



**Government of Andhra Pradesh, Finance Department**

**DDO User Manual  
For  
Employee Data Capturing Application**



**December, 2013**

**Comprehensive Financial Management System**

### Instructions and Guidelines for Filling up the Employee details

- Form to be filled in English only.
- Fields marked with an asterisk (\*) are mandatory.
- DDO must first fill his Office Details, Subordinate Office details, Next Higher Office details in the respective screens.
- DDO has to download all the forms available on the website and take printouts in sufficient numbers and distribute the copies to all employees with instructions to submit the filled in forms with correct information along with required enclosures.
- DDO is required to provide the complete information in the fields available. DDO can save the record in case of unavailability of information while filling up the form and later can update the information before submitting the details to the concern Department (**Please note:** Mandatory fields need to be filled in before saving the records).
- Please read the Guidelines before filling the form; please avoid Short Forms and Abbreviations.

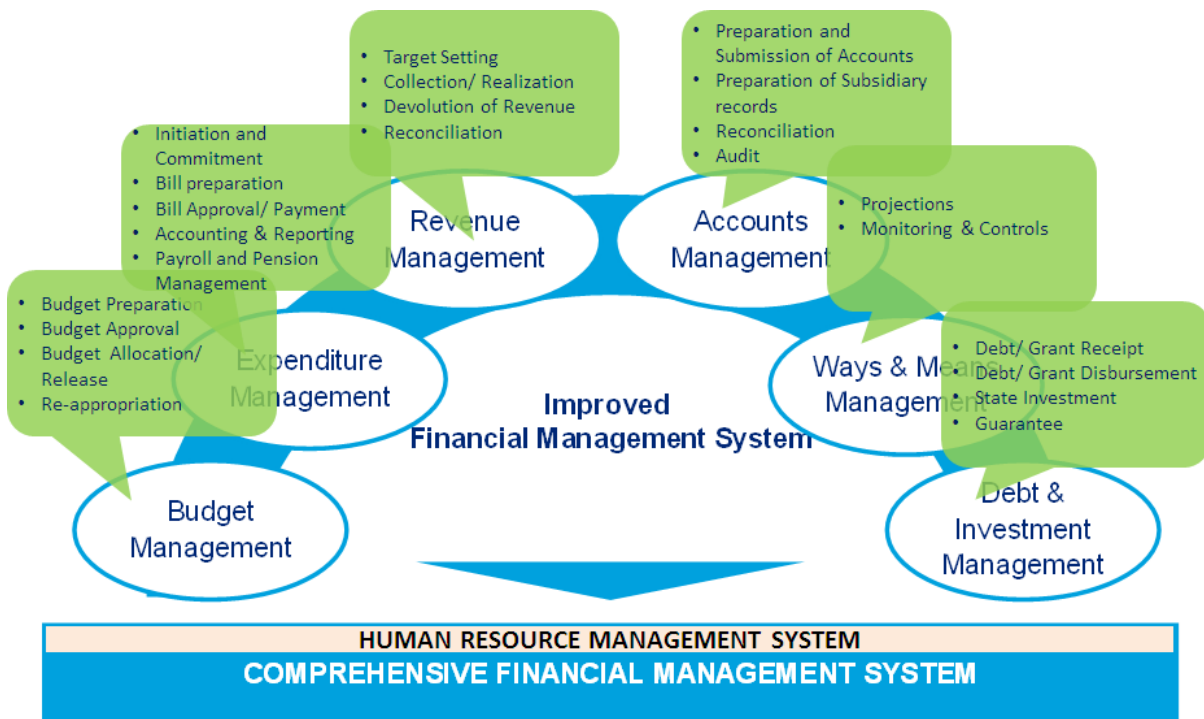
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## 1. Introduction

Finance Department (FD), Government of Andhra Pradesh (GoAP) has spearheaded several IT initiatives for past two decades in order to facilitate its day to day operations. However, these systems have been developed in different operating environments and platforms, resulting in several pockets of information within the State, leading to non-availability of a real time State wide (enterprise) view.

In order to achieve the above, the Government of Andhra Pradesh (GoAP) has decided to introduce a Commercial Off the Shelf (COTS) product based Comprehensive Financial Management System (CFMS) ensuring a “*Single source of truth*”, with an essential ingredient of providing a seamless interface with internal stakeholders and an efficient mechanism of electronic information sharing with external stakeholders of the FD.



### Human Resource Management System (HRMS)

Human Resources Management covers activities relating to the entire life cycle of an employee right from the recruitment to retirement/ resignation/ separation including post-retirement benefits including payment of pension, GPF, etc.

HRMS shall cater all the functionalities relating to employees and pensioners with a view to take its advantage by not only the respective departments but also employees and pensioners with self-service and employee grievance management and also intended to automate several processes relating to the employee service conditions and to expedite settlement of various entitlements of the employees besides providing a reliable database for making accurate projection on the requirement of funds on establishment of each unit.

In line with the above, FD, GoAP envisages to design, develop/ customize and deploy HRMS phase – I web based application to capture employee key details, generate the number statement and also to capture the data for the issue of employee health card.

To achieve the same, this application has been designed and developed to capture the employee's details by the respective DDOs.

### 1.1 Purpose of this document

This document provides reference documentation and guidance for the use of the application designed and developed for capturing of employee data by the DDOs.

Updates to this manual have been made specific to the application release and its related functionality.

Capturing of data of all existing employees of all categories and their entitlements is essential to provide effective HR services to the employees. For this purpose, the employee data has to be error free and has to be captured at the place of its origin. As data relating to a large number of employees to be uploaded it is felt that the data has to be uploaded by the DDOs/Heads of Office in whose establishment the employees are borne, after checking the accuracy so that only validated data is entered into the database.

The Employee Data Capture application has been developed for capturing the accurate data of employees which will be used for HRMS and other benefit schemes of the employees.

The employee data would be broadly used for the following purposes

- The employee information would be used for providing the online information regarding employee service details, benefits and salary details
- Enrolment to Employee Health Scheme
- Generation of payroll

### 1.2 About employee data capturing application

The DDO Guide contains all the essential information for the DDO for usage of the Employee Data Capture Application for the Comprehensive Financial Management System. This manual includes a description of the system functions and capabilities, contingencies and modes of operation, and a step-by-step procedure for system access and use.




### 1.3 Benefits of this application

- Generation of Health Card under Employee Health Scheme
- Provides the opportunity to employee to share key details that are not part of Service Register and Pay Bill (Eg. Adhar No. and PAN No. etc.)
- It will help in providing employee self-service going forward where employee can see all his details online when this data is moved to CFMS
- DDO will be able to know details of the employee allocation and working in different categories.
- Payroll generation of all the employees
- DDOs can access and view all the employee Key details with click of a button.
- FD, GoAP can have the complete pay-out details of employees with single click of the button.
- FD, GoAP will have censuses of all employee working in different categories in different departments of the Government.
- An overview of Vacancies filled for the open appointments
- Proper allocation of Employees as per the jobs available and based on their respective skills

- This will help in building appropriate budget estimation in logical, consistent, and legible manner

#### 1.4 Document conventions

This guide uses the following conventions to indicate information of particular importance.

| Conventions   | Description  |
|---|--|
| Please Note   | This indicates an additional information about the above explanation |
| Quoted text   | Information requiring special importance                             |
| Numbering button   | Illustration of steps in an image                                    |
| Save Data Button  | Indicating DDOs to save the data incorporated                        |
| Submit Button   | Indicating DDOs to submit data saved                                 |
| Excel format icon  | Indicating DDOs to have excel view of data                           |
| Print icon         | Indicating DDOs to Print the file of the data captured               |
| Ascending order icon ▲  | Displays the results in Ascending order                              |
| Decending order icon ▼  | Displays the results in Descending order                             |

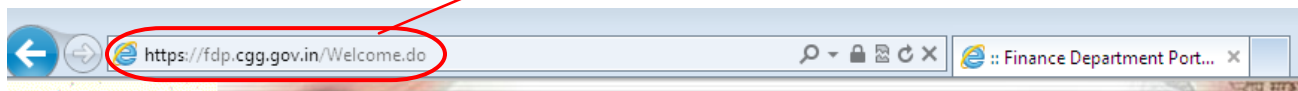
## 2 Access and Roles

### 2.1 Navigating to the employee data capturing application

To access login page of this application, Open any of the below URLs in recommended web browser:

You can view the Login page of web application which will be similar to the below images.

<https://fdp.cgg.gov.in>



<http://www.apfinance.gov.in>



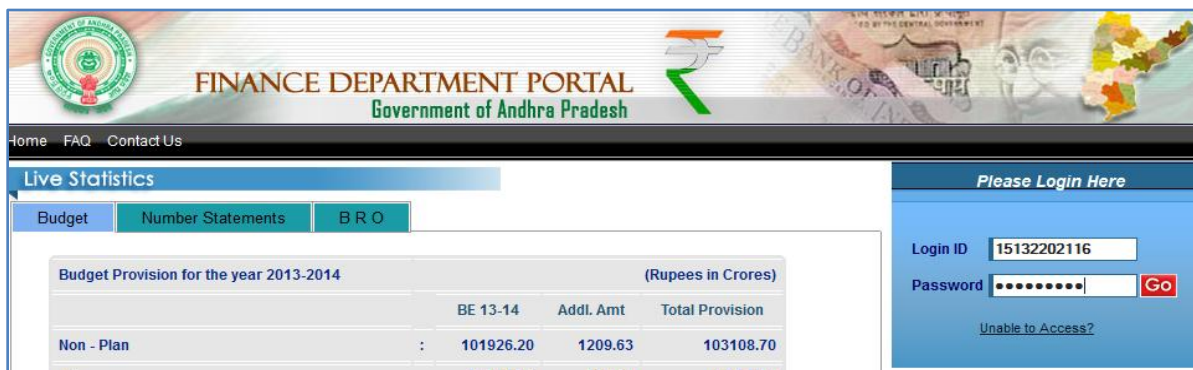
Once you logged into above page then click on “FINANCE DEPARTMENT PORTAL” link to further get the login page as below:



## 2.2 Employee data capturing application website

The landing page (Home Page) of the application represents the first page that displays after accessing the web application

On the “Home page”, DDO must enter his “**DDO Code**” against the Login ID and provide the given password “**dataentry**” against “Password” field.



## 2.3 First time access

Once DDO enters the DDO code and given password and press on “Go” system will ask for Change Your Password window, where DDO has to enter the old password (**dataentry**) against Old /Current Password and against new password DDO has to enter new password (Which is easy to remember) and the same password has to be retyped against “Re-type password” field.

The screenshot shows a 'Change Your Password' form with the following fields and buttons:

- Old / Current Password: [Masked]
- New Password: [Masked]
- Retype New Password: [Masked]
- Buttons: Submit, Reset

Click “Submit” button as shown in the above image. After successful creation of new password, a DDO must re-login using his ID and new password.

On login, a window appears which requests DDO to enter their “Mobile No.” and “Email ID” in the given fields and click “Submit” button, as shown below.

1. Please Provide your Mobile Number and Email address Which are in Use.  
2. This information is used for sending SMS alerts and for resetting authentication information

| Please Provide the Following Information                                   |  |
|--|--|
| Mobile No:   | <input type="text" value="9989613700"/>                |
| Email  | <input type="text" value="sudha.bhatt@niit-tech.com"/> |
| <input type="button" value="Submit"/> <input type="button" value="Reset"/> |  |

A onetime password (OTP) will be generated and an SMS will be sent to the given mobile number by the system. That particular SMS will contain a 4 Digit pin (OTP) the same pin number has to be entered in the screen requesting the OTP and click on “Go” button.

**Please Enter the 4 digit Pin Number received on Your Mobile**

Pin No:

On clicking the “Go” button, DDO will be re-directed to “Thank you” screen. DDO must click “Continue” to complete first time login formalities and enters the “Home” page of the application.

**Government of Andhra Pradesh**

|      |              |           |                 |           |        |
|------|--------------|-----------|-----------------|-----------|--------|
| Home | Data Entry ▾ | Reports ▾ | Employee Search | General ▾ | Logout |
|------|--------------|-----------|-----------------|-----------|--------|

GOs and Circulars

User Manuals

#### 2.4 Roles for employee data capturing application DDOs

The web application incorporates specific DDO roles for greater security. A DDO can have one or more of the following roles. These roles control the content that DDOs can view and the activities that they can perform in the system.



This Employee data capturing application mainly contains two key roles to be played by

- DDO
- Employee

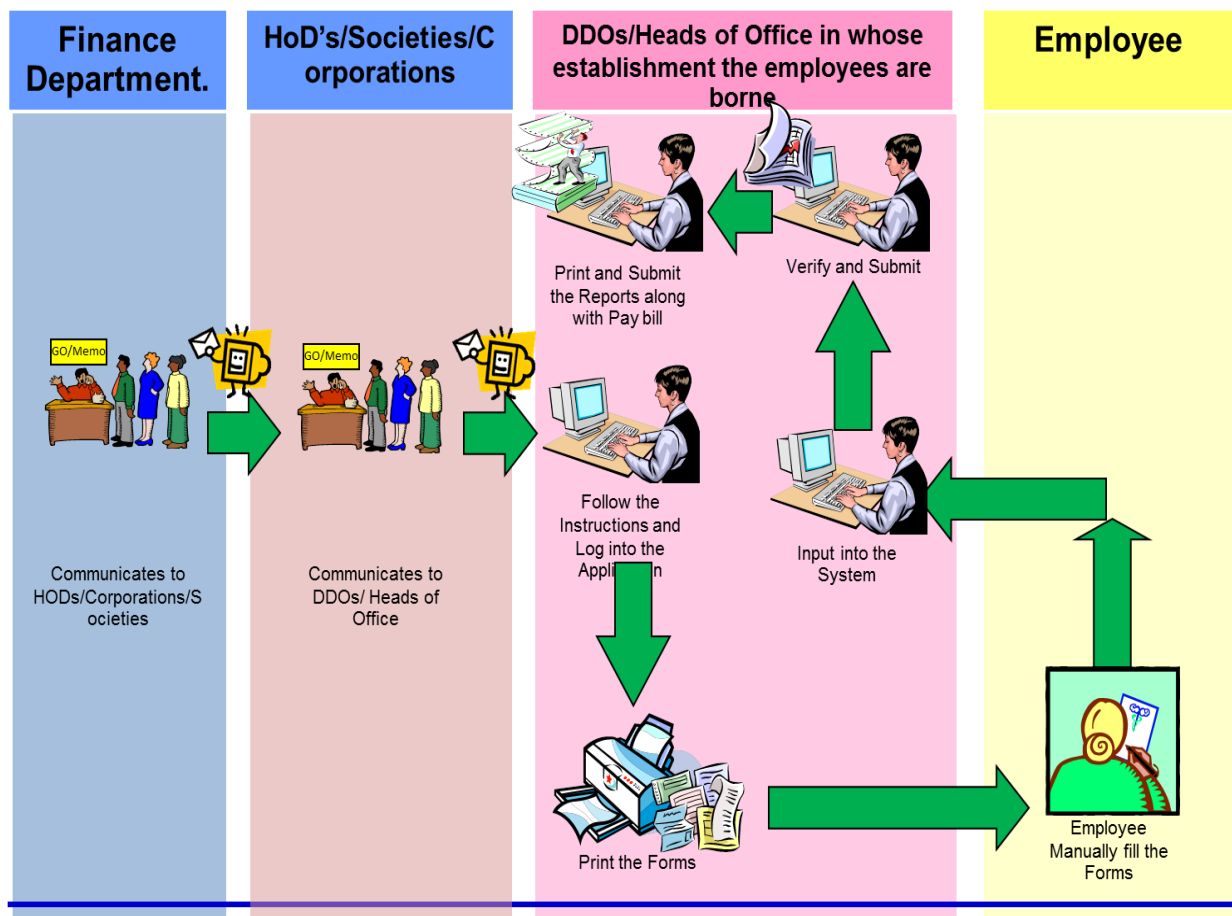
**DDO** – The prominent role is played by DDO in terms of capturing important information like Office address details and also filling up the data in online application submitted by employees after verification of the details with Service Registers, Pay Bills etc.

**Employee** – Employee manually fills in all the required information's and submits the forms to DDO to capture the same in the application with self-declaration

**Please note:** The data submitted by Employee about self will be scrutinized and entered by the DDO as final information.

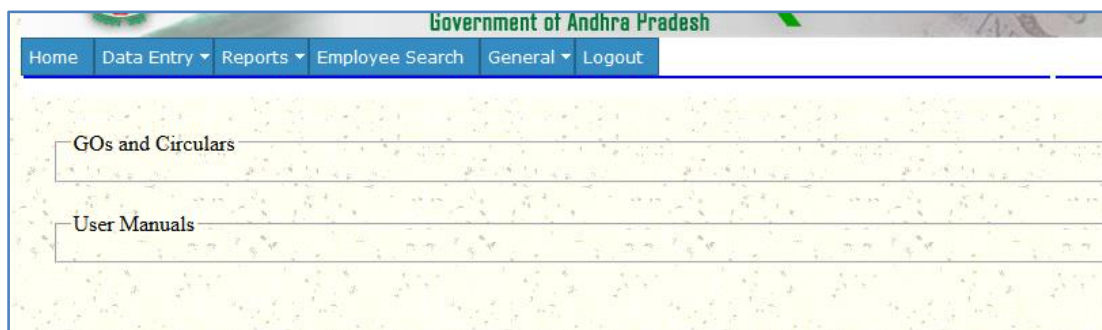
### 3 General DDO Interface Elements

#### 3.1 DDO interface overview



On the home page of the application DDO will come across six options as follows

- Home
- Data Entry
- Reports
- Employee Search
- General and
- Logout



### 3.2 Data Entry

DDO has to start filling the application by clicking on “Data Entry” button where DDO will come across a drop down menu as show below.

#### Data Entry

In employee data capture application, under “Data Entry” tab menu DDOs will get the options of different employee type forms to be filled in by a DDO.

Following are the types of forms available under “Data Entry” tab

**a. Office Address**

“Office Address” is the screen to capture the all the required details of the Office where a Drawing and Disbursing Officer (DDO) is currently working and official and personal information about the Head of the Office (HOO) and DDO.

**b. Subordinate Office Address**

“Subordinate Office Address” is the screen to capture the information pertaining to the offices where DDO is drawing salary for the office for which physically located other than DDO Office. If the Subordinate Offices are more than one, DDO must enter all the Subordinate Office Address details.

**c. Next Higher Office Address Details**

“Next Higher Office Address” is the screen to capture the information pertaining to the Office to which the HOO reports administratively and Office in which located where DDO is there.

**d. Mapping of Head of Accounts (HOA) to Concerned DDO**

“Head of Account mapping” is the screen to capture the relevant Head of Accounts data with “√” by the DDO under which employee’s salary is claimed.

**e. Regular Employee Details**

“Regular employee Details” screen captures all the relevant information of a Regular/Re-employed/Deputation employee who is appointed to a substantive vacancy on regular basis and who draws on a regular scale of pay as per the service rules governing the post.

**f. Grants- in-Aid Institutions Employee Details**

“Grants- in-Aid Institutions Employee Details” screen captures the information about a Grant in Aid employee who is basically appointed in the institutions aided and funded by the Government.

**g. Contract Employee Details**

“Contract Employee Details” screen captures all the information about a contract employee who is appointed by agreement /contract as per the provisions made out in the agreement and draws the salary on consolidated basis.

**h. Outsourced Employee Details**

“Outsourced Employee Details” screen captures all the information of the outsourced employees i.e. the man power supplied by the identified outsourcing agencies as per the contract.

**i. Work Charged Employee Details**

“Work Charged Employee Details” screen captures all the information related to the employees who are engaged in work charged establishments and being paid as per the work establishment.

**j. NMR & Other’s Details**

“NMR/Full Time Cont./Part Time Cont./Consolidated Wages/Daily Wages Employee Details” screen captures all the information related to the employees appointed for a specific period of time and who are paid on consolidated basis.

**k. Home Guards/Anganwadi Etc**

“Home Guards/ Anganwadi Worker/ Anganwadi Helper/ ASHA/ Gopal Mitra/ Adarsh Raithu/ Vidya Volunteer/ Other Details” screen captures all the information of the Home Guards, Anganwadi workers, Anganwadi Helpers, ASHA, Gopal Mitra, Adarsh Raithu, Vidya Volunteer, Village Samakya, Mandal Samakya, Zilla Samakya Village Servants, Village Revenue Assistants, Others.

To start with DDO has to select Office Address for filling the data

**3.2.1. Office Address Details**

To fill the “Office Address Details”, please follow the instructions Under “Data Entry” tab in “Home” page, select “Office Address” and follow the below mentioned instructions

**“Office Address”**

| Field No. | Field Name                            | Instructions  |
|-----------|---------------------------------------|---|
| 1         | Name of the Office                    | DDO must enter the “Office Name” here where DDO is working and the name should be as per the rubber stamp/seal of the organisation.   |
| 2         | Designation of the Head of the Office | DDO must enter designation of Head of the Office where DDO is working   |
| 3         | Surname of the Head of the Office     | DDO must enter the complete Surname of Head of the Office as per Service Register where DDO is working  |
| 4         | Name of the Head of the Office        | DDO must enter the complete name of the Head of the Office without any abbreviation here. The Name field should be filed as per the records in service register.<br><br>e.g. - SATYAM VENKAT M. K. RAO should be written as<br>Satyam Venkat Mani Kumar Rao |
| 5         | Email of the Head of the Office       | DDO must enter email of Head of the Office which is currently in use where DDO is working   |
| 6         | Secretariat Department                | The default name in the field will be populated from login details.   |
| 7         | HOD (Head of the Department)          | The default name in the field will be populated from login details.   |
| 8         | STO/DTO/PAO/WPAO                      | The default name in the field will be populated from login details.   |
| 9         | Address of the Office:                |   |
| 9(a)      | Street/Road/Lane                      | DDO must enter the Street/Road/Lane of DDO office in detail here (only Alphabetical).   |
| 9(b)      | Landmark                              | DDO must enter the nearest Landmark to the DDO office   |
| 9(c)      | Area/Locality/Sector                  | DDO must enter the office Area/Locality/Sector details  |
| 9(d)      | District                              | Select the District details from the drop down menu   |
| 9(e)      | Mandal                                | Select the respective Mandal from the drop menu   |
| 9(f)      | Village/Town/City                     | Select the respective Village/Town/City from the drop down menu   |
| 9(g)      | PIN code                              | DDO must enter the Pin code details of the office locality  |
| 9(h)      | Telephone number                      | DDO must enter the office land line Phone number along with STD code details currently in use (No separation marks required between STD code & Phone number)  |
| 9(i)      | Mobile no. of Head of the Office      | DDO must enter the Mobile No. of the Head of the Office currently in use  |
| 10        | Office level                          | Select the respective office level (for DDO office) from the drop menu  |

| Field No.   | Field Name                              | Instructions  |
|---|---|---|
| 11  | Office email                            | DDO must enter the Official email Id here which is being used by the DDO.   |
| 12  | Is DDO is Head of Office                | Select Yes/No.<br>If the DDO selected “yes” means DDO and Head of Office are same.<br>If the DDO selected “No”, DDO has to enter the following details  |
| 12(a)   | DDO's Designation                       | Select DDO's designation from the list of drop menu<br>If its not available, please post a query using the Post Query function provided in General Admin menu.  |
| 12(b)   | Surname of DDO                          | DDO must enter complete Surname of DDO as per Service Register  |
| 12(c)   | Name of the DDO                         | DDO must enter the complete name of the Drawing and Disbursing Officer without any abbreviation here. The Name field should be filed as per the records in service register.<br><br>e.g. - SATYAM VENKAT M. K. RAO should be written as<br>Satyam Venkat Mani Kumar Rao |
| 12(d)   | Mobile no. of DDO                       | DDO must enter the Mobile No. of DDO currently in use   |
| 12(e)   | Email of the DDO                        | DDO must enter email id of the DDO which is currently in use  |
| <b>Total number of employees (including the employees on leave/suspension/unauthorised absence etc)</b> |   |   |
| 13  | Regular Employees                       | DDO must enter the number of Regular employees for whom pay bill is prepared  |
| 14  | Grants-In-Aid employees                 | DDO must enter the number of Grants-In-Aid employees for whom pay bill is prepared  |
| 15  | Contract employees                      | DDO must enter the number of Contract employees for whom remuneration drawn by DDO  |
| 16  | Outsourced Employees                    | DDO must enter the number of Outsourced employees for whom payment made to Agencies by DDO  |
| 17  | Work Charged Employees                  | DDO must enter the number of Work Charged employees for whom pay bill is prepared   |
| 18  | NMR & Others                            | DDO must enter the number of NMR, Full time cont., Part time cont., Consolidated wages & Daily Wage employees for whom pay bill is prepared   |
| 19  | Home Guards & Others                    | DDO must enter the number of Home Guards, Anganwadi Worker, Anganwadi Helper, ASHA, Gopal Mitra, Adarsh Raithu, Vidya Volunteer, Others for whom payment made by DDO.   |
| 20  | HRA % applicable to the Office location | DDO must select the HRA% for the office location  |

**Please note the following:**

- Click “Save Data” button to save the records after filling up all the mandatory fields and update later.
- Click “Submit” button to submit the records entered. Once the data is submitted, the DDO cannot edit Office address details.
- The Office Address screen appears as shown below.

| Office Details  |                    |  |  |
|---|--------------------|--|--|
| * Indicates a Mandatory field   |                    |  |  |
| 1*Name of the Office  | Vidya Mandir       | 2*Designation of the Head of the Office      | --Select--   |
| 3 *Surname of Head of the Office(పేరి పేరు)   |                    | 4 *Name of Head of the Office                |  |
| 5 Email of the Head of the Office   |                    | 6*Secretariat Dept.                          | SECONDARY EDUCA                                    |
| 7*HOD   | SCHOOL EDUCATION   | 8*STO/DTO/PAO/WPAO                           | STO-DEVARAKONDA                                    |
| 9 Address of the Office   |                    |  |  |
| 9(a) Street/Road/Lane   | Vinayak nagar      | 9(c) Area/Locality/Sector                    | sainik puri  |
| 9(b) Landmark   | Near Zillaparishad | 9(e)*Mandal                                  | KEESARA  |
| 9(d)*District   | RANGA REDDY        | 9(g)*PIN code                                | 500096   |
| 9(f)*Village/Town/City  | GODUMAKUNTA        | 9(i)*Mobile number of the Head of the Office | 9989613700   |
| 9(h) Telephone Number   | 04065440000        | 11 Office E-mail                             | sudha.bhatt@niit-tech.c                            |
| 10*Office Level   | --Select--         | 12*Is DDO is the Head of the office          | <input type="radio"/> Yes <input type="radio"/> No |
| Total number of employees<br>(including the employees on leave/suspension/unauthorised absence etc) |                    |  |  |
| 13*Regular Employees  |                    | 14*Grant in Aid Employees                    |  |
| 15*Contract Employees   |                    | 16*Out-sourced Employees                     |  |
| 17*Work Charged Employees   |                    | 18*NMR & Others                              |  |
| 19*Home Guards & Others   |                    | 20*HRA %                                     | --Select--   |
| Address is Submitted.   |                    |  |  |

**3.2.2 Instructions to be followed while filling up the “Subordinate Office Address Details”**

To fill the “Subordinate Office Address Details”, please follow the below instructions:  
Under Data Entry tab in “Home” page, select “Subordinate Office Address” and follow the below mentioned instructions.

**“Subordinate Office Address”**

| Field No. | Field Name                            | Instructions   |
|-----------|---------------------------------------|--|
| 1         | Name of the Office                    | DDO must enter the “Office Name” where DDO is drawing salary for the office for which physically located other than DDO Office |
| 2         | Designation of the Head of the Office | DDO must enter the “Designation of the Head of the Subordinate Office” here.   |
| 3         | Address of the Office                 |  |
| 3(a)      | Street/Road/Lane                      | DDO must enter the “Subordinate” office  |

| Field No. | Field Name                              | Instructions   |
|-----------|---|--|
|           |   | Street/Road/Lane in detail here  |
| 3(b)      | Landmark                                | DDO must enter the nearest "Landmark" to the "Subordinate" office  |
| 3(c)      | Area/Locality/Sector                    | DDO must enter the "Subordinate" office "Area/Locality/Sector" details here                                  |
| 3(d)      | District                                | Select the "District" details from the drop down menu  |
| 3(e)      | Mandal                                  | Select the respective "Mandal" from the drop menu  |
| 3(f)      | Village/Town/City                       | Select the respective "Village/Town/City" from the drop down menu  |
| 3(g)      | PIN code                                | DDO must enter the "Pin code" details of the office locality.  |
| 3(h)      | Telephone                               | DDO must enter the Subordinate office Land line Phone details currently in use.                              |
| 3(i)      | Mobile number of the Head of the Office | DDO must enter the "Mobile No." of the Head of the Office working in Subordinate Office                      |
| 4         | E-mail of the Head of the Office        | DDO must enter the "E-mail of the Head of the Office" which is currently in use                              |
| 5         | HRA Percentage                          | DDO must select the percentage of HRA from the drop down menu applicable to the Subordinate Office location. |

**Please note the following:**

- DDO can enter more than one subordinate office details
- Click "Save Data" button to save the records after filling up all the mandatory fields and update later.
- Click "Submit Data" button to submit the records entered. Once the data is entered the DDO cannot edit the Subordinate Office Address details screen.
- The Subordinate Office Address Details screen appears as shown below.

| Subordinate Office Address Details            |                      |   |                      |
|---|----------------------|---|----------------------|
| * Indicates a Mandatory field                 |                      |   |                      |
| DDO's Office: <b>Vidya Mandir</b>             |                      |   |                      |
| 1*Name of the Office                          | <input type="text"/> | 2*Designation of the Head of the Office | <input type="text"/> |
| 3.Address of the Office                       |                      |   |                      |
| 3(a) Street/Road/Lane                         | <input type="text"/> | 3(b) Landmark                           | <input type="text"/> |
| 3(c) Area/Locality/Sector                     | <input type="text"/> | 3(d)*District                           | --Select-- ▾         |
| 3(e)*Mandal                                   | --Select-- ▾         | 3(f)*Village/Town/City                  | --Select-- ▾         |
| 3(g)*PIN code                                 | <input type="text"/> | 3(h) Telephone                          | <input type="text"/> |
| 3(i) Mobile number of the Head of the Office: | <input type="text"/> |   |                      |
| 4 E-mail of the Head of the Office:           | <input type="text"/> | 5 HRA %                                 | --Select-- ▾         |
| Save Data                                     |                      |   |                      |

### 3.2.3 Instructions to be followed while filling up the “Next Higher Office Address Details”

To fill the “Next Higher Office Address Details”, please follow the below instructions:

Under Data Entry tab in “Home” page, select “Next Higher Office Address Details” and follow the below mentioned instructions.

#### “Next Higher Office Address Details”

| Field No. | Field Name   | Instructions   |
|-----------|--|--|
| 1         | Name of the Office   | DDO must enter “Name of the next higher Office” for this field.                                      |
| 2         | Designation of the Head of the Office  | DDO must enter the “Designation of Head of the next higher Office” in this field.                    |
| 3         | DDO Code(Head of the Office DDO code or any Other Officer who is a DDO in this office) | DDO must enter the “DDO Code” of the DDO in the next higher office.                                  |
| 4         | Address of the Office  |  |
| 4(a)      | Street/Road/Lane   | DDO must enter the name of the Street/Road/Lane for the next Higher office                           |
| 4(b)      | Landmark   | DDO must enter the nearest “Landmark” to   |
| 4(c)      | Area/Locality/Sector   | DDO must enter the “Area/Locality/Sector” of the next higher office                                  |
| 4(d)      | District   | Select the “District” details from the drop down menu  |
| 4(e)      | Mandal   | Select the respective “Mandal” from the drop menu  |
| 4(f)      | Village/Town/City  | Select the respective “Village/Town/City” from the drop down menu                                    |
| 4(g)      | PIN code   | DDO must enter the “Pin code” details of the office locality   |
| 4(h)      | Telephone  | DDO must enter the office land line Phone number which is currently in use.                          |
| 4(i)      | Mobile number of the Head of the Office  | DDO must enter the “Mobile No.” of the Head of the next higher office.                               |
| 5         | E-mail of the Head of the Office   | DDO must enter the “e-mail of the Head of the Office” of the next higher office which is being used. |

#### Please note the following:

- Click “Save Data” button to save the records after filling up all the mandatory fields and update later.
- Click “Submit Data” button to submit the records entered. Once the data is entered the DDO cannot edit the Next Higher Office details screen.
- The Next Higher Office Address Details screen appears as shown below.



| <b>Next Higher Office Details</b>  |                      |   |                      |
|--|----------------------|---|----------------------|
| * Indicates a Mandatory field  |                      |   |                      |
| DDO's Office: <b>Vidya Mandir</b>  |                      |   |                      |
| 1*Name of the Office   | <input type="text"/> | 2*Designation of the Head of the Office | <input type="text"/> |
| 3 DDO Code(Head of the Office DDO code or any Other Officer who is a DDO in this office) | <input type="text"/> |   |                      |
| <b>4.Address of the Office</b>   |                      |   |                      |
| 4(a) Street/Road/Lane  | <input type="text"/> | 4(b) Landmark                           | <input type="text"/> |
| 4(c) Area/Locality/Sector  | <input type="text"/> | 4(d) District                           | --Select-- ▾         |
| 4(e) Mandal  | --Select- ▾          | 4(f) Village/Town/City                  | --Select- ▾          |
| 4(g) PIN code  | <input type="text"/> | 4(h) Telephone                          | <input type="text"/> |
| 4(i) Mobile number of the Head of the Office:  | <input type="text"/> |   |                      |
| 5 E-mail of the Head of the Office:  | <input type="text"/> |   |                      |
| <input type="button" value="Save Data"/>   |                      |   |                      |

### 3.2.4 Instructions to be followed while filling up the “Head of Account Mapping”

To fill the “Head of Account Mapping”, please perform the following:

Under the Data Entry tab in “Home” page, select “Head of Account Mapping” and follow the below mentioned instructions.

- In “Mapping of Head of Accounts (HOA) to Concerned DDO” window, under Select Plan / Non Plan, click on the drop down arrow and select the head of accounts under which the employee salary is processed.
- After making the appropriate selection click on “Map”.

**Note:** The Head of Accounts of Salary field drop down will be populated based on the Mapping here.

All the head of accounts mapped against a Head of the Department, Please select the relevant Head of Accounts.

### 3.2.5 Instructions to be followed while filling up the “Regular Employee Details”

To fill the “Regular Employee Details” form, please follow the below instructions:

Under the Data Entry tab in “Home” page, select “Regular Employee Details” and follow the below mentioned instructions.

## 1 Key Employment Details

| Field No. | Field Name  | Instructions  |      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|-----------|---|---|------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1.1       | Unique Employee ID provided by DTA/PAO  | DDO must enter the “Employee ID” here provided by the DTA/PAO   |      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 1.2       | Employee Category   | Select the “Employee Category” from the drop down menu which contains <ul style="list-style-type: none"> <li>○ Regular</li> <li>○ Re-Employed</li> <li>○ Deputation</li> </ul> <b>Note:</b> If a DDO selects Deputation, then the field 1.2.1 (Deputed From Department) must be filled by the DDO   |      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 1.2.1     | Deputed From Department   | DDO must select the Deputed Department for the employee here if in case the Deputation option is being selected in 1.2 field  |      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 1.2.2     | Previous Employment Department  | DDO must select the Previous Employment Department for the employee here if in case the Re-Employed option is being selected in 1.2 field   |      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 1.3       | Surname (ఇంటిపేరు)  | DDO must enter the complete “Surname” of the employee here as per the Service Registers   |      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 1.4       | Name  | DDO must enter the “Full Name” of the employee here as per the Service Registers<br>e.g. - SATYAM VENKAT M. K. RAO should be written as<br><table border="1" style="width: 100%; text-align: center;"> <tr> <td>Name</td> <td>S</td> <td>A</td> <td>T</td> <td>Y</td> <td>A</td> <td>M</td> <td>V</td> <td>E</td> <td>N</td> <td>K</td> <td>A</td> <td>T</td> <td>M</td> <td>A</td> <td>N</td> <td>I</td> <td>K</td> <td>U</td> <td>M</td> <td>A</td> <td>R</td> </tr> </table> | Name | S | A | T | Y | A | M | V | E | N | K | A | T | M | A | N | I | K | U | M | A | R |
| Name      | S   | A   | T    | Y | A | M | V | E | N | K | A | T | M | A | N | I | K | U | M | A | R |   |   |   |
| 1.5       | Gender <ul style="list-style-type: none"> <li>○ Male</li> <li>○ Female</li> </ul> | Select the employee Gender details from the given options   |      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 1.6       | Father/Husband Name   | DDO must enter employees “Father/Husband” name depending on the marital status.<br>In case of Female Employee: <ul style="list-style-type: none"> <li>• Enter Father name if employee marital status indicates as single</li> <li>• Enter Husbands name if employee marital status indicates as married</li> </ul> In case of Male Employee: <ul style="list-style-type: none"> <li>• Enter only Father name here</li> </ul>  |      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 1.7       | Date of Birth   | DDO must select the employee “Date of Birth” details as per the Service Register  |      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 1.8       | Marital Status  | DDO must select the employee “Marital” status from the drop down menu   |      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 1.9       | Place of Birth  | DDO must select the District, Mandal and Village details from the drop down menu in the “Place of Birth” field for an employee whose details are being entered  |      |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

| Field No. | Field Name  | Instructions  |
|-----------|---|---|
| 1.10      | Post/Designation at first appointment             | Select the “Post/Designation at first appointment” of the employee from the drop down menu  |
| 1.11      | Date of Entry into Service                        | DDO must select the “Date of entry” into the service as per the information in Service Register   |
| 1.12      | Place of Initial Appointment                      | DDO must select the District, Mandal and Village details from the drop down menu in the Place of Initial Appointment  |
| 1.13      | Initial Department                                | DDO must select the “Initial Department” details from the drop down menu  |
| 1.14      | Details of Local Status as per presidential order | DDO must select the District, Mandal and Village details from the drop down menu in the “localization as per presidential order” field as per Service Register.   |
| 1.15      | Current Designation/Post                          | Select the “Current Designation/Post” of the employee from the drop down menu   |
| 1.15.1    | Employee Status                                   | Select the category under which an employee falls by selecting from the available options   |
| 1.16      | Local Cadre of the Post                           | Select the local cadre of the post under which an employee is posted  |
| 1.17      | Office in Which Employee is Working               | Select the name of the Office from the drop down menu where employee is currently working   |
| 1.18      | Head of Account of Salary                         | Select the Head of Account under which the employee’s salary is claimed (drop down will be available after mapping of Head of Account in Head of Account mapping screen).                                 |
| 1.19      | Is spouse working?<br>If “Yes” then               | Check in the “Yes or No” radio button<br><br>DDO with the selection of radio button “Yes” must select the appropriate option from the drop down menu (e.g. University, Corporation, and Government etc.). |
| 1.19.1    | Name of Office                                    | DDO must enter the Office name where spouse is working  |
| 1.19.2    | Office Location                                   | DDO must enter the Office Location where spouse is working  |
| 1.19.3    | Name of Spouse                                    | DDO must enter the name of the Spouse here  |
| 1.19.4    | Aadhar Number                                     | DDO must enter the Spouse’s Aadhar Number here  |
| 1.19.5    | Aadhar Enrolment Number:                          | DDO must enter the Spouse’s Aadhar Enrolment number here (if Aadhar number is not available).   |
| 1.20      | Mobile No.  | DDO must enter the “Mobile number” of the employee which is currently in use.   |
| 1.21      | Personal E-mail:                                  | DDO must enter the “Personal e-mail id” of the employee which is currently in use.  |
| 1.22      | Personal ID provided by Department:               | DDO must provide the Personal ID which is provided by the concerned Department (Example Police/Fire etc.)   |
| 1.23      | Community:  | DDO must select a community to which an employee belongs from drop down menu.   |

## 2 Salary Details

| Field No. | Field Name             | Instructions  |
|-----------|------------------------|---|
| 2.1       | Scales Applicable      | Select the “Scale Applicable” for the employee from the drop down menu  |
| 2.2       | Pay Scale              | Select the employee “Pay Scale” from the drop down menu   |
| 2.3       | Current Basic          | DDO must enter the “Current basic” of the employee here   |
| 2.4       | Next Date of Increment | Select the “Next Date of Increment” of the employee   |
| 2.5       | Special Pay            | DDO must enter the “Special pay” details of the employee (if applicable)  |
| 2.6       | Personal Pay           | DDO must enter the “Personal pay” details of the employee (if applicable)   |
| 2.7       | Stay in Govt. Quarters | Check in the “Yes” radio button if an employee stays in Govt. quarter, and “No” in case the accommodation is not being utilised |
| 2.8       | Standard Rent Paid     | If the DDO selected yes for field no.2.7, he must enter the “Standard Rent Paid” amount towards the accommodation being used    |

## 3 Bank and Other Key Details

| Field No. | Field Name                              | Instructions  |
|-----------|---|---|
| 3.1       | GPF Number                              | DDO enter the “GPF Number” for the employee if the joining date is before 01-Sep-2004   |
| 3.2       | PRAN / CPS Number                       | DDO must enter the “PRAN / CPS Number” of the employee in case joining date is on or after 01-Sep-2004  |
| 3.3       | APGLI Number                            | DDO must enter the “APGLI Number” of the employee here  |
| 3.4       | Aadhar Number                           | DDO must enter the “Aadhar Number” of the employee here   |
| 3.5       | Aadhar Enrolment Number                 | DDO must enter the “Aadhar Enrolment Number” of the employee in case Aadhar number is not available.  |
| 3.6       | PAN                                     | DDO must enter the “PAN Number” of the employee here  |
| 3.7       | Ration Card                             | DDO must enter the “Ration Card Number” of the employee here  |
| 3.8       | Bank Name                               | Select the “Bank Name” from the drop down menu  |
| 3.9       | District of the Bank Branch             | Select the “District for the Bank Branch” from the drop down menu   |
| 3.10      | Bank Branch                             | Select the Branch details of the Bank from the drop down menu   |
| 3.11      | IFS Code                                | The value in this field will be auto populated upon selecting the Bank Branch details   |
| 3.12      | Bank Account Number for entry of Salary | DDO must enter the Bank account number of the employee where the salary will be transferred regularly   |
| 3.13      | Contribution to EHS by                  | If an employee’s spouse is working in state government then (when field 1.19 is selected as YES).DDO must select any of the following options given |

- |  |  |   |
|--|--|---|
|  |  | <ul style="list-style-type: none"> <li>○ Self</li> <li>○ Spouse</li> <li>○ Exemption</li> </ul> |
|--|--|---|

#### 4 Employee Residential Address

| Field No. | Field Name           | Instructions   |
|-----------|----------------------|--|
| 4.1       | Street/Road/Lane     | DDO must enter the name of the Street/Road/Lane where employee is residing     |
| 4.2       | Landmark             | DDO must enter the nearest "Landmark" where employee is residing.              |
| 4.3       | Area/Locality/Sector | DDO must enter the name of the "Area/Locality/Sector" where employee residing. |
| 4.4       | District             | Select the "District" details from the drop down menu                          |
| 4.5       | Mandal               | Select the respective "Mandal" from the drop menu                              |
| 4.6       | Village/Town/City    | Select the respective "Village/Town/City" from the drop down menu              |
| 4.7       | PIN code             | DDO must enter the "Pin code" details.   |

**Please note the following:**

- All the employees on deputation, the details to be entered by the DDO who prepares their pay bill.
- Please select re-employed only when the employee previously worked in state/central Government and joined back after resignation/retirement.
- Click "Save" button to save the records and update later.
- Click "Submit" button to submit the record. Once the data is submitted the DDO cannot edit the Regular employee screen.
- The regular employee details screen appears as shown below:

**FINANCE DEPARTMENT PORTAL**  
Government of Andhra Pradesh

Home | Data Entry | Reports | Employee Search | General | Logout

Welcome! Bhatt Sudha

### Regular Employee Details

\* Indicates a Mandatory field.

**1.Key Employment Details**

1.1 Unique Employee ID provided by DTA/PAO:

1.2 Employee Category: --Select--

1.3 Surname (పేరి పేరు):

1.4 Name:

1.5 Gender:  Male  Female

1.6 Father/Husband Name:  Father  Husband

1.7 Date of Birth:  (dd-mm-yyyy)

1.8 Marital Status: --Select--

1.9 Place of Birth: --Select--

--Select Mandal--

--Select Village--

1.10 Post/Designation at first appointment: --Select--

1.11 Date of Entry into Service:  (dd-mm-yyyy)

1.12 Place of Initial Appointment: --Select--

--Select Mandal--

--Select Village--

1.13 Initial Department: --Select--

1.14 Details of Local Status as per presidential order: --Select--

--Select Mandal--

--Select Village--

1.15 Current Designation/Post: --Select--

1.15.1 Employee Status: --Select--

1.16 Local Carder of the Post: --Select--

1.17 Office in Which Employee is Working: --Select Office--

1.18 Head of Account of Salary: --Select--

1.19 Is spouse working?  Yes  No

If yes then\* --Select--

1.20 Mobile No.:

1.21 Personal E-mail:

1.22 Personal ID provided by Department:

1.23 Community: --Select--

**2.Salary Details**

2.1 Scales Applicable: PRC-2010

2.2 Pay Scale: --Select--

2.3 Current Basic:

2.4 Next Date of Increment:  (dd-mm-yyyy)

2.5 Special Pay:

2.6 Personal Pay:

2.7 Stay in Govt. Quarters:  Yes  No

2.8 Standard Rent Paid:

**3.Bank and Other Key Details**

3.1 GPF Number:

3.2 PRAN / CPS Number:

3.3 APGLI Number:

3.4 Aadhar Number:

3.5 Aadhar Enrollment Number:

3.6 PAN:

3.7 Ration Card Number:

3.8 Bank Name: Select Bank Name

3.9 District of the Bank Branch: --Select--

3.10 Bank Branch: Select Bank Branch

3.11 IFS Code:

3.12 Contribution to EHS by:  Self  Spouse  Exemption

**4.Employee Residential Address**

4.1 Street/Road/Lane:

4.2 Landmark:

4.3 Area/Locality/Sector:

4.4 District: --Select--

4.5 Mandal: --Select--

4.6 Village/Town/City: --Select--

4.7 PIN code:

Save Data

### 3.2.6 Instructions to be followed while filling up the “Grant in Aid Salary Employee Details”

To fill the “Grant in Aid Salary Employee Details”, please perform the following:  
Under the Data Entry tab in “Home” page, select “Grant in Aid Salary Employee Details” and follow the below mentioned instructions.

## 1 Key Employment Details

| Field No. | Field Name  | Instructions   |
|-----------|---|--|
| 1.1       | Employee ID   | DDO must enter the “Employee ID” here provided by the DTA/PAO  |
| 1.2       | Employee Category   | Select the “Employee Category” from the drop down menu which contains <ul style="list-style-type: none"> <li>○ Regular</li> <li>○ Temporary</li> <li>○ Re-Employed</li> <li>○ Deputation</li> </ul>  |
| 1.3       | Surname (ಇಂಟಿಪೆರು)  | DDO must enter the complete “Surname” of the employee as per the service Register  |
| 1.4       | Name  | DDO must enter the “Full Name” of the employee as per the Service Registers here   |
| 1.5       | Gender <ul style="list-style-type: none"> <li>○ Male</li> <li>○ Female</li> </ul> | Select the employee Gender details from the given options  |
| 1.6       | Father/Husband Name   | DDO must enter employees “Father/Husband” name depending on the marital status.<br>In case of Female Employee: <ul style="list-style-type: none"> <li>• Enter Father name if employee marital status indicates as single</li> <li>• Enter Husbands name if employee marital status indicates as married</li> </ul> In case of Male Employee: <ul style="list-style-type: none"> <li>• Enter only Father name here</li> </ul> |
| 1.7       | Date of Birth   | DDO must select the employee “Date of Birth” details as per the Service Register   |
| 1.8       | Marital Status  | DDO must select the employee “Marital” status from the drop down menu  |
| 1.9       | Place of Birth  | DDO must select the District, Mandal and Village details from the drop down menu in the “Place of Birth” field for an employee whose details are being entered   |
| 1.10      | Post/Designation at first appointment   | Select the “Post/Designation at first appointment” of the employee from the drop down menu   |
| 1.11      | Place of Initial Appointment  | DDO must select the District, Mandal and Village details from the drop down menu in the Place of Initial Appointment   |
| 1.12      | Initial Department  | DDO must select the “Initial Department” details from the drop down menu   |
| 1.13      | Details of localization as per presidential order                                 | DDO must select the District, Mandal and Village details from the drop down menu in the “localization as per presidential order” field as per Service Register   |
| 1.14      | Current Designation/Post  | Select the “Current Designation/Post” of the   |

| Field No. | Field Name                          | Instructions  |
|-----------|-------------------------------------|---|
|           |                                     | employee from the drop down menu  |
| 1.15      | Date of Entry into Service          | DDO must select the “Date of entry” into the service as per the information in Service Register   |
| 1.16      | Office in Which Employee is Working | Select the name of the Office from the drop down menu where employee is working   |
| 1.17      | Head of Account of Salary           | Select the head of account under which the employee salary is claimed.  |
| 1.18      | Source of Finance                   | Select the “Source of Finance Need” from the options available in the drop down menu i.e. for making salaries to the concerned employees. |
| 1.19      | DDO Code of Drawing Officer         | DDO must enter the “DDO Code of Drawing Officer” of the concerned Institution.  |
| 1.20      | Mobile No.                          | DDO must enter the “Mobile number” of the employee which is currently in use.   |
| 1.21      | Personal E-mail:                    | DDO must enter the “Personal E-mail id” of the employee which is currently in use.  |
| 1.22      | Personal ID provided by Department: | DDO must provide the Personal ID which is provided by the concerned Department (Example Police/Fire etc.)                                 |
| 1.23      | Community:                          | DDO must select a community to which an employee belongs from the drop down menu.   |

## 2 Salary Details

| Item No. | Item Name              | Instructions  |
|----------|------------------------|---|
| 2.1      | Scales Applicable      | Select the “Scale Applicable” for the employee from the drop down menu  |
| 2.2      | Pay Scale              | Select the employee “Pay Scale” from the drop down menu   |
| 2.3      | Current_ Basic         | DDO must enter the “Current basic” of the employee here   |
| 2.4      | Next Date of Increment | Select the “Next Date of Increment” of the employee   |
| 2.5      | Special Pay            | DDO must enter the “Special pay” details of the employee (if applicable)  |
| 2.6      | Personal Pay           | DDO must enter the “Personal pay” details of the employee (if applicable)   |
| 2.7      | Stay in Govt. Quarters | Check in the “Yes” radio button if an employee stays in Govt. quarter, and “No” in case the accommodation is not being utilised |
| 2.8      | Standard Rent Paid     | If the DDO selected yes for field no.2.7, he must enter the “Standard Rent Paid” amount towards the accommodation being used.   |



### 3 Bank and Other Key Details

| Field No. | Field Name                          | Instructions  |
|-----------|-------------------------------------|---|
| 3.1       | GPF Number                          | DDO enter the “GPF Number” for the employee if the joining date is before 1-Sep-2004            |
| 3.2       | PRAN / CPS Number                   | DDO must enter the “PRAN / CPS Number” of the employee in case joining date is after 1-Sep-2004 |
| 3.3       | APGLI Number                        | DDO must enter the “APGLI Number” of the employee here  |
| 3.4       | ZPF Number                          | DDO must enter the “ZPF Number” of the employee here  |
| 3.5       | Aadhar Number                       | DDO must enter the “Aadhar Number” of the employee here   |
| 3.6       | PAN                                 | DDO must enter the ”PAN Number” of the employee here  |
| 3.7       | Bank Name                           | Select the “Bank Name” from the drop down menu  |
| 3.8       | District of the Bank Branch         | Select the “District for the Bank Branch” from the drop down menu                               |
| 3.9       | Bank Branch                         | Select the Branch details of the Bank from the list of drop down (e.g. Karkhana Branch)         |
| 3.10      | Bank A/C Number for Entry of Salary | DDO must enter the Bank A/C Number. of the Employee here for entry of salary                    |
| 3.11      | IFS Code                            | The value in this field will be auto populated upon selecting the Bank Branch details.          |

**Please note the following:**

- Click “Save” button to save the records and update later
- The Grant in Aid employee details screen appears as shown below

**Grants-in-Aid Institutions Employee Details**  
 \* Indicates a Mandatory field

**1.Key Employment Details**

1.1 Employee ID:   
 1.2 Employee Category: --Select--  
 1.3 Surname (ఇంటి పేరు):   
 1.4 Name:   
 1.5 Gender:  Male  Female  
 1.6 Father/Husband Name:   
 1.7 Date of Birth:  (dd-mm-yyyy)  
 1.8 Marital Status: --Select--  
 1.9 Place of Birth: --Select--  
 --Select Mandal--  
 --Select Village--  
 1.10 Post/Designation at first appointment: --Select--  
 1.11 Place of Initial Appointment: --Select--  
 --Select Mandal--  
 --Select Village--  
 1.12 Initial Department: --Select--  
 1.13 Details of localization as per presidential order: --Select--  
 --Select Mandal--  
 --Select Village--  
 1.14 Current Designation/Post: --Select--  
 1.15 Date of Entry into Service:  (dd-mm-yyyy)  
 1.16 Office in Which Employee is Working: --Select Office--  
 1.17 Head of Account of Salary: --Select--  
 1.18 Source of Finance: --Select--  
 1.19 DDO Code of Drawing Officer:   
 1.20 Mobile No.:   
 1.21 Personal E-mail:   
 1.22 Personal ID provided by Department:   
 1.23 Community: --Select--

**2.Salary Details**

2.1 Scales Applicable: PRC-2010  
 2.2 Pay Scale: --Select--  
 2.3 Current Basic:   
 2.4 Next Date of Increment:  (dd-mm-yyyy)  
 2.5 Special Pay:   
 2.6 Personal Pay:   
 2.7 Stay in Govt. Quarters:  Yes  No  
 2.8 Standard Rent Paid:

**3.Bank and Other Key Details**

3.1 GPF Number:   
 3.2 PRAN / CPS Number:   
 3.3 APGLI Number:   
 3.4 ZPF Number:   
 3.5 Aadhar Number:   
 3.6 PAN:   
 3.7 Bank Name: Select Bank Name  
 3.8 District of the Bank Branch: --Select--  
 3.9 Bank Branch: Select Bank Branch  
 3.10 Bank A/C Number for Entry of Salary:   
 3.11 IFS Code:

Save Data

### 3.2.7 Instructions to be followed while filling up the “Contract Employee Details”

To fill the “Contract Employee Details”, please perform the following:  
 Under the Data Entry tab in “Home” page, select “Contract Employee Details” and follow the below mentioned instructions.

#### 1 Key Employment Details

| Field No. | Field Name         | Instructions   |
|-----------|--------------------|--|
| 1.1       | Surname (ఇంటిపేరు) | DDO must enter the complete “Surname” of the employee as per the Agreement.  |
| 1.2       | Full Name          | DDO must enter the “full Name” of the employee as per the Agreement.<br>e.g. - SATYAM VENKAT M. K. RAO should be written as<br>Name SATYAM VENKAT MANI KUMAR |

| Field No. | Field Name  | Instructions  |
|-----------|---|---|
| 1.3       | <b>Gender</b><br>○ Male<br>○ Female                       | Select the employee “Gender” details from the given options.  |
| 1.4       | <b>Father/Husband Name</b>                                | DDO must enter employees “Father/Husband” name depending on the marital status.<br>In case of Female Employee: <ul style="list-style-type: none"> <li>• Enter Father name if employee marital status indicates as single</li> <li>• Enter Husband’s name if employee marital status indicates as married</li> </ul> In case of Male Employee: <ul style="list-style-type: none"> <li>• Enter only Father name here</li> </ul> |
| 1.5       | <b>Date of Birth</b>                                      | DDO must select the employee “Date of Birth” details as per the SSC Certificate.  |
| 1.6       | <b>Marital Status</b>                                     | DDO must select the employee “Marital” status from the drop down menu   |
| 1.7       | <b>Place of Birth</b>                                     | DDO must select the District, Mandal and Village details from the drop down menu in the “Place of Birth” field for an employee whose details are being entered  |
| 1.8       | <b>Place of Initial Appointment</b>                       | Select the “Place of Initial Appointment” of the employee from the drop down menu   |
| 1.9       | <b>Post/Designation at first appointment</b>              | Select the “Post/Designation at first appointment” of the employee from the drop down menu  |
| 1.10      | <b>Details of localization as per presidential order:</b> | DDO must select the District, Mandal and Village details from the drop down menu in the “Details of localization as per presidential order” field for an employee whose details are being entered   |
| 1.11      | <b>Current Designation/Post:</b>                          | Select the “Current Designation/Post” of the employee from the drop down menu   |
| 1.12      | <b>Office in Which Employee is Working</b>                | Select the Office name from the drop down menu where employee is working  |
| 1.13      | Head of Account   | Select the head of account under which the employee salary is claimed.  |
| 1.14      | <b>Contracting Authority</b>                              | <b>DDO must enter the name of the “Contracting Authority” to enter the Contract with the employee.</b>  |
| 1.15      | Mobile No.  | DDO must enter the “Mobile number” of the employee.   |
| 1.16      | <b>Personal E-mail</b>                                    | <b>DDO must enter the “Personal E-mail id” of the employee.</b>   |
| 1.17      | Personal ID provided by                                   | DDO must provide the Personal ID which  |

| Field No. | Field Name | Instructions   |
|-----------|------------|--|
|           | Department | is provided by the Department<br>(Example Police/Fire etc.)      |
| 1.18      | Community  | <b>DDO must select a community to which an employee belongs.</b> |

## 2 Bank and Other Key Details

| Field No. | Field Name  | Instructions  |
|-----------|---|---|
| 2.1       | First Time Contract Start Date                    | DDO must select the start date of contract for the employee as per the records.                       |
| 2.2       | End Date of Present Contract                      | DDO must select the end date of contract for the employee as per the records.                         |
| 2.3       | GO Number / Preceding's Reference Number and Date | DDO must enter the "GO Number / Preceding's Reference Number and Date" number of the employee.        |
| 2.4       | PAN   | DDO must enter the "PAN Number" of the employee.  |
| 2.5       | Aadhar Number                                     | DDO must enter the "Aadhar Number" of the employee.   |
| 2.6       | Present Remuneration per Month                    | DDO must enter the gross amount drawn by the employee for each month.                                 |
| 2.7       | Bank Name   | Select the "Bank Details" of the employee from the drop down menu.                                    |
| 2.8       | District of the Bank Branch                       | Select the "District for the Bank Branch" from the drop down menu                                     |
| 2.9       | Bank Branch                                       | Select the Branch details of the Bank from the drop down menu.  |
| 2.10      | Bank A/C Number                                   | DDO enter the "Bank A/C Number" of the employeewhere the remuneration is transferred for every month. |
| 2.11      | IFS Code  | The value in this field will be auto populated upon selecting the Bank Branch details.                |

### Please note the following:

- Click "Save" button to save the records and update later
- The contract employee details screen appears as shown below

**Contract Employee Details**  
\* Indicates a Mandatory field.

**1. Key Employment Details**

1.1\* Surname (ఇంటిపేరు):

1.2\* Full Name:

1.3\* Gender:  Male  Female

1.4 Father/Husband Name:

1.5\* Date of Birth:  (dd-mm-yyyy)

1.6\* Marital Status: --Select--

1.7\* Place of Birth: --Select--

1.8 Place of Initial Appointment: --Select--

1.9 Post/Designation at first appointment: --Select--

1.10\* Details of localization as per presidential order: --Select--

1.11\* Current Designation/Post: --Select--

1.12\* Office in Which Employee is Working: --Select Office--

1.13 Head of Account: --Select--

1.14\* Contracting Authority:

1.15 Mobile No.:

1.16 Personal E-mail:

1.17 Personal ID provided by Department:

1.18\* Community: --Select--

**2. Bank and Other Details**

2.1\* First Time Contract Start Date:  (dd-mm-yyyy)

2.2\* End Date of Present Contract:  (dd-mm-yyyy)

2.3 GO Number / Preceding's Reference Number and Date:

2.4 PAN:

2.5 Aadhar Number:

2.6\* Present Remuneration per Month:

2.7 Bank Name: Select Bank Name

2.8 District of the Bank Branch: --Select--

2.9 Bank Branch: Select Bank Branch

2.10 Bank A/C Number:

2.11 IFS Code:

Save Data

### 3.2.8 Instructions to be followed while filling up the “Outsourced Employee Details”

To fill the “Outsourced Employee Details”, please perform the following:

Under the Data Entry tab in “Home” page, select “Outsourced Employee Details” and follow the below mentioned instructions.

#### 1 Key Employment Details

| Field No. | Field Name   | Instructions  |
|-----------|--|---|
| 1.1       | Surname (ఇంటిపేరు)   | DDO must enter the complete “Surname” of the employee as per the records available.   |
| 1.2       | Name   | DDO must enter the full “Name” of the employee as per the records available.<br>e.g. - SATYAM VENKAT M. K. RAO should be written as<br><input type="text" value="Name SATYAM VENKAT MANI KUMAR"/>   |
| 1.3       | Gender<br><input type="radio"/> Male<br><input type="radio"/> Female | Select the employee Gender details from the given options   |
| 1.4       | Father/Husband Name  | DDO must enter employees “Father/Husband” name depending on the marital status.<br>In case of Female Employee: <ul style="list-style-type: none"> <li>• Enter Father name if employee marital status indicates as single</li> <li>• Enter Husband’s name if employee marital status indicates as married</li> </ul> |

| Field No. | Field Name                                    | Instructions   |
|-----------|---|--|
|           |   | In case of Male Employee: <ul style="list-style-type: none"> <li>Enter only Father name here</li> </ul>      |
| 1.5       | Date of Birth                                 | DDO must select the employee "Date of Birth" details as per the SSC Certificate.                             |
| 1.6       | Designation/Post                              | Select the "Current Designation/Post" of the employee from the drop down menu                                |
| 1.7       | Marital Status                                | DDO must select the employee "Marital" status from the drop down menu  |
| 1.8       | Office in Which Employee is Working           | Select the Office name from the drop down menu where employee is working                                     |
| 1.9       | Aadhar Number                                 | DDO must enter the "Aadhar Number" of the employee.  |
| 1.10      | EPF Number                                    | DDO must enter the "EPF Number" of the employee.   |
| 1.11      | Remuneration per Month                        | DDO must enter the "Remuneration Per Month" of the employee.   |
| 1.12      | Commission Payable to the Agency for the Post | DDO must enter "Commission Payable to the Agency for the Post" either by selecting Amount or Percentage (%). |
| 1.13      | Head of Account of Salary                     | Select the head of account under which the employee salary is processed.                                     |
| 1.14      | Personal Mobile No.                           | DDO must enter the "Mobile number" of the employee.  |
| 1.15      | Personal E-mail:                              | DDO must enter the "Personal E-mail id" of the employee.   |
| 1.16      | Community:                                    | DDO must select a community to which an employee belongs from drop down menu.                                |

## 2 Agency Details

| Field No. | Field Name            | Instructions   |
|-----------|-----------------------|--|
| 2.1       | Contract Start Date   | DDO must select the start date of contract for the employee as per the contract between Agency & concerned Office. |
| 2.2       | Contract End Date     | DDO must select the end date of contract for the employee as per the contract between Agency & concerned Office.   |
| 2.3       | Contract Ref Number   | DDO must enter the contract reference number of the Agency.  |
| 2.4       | Sanction Order Number | DDO must enter the Sanction Order number.  |
| 2.5       | Agency Name           | DDO must enter the "Name of the Agency" an employee belongs to.  |

| Field No. | Field Name  | Instructions   |
|-----------|---|--|
| 2.6       | PAN   | DDO must enter the "PAN No." of the Agency.  |
| 2.7       | Registration Number Registered with Labour Department | DDO must enter the Registration Number of the Agency which is registered with the labour department. |
| 2.8       | Service Tax Number                                    | DDO must enter the "Service Tax Number" of the Agency  |
| 2.9       | Landmark  | DDO must enter the nearest "Landmark" to the office of the Agency.                                   |
| 2.10      | Street/Road/Lane                                      | DDO must enter the "Street/Road/Lane" to the office of the Agency.                                   |
| 2.11      | Area/Locality/Sector                                  | DDO must enter the "Area/Locality/Sector" details here   |
| 2.12      | District  | Select the respective District from the drop down menu   |
| 2.13      | Mandal  | Select the respective "Mandal" from the drop down menu   |
| 2.14      | Village/Town/City                                     | Select the respective "Village/Town/City" from the drop down menu                                    |
| 2.15      | PIN code  | DDO must enter the "Pin Code" details of the Agency  |
| 2.16      | Telephone   | DDO must enter the land line phone number of the Agency Office currently in use.                     |
| 2.17      | Mobile  | DDO must enter the "Mobile No." of the owner of the Agency   |
| 2.18      | E-mail  | DDO must mention the Agency official "Email" ID.   |
| 2.19      | Bank Name   | Select the "Bank Name" from the drop down menu of the Agency   |
| 2.20      | District of the Bank Branch                           | Select the "District for the Bank Branch" from the drop down menu                                    |
| 2.21      | Bank Branch   | Select the Branch details of the Bank from the list of drop down                                     |
| 2.22      | Bank A/C Number                                       | DDO must enter the "Bank A/C Number" of the Agency where the payments made against the contract.     |
| 2.23      | IFS Code  | The value in this field will be auto populated upon selecting the Bank Branch details.               |

**Please note the following:**

- Click "Save" button to save the records and update later
- The outsourced employee details screen appears as shown below

**FINANCE DEPARTMENT PORTAL**  
Government of Andhra Pradesh

Home | Data Entry | Reports | Employee Search | General | Logout

Welcome! Bhatt Sudha

**Outsourced Employee Details**

If Service is Outsourced Please do not enter the details  
\* Indicates a Mandatory field

**1. Key Employment Details**

1.1\* Surname (ఇంటి పేరు):  1.2\* Name:

1.3\* Gender:  Male  Female 1.4 Father/Husband Name:   Father  Husband

1.5\* Date of Birth:  (dd-mm-yyyy) 1.6\* Designation/Post:

1.7\* Marital Status: --Select-- 1.8\* Office in Which Employee is Working: --Select Office--

1.9 Aadhar Number:  1.10 EPF Number:

1.11\* Remuneration per Month:  1.12\* Commission Payable to the Agency for the Post:  Amount  Percentage(%)

1.13\* Head of Account: --Select-- 1.14 Personal Mobile No.:

1.15 Personal E-mail:  1.16\* Community: --Select--

**2. Agency Details**

2.1\* Contract Start Date:  (dd-mm-yyyy) 2.2\* Contract End Date:  (dd-mm-yyyy)

2.3 Contract Ref Number:  2.4 Sanction Order Number :

2.5 Agency Name:  2.6 PAN:

2.7 Registration Number Registered with Labour Department:  2.8 Service Tax Number:

2.9 Landmark:  2.10 Street/Road/Lane:

2.11 Area/Locality/Sector:  2.12\* District: --Select--

2.13\* Mandal: --Select-- 2.14\* Village/Town/City: --Select--

2.15 PIN Code:  2.16 Telephone:

2.17\* Mobile:  2.18\* E-mail:

2.19 Bank Name: Select Bank Name 2.20 District of the Bank Branch: --Select--

2.21 Bank Branch Name: Select Bank Branch 2.22 Bank A/C Number:

2.23 IFS Code:

Save Data

### 3.2.9 Instructions to be followed while filling up the “Work Charged Employee Details”

To fill the “Work Charged Employee Details”, please perform the following:  
Under the Data Entry tab in “Home” page, select “Work Charged Employee Details” and follow the below mentioned instructions.

#### 1 Key Employment Details

| Field No. | Field Name                           | Instructions   |
|-----------|--------------------------------------|--|
| 1.1       | Employee ID                          | DDO must enter the “Employee ID” here provided by the DTA  |
| 1.2       | Surname (ఇంటి పేరు)                  | DDO must enter the complete “Surname” of the employee as per the Records   |
| 1.3       | Name                                 | DDO must enter the full “Name” of the employee as per the Records<br>e.g. - SATYAM VENKAT M. K. RAO should be written as<br>Name S A T Y A M V E N K A T M A N I K U M A R |
| 1.4       | Gender<br><input type="radio"/> Male | Select the employee “Gender” details from the given options  |



| Field No. | Field Name  | Instructions  |
|-----------|---|---|
|           | ○ Female  |   |
| 1.5       | Father/Husband Name                               | DDO must enter employees "Father/Husband" name depending on the marital status.<br>In case of Female Employee: <ul style="list-style-type: none"> <li>• Enter Father name if employee marital status indicates as single</li> <li>• Enter Husband's name if employee marital status indicates as married</li> </ul> In case of Male Employee: <ul style="list-style-type: none"> <li>• Enter only Father name here</li> </ul> |
| 1.6       | Date of Birth                                     | DDO must select the employee "Date of Birth" details as per the records   |
| 1.7       | Marital Status                                    | DDO must select the employee "Marital" status from the drop down menu   |
| 1.8       | Place of Birth                                    | DDO must select the District, Mandal and Village details from the drop down menu in the "Place of Birth" field for an employee whose details are being entered  |
| 1.9       | Post/Designation at first appointment             | Select the "Post/Designation at first appointment" of the employee from the drop down menu  |
| 1.10      | Place of Initial Appointment                      | DDO must select the District, Mandal and Village details from the drop down menu in the Place of Initial Appointment  |
| 1.11      | Details of localization as per presidential order | DDO must select the District, Mandal and Village details from the drop down menu in the "localization as per presidential order" field  |
| 1.12      | Current Designation/Post                          | Select the "Current Designation/Post" of the employee from the drop down menu   |
| 1.13      | Highest Qualification                             | DDO must enter the Highest qualification of an employee.  |
| 1.14      | Other Trainings                                   | DDO must enter the other training details undertaken by an employee   |
| 1.15      | Date of Entry into Service                        | DDO must select the "Date of entry" into the service as per the information in Records  |
| 1.16      | Office in Which Employee is Working               | Select the Office name from the drop down menu where employee is working  |
| 1.17      | Head of Account of Salary                         | Select the head of account under which the employee salary is claimed.  |
| 1.18      | Mobile No.  | DDO must enter the "Mobile number" of the employee.   |
| 1.19      | Personal E-mail:                                  | DDO must enter the "Personal E-mail id" of the employee.  |
| 1.20      | Personal ID provided by Department:               | DDO must provide the Personal ID which is provided by the Department (Example Police/Fire etc.)   |

| Field No. | Field Name | Instructions  |
|-----------|------------|---|
| 1.21      | Community: | DDO must select a community to which an employee belongs from drop down menu. |

## 2 Salary Details

| Field No. | Field Name             | Instructions  |
|-----------|------------------------|---|
| 2.1       | Scales Applicable      | Select the "Scale Applicable" for the employee from the drop down menu.   |
| 2.2       | Pay Scale              | Select the employee "Pay Scale" from the drop down menu.                  |
| 2.3       | Current_Basic          | DDO must enter the "Current Basic" of the employee.                       |
| 2.4       | Next Date of Increment | Select the "Next Date of Increment" of the employee.                      |
| 2.5       | Special Pay            | DDO must enter the "Special pay" details of the employee (if applicable)  |
| 2.6       | Personal Pay           | DDO must enter the "Personal pay" details of the employee (if applicable) |

## 3 Bank and Other Key Details

| Field No. | Field Name                  | Instructions  |
|-----------|-----------------------------|---|
| 3.1       | GPF Number                  | DDO enter the "GPF Number" for the employee if the joining date is before 1-Sep-2004                  |
| 3.2       | PRAN / CPS Number           | DDO must enter the "PRAN / CPS Number" of the employee in case joining date is on or after 1-Sep-2004 |
| 3.3       | APGLI Number                | DDO must enter the "APGLI Number" of the employee.  |
| 3.4       | Aadhar Number               | DDO must enter the "Aadhar Number" of the employee.   |
| 3.5       | PAN                         | DDO must enter the "PAN" of the employee here   |
| 3.6       | Bank Name                   | Select the Bank Name from the drop down menu  |
| 3.7       | District of the Bank Branch | Select the "District for the Bank Branch" from the drop down menu                                     |
| 3.8       | Bank Branch                 | Select the Branch details of the Bank from the list of drop down.                                     |
| 3.9       | Bank A/C Number             | DDO must enter the Bank A/C Number. of the Employee where the salary is transferred.                  |
| 3.10      | IFS Code                    | The value in this field will be auto populated upon selecting the Bank Branch details.                |

### Please note the following:

- Click "Save" button to save the records and update later
- The work charged employee details screen appears as shown below

**Work Charged Employee Details**  
\* Indicates a Mandatory field

**1.Key Employment Details**

1.1 Employee ID:

1.2 \*Surname (ఇంటిపేరు):

1.3 \*Name:

1.4 \*Gender:  Male  Female

1.5 Father/Husband Name:

1.6 \*Date of Birth:  (dd-mm-yyyy)

1.7 \*Marital Status:  Father  Husband

1.8 \*Place of Birth:

1.9 Post/Designation at first appointment:

1.10 Place of Initial Appointment:

1.11 \*Details of localization as per presidential order:

1.12 \*Current Designation/Post:

1.13 \*Highest Qualification:

1.14 \*Other Trainings:

1.15 \*Date of Entry into Service:  (dd-mm-yyyy)

1.16 \*Office in Which Employee is Working:

1.17 \*Head of Account of Salary:

1.18 Mobile No.:

1.19 Personal E-mail:

1.20 Personal ID provided by Department:

1.21 \*Community:

**2.Salary Details**

2.1 \*Scales Applicable:

2.2 \* Pay Scale:

2.3 \* Current Basic:

2.4 \*Next Date of Increment:  (dd-mm-yyyy)

2.5 Special Pay:

2.6 Personal Pay:

**3.Bank and Other Key Details**

3.1 GPF Number:

3.2 PRAN / CPS Number:

3.3 APGLI Number:

3.4 Aadhar Number:

3.5 PAN:

3.6 Bank Name:

3.7 District of the Bank Branch:

3.8 Bank Branch:

3.9 Bank A/C Number:

3.10 IFS Code:

Save Data

### 3.2.10 Instructions to be followed while filling up the “NMR & Others Employee Details”

To fill the “NMR & Other Employee Details”, please perform the following:

- a. Under the Data Entry tab in “Home” page, select “NMR & Other Employee Details” and follow the below mentioned instructions.

#### 1 Key Employment Details

| Field No. | Field Name         | Instructions  |
|-----------|--------------------|---|
| 1.1       | Employee ID        | DDO must enter the “Employee ID” here provided by the DTA   |
| 1.2       | Employee Type      | Select the “Employee Type” from the drop down menu  |
| 1.3       | Surname (ఇంటిపేరు) | DDO must enter the complete “Surname” of the employee as per the Records.   |
| 1.4       | Name               | DDO must enter the full “Name” of the employee as per the Records.<br>e.g. - SATYAM VENKAT M. K. RAO should be written as |

| Field No. | Field Name   | Instructions  |
|-----------|--|---|
|           |  | Name S A T Y A M V E N K A T M A N I K U M A R  |
| 1.5       | <b>Gender</b> <ul style="list-style-type: none"> <li>○ Male</li> <li>○ Female</li> </ul> | Select the employee Gender details from the given options.  |
| 1.6       | <b>Father/Husband Name</b>   | DDO must enter employees “Father/Husband” name depending on the marital status.<br>In case of Female Employee: <ul style="list-style-type: none"> <li>• Enter Father name if employee marital status indicates as single.</li> <li>• Enter Husband’s name if employee marital status indicates as married.</li> </ul> In case of Male Employee: <ul style="list-style-type: none"> <li>• Enter only Father name here</li> </ul> |
| 1.7       | <b>Date of Birth</b>   | DDO must select the employee “Date of Birth” details as per the records   |
| 1.8       | <b>Marital Status</b>  | DDO must select the employee “Marital” status from the drop down menu   |
| 1.9       | <b>Place of Birth</b>  | DDO must select the District, Mandal and Village details from the drop down menu in the “Place of Birth” field for an employee whose details are being entered  |
| 1.10      | <b>Place of Initial Appointment</b>  | DDO must select the District, Mandal and Village details from the drop down menu in the Place of Initial Appointment  |
| 1.11      | <b>Date of Entry into Service</b>  | DDO must select the “Date of entry” into the service as per the information in Records.   |
| 1.12      | <b>Sanction Order / Reference Number</b>   | DDO must enter the “Sanction Order / Reference Number”.   |
| 1.13      | <b>Sanction Order / Reference Date</b>   | DDO must enter the Sanction Order / Reference Date.   |
| 1.14      | <b>Details of localization as per presidential order</b>                                 | DDO must select the District, Mandal and Village details from the drop down menu in the “localization as per presidential order” field  |
| 1.15      | <b>Present Category</b>  | DDO must select the Present Category of an employee from the drop down menu   |
| 1.16      | <b>Terms of Payment</b>  | DDO must select the Terms of Payment from the options in the drop down menu   |
| 1.17      | <b>Remuneration</b>  | DDO must enter the “Remuneration” of the employee.  |
| 1.18      | <b>Current Designation/Post</b>  | DDO must select the Current Designation/Post from the drop down menu  |
| 1.19      | <b>Highest Qualification</b>   | DDO must enter the Highest Qualification of an employee   |
| 1.20      | <b>Office in Which Employee is Working</b>   | Select the Office name from the drop down menu where employee is working  |

| Field No. | Field Name  | Instructions  |
|-----------|---|---|
| 1.21      | Head of Account   | Select the head of account under which the employee salary is claimed.  |
| 1.22      | Are there any breaks in the service who joined before(25-11-1993) <ul style="list-style-type: none"> <li>○ Yes</li> <li>○ No</li> </ul> | If there is a break in the service of an employee who joined before 25-11-1993, please select the “Yes” radio button and “No” if the service has been continued without break |
|           | Adds break(s) in service button   | If there is a break in the Service of an Employee. Then DDO must enter the following details. By clicking on <b>Adds break(s) in service button</b> a new row is created.     |
|           | Delete button   | By clicking on <b>Delete button</b> DDO can delete a row.   |
|           | Break From  | The DDO must enter Date from when the employee has taken break from service.  |
|           | Break To  | The DDO must enter Date until when the employee has taken break.  |
| 1.23      | Mobile No.  | DDO must enter the “Mobile number” of the employee.   |
| 1.24      | Personal E-mail:  | DDO must enter the “Personal E-mail id” of the employee.  |
| 1.25      | Community:  | DDO must select a community to which an employee belongs from the drop down menu.   |

## 2 Bank and Other Key Details

| Field No. | Field Name                  | Instructions   |
|-----------|-----------------------------|--|
| 2.1       | Aadhar Number               | DDO must enter the “Aadhar Number” of the employee.                                    |
| 2.2       | PAN                         | DDO must enter the ”PAN” of the employee.  |
| 2.3       | Bank Name                   | Select the Bank Name from the drop down menu   |
| 2.4       | District of the Bank Branch | Select the District for the Bank Branch from the drop down menu                        |
| 2.5       | Bank Branch                 | Select the Branch details of the Bank from the list of drop down.                      |
| 2.6       | Bank A/C Number             | DDO must enter the “Bank A/C Number” of the Employee where salary is transferred.      |
| 2.7       | IFS Code                    | The value in this field will be auto populated upon selecting the Bank Branch details. |

### Please note the following:

- Click “Save” button to save the records and update later
- The NMR &Other Employee details screen appears as shown below

### 3.2.11 Instructions to be followed while filling up the Home Guards / Anganwadi/ etc.

To fill the “Home Guards/Anganwadi/ Anganwadi Helper/ASHA/ Gopal Mitra/ Mandal Samakya/Village Panchayat Samakya/ Zilla Samakya/ Vidya Volunteer Details”, please perform the following:

Under the Data Entry tab in “Home” page, select “Home Guards /Anganwadi/ etc., Employee Details” and follow the below mentioned instructions.

| Field No. | Field Name         | Instructions  |
|-----------|--------------------|---|
| 1.1       | Employee ID        | DDO must enter the “Employee ID” here provided by the DTA/PAO   |
| 1.2       | Employee Type      | Select the “Employee Type” from the drop down menu  |
| 1.3       | Surname (ఇంటిపేరు) | DDO must enter the complete “Surname” of the employee as per the Records  |
| 1.4       | Name               | DDO must enter the full “Name” of the employee as per the Records.<br>e.g. - SATYAM VENKAT M. K. RAO should be written as<br>Name S A T Y A M V E N K A T M A N I K U M A R |
| 1.5       | Gender             | Select the employee Gender details from the given   |

| Field No. | Field Name   | Instructions  |
|-----------|--|---|
|           | <ul style="list-style-type: none"> <li>○ Male</li> <li>○ Female</li> </ul> | options   |
| 1.6       | Father/Husband Name  | <p>DDO must enter employees “Father/Husband” name depending on the marital status.</p> <p>In case of Female Employee:</p> <ul style="list-style-type: none"> <li>• Enter Father’s name if employee marital status indicates as single.</li> <li>• Enter Husband’s name if employee marital status indicates as married.</li> </ul> <p>In case of Male Employee:</p> <ul style="list-style-type: none"> <li>• Enter only Father name here</li> </ul> |
| 1.7       | Date of Birth  | DDO must select the employee “Date of Birth” details as per the Service Registers   |
| 1.8       | Marital Status   | DDO must select the employee “Marital” status from the drop down menu   |
| 1.9       | Place of Birth   | DDO must select the District, Mandal and Village details from the drop down menu in the “Place of Birth” field for an employee whose details are being entered  |
| 1.10      | Place of Initial Appointment   | DDO must select the District, Mandal and Village details from the drop down menu in the Place of Initial Appointment  |
| 1.11      | Terms of Payment   | DDO must select the Terms of Payment from the options in the drop down menu   |
| 1.12      | Remuneration   | DDO must enter the “Remuneration” of the employee here  |
| 1.13      | Office in Which Employee is Working  | Select the Office name from the drop down menu where an employee is working   |
| 1.14      | Head of Account  | Select the head of account under which the employee salary is claimed.  |
| 1.15      | Mobile No.   | DDO must enter the “Mobile number” of the employee.   |
| 1.16      | Personal E-mail:   | DDO must enter the “Personal E-mail id” of the employee.  |
| 1.17      | Community:   | DDO must select a community to which an employee belongs from the drop down menu.   |

### 3 Bank and Other Key Details

| Field No. | Field Name                 | Instructions  |
|-----------|----------------------------|---|
| 2.1       | Date of Entry into Service | DDO must select the “Date of entry” into the service as per the information in Records. |
| 2.2       | Aadhar Number              | DDO must enter the “Aadhar Number” of the employee.                                     |
| 2.3       | PAN                        | DDO must enter the ”PAN” of the employee.   |

| Field No. | Field Name                  | Instructions  |
|-----------|-----------------------------|---|
| 2.4       | Bank Name                   | Select the Bank Name from the drop down menu  |
| 2.5       | District of the Bank Branch | Select the District for the Bank Branch from the drop down menu                         |
| 2.6       | Bank Branch                 | Select the Branch details of the Bank from the list of drop down.                       |
| 2.7       | Bank A/C Number             | DDO must enter the “Bank A/C Number” of the Employee where remuneration is transferred. |
| 2.8       | IFS Code                    | The value in this field will be auto populated upon selecting the Bank Branch details.  |

**Please note the following:**

- Click “Save” button to save the records and update later
- The Other Employee details screen appears as shown below

**Home Guards/ Anagnwadi Worker/ Anganwadi Helper/ ASHA/Gopal Mitra/Adarsh Raithu/Vidya Volunteer/Other Details**  
\* Indicates a Mandatory field

**1.Key Employment Details**

1.1 Employee ID:

1.2 Employee Type: --Select--

1.3 Surname (పేరి పేరు):

1.4 Name:

1.5 Gender:  Male  Female

1.6 Father/Husband Name:

1.7 Date of Birth:  (dd-mm-yyyy)

1.8 Marital Status: --Select--

1.9 Place of Birth: --Select--

1.10 Place of Initial Appointment: --Select--

1.11 Terms of Payment: --Select--

1.12 Remuneration:

1.13 Office in Which Employee is Working: --Select Office--

1.14 Head of Account: --Select--

1.15 Mobile No.:

1.16 Personal E-mail:

1.17 Community: --Select--

**2.Bank and Other Key Details**

2.1 Date of Entry into Service:  (dd-mm-yyyy)

2.2 Aadhar Number:

2.3 PAN:

2.4 Bank Name: Select Bank Name

2.5 District of the Bank Branch: --Select--

2.6 Bank Branch: Select Bank Branch

2.7 Bank A/C Number:

2.8 IFS Code:

Save Data

### 3.2.12 Allowances / Deductions

This section must be filled by the DDO for an employee if they are eligible for allowances / deductions other than DA/HRA/CCA. Allowances/Deductions section will appear to the DDOs under the Data Entry tab.

To fill in the Allowances details, perform the following steps:

| Field No. | Field Name    | Instructions   |
|-----------|---------------|--|
| 1         | Employee Name | DDO must select the “Employee Name” from the drop down menu for whom the |



| Field No. | Field Name         | Instructions  |
|-----------|--------------------|---|
|           |                    | Allowances are applicable.  |
| 2         | Get data           | Press get data. Then list of allowances will be available.  |
| 3         | Type of allowances | DDO must select the amount / %age from drop down menu as applicable and enter the value and select the periodicity from drop down menu. |
| 4         | Save data          | After the details entered in the Screen, press save data.   |

- 1 To fill in the deduction details, perform the following steps:

| Field No.  | Field Name                  | Instructions  |
|--|-----------------------------|---|
| 1  | Employee Name               | DDO must select the "Employee Name" from the drop down menu for whom the deductions are applicable.   |
| 2  | Deduction Type              | <ul style="list-style-type: none"> <li>• Press get data. Then list of deductions will be available under drop down menu of the field Deduction type.</li> <li>• DDO must select the "Deduction Type" from the drop down menu</li> </ul> |
| <b>a. Upon making a selection of Deduction "LIC" from the drop down</b>          |                             |   |
| 3  | LIC – Policy No.            | Upon making a selection of "LIC" in "Deduction Type" field (3), DDO has to enter the "Policy No" by referring the policy.   |
| 4  | Sum Assured                 | DDO must enter the "Sum Assured" by the employee in the policy (Not mandatory to enter)   |
| 5  | Amount of Monthly Premium   | DDO must enter the amount paid towards premium on monthly basis.  |
| 7  | Date of Last Instalment     | DDO must enter the date of last instalment made by the employee   |
| 8  | Recovery Start Month / Year | DDO must enter the start date of recovery Month / Year  |
| <b>b. Upon making a selection of Deduction other than LIC from the drop down</b> |                             |   |
| 3  | Sanctioned Date             | DDO must enter the "Sanctioned Date" of the particular loan/advance.  |
| 4  | Sanctioned Reference Number | DDO must mention the "Sanctioned reference Number" of the particular loan/advance   |
| 5  | Sanctioned Amount           | DDO must enter the total "Sanctioned Amount" allocated for the particular loan/advance.   |
| 6  | Loan No                     | DDO must enter the "Loan No" for  |

| Field No. | Field Name                    | Instructions   |
|-----------|-------------------------------|--|
|           |                               | theparticular loan/advance.  |
| 7         | First Month Adjustment Amount | DDO must enter the first month Adjustment Amount towards the particular loan/advance.                        |
| 8         | Total Instalments             | DDO must mention the Total number of Instalments towards the particular loan/advance.                        |
| 9         | Instalment Amount             | DDO must mention the Amount charged towards each instalment for the particular loan/advance.                 |
| 10        | Total Interest Amount         | DDO must mention the Total Interest Amount being charged for the particular loan/advance.                    |
| 11        | Interest Instalments          | DDO must enter the number of interest Instalments being paid by the employeefor the particular loan/advance. |
| 12        | Interest Rate                 | DDO must mention the rate of Interest is being charged for the particular loan/advance.                      |
| 13        | Interest Instalment Amount    | DDO must mention the interest instalment amount for each month for the particular loan/advance.              |
| 14        | Recovery Start Month/Year     | DDO must mention the start month and year for recovery for the particular loan/advance.                      |

**Please note the following:**

- Click “Save Data” button to save the records
- The Other Employee details screen appears as shown below

### 3.2.13 Dependent Details

- This section must be filled by the DDO for an employee’s dependent details.
- Dependent details section will appear to the DDOs under the Data Entry tab.
- To fill in the Dependent details, perform the following steps:

| Field No. | Field Name    | Instructions  |
|-----------|---------------|---|
| 1         | Employee Type | DDO must select the “Employee Type” from the drop down menu for whom the dependent details were to be maintained. |
| 2         | Employee Name | DDO must select the “Employee Name” from the drop down menu for whom the dependent details were to be maintained  |

### On selecting the Get Dependant Details button

| Field No. | Field Name   | Instructions  |
|-----------|--|---|
| 1         | Dependant Name   | DDO must enter the “dependant name” for the employee.   |
| 2         | Relationship   | DDO must select the “Relationship” with an employee.<br>If the DDO selects the “daughter” then DDO must select the marital status of the daughter.                                  |
| 3         | Gender <ul style="list-style-type: none"> <li>○ Male</li> <li>○ Female</li> </ul>              | Select the Gender details from the given options  |
| 4         | DOB  | DDO must enter the dependant’s “Date of Birth” details as per the relevant records  |
| 5         | Aadhar Number  | DDO must enter the Dependant’s Aadhar Number  |
| 6         | Aadhar Enrolment Number  | DDO must enter the Dependant’s Aadhar Enrolment Number (if Aadhar Number is not available)  |
| 7         | Disability   | DDO must select the “Disability” option for entering dependant’s details.<br>If YES then DDO must enter following fields.<br>If NO then disability related fields will be disabled. |
| 7.1       | Disability Type  | DDO must select the disability type from the provided dropdown.   |
| 7.2       | Disability Percentage  | DDO must enter the disability percentage in text box provided.  |
| 7.3       | Disability Certificate   | DDO must upload the Disability Certificate.   |
| 8         | Dependant Photo  | DDO must upload the Photo of the Dependant (specifications as mentioned in the GO).   |
| 9         | Aadhar Card  | DDO must upload the Aadhar Card of the Dependent.   |
| 10        | Birth Certificate of dependent (If age is less than 5 years & non availability of Aadhar card) | DDO must upload the Birth Certificate of the Dependent, if the dependant’s age is less than 5 years and Aadhar card is not available.   |

**Please note the following:**

- Click “Save Data” button to save the records

### On selecting the Upload Employee Photographs button

| Field No. | Field Name             | Instructions   |
|-----------|------------------------|--|
| 1         | Photograph of Employee | DDO must upload the Employee's Photograph (specifications as mentioned in the GO). |
| 2         | Aadhar Card            | DDO must upload the Aadhar Card of Employee.                                       |

#### Please note the following:

- Click “Upload Photographs” button to save the records.

### 3.3 Employee Search

- **Instructions to be followed while accessing the “Employee Search Details”Screen**
- “Employee Search” screen help DDOs in performing the search action after saving/submitting the data. DDO must enter the below mentioned details in order to get the accurate result.
- To perform “Employee Search” action, follow the below instructions:
  - 1 Click on “Employee Search” option on the “Home” page.
  - 2 “Employee Details” screen appears, Select the employee details for the following fields
    - Office Name
    - Employee Type
    - Employee Name
  - 3 Click Search, the screen will display you the appropriate results.
- The “Employee Search Details” screen will be used for confirming the data entry processes.

| Field Name     | Instructions   |
|----------------|--|
| Office Name    | DDO must select the office name from Drop down   |
| Employee Type  | In the “Employee Type” drop downDDO will have different employee types listed from whom the salary has been generated (e.g. Regular Employees, Grant in Aid Employees, Contract Employees, Out-sourced Employees, Work Charged Employees, NMR & Others.) |
| Employee Name  | DDO can search the specific employee by using “Employee Name” field.   |
| Confirm Button | DDO must first select the rows in confirm column and then click on confirm Button for sending of Employee details to Finance Department.   |

The screen of Confirmation of Data window appears as shown below.

| S.No | Employee Id | Employee Type | Office | Surname | Name | Gender | DOB | DOJ | Confirm |
|------|-------------|---------------|--------|---------|------|--------|-----|-----|---------|
|      |             |               |        |         |      |        |     |     |         |
|      |             |               |        |         |      |        |     |     |         |
|      |             |               |        |         |      |        |     |     |         |
|      |             |               |        |         |      |        |     |     |         |
|      |             |               |        |         |      |        |     |     |         |
|      |             |               |        |         |      |        |     |     |         |

**Employee Details**

**1. Office Name:**

**2. Employee Type:**

**3. Employee Name:**

| SNO | Employee Id | Employee Type | Office       | Surname | Name    | Gender | DOB        | Date of Joining | Confirm                  |
|-----|-------------|---------------|--------------|---------|---------|--------|------------|-----------------|--------------------------|
| 1   | 59407       | Contract      | Vidya Mandir | kumaran | kishore | Male   | 05-08-1968 | 1988-08-09      | <input type="checkbox"/> |
| 2   |             | NMR & Others  | Vidya Mandir | Kumar   | Mahesh  | Male   | 11-08-1975 | 03-08-2010      | <input type="checkbox"/> |
| 3   |             | Regular       | Vidya Mandir | Kumar   | sdsdsds | Female | 01-08-1967 | 01-08-1994      | <input type="checkbox"/> |

Click to  (or)

### 3.4 Reports

“Reports” tab in the “Home” page displays the records saved by the DDO of different employee types as shown below:

The screenshot shows a web browser window displaying the Finance Department Portal for the Government of Andhra Pradesh. The browser's address bar shows the URL <https://fdp.cgg.gov.in/Login.do>. A notification box asks if the user wants to update their saved password for the ID '19050308007?'. The main navigation menu includes 'Home', 'Data Entry', 'Reports', 'General', and 'Logout'. The 'Reports' menu is expanded, showing the following options: 'Regular Employee Details', 'Grant-in-Aid Employee Details', 'Contract Employee Details', 'Work Charged Employee Details', and 'Outsourced Employee Details'. The user is logged in as 'Bhatt Sudha'.

To access the saved records, perform the following:

- 1 From the “Reports” drop down menu, select the employee type.
- 2 Selected employee type page appears with the list of saved records. Click on a particular entry to edit / submit the record.

The screenshot shows the Finance Department Portal for the Government of Andhra Pradesh. The page title is "Regular Employee Details". Below the title is a table with the following data:

| S.No   | Name           | Designation         | DOB        | PAN | Aadhar | Remuneration per Month | Bank Name             | Branch Name | IFSC        | A/c No. |
|--------|----------------|---------------------|------------|-----|--------|------------------------|-----------------------|-------------|-------------|---------|
| 1      | asasssas Kumar | Art Instructor      | 05-02-1970 |     |        |                        | 0 STATE BANK OF INDIA | ADILABAD    | SBIN0006644 |         |
| 2      | sdsdsds Kumar  | Additional Director | 01-08-1967 |     |        |                        | 0 null                | null        |             |         |
| Totals |                |                     |            |     |        |                        |                       |             |             |         |

Note: Numbers in Rupees

### 3.5 General

“General” tab in the “Home” page contains the following items:

- Change Password
- Contact us / Post your Query
- Know your Query Status
- View your Queries

#### 3.5.1 Change Password

- 1 To change your password, click “Change Password” on the “General” tab drop down menu.
- 2 “Change Password” window appears, enter the required details in the given fields and click “Submit” button.

The screenshot shows the "Change Your Password" form. It contains three input fields for "Old / Current Password", "New Password", and "Retype New Password". Below the fields are two buttons: "Submit" and "Reset".

### 3.5.2 Contact Us / Post your Query

DDO can post and get resolution for the queries here.

- 1 To post a query, click “Contact Us / Post your Query” option form General tab drop down menu.
- 2 “Contact Us” page appears; enter the details for the following fields

| Term          | Description  |
|---------------|--|
| Name          | DDO must enter the name here                           |
| Designation   | DDO must provide the designation details               |
| Query Type    | Mention the query type here                            |
| Subject       | Mention the subject here                               |
| Description   | DDO must write the brief about the query               |
| Email         | DDO must enter the email Id details here               |
| Contact No    | Mention the contact number here                        |
| Upload a file | Upload a query related screen shot for easy resolution |

- 3 After filling up the complete details, click “Submit” button.
- 4 The reference number will be generated after successful submission of the query

The screenshot shows the 'Contact Us' form on the Finance Department Portal of the Government of Andhra Pradesh. The form includes the following fields and options:

- Name\***: sudha
- Designation\***: Accounts officer
- Query Type\***: Request (dropdown menu)
- Subject\***: Submit button Issue
- Description\***: A rich text editor with a toolbar and a text area containing the text: "The submit button ceases some times to get visible while submitting the report."
- Email**: sudha.g@rediff.com
- Contact No**: 99876000111
- Upload a File**: A file input field with a "Browse..." button.
- Submit**: A button at the bottom of the form.
- Click to know your Query Status**: A link at the bottom of the form.

The page header includes the Government of Andhra Pradesh logo, the text "FINANCE DEPARTMENT PORTAL Government of Andhra Pradesh", and navigation tabs: Home, Data Entry, Reports, General, Logout. A user greeting "Welcome! Bhatt: Sudha" is visible in the top right corner.

### 3.5.3 Know your Query Status

- 1 To know your query status, click "Know your Query Status" option on the "General" tab drop down menu.
- 2 "Track Your Query Status" page appears. Enter the Reference number of the query being tracked in the "Please enter the Reference number" field.
- 3 Click "Submit" button to track the query.

The screenshot shows the "Track Your Query Status" form. It features a "Back" link in the top right corner. The main heading is "Track Your Query Status". Below the heading, there is a text prompt "Please Enter the Reference Number" followed by an empty input field and a "Submit" button.



### 3.5.4 View your Queries

- 1 To view your queries, click “View your Queries” option on the “General” tab drop down menu.
- 2 “Request Status” page appears with the list of queries submitted. Click on the query you wish to view.

| Request Status                          |              |       |             |         |             |       |        |            |         |
|---|--------------|-------|-------------|---------|-------------|-------|--------|------------|---------|
| S.No                                    | Reference No | Name  | Designation | Subject | Description | Date  | Status | Resolution | Remarks |
|   | ▲ 1 ▼        | ▲ 2 ▼ | ▲ 3 ▼       | ▲ 4 ▼   | ▲ 5 ▼       | ▲ 6 ▼ | ▲ 7 ▼  | ▲ 8 ▼      | ▲ 9 ▼   |
| No Data Found                           |              |       |             |         |             |       |        |            |         |
| <i>Note : All values are in numbers</i> |              |       |             |         |             |       |        |            |         |

### 3.6 Logout

On clicking the “Logout” option in the “Home” page the DDO will be redirected to logout page.

### 3.7 Session timeout

A session timeout is an important security control for any application. It specifies the length of time that an application will allow a DDO to remain logged in before forcing the DDO to re-authenticate.

### 3.8 FAQ's

- A. How do I get started with this application?  
Please refer the Data Capture application’s end DDO guide which helps you in getting started. Access this document in the mentioned path <http://www.apfinance.gov.in/>
- B. What is the recommended browser for this Data Capture application?  
The Recommended browser for this “Data capture application” would be Internet Explorer (IE).
- C. I get an error message of “Session expired – Re-Login”, how often I am expected to close the  
Highly recommended to save the information entered, if one fails to save the data they not are able to retrieve any information lost.
- D. After Submission can I edit the information I entered?  
Upon clicking the submit button, DDO will not be able to modify or update information. DDO should send a request mail to technical support executive for further assistance.
- E. I forgot my password and unable to access my account?  
Please contact the technical support team for further assistance.
- F. How do I preview and Print the information submitted?  
To print and preview, please follow the instruction below:

Click on “Report” tab in the home page and select the respective “form” you want to print and preview.

You will be redirected to the information page and click on Excel /print icon to have a preview of the application.

G. I get a password change mail for this application?

To change the password, please follow the instruction below:

Click on “General” tab and select Change Password from the drop down

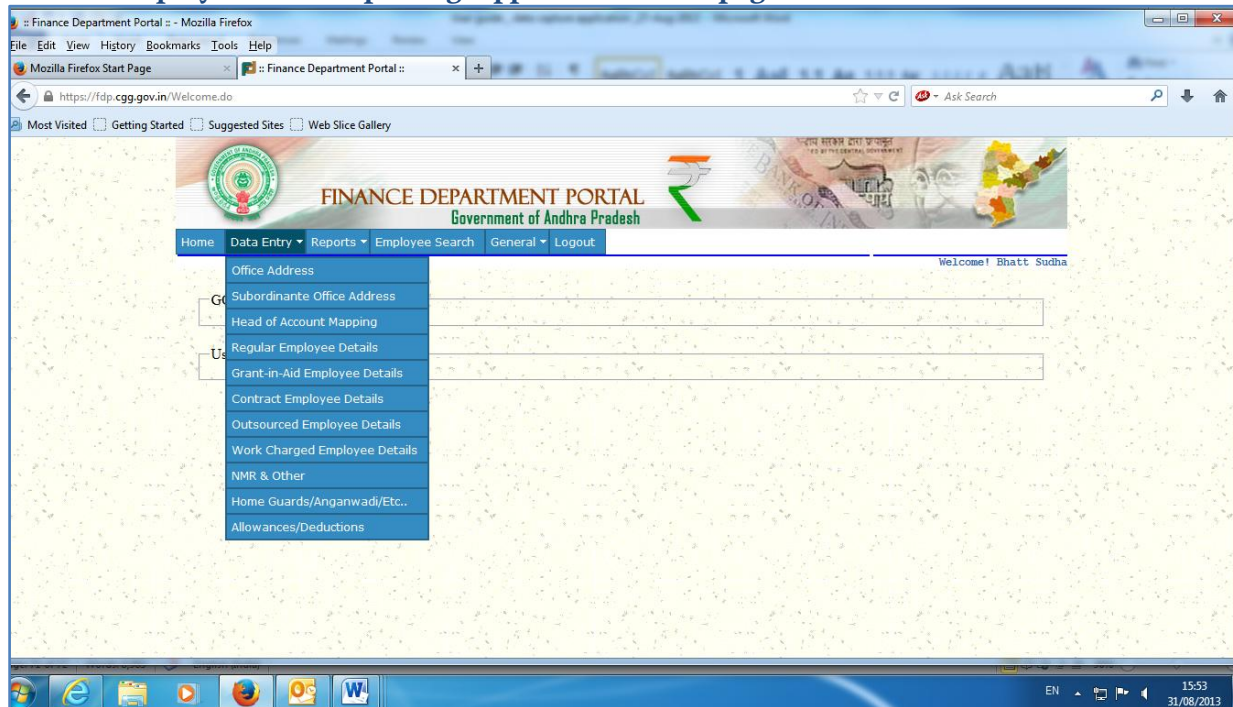
Enter the “Old password” and “New password” in the “Change the Password window” and click Submit.

H. I am unable to download the information in .xls format; it throws me with an error message?

Please download the recommended version of the Ms Office or report the issue to technical support executive.

## 4 Appendix

### 4.1 Employee Data Capturing Application Homepage



## 4.2 Issue Reporting

[Back](#)

### Contact Us

|                                       |  |
|---------------------------------------|--|
| <b>Name *</b>                         | <input type="text"/>   |
| <b>Designation *</b>                  | <input type="text"/>   |
| <b>Query Type *</b>                   | --Select--   |
| <b>Subject *</b>                      | <input type="text"/>   |
| <b>Description *</b>                  | <div style="border: 1px solid #ccc; padding: 5px;"> <div style="border: 1px solid #ccc; height: 150px; margin-top: 5px;"></div> </div> |
| <b>Email</b>                          | <input type="text"/>   |
| <b>Contact No</b>                     | <input type="text"/>   |
| <b>Upload a File</b>                  | <input type="button" value="Browse..."/> No file selected.   |
| <input type="button" value="Submit"/> |  |

[Click to know your Query Status](#)

## 4.3 Glossary

The following cross-references are used in this glossary:

| S.No | Term       | Definition  |
|------|------------|---|
| 1    | GPF        | General Provident fund  |
| 2    | PRAN / CPS | Permanent Retirement Account Number / Contributory Pension Scheme |
| 3    | APGLI      | Andhra Pradesh Government Life Insurance                          |
| 4    | PAN        | Permanent Account Number  |
| 5    | IFS        | Indian Financial System   |
| 6    | DDO        | Drawing and Disbursing Officer                                    |
| 7    | ZPF        | Zilla Parishad provident fund                                     |
| 8    | GO         | Government Order  |