1.1. Volunteer - Hiring - Telugu

1.1.1. Logon - Google Chrome

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In this video tutorial you will learn about the New Hiring process to onboard the newly recruited employees and provide them with CFMS ID.

1.1.2. Logon - Google Chrome

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	Password									
	Language	EN - English								
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in Eithertende		Forgot Password								
8 Anazi	wathi									
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Step	Action
(1)	The Password field is filled out.

1.1.3. Home - Google Chrome

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Reports Common	Tasks My Tasks B	udget Expenditure	Biometric/IRIS De	evice Configuration	CFMS Hiring Event		~	
Reports					2			
[* - * -								
Common Tasks								
Head of Account Display	Budget Estimates View/Publish Budget							
đ								
My Tasks								
	DDO Finder		Beneficiary Search CFMS	Head of Account Display				

Step	Action
(2)	Click CFMS Hiring Event.

1.1.4. Home - Google Chrome

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diture Biometric/II	RIS Device Configuration	CFMS Hiring Event	Master Data Report	Pay / Pension Bill	Related Process		~
CFMS Hiring Event							
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Step	Action
(3)	Click CFMS Hiring Event.

1.1.5. New Joinee Proforma - Google Chrome

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IS HOME PAGE	HIRING TILE HOME PAGE	LOGOUT										
	DDO Name	RAMADEVI TIRUVAIPATI		DDO CFMS ID					142	63555		
			SELECT THE EN	MPLOYEE TYPE								
	Regul	ar Post/ Sachivalaym Post				Volur	teer Po	st	C)		
4												•



New Hiring requests are now being processed by the concerned S.T.O. Once the S.T.O approves, the CFMS ID will be generated.

1.1.6. New Joinee Proforma - Google Chrome

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S HOME PAGE	HIRING TILE HOME PAGE	LOGOUT									
	DDO Name	RAMADEVI TIRUVAIPATI	DDO CFMS ID					142	63555		
		SELEC	IT THE EMPLOYEE TYPE								
	Regul	ar Post/ Sachivalaym Post			Volur	nteer Pe	ost	C)		
4											•



Please select Volunteer Post by clicking on the button provided.

1.1.7. New Joinee Proforma - Google Chrome

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PAGE HIRING	TILE HOME PAGE	LOGOUT									
DDO Name		RAMADEVI TIRUVAIPATI	DDO CFMS ID						1426	3555	
		SEI	LECT THE EMPLOYEE TYPE								
	Regu	lar Post/ Sachivalaym Post			Volu	nteer	Post		Q		
										4	

Step	Action
(4)	Click .

1.1.8. New Volunteer Joinee Proforma - Google Chrome

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W EMPLOYEE JOINING PROFORMA	UNDER PROCESS	REJECTED LIST		IST PROFORMAS NOT MAPPED TO ST	O LOGOUT	Ċ.				
DDO Name	RAMADEVI TIR	UVAIPATI		DDO CFMS ID	14263555					
VOLU	INTEER EMPLO	YEE PROFO	ORMA ON	REQUEST FOR NEW HRMS	5 ID/ CFM	S ID	•	fields are	e mandat	tory
Title: *	SELECT Ms Mrs Mr Prof Dr		×	irst Name: * as per Service Register of the Employee) Surname Name: * as per Service Register of the Employee)						
Father Name : *				Date of Birth: * DD/MM/YYYY)						
Gender : *	SELECT		•	Date of Joining : * DD/MM/YYYY)						
Marital Status : *	SELECT		•	f Married, Spouse Name :						
DDO Code : *	SELECT		•	Jnit/ Office Name : *	SELECT					•

i

While entering the Date of Joining please ensure that the selected position is vacant from the given date. In case the selected position is not vacant from the date of joining of the employee the request will be rejected.

1.1.9. New Volunteer Joinee Proforma - Google Chrome

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W EMPLOYEE JOINING PROFORMA	UNDER PROCESS REJECT	ED LIST CONFIRMED LIST	PROFORMAS NOT MAPPED TO STO	LOGOUT				
DDO Name	RAMADEVI TIRUVAIPAT	DDC	CFMS ID	14263555				_
VOLU	INTEER EMPLOYEE F	PROFORMA ON RE	QUEST FOR NEW HRMS	ID/ CFM	SID	* fields a	e mand	atory
Title: *	SELECT Ms Mrs Mr Prof Dr	▲ First (as p (as p) (as p)	Name: * r Service Register of the Employee) name Name: * r Service Register of the Employee)					
Father Name : *		Date (DD/I	e of Birth: * MM/YYYY)					
Gender : *	SELECT	v Date (DD/r	e of Joining : * MM/YYYY)					
Marital Status : *	SELECT	• If Ma	arried, Spouse Name :			3		
DDO Code : *	SELECT	• Unit	/ Office Name : *	SELECT				•

Step	Action
(5)	The Date of Joining : * (DD/MM/YYYY) field is cleared.

1.1.10. New Volunteer Joinee Proforma - Google Chrome

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W EMPLOYEE JOINING PROFORMA	UNDER PROCESS	REJECTED LIST	CONFIRMED	LIST PROFORMAS NOT MAPP	ED TO STO	LOGOUT					
DDO Name	RAMADEVI TI	RUVAIPATI		DDO CFMS ID		14263555					
VOLU	INTEER EMPLO	OYEE PROFC	ORMA ON	REQUEST FOR NEW	HRMS I	D/ CFM	s ID		* fields a	re mar	ndatory
Title: *	SELECT Ms Mrs Mr Prof Dr		*	First Name: * (as per Service Register of the Employee Surname Name: * (as per Service Register of the Employee)						
Father Name : *				Date of Birth: * (DD/MM/YYYY)							
Gender : *	SELECT		¥	Date of Joining : * (DD/MM/YYYY)							
Marital Status : *	SELECT		•	If Married, Spouse Name :							
DDO Code : *	SELECT		×	Unit/ Office Name :*		SELECT					¥



After entering all the mandatory fields and clicking on the "Submit" button, the request will be submitted to S.T.O

1.1.11. New Volunteer Joinee Proforma - Google Chrome

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	NEW EMPLOYEE JOINING PROFORMA	UNDER PROCESS F	REJECTED LIST	CONFIRMED	LIST	PROFOR	MAS NO	T MAI	PPED	TO ST	ю	LOG	OUT	
	DDO Name	RAG DEVI TIR	UVAIPATI		DDO 0	CFMS ID						1426	3555	
	Title:*	SELECT Ms Mrs Mr Prof Dr		*	First N (as per Surnal (as per	Vame: * Service Regi me Name: Service Regi	ster of the H • ster of the H	Employ Employ	yee) yee)					
	Title: * Father Name : *	SELECT Ms Mrs Mr Prof Dr		Ĵ	First N (as per Surnal (as per	Name: * Service Regi me Name: Service Regi	ster of the l	Employ Employ	yee) yee)					
	Title: * Father Name : * Gender : *	SELECT Mrs Mr Prof Dr SELECT		×	First N (as per Surnai (as per Date o (DD/M) Date o	lame: * Service Regi me Name: Service Regi of Birth: * MYYYY) of Joining : MYYYY)	ster of the l	Employ	yee) yee)					
	Title: * Father Name : * Gender : * Marital Status : *	SELECT Ms Mrs Prof Dr SELECT		×	First N (as per Surnai (as per Date o (DD/M) Date o (DD/M)	Name: * Service Regi me Name: Service Regi of Birth: * MYYYY) of Joining : MYYYY) ried, Spou:	ster of the l	Employ	yee) yee)					

Step	Action
(6)	Click UNDER PROCESS.

1.1.12. DDO REPORT - Google Chrome

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Smart		Comprehensive Financial Management System										(
оме	PAGE N	IEW EMPLOYEE JOININ	G PROFORMA	UNDER PROCESS	REJECTED LIST	CON	FIRMED LIST	PROFORMAS NOT	MAPPED TO S	TO LOGOUT		
		DDO Name	RAMA	DEVI TIRUVAIPATI			DDO CFMS ID		14263555			
SI. no.	Action	Status	DDO Code	ORG Uni	t Name		Designation	Secretariat Name	Cluster Name	Employee Nam	e Tic	cket
Show	25	• entries		1			1				Search	:h:
no.	Action	Status	DDO Code	ORG Uni	it Name		Designation	Secretariat Name	Name	Employee Nam	e Tic	cket N
	Edit	at DDO	10162202035	GANNEV	AKIPALLI GRAMAPANCH	ATAI	village volunteer	GENNEVARIPALLI-2	C46	JINKA KALYANI		кеq
2	Edit	Pending at DDO	10162202035	GANNEV	ARIPALLI GRAMAPANCH	AYAT	Village Volunteer	GENNEVARIPALLI	C26	TALARI RAVI		Req
3	Edit	Pending at DDO	10162202035	GANNEV	ARIPALLI GRAMAPANCH	AYAT	Village Volunteer	GENNEVARIPALLI-2	C30	VADDE NAGARJ	JNA	Req
4	Edit	Pending at DDO	10162202035	GANNEV	ARIPALLI GRAMAPANCH	AYAT	Village Volunteer	GENNEVARIPALLI-3	C12	VALLEPU SHILP	¥	Req
howin	ng 1 to 4 of 4	4 entries				Previous	s 1 Next					



In "UNDER PROCESS" tab the details of the employees whose requests are in process are available.

1.1.13. DDO REPORT - Google Chrome

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							FIN	ANCE DEPA	RTMEN
OFORMA L	UNDER PROCESS	REJECTED LIST	CONFIRMED LIST F	ROFORMASNOT	IAPPED TO ST	O LOGOUT			
RAMADE	VI TIRUVAIPATI	6	DDO CFMS ID		14263555				
DO Code	ORG Uni	t Name	Designation	Secretariat Name	Cluster Name	Si Employee Name	earch: Ticket No./ Request No.	Aadhar No.	Mobile No.
0162202035	GANNEVA	ARIPALLI GRAMAPANCHA	AYAT Village Volunteer	GENNEVARIPALLI-2	C46	JINKA KALYANI	Request No. 8400	768124027829	
0162202035	GANNEV	ARIPALLI GRAMAPANCHA	VIIIage Volunteer	GENNEVARIPALLI	C26	TALARI RAVI	Request No. 8400	797210646617	
0162202035	GANNEVA	ARIPALLI GRAMAPANCHA	Village Volunteer	GENNEVARIPALLI-2	C30	VADDE NAGARJUNA	Request No. 8400	908147340315	•

Step	Action
(7)	Click REJECTED LIST.

1.1.14. DDO REPORT - Google Chrome

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HOME PAGE	NEW EMPLOYEE JOININ	G PROFORMA UNDE	R PROCESS REJECTED	LIST CONFIRMED LIST	PROFORMAS NOT	MAPPED TO	TO LO	GOUT	
	DDO Name	RAMADEVI TIR	UVAIPATI	DDO CFMS IE	0	14263555			
				No data found					



In "REJECTED LIST" tab you can find the details of the employees whose details are rejected and also the reason for rejection.

1.1.15. DDO REPORT - Google Chrome

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HOME PAGE	NEW EMPLOYEE JOININ	IG PROFORMA	UNDER PROCESS	REJECTED LIST	CONFIRMED LIST	PROFORMAS NOT	MAPPED	TO S	ю	LOGO	оит		
	DDO Name	RAMAD	DEVI TIRUVAIPATI			0	142635	55					
					No data found								
4													

Step	Action
(8)	Click CONFIRMED LIST.

1.1.16. DDO REPORT - Google Chrome

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	DDO Name		RAMADEVI TIRUVAI	PATI		DDO CFMS ID		1426	3555				
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tion	DDO Code	ORG Unit Name	Designation	Secretariat Name	Cluster Name	Employee Na	me		Ticket No No.	J Request	HRMS ID (7-Digi	CFM	IS II
tion Edit	DDO Code 10162202035	ORG Unit Name	Designation Village Volunteer	Secretariat Name	Cluster Name C25	Employee Na	me UPRASAD REDDY		Ticket No No. Request	./ Request : No. 197990	HRMS ID (7-Digi	CFM (8-Dig	IS II pit) i87(
ion Edit Edit	DDO Code 10162202035 10162202035	ORG Unit Name	Designation Village Volunteer Village Volunteer	Secretariat Name GENNEVARIPALLI GENNEVARIPALLI-2	Cluster Name C25 C41	Employee Na UMMADI GUR	me UPRASAD REDDY LA		Ticket No No. Request Request	./ Request : No. 197990 : No. 197985	HRMS ID (7-Digi	CFM (8-Dig 1496	IS II pit) 587(i87(
tion Edit Edit Edit	DDO Code 10162202035 10162202035 10162202035 10162202035	ORG Unit Name	Designation Village Volunteer Village Volunteer Village Volunteer	Secretariat Name GENNEVARIPALLI GENNEVARIPALLI-2	Cluster Name C25 C41 -	Employee Na UMMADI GUR LINGAM SARA KOTU HEMAV	me UUPRASAD REDDY LA ATHI		Ticket No No. Request Request	J Request No. 197990 No. 197985 No. 197983	HRMS ID (7-Digi	CFM (8-Dig 1496 1496	15 II pit) 587(587(
ion Edit Edit Edit Edit	DDO Code 10162202035 10162202035 10162202035 10162202035	ORG Unit Name - -	Designation Village Volunteer Village Volunteer Village Volunteer Village Volunteer	Secretariat Name GENNEVARIPALLI GENNEVARIPALLI-2 GENNEVARIPALLI-2	Cluster Name C25 C41 - C45	Employee Na UMMADI GUR LINGAM SARA KOTU HEMAV PENUKONDA	IIIO UPRASAD REDDY LA ATHI VIJAYARAMARAJU		Ticket No No. Request Request Request	J Request No. 197990 No. 197985 No. 197983 No. 197978	HRMS ID (7-Digit -	CFM (8-Dig 1496 1496 1496	15 II pit) 587(587(574)
ion Edit Edit Edit Edit Edit	DDO Code 10162202035 10162202035 10162202035 10162202035 10162202035	ORG Unit Name	Designation Village Volunteer Village Volunteer Village Volunteer Village Volunteer Village Volunteer	Secretariat Name GENNEVARIPALLI GENNEVARIPALLI-2 GENNEVARIPALLI-2 GENNEVARIPALLI-2	Ctuster Name C25 C41 - C45 C42	Employee Na UMMADI GUF LINGAM SARA KOTU HEMAV PENUKONDA DUDEKULA H	INFO UUPRASAD REDDY LA ATHI UUJAYARAMARAJU UJAYARAMARAJU AASEENA BEE		Ticket No No. Request Request Request Request	/ Request No. 197990 No. 197985 No. 197983 No. 197978	HRMS ID (7-Digit - - - - -	CFM (8-Dig 1496 1496 1496 1496 1496	15 9il) 587(587(574) 587(574)
tion Edit Edit Edit Edit Edit Edit	DDO Code 10162202035 10162202035 10162202035 10162202035 10162202035 10162202035	ORG Unit Name - - - - - - - - - - - - - - - - - -	Designation Village Volunteer Village Volunteer	Secretariat Name GENNEVARIPALLI GENNEVARIPALLI	Cluster Name C25 C41 - C45 C45 C42 C42	Employee Na UMMADI GUR LINGAM SARA KOTU HEMAV PENUKONDA PENUKONDA DUDEKULA H CHAPPIDI KAS	IND UUPRASAD REDDY UUPRASAD REDDY UUPRASAD REDDY UUPARAMARAJU UUPARAMARAJU UUPARAMARAJU UIPARAMARAJU UIPARAMARAJA ANAFA		Ticket No. Request Request Request Request Request	J Request No. 197990 No. 197985 No. 197983 No. 197978 No. 197977	HRMS 17-Digit - - - - - - - - - - - -	CFM (8-Dis 1496 1496 1496 1496 1496 1495	15 II 9it) 5870 5745 5871 5871



In "CONFIRMED LIST" tab, details of all the employees whose requests are approved along with CFMS IDs are available

1.1.17. DDO REPORT - Google Chrome

GE NI		JOINING PROF	ORMA UNDER PR	OCESS REJECTED L	IST CON	FIRMED LIST PROFORMAS NOT	MAPPED TO STO LOGO	UT			
	DDO Name		RAMADEVI TIRUVA	IPATI		DDO CFMS ID	14263555				
	с	onfirmed Vol	unteer Proforma D	etails. Click on 🖽 bu	itton agair	nst Volunteer to update Bank Ad	count Details				
5	• entrie:	s						Search:			
tion	DDO Code	ORG Unit Name	Designation	Secretariat Name	Cluster Name	Employee Name	Ticket No./ Request No.	HRMS ID (7-Digit)	CFMS II (8-Digit)		
Edit	10162202035		Village Volunteer	GENNEVARIPALLI	C25	UMMADI GURUPRASAD REDDY	Request No. 197990	-	1496870		
Edit	10162202035		Village Volunteer	GENNEVARIPALLI-2	C41	LINGAM SARALA	Request No. 197985		149687		
Edit	10162202035	-	Village Volunteer	-	•	KOTU HEMAVATHI	Request No. 197983	•	149674		
Edit	10162202035		Village Volunteer	GENNEVARIPALLI-2	C45	PENUKONDA VIJAYARAMARAJU	Request No. 197978		149687		
Edit	10162202035	-	Village Volunteer	GENNEVARIPALLI-2	C42	DUDEKULA HASEENA BEE	Request No. 197977	-	1496742		
the second s	10162202035		Village Volunteer	GENNEVARIPALLI-2	C44	CHAPPIDI KASIREDDY	Request No. 193909	-	149564		
Edit											

Step	Action					
(9)	Click Edit					

1.1.18. DDO REPORT - Google Chrome

GE N	EW EMPLOYEE	IOINING PROF	ORMA UNDER PR	OCESS REJECTED I	IST CON	FIRMED LIST PROFORMAS NOT	T MAPPED TO STO LOGO	UT		
	DDO Name	a dan sa	RAMADEVI TIRUVAI	IPATI		DDO CFMS ID	14263555			
Confirmed Volunteer Proforma Details. Click on Confirmed Volunteer to update Bank Account Details									Search:	
tion	DDO Code	ORG Unit Name	Designation	Secretariat Name	Cluster Name	Employee Name	Ticket No./ Request No.	HRMS ID (7-Digit)	CFMS I (8-Digit)	
Edit	10162202035		Village Volunteer	GENNEVARIPALLI	C25	UMMADI GURUPRASAD REDDY	Request No. 197990	-	149687	
Edit	10162202035	•	Village Volunteer	GENNEVARIPALLI-2	C41	LINGAM SARALA	Request No. 197985	•	149687	
Edit	10162202035	-	Village Volunteer	2	-	KOTU HEMAVATHI	Request No. 197983	-	149674	
Edit		-	Village Volunteer	GENNEVARIPALLI-2	C45	PENUKONDA VIJAYARAMARAJU	Request No. 197978	•	149687	
Edit	10162202035									
Edit	10162202035	-	Village Volunteer	GENNEVARIPALLI-2	C42	DUDEKULA HASEENA BEE	Request No. 197977	-	149674	
Edit Edit Edit	10162202035 10162202035 10162202035	•	Village Volunteer Village Volunteer	GENNEVARIPALLI-2	C42 C44	DUDEKULA HASEENA BEE CHAPPIDI KASIREDDY	Request No. 197977 Request No. 193909	•	149674 149564	



For employees in the confirmed list the bank details can be edited by providing the bank passbook of the new account of the employee as shown in the next screen

1.1.19. New Volunteer Joinee Proforma - Google Chrome

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EMPLOYEE JOINING PROFORMA	UNDER PROCESS REJ	ECTED LIST CONFIRMED LIST	PROFORMAS NOT MAPPED TO STO	LOGOUT				
DO Name	RAMADEVI TIRUVAIPATI	DDO CFN	142 AS ID	63555				
		CHANGE VOLUNTEER BANK A	CCOUNT DETAILS					
				* fields are mandatory				
IRMS ID :		CFMS ID	: 149	68709				
irst Name :	UMMADI	Surname (DD/MM/Y	Name: GUF	GURUPRASAD REDDY				
ather Name :		Date of E (DD/MM/Y	Sirth: 02/0	02/06/1988				
iender :	Male		pining: 01/*	01/12/2019				
elephone No. :	ione No. : 9885349657		:					
adhar No. :	748483867005	Click To I	Click To Download Existing Bank Pass Book Copy					
lank IFSC Code : *	k IFSC Code : * BARBOTADPAT		l Branch : Ban Branch	k Name: BANK OF BARODA nch Name: TADPATRI				
nk Account Number : * 51740100008473			opy of Bank Pass Book : * age - file size limit 512 kb)	Choose File No file chosen				



Bank passbook copy attachment is mandatory for changing the bank account