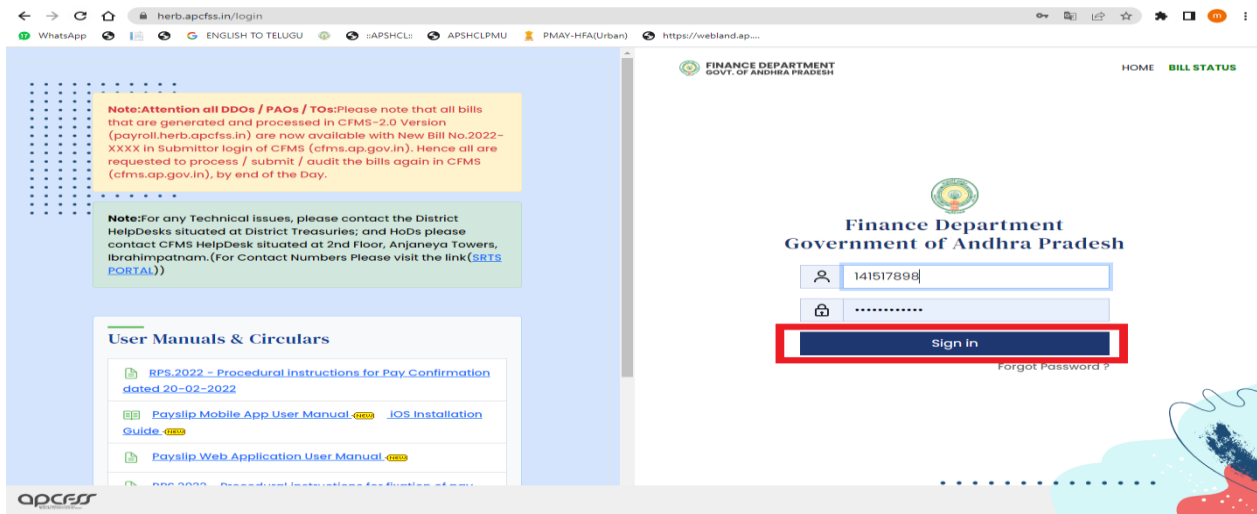




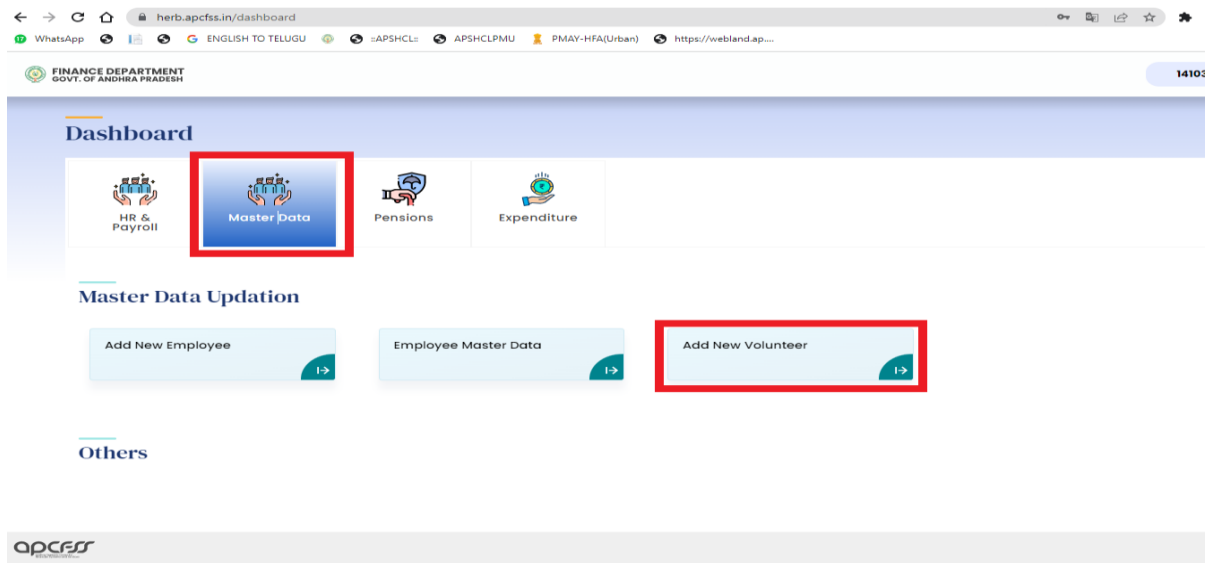
GOVERNMENT OF ANDHRA PRADESH
GVWV & VSWS DEPARTMENT
Auto Nagar, Vijayawada

User Manual For Create New CFMS/HRMS IDs for Volunteer

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



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



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

Basic & Personnel Details

Title:* Select...	Employee First Name:* Enter Employee Name	Surname:* Enter surname
Father Name:* Enter Father Name	Date Of Birth(DD/MM/YYYY):* Select Date	Date Of Joining:* Select Date
Gender* Select...	Marital Status:* Select...	Aadhar No:* Enter Aadhar No.
PAN No: Enter PAN No.	Bank Account Number:* Enter Bank Account Number	Bank IFSC Code:* Enter Bank IFSC Code
Bank And Branch: Enter Bank and Branch		

Office Details

DDO Code:* Select...	STO Code: Enter STO Code	Department Code: Enter Department Code
Unit/ Office Name:* Select...	Position Name:* Select...	HOA:* Select...
HRMS Designation:* Select...	Department:* Select...	Office Level:* Select...

Employment & Pay Details

Sanctioned G.O No: Enter Go No	GO Date :(DD/MM/YYYY):* Select Date	Employee Group:* Select...
Employee Sub Group:* Select...	Reason For Adding Employee:* Select...	Sub Reason For Adding Employee:* Select...
Payroll Area:* Select...		

Address

State:* Andhra Pradesh	District:* Select...	Mandal: Select...
Village: Select...	Hamlet: Enter Hamlet	Street Name: Enter Street name
Postal Code:* Enter Postal Code	House No: Enter House No	Landmark/CO: Enter Landmark
Mobile No:* Enter Telephone No	Email:* Enter email	

Uploads

Appointment Order Copy:* Choose file No file chosen	Bank Pass Book Copy:* Choose file No file chosen	Aadhar Copy:* Choose file No file chosen
PAN Card Copy: Choose file No file chosen		

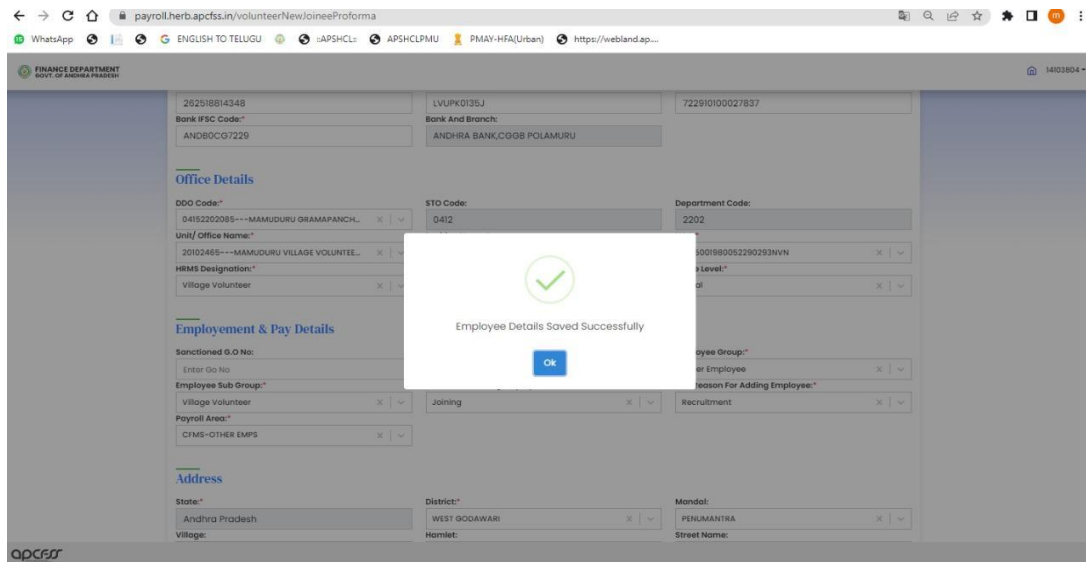
Declaration : I hereby certified that the individual is admitted to duty and i found correct with personal details of the candidate with the documents produced by him.

Submit

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.



The screenshot displays a web browser window with the URL <https://payroll.therb.apcfs.in/volunteerNewJoinerProforma>. The page is titled "FINANCE DEPARTMENT GOVT. OF ANDHRA PRADESH" and shows a form for entering volunteer details. A central dialog box with a green checkmark and the text "Employee Details Saved Successfully" is overlaid on the form, with an "Ok" button below it. The form fields include:

- Bank IFSC Code: 292518814348
- Bank And Branch: LVUPK035J
- DDO Code: 04152202085
- STO Code: 0412
- Department Code: 2202
- Unit/ Office Name: 20102465
- HRMS Designation: Village Volunteer
- Sanctioned G.O No: Enter Go No
- Employee Sub Group: Village Volunteer
- Payroll Area: CFMS-OTHER EMPS
- State: Andhra Pradesh
- District: WEST GODAVARI
- Mandal: PENMANENTRA

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

FINANCE DEPARTMENT GOVT. OF ANDHRA PRADESH 1410380

Proforma for New CFMS/HRMS IDs for Volunteer

Instructions:

1. Submit the data in the below screen to get new HRMS/CFMS ID for the Village/Ward Volunteers (కొత్త HRMS/CFMS IDని పొందడానికి క్రింది స్క్రీన్లో డేటాను సమర్పించండి)
2. Only Vacant Positions will be populated in the position drop down box. (పాజివన్ డ్రాప్ డౌన్ బాక్స్లో ఖాళీగా ఉన్న స్థానాలు మాత్రమే ఉంటాయి.)
3. Verify the Aadhar, PAN and Bank account number, Date of Birth, Date of joining before submitting the data. (డేటాను సమర్పించే ముందు ఆధార్, పాన్ మరియు బ్యాంక్ ఖాతా సంబంధ వ్యక్తం చేయండి, చేసిన తేదీని ధృవీకరించండి.)
4. 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). (డేటాను సేవ్ చేసిన తర్వాత, DDO ఒకేసారి (సింగిల్ లేదా బహుళ) Village/Ward Volunteers బయోమెట్రిక్ ప్రమాణీకరణతో నిర్ధారించాలి.)
5. Submitted data will be forwarded to concern STO/PAO for verification. (సమర్పించిన డేటా ధృవీకరణ కోసం సంబంధిత STO/PAOకి ఫార్వార్డ్ చేయబడుతుంది) After Verification of the data submitted by DDO, the respective STO/PAO will generate HRMS & CFMS ID for the Village/Ward Volunteer (DDO సమర్పించిన డేటా యొక్క ధృవీకరణ తర్వాత, సంబంధిత STO/PAO Village/Ward Volunteer కోసం generate the HRMS & CFMS IDని.)

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 individual or all At a time by clicking on Biometric option as shown in the below

FINANCE DEPARTMENT GOVT. OF ANDHRA PRADESH 1410380

List of New Joinee Profoma DDO Pending Requests

1. Select the check box against the Village/Ward Volunteer on click on Biometric button to confirm. Once Confirmed the data will be forwarded respective STO/PAO.
2. To check the status for submitted Village/Ward Volunteers, click on Under process list/Confirmed list/Rejected List. DDO has to resubmit the data if STO/PAO rejected the request

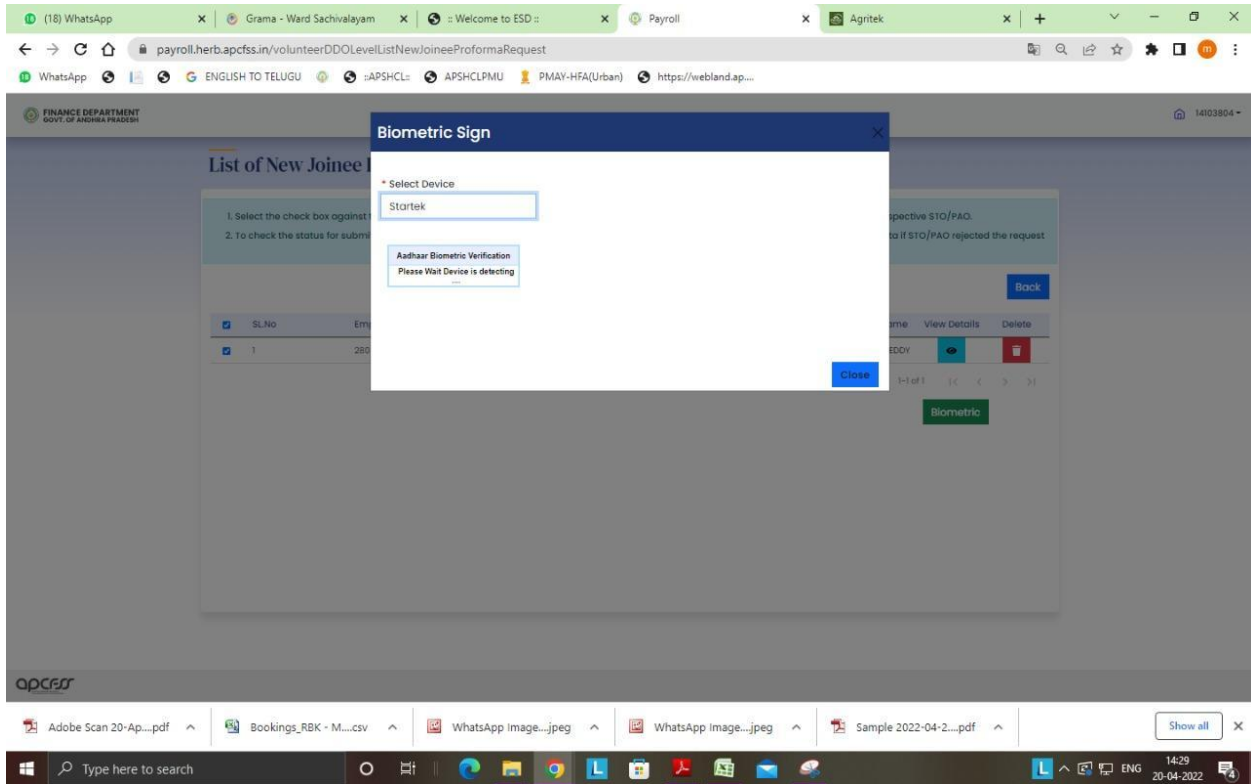
Back

<input checked="" type="checkbox"/>	SL.No	Employee Id	DDO Code	Org Id	Position Id	Name	Surname	View Details	Delete
<input checked="" type="checkbox"/>	1	280	04152202085	20102465	30709500	KOTESWARI	BOGIREDDY		

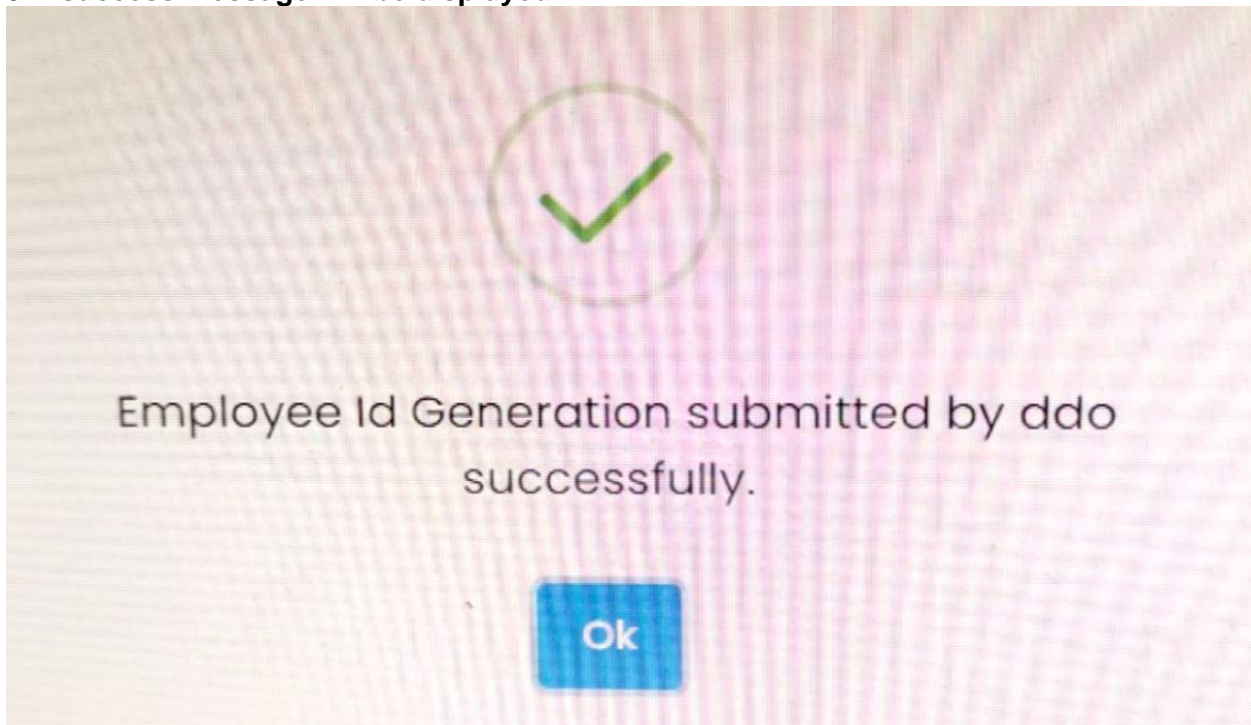
Rows per page: 10 1-1 of 1

Biometric

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

payroll.herb.apcfss.in/UnderProcessVolunteersDdosList

WhatsApp ENGLISH TO TELUGU APSHCL: APSHCLPMU PMAY-HFA(Urban) https://webland.ap...

FINANCE DEPARTMENT GOVT. OF ANDHRA PRADESH

Under Process List

Back

S.No	Request Id	DDO Cfms Id	Employee Name	DDO Code	Org Name	Position Name	HRMS Id	Ticket No	STO CFMS Id	STO Name	View
1	280	14444589	KOTESWARI BOGIRE DDY		20102465-MAMUDURU V ILLAGE VOLUNTEERS	30709500-VILL AGE VOLUNTEER		TICKET0000 000280	123456	Subramnaya	

Page 1 of 1 | Go to page: Show 100