UPDATE VOLUNTEER BANK ACCOUNT DETAILS, MOBILE NUMBER & AADHAR <u>NUMBER</u>

<u>STEP 1:</u>

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

Smart - Transpare	nancial anagement ystem			W	GOVERNMENT OF ANDHRAPRADESH
CFMS HOME PAGE	HIRING TILE F	HOME PAGE LOGOUT HELPDESK			
	DDO Name	V.V. SATYANARAYANA RAO NAGALLA	DDO CFMS ID	14362791	
		SELECT TH	E EMPLOYEE TYPE		
		Regular Post/ Sachivalaym Post	Volunt	teer Post O	
_					

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

HOME PAGE	NEW EMPLOYEE JOINING PROFOR	MA UNDER P	ROCESS REJE	CTED LIST CO	ONFIRMED LIST	PROFORM	IAS NOT MAPPED TO STO	LOGOUT			
	DDO Name	NAGARANI KOM	IMU		DDO CFMS ID		14307012				
Confirmed Volunteer Proforms Dataile. Click on Cili button against Volunteer to undate Bank écount Dataile											
Show 25											
23	- Childa				Constantiat	Churter		Telet No (Demost	07110.10		
no. EDIT		DDO Code 0	ORG Unit Name	Designation	Name	Name	Employee Name	No.	(8-Digit)	Aadhar No.	Mobile No.
	adhar No Mobile Bank Ac No	11152202052	GP SAMPATHIKOTA	Village Volunteer	SAMPATHIKOTA	C7	BOORLAPALLI VENKATESH	Request No. 23534	14599295	750266873320	8008609275
2	adhar No Mobile Bank Ac No	11152202052	GP SAMPATHIKOTA	Village Volunteer	SAMPATHIKOTA	C8	P ASWINI	Request No. 23311	14599310	731199571444	9916148878

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.

N	EW EMPLOYEE JOINI	NG PROFORMA	UNDER PROCESS	REJECTED LIST	CON	IFIRMED LIST	PROFORMAS	NOT MAPPE	ер то sto	LOGOUT		
	DDO Name	N	AGARANI KOMMU			DDO CFMS ID			14307012			
				СН	ANGE V	OLUNTEER AADH	AR NUMBER					
											* fields are n	nandatory
	HRMS ID :					CFMS ID :			14599295			
	First Name : Father Name :		OORLAPALLI			Surname Name (DD/MM/YYYY)	e:		VENKATES	н		
						Date of Birth: (DD/MM/YYYY)			04/07/200	0		
	Gender :	м	Male			Date of Joining	÷		15/08/201	9		
	Telephone No. :	80	08609275			PAN No. :						
	Aadhar No. :	75	50266873320									
	AADHAR Number :	. 7	>			Attach Copy of (Pdf or Image - file	AADHAR Copy : * e size limit 512 kb)	E	Choose	File No file cho	sen	
	 DDO has to ver Select the biom If Aadhar BioM 	ify Volunteer AADHA etric device and clicl etric Authentication	R Number details and cor k on 'Authenticate' button is successful, then Volunte	nfirm by aadhar biometric	authenti lowed 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 De	evice :	SELECT		~				Authentio	cate	1-	
												Submit
				HISTORY OF AAL	DHAR N	UMBER UPDATE	S FOR THIS VOLU	UNTEER				

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.

Financial Management System							GOVERNMENT	DEPA OF AND		
AGE NEW EMPLOYEE JOINING PROFORM	A UNDER PROCESS	REJECTED LIST	CONFIRMED LIST	PROFORMAS	IOT MAPPED TO STO	LOGOUT				
DDO Name	V.V. SATYANARAYANA F	RAO NAGALLA			DDO CFMS ID		14362791			
	CHANGE VOLUNTEER MOBILE NUMBER									
	* fields are mandato									
HRMS ID :	4283558 CFMS ID :						14986762			
First Name :	RAMA DEVI	RAMA DEVI					MOTUKURI			
Father Name :	RAMAKRISHNA	MAKRISHNA			Date of Birth: (DD/MM/YYYY)		26/11/1992			
Gender :	Female				Date of Joining :		01/02/2020			
Mobile No. :	9553454536									
							Submit			
		HIST	TORY OF MOBILE NUME	BER CHANGE						
SI. no. CFMS ID	MOE	BILE	STATUS	REMA	RKS	UPDATED O	N			
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.

PAGE	NEW EMPLOYEE JOINING PROFORMA	UNDER PROCESS	REJECTED LIST	CONFIRMED LIST	PROFORMAS NOT MAPPED	TO STO LOGOUT						
	DDO Name	NAGARANI KOMMU		DDO CFMS	5 ID	14307012						
		CHANGE VOLUNTEER BANK ACCOUNT DETAILS										
							* fields are mandatory					
	HRMS ID :	:		CFMS ID :		14599295						
	First Name :	BOORLAPALLI		Surname I (DD/MM/YY	Name: YY)	VENKATESH						
	Father Name :			Date of Bir (DD/MM/YY	rth: Y)	04/07/2000						
	Gender :	Male		Date of Joi	ning :	15/08/2019						
	Telephone No. :	8008609275		PAN No. :	PAN No. :							
	Aadhar No. :	750266873320										
	Bank IFSC Code : *	SBIN0014169		Bank and	Branch :	Bank Name: STATE B Branch Name: B KOT	ANK OF INDIA HAKOTA					
	Bank Account Number : *	35227070834		Attach Cop (Pdf or Imag	oy of Bank Pass Book . e- file size limit 512 kb)	Choose File No f	le 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											
	\Box I hereby certified that the individ	l 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	1					
							Submit					