UPDATE VOLUNTEER BANK ACCOUNT DETAILS, MOBILE NUMBER & AADHAR NUMBER

STEP 1:

LOGIN:

DDO LOGIN IN CFMS PORTAL (https://cfms.ap.gov.in) with his CFMS ID and password
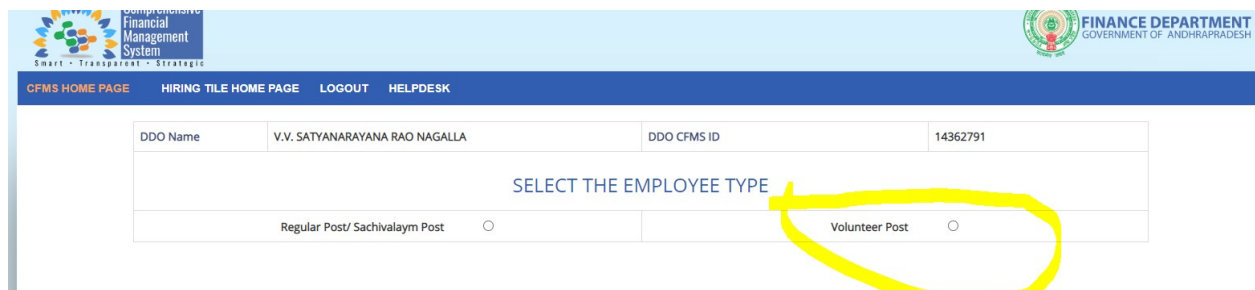

STEP 2:

Select New Hiring Tile

STEP 3:

Select **Volunteer Post** to Add/Update Bank Account, Aadhar Number & mobile numbers of volunteers

STEP 4:

Select **Confirmed list as shown below:**

List of Active volunteers displayed under confirmed list.

STEP 5:

Click on Bank Account Number: To update Bank Account of the Volunteer

Click on Mobile Number: To update Mobile Number of the Volunteers

Click on Aadhar Number: To update Aadhar Number of the Volunteers

STEP 6:

6.1 To Update Aadhar Number:

Once click on 'Aadhar no' in previous screen (ie. Confirmed list) below screen appears. User has to enter correct aadhar number, upload aadhar scanned document and click submit button with Biometric confirmation.

HOME PAGE	NEW EMPLOYEE JOINING PROFORMA	UNDER PROCESS	REJECTED LIST	CONFIRMED LIST	PROFORMAS NOT MAPPED TO STO	LOGOUT

DDO Name	NAGARANI KOMMU		DDO CFMS ID	14307012
		CHANGE VOLUNTEER AADHAR NUMBER		
				* fields are mandatory
HRMS ID :			CFMS ID :	14599295
First Name :	BOORLAPALLI		Surname Name: (DD/MM/YYYY)	VENKATESH
Father Name :			Date of Birth: (DD/MM/YYYY)	04/07/2000
Gender :	Male		Date of Joining :	15/08/2019
Telephone No. :	8008609275		PAN No. :	
Aadhar No. :	750266873320			
AADHAR Number : *			Attach Copy of AADHAR Copy : * (Pdf or Image - file size limit 512 kb)	Choose File No file chosen

- DDO has to verify Volunteer AADHAR Number details and confirm by aadhar biometric authentication
- Select the biometric device and click on 'Authenticate' button
- If Aadhar BioMetric Authentication is successful, then Volunteer AADHAR NUMBER is allowed to submit

☐ I hereby certified that the individual is admitted to duty and i found correct AADHAR NUMBER of the candidate with the documents produced by him.

Select BioMetric Device :	SELECT		Authenticate
			Submit

HISTORY OF AADHAR NUMBER UPDATES FOR THIS VOLUNTEER							
Sl. no.	CFMS ID	IFSC CODE	AADHAR NUMBER	AADHAR COPY	STATUS	REMARKS	UPDATED ON

6.2 To Update Mobile Number:

Once click on 'Mobile no' in previous screen (ie. Confirmed list) below screen appears. User has to enter correct mobile and click submit button with Biometric confirmation.

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HOME PAGE	NEW EMPLOYEE JOINING PROFORMA	UNDER PROCESS	REJECTED LIST	CONFIRMED LIST	PROFORMAS NOT MAPPED TO STO	LOGOUT

DDO Name	V.V. SATYANARAYANA RAO NAGALLA		DDO CFMS ID	14362791
		CHANGE VOLUNTEER MOBILE NUMBER		
				* fields are mandatory
HRMS ID :	4283558		CFMS ID :	14986762
First Name :	RAMA DEVI		Surname Name: (DD/MM/YYYY)	MOTUKURI
Father Name :	RAMAKRISHNA		Date of Birth: (DD/MM/YYYY)	26/11/1992
Gender :	Female		Date of Joining :	01/02/2020
Mobile No. :	9553454536			
				Submit

HISTORY OF MOBILE NUMBER CHANGE					
Sl. no.	CFMS ID	MOBILE	STATUS	REMARKS	UPDATED ON
No data found.					

6.3 To Update Bank Account Number:

Once click on 'Bank account no' in previous screen (ie. Confirmed list) below screen appears. User has to enter correct bank account number, IFSC code, upload bank pass book scanned document and click submit button with Biometric confirmation.

HOME PAGE	NEW EMPLOYEE JOINING PROFORMA	UNDER PROCESS	REJECTED LIST	CONFIRMED LIST	PROFORMAS NOT MAPPED TO STO	LOGOUT

DDO Name	NAGARANI KOMMU	DDO CFMS ID	14307012

CHANGE VOLUNTEER BANK ACCOUNT DETAILS

* fields are mandatory

HRMS ID :		CFMS ID :	14599295
First Name :	BOORLAPALLI	Surname Name: (DD/MM/YYYY)	VENKATESH
Father Name :		Date of Birth: (DD/MM/YYYY)	04/07/2000
Gender :	Male	Date of Joining :	15/08/2019
Telephone No. :	8008609275	PAN No. :	
Aadhar No. :	750266873320		
Bank IFSC Code : *	SBIN0014169	Bank and Branch :	Bank Name: STATE BANK OF INDIA Branch Name: B KOTHAKOTA
Bank Account Number : *	35227070834	Attach Copy of Bank Pass Book :* (Pdf or Image – file size limit 512 kb)	Choose File No file chosen

- DDO has to verify Volunteer Bank Account details and confirm by aadhar biometric authentication
- Select the biometric device and click on 'Authenticate' button
- If Aadhar BioMetric Authentication is successful, then Volunteer Bank Account details is allowed to submit

☐ I hereby certified that the individual is admitted to duty and i found correct Bank Account details of the candidate with the documents produced by him.

Select BioMetric Device :	SELECT ⌄		Authenticate

Submit