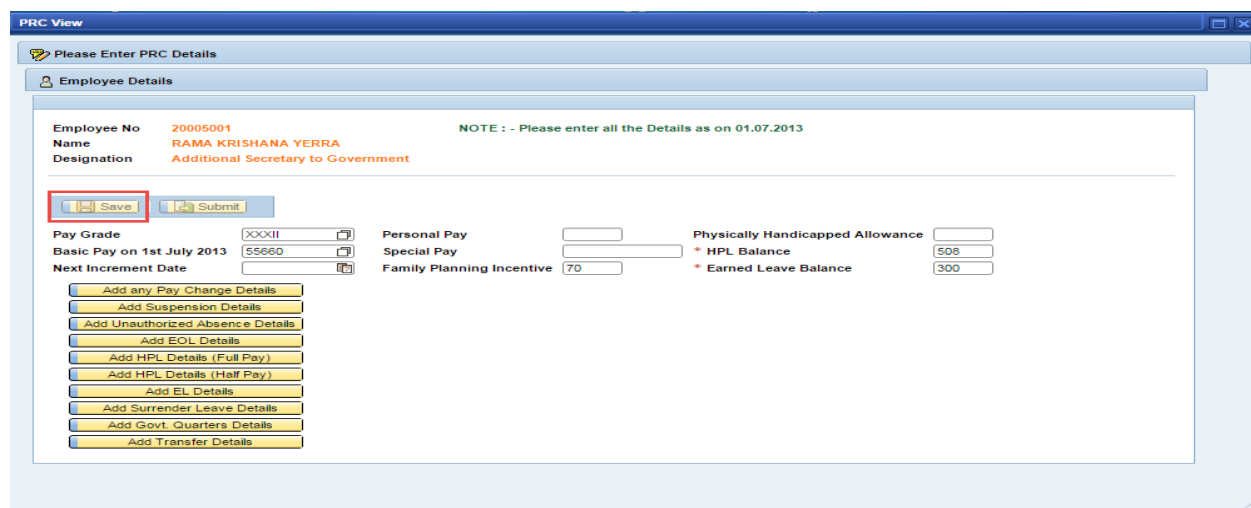
NOTE: - Please enter all the Details as on 01.07.2013

If Employee got any transfers after 1st July 2013, Please enter the details

| Location | Start Date | End Date | HRA Percentage |
|-----------|------------|----------|----------------|
| Anantapur | | | 20 |
| | | | |
| | | | |

Save

Once done with entering the PRC data, Click **Save** button to save the entire information.



Employee No: 20005001
 Name: RAMA KRISHANA YERRA
 Designation: Additional Secretary to Government

NOTE: - Please enter all the Details as on 01.07.2013

Save Submit

Pay Grade: XXXII
 Basic Pay on 1st July 2013: 55660
 Next Increment Date: (empty)

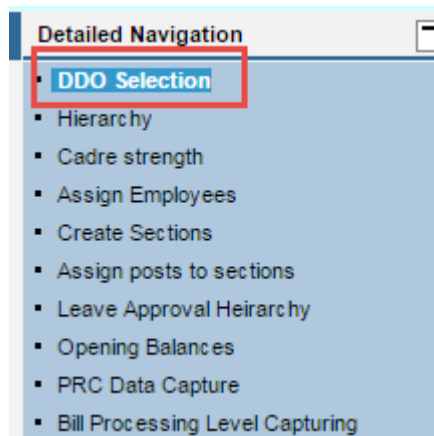
Personal Pay: (empty)
 Special Pay: (empty)
 Family Planning Incentive: 70

Physically Handicapped Allowance: (empty)
 * HPL Balance: 508
 * Earned Leave Balance: 300

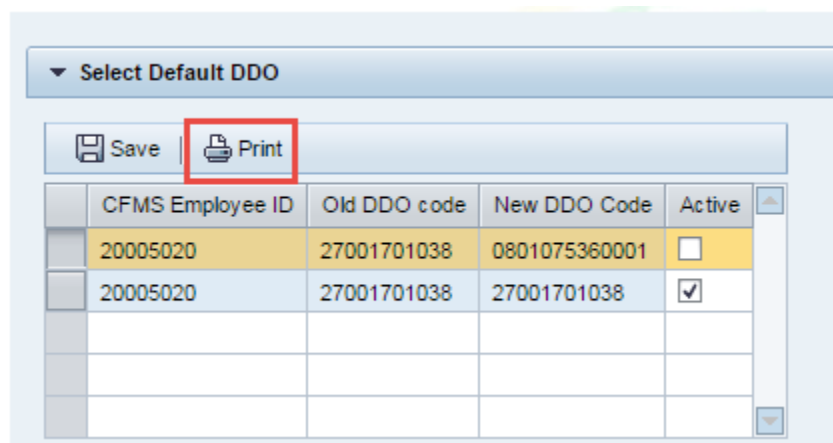
Add any Pay Change Details
 Add Suspension Details
 Add Unauthorized Absence Details
 Add EOL Details
 Add HPL Details (Full Pay)
 Add HPL Details (Half Pay)
 Add EL Details
 Add Surrender Leave Details
 Add Govt. Quarters Details
 Add Transfer Details

Step 1: Select the row you wish to delete and click **Delete button**.

Once done with entering all the data, Click **DDO Selection**.



Step 1: Click **Print button**.



A pdf file will be downloaded. Open the file and you can find all the details entered earlier. Scroll down through the pages and at the bottom of the last page you will find the signatures to be done by DDO, HOO & HOD along with their names and date.

Govt. of Andhra Pradesh

| | | | |
|--------------------|---------------------------------|----------------------|--|
| DDO Code | 27001701038 | CFMS DDO Code | 27001701038 (Assistant Secretary Claims, Finance Dept) |
| Office Type | | Office Name | |
| HOD | Finance, Secretariat Department | | |

Office Address :

| | | | |
|------------------|--|-------------|--|
| Office Name | | | |
| Care of Address | | Room No | |
| Street/Road/Lane | | LandMark | |
| City | | Postal Code | |
| District | | Mandal | |
| Village | | Mobile No. | |
| Telephone No. | | Email | |

Office Allowances :

| | |
|----------------|---|
| HRA Percentage | % |
| CCA Code | |

Govt. of Andhra Pradesh

| | | | |
|--------------------|---------------------------------|----------------------|--|
| DDO Code | 27001701038 | CFMS DDO Code | 27001701038 (Assistant Secretary Claims, Finance Dept) |
| Office Type | | Office Name | |
| HOD | Finance, Secretariat Department | | |

| Employee Code | Empl/Apl. Name | Designation | Join Date | Employee Group | Employee Sub Group |
|---------------|---|------------------------------------|------------|----------------|--------------------|
| 20000001 | AJAYA BABU KALLAM | Principal Secretary | 02.09.2014 | Regular Cadre | IAS Officer |
| 20000002 | V RAMESH PENUMAKA | Principal Secretary | 24.10.2014 | Regular Cadre | IAS Officer |
| 20000003 | SAMBASIVA RAO DONDAPATI | Principal Secretary | 01.03.2014 | Regular Cadre | IAS Officer |
| 20000004 | PREMACHANDRA REDDY LAKKA | Secretary | 01.03.2014 | Regular Cadre | IAS Officer |
| 20005001 | RAMA KRISHANA YERRA | Additional Secretary to Government | 30.12.2014 | Regular | Gazetted |
| 20005002 | NAGA MALLESWARA RAO K | Joint Secretary to Government | 01.03.2014 | Regular | Gazetted |
| 20005003 | Damodar Abbai Nalamati | Director IT | 29.12.2014 | Contract | Consultant |
| 20005004 | VSKS PAPA RAO KOTAMARTHI | Deputy Secretary to Government | 30.12.2014 | Regular | Gazetted |
| 20005005 | VENKATA NAGA MALLESWARA RAO CHINCHINEDI | Deputy Secretary to Government | 30.12.2014 | Regular | Gazetted |
| 20005006 | VENKATA SUBRAHMANYAM KURUGANTI | Deputy Secretary to Government | 01.03.2014 | Regular | Gazetted |
| 20005007 | SASIKALA SALADAGU | Joint Financial Advisor | 01.03.2014 | Regular | Gazetted |
| 20005008 | IMTIYAZ MOHD. | Deputy Financial Advisor | 01.03.2014 | Regular | Gazetted |
| 20005009 | SHANKAR RAO YARAGALLA | Assistant Secretary Government | 01.03.2014 | Regular | Gazetted |
| 20005010 | AMMAH MEKA | Assistant Secretary Government | 01.03.2014 | Regular | Gazetted |

Govt. of Andhra Pradesh

| | | | |
|--------------------|---------------------------------|----------------------|--|
| DDO Code | 27001701038 | CFMS DDO Code | 27001701038 (Assistant Secretary Claims, Finance Dept) |
| Office Type | | Office Name | |
| HOD | Finance, Secretariat Department | | |

DDO's Signature

HOO's Signature

HOD's Signature

DDO's Name

HOO's Name

HOD's Name

Date:

Date:

Date:

Once done with entering all the data, the DDO has to sign the report and then the HOO and HOD signatures are required.