

GOVERNMENT OF ANDHRA PRADESH GVWV & VSWS DEPARTMENT Auto Nagar, Vijayawada

User Manual For Create New CFMS/HRMS IDs for Volunteer

1. Please login to the Payroll Herb website URL: <u>https://herb.apcfss.in/login</u> and login by using DDO login Credentials and click on sign in Button.

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😰 WhatsApp 📀 📔 🧟 G ENGLISH TO TELUGU 🚳 🥸 ::APSHCL:: 🥥 APSHCLPMU	J 🤶 PMAY-HFA(Urban) 🚱 https://webland.ap	
Note:Attention all DDOs / PAOs / Tos:Please note that all bills that are generated and processed in CFMS-2.0 Version (payroll.herb.aptdss.in) are now available with New Bill No.2022- XXX in Submittor login of CFMS (cfms.ap.gov.in). Hence all are requested to process / submit / audit the bills again in CFMS (cfms.ap.gov.in), by end of the Day. Note:For any Technical issues, please contact the District HelpDesks situated at District Treasuries; and HoDs please contact CFMS HelpDesk situated at 2nd Floor, Angineya Towers, Ibrahimpatnam.(For Contact Numbers Please visit the link(SBTS FORTAL)	Site Strange Berartment	HOME BILL STATUS
User Manuals & Circulars	Sign in	
RPS.2022 – Procedural instructions for Pay Confirmation dated 20-02-2022	Forgot Passw	ord ?
E Payslip Mobile App User Manual (1999) JOS Installation Guide (1999)		
Paysilp Web Application User Manual		

2. Now the Payroll Herb site will open then click on Master data and the click on Add new Volunteer option as shown in below

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Master Data Updation		
Add New Employee Master Data		
Others		
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3. Now it will take to Proforma for New CFMS/HRMS IDs for Volunteer Page.Please fill the Mandatory required details in the Below Profarma

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4. Important Instructions to fill the Proforma for New CFMS/HRMS IDs for Volunteer Page

- Submit the data in the Above screen to get new HRMS/CFMS ID for the Village/Ward Volunteers
- Only Vacant Positions will be populated in the position drop down box.
- Verify the Aadhar, PAN and Bank account number, Date Of Birth, Date of joining before submitting the data
- After Saving the data, DDO has to confirm with Biometric Authentication for a single or multiple volunteers to forward to Treasury at a time (Click on Pending ID's List to authenticate with Biometric
- Submitted data will be forwarded to concern STO/PAO for verification. After Verification of the data submitted by DDO, the respective STO/PAO will generate HRMS & CFMS ID for the Village/Ward Volunteer.
- Volunteer GO NO:104 dated 22-06-2019
- 5. After successful submission, The following screen will appear.



6. Now click on view Pending list for DDO authentication as shown in the Below figure

SOVE OF ANDHRA PRADESH		ı ۵
	Proforma for New CFMS/HRMS IDs for Volunteer	
	Instructions:	
	 Submit the data in the below screen to get new HRMS/CFMs ID for the Village/Ward Volunteers (కొత్త HRMS/CFMS IDA పొందడానికి క్రింద (స్కీన్లో డేలాను సమర్పించంది) Only Vacant Positions will be populated in the position drop down box. (పొజిషన్ డ్రాస్ డౌన్ బాక్స్లో ఫ్లాళీగా ఉన్న ఫౌనాలు మాత్రమే ఉంటాయి.) Verify the Aadhar, PAN and Bank account number, Date Of birth, Date of joining before submitting the data. (డేలాను సమర్పించే ముందు ఆధార్, ఫాన్ మరియు బ్యాంక్ ఖాతా సంజర్ స్క్రిష్ తేది, చేరిన తేదీన రైన్కరించింది. Verify the Aadhar, PAN and Bank account number, Date Of birth, Date of joining before submitting the data. (డేలాను సమర్పించే ముందు ఆధార్, ఫాన్ మరియు బ్యాంక్ ఖాతా సంజర్ స్క్రిష్ తేదీ, చేరిన తేదీన రైనకిరంచింది. After Saving the data, DDO has to confirm with Biometric Authentication for a single or multiple volunteers to forward to Treasury at a time (Click on Pending ID's List to authenticate with Biometric). (డేలాను సేమ్ దేసిన తదిన భిరిష దిర్రంగిం డిలాల్) Submitted data will be forwarded to concern STO/PAO or verification. (నమర్పిందిన డేలా రృపికరిక కోసం సంబర్ సిరిఫిందిన డేలా రెస్టికి, రైనిలిక కార్రిక్ చేయబడుతుంది) After Verification of the data submitted by DDO, the respective STO/PAO will generate HRMS & CFMS ID for the Village/Ward Volunteer (DDO సమర్పిందిన డేలా యొక్క దృపికరణ తర్మాత, సంబంధిత STO/PAO Village/Ward Volunteer (StoC సది voluteer (DDO సమర్పిందిన డేలా యొక్క దృపికరణ తర్పాత, సంబంధిత STO/PAO Village/Ward Volunteer (StoC) & StoCle Add జిలాయిక, దృపికరణ తర్పాత, సంబంధిత STO/PAO Village/Ward Volunteer కోసం generate the HRMS & CFMS ID for the Village/Ward Volunteer (DDO సమర్పిందిన డేలా యొక, దృపికరణ తర్పాత, సంబంధిత STO/PAO Village/Ward Volunteer (StoC) & StoCle Add జిలాయిక, దృపికరణ తర్పాత, సంబంధిత STO/PAO Village/Ward Volunteer (DDO సమర్పిందిన డేలా యొక, దృపికరణ తర్పాత, సంబంధిత STO/PAO Village/Ward Volunteer కోసం generate the HRMS & CFMS ID δ) 	
	View Pending Id's List Under Process List Confirmed List Rejected List	
	Basic & PersonnelDetails	

7. Pending list waiting for DDO authentication will appears.DDO can authenticate indivudiual or all At a time by clicking on Biometric option as shown in the below

Back	1. Se 2. To	elect the check	box against the Village/V	Vard Volunteer on click Ward Volunteers, click	on Biometric button	to confirm. Once Confir /Confirmed list/Rejecte	med the data will be fo ad List. DDO has to resu	orwarded respective to both the data if STO/	STO/PAO. PAO rejected	the request
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8. Site will take the biometric of the DDO for final confirmation.

9.A success message will be displayed



10. Now Click on ok and After completion of biometric the data will submit to STO and showing in the Under Process List as show in the below which is available in the ADD VOLUNTEER module

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