

# Comprehensive Financial Management System (CFMS)

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## DDO Data Capturing Process

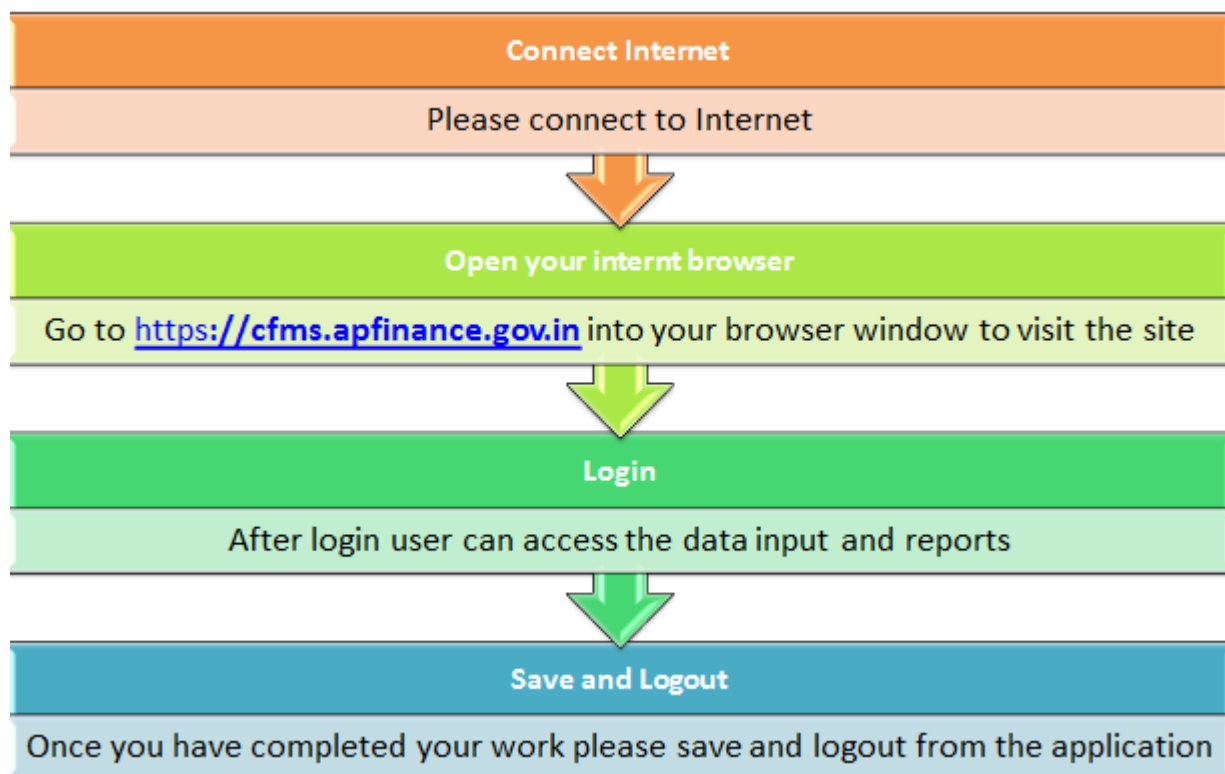
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## 1.Document Summary

This document entails the steps to be followed by the DDOs to capture entire data of the employees with respect to the departments. It includes Hierarchy, Cadre strength, Assign employees, Create sections, Assign posts to sections, Leave approval hierarchy & Loans approval hierarchy.

## 2. How to access the application?



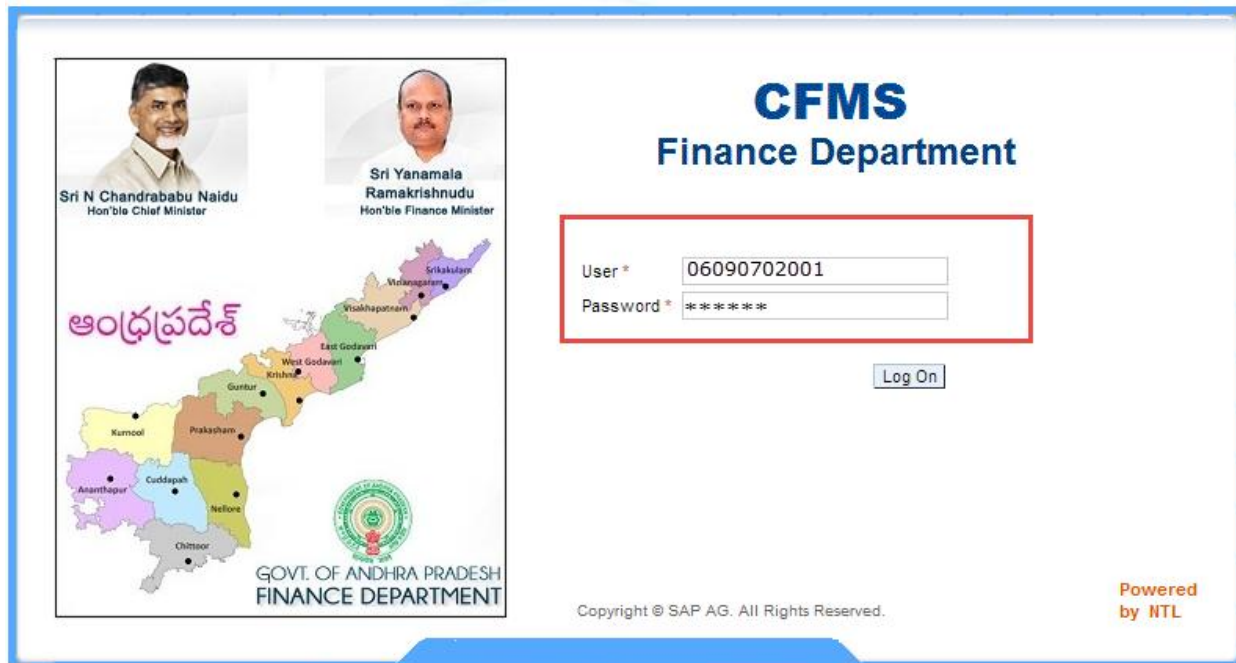
## 3. Registration Process

Before proceeding with **DDO data entry**, the **DDO** has to register by entering the **DDO code & Password provided by CFMS team**.

Below listed are the steps for registration process.

**Step 1:** Enter the CFMS Portal URL <https://cfms.apfinance.gov.in> in IE (Internet Explorer version 8, 9 and 10) or Mozilla or Google chrome browser.

A login page will be displayed as shown in the below screen.



**Step 2:** Click **DDO Registration**. By default all the employees with respect to the **DDO** will be displayed.

Home **DDO Registration**

DDO Registration | [Back](#) [Forward](#)

DDO Registration

Please select your employee code as a DDO

Search Employee

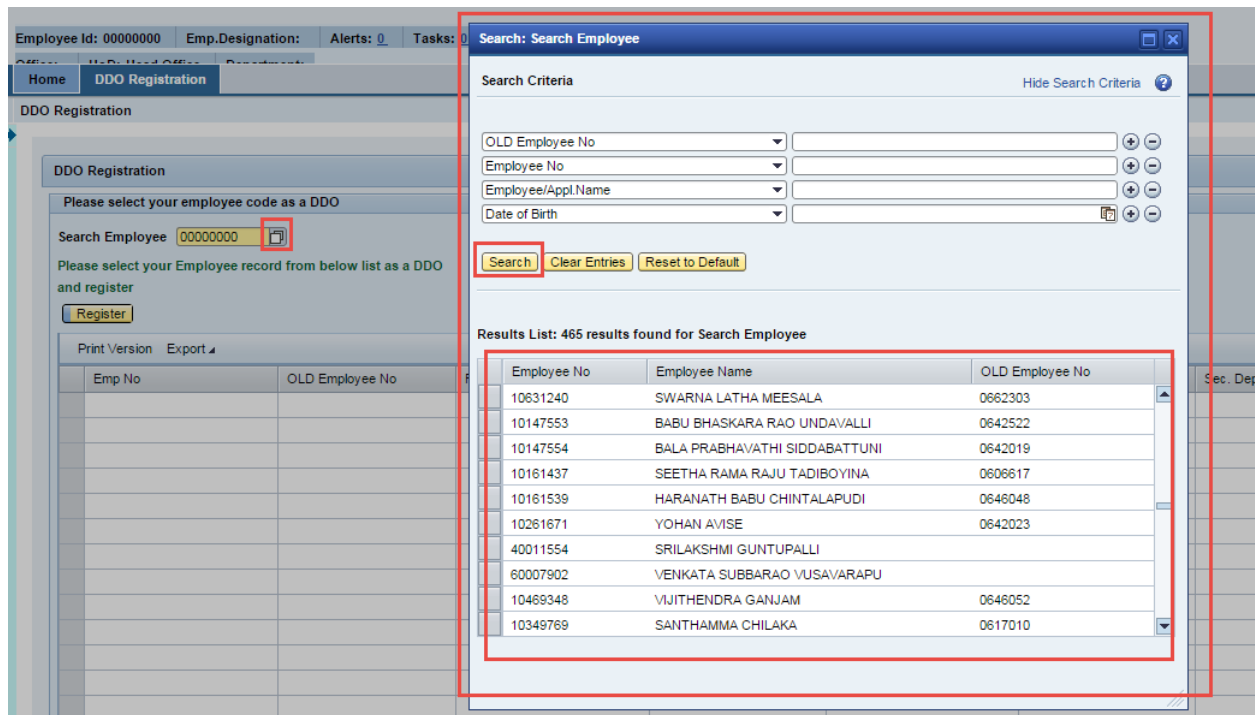
Please select your Employee record from below list as a DDO and register

Print Version [Export](#)

Emp No	OLD Employee No	First Name	Last Name	Date Of Birth	Designation	Sec. Dept	Employee Category
10349962	0637006	RAJENDRABABU	JALADI	12.02.1961	Senior Accountant	Finance	Regular
10019228	0600085	CHINA SIDDAIAH	SHAIK	01.04.1956	Office Subordinate	Finance	Regular
10604762	0659054	RAJU	MANNAVA	03.10.1979	Senior Accountant	Finance	Regular
90004318	6021430	RAO	M SUBBA	01.07.1928		Finance	Pensioner
90005728	6021782	MURTHY	YSK	08.04.1929		Finance	Pensioner
90005745	6021247	SURAYANARAYANA	Y	01.07.1931		Finance	Pensioner
90005871	6021075	VAZRAMMA	T	10.05.1926		Finance	Pensioner
90006350	6021284	SUSEELA	K	15.07.1927		Finance	Pensioner
90006549	6021260	VENKATESWARA RAO	A	05.04.1933		Finance	Pensioner
90007266	6049306	LAKSHMANA RAO	K	01.07.1931		Finance	Pensioner
90007385	6021085	SAVITRAMMA	K	01.10.1931		Finance	Pensioner
90008376	6021266	ANJANEYA SARMA	CH	11.12.1935		Finance	Pensioner

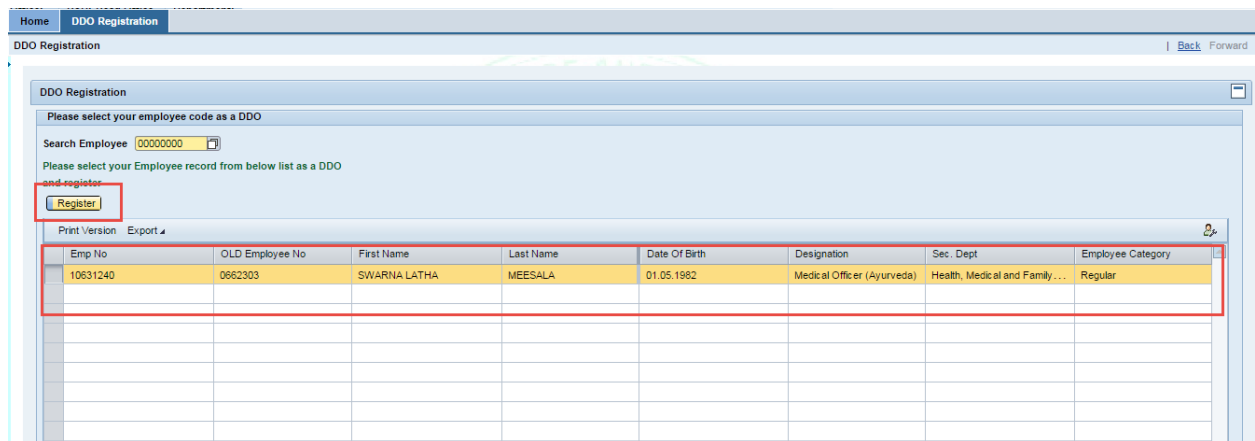
**Step 3:** Select your **DDO** from the displayed list.

In case if the respective **DDO** is not available in the displayed list, then click on the **Search** option as shown below. When **Search** option is clicked a window will be displayed with all the employee details belonging to respective **HOD**.



**Step 4:** Select the **Employee**. The selected employee details will be displayed as shown below.

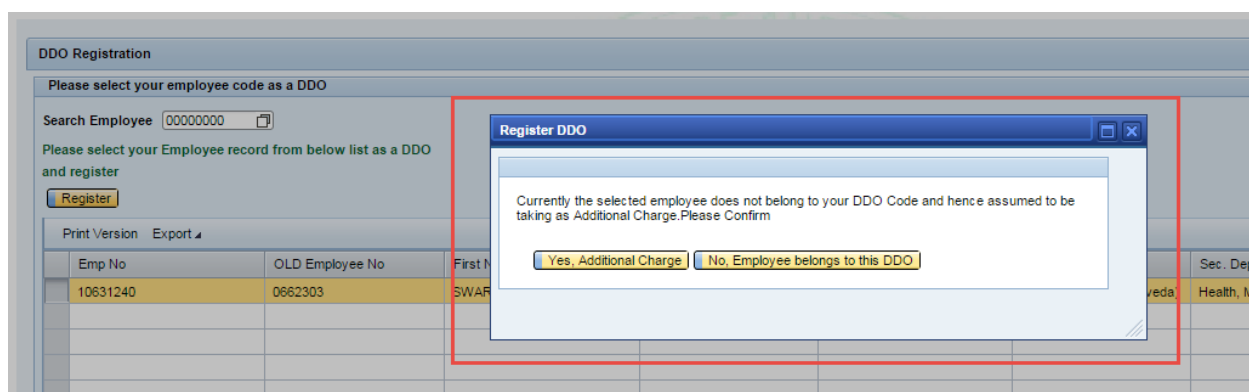
**Step 5:** Click **Register** button.



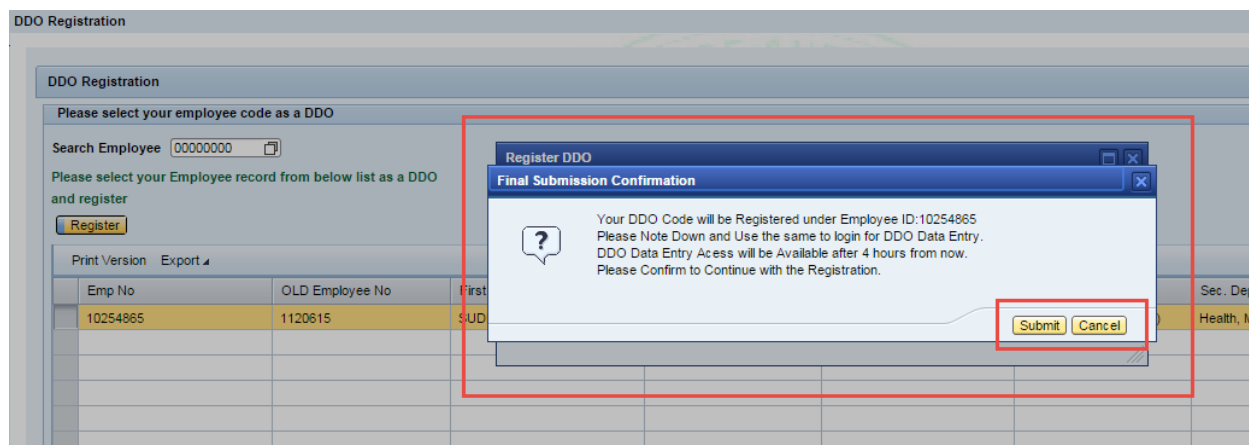
A message will be displayed stating “ **Currently the selected employee does not belong to your DDO code and hence assumed to be taking as Additional charge. Please confirm**” with two options as “ **Yes, Additional charge**” & “ **No, Employee belongs to this DDO**”.

**Step 6:** Click “**Yes, Additional charge**” if the employee is on additional charges.

**Step 7:** Click “**No, Employee belongs to this DDO**” if the employee is belonging to the respective DDO.



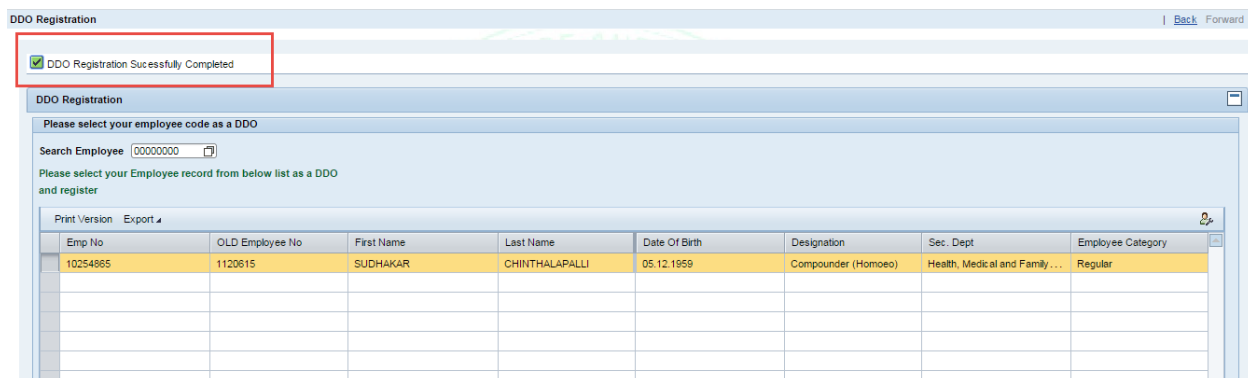
The below shown message will be displayed with two options “**Submit**” & “**Cancel**”.



**Step 8:** Click **Submit** button to submit for registration else click on Cancel.

**Remember! Click Cancel button to cancel the registration process.**

Once **Submit** button is clicked, the **DDO registration process is successfully completed.**



DDO Registration Back Forward

DDO Registration Successfully Completed

DDO Registration

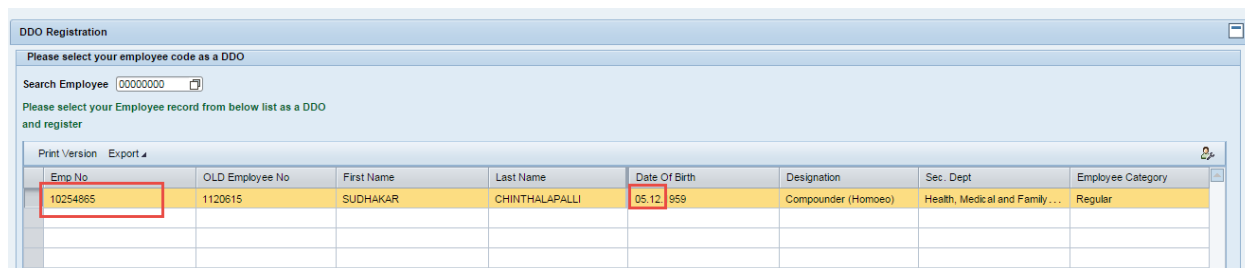
Please select your employee code as a DDO

Search Employee

Please select your Employee record from below list as a DDO and register

Emp No	OLD Employee No	First Name	Last Name	Date Of Birth	Designation	Sec. Dept	Employee Category
10254865	1120615	SUDHAKAR	CHINTHALAPALLI	05.12.1959	Compounder (Homoeo)	Health, Medical and Family...	Regular

Now , The DDO gets a **new employee code** as shown below.



DDO Registration

Please select your employee code as a DDO

Search Employee

Please select your Employee record from below list as a DDO and register

Emp No	OLD Employee No	First Name	Last Name	Date Of Birth	Designation	Sec. Dept	Employee Category
10254865	1120615	SUDHAKAR	CHINTHALAPALLI	05.12.1959	Compounder (Homoeo)	Health, Medical and Family...	Regular

The employee has to re-login to the portal with the user id as the **New employee id** and **password** as **Newemployeeid** which has been generated followed by DDMM (ie as per employees DOB).

Ex: \*\*\*\*\*DDMM.



## 4. Login

**Step 1:** Enter the CFMS Portal URL <https://cfms.apfinance.gov.in> in IE (Internet Explorer version 8, 9 and 10) or Mozilla or Google chrome browser.

**Step 2:** Tap on 'Enter' button on your keyboard to navigate to CFMS Portal login page.

You can access all the portal applications by getting logged in to CFMS portal.

The screenshot shows the login interface for the CFMS Finance Department. On the left, there are portraits of the Chief Minister and Finance Minister, along with a map of Andhra Pradesh and the text 'ఆంధ్రప్రదేశ్' and 'GOVT. OF ANDHRA PRADESH FINANCE DEPARTMENT'. On the right, the title 'CFMS Finance Department' is displayed above two input fields for 'User' and 'Password', and a 'Log On' button. The footer contains copyright information and 'Powered by NTL'.

Below listed are the First time 'login instructions' to the end user:

- On the 'Login screen', enter your existing 'User id' used for accessing CFMS Portal system.
- Enter the 'Password' which has been provided by administrator through communication mail.

**CFMS**  
Finance Department

User \* suharsha  
Password \* .....

Log On

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- Click 'Logon' button.

**CFMS**  
Finance Department

User \* suharsha  
Password \* .....

Log On

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- Below shown screen will be displayed (only if the user is getting logged onto the portal for the first time, as this helps the user to change his/her password). Enter the 'Old password' provided to you by the administrator.
- Enter the 'New password' and confirm the password by re-entering it in 'Confirm password' field.

**CFMS**  
Finance Department

Change Password  
Old Password \*   
New Password \*   
Confirm Password \*

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- Click 'Change password' button.

**CFMS**  
Finance Department

Change Password  
Old Password \*   
New Password \*   
Confirm Password \*

Copyright © SAP AG. All Rights Reserved. Powered by NTL

Now, you will be navigated to CFMS portal main page.

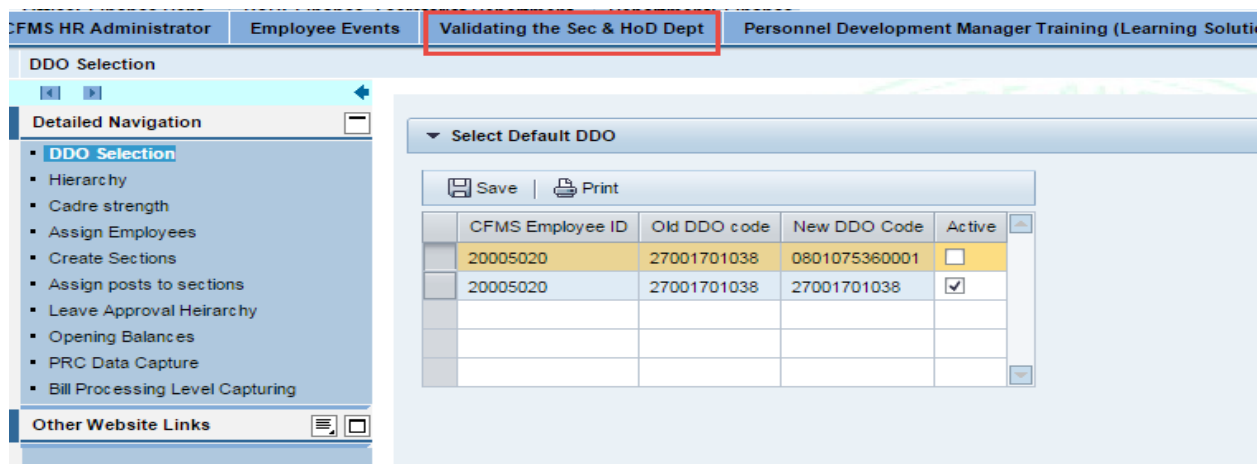
## 5. DDO Data Entry

### 5.1 Validating Sec & HoD dept

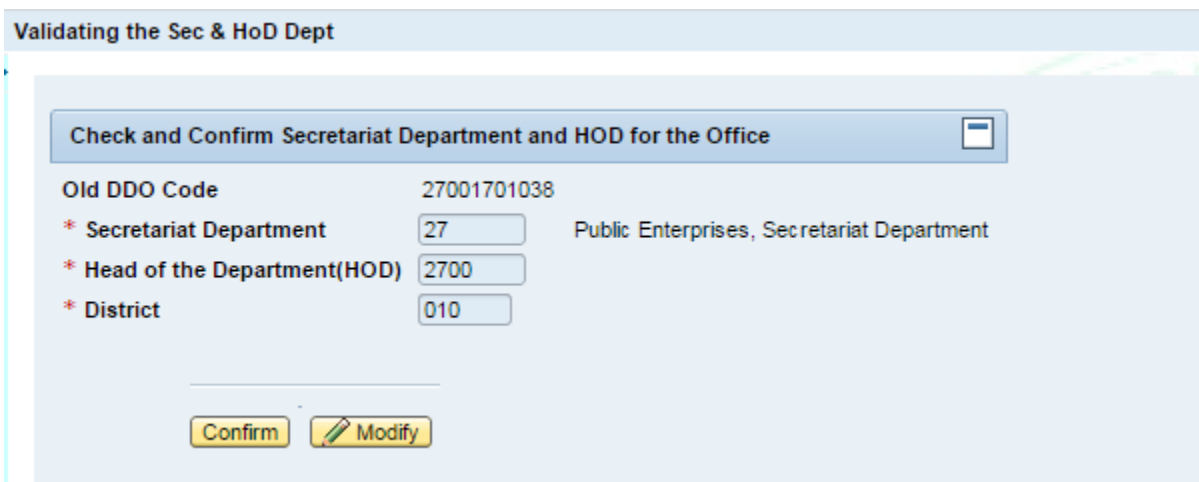
Below listed are the steps to be followed by the **DDOs** to capture the data.

Before entering the data, the **DDO** has to check the HOD to which he / she belong to.

**Step 1: Click Validating the Sec & HoD Dept.**



You will be navigated to the below shown screen. By default the **Old DDO code, Secretariat dept, HOD & District** will be displayed.



Check and Confirm Secretariat Department and HOD for the Office

Old DDO Code 27001701038

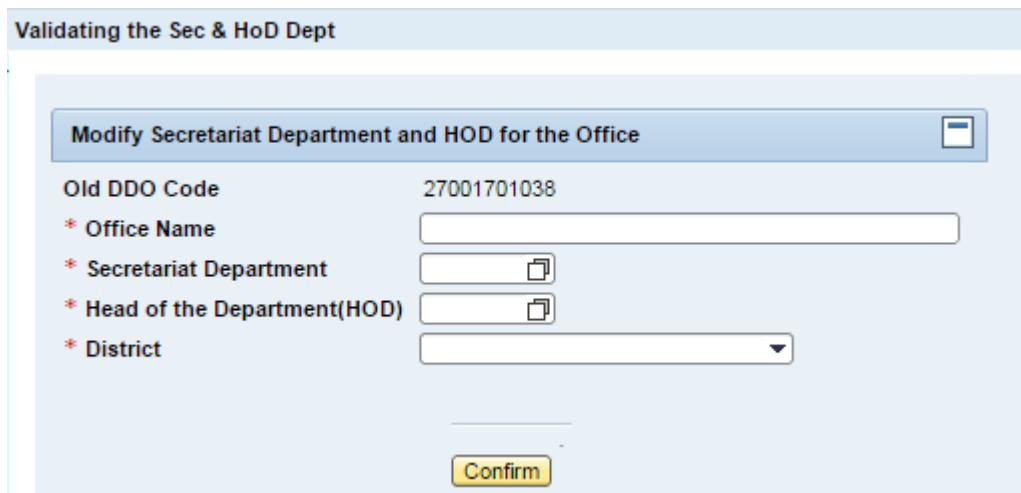
\* Secretariat Department  Public Enterprises, Secretariat Department

\* Head of the Department(HOD)

\* District

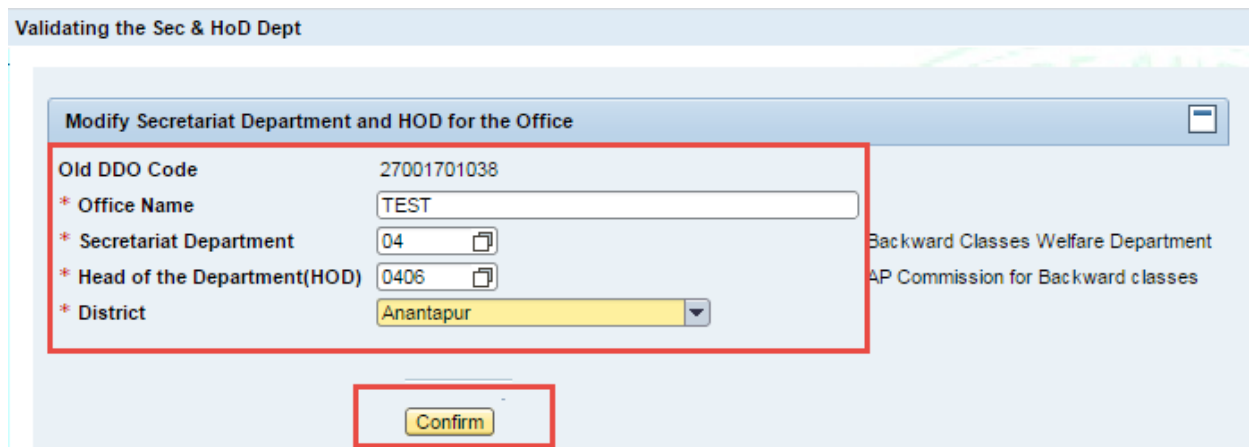
If the details are displayed correct, Click **Confirm button** to proceed further with the **DDO Data entry process**.

**Step 2:** To change the details, click **Modify button**. All the fields get enabled.



By default the DDO code of the logged in employee will be displayed.

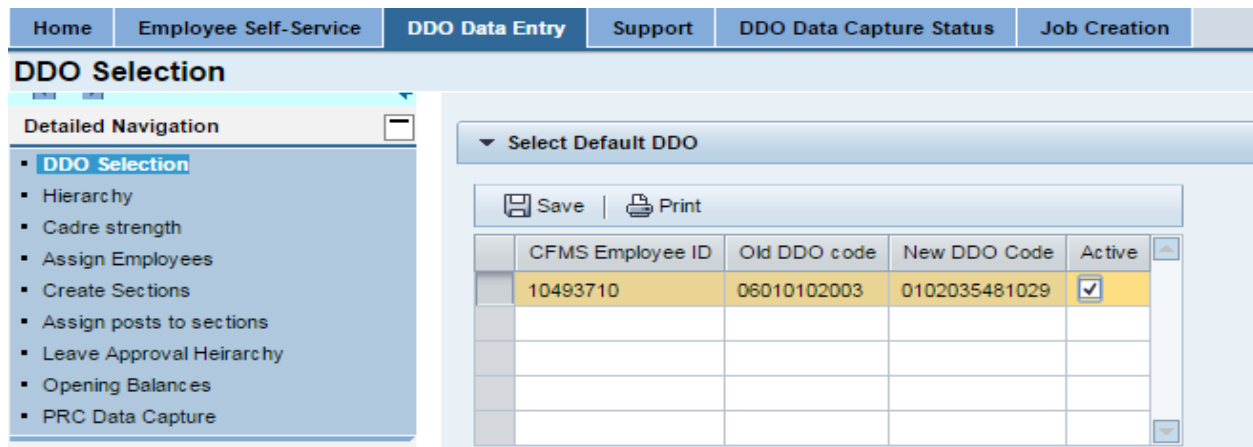
**Step 3:** Enter the **Office name**. Select the **Secretariat department, HOD & District**.



**Step 4:** Once done with entering of all the fields, Click **Confirm button**.

**Step 1:** Click on **DDO Data entry tab**.

You will be navigated to the below shown screen.



**DDO Selection**

Detailed Navigation

- DDO Selection
- Hierarchy
- Cadre strength
- Assign Employees
- Create Sections
- Assign posts to sections
- Leave Approval Heirarchy
- Opening Balances
- PRC Data Capture

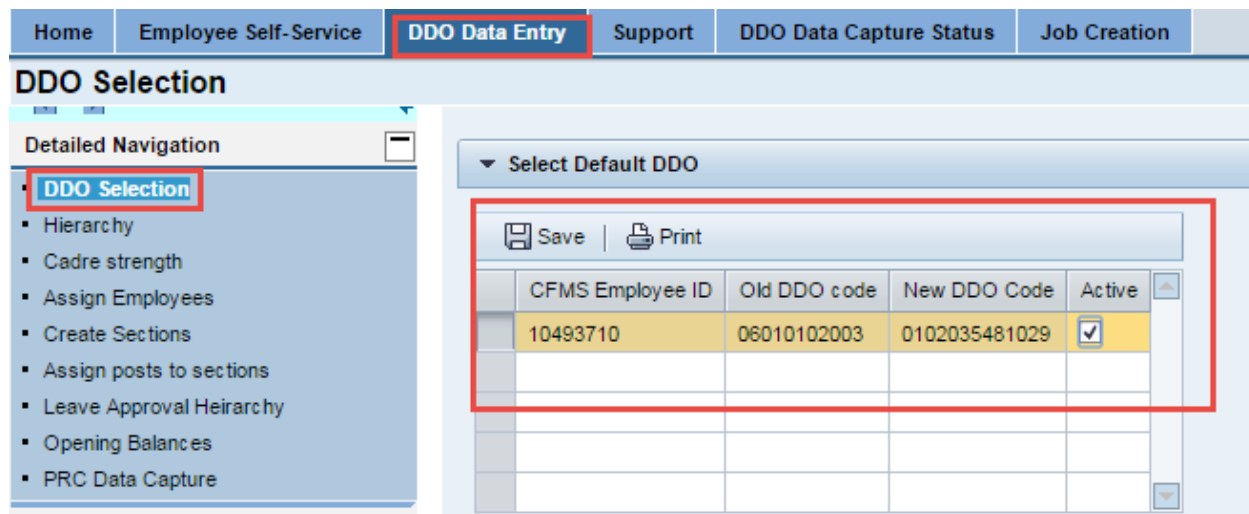
Select Default DDO

Save | Print

CFMS Employee ID	Old DDO code	New DDO Code	Active
10493710	06010102003	0102035481029	<input checked="" type="checkbox"/>

## 5.2 DDO Selection

**Step 1:** On the left side of the screen, click on **DDO Selection**. You will find a default screen as shown below. It displays the details like **CFMS Employee ID**, **Old DDO code**, **New DDO code** of the DDO who has been logged in. It also displays the status of the DDO whether he / she is **Active** or **Inactive**.



**DDO Selection**

Detailed Navigation

- DDO Selection
- Hierarchy
- Cadre strength
- Assign Employees
- Create Sections
- Assign posts to sections
- Leave Approval Heirarchy
- Opening Balances
- PRC Data Capture

Select Default DDO

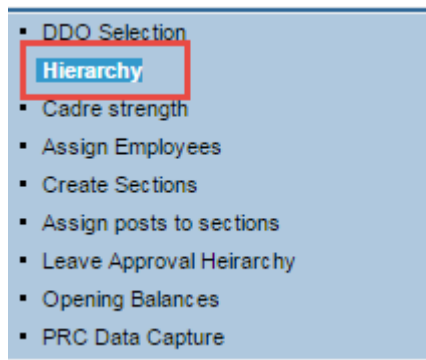
Save | Print

CFMS Employee ID	Old DDO code	New DDO Code	Active
10493710	06010102003	0102035481029	<input checked="" type="checkbox"/>

## 5.3 Hierarchy

Here all the details regarding office hierarchy are to be entered. Below listed are the steps to be followed for your reference.

**Step 1:** Navigate to **DDO Data Entry** → **Hierarchy**.



You will be navigated to the below shown screen.

Office Details

Save Final Submit

**Office Address**

* Office Type :	District	* Office Name :	NIIT Technologies
Care Of Address(C/O) :		Room No. :	
* Street/Road/Lane :	main road-3	LandMark :	
* City :	hyderabad		
* Postal Code :	500029		
* District :	Visakhapatnam		
* Mandal :	Munchingi Puttu	Village :	
* Mobile No. :	9999999999	Telephone No. :	
Email ID :			

**Office Allowances**

* HRA Percentage :	20
* CCA Code :	GUNTUR

**Salary Drawing DDO Details**

Are You Salary Drawing DDO for this office?  Yes  No

* Salary Drawing DDO Code :	06170102001
* Salary Drawing DDO Designation :	000000101009

**Reporting Office Details**

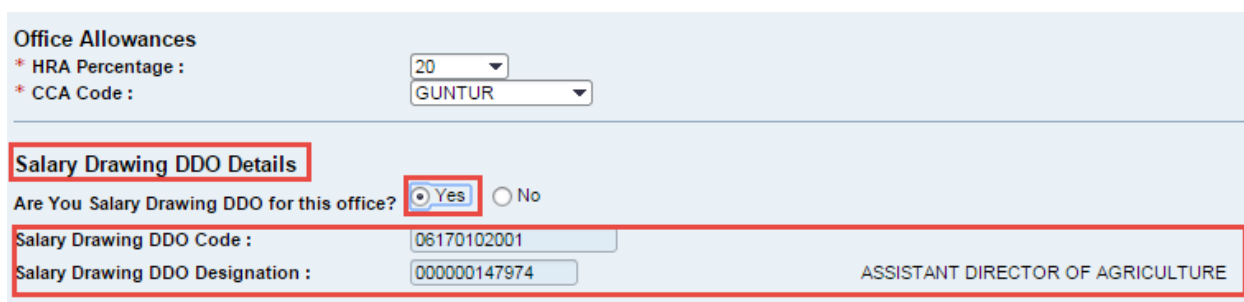
* Reporting Office Type :	Zonal	* Reporting Office DDO Code :	08010202012
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**Step 2:** Enter all the mandatory details.

**Note!** All the fields which are marked with an asterik (\*) are mandatory.

In the section **Salary Drawing DDO Details** you can view a field **Are you Salary drawing DDO for this office?** with two options **Yes & No**.

If option **YES** is selected ,by default **the salary drawing DDO code & designation** will be displayed.



The screenshot shows a web form with the following fields:

- Office Allowances**
  - \* HRA Percentage : 20 (dropdown)
  - \* CCA Code : GUNTUR (dropdown)
- Salary Drawing DDO Details**
  - Are You Salary Drawing DDO for this office?  Yes  No
  - Salary Drawing DDO Code : 06170102001
  - Salary Drawing DDO Designation : 000000147974 ASSISTANT DIRECTOR OF AGRICULTURE

If the option **NO** is selected, the user needs to enter the **Salary Drawing DDO code** and select the **Salary Drawing DDO Designation**.



Search: Salary Drawing DDO Designation :

Results List: 181 results found for Salary Drawing DDO Designation : Personal Value List Show Search Criteria

Post Code	Post Name	DDO/SCO/HoD
0101001	Assistant (Tappals) DRT	0101
0101002	Assistant Director	0101
0101003	Assistant Secretary To Government	0101
0101004	Assistant Section Officer	0101
0101005	Cycle Orderly	0101
0101006	Dafedar	0101
0101007	Deputy Director	0101
0101008	Deputy Secretary To Government	0101
0101009	Driver	0101
0101010	General Manager	0101

Are You Salary Drawing DDO for this office?  Yes  No

Salary Drawing DDO Code :

Salary Drawing DDO Designation :  Cycle Orderly

**Step 3:** Click **Save** button to save the details and click the **Final Submit** button to submit.

**Note!** Once the details are submitted, no further changes can be made (ie **Hierarchy, Cadre strength, Assign employees, Create sections, Assigning posts to sections, Leave approval hierarchy, loan approval hierarchy**).

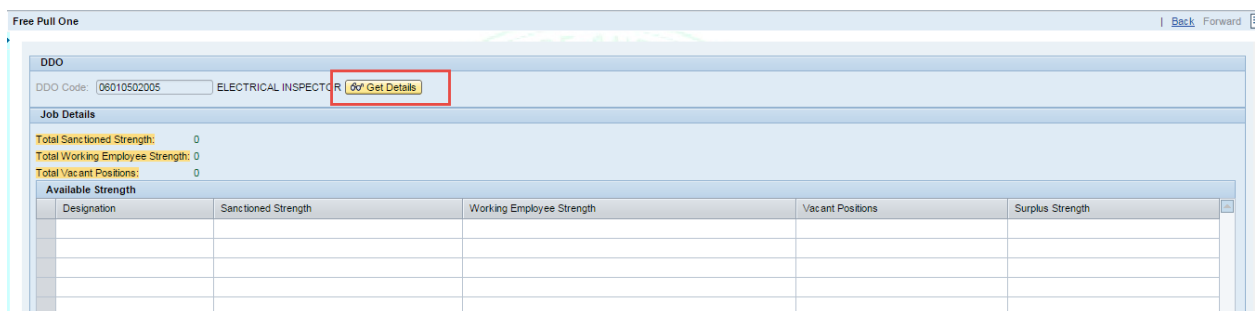
## 5.4 Cadre Strength

The employee needs to check all the available posts with respect to his / her office. In case of unavailability of any of the offices, the employee needs to add the offices by clicking on **Add New job** button. He / She have to fill all the sanctioned strength for all the available posts.

**Step 1:** Navigate to **DDO Data Entry** → **Cadre strength**

- DDO Selection
- Hierarchy
- **Cadre strength**
- Assign Employees
- Create Sections
- Assign posts to sections
- Leave Approval Hierarchy
- Opening Balances
- PRC Data Capture

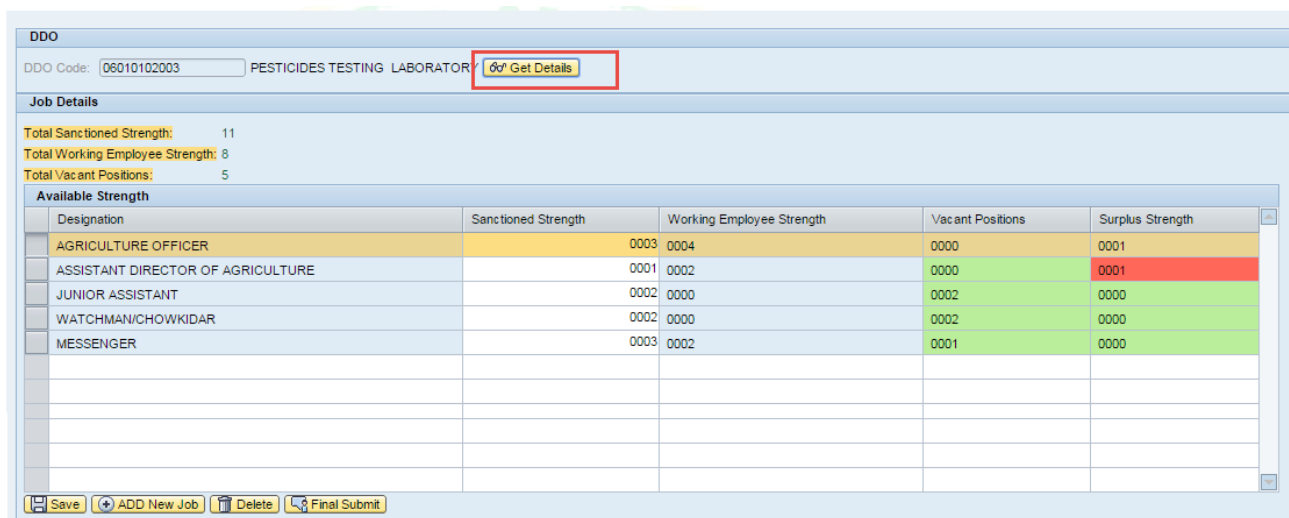
**Step 2: Click Get Details button.**



The screenshot shows the 'Free Pull One' interface. At the top, there are navigation links for 'Back' and 'Forward'. Below that, the 'DDO' section contains a dropdown menu with '06010502005' selected and the text 'ELECTRICAL INSPECTOR'. A red box highlights the 'Get Details' button. Underneath, the 'Job Details' section shows three summary rows: 'Total Sanctioned Strength: 0', 'Total Working Employee Strength: 0', and 'Total Vacant Positions: 0'. Below this is an 'Available Strength' table with the following columns: Designation, Sanctioned Strength, Working Employee Strength, Vacant Positions, and Surplus Strength. The table is currently empty.

All the designations (**Vacant / Non vacant positions**) falling under the respective DDO will be displayed.

**Step 3: Enter the Sanctioned Strength.**



The screenshot shows the 'Free Pull One' interface with a different DDO selected. The 'DDO' section shows '06010102003' and 'PESTICIDES TESTING LABORATOR'. The 'Get Details' button is highlighted. The 'Job Details' section shows: 'Total Sanctioned Strength: 11', 'Total Working Employee Strength: 8', and 'Total Vacant Positions: 5'. The 'Available Strength' table is populated with the following data:

Designation	Sanctioned Strength	Working Employee Strength	Vacant Positions	Surplus Strength
AGRICULTURE OFFICER	0003	0004	0000	0001
ASSISTANT DIRECTOR OF AGRICULTURE	0001	0002	0000	0001
JUNIOR ASSISTANT	0002	0000	0002	0000
WATCHMAN/CHOWKIDAR	0002	0000	0002	0000
MESSENGER	0003	0002	0001	0000

At the bottom of the interface, there are buttons for 'Save', 'ADD New Job', 'Delete', and 'Final Submit'.

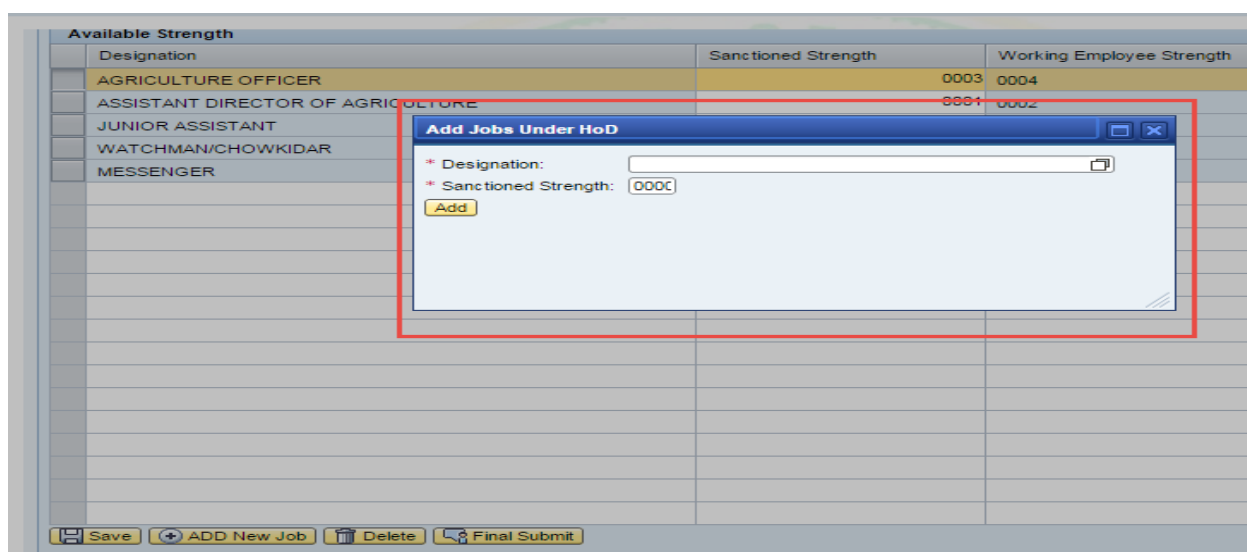
Depending on the **sanctioned strength**, the vacant position will be displayed.

**Step 4:** Click **Final Submit** button to submit the details.

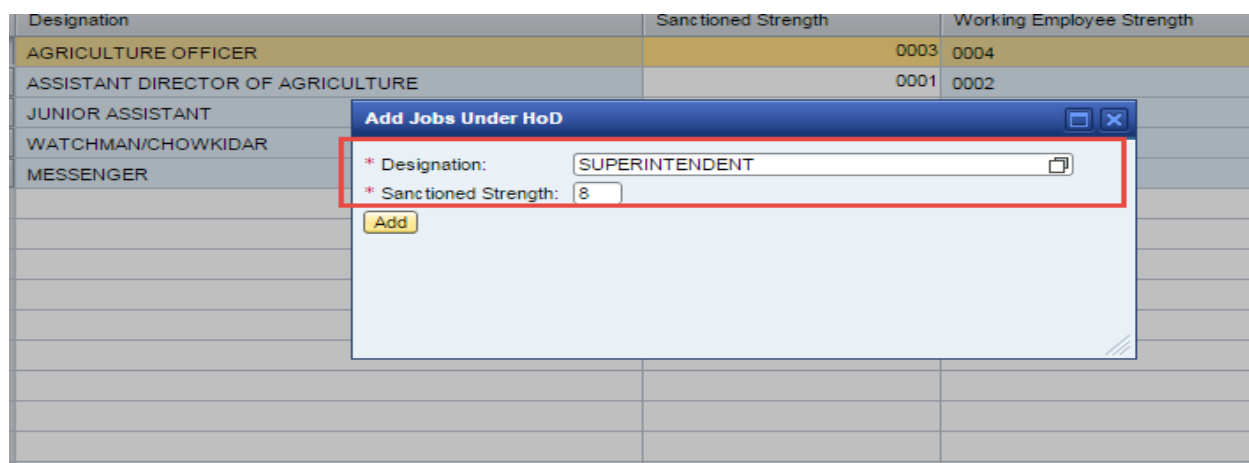
### Adding a New job

**Step 1:** Click **Add new job** button.

A window will be popped as shown in the below screen.



**Step 2:** Enter the **job description** and **Sanctioned strength** details of the job in the respective fields and click **Add** button. The new job will be added to the list.



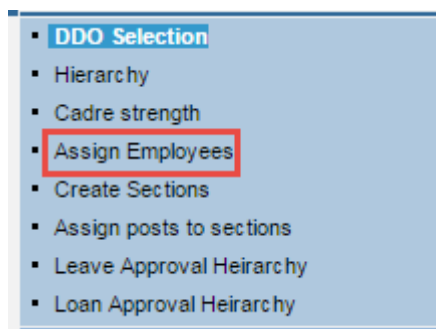
**Step 3:** Click **Final Submit** to submit the details.

The submitted details will be appeared in the available strength.

## 5.5 Assign Employees

He / She has to view all the available employee details and if any of the employee is found not belonging to the respective office, that particular employee has to be selected and released by following the below listed steps.

**Step 1:** Navigate to **DDO Data Entry → Assign Employees**.



You will be navigated to the below shown screen.

DDO Code: 06010102002 JOINT DIRECTOR OF AGRICULTURE GUNTUR  
 secretariat Department: Agriculture And Co-Operation  
 Head of Department: Agriculture,HOD

Employee Details Under Current DDO

Release Employee Export to File Search OLD Employee: Search

Select	OLD Employee No	secretariat Employee Code	Employee Name	Start Date	Designation	Employee Group	Employee Sub Group
<input type="checkbox"/>	0609576	10001397	ISMAIL SHAIK	01.02.2015	Junior Assistant	Regular	Non Gazetted
<input type="checkbox"/>	0609584	10002509	MAHABOOB SUBHANI SHAIK	01.02.2015	ADMINISTRATIVE OFFICER	Regular	Teaching Gazetted
<input type="checkbox"/>	0606081	10002512	CHENNAKESAVULU MITNALA	01.02.2015	WATCHMAN/CHOWKIDAR	Regular	Teaching (AICTE)
<input type="checkbox"/>	0617109	10002603	RAMA CHANDRA MURTHY SIRIPUDI	01.03.2013	Junior Assistant	Regular	Non Gazetted
<input type="checkbox"/>	0609581	10003162	ANJANEYULU AVULAMANDA	01.03.2013	Messenger	Regular	Last Grade Services
<input type="checkbox"/>	0646109	10008029	JAGAN BABU MULLAPATI	01.03.2013	Sub Assistant Grade-I	Regular	Non Gazetted
<input type="checkbox"/>	060706620	10010386	MOSES PAUL NELATURI	01.03.2013	Jeep Driver	Regular	Non Gazetted
<input type="checkbox"/>	1039868	10014800	GNANESWAR RAO KUNA	01.03.2013	Deputy Director of Agriculture	Regular	Gazetted
<input type="checkbox"/>	1924822	10020830	VEERIAH APPAM	01.03.2015	Junior Assistant	Regular	Non Gazetted
<input type="checkbox"/>	0829612	10023569	SUDHAKARA RAO MALLI	01.03.2013	Administrative Officer	Regular	Gazetted

Employee Details Under Free Pool

Import Employee ADD Employee From Pool Final Submit

View: [Standard View] Export

Secretariat Employee No	OLD Employee No	Employee Name	End Date	Start Date	Designation	Department	Head of Department	Employee Group	Employee Sub Group
10076141	2554173	MUTYALU SU	31.12.9999	13.03.2015	Agriculture And Co-Operation	Agriculture,HOD	Agriculture,HOD	Regular	Non Gazetted
10396091	0646113	Rajasekhar	31.12.9999	23.02.2015	Agriculture And Co-Operation	Agriculture,HOD	Agriculture,HOD	Regular	Non Gazetted
10466275	0643945	Seshukumar	31.12.9999	23.02.2015	Agriculture And Co-Operation	Agriculture,HOD	Agriculture,HOD	Regular	Non Gazetted
60013383		RAMESH MUL	31.12.9999	01.05.2006	Agriculture And Co-Operation	Agriculture,HOD	Agriculture,HOD	NMR and Others	Daily wage earners
60013551		DHANRAJ KO	31.12.9999	03.09.2006	Agriculture And Co-Operation	Agriculture,HOD	Agriculture,HOD	NMR and Others	Daily wage earners
60013686		NARSIMHA K	31.12.9999	12.03.2007	Agriculture And Co-Operation	Agriculture,HOD	Agriculture,HOD	NMR and Others	Daily wage earners
60014632		SANTOSHA K	31.12.9999	01.01.2009	Agriculture And Co-Operation	Agriculture,HOD	Agriculture,HOD	NMR and Others	Non Muster Roll
60016248		CHANDRASEK	31.12.9999	02.03.2011	Agriculture And Co-Operation	Agriculture,HOD	Agriculture,HOD	NMR and Others	Daily wage earners
60016552		ABDUL RIZW	31.12.9999	01.08.2011	Agriculture And Co-Operation	Agriculture,HOD	Agriculture,HOD	NMR and Others	Non Muster Roll

*Adding employee from Free pool to current DDO.*

**Step 1: Select the employee and click Add employee from pool button.**

DDO Code: 06010102002 JOINT DIRECTOR OF AGRICULTURE GUNTUR  
 secretariat Department: Agriculture And Co-Operation  
 Head of Department: Agriculture,HOD

Employee Details Under Current DDO

Release Employee Export to File Search OLD Employee: Search

Select	OLD Employee No	secretariat Employee Code	Employee Name	Start Date	Designation	Employee Group	Employee Sub Group
<input type="checkbox"/>	0609576	10001397	ISMAIL SHAIK	01.02.2015	Junior Assistant	Regular	Non Gazetted
<input type="checkbox"/>	0609584	10002509	MAHABOOB SUBHANI SHAIK	01.02.2015	ADMINISTRATIVE OFFICER	Regular	Teaching Gazetted
<input type="checkbox"/>	0606081	10002512	CHENNAKESAVULU MITNALA	01.02.2015	WATCHMAN/CHOWKIDAR	Regular	Teaching (AICTE)
<input type="checkbox"/>	0617109	10002603	RAMA CHANDRA MURTHY SIRIPUDI	01.03.2013	Junior Assistant	Regular	Non Gazetted
<input type="checkbox"/>	0609581	10003162	ANJANEYULU AVULAMANDA	01.03.2013	Messenger	Regular	Last Grade Services
<input type="checkbox"/>	0646109	10008029	JAGAN BABU MULLAPATI	01.03.2013	Sub Assistant Grade-I	Regular	Non Gazetted
<input type="checkbox"/>	060706620	10010386	MOSES PAUL NELATURI	01.03.2013	Jeep Driver	Regular	Non Gazetted
<input type="checkbox"/>	1039868	10014800	GNANESWAR RAO KUNA	01.03.2013	Deputy Director of Agriculture	Regular	Gazetted
<input type="checkbox"/>	1924822	10020830	VEERIAH APPAM	01.03.2015	Junior Assistant	Regular	Non Gazetted
<input type="checkbox"/>	0829612	10023569	SUDHAKARA RAO MALLI	01.03.2013	Administrative Officer	Regular	Gazetted

Employee Details Under Free Pool

Import Employee ADD Employee From Pool Final Submit

View: [Standard View] Export

Secretariat Employee No	OLD Employee No	Employee Name	End Date	Start Date	Designation	Department	Head of Department	Employee Group	Employee Sub Group
10000786	0609575	SULTAN BAI	31.12.9999	20.02.2015	Agriculture And Co-Operation	Agriculture,HOD	Agriculture,HOD	Regular	Gazetted
10001434	0617110	NARAYANA R	31.12.9999	27.02.2015	Agriculture And Co-Operation	Agriculture,HOD	Agriculture,HOD	Regular	Teaching Gazetted
10001522	0609578	CHINNAPPA	31.12.9999	19.02.2015	Agriculture And Co-Operation	Agriculture,HOD	Agriculture,HOD	Regular	Gazetted
10001921	0609580	HARINADU B	31.12.9999	23.02.2015	Agriculture And Co-Operation	Agriculture,HOD	Agriculture,HOD	Regular	Last Grade Services
10076141	2554173	MUTYALU SU	31.12.9999	13.03.2015	Agriculture And Co-Operation	Agriculture,HOD	Agriculture,HOD	Regular	Non Gazetted
10396091	0646113	Rajasekhar	31.12.9999	23.02.2015	Agriculture And Co-Operation	Agriculture,HOD	Agriculture,HOD	Regular	Non Gazetted
10466275	0643945	Seshukumar	31.12.9999	23.02.2015	Agriculture And Co-Operation	Agriculture,HOD	Agriculture,HOD	Regular	Non Gazetted
60013383		RAMESH MUL	31.12.9999	01.05.2006	Agriculture And Co-Operation	Agriculture,HOD	Agriculture,HOD	NMR and Others	Daily wage earners
60013551		DHANRAJ KO	31.12.9999	03.09.2006	Agriculture And Co-Operation	Agriculture,HOD	Agriculture,HOD	NMR and Others	Daily wage earners
60013686		NARSIMHA K	31.12.9999	12.03.2007	Agriculture And Co-Operation	Agriculture,HOD	Agriculture,HOD	NMR and Others	Daily wage earners

**Step 2:** Enter all the **Mandatory & required fields**. Click **Add Employee** button.

The selected employee will be added under the current DDO.

### Releasing an Employee from the current DDO

**Step 1:** Select the **employee** and click **Release employee** button.

The released employee details will be displayed in the Free pool.

DDO Code: 06010102002 JOINT DIRECTOR OF AGRICULTURE GUNTUR  
 secretariat Department: Agriculture And Co-Operation  
 Head of Department: Agriculture,HOD

**Employee Details Under Current DDO**

Search OLD Employee: [text field]

Select	OLD Employee No	secretariat Employee Code	Employee Name	Start Date	Designation	Employee Group	Employee Sub Group
<input type="checkbox"/>	0609576	10001397	ISMAIL SHAIK	01.02.2015	Junior Assistant	Regular	Non Gazetted
<input type="checkbox"/>	0609584	10002509	MAHABOOB SUBHANI SHAIK	01.02.2015	ADMINISTRATIVE OFFICER	Regular	Teaching Gazetted
<input type="checkbox"/>	0606081	10002512	CHENNAKESAVULU MITNALA	01.02.2015	WATCHMAN/CHOWKIDAR	Regular	Teaching (AICTE)
<input type="checkbox"/>	0617109	10002603	RAMA CHANDRA MURTHY SIRIPUDI	01.03.2013	Junior Assistant	Regular	Non Gazetted
<input type="checkbox"/>	0609581	10003162	ANJANEYULU AVULAMANDA	01.03.2013	Messenger	Regular	Last Grade Services
<input type="checkbox"/>	0646109	10008029	JAGAN BABU MULLAPATI	01.03.2013	Sub Assistant Grade-I	Regular	Non Gazetted
<input type="checkbox"/>	060706620	10010386	MOSES PAUL NELATURI	01.03.2013	Jeep Driver	Regular	Non Gazetted
<input type="checkbox"/>	1039868	10014800	GNANESWAR RAO KUNA	01.03.2013	Deputy Director of Agriculture	Regular	Gazetted
<input type="checkbox"/>	1924822	10020830	VEERAAIAH APPAM	01.03.2015	Junior Assistant	Regular	Non Gazetted
<input type="checkbox"/>	0829612	10023569	SUDHAKARA RAO MALLI	01.03.2013	Administrative Officer	Regular	Gazetted

**Employee Details Under Free Pool**

View: [Standard View] | Export

Secretariat Employee No	OLD Employee No	Employee Name	End Date	Start Date	Designation	Department	Head of Department	Employee Group	Employee Sub Group
10000786	0609575	SULTAN BAI	31.12.9999	20.02.2015	Agriculture And Co-Operation	Agriculture,HOD	Regular	Gazetted	
10001434	0617110	NARAYANA R	31.12.9999	27.02.2015	Agriculture And Co-Operation	Agriculture,HOD	Regular	Teaching Gazetted	
10001522	0609578	CHINNAPPA	31.12.9999	19.02.2015	Agriculture And Co-Operation	Agriculture,HOD	Regular	Gazetted	
10001921	0609580	HARINADU B	31.12.9999	23.02.2015	Agriculture And Co-Operation	Agriculture,HOD	Regular	Last Grade Services	
10076141	2554173	MUTYALU SU	31.12.9999	13.03.2015	Agriculture And Co-Operation	Agriculture,HOD	Regular	Non Gazetted	
10396091	0646113	Rajasekhar	31.12.9999	23.02.2015	Agriculture And Co-Operation	Agriculture,HOD	Regular	Non Gazetted	
10486275	0643945	Seshukumar	31.12.9999	23.02.2015	Agriculture And Co-Operation	Agriculture,HOD	Regular	Non Gazetted	
60013383		RAMESH MUL	31.12.9999	01.05.2006	Agriculture And Co-Operation	Agriculture,HOD	NMR and Others	Daily wage earners	
60013551		DHANRAJ KO	31.12.9999	03.09.2006	Agriculture And Co-Operation	Agriculture,HOD	NMR and Others	Daily wage earners	
60013686		NARSIMHA K	31.12.9999	12.03.2007	Agriculture And Co-Operation	Agriculture,HOD	NMR and Others	Daily wage earners	

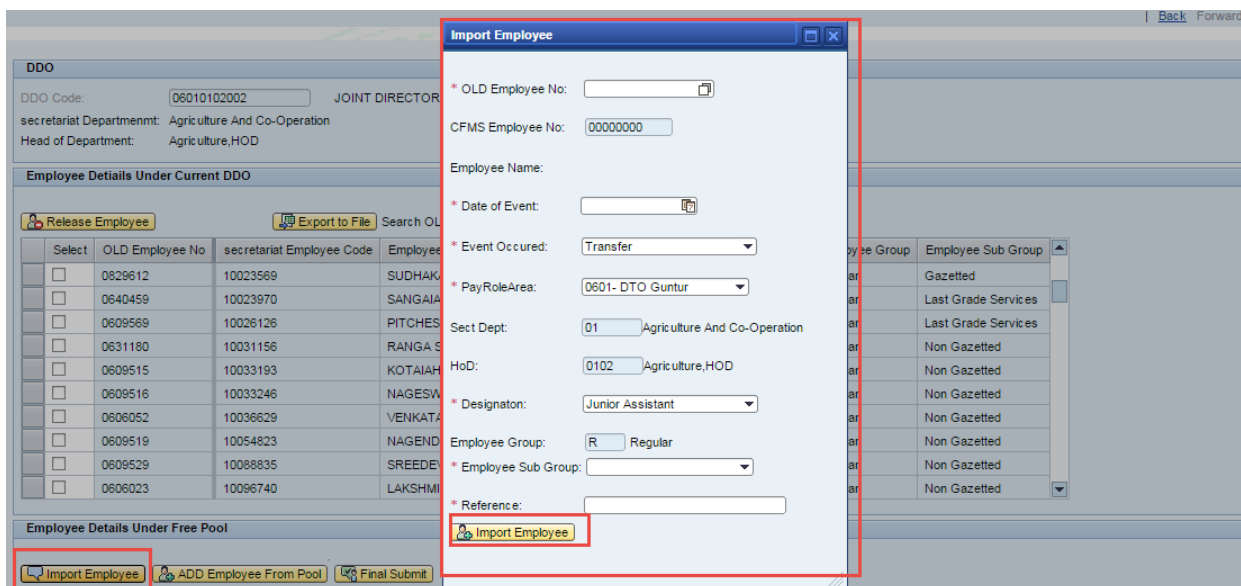
## Import employee

In some cases if the employee is not available in free pool, the DDO has to import the employee by following the below steps.

**Step 1:** Click **Import employee** button , to request for an employee who has to be added under the respective DDO by entering all the required fields.



**Note !** This action is to be performed only when the employee is not found in both the pools i.e free pool, under the current DDO.



The screenshot displays the 'Import Employee' dialog box in a web application. The dialog box is titled 'Import Employee' and contains the following fields and options:

- \* OLD Employee No: [Text Field]
- CFMS Employee No: 00000000
- Employee Name: [Text Field]
- \* Date of Event: [Text Field]
- \* Event Occurred: Transfer (Dropdown)
- \* PayRoleArea: 0601- DTO Guntur (Dropdown)
- Sect Dept: 01 Agriculture And Co-Operation
- HoD: 0102 Agriculture,HOD
- \* Designation: Junior Assistant (Dropdown)
- Employee Group: R Regular
- \* Employee Sub Group: [Dropdown]
- \* Reference: [Text Field]

The 'Import Employee' button at the bottom of the dialog is highlighted with a red box. In the background, the 'Import Employee' button in the 'Employee Details Under Free Pool' section is also highlighted with a red box.

**Step 2:** Enter all the mandatory fields and click **Import employee** button.

**Employee Free Pool Application**

10244524 No entry in table TS28B for S 50407527

OLD Employee No: 0204563

\* Employee No: 10244524 BALA NAGA VENI PAMU

\* Date of Event: 16.01.2015

\* Event Occurred: Transfer

\* PayRoleArea: 0617-Ponnuru

\* Sect Dept: 29 Revenue Department

\* HoD: 2902 Land Administration,HOD

\* Designator: ACCOUNTS OFFICER

\* Employee Group: R Regular

Employee Sub Group: Gazetted

\* Reference: GO 231

Import Employee

Employee No	Employee Name	End Date
10003435	KANTHARAO	31.12.9999
10016922	SAYEED KHA	31.12.9999
10017358	KALAM ABUL	31.12.9999
10019693	FRANKLIN R	31.12.9999
10022528	ABRAHAM PE	31.12.9999
10024872	LAKSHMI GA	31.12.9999
10028611	GANESH CHI	31.12.9999
10029225	RAVI SHANK	31.12.9999
10059174	anand kuma	31.12.9999
10059680	sudhakar r	31.12.9999

## 5.6 Create Sections

He / She have to create all the available sections in the office.

**Step 1: Navigate to DDO Data Entry → Create Sections.**

- DDO Selection
- Hierarchy
- Cadre strength
- Assign Employees
- **Create Sections**
- Assign posts to sections
- Leave Approval Hierarchy
- Opening Balances
- PRC Data Capture

You will be navigated to the below shown screen.



**DDO Office Details**

Secretariat Dept: Agriculture And Co-Operation  
 HOD: Agriculture,HOD  
 Office Name: HR

Change Office Name  No  Yes  
 Rename Office/OrgUnit Name:

**Create Sections in your office**

Section Short Name	Section Long Name

**DDO Office Details**

Secretariat Dept: Agriculture And Co-Operation  
 HOD: Agriculture,HOD  
 Office Name: Joint Director Of Agriculture Guntur

Change Office Name  No  Yes

**Create Sections in your office**

Section Short Name	Section Long Name
AD	ADMINISTRATIVE DEPARTMENT
AD1	ADMINISTRATIVE DEPARTMENT 1
COMMTAXGUNTU	COMMERCIAL TAX OFFICE,GUNTUR

Click **Get Available sections** to view all the available sections.

**DDO Office Details**

Secretariat Dept    Agriculture And Co-Operation  
HOD                    Agriculture,HOD  
Office Name         Joint Director Of Agriculture Guntur

Change Office Name     No     Yes

**Create Sections in your office**

Section Short Name	Section Long Name
AD	ADMINISTRATIVE DEPARTMENT
AD1	ADMINISTRATIVE DEPARTMENT1
COMMTAXGUNTU	COMMERCIAL TAX OFFICE,GUNTUR

In the above screen the DDO can view all the **available sections, Add a new section, Delete a section & Edit a section.**

**Step 2:** Click **Add new sections.**Enter the **Section short name , Section Long name and Start Date.**

**DDO Office Details**

Secretariat Dept    Agriculture And Co-Operation  
HOD                    Agriculture,HOD  
Office Name         Joint Director Of Agriculture Guntur

Change Office Name     No     Yes

**Create Sections in your office**

Section Short Name	Section Long Name
AD	ADMINISTRATIVE DEPARTMENT
AD1	ADMINISTRATIVE DEPARTMENT1
COMMTAXGUNTU	COMMERCIAL TAX OFFICE,GUNTUR

**Step 3:** Click **Save** button to save the created section.

The section created will be displayed in the available sections as shown below.

DDO Office Details		
Secretariat Dept	Agriculture And Co-Operation	HOD Agriculture,HOD
Office Name	Joint Director Of Agriculture Guntur	
Change Office Name <input type="radio"/> No <input type="radio"/> Yes		
Create Sections in your office		
<input type="button" value="Get Available Sections"/> <input type="button" value="Add New Sections"/> <input type="button" value="Save"/> <input type="button" value="Delete Section"/> <input type="button" value="Edit Section"/>		
Section Short Name	Section Long Name	Start Date
010254800012	Assistant Director Of Agriculture Regula	01.11.1956
010254800013	Asistant Director Of Agriculture	01.11.1956
010254800014	Deputy Director Of Agriculture Farmer T	01.11.1956
010254800015	Deputy Director Of Agriculture Regional	01.11.1956
010254800016	F C O Laboratory	01.11.1956
010254800053	Office Of Assistant Director Of Agricult	01.11.1956
010254800054	Office Of The Assistant Director Of Agri	01.11.1956
010254800065	Office Of The Assistant Director Of Agri	01.11.1956
AD	ADMINISTRATIVE DEPARTMENT	11.02.2015
AD1	ADMINISTRATIVE DEPARTMENT1	11.02.2015

### Editing a Section

**Step 1:** Select the **department** and click **Edit section**.

**Step 2:** Make necessary changes and click **Save**.Click **OK** button.

DDO Office Details		
Secretariat Dept	Agriculture And Co-Operation	HOD Agriculture,HOD
HOD	Agriculture,HOD	
Office Name	Joint Director Of Agriculture	
Change Office Name <input type="radio"/> No <input type="radio"/> Yes		
Create Sections in your office		
<input type="button" value="Get Available Sections"/> <input type="button" value="Add New Sections"/> <input type="button" value="Save"/> <input type="button" value="Delete Section"/> <input type="button" value="Edit Section"/> <input type="button" value="Final Submit"/>		
Section Short Name	Section Long Name	Start Date
AD	ADMINISTRATIVE DEPARTMENT	
AD1	ADMINISTRATIVE DEPARTMENT1	
COMMTAXGUNTU	COMMERCIAL TAX OFFICE,GUNTUR	

**Edit Section Name**

Section Short Name:

Section Long Name:

### Deleting a Section

**Step 1:** Select the **section** and click **Delete Section** button.

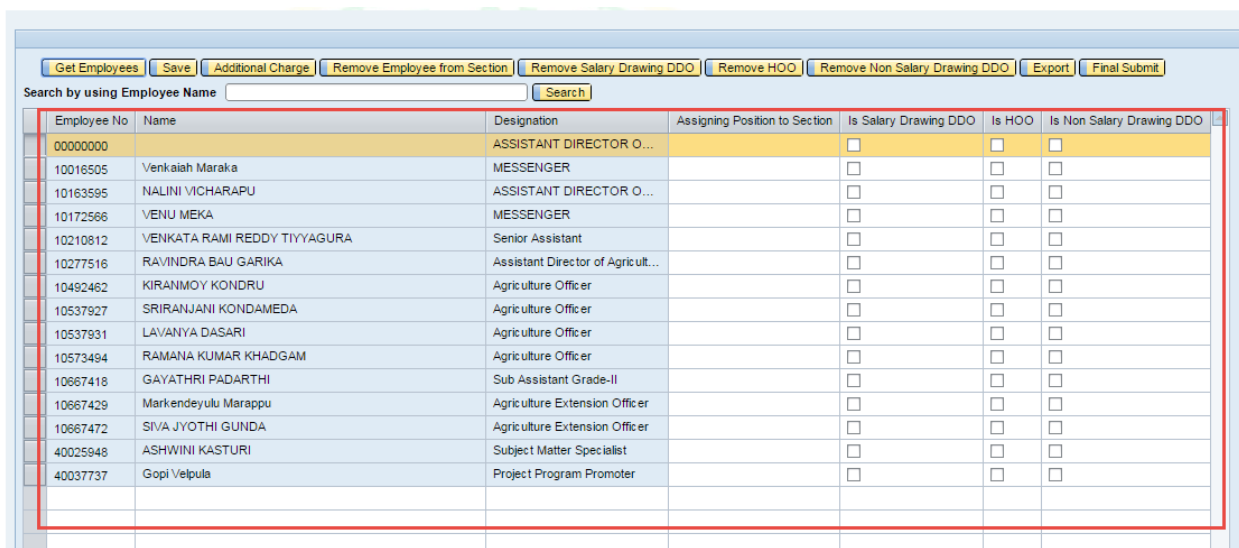
## 5.7 Assigning Posts to Sections

All the sections which are created earlier by the DDO should be assigned to posts. Below listed are the steps to be followed.

**Step 1:** Navigate to **DDO Data Entry** → **Arrange Posts to Sections**.

- DDO Selection
- Hierarchy
- Cadre strength
- Assign Employees
- Create Sections
- **Assign posts to sections**
- Leave Approval Hierarchy
- Opening Balances
- PRC Data Capture

You will be navigated to the below shown screen.

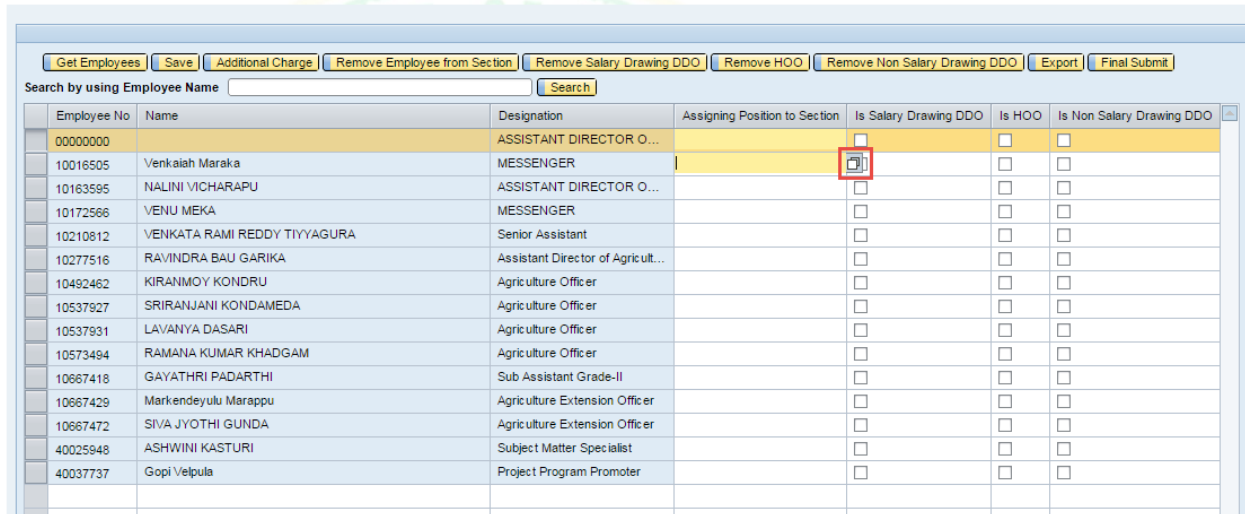


The screenshot shows the 'Get Employees' screen in the DDO Data Entry system. At the top, there are several buttons: 'Get Employees', 'Save', 'Additional Charge', 'Remove Employee from Section', 'Remove Salary Drawing DDO', 'Remove HOO', 'Remove Non Salary Drawing DDO', 'Export', and 'Final Submit'. Below these buttons is a search bar labeled 'Search by using Employee Name' with a 'Search' button. The main part of the screen is a table with the following columns: Employee No, Name, Designation, Assigning Position to Section, Is Salary Drawing DDO, Is HOO, and Is Non Salary Drawing DDO. The table contains 17 rows of employee data.

Employee No	Name	Designation	Assigning Position to Section	Is Salary Drawing DDO	Is HOO	Is Non Salary Drawing DDO
00000000		ASSISTANT DIRECTOR O...		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10016505	Venkaiah Maraka	MESSENGER		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10163595	NALINI VICHARAPU	ASSISTANT DIRECTOR O...		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10172566	VENU MEKA	MESSENGER		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10210812	VENKATA RAMI REDDY TIYYAGURA	Senior Assistant		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10277516	RAVINDRA BAU GARICA	Assistant Director of Agricult...		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10492462	KIRANMOY KONDRU	Agriculture Officer		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10537927	SRIRANJANI KONDAMEDA	Agriculture Officer		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10537931	LAVANYA DASARI	Agriculture Officer		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10573494	RAMANA KUMAR KHADGAM	Agriculture Officer		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10667418	GAYATHRI PADARTHI	Sub Assistant Grade-II		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10667429	Markendeyulu Marappu	Agriculture Extension Officer		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10667472	SIVA JYOTHI GUNDA	Agriculture Extension Officer		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40025948	ASHWINI KASTURI	Subject Matter Specialist		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40037737	Gopi Velpula	Project Program Promoter		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

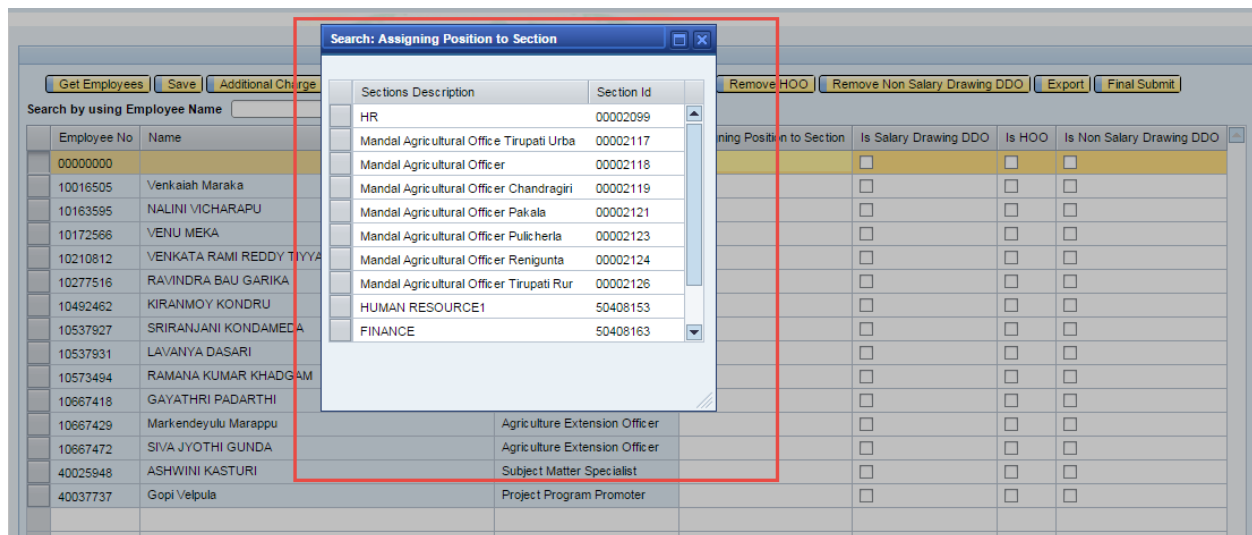
**Step 2:** Click **Get Employees** button to view the details of all the employees.

In order to assign posts to sections, place the cursor on the field. A search option will be displayed as shown below. Click **Search** option.



Employee No	Name	Designation	Assigning Position to Section	Is Salary Drawing DDO	Is HOO	Is Non Salary Drawing DDO
00000000		ASSISTANT DIRECTOR O...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10016505	Venkaiiah Maraka	MESSENGER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10163595	NALINI VICHARAPU	ASSISTANT DIRECTOR O...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10172566	VENU MEKA	MESSENGER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10210812	VENKATA RAMI REDDY TIYYAGURA	Senior Assistant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10277516	RAVINDRA BAU GARIKA	Assistant Director of Agricult...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10492462	KIRANMOY KONDRU	Agriculture Officer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10537927	SRIRANJANI KONDAMEDA	Agriculture Officer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10537931	LAVANYA DASARI	Agriculture Officer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10573494	RAMANA KUMAR KHADGAM	Agriculture Officer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10667418	GAYATHRI PADARTHI	Sub Assistant Grade-II	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10667429	Markendeyulu Marappu	Agriculture Extension Officer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10667472	SIVA JYOTHI GUNDA	Agriculture Extension Officer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40025948	ASHWINI KASTURI	Subject Matter Specialist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40037737	Gopi Velpula	Project Program Promoter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

A window will be displayed with all the available sections as shown below. Select the section and click **Save** button.



Sections Description	Section Id
HR	00002099
Mandal Agricultural Office Tirupati Urba	00002117
Mandal Agricultural Officer	00002118
Mandal Agricultural Officer Chandragiri	00002119
Mandal Agricultural Officer Pakala	00002121
Mandal Agricultural Officer Pulicherla	00002123
Mandal Agricultural Officer Renigunta	00002124
Mandal Agricultural Officer Tirupati Rur	00002126
HUMAN RESOURCE1	50408153
FINANCE	50408163

The user also needs to check the options whether the selected employee is a **slaray drawing DDO**, **Is HOO**, **Is Non salary drawing DDO**. Check the options as applicable.

Employee No	Name	Designation	Assigning Position to Section	Is Salary Drawing DDO	Is HOO	Is Non Salary Drawing DDO
00000000		ASSISTANT DIRECTOR O...		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10016505	Venkalah Maraka	MESSENGER	Mandal Agricultural Officer T...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10163595	NALINI VICHARAPU	ASSISTANT DIRECTOR O...		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10172566	VENU MEKA	MESSENGER		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10210812	VENKATA RAMI REDDY TIYYAGURA	Senior Assistant		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10277516	RAVINDRA BAU GARAIKA	Assistant Director of Agricult...		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10492462	KIRANMOY KONDRU	Agriculture Officer		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10537927	SRIRANJANI KONDAMEDA	Agriculture Officer		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10537931	LAVANYA DASARI	Agriculture Officer		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10573494	RAMANA KUMAR KHADGAM	Agriculture Officer		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10667418	GAYATHRI PADARTHI	Sub Assistant Grade-II		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10667429	Markendeyulu Marappu	Agriculture Extension Officer		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10667472	SIVA JYOTHI GUNDA	Agriculture Extension Officer		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40025948	ASHWINI KASTURI	Subject Matter Specialist		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40037737	Gopi Velpula	Project Program Promoter		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In some cases, the employee might be assigned an additional charge. In such cases:

**Step a:** Select the vacant position as shown below. This is represented with **00000000**.

**Step b:** Select the **Section**.

**Step c:** Select the options whether the employee is a **salary drawing DDO**, **Is HOO**, **Is Non Salary drawing DDO**.

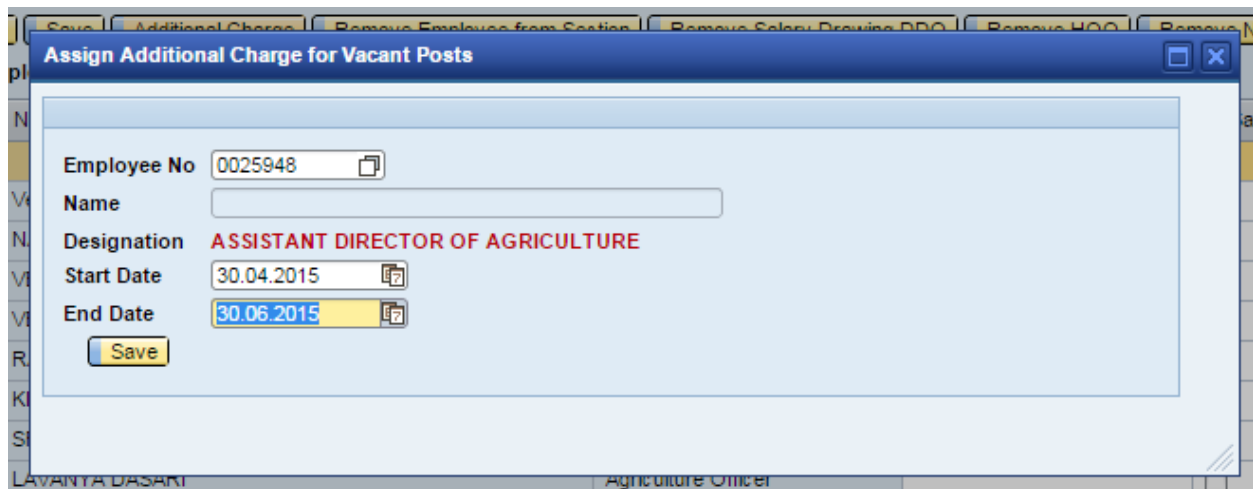
**Step d:** Click **Additional charge** button.

Employee No	Name	Designation	Assigning Position to Section	Is Salary Drawing DDO	Is HOO	Is Non Salary Drawing DDO
00000000		ASSISTANT DIRECTOR O...		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10016505	Venkalah Maraka	MESSENGER		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10163595	NALINI VICHARAPU	ASSISTANT DIRECTOR O...		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10172566	VENU MEKA	MESSENGER		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10210812	VENKATA RAMI REDDY TIYYAGURA	Senior Assistant		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10277516	RAVINDRA BAU GARAIKA	Assistant Director of Agricult...		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10492462	KIRANMOY KONDRU	Agriculture Officer		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10537927	SRIRANJANI KONDAMEDA	Agriculture Officer		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10537931	LAVANYA DASARI	Agriculture Officer		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10573494	RAMANA KUMAR KHADGAM	Agriculture Officer		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10667418	GAYATHRI PADARTHI	Sub Assistant Grade-II		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10667429	Markendeyulu Marappu	Agriculture Extension Officer		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10667472	SIVA JYOTHI GUNDA	Agriculture Extension Officer		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40025948	ASHWINI KASTURI	Subject Matter Specialist		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40037737	Gopi Velpula	Project Program Promoter		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

A window will be displayed as shown below.

**Step e:** Select the **employee no , Start Date & End Date.**

**Step f:** Click **Save** button.



The screenshot shows a dialog box titled "Assign Additional Charge for Vacant Posts". It contains the following fields:

- Employee No: 0025948
- Name: (empty)
- Designation: ASSISTANT DIRECTOR OF AGRICULTURE
- Start Date: 30.04.2015
- End Date: 30.06.2015
- Save button

At the bottom of the dialog, the text "LAVANYA DASARI" and "Agriculture Officer" is visible.

You can notice an added field as shown below.

Updated successfully

Buttons: Get Employees, Save, Additional Charge, Remove Employee from Section, Remove Salary Drawing DDO, Remove HOO, Remove Non Salary Drawing DDO, Export, Final Submit

Search by using Employee Name: [Search]

Employee No	Name	Designation	Assigning Position to Section	Is Salary Drawing DDO	Is HOO	Is Non Salary Drawing DDO
00025948	ASHWINI KASTURI	ASSISTANT DIRECTOR O...	HUMAN RESOURCE1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10016305	Venkata Maraku	MESSENGER		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10163595	NALINI VICHARAPU	ASSISTANT DIRECTOR O...		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10172566	VENU MEKA	MESSENGER		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10210812	VENKATA RAMI REDDY TIYYAGURA	Senior Assistant		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10277516	RAVINDRA BAU GARIKA	Assistant Director of Agric...		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10492462	KIRANMOY KONDRU	Agriculture Officer		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10537927	SRIRANJANI KONDAMEDA	Agriculture Officer		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10537931	LAVANYA DASARI	Agriculture Officer		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10573494	RAMANA KUMAR KHADGAM	Agriculture Officer		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10667418	GAYATHRI PADARTHI	Sub Assistant Grade-II		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10667429	Markendeyulu Marappu	Agriculture Extension Officer		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10667472	SIVA JYOTHI GUNDA	Agriculture Extension Officer		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40025948	ASHWINI KASTURI	Subject Matter Specialist		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40037737	Gopi Velpula	Project Program Promoter		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Step 3:** Select the **position & responsibility** to be assigned to employee from **'Assigning position to section' & 'Responsibility'** options.

**Step 4:** Click **Submit** button to submit the details.

Employee No	Name	Designation	Assigning position to section	Responsibility
10000021	KRISHNA SUDAGANI	Revenue Inspector	ESTABLISHMENT SECTION	Primary
10000309	VEERAMMA MATHANGI	Public Health Workers		Incharge
10000521	Kriran1 Boddu	ACCOUNTS OFFICER		
10000962	Bhasheer Shaik	Office Subordinates		
10019045	Lakshmaiah Munagala	Office Subordinates		
10034900	RAMA MURTHY BANDARAM	Deputy COLLECTOR		
10058924	Padma nabhudu Doddakula	Deputy TAHSILDAR		
10072141	SHAMSHEER SHAIK	Attender		
10169431	Ramesh Mudigonda	Office Subordinates		
10204713	Venkateswara Reddv Gavam	Office Subordinates		

### *Deleting an employee*

**Step 1:** Select the **employee** & click **delete** button.

### *Copying employee details*

**Step 1:** Select the **employee** and click **Copy** button to copy the details.

### *Delete Assignment*

**Step 1:** Select the **employee** and click **Delete Assignment** button to delete the position/post allocated for respective employee.



## 5.8 Leave Approval Hierarchy

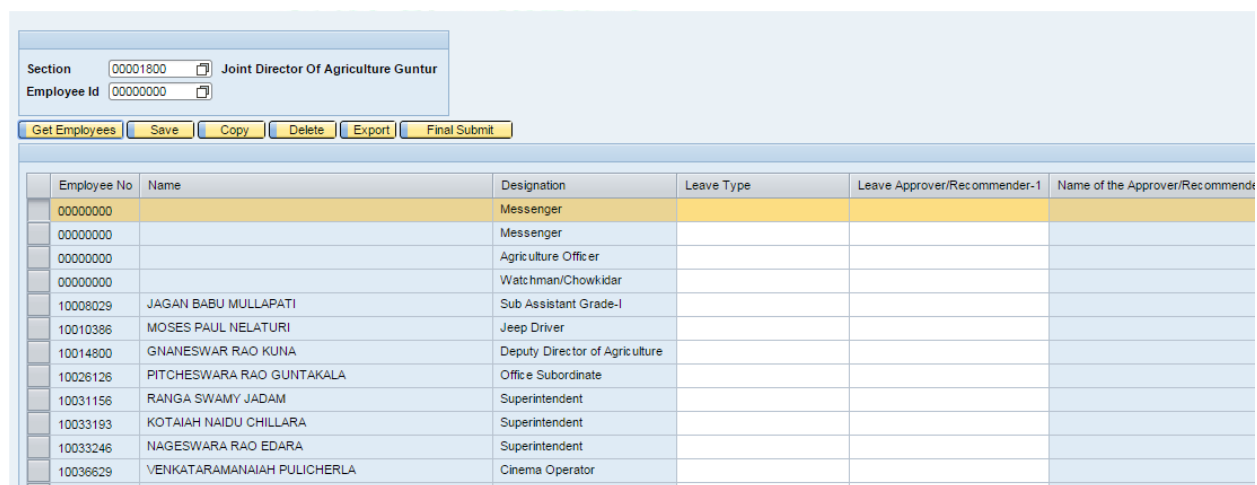
The **Leave approval hierarchy** for all the employees with respect to all the leave types is to be filled.

**Step 1:** Navigate to **DDO Data Entry** → **Leave approval hierarchy**.



You will be navigated to the below shown screen.

**Step 2:** Select the **section** and click **Get employees button** .



Section: 00001800 Joint Director Of Agriculture Guntur  
Employee Id: 00000000

Get Employees Save Copy Delete Export Final Submit

Employee No	Name	Designation	Leave Type	Leave Approver/Recommender-1	Name of the Approver/Recommender
00000000		Messenger			
00000000		Messenger			
00000000		Agriculture Officer			
00000000		Watchman/Chowkidar			
10008029	JAGAN BABU MULLAPATI	Sub Assistant Grade-I			
10010386	MOSES PAUL NELATURI	Jeep Driver			
10014800	GNANESWAR RAO KUNA	Deputy Director of Agriculture			
10026126	PITCHESWARA RAO GUNTAKALA	Office Subordinate			
10031156	RANGA SWAMY JADAM	Superintendent			
10033193	KOTAJAH NAIDU CHILLARA	Superintendent			
10033246	NAGESWARA RAO EDARA	Superintendent			
10036629	VENKATARAMANAJAH PULICHERLA	Cinema Operator			

All the employees related to the respective section will be displayed.

**Step 3:** Select the **Leave type, Leave approver1, Leave approver 2(if applicable) , Establishment section** etc. and click **Final Submit button** to submit the details.

Section: 00001758 Asst Director Of Agriculture Regular  
 Employee Id: 00000000

Get Employees Submit Copy Delete

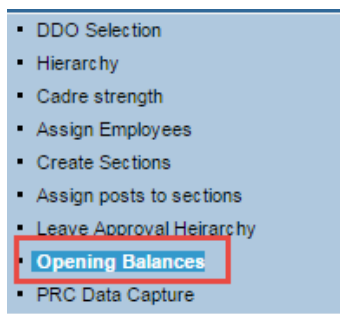
Employee No	Name	Designation	Leave Type	Leave Approver/Recommender-1	Name of the Approver/Recommender-1	Leave Approver/Recommender-2	Name of
10253852	PETER PAUL YEDLA	Senior Assistant	Casual Leave	Agriculture Officer	SARASWATHI DEVI VUKKADAPU	Junior Assistant	RATNAK
10014802	KOTI SWAMY GODA	Messenger					
10301233	SYAMSUNDAR SRINIVAS ARADHYULA	Junior Assistant					
10444958	BOBBY PRISCILLA PRAVEENA GODAVARTHY	Agriculture Officer					
10001490	VENKATESWARLU MEKALA	Office Subordinate					
10004468	VEIKATA CHANDRA SEKHARA RAO BALABHADRA P	Agriculture Extension Officer					
10257643	MOHANA RAO NAGABHYRU	Agriculture Officer					
10042760	DEVVA RAMA RAO JALA	Agriculture Extension Officer					
10196819	ABDUL SATTAR KOMATIGUNTA SHAIK	Assistant Director of Agricul...					

### Copying employee details.

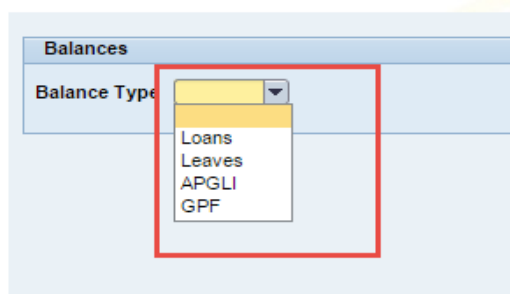
**Step 1:** Select the **employee** and click **Copy** button to copy the details.

## 5.9 Opening Balances

**Step 1:** Navigate to **DDO Data entry** → **Opening Balances**.



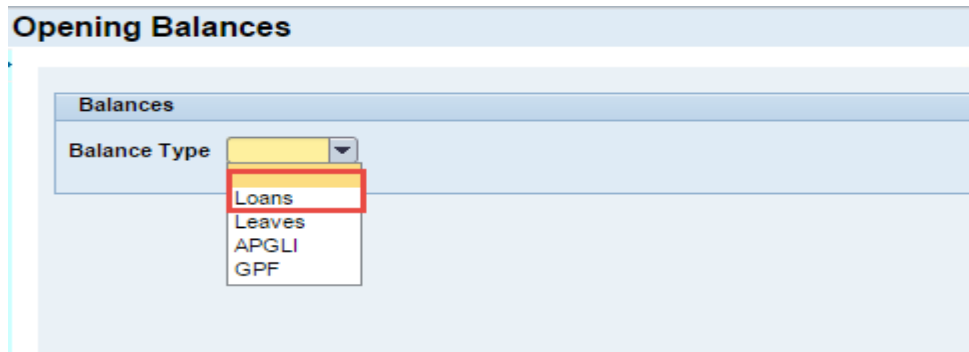
You will be navigated to the below shown screen



**Step 2:** Click the drop down and select an appropriate option.

## Loans.

**Step 1:** Select the **Balance type as Loans**.



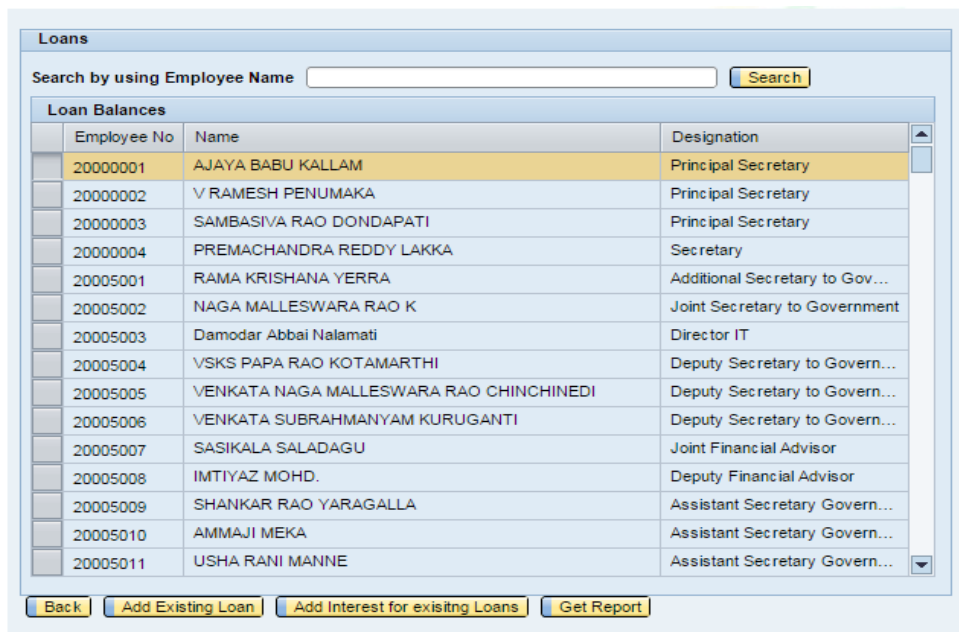
**Opening Balances**

Balances

Balance Type ▼

- Loans
- Leaves
- APGLI
- GPF

You will be navigated to the below shown screen.



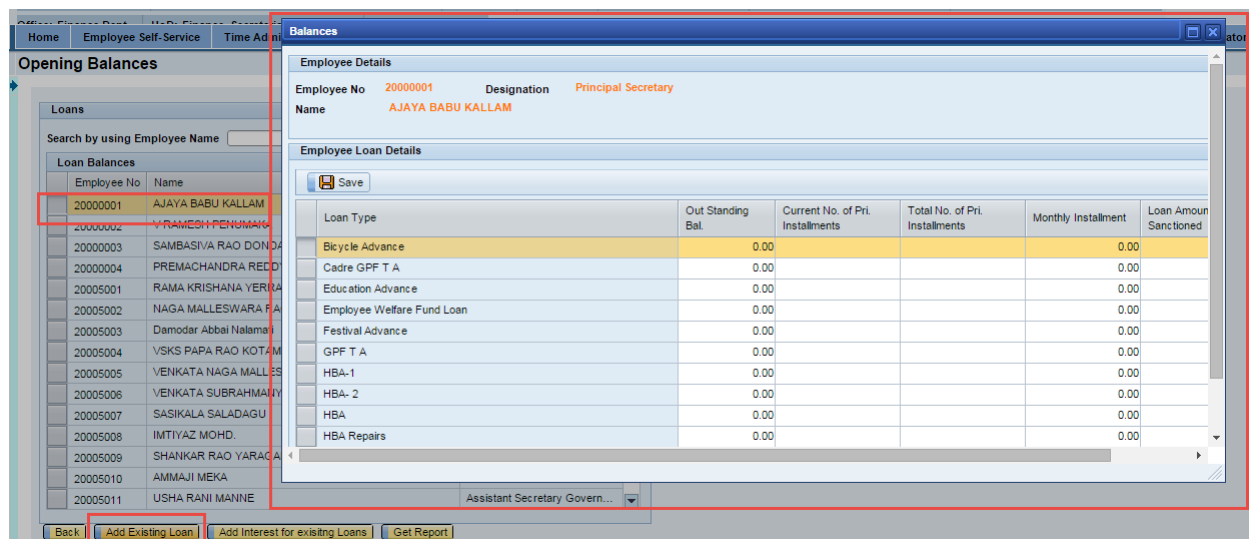
**Loans**

Search by using Employee Name

Employee No	Name	Designation
20000001	AJAYA BABU KALLAM	Principal Secretary
20000002	V RAMESH PENUMAKA	Principal Secretary
20000003	SAMBASIVA RAO DONDAPATI	Principal Secretary
20000004	PREMACHANDRA REDDY LAKKA	Secretary
20005001	RAMA KRISHANA YERRA	Additional Secretary to Gov...
20005002	NAGA MALLESWARA RAO K	Joint Secretary to Government
20005003	Damodar Abbai Nalamati	Director IT
20005004	VSKS PAPA RAO KOTAMARTHI	Deputy Secretary to Govern...
20005005	VENKATA NAGA MALLESWARA RAO CHINCHINEDI	Deputy Secretary to Govern...
20005006	VENKATA SUBRAHMANYAM KURUGANTI	Deputy Secretary to Govern...
20005007	SASIKALA SALADAGU	Joint Financial Advisor
20005008	IMTIYAZ MOHD.	Deputy Financial Advisor
20005009	SHANKAR RAO YARAGALLA	Assistant Secretary Govern...
20005010	AMMAJI MEKA	Assistant Secretary Govern...
20005011	USHA RANI MANNE	Assistant Secretary Govern...

## Adding Existing Loans

**Step 2:** Select the **employee** and click **Add existing loan**.

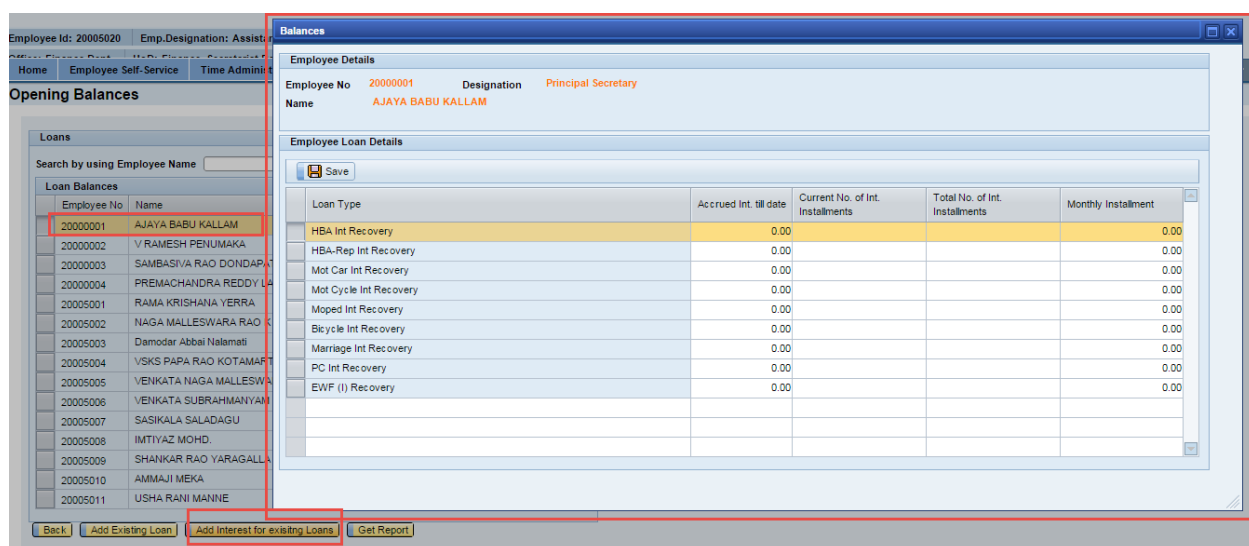


A window will be displayed as shown above. Enter all the existing loan details of the selected employee and click **Save** button.

### Adding Interest for existing Loans

**Step 1:** Select the **employee** and click **Add Interest** for existing employees.

**Step 2:** Enter **interest** details of all the **loans** and click **Save** button.



In order to view the report, click **Get Report** button. A report will be displayed as shown in the below format. Here in the below report you can view all the details which are entered earlier.

**Loans**

Search by using Employee Name

View: [Standard View] | Print Version | Export

Emp No	Name	Designation	Loan Type	Loan Amount Sanctioned	Outst... Bal	Accrued Int. till date	Current No. of Pri Instal...	Total No. of Pri Installments	Current No. of Int. Instal...	Total No. of Int. Instal...	Monthly Installment
20000001	AJAYA BABU KALLAM	Principal Secretary	APGLI Loan	30,000.00	20,00...	200.00	3	17	2	10	2,500.00
20000001	AJAYA BABU KALLAM	Principal Secretary	Bicycle Advance	5,000.00	5,000.00	2,500.00	1	10	1	5	250.00
20005040	PARAMKUSHA NAIDU SIDDINENI	Section Officer	APGLI Loan	100,000.00	50,00...	55,000.00	12	25	10	10	5,000.00
20005040	PARAMKUSHA NAIDU SIDDINENI	Section Officer	Bicycle Advance	5,000.00	2,000.00	0.00	10	15			150.00
20005058	SUDHAKAR RAO MANDADI	Section Officer	APGLI Loan	1,000.00	0.00	0.00					1,000.00

## Leaves.

### Opening Balances

**Leave Balances**

Search by using Employee Name

Employee No	Name	Designation	Casual Leave Balance	Optional Holiday Balance	Compensatory Leave Balance	Select
10016505	Venkalah Maraka	MESSENGER	0.00			<input type="checkbox"/>
10163595	NALINI VICHARAPU	ASSISTANT DIRECTOR O...	0.00			<input type="checkbox"/>
10172566	VENU MEKA	MESSENGER	0.00			<input type="checkbox"/>
10210812	VENKATA RAMI REDDY TIYYAGURA	Senior Assistant	0.00			<input type="checkbox"/>
10277516	RAVINDRA BAU GARIKA	Assistant Director of Agricult...	0.00			<input type="checkbox"/>
10492462	KIRANMOY KONDRU	Agriculture Officer	0.00			<input type="checkbox"/>
10537927	SRIRANJANI KONDAMEDA	Agriculture Officer	0.00			<input type="checkbox"/>
10537931	LAVANYA DASARI	Agriculture Officer	0.00			<input type="checkbox"/>
10573494	RAMANA KUMAR KHADGAM	Agriculture Officer	0.00			<input type="checkbox"/>
10667418	GAYATHRI PADARTHI	Sub Assistant Grade-II	0.00			<input type="checkbox"/>
10667429	Markendeyulu Marappu	Agriculture Extension Officer	0.00			<input type="checkbox"/>
10667472	SIVA JYOTHI GUNDA	Agriculture Extension Officer	0.00			<input type="checkbox"/>
40025948	ASHWINI KASTURI	Subject Matter Specialist	0.00			<input type="checkbox"/>
40037737	Gopi Velpula	Project Program Promoter	0.00			<input type="checkbox"/>

**Step 1:** Enter **Casual leave balance, Optional holiday balance & Compensatory leave balance.**

**Step 2:** Check the option in the select **column** and click **Save button.**

In order to check all the entries. Click **Select all button** and click **Save button.** Click **Un select all button** to Un select all the line items.

**Leave Balances**

Search by using Employee Name

Employee No	Name	Designation	Casual Leave Balance	Optional Holiday Balance	Compensatory Leave Balance	Select
10016505	Venkaiiah Maraka	MESSENGER	3.00 2	1		<input checked="" type="checkbox"/> X
10163595	NALINI VICHARAPU	ASSISTANT DIRECTOR O...	0.00			<input type="checkbox"/>
10172566	venu MEKA	MESSENGER	0.00			<input type="checkbox"/>
10210812	VENKATA RAMI REDDY TIYYAGURA	Senior Assistant	0.00			<input type="checkbox"/>
10277516	RAVINDRA BAU GARIKA	Assistant Director of Agricult...	0.00			<input type="checkbox"/>
10492462	KIRANMOY KONDRU	Agriculture Officer	0.00			<input type="checkbox"/>
10537927	SRIRANJANI KONDAMEDA	Agriculture Officer	0.00			<input type="checkbox"/>
10537931	LAVANYA DASARI	Agriculture Officer	0.00			<input type="checkbox"/>
10573494	RAMANA KUMAR KHADGAM	Agriculture Officer	0.00			<input type="checkbox"/>
10667418	GAYATHRI PADARTHI	Sub Assistant Grade-II	0.00			<input type="checkbox"/>
10667429	Markendeyulu Marappu	Agriculture Extension Officer	0.00			<input type="checkbox"/>
10667472	SIVA JYOTHI GUNDA	Agriculture Extension Officer	0.00			<input type="checkbox"/>
40025948	ASHWINI KASTURI	Subject Matter Specialist	0.00			<input type="checkbox"/>
40037737	Gopi Velpula	Project Program Promoter	0.00			<input type="checkbox"/>

## APGLI.

**Step 1:** Select the **employee** and enter the **subscription amount, Policy number**.

**GLI Subscription as on 30.04.2015**

Search by using Employee Name

Employee No	Name	Designation	Subscription Amount	Policy Number	Select
20000001	AJAYA BABU KALLAM	Principal Secretary	0.00		<input type="checkbox"/>
20000002	V RAMESH PENUMAKA	Principal Secretary	0.00		<input type="checkbox"/>
20000003	SAMBASIVA RAO DONDAPATI	Principal Secretary	0.00		<input type="checkbox"/>
20000004	PREMACHANDRA REDDY LAKKA	Secretary	0.00		<input type="checkbox"/>
20005001	RAMA KRISHANA YERRA	Additional Secretary to Gov...	0.00		<input type="checkbox"/>
20005002	NAGA MALLESWARA RAO K	Joint Secretary to Government	0.00		<input type="checkbox"/>
20005003	Damodar Abbai Nalamati	Director IT	0.00		<input type="checkbox"/>
20005004	VSKS PAPA RAO KOTAMARTHI	Deputy Secretary to Govern...	0.00		<input type="checkbox"/>
20005005	VENKATA NAGA MALLESWARA RAO CHINCHINEDI	Deputy Secretary to Govern...	0.00		<input type="checkbox"/>
20005006	VENKATA SUBRAHMANYAM KURUGANTI	Deputy Secretary to Govern...	0.00		<input type="checkbox"/>
20005007	SASIKALA SALADAGU	Joint Financial Advisor	0.00		<input type="checkbox"/>
20005008	IMTIYAZ MOHD.	Deputy Financial Advisor	0.00		<input type="checkbox"/>
20005009	SHANKAR RAO YARAGALLA	Assistant Secretary Govern...	0.00		<input type="checkbox"/>
20005010	AMMAJI MEKA	Assistant Secretary Govern...	0.00		<input type="checkbox"/>
20005011	USHA RANI MANNE	Assistant Secretary Govern...	0.00		<input type="checkbox"/>

**Step 2:** Select the **option** and click **Save** button.

When a particular record is saved, it will no more be available in the grid.

GLI Subscription as on 30.04.2015

Search by using Employee Name

Employee No	Name	Designation	Subscription Amount	Policy Number	Select
20000001	AJAYA BABU KALLAM	Principal Secretary	100	sdfsfs2313	<input checked="" type="checkbox"/>
20000002	V RAMESH PENUMAKA	Principal Secretary	0.00		<input type="checkbox"/>
20000003	SAMBASIVA RAO DONDAPATI	Principal Secretary	0.00		<input type="checkbox"/>
20000004	PREMACHANDRA REDDY LAKKA	Secretary	0.00		<input type="checkbox"/>
20005001	RAMA KRISHANA YERRA	Additional Secretary to Gov...	0.00		<input type="checkbox"/>
20005002	NAGA MALLESWARA RAO K	Joint Secretary to Government	0.00		<input type="checkbox"/>
20005003	Damodar Abbai Nalamati	Director IT	0.00		<input type="checkbox"/>
20005004	VSKS PAPA RAO KOTAMARTHI	Deputy Secretary to Govern...	0.00		<input type="checkbox"/>
20005005	VENKATA NAGA MALLESWARA RAO CHINCHINEDI	Deputy Secretary to Govern...	0.00		<input type="checkbox"/>
20005006	VENKATA SUBRAHMANYAM KURUGANTI	Deputy Secretary to Govern...	0.00		<input type="checkbox"/>
20005007	SASIKALA SALADAGU	Joint Financial Advisor	0.00		<input type="checkbox"/>
20005008	IMTIYAZ MOHD.	Deputy Financial Advisor	0.00		<input type="checkbox"/>
20005009	SHANKAR RAO YARAGALLA	Assistant Secretary Govern...	0.00		<input type="checkbox"/>
20005010	AMMAJI MEKA	Assistant Secretary Govern...	0.00		<input type="checkbox"/>
20005011	USHA RANI MANNE	Assistant Secretary Govern...	0.00		<input type="checkbox"/>

**Select all:** This button allows you to select all the records.

**Un select all:** This button allows you to un select all the records.

**Add :** This button allows you to Add a new record.

**Remove:** It allows you to remove a record from the grid.

**Get Report:** It allows you to get a detailed report of the data entered.

**Step 1:** Once done with the selection part and saving all the details, Click **Get report** button.

**Step 2:** Select the employee and click **Edit** button.

GLI Balances Report

Search by using Employee Name

View: [Standard View] | Print Version | Export

Emp No	Name	Designation	Subscription Amount	Policy Number
20005160	LAKSHMI NARASIMHA MURTHY NA...	Office Subordinate	750.00	253718/A
20005161	DHANACHAKRAM T	Office Subordinate	2,550.00	253812/A
20005162	ABDUL KHADER MOHAMMED	Shroff	2,500.00	292047/AB
20005163	YOUSUF SYD.	Shroff	200.00	317424/A
20005164	GORIBEE SHAIK	Shroff	250.00	315549/ABC

**Edit option** window will be displayed as shown below. Enter the details and click **Save** button.

The edited details will be reflected in the report.

GLI Balances Report

Search by using Employee Name

View: [Standard View] | Print Version | Export

Emp No	Name	Designation	Subscription Amount	Policy Number
20005160	LAKSHMI NARASIMHA MURTHY NA...	Office Subordinate	750.00	253718/A
20005161	DHANACHAKRAM T	Office Subordinate	2,550.00	253812/A
20005162	ABDUL KHADER MOHAMMED	Shroff	2,500.00	292047/AB
20005163	YOUSUF SYD.	Shroff	200.00	317424/A
20005164	GORIBEE SHAIK	Shroff	250.00	315549/ABC

**Edit Details**

**Edit GLI Details**

Employee No: 20005160

Name: LAKSHMI NARA SIMHA MURTHY NAMBOORU

Designation: Office Subordinate

Subscription:

Policy Number:



## GPF.

**Step 1:** Select **GPF** from the drop down. You will be navigated to the below shown screen.

GPF Monthly subscription as on 30.04.2015

Search by using Employee Name

Employee No	Name	Designation	Type of GPF	Subscription	GPF Number	CPS Number	Select
20005001	RAMA KRISHANA YERRA	Additional Secretary to Gov...	▼	0.00			<input type="checkbox"/>
20005002	NAGA MALLESWARA RAO K	Joint Secretary to Govern...	▼	0.00			<input type="checkbox"/>
20005003	Damodar Abbai Nalamati	Director IT	▼	0.00			<input type="checkbox"/>
20005004	VSKS PAPA RAO KOTAMARTHI	Deputy Secretary to Govern...	▼	0.00			<input type="checkbox"/>
20005005	VENKATA NAGA MALLESWARA RAO CHINCHINEDI	Deputy Secretary to Govern...	▼	0.00			<input type="checkbox"/>
20005006	VENKATA SUBRAHMANYAM KURUGANTI	Deputy Secretary to Govern...	▼	0.00			<input type="checkbox"/>
20005007	SASIKALA SALADAGU	Joint Financial Advisor	▼	0.00			<input type="checkbox"/>
20005008	IMTIYAZ MOHD.	Deputy Financial Advisor	▼	0.00			<input type="checkbox"/>
20005009	SHANKAR RAO YARAGALLA	Assistant Secretary Govern...	▼	0.00			<input type="checkbox"/>
20005010	AMMAJI MEKA	Assistant Secretary Govern...	▼	0.00			<input type="checkbox"/>
20005011	USHA RANI IMANNE	Assistant Secretary Govern...	▼	0.00			<input type="checkbox"/>
20005012	RAVINDRANATH TAGORE S	Assistant Secretary Govern...	▼	0.00			<input type="checkbox"/>
20005013	YV RAMA ANJANEYA SARMA VISSAPRAGADA	Assistant Secretary Govern...	▼	0.00			<input type="checkbox"/>
20005014	ADINARAYANA KUMBHA	Assistant Secretary Govern...	▼	0.00			<input type="checkbox"/>
20005015	JOHN DEEVAN RAJ KOMMALAPATI	Assistant Secretary Govern...	▼	0.00			<input type="checkbox"/>

**Step 2:** Select the **Type of GPF, GPF number, CPS number.**

GPF Monthly subscription as on 30.04.2015

Search by using Employee Name

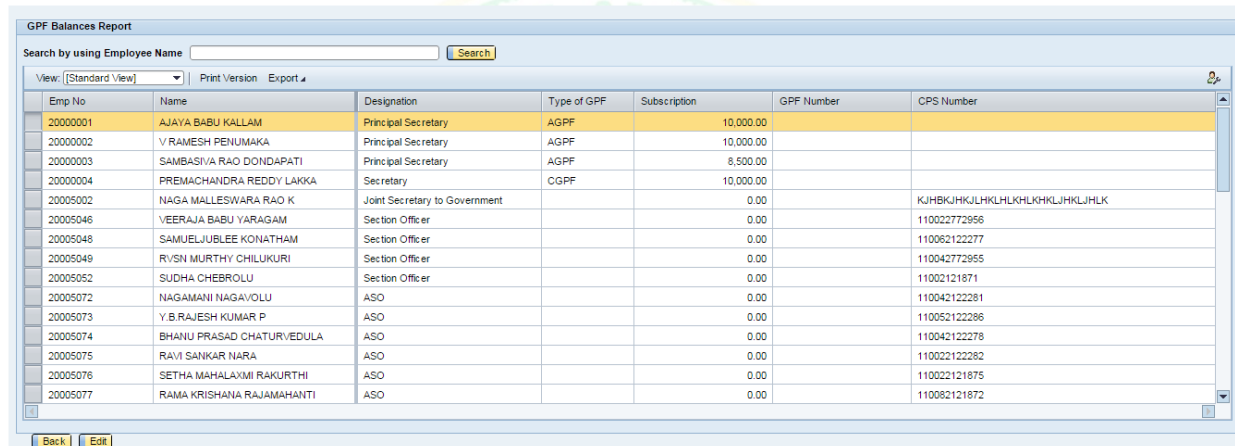
Employee No	Name	Designation	Type of GPF	Subscription	GPF Number	CPS Number	Select
20005001	RAMA KRISHANA YERRA	Additional Secretary to Gov...	AG GPF	200	sacsee33	zxfdssee	<input checked="" type="checkbox"/>
20005002	NAGA MALLESWARA RAO K	Joint Secretary to Govern...	▼	0.00			<input type="checkbox"/>
20005003	Damodar Abbai Nalamati	Director IT	▼	0.00			<input type="checkbox"/>
20005004	VSKS PAPA RAO KOTAMARTHI	Deputy Secretary to Govern...	▼	0.00			<input type="checkbox"/>
20005005	VENKATA NAGA MALLESWARA RAO CHINCHINEDI	Deputy Secretary to Govern...	▼	0.00			<input type="checkbox"/>
20005006	VENKATA SUBRAHMANYAM KURUGANTI	Deputy Secretary to Govern...	▼	0.00			<input type="checkbox"/>
20005007	SASIKALA SALADAGU	Joint Financial Advisor	▼	0.00			<input type="checkbox"/>
20005008	IMTIYAZ MOHD.	Deputy Financial Advisor	▼	0.00			<input type="checkbox"/>
20005009	SHANKAR RAO YARAGALLA	Assistant Secretary Govern...	▼	0.00			<input type="checkbox"/>
20005010	AMMAJI MEKA	Assistant Secretary Govern...	▼	0.00			<input type="checkbox"/>
20005011	USHA RANI IMANNE	Assistant Secretary Govern...	▼	0.00			<input type="checkbox"/>
20005012	RAVINDRANATH TAGORE S	Assistant Secretary Govern...	▼	0.00			<input type="checkbox"/>
20005013	YV RAMA ANJANEYA SARMA VISSAPRAGADA	Assistant Secretary Govern...	▼	0.00			<input type="checkbox"/>
20005014	ADINARAYANA KUMBHA	Assistant Secretary Govern...	▼	0.00			<input type="checkbox"/>
20005015	JOHN DEEVAN RAJ KOMMALAPATI	Assistant Secretary Govern...	▼	0.00			<input type="checkbox"/>

Once done with entering all the details, click **Save button**. In order to save a particular employee, check the box on the right side of the screen as shown above and click **Save button**.

To make it more feasible, you can use the **Select all** and **Unselect all buttons**.

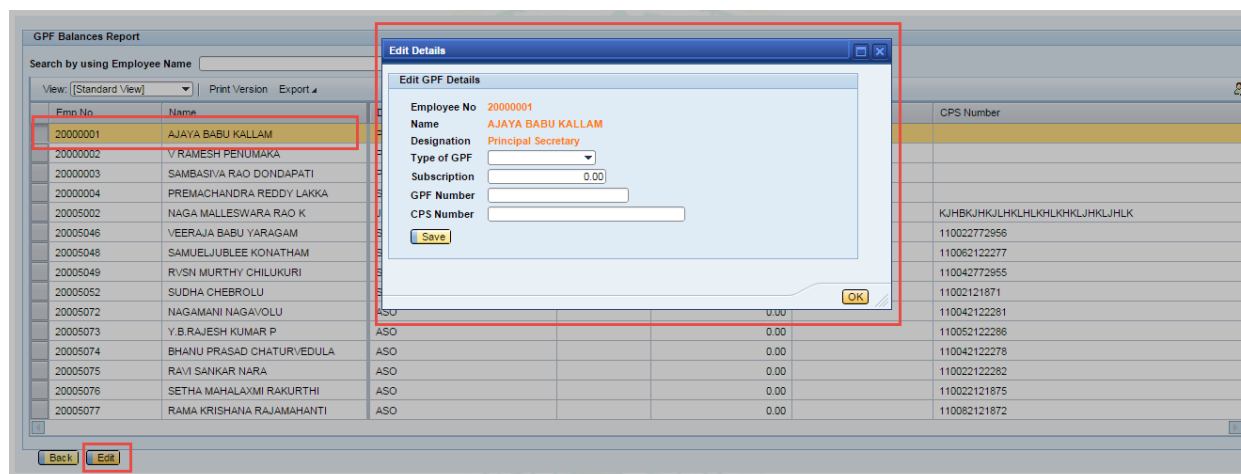
**Step 3:** Click **Get report button**.

A report will be generated as shown below which contains all the **GPF details** of the employees you have entered.



Emp No	Name	Designation	Type of GPF	Subscription	GPF Number	CPS Number
20000001	AJAYA BABU KALLAM	Principal Secretary	AGPF	10,000.00		
20000002	V RAMESH PENUMAKA	Principal Secretary	AGPF	10,000.00		
20000003	SAMBASIVA RAO DONDAPATI	Principal Secretary	AGPF	8,500.00		
20000004	PREMACHANDRA REDDY LAKKA	Secretary	CGPF	10,000.00		
20005002	NAGA MALLESWARA RAO K	Joint Secretary to Government		0.00		KJHBKJHKJLHKLHKLKHKLJHKLJHLK
20005046	VEERAJA BABU YARAGAM	Section Officer		0.00		110022772956
20005048	SAMUELJUBLEE KONATHAM	Section Officer		0.00		110062122277
20005049	RVSN MURTHY CHILUKURI	Section Officer		0.00		110042772955
20005052	SUDHA CHEBROLU	Section Officer		0.00		11002121871
20005072	NAGAMANI NAGAVOLU	ASO		0.00		110042122281
20005073	Y.B RAJESH KUMAR P	ASO		0.00		110052122286
20005074	BHANU PRASAD CHATURVEDULA	ASO		0.00		110042122278
20005075	RAVI SANKAR NARA	ASO		0.00		110022122282
20005076	SETHA MAHALAXMI RAKURTHI	ASO		0.00		110022121875
20005077	RAMA KRISHANA RAJAMAHANTI	ASO		0.00		110082121872

For suppose, the details of an employee has been wrongly entered. Click **Edit button**, the **Edit details** screen will be displayed as shown below. Enter appropriate details and click **Save button**.



The screenshot shows the 'Edit Details' dialog box for employee AJAYA BABU KALLAM. The dialog box contains the following fields:

- Employee No: 20000001
- Name: AJAYA BABU KALLAM
- Designation: Principal Secretary
- Type of GPF: (Dropdown menu)
- Subscription: 0.00
- GPF Number: (Text field)
- CPS Number: (Text field)

Buttons for 'Save' and 'OK' are visible at the bottom of the dialog box.

## 5.10 HOA / IOE Mapping ID

Authorization of HOA / IOE is done for the DDO by following the below listed steps.

**Step 1:** Navigate to **DDO Data Entry** → **HOA / IOE mapping ID**.

- DDO Selection
- Hierarchy
- Cadre Strength
- Assign Employees
- Create Sections
- Opening Balances
- Assign Posts to Sections
- Leave Approval Hierarchy
- Loan Approval Hierarchy
- **HoA/IOE Mapping ID**
- Change HoA/IOE Mapping
- Exp. Sanction Level Capturing
- Bill Preparation Level Capturing
- Bill Processing Level Capturing
- PRC Data Capture

By default the DDO code will be displayed.

**Step 2:** Select the **HOA & IOE** descriptions.

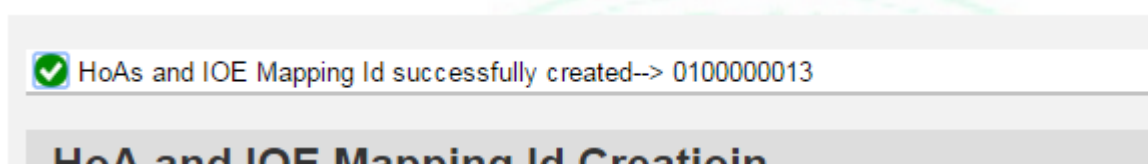
### HoA and IOE Mapping Id Creation

DDO Code  O/o Tahsildar, Vijayawada Urban

Heads Of Accounts	HoA Description	IOE	IOE Description
2029000010001010011NV	Pay	011	Pay
2029000010001010012NV	Allowances	012	Allowances

**Step 3:** Click **Submit** button.

A message will be displayed stating **“HoAs & IOEs mapping id successfully created”**.



## 5.11 Change HOA / IOE Mapping

Here the user can change the HoA / IOE mapping. Below listed are the steps to be followed for changing the HOA / IOE.

**Step 1:** Navigate to **DDO Data Entry** → **Change HoA / IOE Mapping**.

- DDO Selection
- Hierarchy
- Cadre Strength
- Assign Employees
- Create Sections
- Opening Balances
- Assign Posts to Sections
- Leave Approval Hierarchy
- Loan Approval Hierarchy
- HoA/IOE Mapping ID
- **Change HoA/IOE Mapping**
- Exp. Sanction Level Capturing
- Bill Preparation Level Capturing
- Bill Processing Level Capturing
- PRC Data Capture

You will be navigated to the below shown screen.

### Change HoAs & IOE Mapping

HoAs & IOE Id  DDO Code  O/o Tahsildar, Vijayawada Urba

HoAs & IOE Id	IOE	IOE Text	HOA	HOA Text

**Step 3:** Select the **HOA & IOE id** which has been created earlier.

Ex: 100000013

All the **HOAs & IOE id's** associated with that particular selected id will be displayed.

**Change HoAs & IOE Mapping**

HoAs & IOE Id:  DDO Code:  O/o Tahsildar, Vijayawada Urba

HoAs & IOE Id	IOE	IOE Text	HOA	HOA Text
100000013	011	Pay	2029000010001010011NV	Pay
100000013	012	Allowances	2029000010001010012NV	Allowances

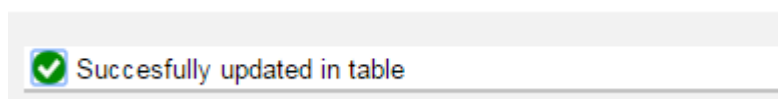
  

HoA	HOA Text	IOE	IOE Text

**Step 4:** In the next grid, select the **HoA & IOE** and click **Save** button.

HoA	HOA Text	IOE	IOE Text
2029000010001010011NV	Pay	011	Pay

A successful updation will be done.



## 5.12 Exp. Sanction Level Capturing

The expenditure sanction approval level hierarchy is captured using the below hierarchy.

**Step 1:** Navigate to **DDO Data entry** → **Exp. Sanction level Capturing**.

- DDO Selection
- Hierarchy
- Cadre Strength
- Assign Employees
- Create Sections
- Opening Balances
- Assign Posts to Sections
- Leave Approval Hierarchy
- Loan Approval Hierarchy
- HoA/ IOE Mapping ID
- Change HoA/ IOE Mapping
- **Exp. Sanction Level Capturing**
- Bill Preparation Level Capturing
- Bill Processing Level Capturing
- PRC Data Capture

You will be navigated to the below shown screen.

**Approver Level Hierarchy Application**

DDO Code: 2902025470056 | O/o Tahsildar, Vijayawada Urban

HoA/IOE Id	Off Type	Office Type Description	Creator Id	Creator Amt Limit	Creator Name	Creator Designation	1st Approver Id	1st Appr Amt Limit	1st Approver Name	1st Approver Designation
			00000000	0.00			00000000	0.00		
			00000000	0.00			00000000	0.00		
			00000000	0.00			00000000	0.00		
			00000000	0.00			00000000	0.00		
			00000000	0.00			00000000	0.00		
			00000000	0.00			00000000	0.00		
			00000000	0.00			00000000	0.00		
			00000000	0.00			00000000	0.00		

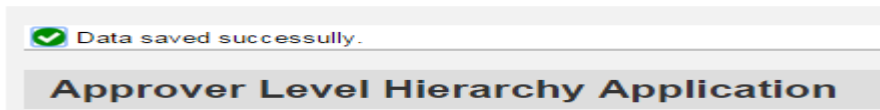
**Step 2:** Select the **HoA / IOE id**, **Office type**. Select the **Creator id**. The **creator name & designation** of that particular selected creator will be displayed.

**Approver Level Hierarchy Application**

DDO Code: 2902025470056 | O/o Tahsildar, Vijayawada Urban

HoA/IOE Id	Off Type	Office Type Description	Creator Id	Creator Amt Limit	Creator Name	Creator Designation	1st Approver Id	1st Appr Amt Limit	1st Approver Name	1st Approver Designation
10000013	70	Mandal	50554266	10.00	SAI MAHESH BABU VEMURI	DY TAHILDAR	50554225	3.00	SIVA RAO RACHURI	TAHSILDAR
			00000000	0.00			00000000	0.00		
			00000000	0.00			00000000	0.00		
			00000000	0.00			00000000	0.00		

**Step 3:** Enter the **Credit Limit** as shown above. Similarly enter **the other approval levels** and click **Save** button.



### 5.13 Bill Preparation Level Capturing

The Bill preparation hierarchy at the DDO office is captured using the Bill preparation hierarchy application.

**Step 1:** Navigate to **DDO Data Entry** → **Bill Preparation Level Capturing**.

- DDO Selection
- Hierarchy
- Cadre Strength
- Assign Employees
- Create Sections
- Opening Balances
- Assign Posts to Sections
- Leave Approval Hierarchy
- Loan Approval Hierarchy
- HoA/ IOE Mapping ID
- Change HoA/ IOE Mapping
- Exp. Sanction Level Capturing
- **Bill Preparation Level Capturing**
- Bill Processing Level Capturing
- PRC Data Capture

You will be navigated to the below shown screen.

#### Bill Preparation Hierarchy Application (DDO Office)

DDO Code  O/o Tahsildar, Vijayawada Urba      STO/PAO Code  STO- VIJAYAWADA(WEST)

Add Row
Delete Row
Save

HoA & IOE Id	Creator Id	Name	Designation	Superintendent Id	Name	Designation	DDO Id	Name	Designation
	00000000			00000000			00000000		
	00000000			00000000			00000000		
	00000000			00000000			00000000		
	00000000			00000000			00000000		
	00000000			00000000			00000000		
	00000000			00000000			00000000		
	00000000			00000000			00000000		
	00000000			00000000			00000000		
	00000000			00000000			00000000		
	00000000			00000000			00000000		

**Step 2:** Select the **HoA & IOE id, Creator id**. The name and description of the selected creator will be displayed. Similarly select the **superintendent & DDO id** and click on the **Save** button.

**Bill Preparation Hierarchy Application (DDO Office)**

DDO Code  O/o Tahsildar, Vijayawada Urba      STO/PAO Code  STO- VIJAYAWADA(WEST)

HoA & IOE Id	Creator Id	Name	Designation	Superintendent Id	Name	Designation	DDO Id	Name	Designation
10000013	50554266	SAI MAHESH BABU VEMURI	DY TAHSILDAR	50554225	SIVA RAO RACHURI	TAHSILDAR	50554265	<input type="checkbox"/> Ivan Kumar Yerramsetty	DY TAHSILDAR
	00000000			00000000			00000000		
	00000000			00000000			00000000		

## 5.14 Bill Processing Level Capturing

Using this application the **Bill processing hierarchy** is captured at the **STO / PAO office**.

**Step 1:** Navigate to **DDO Data Entry** → **Bill Preparation Level Capturing**.

- DDO Selection
- Hierarchy
- Cadre Strength
- Assign Employees
- Create Sections
- Opening Balances
- Assign Posts to Sections
- Leave Approval Hierarchy
- Loan Approval Hierarchy
- HoA/ IOE Mapping ID
- Change HoA/ IOE Mapping
- Exp. Sanction Level Capturing
- **Bill Preparation Level Capturing**
- **Bill Processing Level Capturing**
- PRC Data Capture

You will be navigated to the below shown screen.

**Bill Processing Hierarchy Application (PAO/STO Office)**

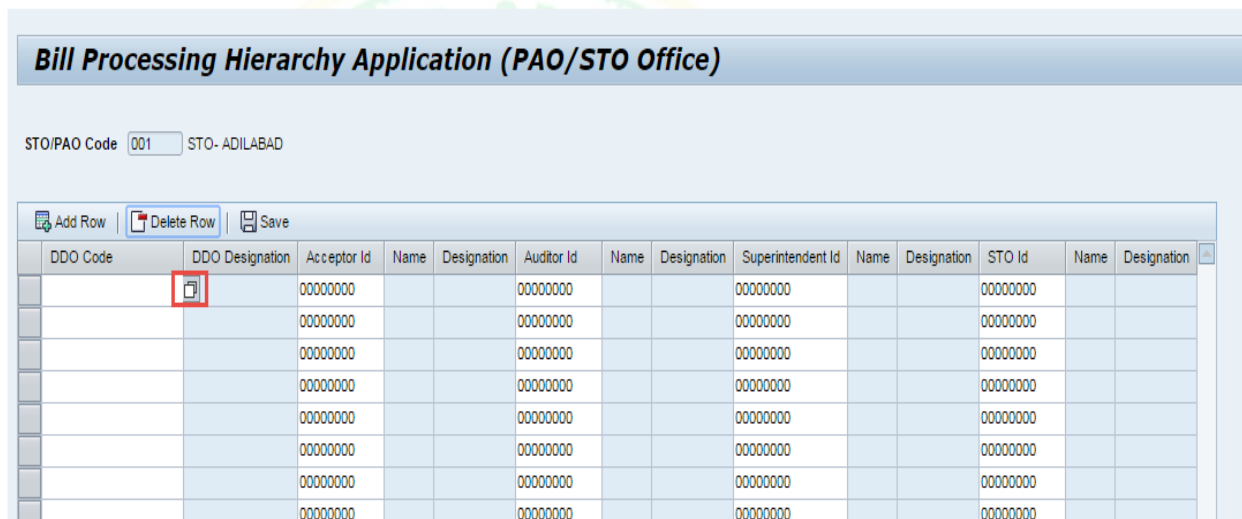
STO/PAO Code  STO- ADILABAD

DDO Code	DDO Designation	Acceptor Id	Name	Designation	Auditor Id	Name	Designation	Superintendent Id	Name	Designation	STO Id	Name	Designation
		00000000			00000000			00000000			00000000		
		00000000			00000000			00000000			00000000		
		00000000			00000000			00000000			00000000		
		00000000			00000000			00000000			00000000		
		00000000			00000000			00000000			00000000		
		00000000			00000000			00000000			00000000		
		00000000			00000000			00000000			00000000		
		00000000			00000000			00000000			00000000		
		00000000			00000000			00000000			00000000		
		00000000			00000000			00000000			00000000		
		00000000			00000000			00000000			00000000		
		00000000			00000000			00000000			00000000		
		00000000			00000000			00000000			00000000		
		00000000			00000000			00000000			00000000		
		00000000			00000000			00000000			00000000		
		00000000			00000000			00000000			00000000		
		00000000			00000000			00000000			00000000		
		00000000			00000000			00000000			00000000		
		00000000			00000000			00000000			00000000		



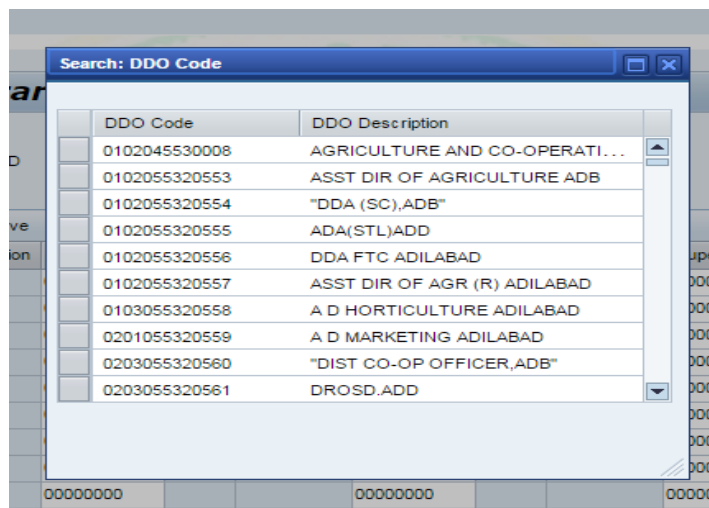
**Step 2:** Select the **DDO code**. Depending on the selection the **DDO designation** will be displayed as shown below.

In order to select the **DDO code**, place the cursor in the DDO field. You will find a search option as shown above. Click **search option**.



A search window will be displayed with all the available **DDO codes** and **DDO description**.

**Step 3:** Click on the appropriate **DDO code**.



The selected **DDO code** will be displayed in appropriate fields.

**Bill Processing Hierarchy Application (PAO/STO Office)**

STO/PAO Code: 001 STO- ADILABAD

Add Row | Delete Row | Save

DDO Code	DDO Designation	Acceptor Id	Name	Designation	Auditor Id	Name	Designation	Superintendent Id	Name
01030553...	A D HORTICULTURE ADILABAD	00200011	IMTIYAZ MOHD.	Deputy Financial Advisor	00200010	SASIKALA SALADAGU	Joint Financial Advisor	00200012	SHANKAR RAO YARAGA
		00000000			00000000			00000000	
		00000000			00000000			00000000	
		00000000			00000000			00000000	
		00000000			00000000			00000000	
		00000000			00000000			00000000	
		00000000			00000000			00000000	
		00000000			00000000			00000000	
		00000000			00000000			00000000	
		00000000			00000000			00000000	
		00000000			00000000			00000000	
		00000000			00000000			00000000	
		00000000			00000000			00000000	
		00000000			00000000			00000000	

Similarly perform the same step as above ie **Step 3** for selecting **Acceptor id, Auditor id, Superintendent id & STO id.**

Once done with all the options selected the screen would appear as shown below.

**Bill Processing Hierarchy Application (PAO/STO Office)**

STO/PAO Code: 001 STO- ADILABAD

Add Row | Delete Row | Save

DDO Code	DDO Designation	Acceptor Id	Name	Designation	Auditor Id	Name	Designation	Superintendent Id	Name
01030553...	A D HORTICULTURE ADILABAD	00200011	IMTIYAZ MOHD.	Deputy Financial Advisor	00200010	SASIKALA SALADAGU	Joint Financial Advisor	00200012	SHANKAR RAO YARAGA
		00000000			00000000			00000000	
		00000000			00000000			00000000	
		00000000			00000000			00000000	
		00000000			00000000			00000000	
		00000000			00000000			00000000	
		00000000			00000000			00000000	
		00000000			00000000			00000000	
		00000000			00000000			00000000	
		00000000			00000000			00000000	
		00000000			00000000			00000000	

Designation	Superintendent Id	Name	Designation	STO Id	Name	Designation
Joint Financial Advisor	00200012	SHANKAR RAO YARAGALLA	Assistant Secretary Government	00200...	NAGA MALLESWARA RAO K	Joint Secretary to Government
	00000000			00000...		
	00000000			00000...		
	00000000			00000...		
	00000000			00000...		
	00000000			00000...		
	00000000			00000...		
	00000000			00000...		
	00000000			00000...		

**Step 4:** Click **Save button** to save the details.

**Note !** While entering the financial hierarchy data, if you find any of the fields are not applicable to you. Please leave the fields empty and proceed further.

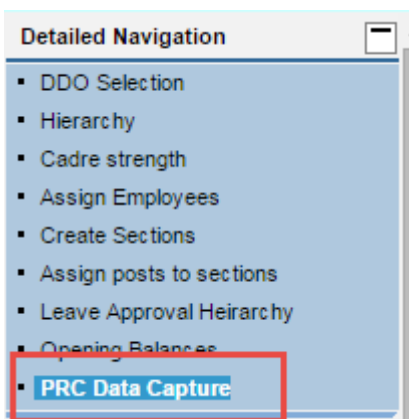
**Add Row:** Click this button to add new rows.

**Delete Row:** Click this button to delete a row.

### 5.15 PRC Data Capture

Before entering the PRC Data all the above tabs i.e. **DDO Selection, Hierarchy, Cadre strength etc** are to be entered.

**Step 1:** Navigate to **DDO Data entry → PRC Data Capture**



You will be navigated to the below shown screen. In the below screen, you can view all the employee details.

PRC Data Collection

Search by using Employee Name

Ascending Descending

DTA Provided Emp. Id	CFMS Emp. ID	Name	Designation
0617113	10016505	Venkalah Maraka	MESENTER
0643048	10163595	NALINI VICHARAPU	ASSISTANT DIRECTOR O...
400100	10172566	VENU MEKA	MESENTER
0609531	10210812	VENKATA RAMI REDDY TIYYAGURA	Senior Assistant
0606060	10277516	RAVINDRA BAU GARIKA	Assistant Director of Agricult...
0631170	10492462	KIRANMOY KONDRU	Agriculture Officer
0650427	10537927	SRIRANJANI KONDAMEDA	Agriculture Officer
0650104	10537931	LAVANYA DASARI	Agriculture Officer
0657475	10573494	RAMANA KUMAR KHADGAM	Agriculture Officer
0665881	10667418	GAYATHRI PADARTHI	Sub Assistant Grade-II
0665892	10667429	Markendeyulu Marappu	Agriculture Extension Officer
0665896	10667472	SIVA JYOTHI GUNDA	Agriculture Extension Officer
	40025948	ASHWINI KASTURI	Subject Matter Specialist
	40037737	Gopi Velpula	Project Program Promoter

**Step 2:** Select the **employee** and click **Add PRC Data** button.

#### PRC Data Capture

PRC Data Collection

Search by using Employee Name

Ascending Descending

DTA Provided Emp. Id	CFMS Emp. ID	Name	Designation
0617113	10016505	Venkalah Maraka	MESENTER
0643048	10163595	NALINI VICHARAPU	ASSISTANT DIRECTOR O...
400100	10172566	VENU MEKA	MESENTER
0609531	10210812	VENKATA RAMI REDDY TIYYAGURA	Senior Assistant
0606060	10277516	RAVINDRA BAU GARIKA	Assistant Director of Agricult...
0631170	10492462	KIRANMOY KONDRU	Agriculture Officer
0650427	10537927	SRIRANJANI KONDAMEDA	Agriculture Officer
0650104	10537931	LAVANYA DASARI	Agriculture Officer
0657475	10573494	RAMANA KUMAR KHADGAM	Agriculture Officer
0665881	10667418	GAYATHRI PADARTHI	Sub Assistant Grade-II
0665892	10667429	Markendeyulu Marappu	Agriculture Extension Officer
0665896	10667472	SIVA JYOTHI GUNDA	Agriculture Extension Officer
	40025948	ASHWINI KASTURI	Subject Matter Specialist
	40037737	Gopi Velpula	Project Program Promoter

In case if the employee id is not found, you can also click **Search** button and find the employee.

Once **Add PRC button** is clicked the below shown screen will be displayed.

PRC View

Please Enter PRC Details

Employee Details

Employee No: 20005001      NOTE : - Please enter all the Details as on 01.07.2013  
 Name: RAMA KRISHANA YERRA  
 Designation: Additional Secretary to Government

Save | Submit

Pay Grade: XXXII  
 Basic Pay on 1st July 2013: 55660  
 Next Increment Date: [ ]

Personal Pay: [ ]  
 Special Pay: [ ]  
 Family Planning Incentive: 70

Physically Handicapped Allowance: [ ]  
 \* HPL Balance: 508  
 \* Earned Leave Balance: 300

**Step 2: Enter Pay grade and other required fields.**

**All the fields marked with an \* symbol are mandatory fields.**

PRC View

Please Enter PRC Details

Employee Details

Employee No: 20005001  
 Name: RAMA KRISHANA YERRA  
 Designation: Additional Secretary to Governmen

Save | Submit

Pay Grade: XXXII  
 Basic Pay on 1st July 2013: 55660  
 Next Increment Date: [ ]

Personal Pay: [ ]  
 Special Pay: [ ]  
 Family Planning Incentive: [ ]

Physically Handicapped Allowance: [ ]  
 \* HPL Balance: 508  
 \* Earned Leave Balance: 300

Search: Pay Grade

Pay Grade	Text
I	6700 - 20110
II	6900 - 20680
III	7100 - 21250
IV	7520 - 22430
V	7740 - 23040
VI	7960 - 23650
VII	8440 - 24950
VIII	9200 - 27000
IX	9460 - 27700
X	10020 - 29200

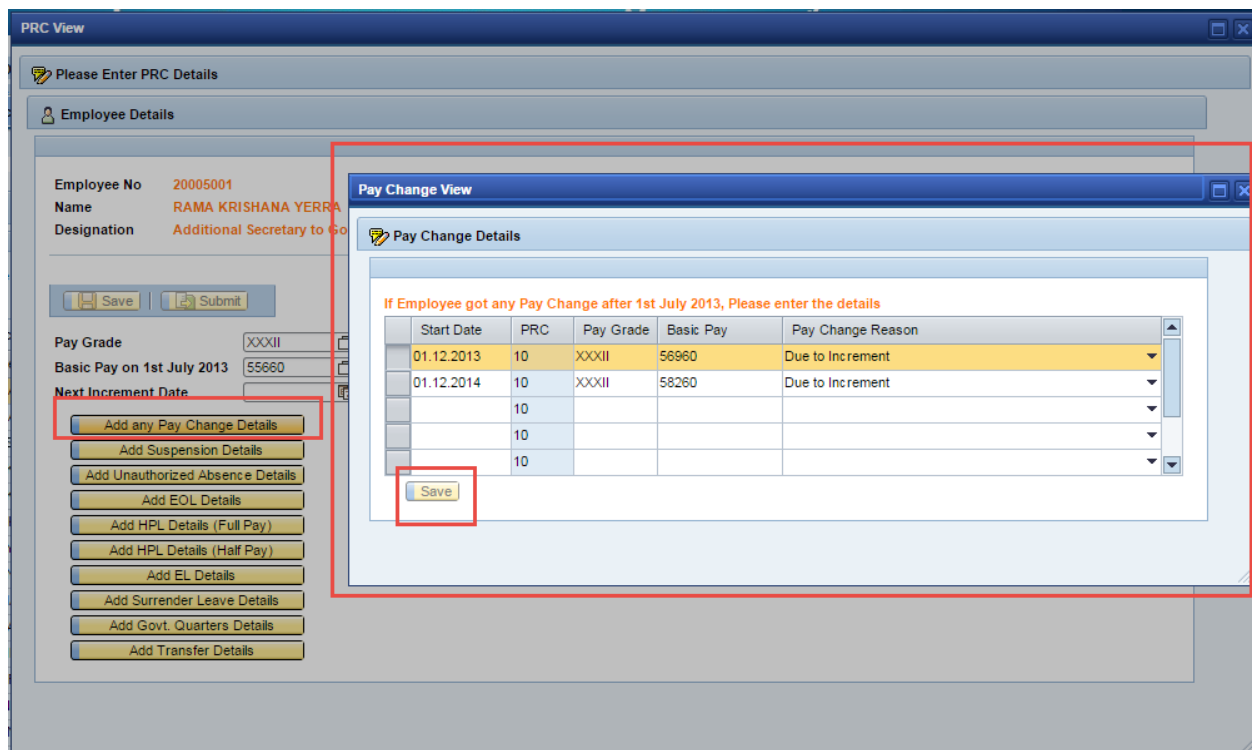
Once done with entering all the required fields, click **Save** button.

## Add and Pay Change Details

**Step 1:** Click **Add any Pay Change Details**.

A window will be displayed as shown below.

By default the **PRC** column will be displayed as applicable. Select the **Start Date**, **Pay Grade**, **Basic pay** and **Pay Charge reason**.



**Employee Details**

Employee No: 20005001  
 Name: RAMA KRISHANA YERRA  
 Designation: Additional Secretary to Go

Pay Grade: XXXII  
 Basic Pay on 1st July 2013: 55660  
 Next Increment Date:

**Pay Change View**

If Employee got any Pay Change after 1st July 2013, Please enter the details

Start Date	PRC	Pay Grade	Basic Pay	Pay Change Reason
01.12.2013	10	XXXII	56960	Due to Increment
01.12.2014	10	XXXII	58260	Due to Increment
	10			
	10			
	10			

**Save**

**Step 2:** Click **Save** button to save the **Pay Change** details.

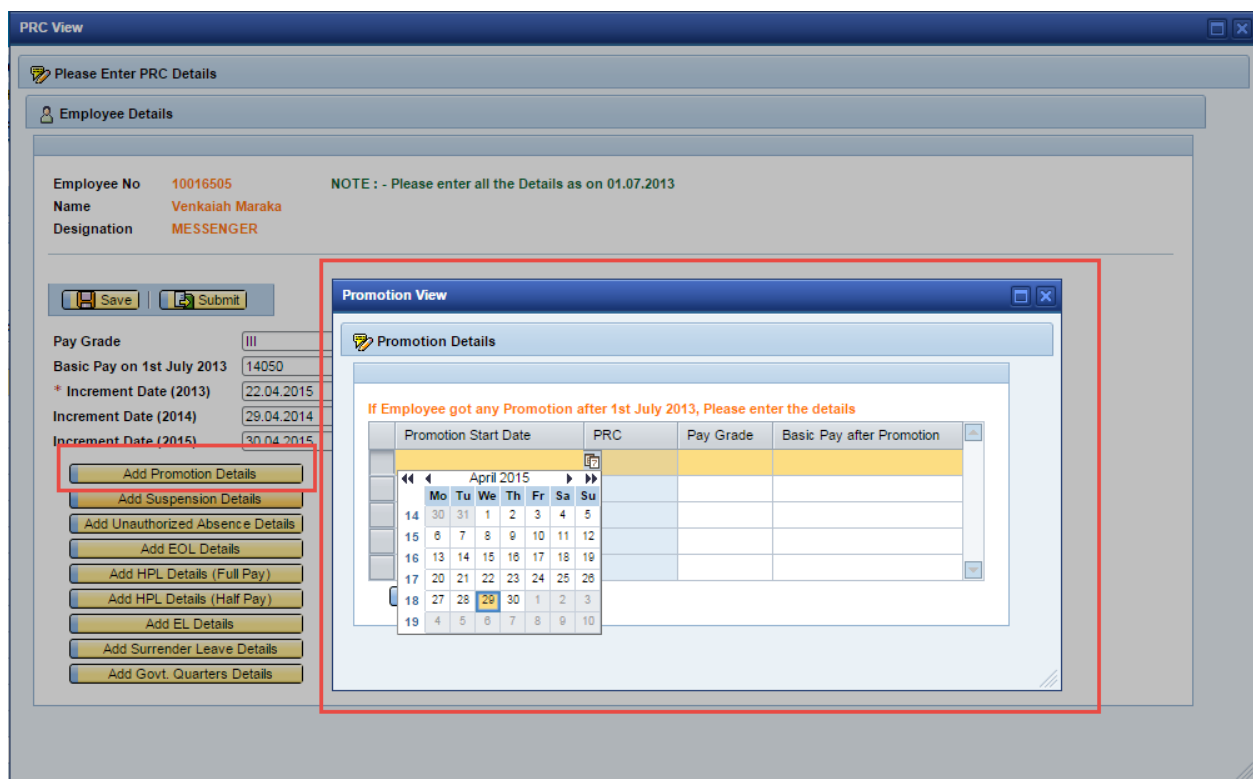
## Add Promotion fields

**Step 1:** Click on **Add Promotion** details button.

**Step 2:** Select **Promotion Start Date**.

**Step 3:** Enter **PRC, Pay Grade & Basic Pay** after promotion details.

**Step 4:** Click **Save** button.



**PRC View**

Please Enter PRC Details

**Employee Details**

Employee No: 10016505      NOTE: - Please enter all the Details as on 01.07.2013  
 Name: Venkaiah Maraka  
 Designation: MESSENGER

Save      Submit

Pay Grade: III  
 Basic Pay on 1st July 2013: 14050  
 \* Increment Date (2013): 22.04.2015  
 Increment Date (2014): 29.04.2014  
 Increment Date (2015): 30.04.2015

**Add Promotion Details** (highlighted)

Add Suspension Details  
 Add Unauthorized Absence Details  
 Add EOL Details  
 Add HPL Details (Full Pay)  
 Add HPL Details (Half Pay)  
 Add EL Details  
 Add Surrender Leave Details  
 Add Govt. Quarters Details

**Promotion View**

Promotion Details

If Employee got any Promotion after 1st July 2013, Please enter the details

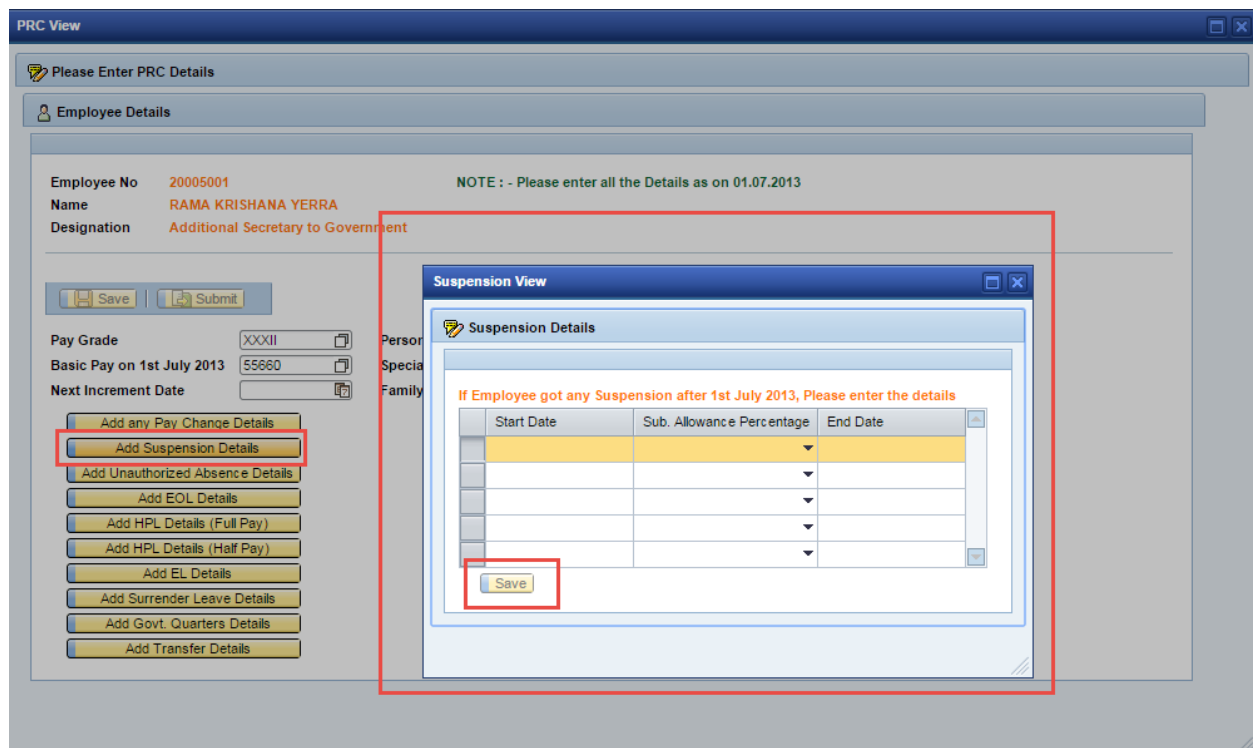
Promotion Start Date	PRC	Pay Grade	Basic Pay after Promotion
April 2015 Mo Tu We Th Fr Sa Su 14 30 31 1 2 3 4 5 15 6 7 8 9 10 11 12 16 13 14 15 16 17 18 19 17 20 21 22 23 24 25 26 18 27 28 29 30 1 2 3 19 4 5 6 7 8 9 10			

## Add Suspension Details

**Step 1:** Click **Add Suspension** details button.

**Step 2:** Enter the **Start Date**, **End Date** and select **Sub. Allowance Percentage**.

**Step 3:** Click **Save** button.



PRC View

Please Enter PRC Details

Employee Details

Employee No 20005001      NOTE : - Please enter all the Details as on 01.07.2013  
Name RAMA KRISHANA YERRA  
Designation Additional Secretary to Government

Save Submit

Pay Grade XXXII  
Basic Pay on 1st July 2013 55660  
Next Increment Date

Add any Pay Change Details  
**Add Suspension Details**  
Add Unauthorized Absence Details  
Add EOL Details  
Add HPL Details (Full Pay)  
Add HPL Details (Half Pay)  
Add EL Details  
Add Surrender Leave Details  
Add Govt. Quarters Details  
Add Transfer Details

Suspension View

Suspension Details

If Employee got any Suspension after 1st July 2013, Please enter the details

Start Date	Sub. Allowance Percentage	End Date

Save

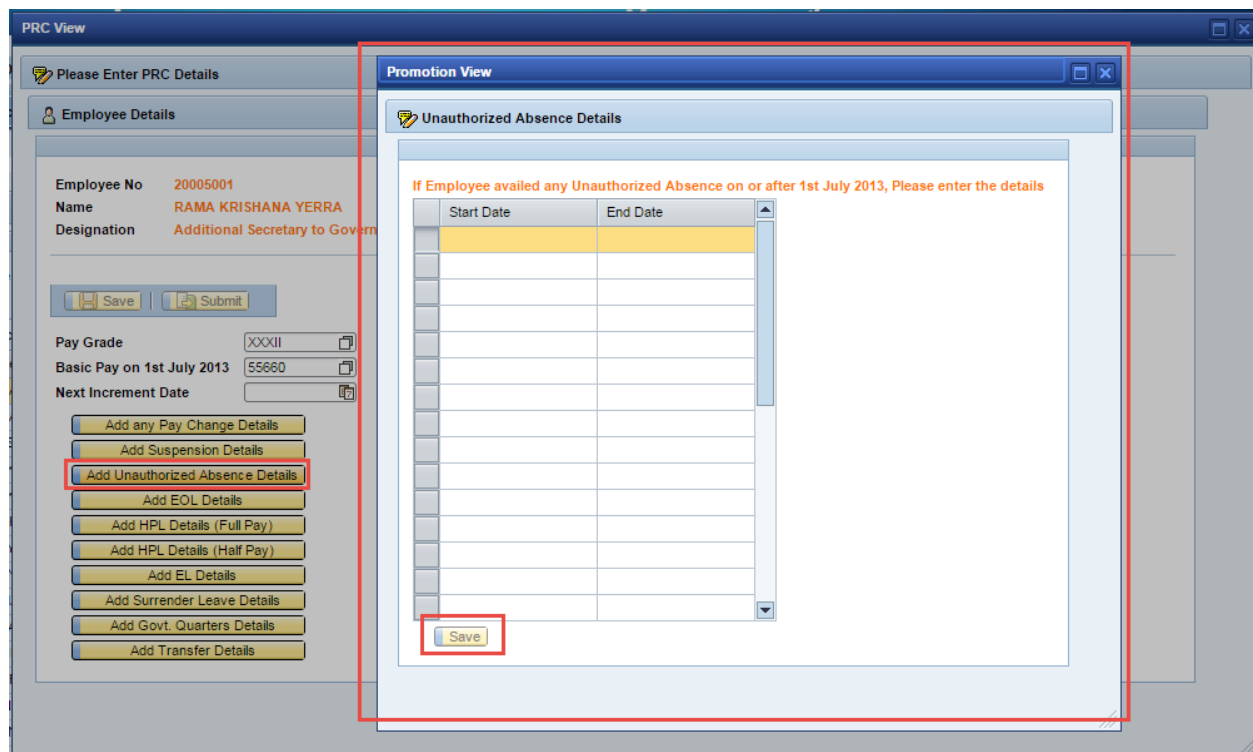


## Add Unauthorized absence details

**Step 1:** Click **Add Unauthorized absence details**.

**Step 2:** Enter the **Start Date&End Date**.

**Step 3:** Click **Save** button.



The screenshot displays the 'PRC View' application window. On the left, the 'Employee Details' section shows the following information:

- Employee No: 20005001
- Name: RAMA KRISHANA YERRA
- Designation: Additional Secretary to Govern

Below this, there are fields for 'Pay Grade' (XXXII), 'Basic Pay on 1st July 2013' (55680), and 'Next Increment Date'. A list of buttons is visible, with 'Add Unauthorized Absence Details' highlighted by a red box.

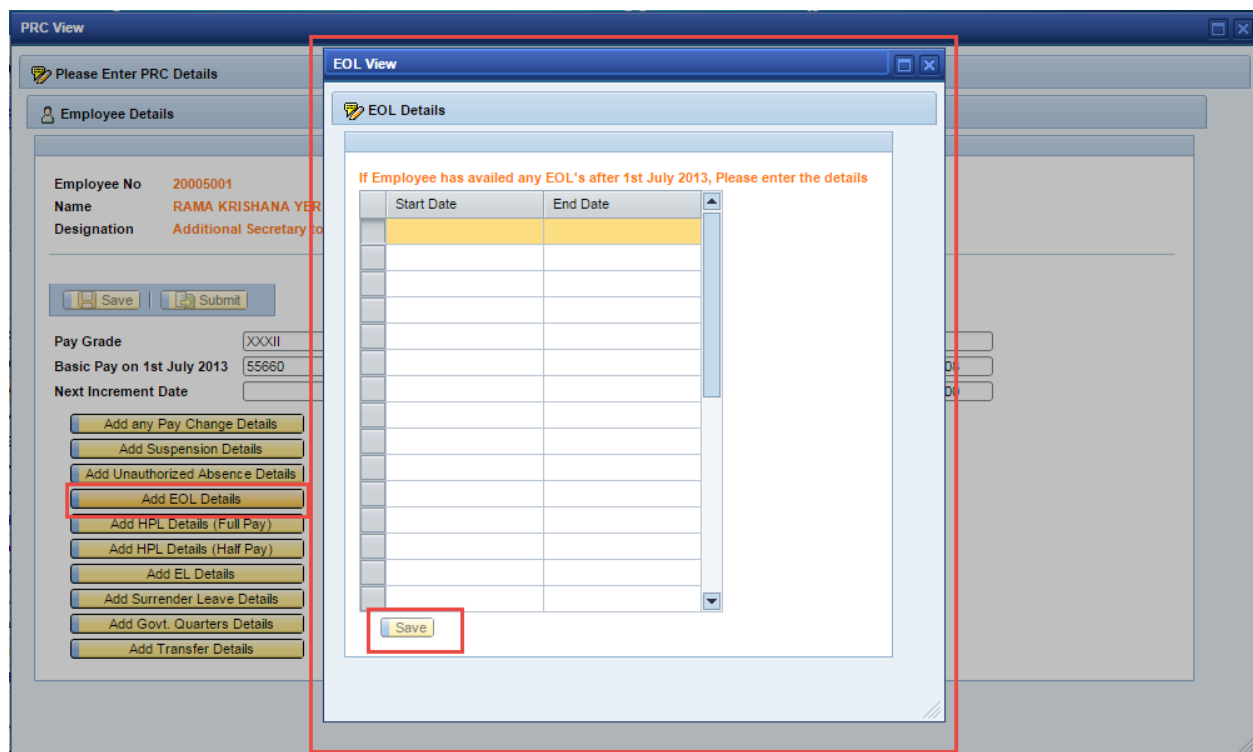
The main dialog box, titled 'Promotion View' and 'Unauthorized Absence Details', contains the following text: 'If Employee availed any Unauthorized Absence on or after 1st July 2013, Please enter the details'. Below this text is a table with two columns: 'Start Date' and 'End Date'. The table has multiple rows, with the first row highlighted in yellow. A 'Save' button is located at the bottom of the dialog box, also highlighted by a red box.

## Add EOL Details

**Step 1:** Click **Add EOL Details**.

**Step 2:** Enter the **Start Date&End Date**.

**Step 3:** Click **Save** button.



The screenshot shows the 'PRC View' application interface. On the left, there is a sidebar with 'Employee Details' and a list of buttons including 'Add EOL Details', which is highlighted with a red box. The main area displays employee information for 'RAMA KRISHANA YER' and a list of buttons for adding various details. A modal window titled 'EOL View' is open, showing a table with two columns: 'Start Date' and 'End Date'. The table has a header row and several empty rows below it. A red box highlights the 'Save' button at the bottom of the modal window. The modal window also contains a message: 'If Employee has availed any EOL's after 1st July 2013, Please enter the details'.

Start Date	End Date

### Add HPL Details (Full Pay)

**Step 1:** Click Add HPL Details (Full Pay).

**Step 2:** Enter the Start Date&End Date.

**Step 3:** Click Save button.

The screenshot shows a software interface with a main window titled 'PRC View' and a pop-up window titled 'HPL View'. The main window displays employee details for 'RAMA KRISHANA YER' and a list of buttons for adding various leave types. The 'Add HPL Details (Full Pay)' button is highlighted with a red box. The 'HPL View' window shows a table for recording leave periods, with a red box highlighting the 'Add HPL Details (Full Pay)' button in the main window and the 'Save' button in the pop-up window. The table in the pop-up window has the following data:

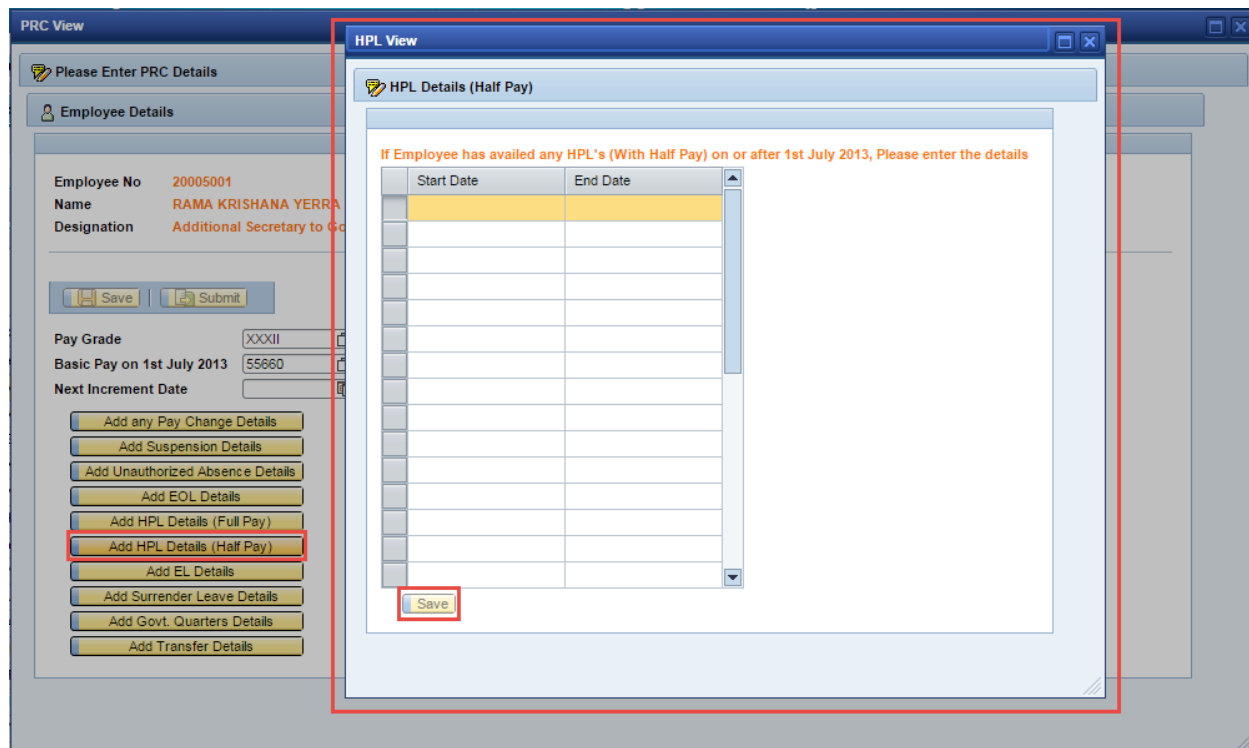
Start Date	End Date
21.09.2013	27.09.2013

### Add HPL Details (Half Pay)

**Step 1:** Click **Add HPL Details (Half Pay)**.

**Step 2:** Enter the **Start Date&End Date**.

**Step 3:** Click **Save** button.

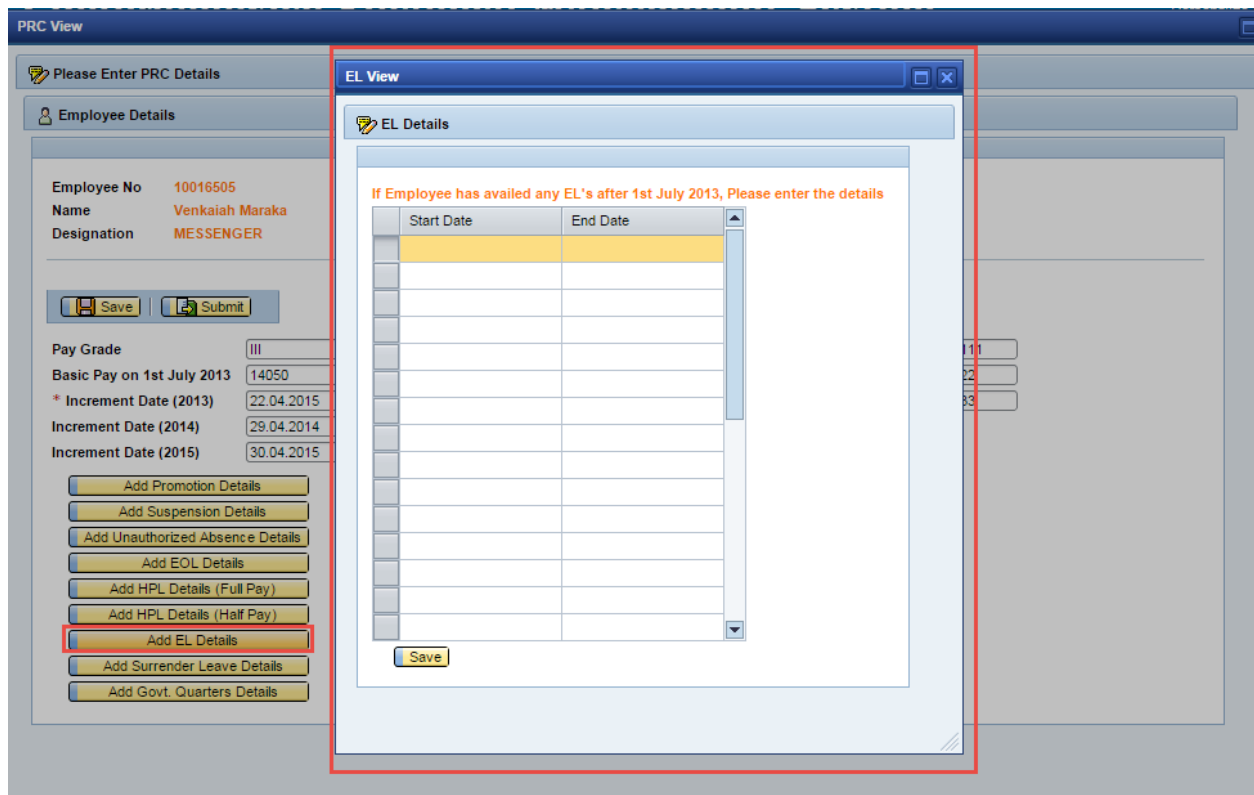


## Add EL Details

**Step 1:** Click **Add EL Details**.

**Step 2:** Enter the **Start Date&End Date**.

**Step 3:** Click **Save** button.



The screenshot displays the 'PRC View' application interface. On the left, the 'Employee Details' section shows the following information:

- Employee No: 10016505
- Name: Venkaiah Maraka
- Designation: MESSENGER

Below this, there are 'Save' and 'Submit' buttons. Further down, the 'Pay Grade' is set to 'III', and the 'Basic Pay on 1st July 2013' is 14050. Increment dates are listed for 2013 (22.04.2015), 2014 (29.04.2014), and 2015 (30.04.2015). A list of buttons for adding various details is shown, with 'Add EL Details' highlighted by a red box.

The 'Add EL Details' dialog box is open, titled 'EL View'. It contains the instruction: 'If Employee has availed any EL's after 1st July 2013, Please enter the details'. Below this is a table with two columns: 'Start Date' and 'End Date'. The table has several empty rows for data entry. A 'Save' button is located at the bottom of the dialog box.

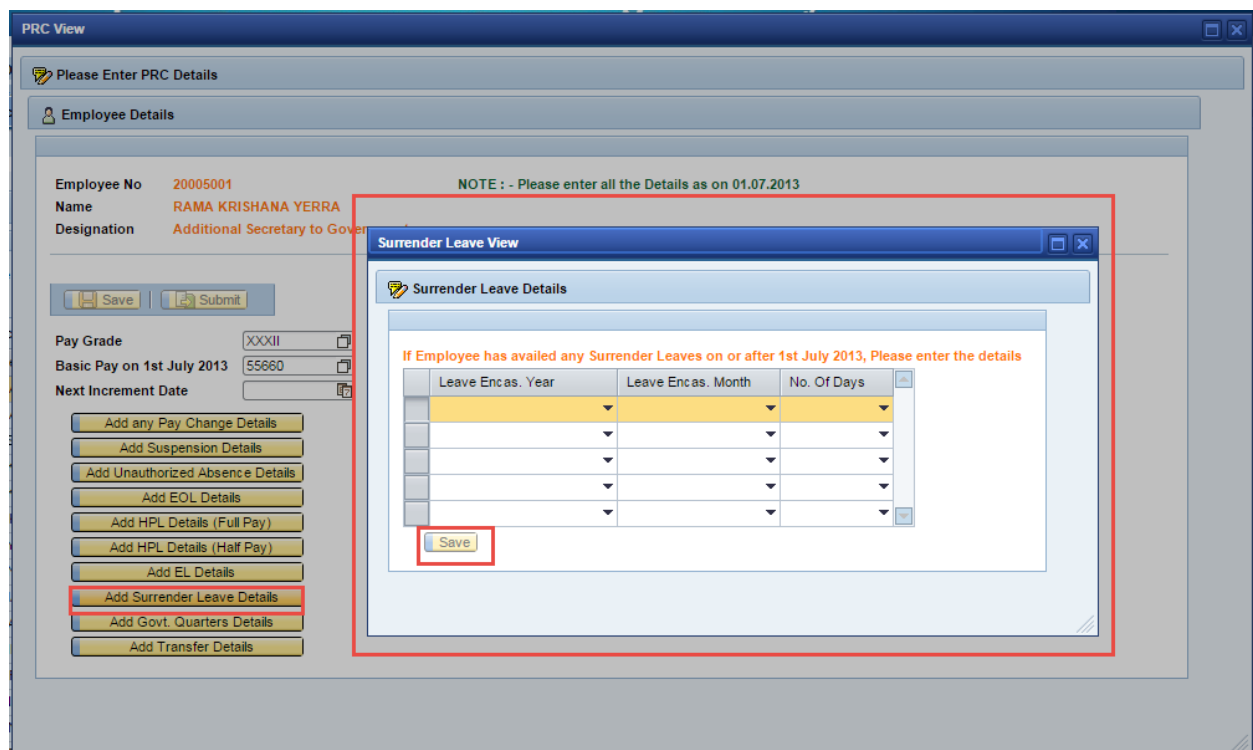
Start Date	End Date

## Add Surrender leave Details

**Step 1:** Click **Add Surrender leave Details**.

**Step 2:** Select the **Leave excess year, Leave Excess month & No of Days**.

**Step 3:** Click **Save** button.



PRC View

Please Enter PRC Details

Employee Details

Employee No: 20005001  
Name: RAMA KRISHANA YERRA  
Designation: Additional Secretary to Government

NOTE: - Please enter all the Details as on 01.07.2013

Save Submit

Pay Grade: XXXII  
Basic Pay on 1st July 2013: 55660  
Next Increment Date:

Surrender Leave View

Surrender Leave Details

If Employee has availed any Surrender Leaves on or after 1st July 2013, Please enter the details

Leave Encas. Year	Leave Encas. Month	No. Of Days

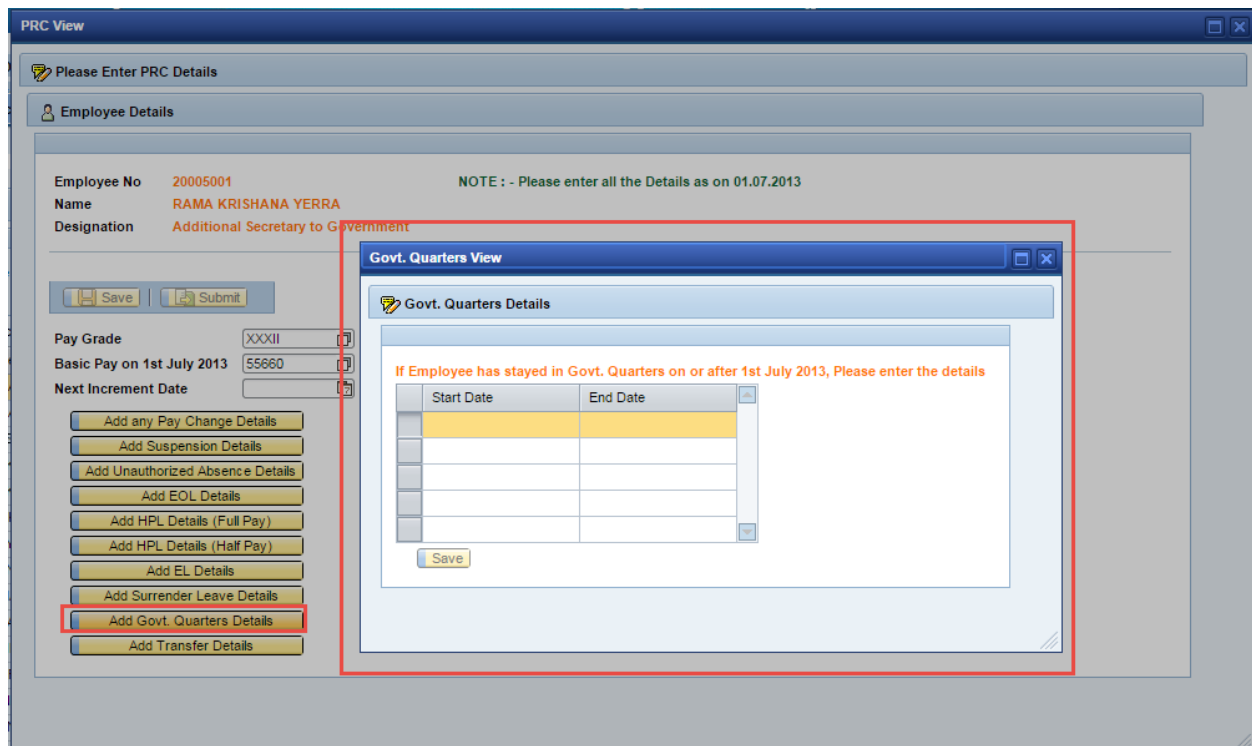
Save

## Add Govt Quarters Details

**Step 1:** Click **Add Govt Quarters Details**.

**Step 2:** Enter the **Start Date&End Date**.

**Step 4:** Click **Save** button.



PRC View

Please Enter PRC Details

Employee Details

Employee No 20005001      NOTE : - Please enter all the Details as on 01.07.2013  
Name RAMA KRISHANA YERRA  
Designation Additional Secretary to Government

Save Submit

Pay Grade XXXII  
Basic Pay on 1st July 2013 55660  
Next Increment Date

- Add any Pay Change Details
- Add Suspension Details
- Add Unauthorized Absence Details
- Add EOL Details
- Add HPL Details (Full Pay)
- Add HPL Details (Half Pay)
- Add EL Details
- Add Surrender Leave Details
- Add Govt. Quarters Details**
- Add Transfer Details

Govt. Quarters View

Govt. Quarters Details

If Employee has stayed in Govt. Quarters on or after 1st July 2013, Please enter the details

Start Date	End Date

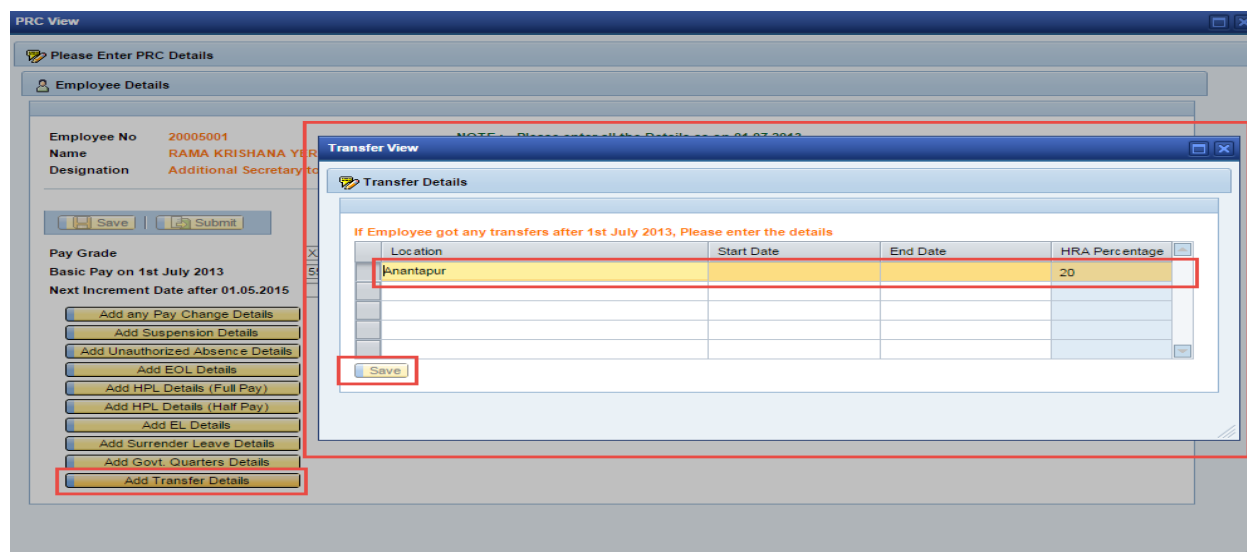
Save

## Add Transfer Details

**Step 1:** Click **Add Transfer Details**.

**Step 2:** Select the Location, Start Date, End Date. Depending on the location selection the HRA Percentage will be displayed .

**Step 4:** Click **Save** button.



Employee No: 20005001  
 Name: RAMA KRISHANA YERRA  
 Designation: Additional Secretary to Government

Pay Grade: XXXII  
 Basic Pay on 1st July 2013: 55660  
 Next Increment Date after 01.05.2015: (empty)

**Transfer View**

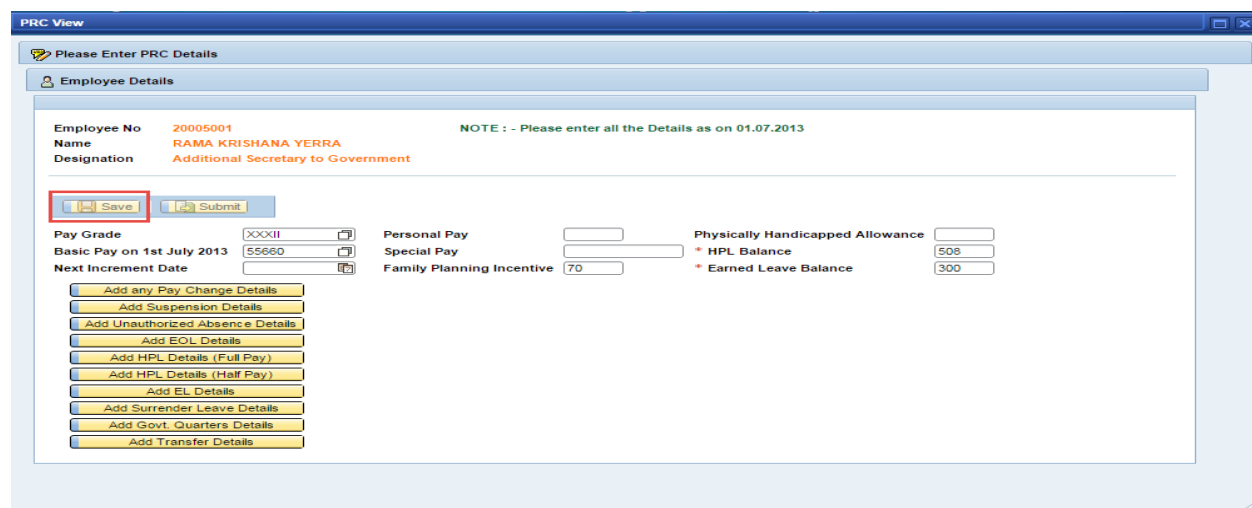
NOTE: - Please enter all the Details as on 01.07.2013

If Employee got any transfers after 1st July 2013, Please enter the details

Location	Start Date	End Date	HRA Percentage
Anantapur			20

Save

Once done with entering the PRC data, Click **Save** button to save the entire information.



Employee No: 20005001  
 Name: RAMA KRISHANA YERRA  
 Designation: Additional Secretary to Government

NOTE: - Please enter all the Details as on 01.07.2013

Save Submit

Pay Grade: XXXII  
 Basic Pay on 1st July 2013: 55660  
 Next Increment Date: (empty)

Personal Pay: (empty)  
 Special Pay: (empty)  
 Family Planning Incentive: 70

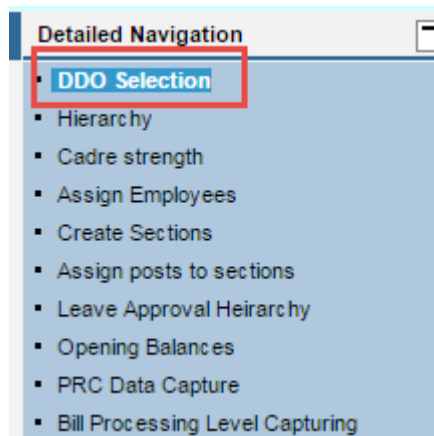
Physically Handicapped Allowance: (empty)  
 \* HPL Balance: 508  
 \* Earned Leave Balance: 300

Add any Pay Change Details  
 Add Suspension Details  
 Add Unauthorized Absence Details  
 Add EOL Details  
 Add HPL Details (Full Pay)  
 Add HPL Details (Half Pay)  
 Add EL Details  
 Add Surrender Leave Details  
 Add Govt. Quarters Details  
 Add Transfer Details

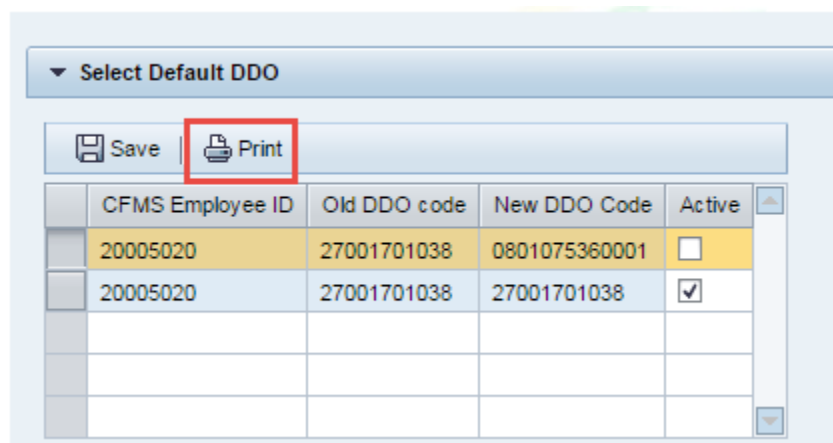


**Step 1:** Select the row you wish to delete and click **Delete button**.

Once done with entering all the data, Click **DDO Selection**.



**Step 1:** Click **Print button**.



A pdf file will be downloaded. Open the file and you can find all the details entered earlier. Scroll down through the pages and at the bottom of the last page you will find the signatures to be done by DDO, HOO & HOD along with their names and date.

**Govt. of Andhra Pradesh**

<b>DDO Code</b>	27001701038	<b>CFMS DDO Code</b>	27001701038 (Assistant Secretary Claims, Finance Dept)
<b>Office Type</b>		<b>Office Name</b>	
<b>HOD</b>	Finance, Secretariat Department		

**Office Address :**

Office Name			
Care of Address		Room No	
Street/Road/Lane		LandMark	
City		Postal Code	
District		Mandal	
Village		Mobile No.	
Telephone No.		Email	

**Office Allowances :**

HRA Percentage	%
CCA Code	

**Govt. of Andhra Pradesh**

<b>DDO Code</b>	27001701038	<b>CFMS DDO Code</b>	27001701038 (Assistant Secretary Claims, Finance Dept)
<b>Office Type</b>		<b>Office Name</b>	
<b>HOD</b>	Finance, Secretariat Department		

Employee Code	Empl/Apl. Name	Designation	Join Date	Employee Group	Employee Sub Group
20000001	AJAYA BABU KALLAM	Principal Secretary	02.09.2014	Regular Cadre	IAS Officer
20000002	V RAMESH PENUMAKA	Principal Secretary	24.10.2014	Regular Cadre	IAS Officer
20000003	SAMBASIVA RAO DONDAPATI	Principal Secretary	01.03.2014	Regular Cadre	IAS Officer
20000004	PREMACHANDRA REDDY LAKKA	Secretary	01.03.2014	Regular Cadre	IAS Officer
20005001	RAMA KRISHANA YERRA	Additional Secretary to Government	30.12.2014	Regular	Gazetted
20005002	NAGA MALLESWARA RAO K	Joint Secretary to Government	01.03.2014	Regular	Gazetted
20005003	Damodar Abbai Nalamati	Director IT	29.12.2014	Contract	Consultant
20005004	VSKS PAPA RAO KOTAMARTHI	Deputy Secretary to Government	30.12.2014	Regular	Gazetted
20005005	VENKATA NAGA MALLESWARA RAO CHINCHINEDI	Deputy Secretary to Government	30.12.2014	Regular	Gazetted
20005006	VENKATA SUBRAHMANYAM KURUGANTI	Deputy Secretary to Government	01.03.2014	Regular	Gazetted
20005007	SASIKALA SALADAGU	Joint Financial Advisor	01.03.2014	Regular	Gazetted
20005008	IMTIYAZ MOHD.	Deputy Financial Advisor	01.03.2014	Regular	Gazetted
20005009	SHANKAR RAO YARAGALLA	Assistant Secretary Government	01.03.2014	Regular	Gazetted
20005010	AMMAH MEKA	Assistant Secretary Government	01.03.2014	Regular	Gazetted

Govt. of Andhra Pradesh

<b>DDO Code</b>	27001701038	<b>CFMS DDO Code</b>	27001701038 (Assistant Secretary Claims, Finance Dept)
<b>Office Type</b>		<b>Office Name</b>	
<b>HOD</b>	Finance, Secretariat Department		

**DDO's Signature**

**HOO's Signature**

**HOD's Signature**

**DDO's Name**

**HOO's Name**

**HOD's Name**

**Date:**

**Date:**

**Date:**

Once done with entering all the data, the DDO has to sign the report and then the HOO and HOD signatures are required.