2022

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 supplmentary 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.
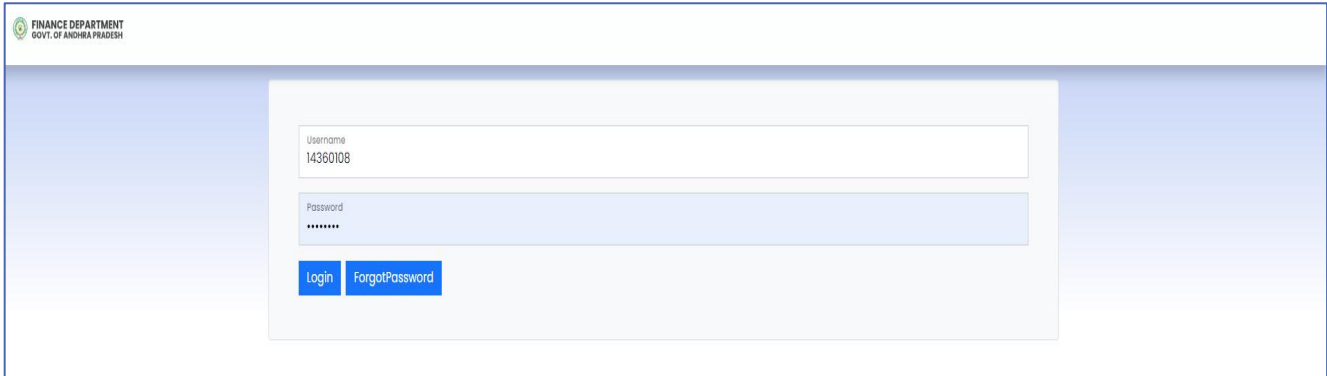
2. Website Details & Credentials

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.
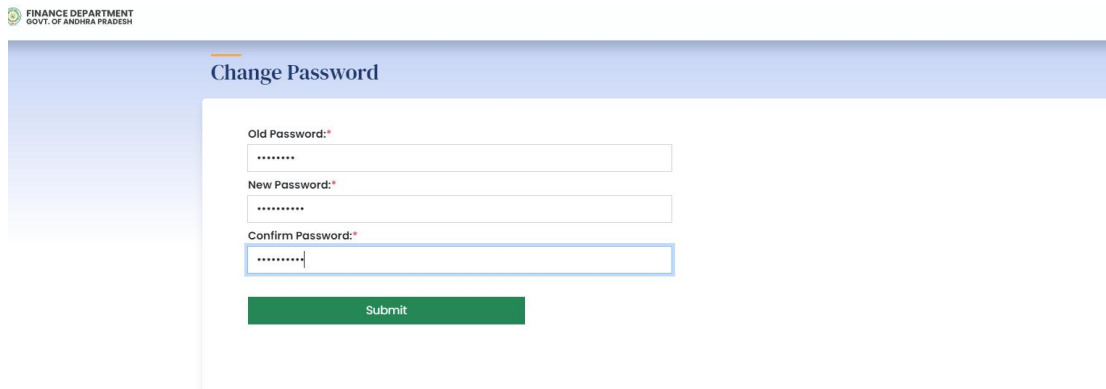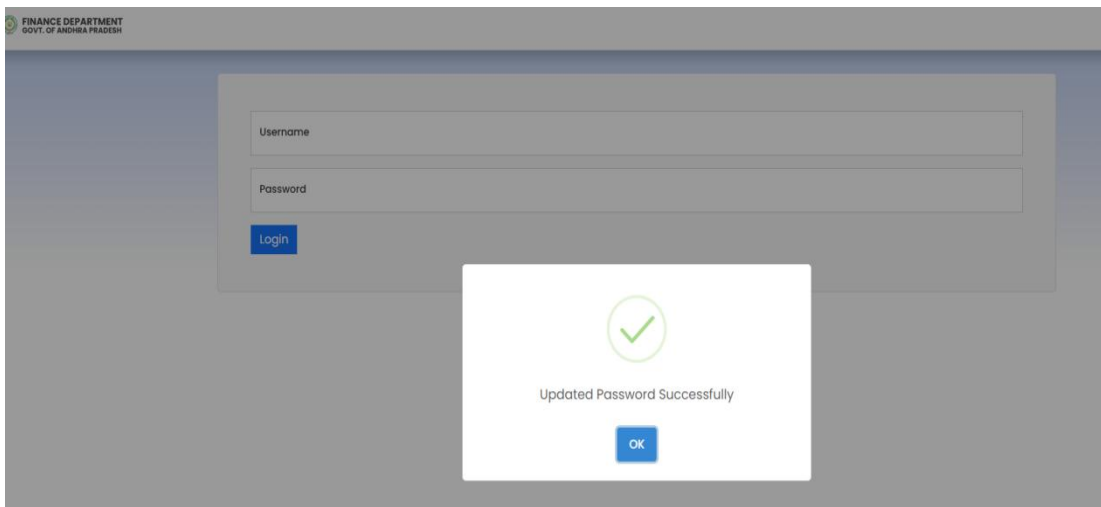
3.1 Password Change

Change default password to ensure security.
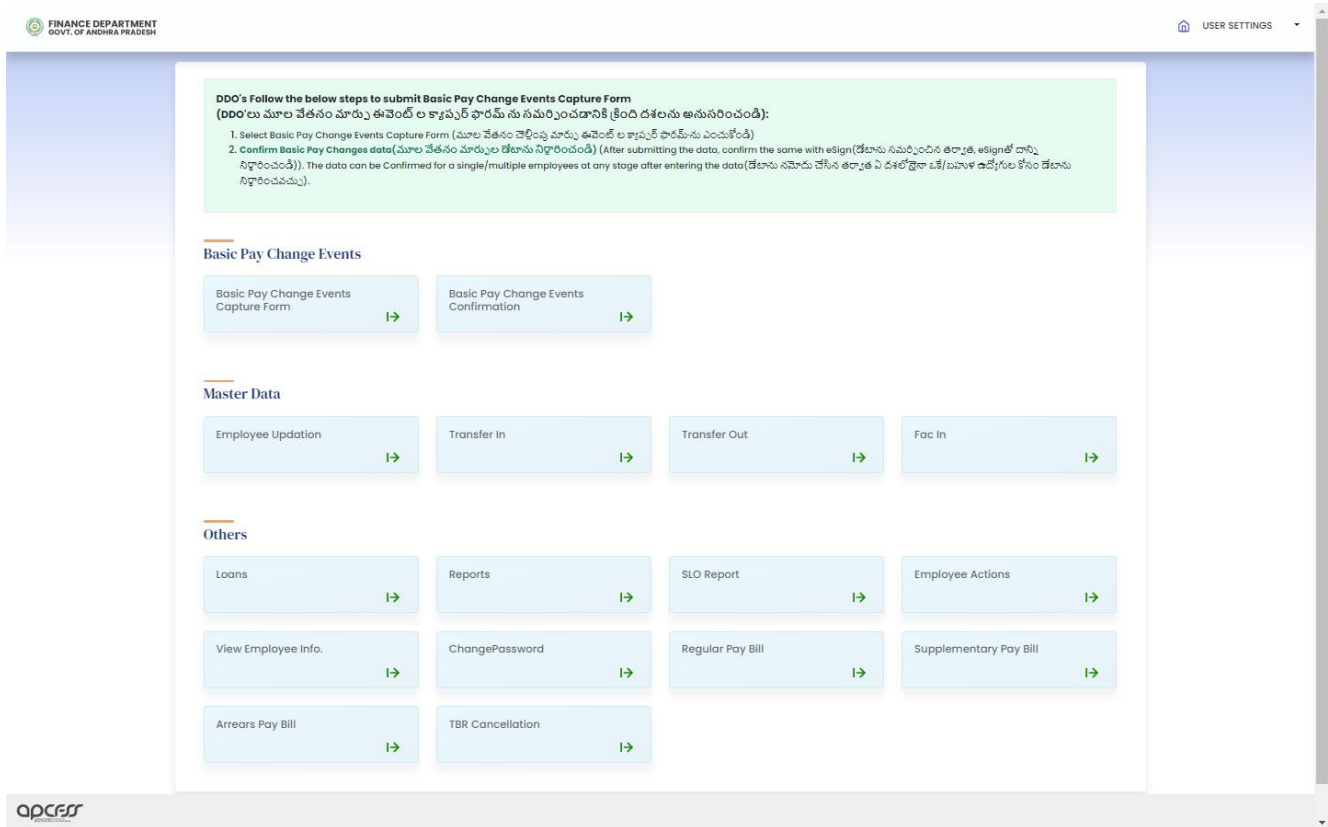
Password changed successfully.

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.

3.2 Forgot Password

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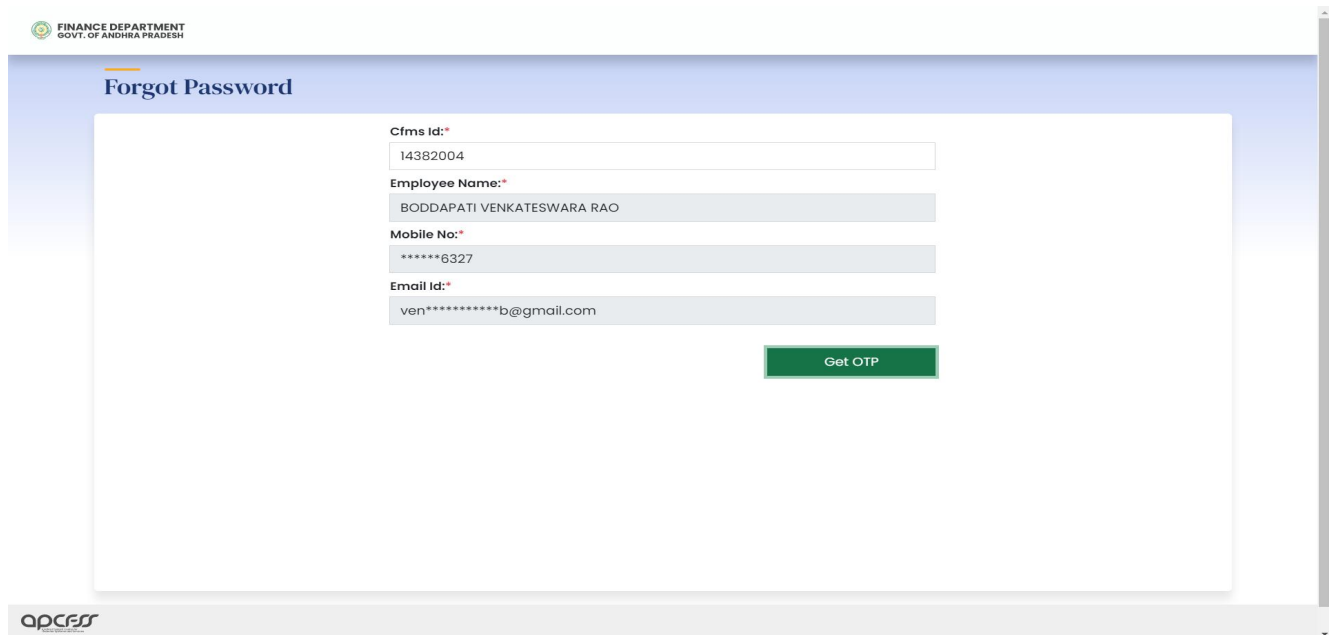
Enter CFMS ID and press tab button on keyboard to automatically fetch the details of the CFMS ID entered. Click on **Get OTP**. OTP will be received on the registered mobile number.
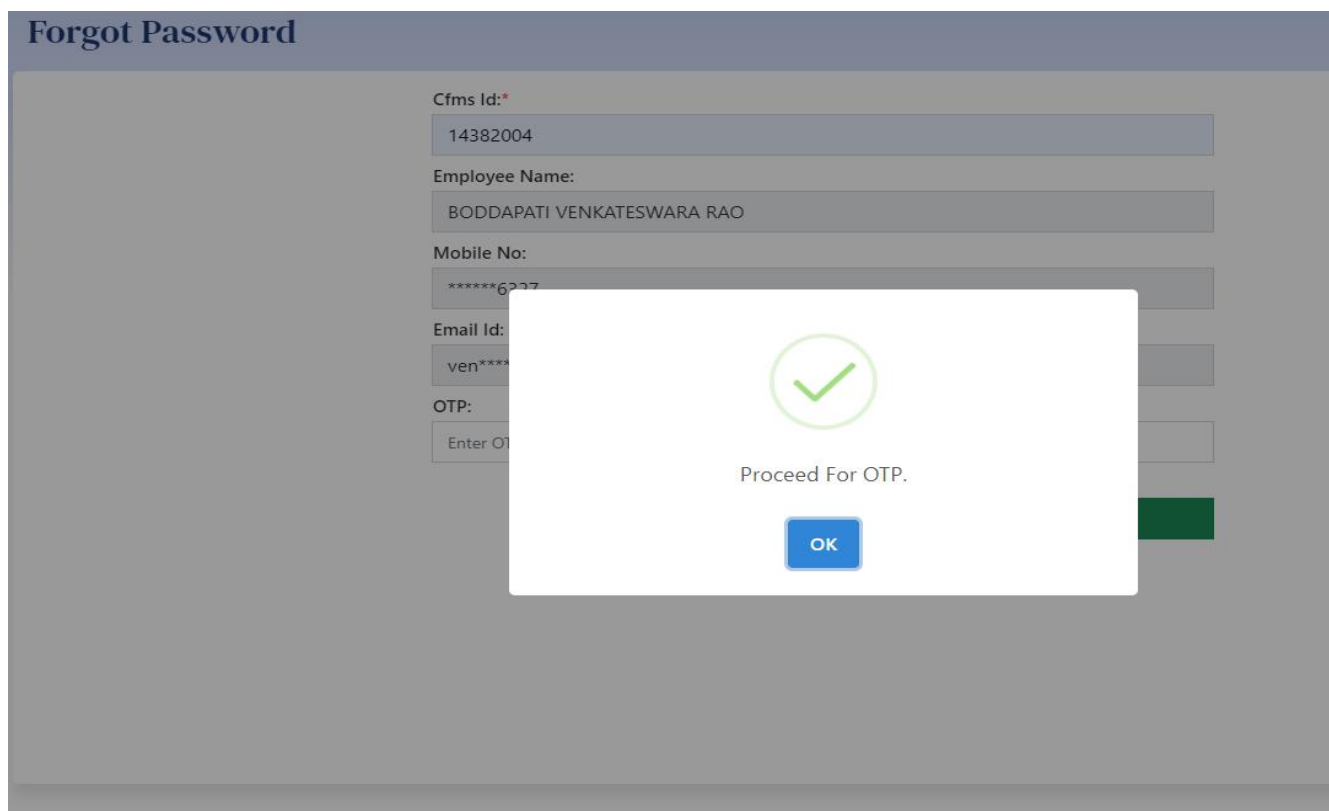

Proceed for OTP dialogue box appears. Click **OK**.

Forgot Password

Cfms Id:*

14382004

Employee Name:

BODDAPATI VENKATESWARA RAO

Mobile No:

******6327

Email Id:

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

OTP:

Enter OTP

required

Submit

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

Forgot Password

Cfms Id:*

14382004

Employee Name:

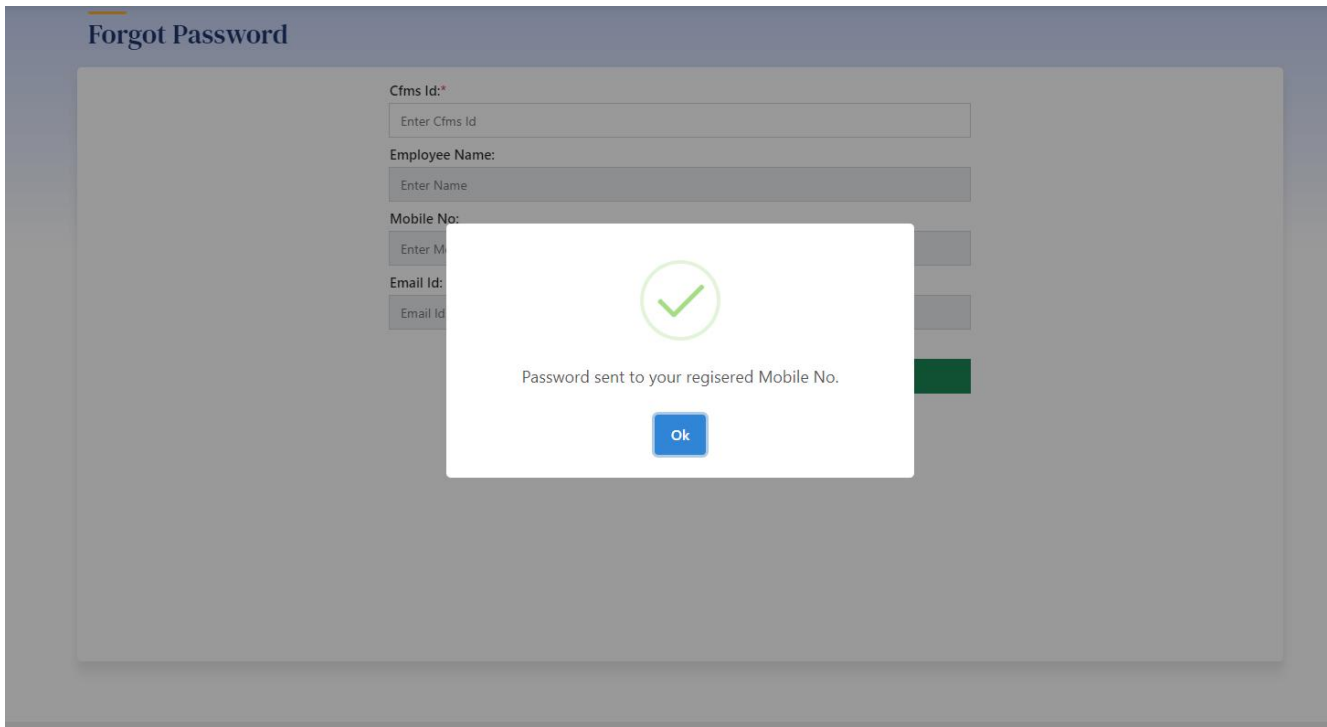BODDAPATI VENKATESWARA RAO

Mobile No:

******6327
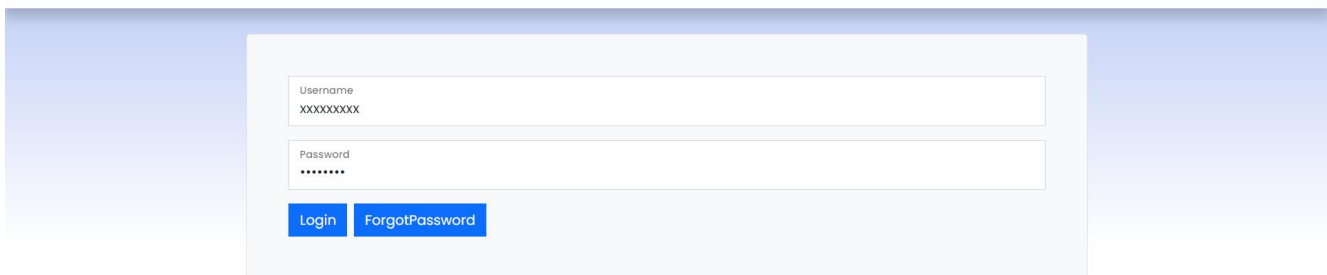
Email Id:

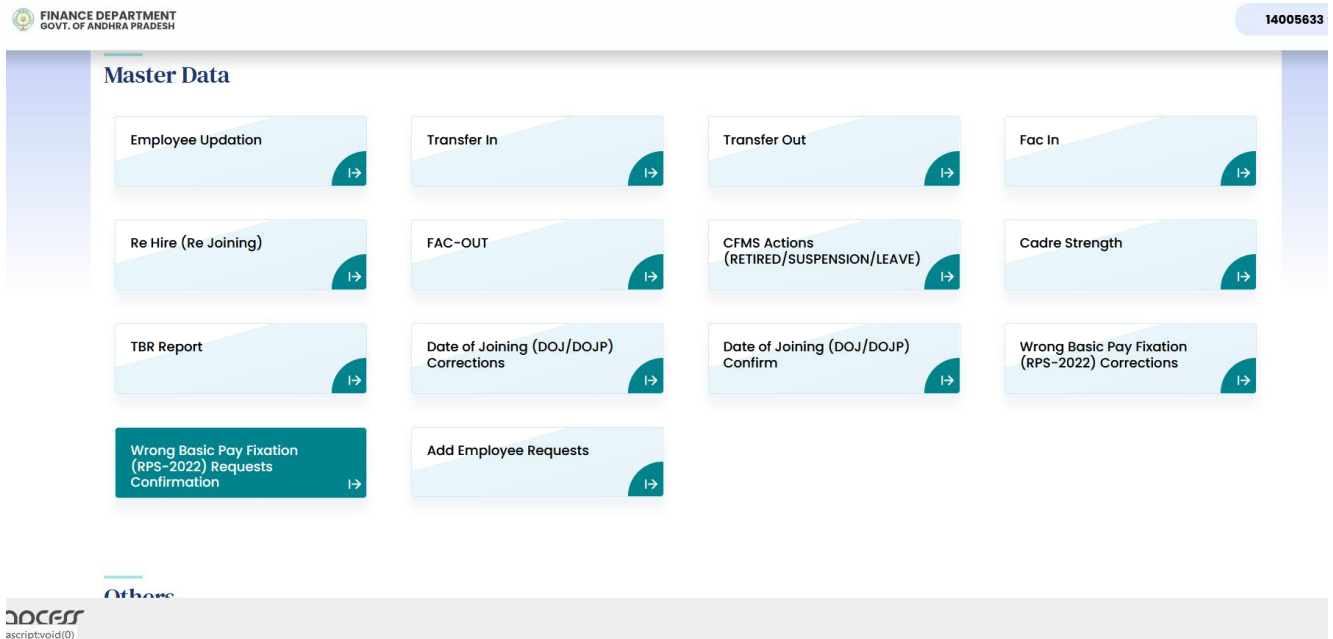ven***********b@gmail.com

OTP:

342713

Submit

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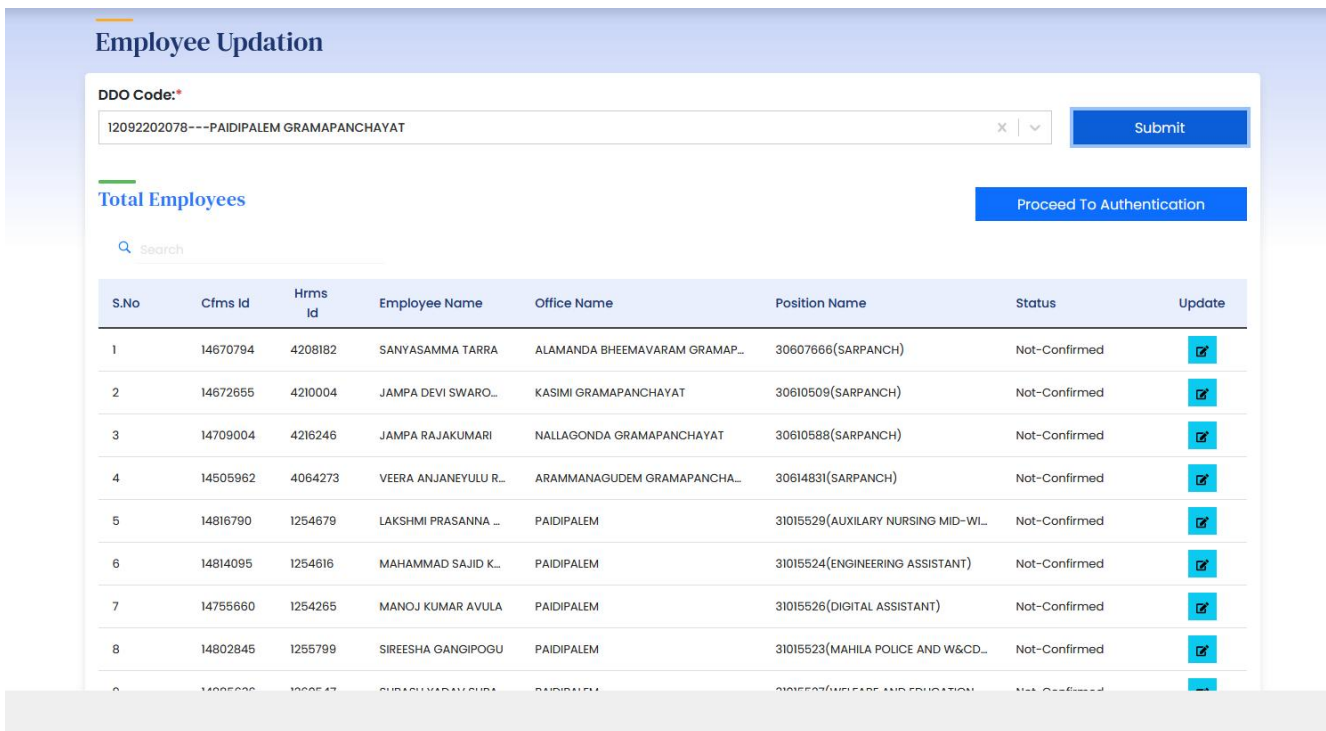

Upon clicking ok, it redirects to the user login page. The user can login using the CFMS ID and new password.

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

Back

📥 BASIC DETAILS   ↱ EARNINGS & DEDUCTIONS

Save The Basic Details to Proceed Next Screen "Earnings & Deductions" (Tab) (అదుబత స్పై "ఆదాయాలు & తగ్గింపులు" (ట్యాబ్)కి పటుగునికి ప్రాథమిక వివరాలను సేవ్ చేయండి)

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

Basic Details

Employee Hrms Id:	Employee Name:	Surname:
4208182	SANYASAMMA	TARRA

Employee Cfms Id:	Father Name:*	Male:	Female:	Transgender:
14670794	Enter Father Name	♂ ○	♀ ○	⚥ ○

Martial Status:*	is Disabled:*	Date Of Birth(DD/MM/YYYY):
Single	No	20/07/1989

Date of Joining into Govt Service(DD/MM/YYYY):
15/08/2019

Post Details

DDO Code:	Designation Name:*	Post Category:*
12092202078-PAIDIPALEM GRAMAPANCHAYAT	--Select--	--Select-- ⓘ
		Required

Personal Details

GPFNo/AG/IV/CPS/ZP/AIS:	APGLI NO:	Aadhar No:*
Enter gpfno	Enter apgliNo	852436825321

PAN NO:*	Mobile No:*	Email Id:
AAAAA9999A	Enter Mobile No	Email Id

Remarks :

[ⓘ]
Required

Submit

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

Aftere 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**.

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