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

Neterior any Technical laware, plaque contact the Datrict Interposets	A the fi
Harmed of Chernel Treasures, and they preve an interference of the second statement of the second stat	Reported Bign In Forgot Possesard 7
(b) 073.2022 - Private and and real real real from the Figs Continuation aluster 20: 02: 2022	

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

hboard	2			
		-		

3. Under Master Data Click Employee Updation

laster Data				
Employee Updation	Transfer in		Transfer Out	Foc in
Re Hire (Re Joining)	FAC-OUT		CFMS Actions (RETIRED/SUSPENSION/LEAVE)	Cadre Strength
TBR Report	Date of Joining (DOJ/DOJS Corrections	^{e)}	Wrong Basic Pay Filation (RPS-2022) Corrections	Add Employee Requests

4. Select DDO Code and click submit

Employee Updation			
DDO Code:"			
Galert.		$[-\infty]$	Submit

5. The Secretariat employees will be displayed with status as Not-Confirmed.
 Click Update

otal En	ployees					Proceed To Author	ntication
5.50	Citrus Id	iderma kat	Imployee Name	Office Name	Position Name	Status	Lipdote
	15010331	0000037	DEDISHITHA VANDA	KUDITHIPALEM	SOBBODAN(VETERINARY/VEHEREE AS	Not-Confirmed	ar.
2	14847293	0056300	MALDO-ARDINA BAD	KuDIDHP4u[M	30990343(SUPVEY wIDSTANT)	Not-Confirmed	or
1	14603394	000440	PONSHA MARUBONA	KUDITHIPALEM	SOURCEAS (MAHEA POUCE AND WEC	Not-Confirmed	ar.
4	14832727	0012044	SROOTH BADOPLOY	KuDIDHP4LEM	30990347(KOROLLTURE/HORDCULT.	Not-Confirmed	or
i.	14832906	9003030	SURENDRA UTUKURU	KUDITHPALEM	30300348(DIGITAL ASSISTANT)	Not-Confirmed	18
6	148322952	9992025	VENEATA SIVA NARAT.	NUDITH PALEN	20100346 (INDINEIRING ASSISTANT)	Not-Confirmed	SF.
E.	15026084	4299063	ADMA DIVAK	KUDITHPALEM VILLAGE VOUNTEERS	20758143(VILAGE VOLUNTEER)	Not-Continned	ar i
i.	19088305	48758	DEEPINA THREE AT	KUDITHPALEM VILLAGE VOUNTEERS	DOTISHING VILLAGE VOLUNTEER)	Not-Confirmed	ar.

6. Select Marital Status, Designation, Post Category: Village Secretariat/Ward Secretariat. Check all other details and Click **Submit**

CE OEPARTMENT OF DEPART PERITO		BASIC DEI
Basic Details		
Employee Hrms Id:	Employee Name:	Surnome:
		Scleet
Imployee Cfms Id:	Father Name:*	Oazetted
		Non-Gazetted
Mortial Status.+	Spouse Occupation*	Parttime
		Contract
is Disobled.*	Date Of Birth(DD/MM/YYYY):	Homo Guarda
No		Viliage Secretariat Employee (Grama Sachivalayam)
		RTC Employoo
		Word Volunteer
Post Details		Village Volunteer
DDO Code:	Designation Name.*	Ward Secretariet Employee (Ward Sachivalayam)
	Survey Assistant	AIC (Allestia Castiens)
		Mis (Annual services)

7. Goto Earnings/Deductions Tab. Select:

Pay Particulars

a.Cadre Category b. Grade - IV (22460) **EARNINGS & DEDUCTIONS** c.PRC type - State d.PRC year - 2022 e. Group - Grade - IV (22460 - 72810) f. Basic Pay - 22460 g. DA - 20.02 h.CCA Category - Not applicable i.GPF Category - CPS j.GIS Category – 15 (GO MS 117 DATED 19.07.2022) https://apegazette.cgg.gov.in/preview.do?fileName=eyJhbGciOiJIUzI1NiJ9.e yJpc3MiOiJodHRwOi8vYXBlZ2F6ZXR0ZS5jZ2cuZ292LmluL2xvZ2luLmRvIiw iaWF0IjoxNjU4NTAxNjQ4LCJzdWIiOiIvVXBsb2Fkcy9BUEdBWkVUVEUvZ2F6 ZXR0ZXMvMTY1ODM5MDM5NDY2MC5wZGYiLCJleHAiOjE2NTg1MDE3Njh 9.1sSudWjXp3u4IBhzd58xc_8E7BPBY4wi8yRPKeNFKZE

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**.

KANGELER/ARTHADST						S 94004
EARNINGS & DEDUCTION	15					
Larnings			Deductions			
pret.			(minit);			
Amount			Artifuet		1	
inne intalaitt		and -	THE BOULD		8.00	
14	areninga	Details	0	okathen	Delwie	
$\mathrm{titl} B \to \bar{B} \mathrm{pair} \bar{P} \mathrm{tr} \mu$	22402	- M2	2006 -> sets the fund	6		
1006 + Depresa Bilowonces	4401		$3000 \rightarrow \text{Professional Yas}$	300		
1007 - House Bert Albeance	3895		2042 -> CPS(Neve GPF)	3006		
Table Develops		10.102	2011-01150650397004	25		
			Table Deskellans	9	.1100	

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

otal En	ployees					Proceed To Authe	ntication
a							
5.No	Cfms kt	Herris kt	Employee Name	Office Name	Position Name	Stotus	Update
÷	15010331	0000032	DEDISHITHA VANDA	KUDITHIPALEM	SOBBODAN(VETERINARY/VEHEREE AD.	Continned	a.
2	14847293	0056300	MALDO-ARUSAR BAD	KUDIDHPALEM	30990343(SURVEY ADDITANT)	Not-Confirmed	or .
2	14602304	000440	PONSHA MARUBONA	KUDITHIPALEM	SOTEGARY[MAHLA POUCE AND WEC	Not-Confirmed	or-
4	14032727	0002044	SRKKNTH BADDPLDY	submitted at the	30990347(AORICLETURE/HORDCLET.	Not-Confirmed	or
6	14832306	0003030	DURENDRA UTUKURU	KUDITHPALEM	SOSGODAB(DIDITAL ASSISTANT)	Not-Confirmed	ar -
6	14832283	0993025	VPHEATA SVA NARAT.	KuDifteiPAulter	20100346(DH0H4(TRHO A15:57447)	Not-Confirmed	ar.
2	15020004	4299063	ADMA DHAIK	KUDITHPALEN VILLAGE VOUNTEEPS	20758143(VILLAGE VOLUNTEER)	Not-Continned	or i
1	15088305	437535	DEEPika Treksham	KUDITHIPHEM VILLAGE VOLUNTEEPS	30758996(VILAOE VOLUMINER)	Not-Confirmed	or

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

Master Data				
Employee Updation	Transfer In	Transfer Out	Fac in	
Re Hire (Re Joining)	FAC-OUT	CFMS Actions (RETIRED/SUSPENSION/LEAVE)	Cadre Strength	
TBR Report	Date of Joining (DOJ/DOJP) Corrections	Wrong Basic Pay Fieddan (895-2022) Convections	Add Employee Requests	

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

DODCODE:	orrections:	Employee Code*				
Concession and an adverse adverse of	ne Riv	I		114	Continue	
Existing Data						
Employee Name:	Cfms kd:		Herms Id.			Basic Pay Fixed as 01/01/2022 in RPS-
POKAPOODI MALUHARJUNA RAD	148-		00			2022
Employee Designation (Post in)						22460
Survey Assistont						
Group:*		Basic Pay:*			Remarks (*	
Q-fV32460-73810	38] W	22460		x v		
		And other states of the states				

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

AND DESCRIPTION			
OUT. OF REAL PRACENT	Biometric Sign		CX NOT
Submit Data to STO/PA	.0		
ppocode			
Country Country of	* Select Device		
	Select Is		
Existing Data	Secure		
Employee teamer	Startek	-	Finand us 01/01/2022 in APS-
	Morpho	-534	
	Mantra		
Survey Assident	Precision		
Group.*	Busic Pay."	Remarks -	
0-1V23400-72818		a la	
			Income in
L DOO submit request to \$10	(PAO to correct the Insis Poy Fixed in XPS-2012 of an employee	from this screen,	
2. Once DRO submitted the re	sames. It will visible to \$10/PAO for Approve/Reject.		
3. The Submitted basic pay to	and dotu will be reflected ofter opproval of \$10/440.		

- 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

-	Instructions	
Gsws	DDO's Fallow the below steps to submit require paybil (DDOcs: intendes die:o Displa: Statistic Statistic Displa: DDO exect is submit the loans abla one lines and "annual interments" pending for January Month to proceed to regular Poy Bill Generators, (BDO Intendes dies Displa: Patibilities), all and Genera Blanks Statisty or D Statistic solutions and the model "boy Bill Generators, (BDO Intendes dies Displa: Patibilities), all and Genera Blanks Statisty or D Statistics and the model "boy Bill Generators, (BDO Intendes dies Displa: Patibilities), all and Genera Blanks Statisty or D Statistics	
Dasigno	2, Step 2; In regular Pay BH, the employees other than RPS 2015 will be visible (බැගැරග නිසාය බිරලත්, RPS 2015 ක්ෂයක් මෙර රෝ/ජන බවරාලරය)	
Secto	 STEP 3: Employees belonging to RPS 2016 will be visible after confirmation basic pay changes data with their respective DDD & STO /PAO and solary will be paid as per RPS-2022 (RPS 2016) සියකි සේද්රියක හර බහසාරිස් DDD & STO/PAO හි කාසා කිසක පිළිබේ, කිස්වලය සිසන්ව ක්රීඩාර්ථක් සියාළ SSDD/Pits කරන්න RPS-2022 (JimSo ක්සිය පිළිබත්තරාජනය) 	
List of I	th. Court	
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