

**USER GUIDE**  
**TO**  
**Drawing & Disbursing Officers**  
**(DDOs)**  
**For**  
**Update RPS-2022 Scale to**  
**Probation Declared**  
**Village/Ward Secretariat**  
**Employees**

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## 1. Brief

The Drawing & Disbursing Office (DDO) who are drawing salaries of Village/Ward Secretariat Employees follow the below steps to update RPS-2022 scales for Probation Declared Employees.

**Note:** Update Employee Pay particulars under “Employee Updation” Tile once before proceeding to draw Regular Pay Bills under RPS-2022.

To Draw salaries under RPS-2022, Use “Regular Pay Bill” for draw monthly Regular Salary Bills and “Supplementary Pay Bill” for supplementary Salary Bills instead of using GSWS Pay Bills.

GSWS Pay Bill Tiles can be used for draw consolidated pay (i.e 15000/-) for probation not declared employees.

DDOs Should do Employee updation by following the below steps:

1. Select Employee Updation Tile under Master data
2. After entering to employee updation tile .DDo should select DDO code and click submit button.
3. Employees will display in Next screen after selecting ddo code and clicking submit button.
4. Ddo should go to employee action button to update data .there will display a screen with Basic Details And Earnings And Deductions.

## 2. Website Details & Credentials

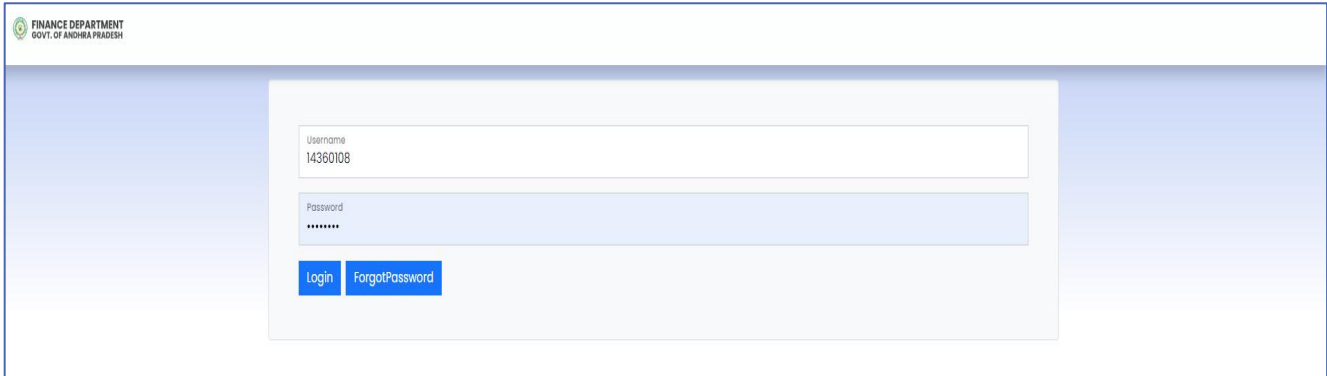
Link : <https://payroll.herb.apcfss.in/login>

User ID : DDO CFMS ID

Default Password : password

### 3. User login Screen

Enter CFMS Code (here login ID) and default password as mentioned above.



FINANCE DEPARTMENT  
GOVT. OF ANDHRA PRADESH

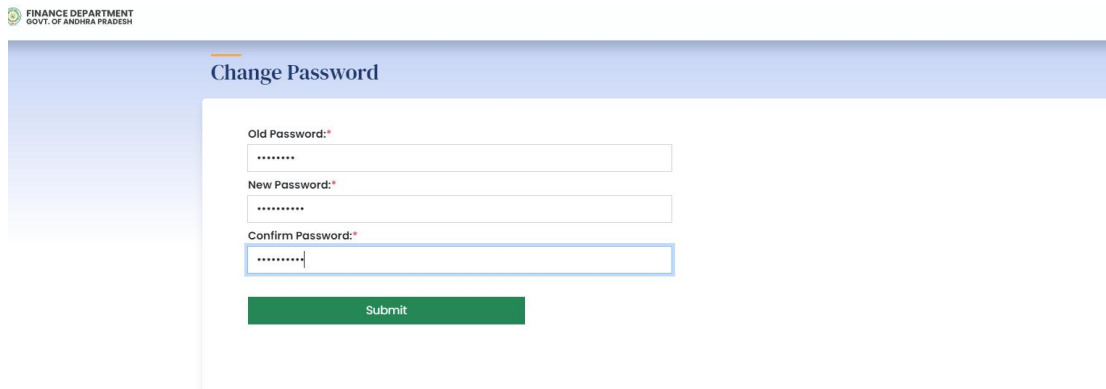
Username  
14360108

Password  
\*\*\*\*\*

Login ForgotPassword

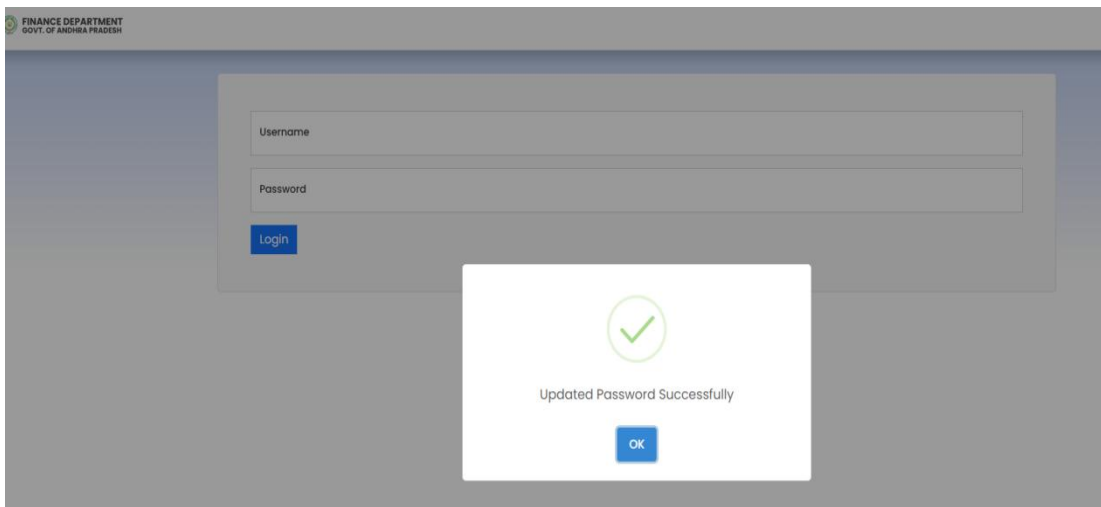
### 3.1 Password Change

Change default password to ensure security.



The screenshot shows a web interface for changing a password. At the top left, it says 'FINANCE DEPARTMENT GOVT. OF ANDHRA PRADESH'. The main heading is 'Change Password'. Below this, there are three input fields: 'Old Password:\*' with a masked password '\*\*\*\*\*', 'New Password:\*' with a masked password '\*\*\*\*\*', and 'Confirm Password:\*' with a masked password '\*\*\*\*\*'. A green 'Submit' button is located below the input fields.

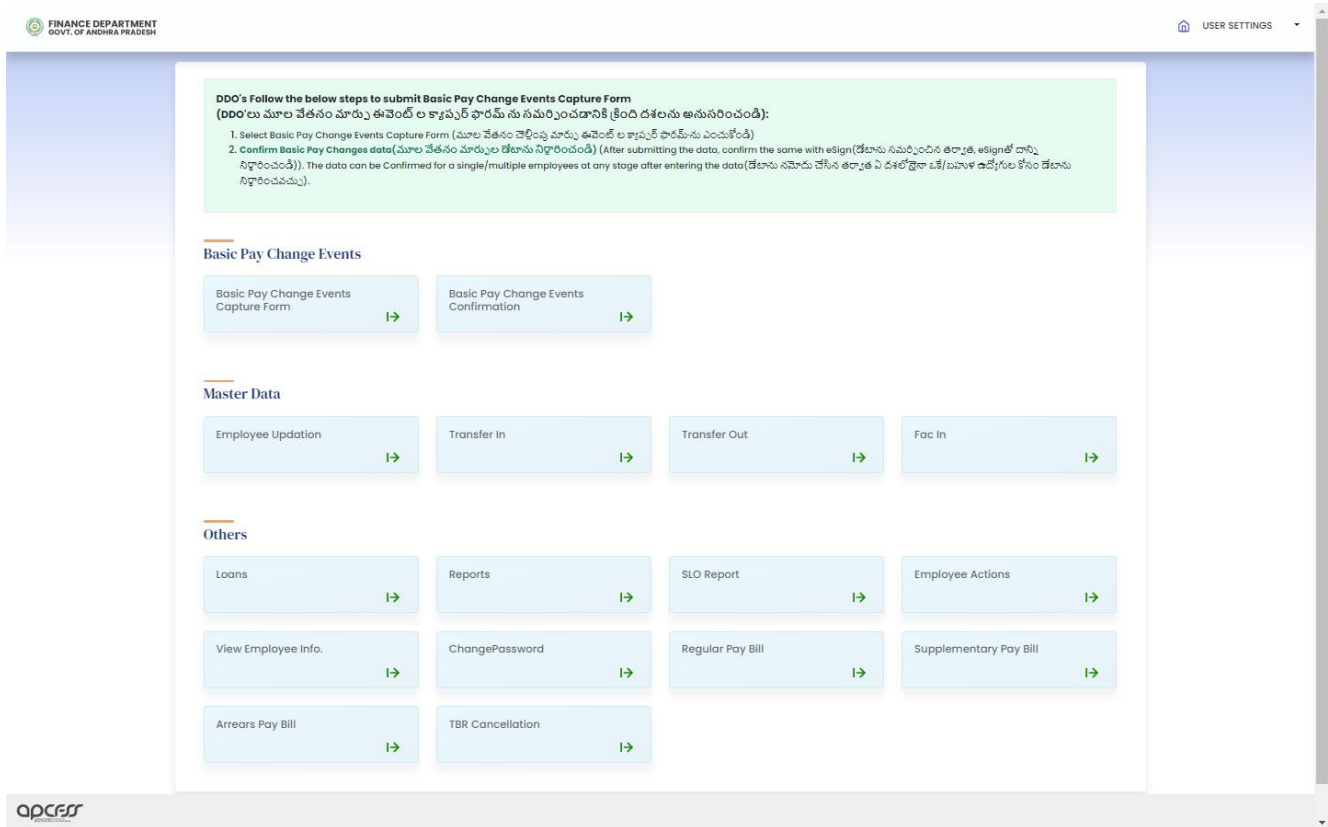
Password changed successfully.



The screenshot shows the login page of the Finance Department Govt. of Andhra Pradesh. It features a 'Username' field, a 'Password' field, and a blue 'Login' button. A white modal box is centered on the screen, displaying a green checkmark icon, the text 'Updated Password Successfully', and a blue 'OK' button.

Once the password is reset, it redirects to the login page.

Enter the user name (CFMS ID) and password to redirect to the homepage as seen below.



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USER SETTINGS

**DDO's Follow the below steps to submit Basic Pay Change Events Capture Form**  
(DDOలు మూల వేతనం మార్పు ఈవెంట్ ల క్యాప్చర్ ఫారమ్ ను సమర్పించడానికి క్రింది దశలను అనుసరించండి):

1. Select Basic Pay Change Events Capture Form (మూల వేతనం మార్పు ఈవెంట్ ల క్యాప్చర్ ఫారమ్ ను ఎంచుకోండి)
2. Confirm Basic Pay Changes date (మూల వేతనం మార్పుల తేదీని నిర్ధారించండి) (After submitting the data, confirm the same with eSign (తేదీను సమర్పించిన తర్వాత, eSignతో దాన్ని నిర్ధారించండి)). The data can be Confirmed for a single/multiple employees at any stage after entering the data (తేదీను నమోదు చేసిన తర్వాత ఏ దశలోనైనా ఏక/బహుళ ఉద్యోగుల కోసం తేదీను నిర్ధారించవచ్చు).

**Basic Pay Change Events**

- Basic Pay Change Events Capture Form
- Basic Pay Change Events Confirmation

**Master Data**

- Employee Updation
- Transfer In
- Transfer Out
- Fac In

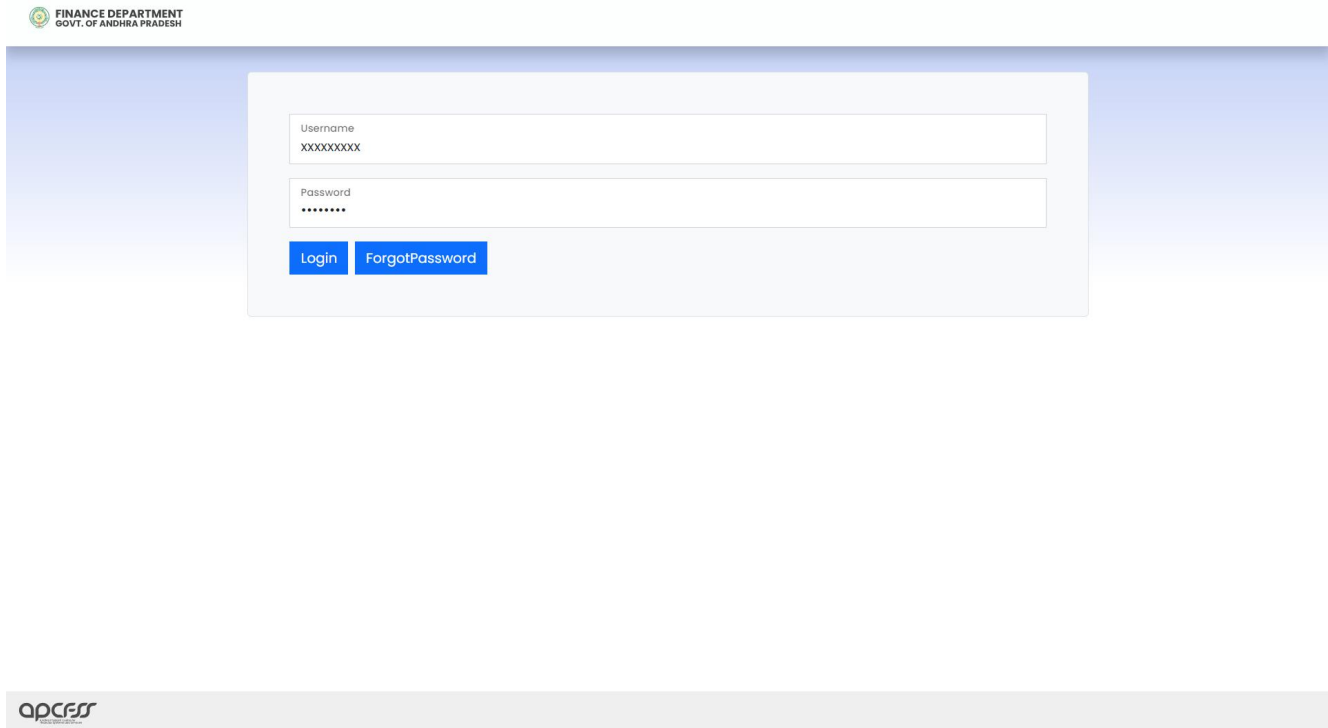
**Others**

- Loans
- Reports
- SLO Report
- Employee Actions
- View Employee Info.
- ChangePassword
- Regular Pay Bill
- Supplementary Pay Bill
- Arrears Pay Bill
- TBR Cancellation

apcfsr

### 3.2 Forgot Password

Enter CFMS ID and click Forgot Password to reset password.



FINANCE DEPARTMENT  
GOVT. OF ANDHRA PRADESH

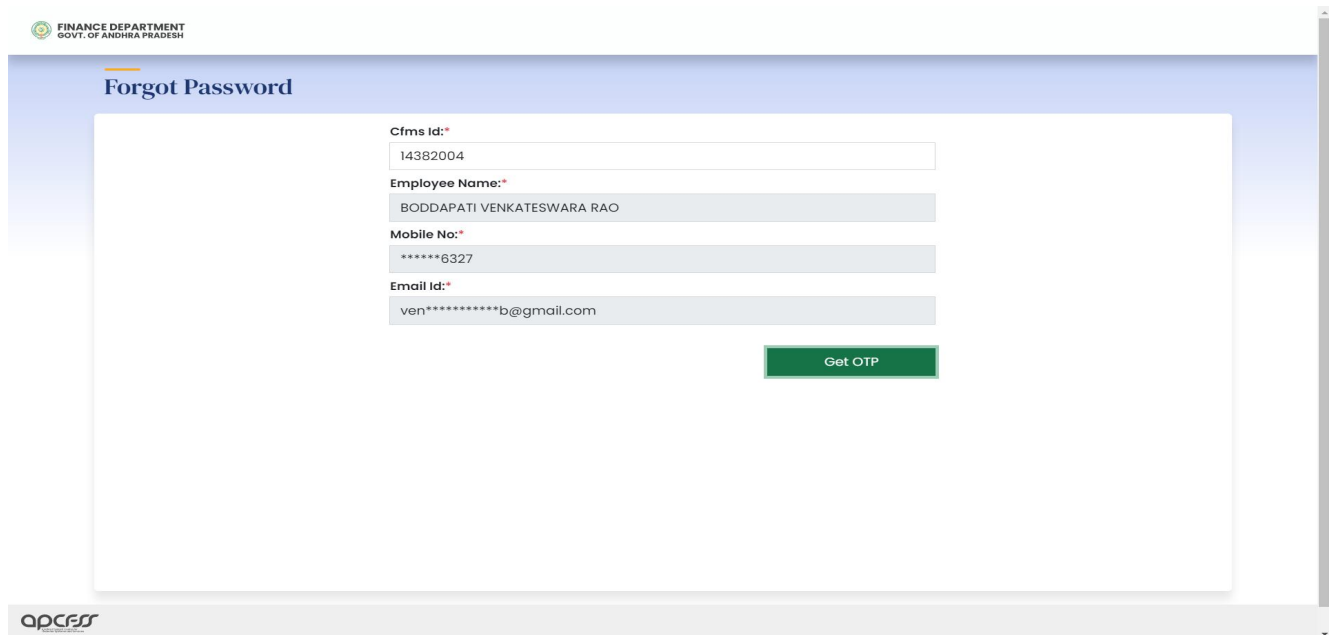
Username  
XXXXXXXX

Password  
\*\*\*\*\*

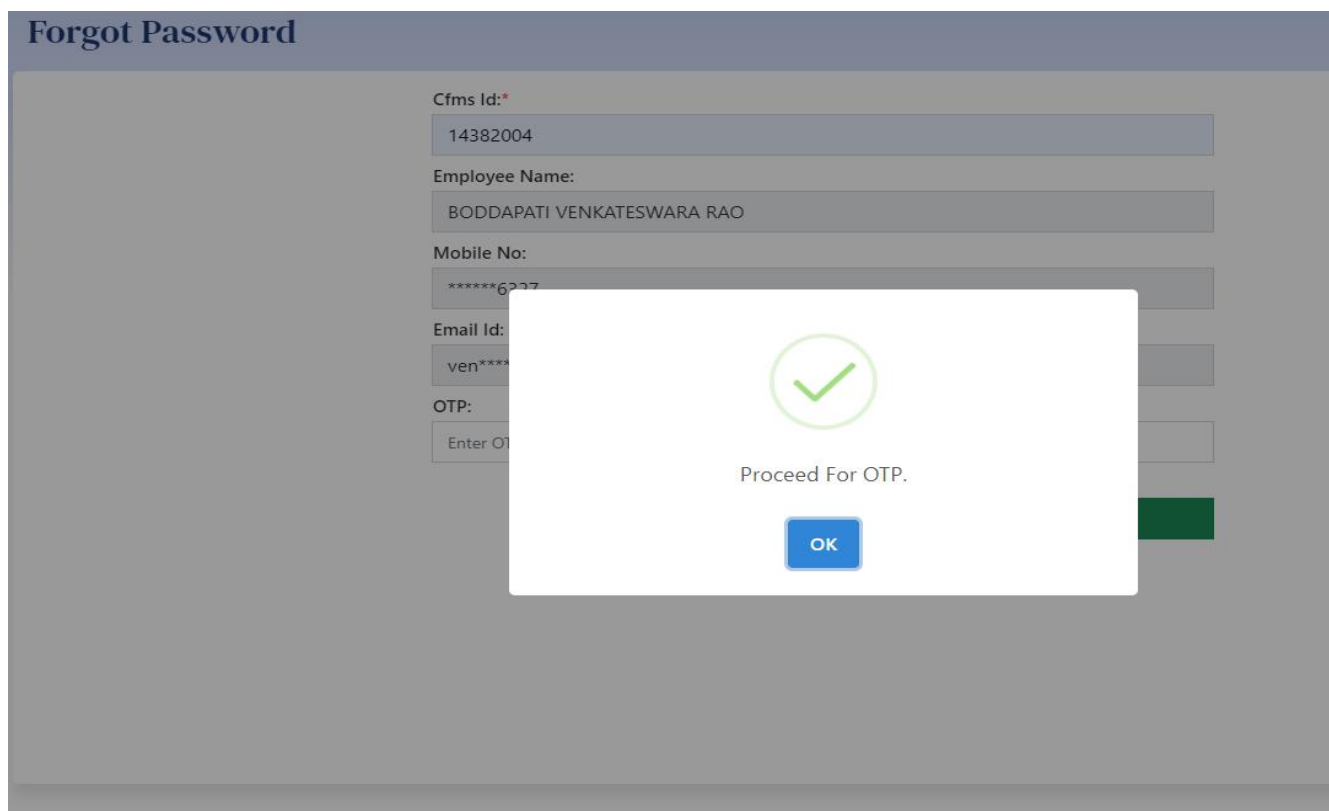
Login ForgotPassword

apcfsr

Enter CFMS ID and press tab button on keyboard to automatically fetch the details of the CFMS ID entered. Click on **Get OTP**. OTP will be received on the registered mobile number.



Proceed for OTP dialogue box appears. Click **OK**.



## Forgot Password

Cfms Id:\*

14382004

Employee Name:

BODDAPATI VENKATESWARA RAO

Mobile No:

\*\*\*\*\*6327

Email Id:

ven\*\*\*\*\*b@gmail.com

OTP:

Enter OTP



required

Enter the OTP received on the registered mobile number and click on **Submit**.

## Forgot Password

Cfms Id:\*

14382004

Employee Name:

BODDAPATI VENKATESWARA RAO

Mobile No:

\*\*\*\*\*6327

Email Id:

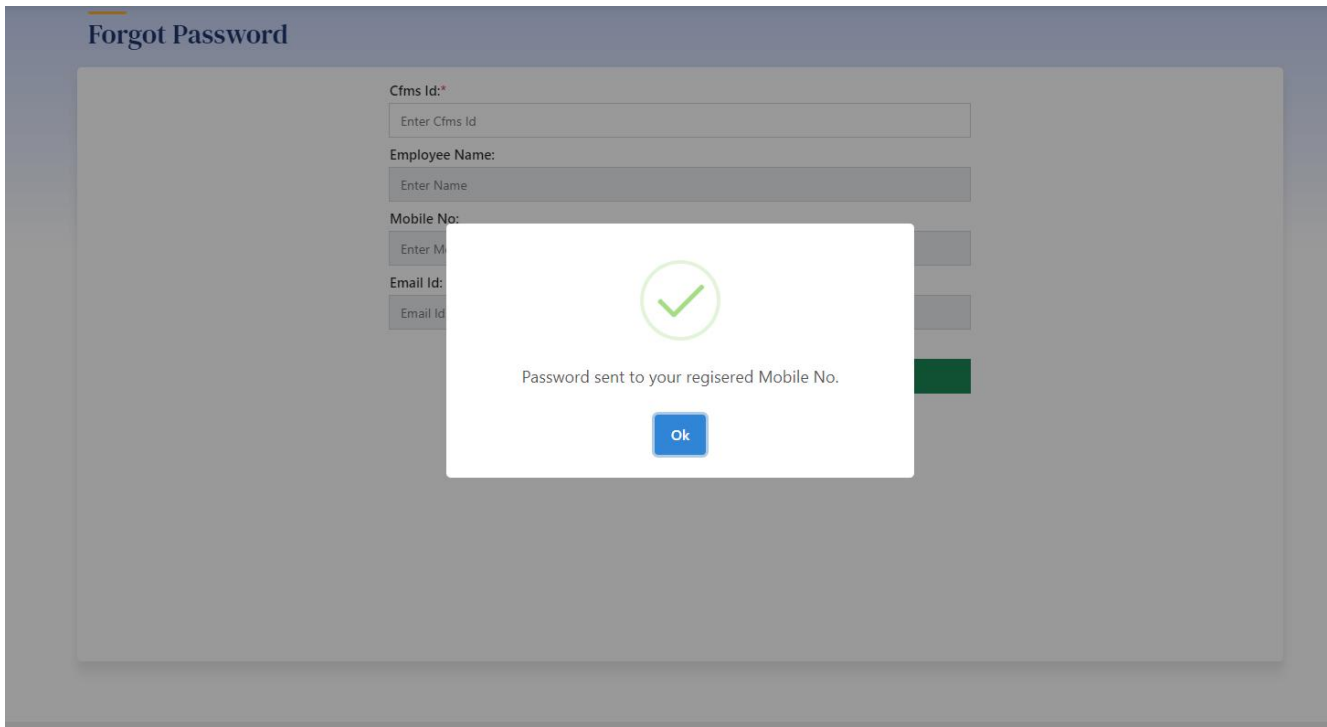
ven\*\*\*\*\*b@gmail.com

OTP:

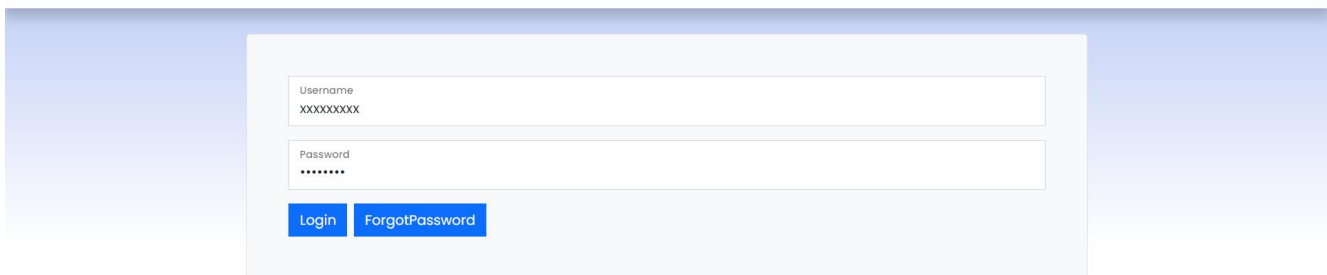
342713



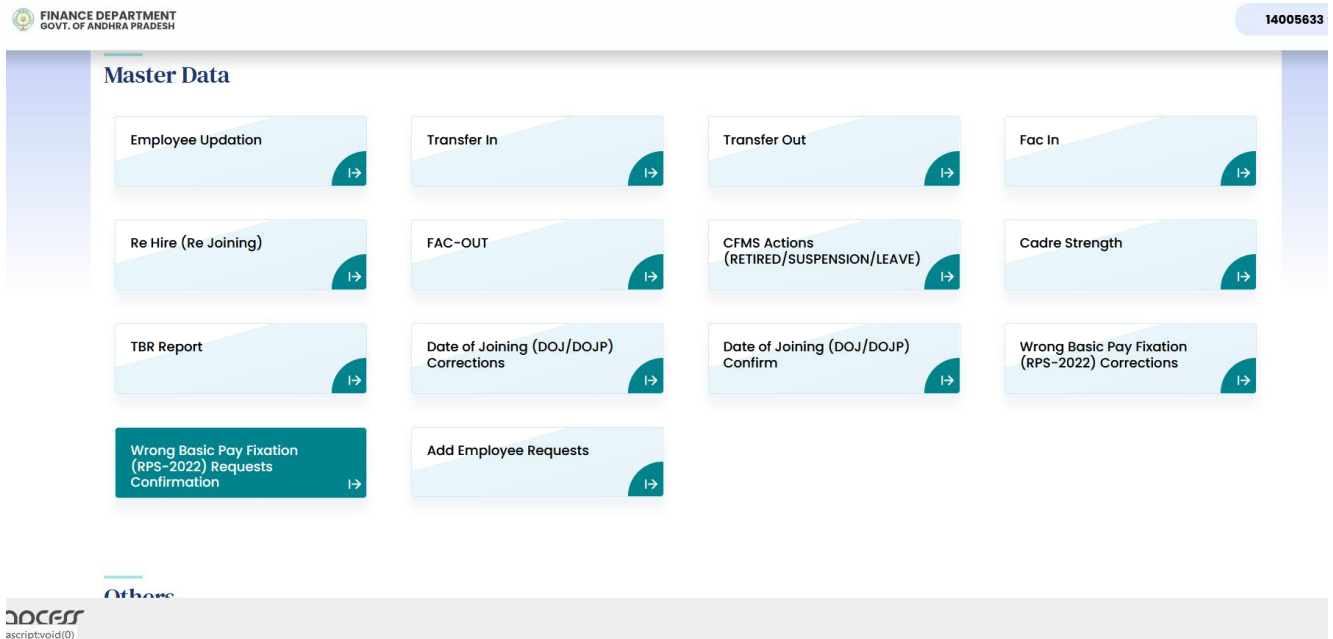
After clicking submit, the new password is sent to the same (registered) mobile number with a dialogue box as seen below.



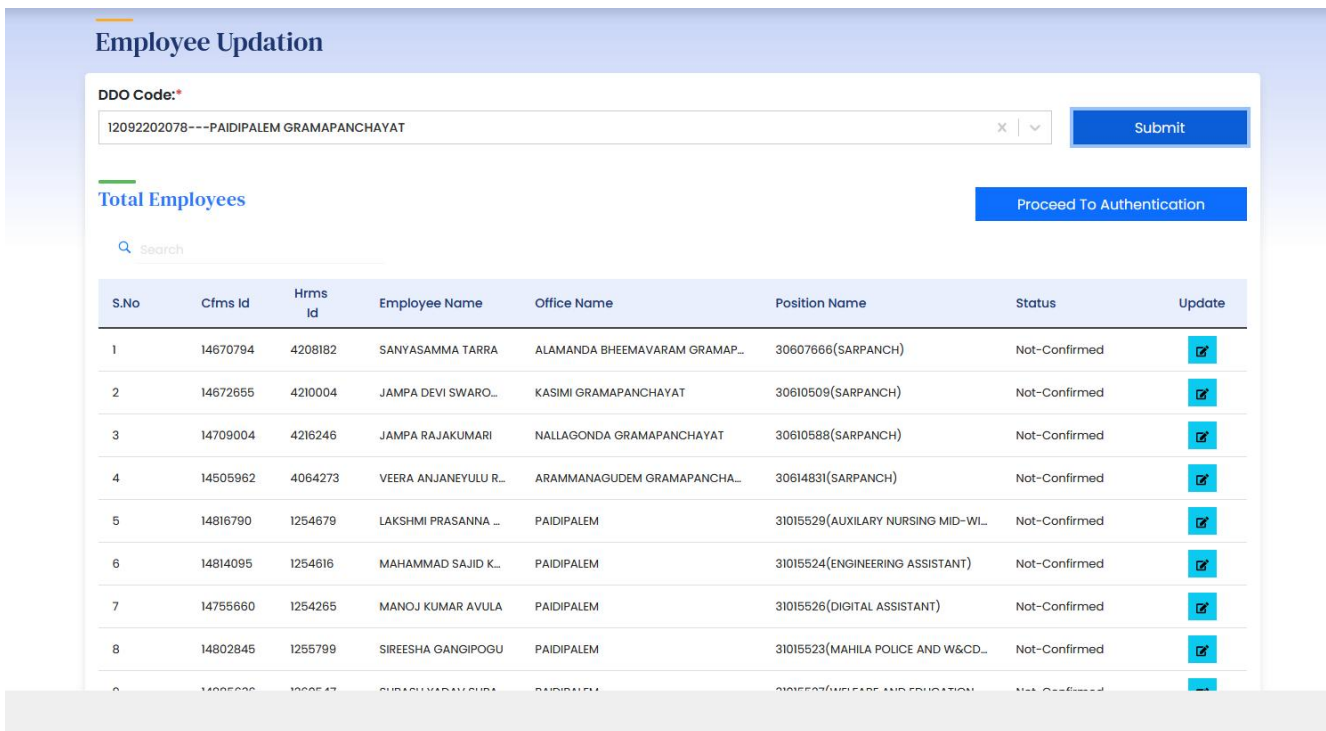
Upon clicking ok, it redirects to the user login page. The user can login using the CFMS ID and new password.



## 4. Employee Updation Process



DDO should select **Employee Updation** Under MASTER DATA



After Selecting Employee Updation Tile , DDO should select **DDO code** and click on **submit button**. After Clicking Submit button **Employee's Display** Under Ddo code. Then Ddo Should click On **Update Column** Action Button.

### Employee Updation

Save The Basic Details to Proceed Next Screen "Earnings & Deductions" (Tab) (ఇవ్వబడిన "వారసాల & తగ్గింపులు" (Tab) కి వెళ్లడానికి ప్రస్తుత వివరాలు సేవ చేయండి)

The Fields Employee Name, Surname, Date of Birth, Date of Joining, Department, GPF No, APGLI No Not Editable.

#### Basic Details

<b>Employee Hrms Id:</b> <input type="text" value="4208182"/>	<b>Employee Name:</b> <input type="text" value="SANYASAMMA"/>	<b>Surname:</b> <input type="text" value="TARRA"/>
<b>Employee Cfrms Id:</b> <input type="text" value="14670794"/>	<b>Father Name:*</b> <input type="text" value="Enter Father Name"/>	<b>Male :</b> <input type="radio"/> <input checked="" type="radio"/> <b>Female :</b> <input type="radio"/> <input checked="" type="radio"/> <b>Transgender :</b> <input type="radio"/> <input checked="" type="radio"/>
<b>Marital Status:*</b> <input type="text" value="Single"/>	<b>is Disabled:*</b> <input type="text" value="No"/>	<b>Date Of Birth(DD/MM/YYYY):</b> <input type="text" value="20/07/1989"/>
<b>Date of Joining into Govt Service(DD/MM/YYYY):</b> <input type="text" value="15/08/2019"/>		

#### Post Details

<b>DDO Code:</b> <input type="text" value="12092202078-PAIDIPALEM GRAMPANCHAYAT"/>	<b>Designation Name:*</b> <input type="text" value="--Select--"/>	<b>Post Category:*</b> <input type="text" value="--Select--"/>
---	--	---

required

#### Personal Details

<b>GPFNo/AG/IV/CPS/ZP/AIS:</b> <input type="text" value="Enter gpfn"/>	<b>APGLI NO:</b> <input type="text" value="Enter apgliNo"/>	<b>Aadhar No:*</b> <input type="text" value="852436825321"/>
<b>PAN NO:*</b> <input type="text" value="AAAAA9999A"/>	<b>Mobile No:*</b> <input type="text" value="Enter Mobile No"/>	<b>Email id:</b> <input type="text" value="Email Id"/>

**Remarks :**

required

4.1 After Selecting **Action Button** Under **Update column**. The above screen will display to **update Basic Details of employee**. After **Updating Basic Details** Click on **Submit** Button.

### 3.2 After That Ddo Should click on Earning's & Deduction's Screen

**Employee Updation**

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BASIC DETAILS
EARNINGS & DEDUCTIONS

To RPS-2015 and 2022 employees, The fields PRC category , PRC Year, Grade, Basic Pay, DA are not editable (RPS-2015 మరియు 2022 ఉద్యోగులకు, PRC వర్గం , PRC సంవత్సరం, గ్రేడ్, ప్రాథమిక పేజీ, DA పేర్లను సవరించబడవు)

RPS 2015 employees, first complete the Basic pay Changes Events data confirmation by DDO and STO/FAO (RPS 2015 ఉద్యోగులు, ముందుగా DDO మరియు STO/FAO ద్వారా మూల సర్టిఫికేట్లు పూర్తిచేయాలి మరియు తదానంతరం డిజిటలైజేషన్ చేయాలి)

#### PAY PARTICULARS

Cadre Category: <input type="text" value="--Select--"/>	PRC Type:* <input type="text" value="--Select--"/>	PRC Year:* <input type="text" value="--Select--"/>
Group :* <input type="text" value="----Select-----"/>	Basic Pay:* <input type="text" value="Not Applicable"/>	Dear Allowance Value:* <input type="text" value="--Select--"/>
CCA Category:* <input type="text" value="--Select--"/>	GPF Category:* <input type="text" value="--Select--"/>	GIS Category: * <input type="text" value="--Select--"/>
HRA Category:* <input type="text" value="--Select--"/>	Remarks: <div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>	HOA:* <input type="text" value="--Select--"/>

Increment Month\*

Save Details

#### EARNINGS & DEDUCTIONS

##### Earnings

Amount:  
 Add

Earnings	Delete
<b>Total Earnings</b>	<b>0</b>

##### Deductions

Amount :  
 Add

Deductions	Delete
<b>Total Deductions</b>	<b>0</b>

Save Details

After clicking **Earnings and Deductions**.The above screen will display The ddo should update all fields of displaying in screen Then They should save the details by clicking **save details button**.

**NOTE :** After Confirming **Employee Updation With biometric** . The Employees Will **Display 0Under Regular Pay Bill Tile And Supply Pay bill Tile.**

Regular Pay Bill



Supplementary  
Pay Bill



Do Should **Not** Go to **GSWS Regular Paybill Or GSWS Supply Bill Tiles** , Do **bills** In **Regular/Supply Pay bill Tile**