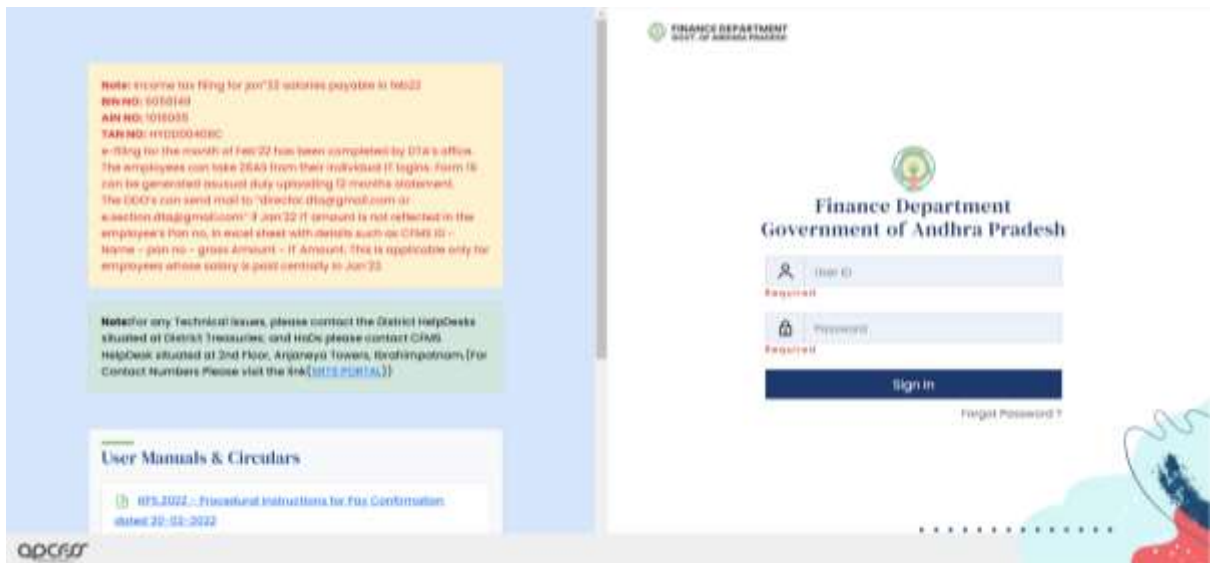


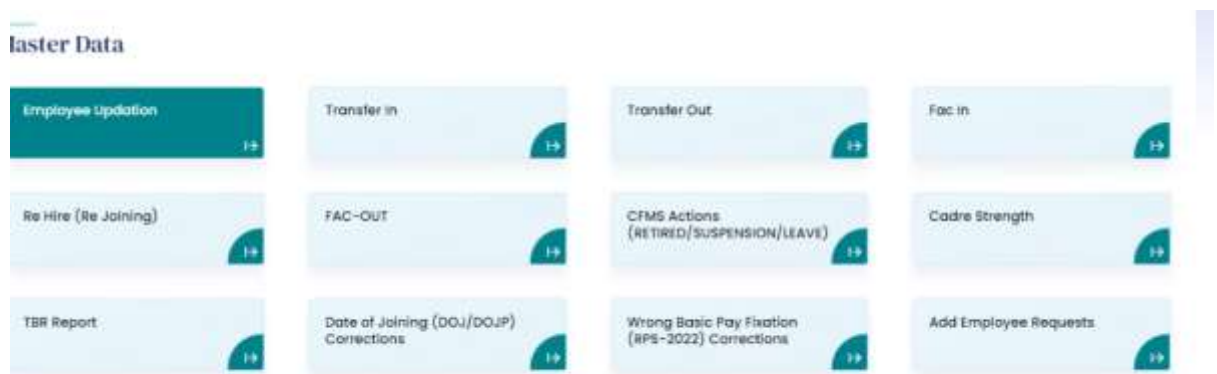
1. Open payroll herb. <https://herb.apcfss.in/login>
Enter DDO CFMS ID and password. Click Sign in



2. The Homepage is displayed. Scroll down to master data



3. Under Master Data Click **Employee Updation**



4. Select DDO Code and click submit



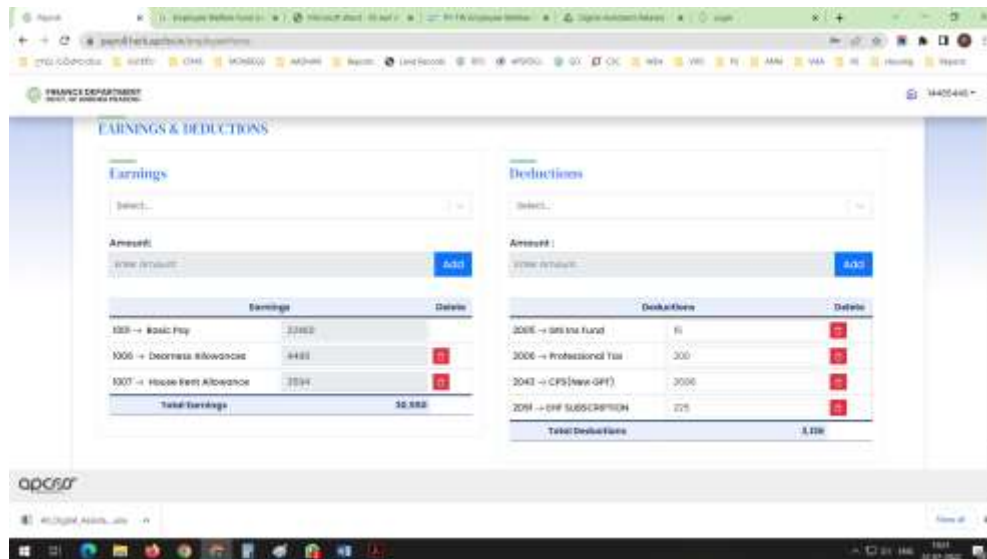
k.HRA Category – same as regular employees. Check with DDO

l. Remarks – NIL

m. Increment Month: July 2022 and click **Save Details**.

Under Earnings: Add Dearness Allowance, House Rental Allowance. Amount will be populated automatically

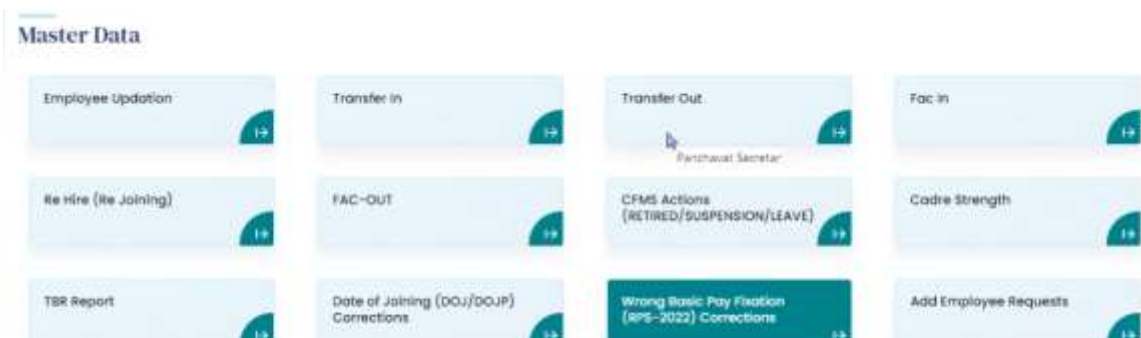
Under Deductions: Add GIS 15/- manually, add CPS, EHF, Professional tax. Amount will be populated automatically. APGLI will be deducted after prior orders. After adding Earnings and Deductions, Click **Save Details**.



8. Now the status will be changed to **confirmed** under Employee details in Employee updation tab. Repeat steps 1-8 for remaining employees

S.No	Ctms Id	Hrms Id	Employee Name	Office Name	Position Name	Status	Update
1	1509321	009332	DEEKSHITHA VANGA	KUDITHPALEM	30990344(VETERINARY/FISHERIES ASL	Confirmed	OK
2	1494793	009330	MALIKHARJUNA BAO...	KUDITHPALEM	30990343(SURVEY ASSISTANT)	Not-Confirmed	OK
3	1480234	009440	PONSHA MARIBONA	KUDITHPALEM	30990345(MAHLA POLICE AND W&C...	Not-Confirmed	OK
4	1482727	009344	SIRKANTH BADDIPUDI	KUDITHPALEM	30990347(AGRICULTURE/HORTICULT...	Not-Confirmed	OK
5	1482266	009330	SURENDRA LITURU	KUDITHPALEM	30990348(DIGITAL ASSISTANT)	Not-Confirmed	OK
6	1482262	0092025	VENKATA SIVA NARAY...	KUDITHPALEM	30990349(ENGINEERING ASSISTANT)	Not-Confirmed	OK
7	1503694	429983	ASMA SHAK	KUDITHPALEM VILLAGE VOLUNTEERS	30798142(VILLAGE VOLUNTEER)	Not-Confirmed	OK
8	1508306	43753	DEEPIKA THIRPATI	KUDITHPALEM VILLAGE VOLUNTEERS	30798198(VILLAGE VOLUNTEER)	Not-Confirmed	OK

9. Now, goto home page, Under Mater data: click Wrong basic pay fixation (RPS-2022) Corrections



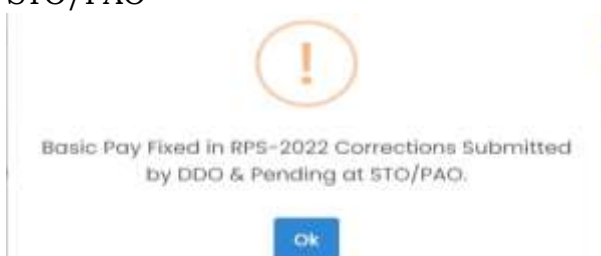
10. Select DDO code, employee code and click Continue. Please note that the employees whose data is updated as in steps 1-8 will be displayed under the Employee details in Wrong basic pay fixation (RPS-2022) corrections.

Select Group IV (expect for Grade V PS), Basic pay 22460, Remarks and click continue

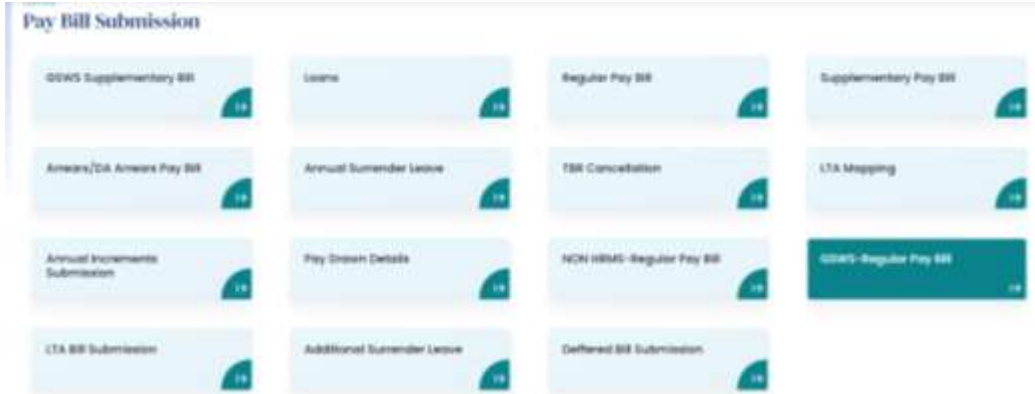
Employee Name	Clms Id	Hems Id	Basic Pay Fixed on 01/01/2022 in RPS-2022
POKAPOOKI MALLIKHARJUNA RAO	148	08	22460

11. Now the website will ask for DDO biometric authentication. Select Biometric device and authenticate.

12. DDO submit request to STO/PAO to correct the basic pay fixed in RPS- 2022 of an employee from above screen.
13. The modified details will be forwarded to STO. It will be visible to STO/PAO for Approve/Reject.
14. The submitted basic pay fixed data will be reflected after approval of STO/PAO



15. After STO approval, Goto GSWS-Regular Pay bill under paybill submission



16. Modified basic pay and other details will be displayed after approval from STO/PAO

