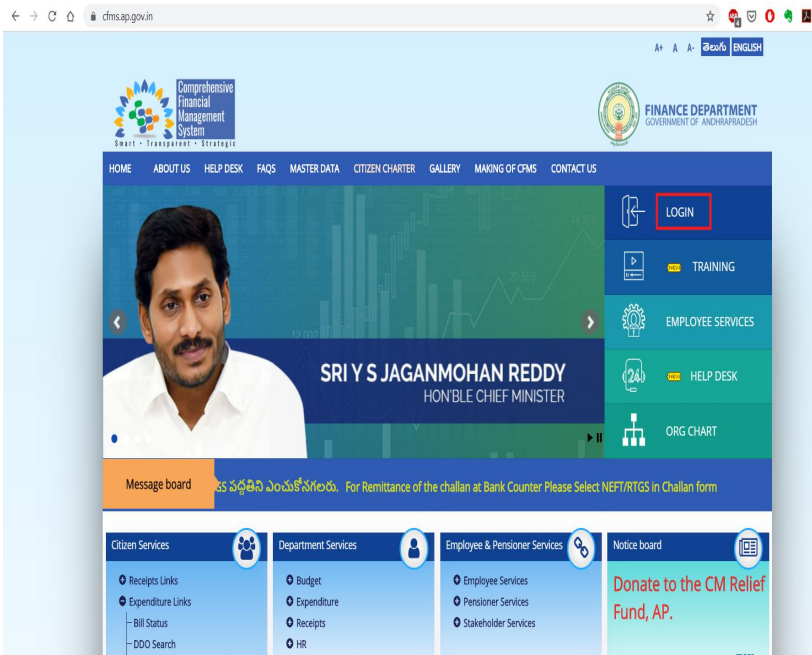


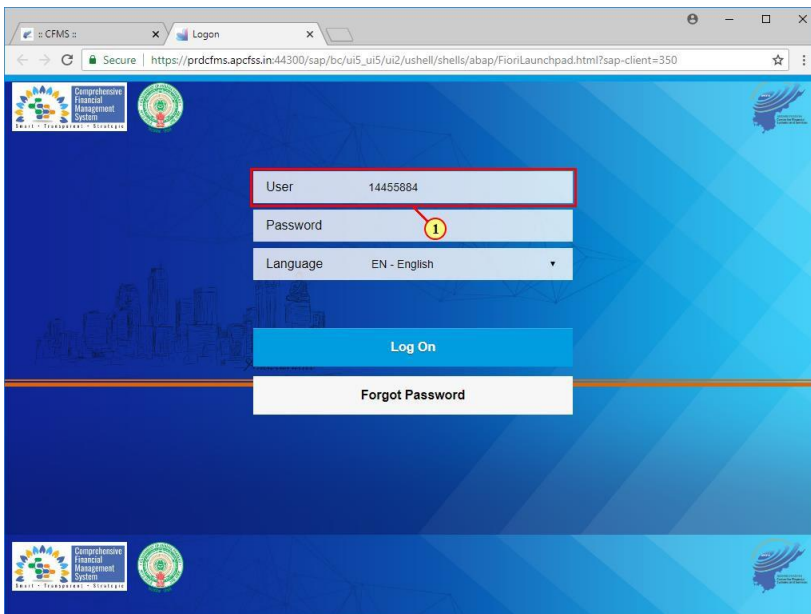
1.1. CFMS Hiring Event

1.1.1. :: CFMS :: - Google Chrome



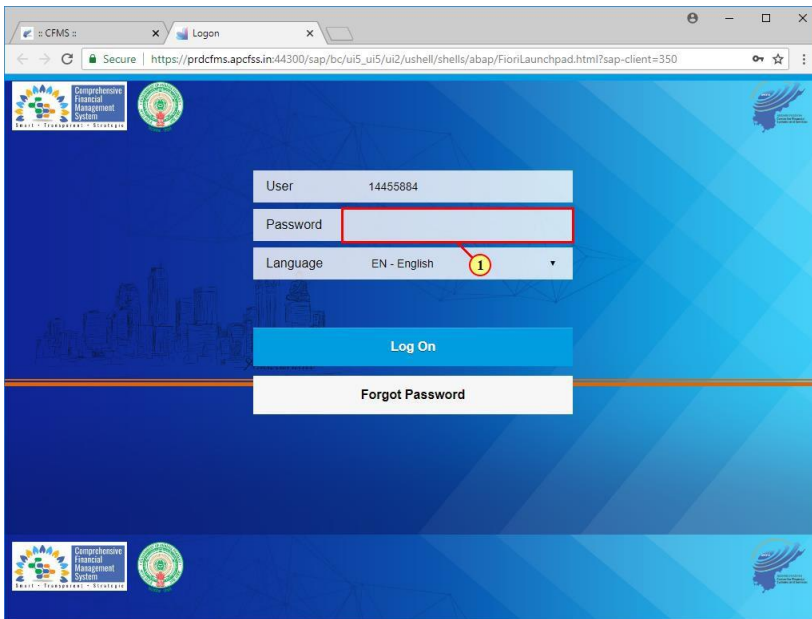
(1) Click **Login**.

1.1.2. Logon - Google Chrome



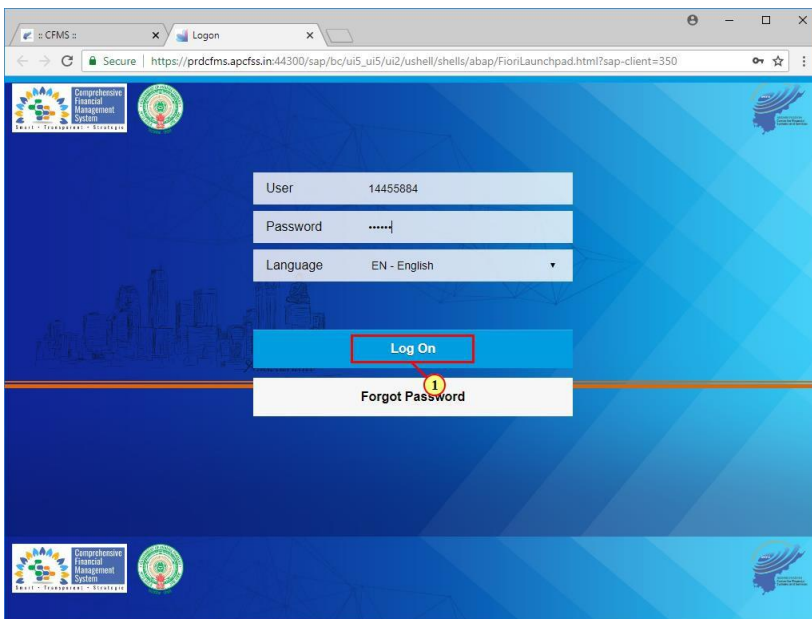
(1) The **User** field is filled out.

1.1.3. Logon - Google Chrome



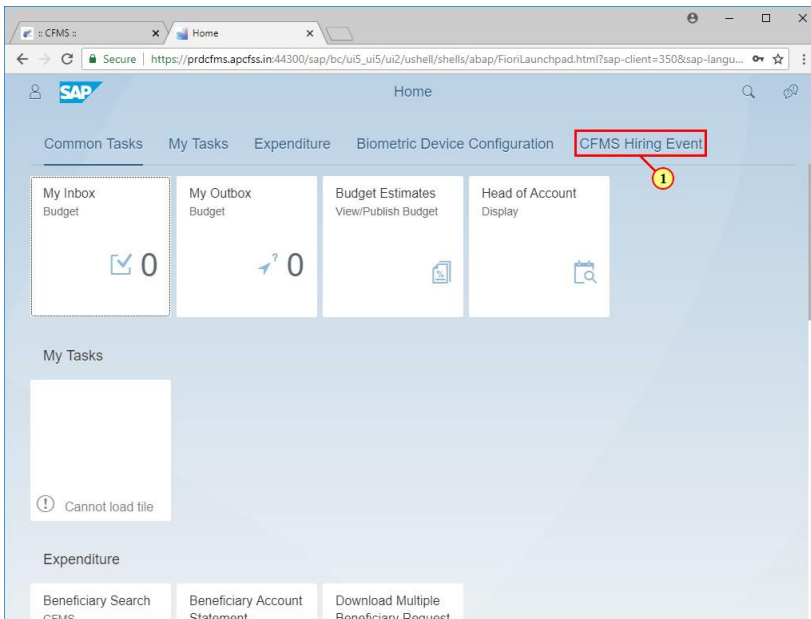
(1) The **Password** field is filled out.

1.1.4. Logon - Google Chrome



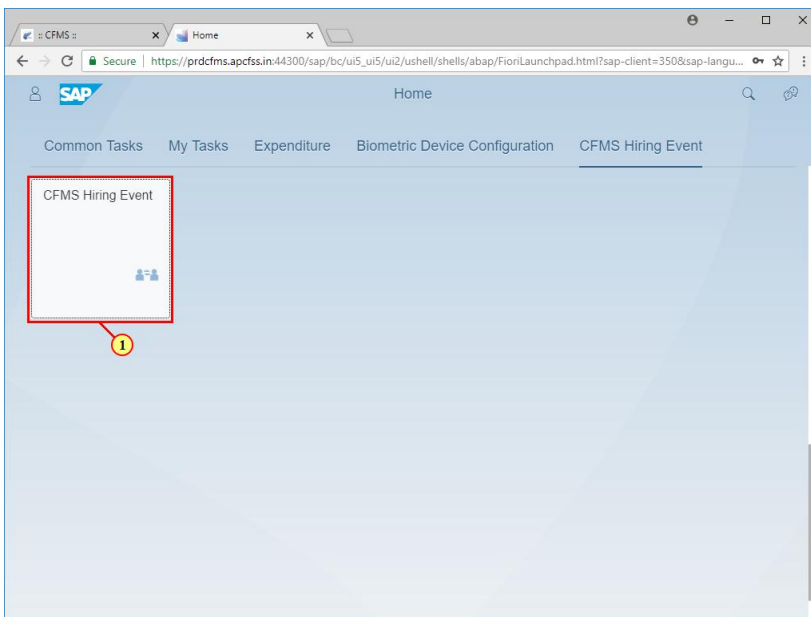
(1) Click **Log On**.

1.1.5. Home - Google Chrome



(1) Click **CFMS Hiring Event**.

1.1.6. Home - Google Chrome



(1) Click **CFMS Hiring Event**.

1.1.7. New Joinings - Google Chrome

DDO Name: BALAKRISHNA P DDO CFMS ID: 14455884

PROFORMA ON REQUEST FOR NEW EMPLOYEE ID/ CFMS ID

* fields are mandatory

Title: *	SELECT Kt Smt Sri Prof Ms Dr	First Name: * (as per Service Register of the Employee)	<input type="text"/>
Father Name: *	<input type="text"/>	Last Name: * (as per Service Register of the Employee)	<input type="text"/>
Gender: *	SELECT	Date of Birth: * (DDMMYYYY)	<input type="text"/>
Marital Status: *	SELECT	Date of Joining into Service: * (DDMMYYYY)	<input type="text"/>
		If Married, Spouse	<input type="text"/>

(1) Click Sri.

1.1.8. New Joinings - Google Chrome

DDO Name: BALAKRISHNA P DDO CFMS ID: 14455884

PROFORMA ON REQUEST FOR NEW EMPLOYEE ID/ CFMS ID

* fields are mandatory

Title: *	SELECT Kt Smt Sri Prof Ms Dr	First Name: * (as per Service Register of the Employee)	BALAKRISHNA
Father Name: *	<input type="text"/>	Last Name: * (as per Service Register of the Employee)	<input type="text"/>
Gender: *	SELECT	Date of Birth: * (DDMMYYYY)	<input type="text"/>
Marital Status: *	SELECT	Date of Joining into Service: * (DDMMYYYY)	<input type="text"/>
		If Married, Spouse	<input type="text"/>

(1) The **First Name** field is filled out.

1.1.9. New Joinings - Google Chrome

The screenshot shows a web browser window with the URL <https://apfinance.apcfss.in/addEmployeeByDDO.do?teid=14455884>. The page title is "NEW EMPLOYEE JOINING PROFORMA". The form contains the following fields:

DDO Name	BALAKRISHNA P	DDO CFMS ID	14455884
----------	---------------	-------------	----------

PROFORMA ON REQUEST FOR NEW EMPLOYEE ID/ CFMS ID

* fields are mandatory

Title : *	SELECT Kt Smt Sri Prof Ms Dr	First Name : * (as per Service Register of the Employee)	BALAKRISHNA
Father Name : *		Last Name : * (as per Service Register of the Employee)	F
Gender : *	SELECT	Date of Birth : * (DDMMYYYY)	
Marital Status : *	SELECT	Date of Joining into Service : * (DDMMYYYY)	
		If Married, Spouse	

A red box highlights the "Last Name" field containing the character "F", with a circled "1" pointing to it.

(1) The **Last Name** field is filled out.

1.1.10. New Joinings - Google Chrome

The screenshot shows the same web browser window as above. The form fields are now updated:

Title : *	SELECT Kt Smt Sri Prof Ms Dr	First Name : * (as per Service Register of the Employee)	BALAKRISHNA
Father Name : *	AMBA SIVA RAO F	Last Name : * (as per Service Register of the Employee)	P
Gender : *	SELECT	Date of Birth : * (DDMMYYYY)	
Marital Status : *	SELECT	Date of Joining into Service : * (DDMMYYYY)	
		If Married, Spouse	

A red box highlights the "Father Name" field containing "AMBA SIVA RAO F", with a circled "1" pointing to it.

(1) The **Father Name** field is filled out.

1.1.11. New Joinings - Google Chrome

DDO Name: BALAKRISHNA P, DDO CFMS ID: 14455884

PROFORMA ON REQUEST FOR NEW EMPLOYEE ID/ CFMS ID

* fields are mandatory

Title: * [SELECT: Kt, Smt, Sri, Prof, Ms, Dr] First Name: * (as per Service Register of the Employee) BALAKRISHNA

Last Name: * (as per Service Register of the Employee) P

Father Name: * AMBA SIVA RAO P Date of Birth: * (DDMMYYYY) [Red Box]

Gender: * [SELECT] Date of Joining into Service: * (DDMMYYYY) [1]

Marital Status: * [SELECT] If Married, Spouse

(1) Click **Date of Birth**.

1.1.12. New Joinings - Google Chrome

DDO Name: BALAKRISHNA P, DDO CFMS ID: 14455884

PROFORMA ON REQUEST FOR NEW EMPLOYEE ID/ CFMS ID

Title: * [SELECT: Kt, Smt, Sri, Prof, Ms, Dr] First Name: * (as per Service Register of the Employee) SAMBHA SIVA RAO

Last Name: * (as per Service Register of the Employee) P

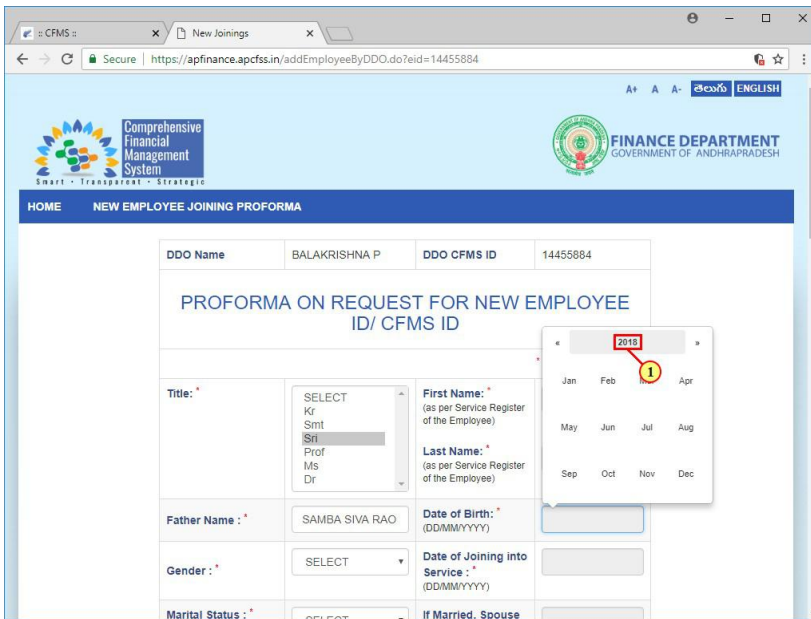
Date of Birth: * (DDMMYYYY) [Calendar Pop-up]

Date of Joining into Service: * (DDMMYYYY)

Marital Status: * [SELECT] If Married, Spouse

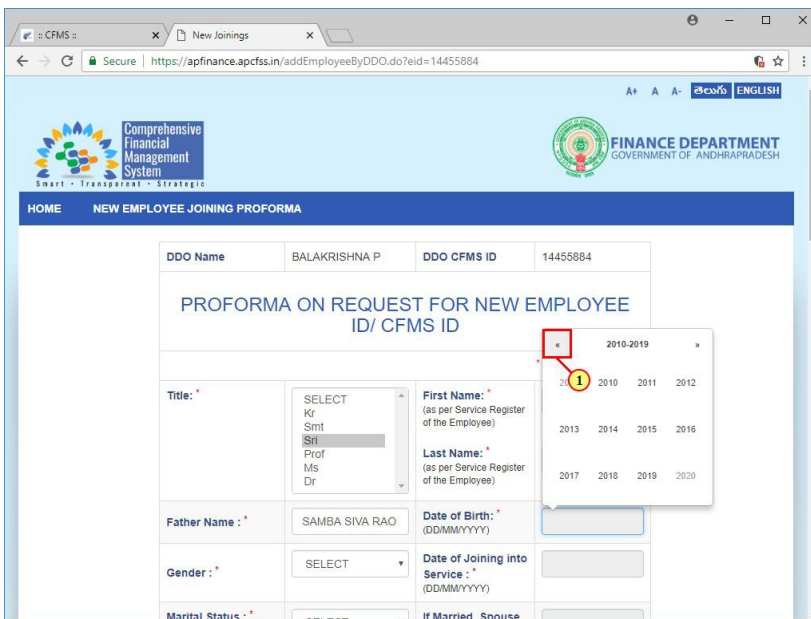
(1) Click **August 2018**.

1.1.13. New Joinings - Google Chrome



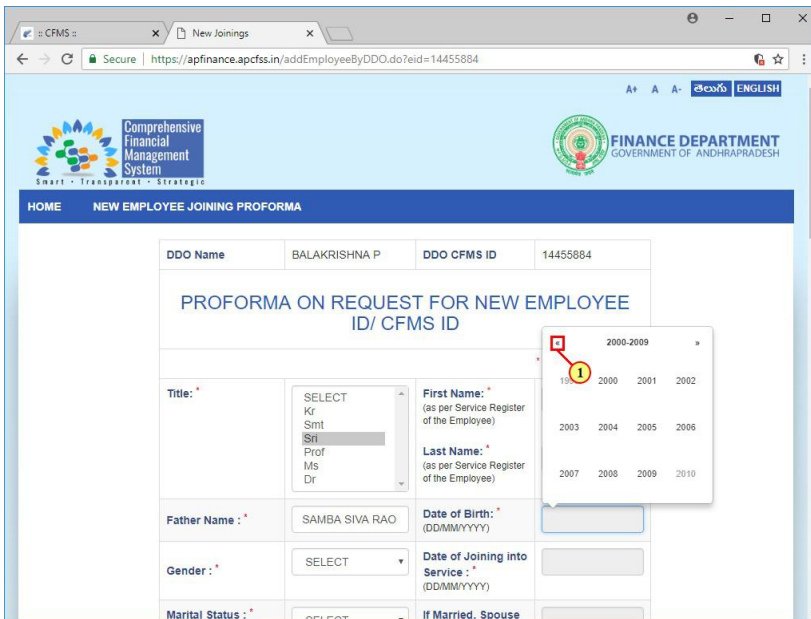
(1) Click 2018.

1.1.14. New Joinings - Google Chrome



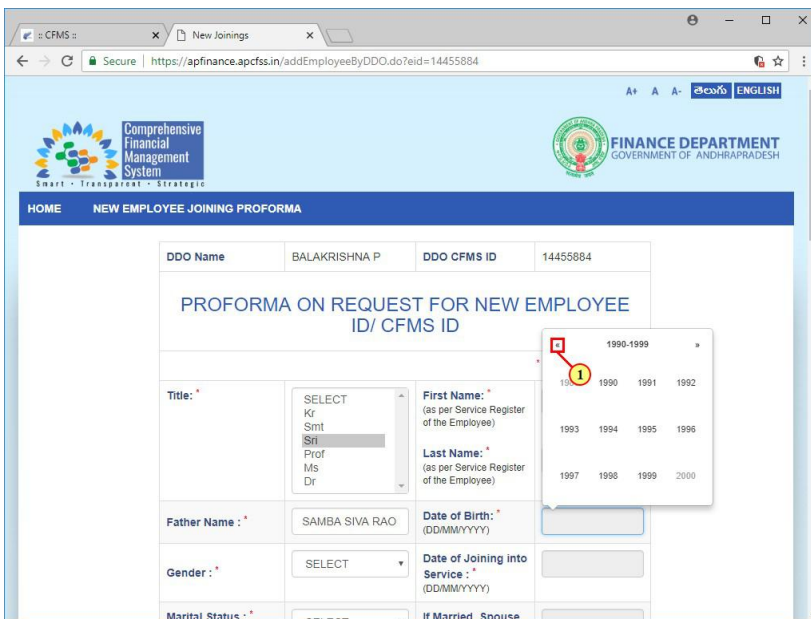
(1) Click **Back**.

1.1.15. New Joinings - Google Chrome



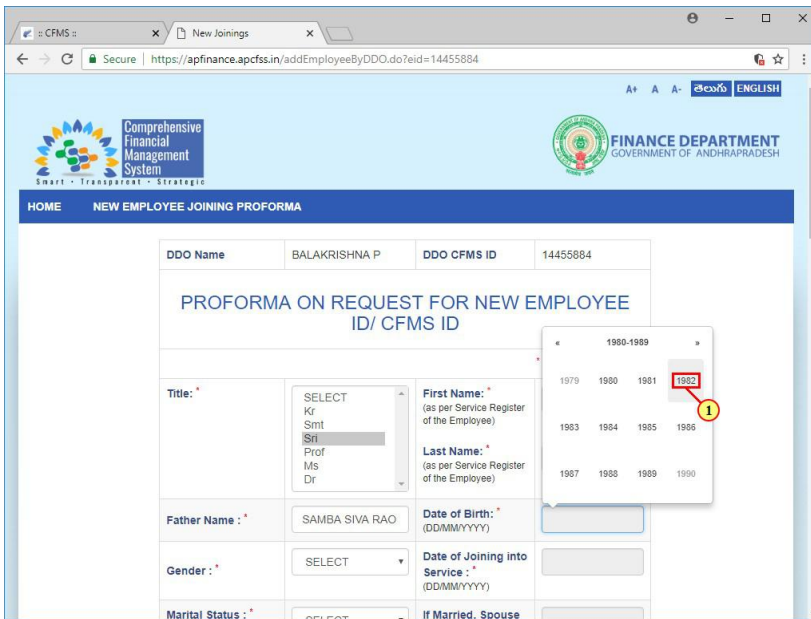
(1) Click **Back** ⏪ .

1.1.16. New Joinings - Google Chrome



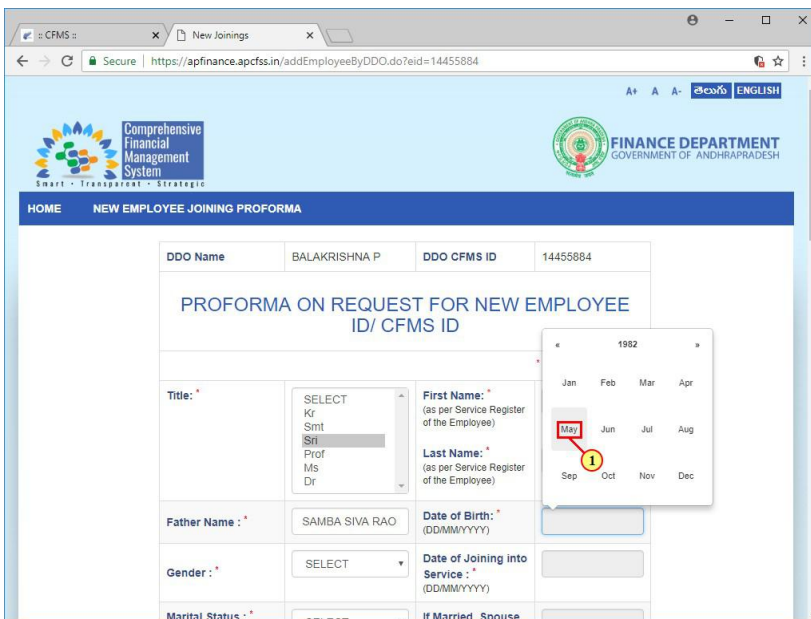
(1) Click **Back** ⏪ .

1.1.17. New Joinings - Google Chrome



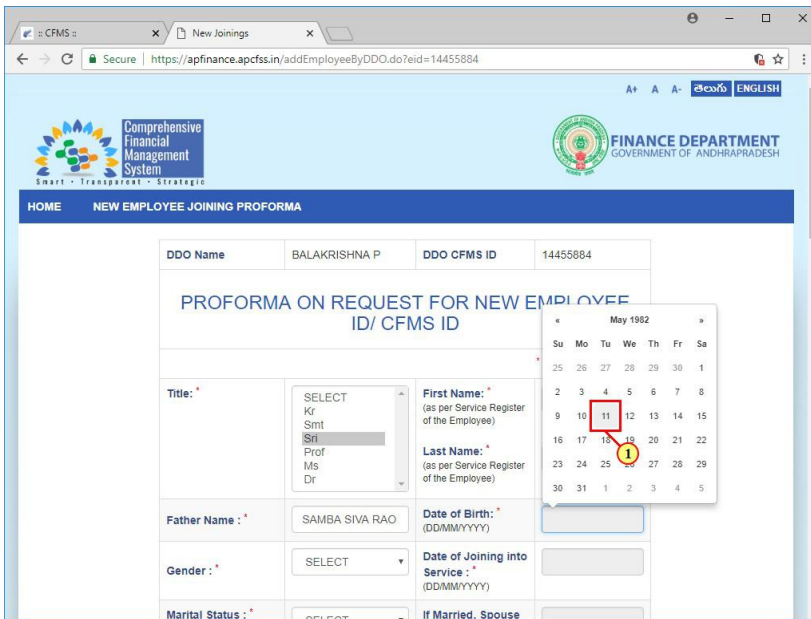
(1) Click **1982**.

1.1.18. New Joinings - Google Chrome



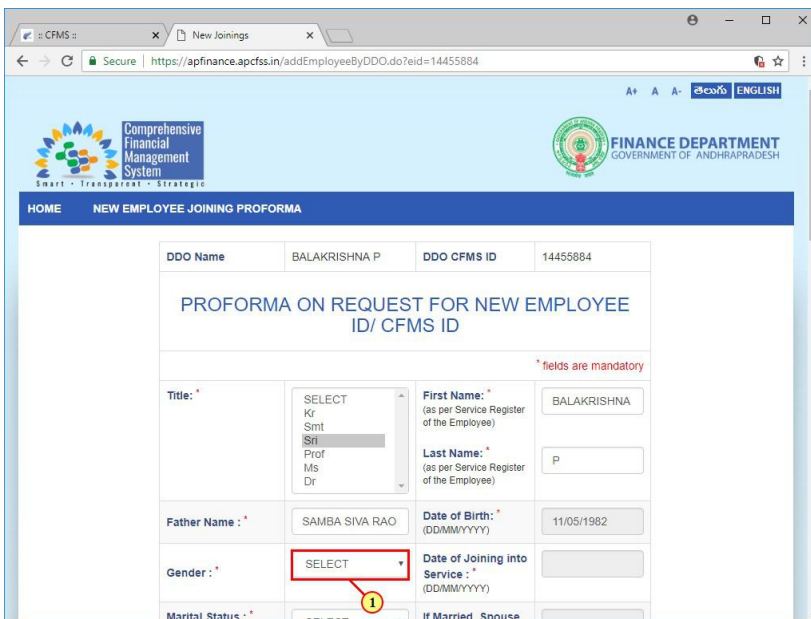
(1) Click **May**.

1.1.19. New Joinings - Google Chrome



(1) Click 11.

1.1.20. New Joinings - Google Chrome



(1) Click **Gender**.

1.1.21. New Joinings - Google Chrome

DDO Name	BALAKRISHNA P	DDO CFMS ID	14455884
PROFORMA ON REQUEST FOR NEW EMPLOYEE ID/ CFMS ID			
* fields are mandatory			
Title : *	SELECT Kt Smt Sri Prof Ms Dr	First Name : * (as per Service Register of the Employee)	BALAKRISHNA
Father Name : *	SAMBA SIVA RAO	Last Name : * (as per Service Register of the Employee)	P
Gender : *	SELECT Male Female	Date of Birth : * (DDMM/YYYY)	11/05/1982
Marital Status : *	SELECT	Date of Joining into Service : * (DDMM/YYYY)	
		If Married, Spouse	

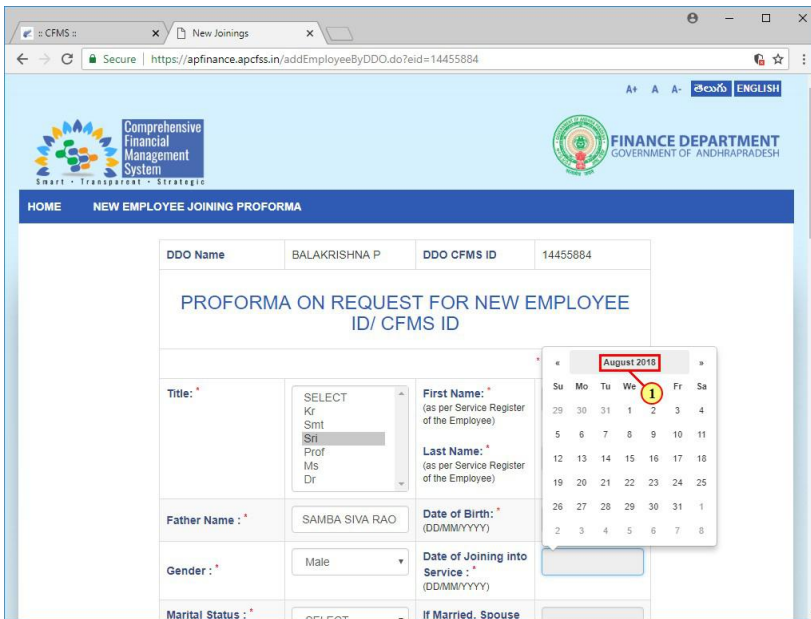
(1) Click **Male**.

1.1.22. New Joinings - Google Chrome

DDO Name	BALAKRISHNA P	DDO CFMS ID	14455884
PROFORMA ON REQUEST FOR NEW EMPLOYEE ID/ CFMS ID			
* fields are mandatory			
Title : *	SELECT Kt Smt Sri Prof Ms Dr	First Name : * (as per Service Register of the Employee)	BALAKRISHNA
Father Name : *	SAMBA SIVA RAO	Last Name : * (as per Service Register of the Employee)	P
Gender : *	Male	Date of Birth : * (DDMM/YYYY)	11/05/1982
Marital Status : *	SELECT	Date of Joining into Service : * (DDMM/YYYY)	
		If Married, Spouse	

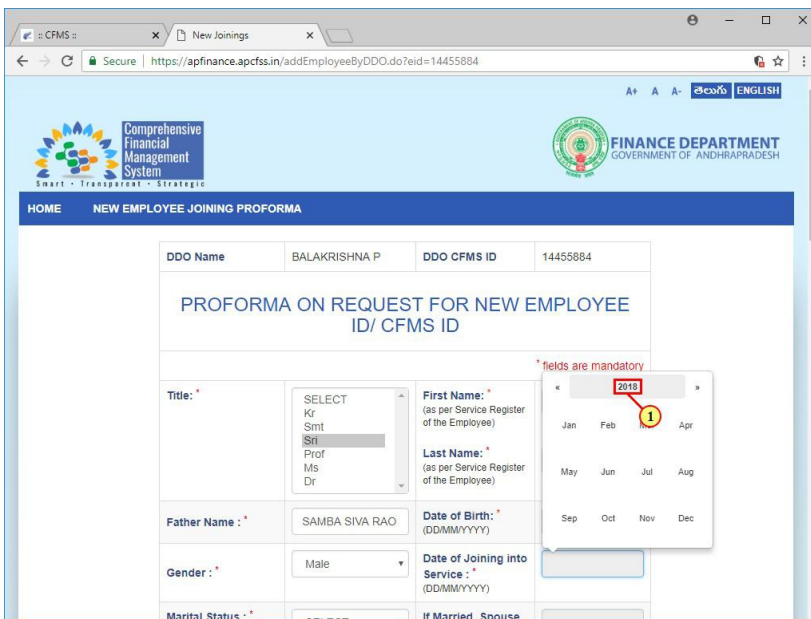
(1) Click **Date of Joining into Service**.

1.1.23. New Joinings - Google Chrome



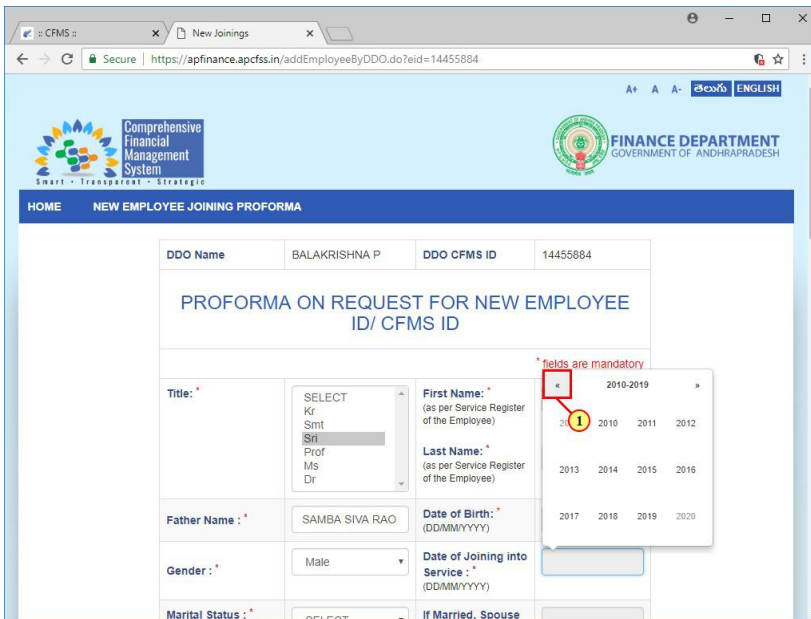
(1) Click **August 2018**.

1.1.24. New Joinings - Google Chrome



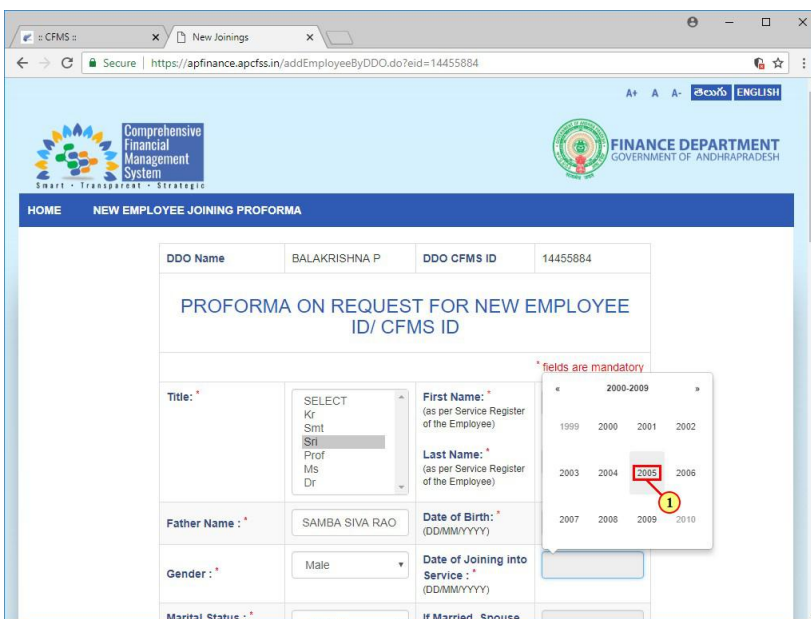
(1) Click **2018**.

1.1.25. New Joinings - Google Chrome



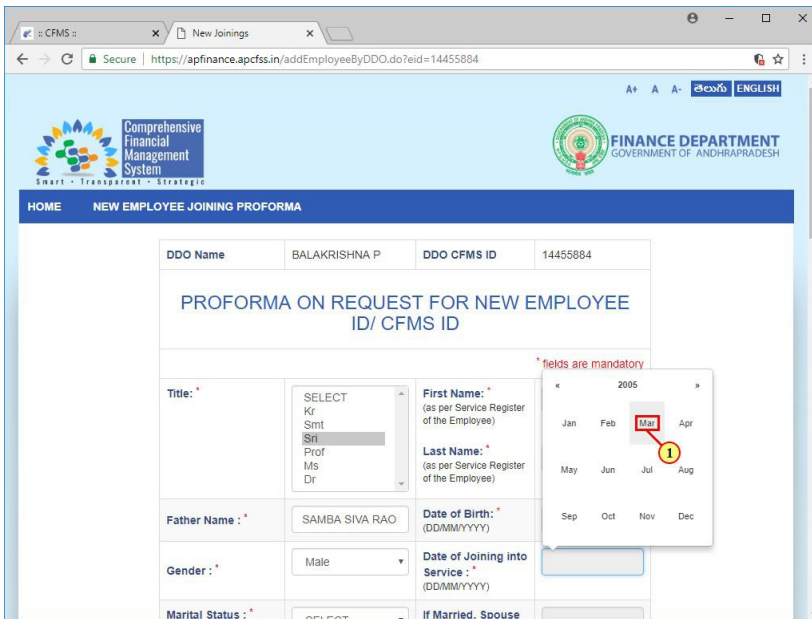
(1) Click **Back**

1.1.26. New Joinings - Google Chrome



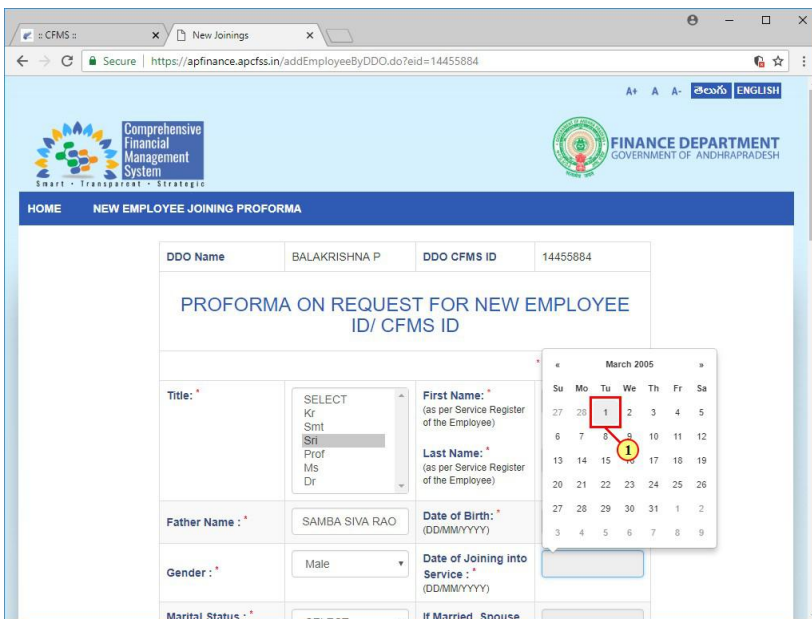
(1) Click **2005**.

1.1.27. New Joinings - Google Chrome



(1) Click **March**.

1.1.28. New Joinings - Google Chrome



(1) Click **1**.

1.1.29. New Joinings - Google Chrome

DDO Name: BALAKRISHNA P DDO CFMS ID: 14455884

PROFORMA ON REQUEST FOR NEW EMPLOYEE ID/ CFMS ID

* fields are mandatory

Title: * SELECT
 Kr
 Smt
 Sri
 Prof
 Ms
 Dr

First Name: * (as per Service Register of the Employee): BALAKRISHNA

Last Name: * (as per Service Register of the Employee): P

Father Name: * SAMBA SIVA RAO Date of Birth: * (DDMMYYYY): 11/05/1982

Gender: * Male Date of Joining into Service: * (DDMMYYYY): 01/03/2005

Marital Status: * SELECT If Married, Spouse Name: *

(1) Clicking in the **scroll area** displays the desired area.

1.1.30. New Joinings - Google Chrome

* fields are mandatory

Title: * SELECT
 Kr
 Smt
 Sri
 Prof
 Ms
 Dr

First Name: * (as per Service Register of the Employee): BALAKRISHNA

Last Name: * (as per Service Register of the Employee): P

Father Name: * SAMBA SIVA RAO Date of Birth: * (DDMMYYYY): 11/05/1982

Gender: * Male Date of Joining into Service: * (DDMMYYYY): 01/03/2005

Marital Status: * SELECT If Married, Spouse Name: *

DDO Code: * SELECT Unit/ Office Name: SELECT

Position Name: * SELECT

Payroll Area: * SELECT Need CFMS ID: (New 8 Digit ID), Provide HRMS Employee ID (7 Digit)

STO Code: * SELECT Approval Authority:

GO Date: * (DDMMYYYY)

GO No.:

(1) Click **Marital Status** ▼.

1.1.31. New Joinings - Google Chrome

The screenshot shows a web browser window with the URL <https://apfinance.apcfss.in/addEmployeeByDDO.do?teid=14455884>. The form contains the following fields:

Title: *	SELECT Kr Smt Sri Prof Ms Dr	First Name: * (as per Service Register of the Employee)	BALAKRISHNA
Father Name: *	SAMBA SIVA RAO	Last Name: * (as per Service Register of the Employee)	P
Gender: *	Male	Date of Birth: * (DDMMYYYY)	11/05/1982
Marital Status: *	SELECT Single Married Widow Divorced	Date of Joining into Service: * (DDMMYYYY)	01/03/2005
DDO Code: *	SELECT	If Married, Spouse Name:	
Position Name: *	SELECT	Unit/ Office Name:	SELECT
Payroll Area: *	SELECT	Need CFMS ID: * (New 8 Digit ID), Provide HRMS Employee ID (7 Digit)	
STO Code: *	SELECT	Approval Authority:	
GO Date: * (DDMMYYYY)		GO No.:	

(1) Click **Married**.

1.1.32. New Joinings - Google Chrome

The screenshot shows the same web browser window as above. The 'Marital Status' dropdown is now set to 'Married'. The 'If Married, Spouse Name' field is highlighted in red and contains the text 'PREETHI'. A red circle with the number '1' is placed over the 'Unit/ Office Name' dropdown, which is currently set to 'SELECT'.

(1) The **If Married, Spouse Name** field is filled out.

1.1.33. New Joinings - Google Chrome

The screenshot shows a web browser window with the URL <https://apfinance.apcfss.in/addEmployeeByDDO.do?teid=14455884>. The form is titled "New Joinings" and includes a note that "fields are mandatory". The form fields are as follows:

Title: *	SELECT Kr Smt Sri Prof Ms Dr	First Name: * (as per Service Register of the Employee)	BALAKRISHNA
Father Name: *	SAMBA SIVA RAO	Last Name: * (as per Service Register of the Employee)	P
Gender: *	Male	Date of Birth: * (DDMMYYYY)	11/05/1982
Marital Status: *	Married	Date of Joining into Service: * (DDMMYYYY)	01/03/2005
DDO Code: *	SELECT	If Married, Spouse Name:	PREETHI
Position Name: *	SELECT	Unit/ Office Name:	SELECT
Payroll Area: *	SELECT	Need CFMS ID: * (New 8 Digit ID), Provide HRMS Employee ID (7 Digit)	
STO Code: *	SELECT	Approval Authority:	
GO Date: * (DDMMYYYY)		GO No.:	

(1) Click **DDO Code** ▾.

1.1.34. New Joinings - Google Chrome

The screenshot shows the same web browser window as in the previous image. The 'DDO Code' dropdown menu is now open, showing a list of options. A red circle with the number '1' highlights the option '01012503001'.

Title: *	SELECT Kr Smt Sri Prof Ms Dr	First Name: * (as per Service Register of the Employee)	BALAKRISHNA
Father Name: *	SAMBA SIVA RAO	Last Name: * (as per Service Register of the Employee)	P
Gender: *	Male	Date of Birth: * (DDMMYYYY)	11/05/1982
Marital Status: *	Married	Date of Joining into Service: * (DDMMYYYY)	01/03/2005
DDO Code: *	SELECT	If Married, Spouse Name:	PREETHI
Position Name: *	SELECT	Unit/ Office Name:	SELECT
Payroll Area: *	SELECT	Need CFMS ID: * (New 8 Digit ID), Provide HRMS Employee ID (7 Digit)	
STO Code: *	SELECT	Approval Authority:	
GO Date: * (DDMMYYYY)		GO No.:	

(1) Click **01012503001**.

1.1.35. New Joinings - Google Chrome

The screenshot shows a web browser window with the URL <https://apfinance.apcfss.in/addEmployeeByDDO.do?teid=14455884>. The form is titled "New Joinings" and includes a note that "fields are mandatory". The form fields are as follows:

Title : *	SELECT Kr Smt Sri Prof Ms Dr	First Name : * (as per Service Register of the Employee)	BALAKRISHNA
Father Name : *	SAMBA SIVA RAO	Last Name : * (as per Service Register of the Employee)	P
Gender : *	Male	Date of Birth : * (DDMMYYYY)	11/05/1982
Marital Status : *	Married	Date of Joining into Service : * (DDMMYYYY)	01/03/2005
DDO Code : *	01012503001	If Married, Spouse Name :	PREETHI
Position Name : *	SELECT	Unit/ Office Name :	SELECT
Payroll Area : *	SELECT	Need CFMS ID : (New 8 Digit ID), Provide HRMS Employee ID (7 Digit)	
STO Code : *	SELECT	Approval Authority :	
GO Date : * (DDMMYYYY)		GO No. :	

(1) Click **Unit/Office Name:** ▾.

1.1.36. New Joinings - Google Chrome

The screenshot shows the same web browser window as in the previous image. The "Unit/ Office Name" dropdown menu is now open, displaying a list of options. A red circle with the number "1" points to the option "GOVT.B.C.HOSTEL(B),POLAKI", which is highlighted in blue.

(1) Click **GOVT.B.C.HOSTEL(B),POLAKI**.

1.1.37. New Joinings - Google Chrome

The screenshot shows a web browser window with the URL <https://apfinance.apcfss.in/addEmployeeByDDO.do?teid=14455884>. The form contains the following fields:

Title : *	SELECT Kr Smt Sri Prof Ms Dr	First Name : * (as per Service Register of the Employee)	BALAKRISHNA
Father Name : *	SAMBA SIVA RAO	Last Name : * (as per Service Register of the Employee)	P
Gender : *	Male	Date of Birth : * (DDMMYYYY)	11/05/1982
Marital Status : *	Married	Date of Joining into Service : * (DDMMYYYY)	01/03/2005
DDO Code : *	01012503001	If Married, Spouse Name :	PREETHI
Position Name : *	SELECT	Unit/ Office Name :	GOVT.B.C.H
Payroll Area : *	SELECT	Need CFMS ID : (New 8 Digit ID), Provide HRMS Employee ID (7 Digit)	
STO Code : *	SELECT	Approval Authority :	
GO Date : * (DDMMYYYY)		GO No. :	

(1) Click **Position Name**.

1.1.38. New Joinings - Google Chrome

The screenshot shows the same web browser window as in the previous image. The 'Payroll Area' dropdown menu is now open, showing the following options:

- SELECT
- OFFICE SUBORDINATE

The 'OFFICE SUBORDINATE' option is highlighted with a blue box, and a red arrow points to it from a yellow circle with the number '1'.

(1) Click **OFFICE SUBORDINATE**.

1.1.39. New Joinings - Google Chrome

The screenshot shows a web browser window with the URL <https://apfinance.apcfss.in/addEmployeeByDDO.do?teid=14455884>. The form contains the following fields:

- Title:** SELECT (Options: Kr, Smt, Sri, Prof, Ms, Dr)
- First Name:** BALAKRISHNA (as per Service Register of the Employee)
- Last Name:** P (as per Service Register of the Employee)
- Father Name:** SAMBA SIVA RAO
- Date of Birth:** 11/05/1982 (DDMMYYYY)
- Gender:** Male
- Date of Joining into Service:** 01/03/2005 (DDMMYYYY)
- Marital Status:** Married
- If Married, Spouse Name:** PREETHI
- DDO Code:** 01012503001
- Unit/ Office Name:** GOVT.B.C.H
- Position Name:** OFFICE SUBOF
- Payroll Area:** SELECT (Options: Regular, Pensioners, IAS Officers, Cabinet Ministers, CFMS - Non Employee)
- Need CFMS ID:** (New 8 Digit ID), Provide HRMS Employee ID (7 Digit)
- STO Code:** SELECT
- Approval Authority:**
- GO Date:** (DDMMYYYY)
- GO No.:**

(1) Click **Payroll Area** ▼.

1.1.40. New Joinings - Google Chrome

This screenshot is identical to the previous one, but with the 'Regular' option in the 'Payroll Area' dropdown menu highlighted by a red box and a red circle with the number '1'.

(1) Click **Regular**.

1.1.41. New Joinings - Google Chrome

The screenshot shows a web browser window with the URL <https://apfinance.apcfss.in/addEmployeeByDDO.do?eid=14455884>. The form is titled "New Joinings" and includes a note that "fields are mandatory". The form fields are as follows:

Title: *	SELECT Kr Smt Sri Prof Ms Dr	First Name: * (as per Service Register of the Employee)	BALAKRISHNA
Father Name: *	SAMBA SIVA RAO	Last Name: * (as per Service Register of the Employee)	P
Gender: *	Male	Date of Birth: * (DDMMYYYY)	11/05/1982
Marital Status: *	Married	Date of Joining into Service: * (DDMMYYYY)	01/03/2005
DDO Code: *	01012503001	If Married, Spouse Name:	PREETHI
Position Name: *	OFFICE SUBOF	Unit/ Office Name:	GOVT.B.C.H
Payroll Area: *	Regular	Need CFMS ID: (New 8 Digit ID), Provide HRMS Employee ID (7 Digit)	
STO Code: *	SELECT	Approval Authority:	
GO Date: * (DDMMYYYY)		GO No.:	

(1) Click **STO Code** ▾.

1.1.42. New Joinings - Google Chrome

The screenshot shows the same web browser window as above, but with the STO Code dropdown menu open. The dropdown list contains the following options:

- SELECT
- DTO - Srikakulam
- STO - Amadalavalasa
- STO - Ichapuram
- STO - Kotabommali
- STO - Kottur
- STO - Narsannapeta
- STO - Palakonda
- STO - Palasa
- STO - Pathapatnam
- STO - Ponduru
- STO - Rajam
- STO - Sompetta
- STO - Srikakulam
- STO - Tekkali
- STO - Ranasthalam
- PAO - Srikakulam
- DTO - Visakhapatnam
- STO - Anakapalli (East)
- STO - Anakapalli (West)

(1) Click **DTO Srikakulam**.

1.1.43. New Joinings - Google Chrome

The screenshot shows a web browser window with the URL <https://apfinance.apcfss.in/addEmployeeByDDO.do?teid=14455884>. The form contains the following fields:

- Title: * (Dropdown menu with options: Kr, Smt, Sri, Prof, Ms, Dr)
- Father Name: * (Text input: SAMBA SIVA RAO)
- Gender: * (Dropdown menu: Male)
- Marital Status: * (Dropdown menu: Married)
- DDO Code: * (Text input: 01012503001)
- Position Name: * (Dropdown menu: OFFICE SUBOF)
- Payroll Area: * (Dropdown menu: Regular)
- STO Code: * (Dropdown menu: DTO - Srikakula)
- GO Date: * (DD/MM/YYYY) (Text input: [Red box])
- First Name: * (Text input: BALAKRISHNA)
- Last Name: * (Text input: P)
- Date of Birth: * (DD/MM/YYYY) (Text input: 11/05/1982)
- Date of Joining into Service: * (DD/MM/YYYY) (Text input: 01/03/2005)
- If Married, Spouse Name: (Text input: PREETHI)
- Unit/ Office Name: (Dropdown menu: GOVT.B.C.H)
- Need CFMS ID: (Text input)
- Approval Authority: (Text input)
- GO No.: (Text input)

(1) Click **GO Date**.

1.1.44. New Joinings - Google Chrome

The screenshot shows the same web browser window as above. A calendar popup is displayed over the 'GO Date' field, showing the month of August 2018. The date '1' is highlighted with a yellow circle containing the number 1.

The calendar shows the following dates:

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

(1) Click **August 2018**.

1.1.45. New Joinings - Google Chrome

The screenshot shows a web browser window with the URL <https://apfinance.apcfss.in/addEmployeeByDDO.do?teid=14455884>. The form contains the following fields:

Title : *	SELECT Kr Smt Sri Prof Ms Dr	First Name : * (as per Service Register of the Employee)	BALAKRISHNA
Father Name : *	SAMBA SIVA RAO	Last Name : * (as per Service Register of the Employee)	P
Gender : *	Male	Date of Birth : * (DDMM/YYYY)	11/05/1982
Marital Status : *	Married	Date of Joining into Service : * (DDMM/YYYY)	01/03/2005
DDO Code : *	01012503001	If Married, Spouse Name :	PREETHI
Position Name : *	2018	Unit/ Office Name :	GOVT.B.C.H
Payroll Area : *	Jan Feb Apr May Jun Jul Aug	FMS ID : (igit ID), HRMS e ID	
STO Code : *	Sep Oct Nov Dec	al Authority	
GO Date : * (DDMM/YYYY)		GO No. :	

A calendar pop-up is visible over the Position Name field, showing the year 2018. A red box highlights the year 2018, and a red arrow points to it with the number 1. The text "fields are mandatory" is displayed at the top right of the form.

(1) Click 2018.

1.1.46. New Joinings - Google Chrome

The screenshot shows the same web browser window and form as in the previous image. The Position Name field now displays "2010-2019". A calendar pop-up is visible over the Position Name field, showing the years 2010 through 2020. A red box highlights the year 2010, and a red arrow points to it with the number 1. The text "fields are mandatory" is displayed at the top right of the form.

(1) Click **Back** .

1.1.47. New Joinings - Google Chrome

The screenshot shows a web browser window with the URL <https://apfinance.apcfss.in/addEmployeeByDDO.do?teid=14455884>. The form contains the following fields:

Title : *	SELECT Kr Smt Sri Prof Ms Dr	First Name : * (as per Service Register of the Employee)	BALAKRISHNA
Father Name : *	SAMBA SIVA RAO	Last Name : * (as per Service Register of the Employee)	P
Gender : *	Male	Date of Birth : * (DDMMYYYY)	11/05/1982
Marital Status : *	Married	Date of Joining into Service : * (DDMMYYYY)	01/03/2005
DDO Code : *	01012503001	If Married, Spouse Name :	PREETHI
Position Name : *	2000-2009	Unit/ Office Name :	GOVT.B.C.H
Payroll Area : *	1999 2000 2001 2002 2003 2004 2005 2006 2007 2008 2009	FMS ID : (igit ID), HRMS e ID	
STO Code : *		al Authority	
GO Date : * (DDMMYYYY)		GO No. :	

A dropdown menu is open for the Position Name field, showing years from 2000 to 2009. The year 2005 is highlighted with a red box and a red arrow pointing to it.

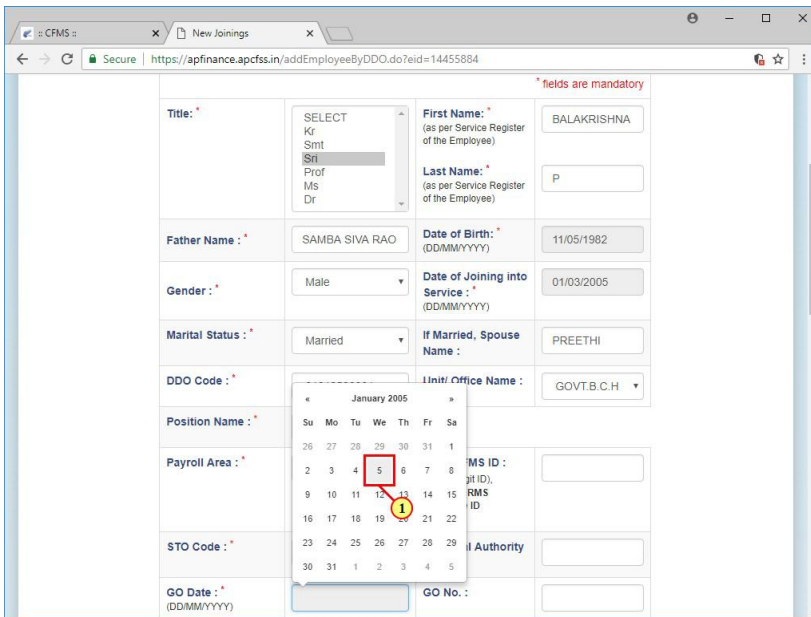
(1) Click 2005.

1.1.48. New Joinings - Google Chrome

The screenshot shows the same web browser window and form as in the previous image. A dropdown menu is open for the Payroll Area field, showing months from Jan to Dec. The month Jan is highlighted with a red box and a red arrow pointing to it.

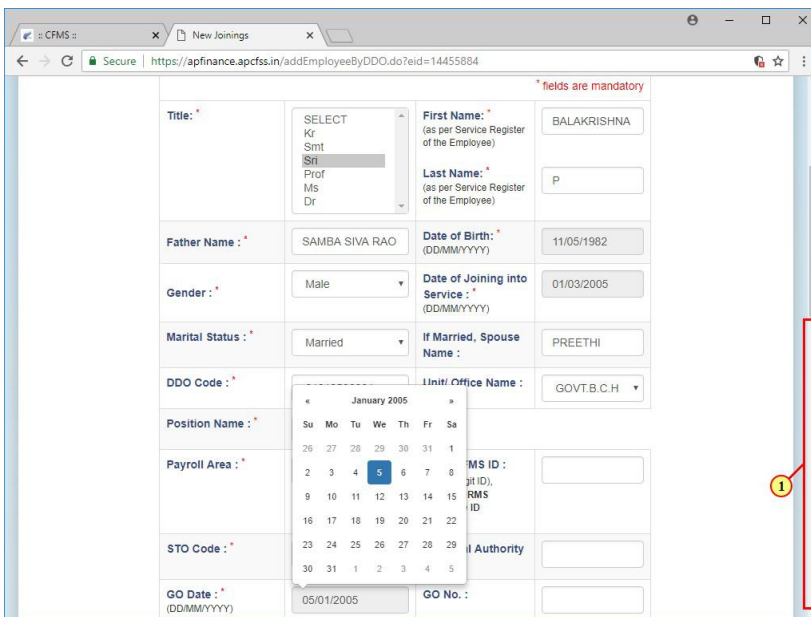
(1) Click Jan.

1.1.49. New Joinings - Google Chrome



(1) Click 5.

1.1.50. New Joinings - Google Chrome



(1) Clicking in the **scroll area** displays the desired area.

1.1.51. New Joinings - Google Chrome

The screenshot shows a web browser window with the URL <https://apfinance.apcfss.in/addEmployeeByDDO.do?teid=14455884>. The form contains the following fields:

GO Date : (DD/MM/YYYY)	05/01/2005	GO No. :	
House No. :		Landmark/CO :	
Street name :		Postal Code : *	522503
State : *	SELECT	District : *	SELECT 1
Mandal :	SELECT	Village :	SELECT
Hamlet :		Assembly :	SELECT
		Get Constituency	
Email : *		Telephone No. :	
Bank Account Number : *		IFSC Code : *	
Aadhar No. : *		PAN No. :	
Reason for Adding Employee : *	SELECT	Sub Reason for Adding Employee :	SELECT
Department : *	SELECT	Office Level : *	SELECT
Employee Group : *	SELECT	Employee Sub Group : *	SELECT

(1) The **Postal Code** field is filled out.

1.1.52. New Joinings - Google Chrome

The screenshot shows the same web browser window as in the previous image. The form fields are the same, but the 'Postal Code' field is now highlighted in yellow. A red circle with the number '1' points to the 'State' dropdown menu.

(1) Click **State** ▾ .

1.1.53. New Joinings - Google Chrome

The screenshot shows a web browser window with the URL <https://apfinance.apcfss.in/addEmployeeByDDO.do?teid=14455884>. The form contains the following fields:

GO Date : (DD/MM/YYYY)	05/01/2005	GO No. :	
House No :		Landmark/CO :	
Street name :		Postal Code : *	522503
State : *	SELECT	District : *	SELECT
Mandal :	Andhra Pradesh	Village :	SELECT
Hamlet :		Assembly : Get Constituency	SELECT
Email : *		Telephone No. :	
Bank Account Number : *		IFSC Code : *	
Aadhar No. : *		PAN No. :	
Reason for Adding Employee : *	SELECT	Sub Reason for Adding Employee :	SELECT
Department : *	SELECT	Office Level : *	SELECT
Employee Group : *	SELECT	Employee Sub Group : *	SELECT

(1) Click **Andhra Pradesh**.

1.1.54. New Joinings - Google Chrome

The screenshot shows the same web browser window. The 'State' dropdown is now set to 'Andhra Pradesh'. The 'District' dropdown menu is open, and a red circle with the number '1' points to the 'District' dropdown.

(1) Click **District** ▼.

1.1.55. New Joinings - Google Chrome

The screenshot shows a web browser window with the URL <https://apfinance.apcfss.in/addEmployeeByDDO.do?teid=14455884>. The form contains various fields for employee registration. The 'District' dropdown menu is open, displaying a list of districts: SELECT, ANANTAPUR, AP HQ TREASURY - AMARAVATI, CHITTOOR, EAST GODAVARI, GUNTUR, KRISHNA, KURNOOL, NELLORE, PRAKASAM, **SRIKAKULAM** (highlighted with a red box and a circled '1'), VISAKHAPATNAM, VIZIANAGARAM, WEST GODAVARI, and YSR.

(1) Click **SRIKAKULAM**.

1.1.56. New Joinings - Google Chrome

The screenshot shows the same web browser window. The 'District' dropdown menu is now closed, and 'SRIKAKULA' is selected in the 'District' field. The 'Email' field is filled with 'JA.P.@GMAIL.COM' and is highlighted with a red box and a circled '1'. Other fields like 'GO Date', 'Postal Code', and 'State' are also visible.

(1) The **Email** field is filled out.

1.1.57. New Joinings - Google Chrome

The screenshot shows a web browser window with the URL <https://apfinance.apcfss.in/addEmployeeByDDO.do?teid=14455884>. The form contains the following fields:

GO Date : (DD/MM/YYYY)	05/01/2005	GO No. :	
House No :		Landmark/CO :	
Street name :		Postal Code : *	522503
State : *	Andhra Pradesh	District : *	SRIKAKULA
Mandal :	SELECT	Village :	SELECT
Hamlet :		Assembly :	SELECT
		Get Constituency	
Email : *	BALAKRISHNA.P@	Telephone No. :	
Bank Account Number : *	020201890890	IFSC Code : *	
Aadhar No. : *		PAN No. :	
Reason for Adding Employee : *	SELECT	Sub Reason for Adding Employee :	SELECT
Department : *	SELECT	Office Level : *	SELECT
Employee Group : *	SELECT	Employee Sub Group : *	SELECT

The 'Bank Account Number' field is highlighted with a red box, and a red circle with the number '1' points to it.

(1) The **Bank Account Number** field is filled out.

1.1.58. New Joinings - Google Chrome

The screenshot shows the same web browser window and form as in 1.1.57. The 'IFSC Code' field is highlighted with a red box, and a red circle with the number '1' points to it.

(1) The **IFSC Code** field is filled out.

1.1.59. New Joinings - Google Chrome

The screenshot shows a web browser window with the URL <https://apfinance.apcfss.in/addEmployeeByDDO.do?teid=14455884>. The form contains the following fields:

GO Date : (DD/MM/YYYY)	05/01/2005	GO No. :	
House No :		Landmark/CO :	
Street name :		Postal Code : *	522503
State : *	Andhra Pradesh	District : *	SRIKAKULA
Mandal :	SELECT	Village :	SELECT
Hamlet :		Assembly :	SELECT
		Get Constituency	
Email : *	BALAKRISHNA.P@	Telephone No. :	
Bank Account Number : *	020201890890	IFSC Code : *	ICIC0000202
Aadhar No. : *	820294429789	PAN No. :	
Reason for Adding Employee : *	SELECT	Sub Reason for Adding Employee :	SELECT
Department : *	SELECT	Office Level : *	SELECT
Employee Group : *	SELECT	Employee Sub Group : *	SELECT

(1) The Aadhar No field is filled out.

1.1.60. New Joinings - Google Chrome

The screenshot shows the same web browser window as in 1.1.59. The 'Reason for Adding Employee' dropdown menu is highlighted with a red box and a yellow circle containing the number 1, indicating it is the focus of the instruction.

(1) Click Reason for Adding Employee ▾.

1.1.61. New Joinings - Google Chrome

The screenshot shows a web browser window with the URL <https://apfinance.apcfss.in/addEmployeeByDDO.do?teid=14455884>. The form contains the following fields:

GO Date : (DDMM/YYYY)	05/01/2005	GO No. :	
House No :		Landmark/CO :	
Street name :		Postal Code : *	522503
State : *	Andhra Pradesh	District : *	SRIKAKULA
Mandal :	SELECT	Village :	SELECT
Hamlet :		Assembly :	SELECT
		Get Constituency	
Email : *	BALAKRISHNA.P@	Telephone No. :	
Bank Account Number : *	020201890890	IFSC Code : *	ICIC0000202
Aadhar No. : *	820294429789	PAN No. :	
Reason for Adding Employee : *	SELECT	Sub Reason for Adding Employee :	SELECT
Department : *	Joining	Office Level : *	SELECT
Employee Group : *	SELECT	Employee Sub Group : *	SELECT

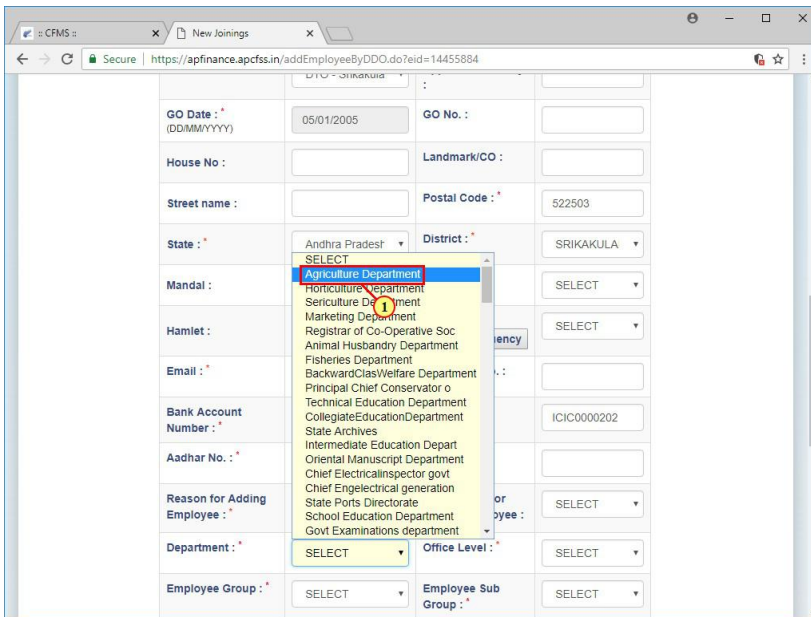
(1) Click **Joining**.

1.1.62. New Joinings - Google Chrome

The screenshot shows the same web browser window as above. The 'Department' dropdown menu is now open, and 'Joining' is selected. A red circle with the number '1' is placed over the 'Joining' option.

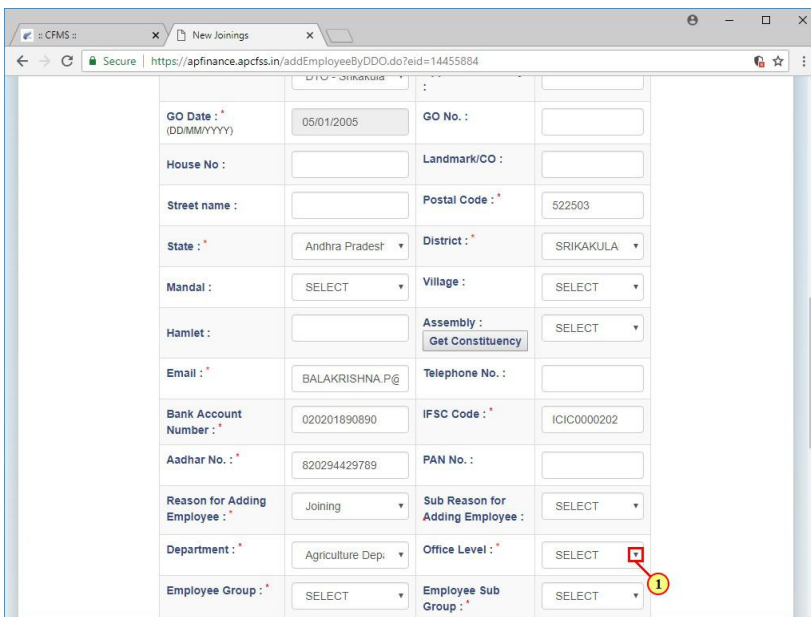
(1) Click **Department** ▾.

1.1.63. New Joinings - Google Chrome



(1) Click **Agriculture Department**.

1.1.64. New Joinings - Google Chrome



(1) Click **Office Level** ▾.

1.1.65. New Joinings - Google Chrome

The screenshot shows a web form for adding a new employee. The 'District' dropdown menu is open, displaying a list of districts. The 'District' option is highlighted with a red box and a circled '1', indicating the next step in the process.

(1) Click **Distrtict**.

1.1.66. New Joinings - Google Chrome

The screenshot shows the same web form as in the previous step. The 'Employee Group' dropdown menu is open, displaying a list of employee groups. The 'Employee Group' option is highlighted with a red box and a circled '1', indicating the next step in the process.

(1) Click **Employee Group** .

1.1.67. New Joinings - Google Chrome

The screenshot shows a web browser window with the URL <https://apfinance.apcfss.in/addEmployeeByDDO.do?teid=14455884>. The form contains the following fields:

- GO Date : (DD/MM/YYYY) : 05/01/2005
- House No. : [Empty]
- Street name : [Empty]
- State : Andhra Pradesh
- Mandal : SELECT
- Hamlet : [Empty]
- Email : [Empty]
- Bank Account Number : [Empty]
- Aadhar No. : [Empty]
- Reason for Adding Employee : [Dropdown menu open]
- Department : [Empty]
- Employee Group : SELECT
- GO No. : [Empty]
- Landmark/CO : [Empty]
- Postal Code : 522503
- District : SRIKAKULA
- Village : SELECT
- Assembly : [Empty]
- Telephone No. : [Empty]
- IFSC Code : ICIC0000202
- PAN No. : [Empty]
- Sub Reason for Adding Employee : SELECT
- Office Level : District
- Employee Sub Group : SELECT

The dropdown menu for 'Reason for Adding Employee' is open, showing options: SELECT, Legislators, Gov & Cou. Of Min. Judiciary, Quess-Judicial, All India Services (highlighted with a red box and a circled '1'), Central/Non-Services, Advisors, Gazetted Officers, Non-Gaz. Officers, Last Grade Services, Non-Employee, Grant In Aid, Pensioner, and SELECT.

(1) Click All India Services.

1.1.68. New Joinings - Google Chrome

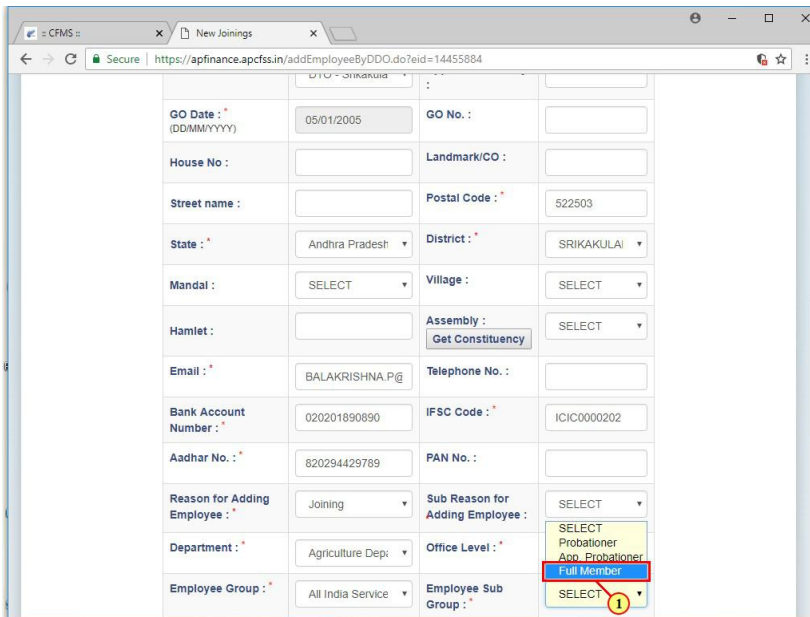
The screenshot shows the same web browser window as in the previous image. The form fields are now populated with the following values:

- GO Date : (DD/MM/YYYY) : 05/01/2005
- House No. : [Empty]
- Street name : [Empty]
- State : Andhra Pradesh
- Mandal : SELECT
- Hamlet : [Empty]
- Email : BALAKRISHNA.P@
- Bank Account Number : 020201890890
- Aadhar No. : 820294429789
- Reason for Adding Employee : Joining
- Department : Agriculture Dep.
- Employee Group : All India Service
- GO No. : [Empty]
- Landmark/CO : [Empty]
- Postal Code : 522503
- District : SRIKAKULA
- Village : SELECT
- Assembly : [Empty]
- Telephone No. : [Empty]
- IFSC Code : ICIC0000202
- PAN No. : [Empty]
- Sub Reason for Adding Employee : SELECT
- Office Level : District
- Employee Sub Group : SELECT (with a red box and a circled '1')

The dropdown menu for 'Employee Sub Group' is open, showing the option 'All India Service' highlighted with a red box and a circled '1'.

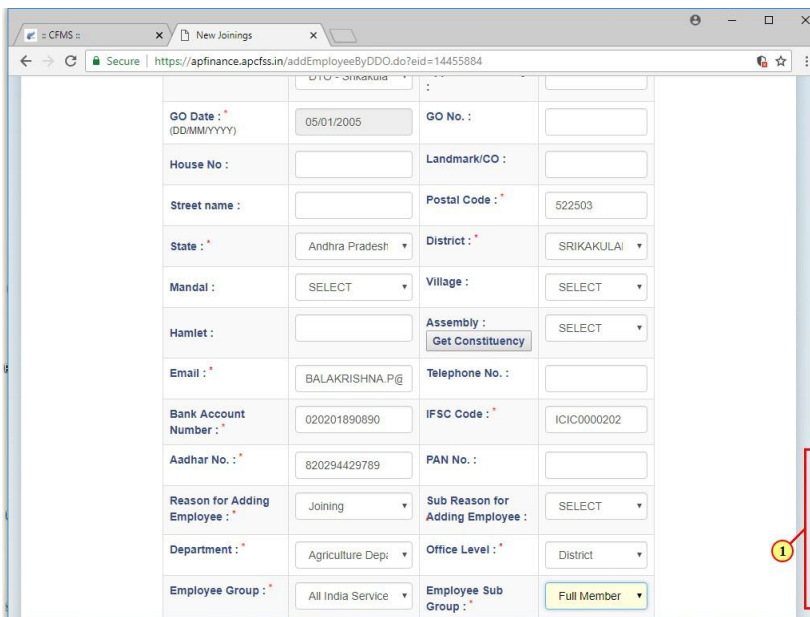
(1) Click Employee Sub Group ▾ .

1.1.69. New Joinings - Google Chrome



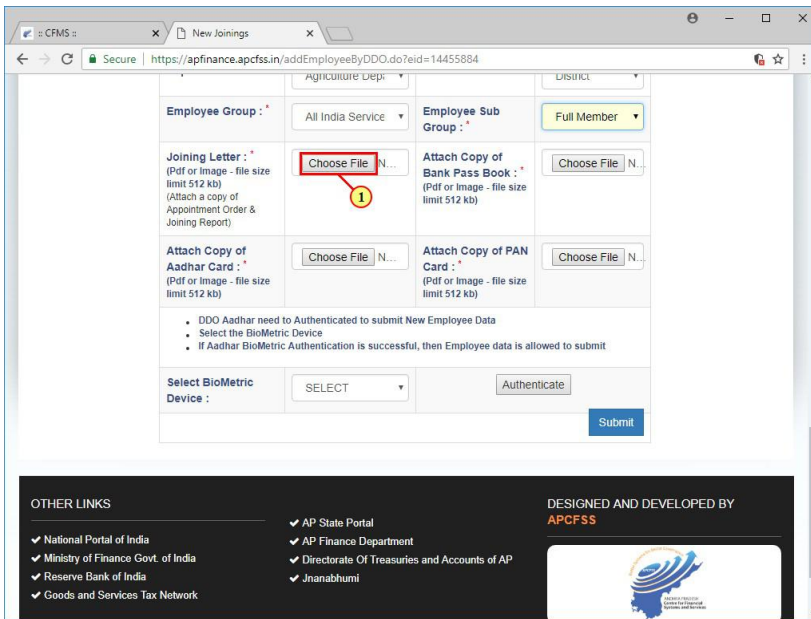
(1) Click **Full Member**.

1.1.70. New Joinings - Google Chrome



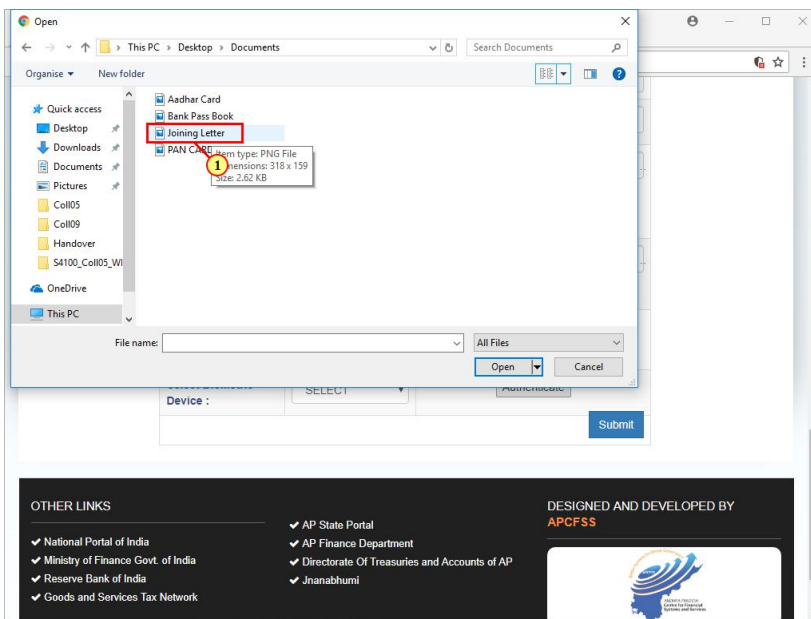
(1) Clicking in the **scroll area** displays the desired area.

1.1.71. New Joinings - Google Chrome



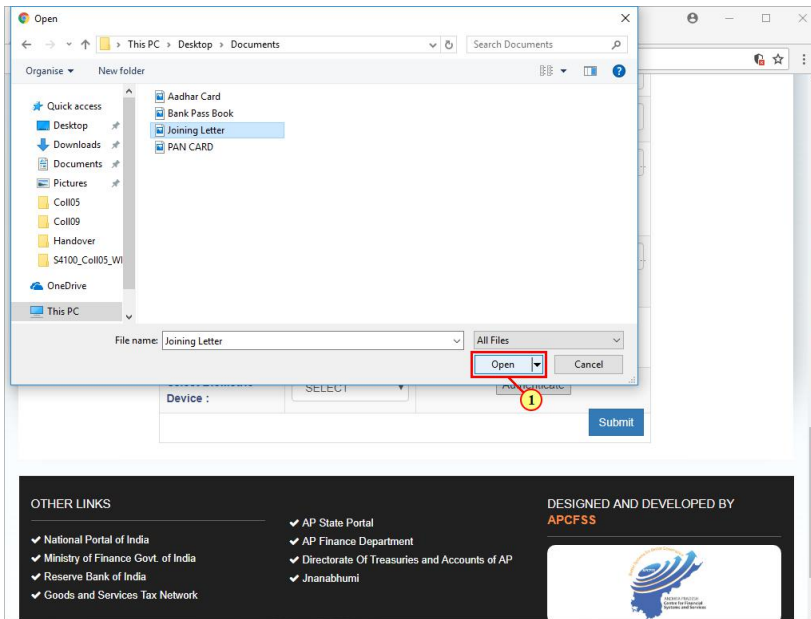
(1) Click **Joining Letter** Choose File

1.1.72. Open



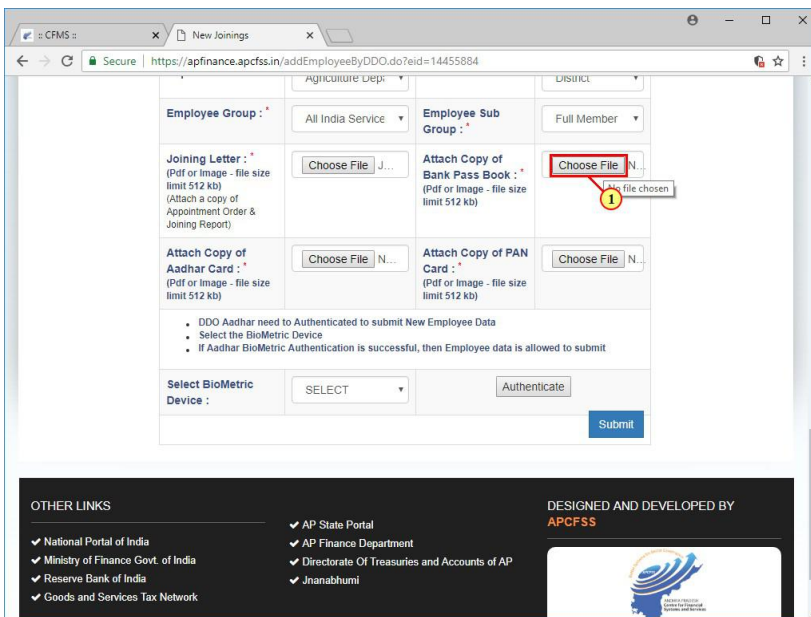
(1) Clicking the entry **Joining Letter** selects it.

1.1.73. Open



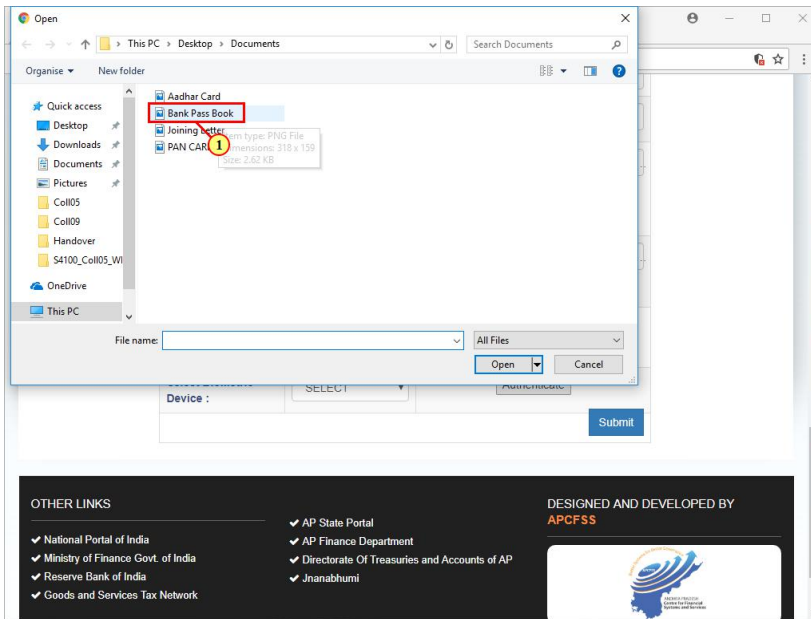
(1) Click **Open**.

1.1.74. New Joinings - Google Chrome



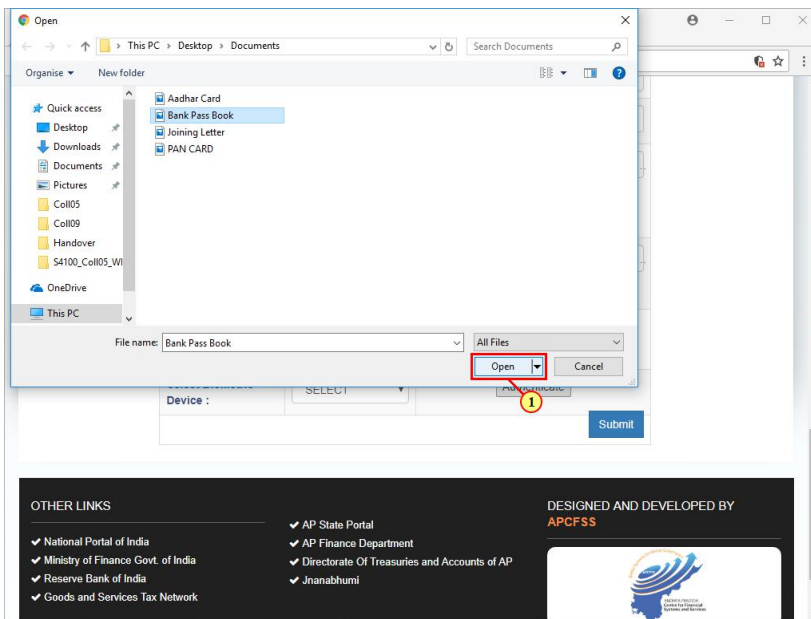
(1) Click **Attach copy of Bank Pass book** **Choose File**.

1.1.75. Open



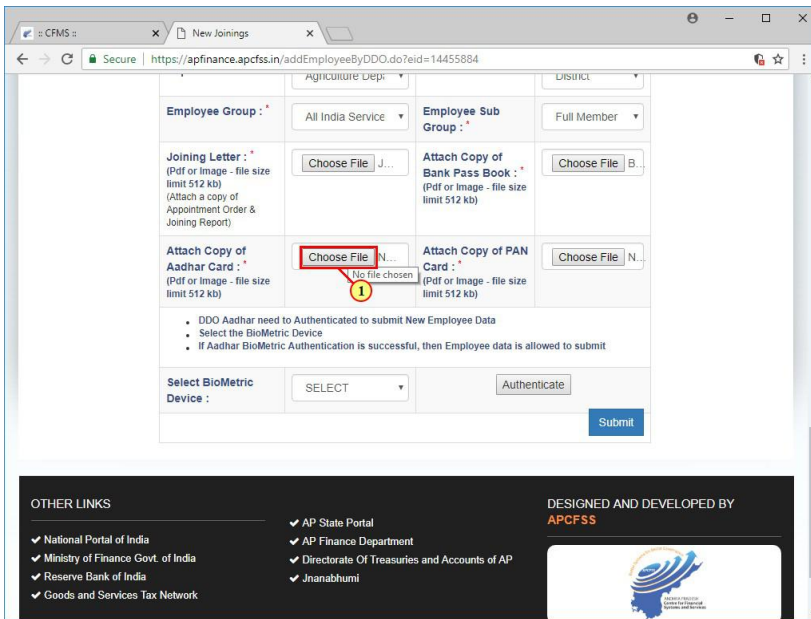
(1) Clicking the entry **Bank Pass book** selects it.

1.1.76. Open



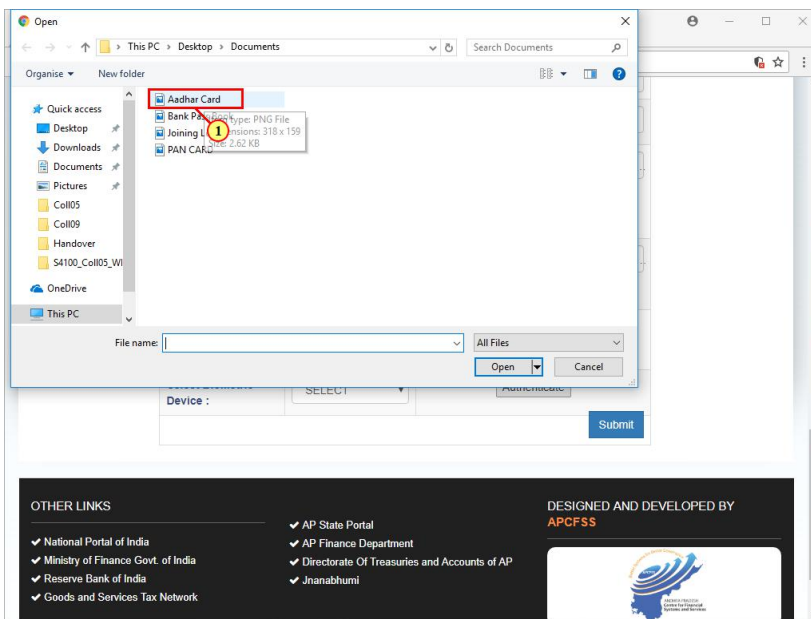
(1) Click **Open**.

1.1.77. New Joinings - Google Chrome



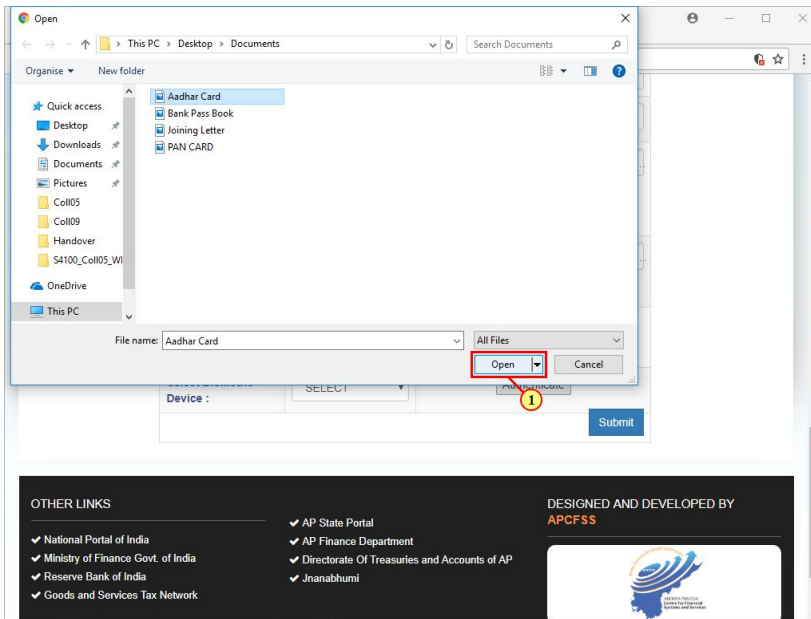
(1) Click **Attach Copy of Aadhar card** **Choose File**

1.1.78. Open



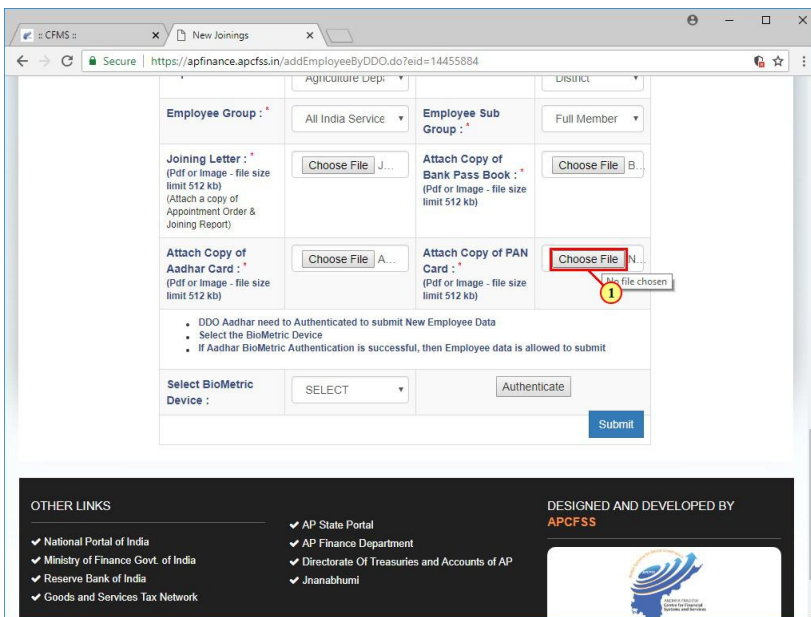
(1) Clicking the entry **Aadhar Card** selects it.

1.1.79. Open



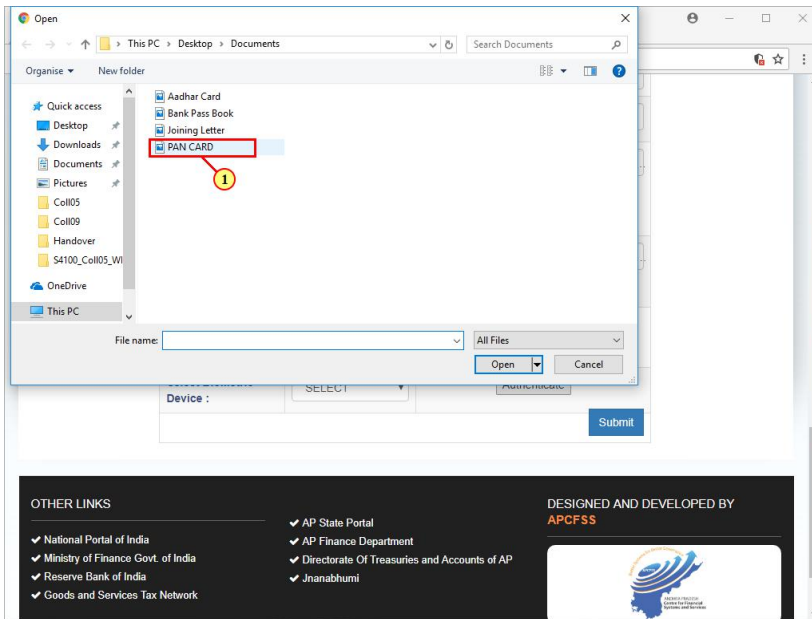
(1) Click **Open**.

1.1.80. New Joinings - Google Chrome



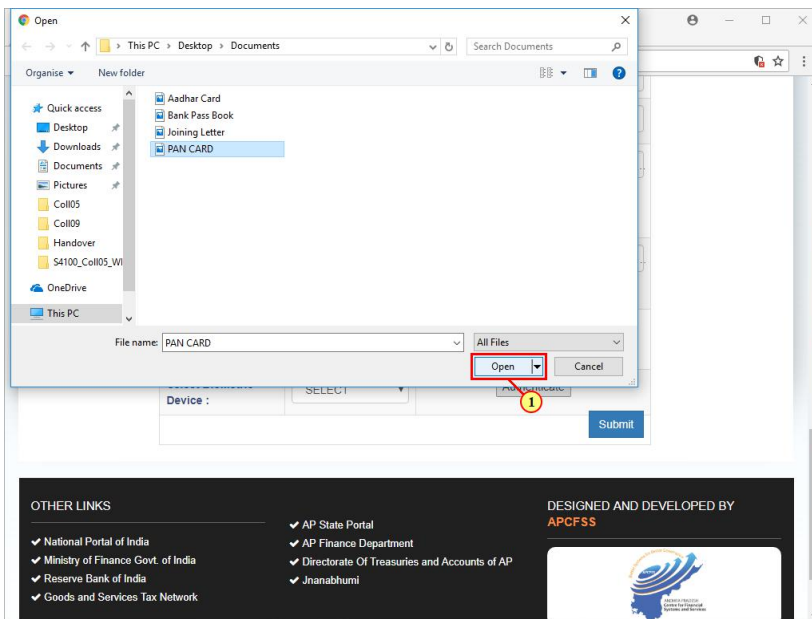
(1) Click **Attach Copy of PAN Card**

1.1.81. Open



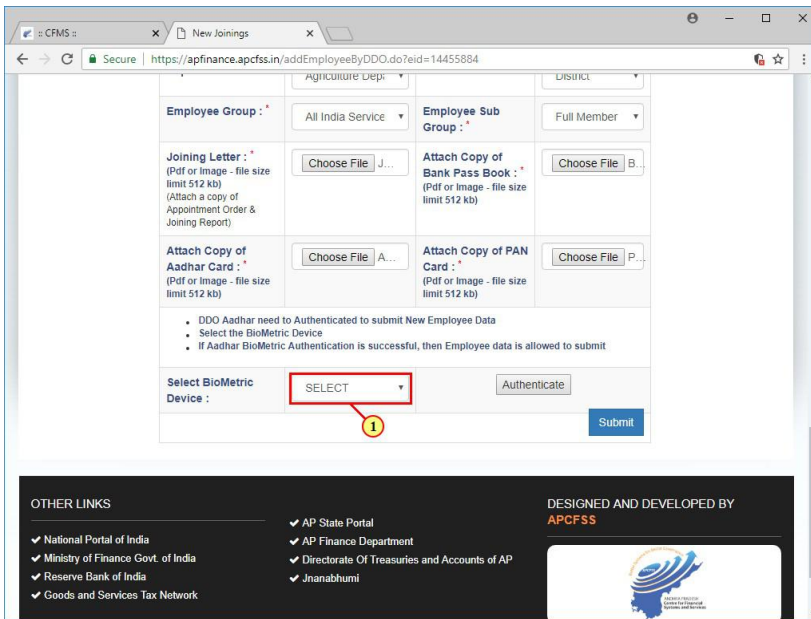
(1) Clicking the entry **PAN CARD** selects it.

1.1.82. Open



(1) Click **Open**.

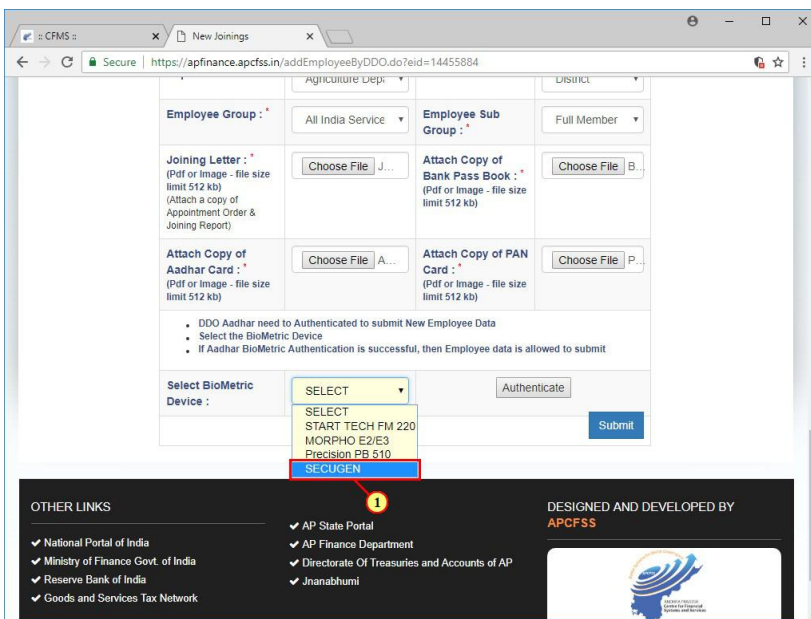
1.1.83. New Joinings - Google Chrome



(1) Click **Select BioMetric Device**

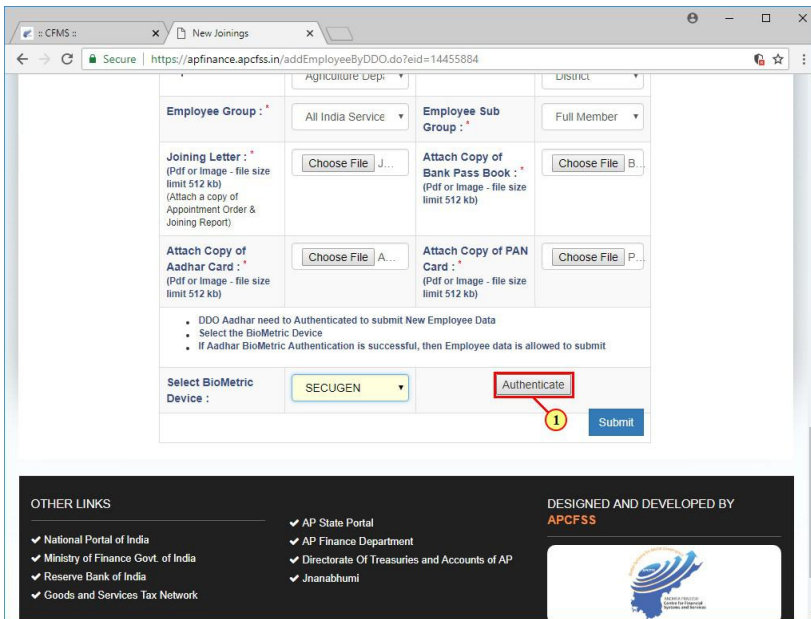


1.1.84. New Joinings - Google Chrome



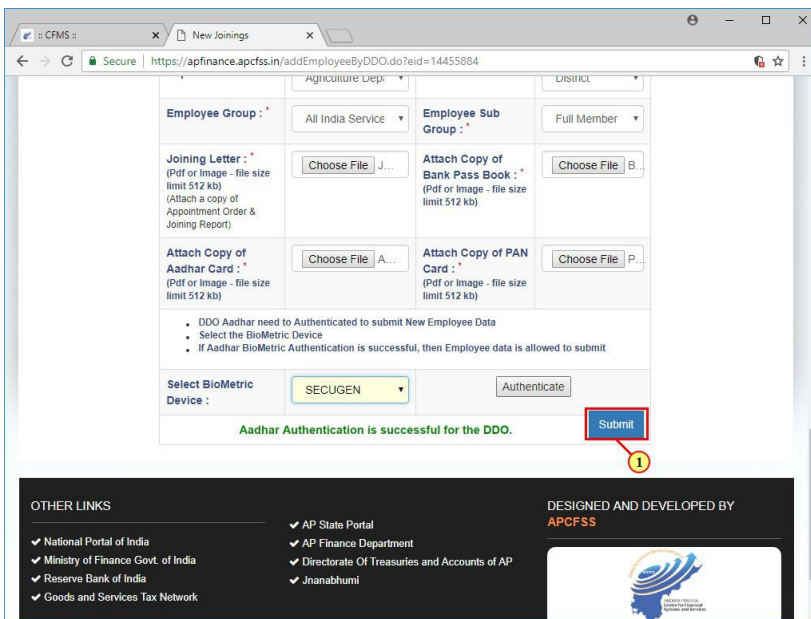
(1) Click **SECUGEN**.

1.1.85. New Joinings - Google Chrome



(1) Click **Authenticate**.

1.1.86. New Joinings - Google Chrome



(1) Click **Submit**.

1.1.87. New Joinings - Google Chrome

Employee Details Uploaded successfully.. Incident Ticket no: TICKET000000011

DDO Name	BALAKRISHNA P	DDO CFMS ID	14455884
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PROFORMA ON REQUEST FOR NEW EMPLOYEE ID/ CFMS ID

* fields are mandatory

Title: *	SELECT Kt Smt Sri Prof Ms Dr	First Name: * (as per Service Register of the Employee)	<input type="text"/>
		Last Name: * (as per Service Register of the Employee)	<input type="text"/>
Father Name: *	<input type="text"/>	Date of Birth: * (DDMM/YYYY)	<input type="text"/>
Gender: *	SELECT	Date of Joining into Service: * (DDMM/YYYY)	<input type="text"/>
	SELECT	If Married, Spouse	<input type="text"/>