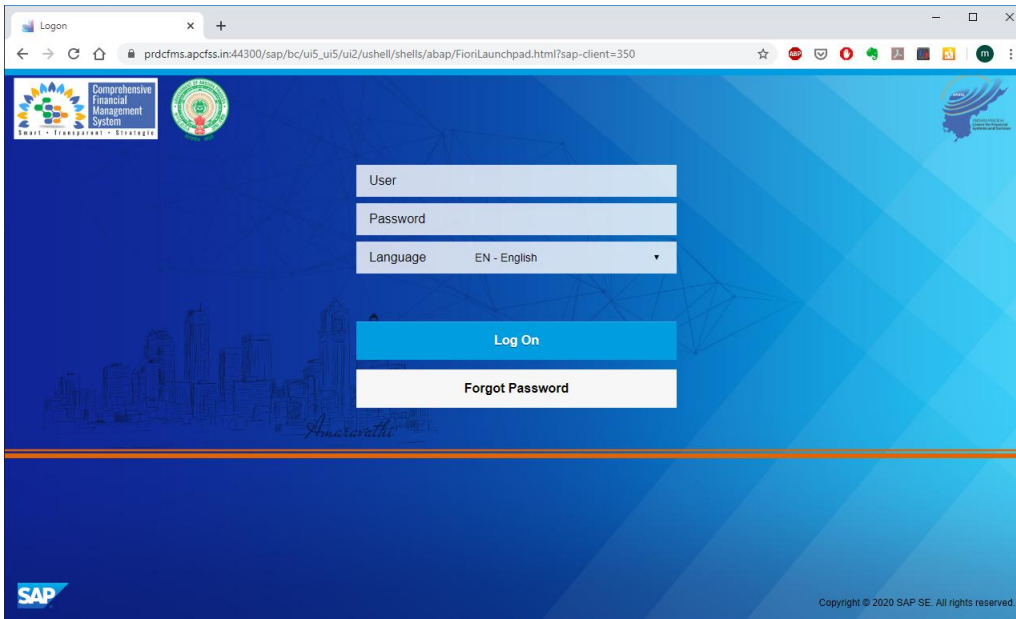



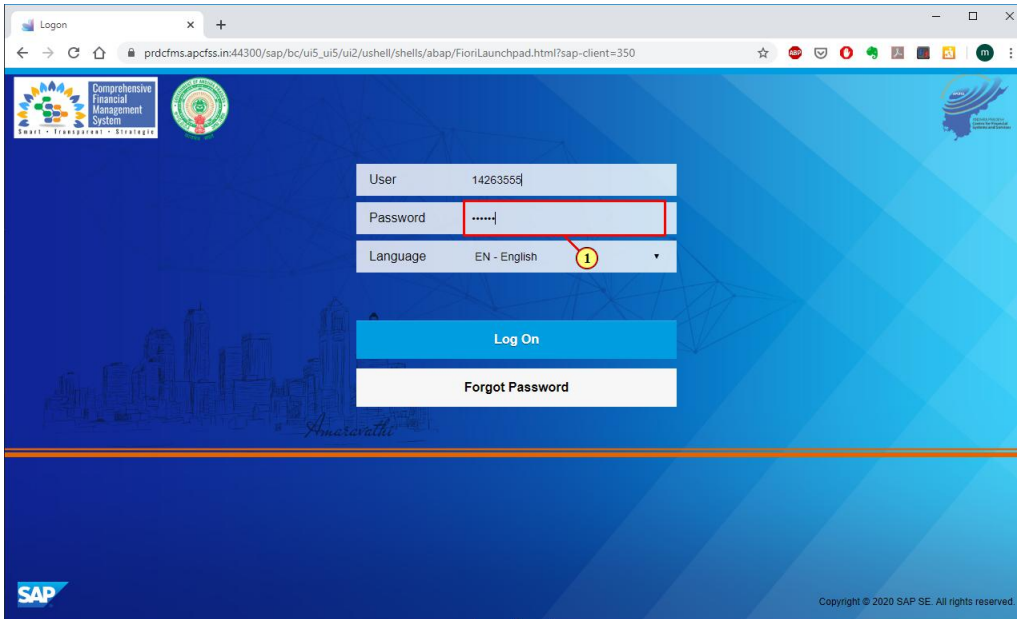
1.1. Volunteer - Hiring - Telugu

1.1.1. Logon - Google Chrome



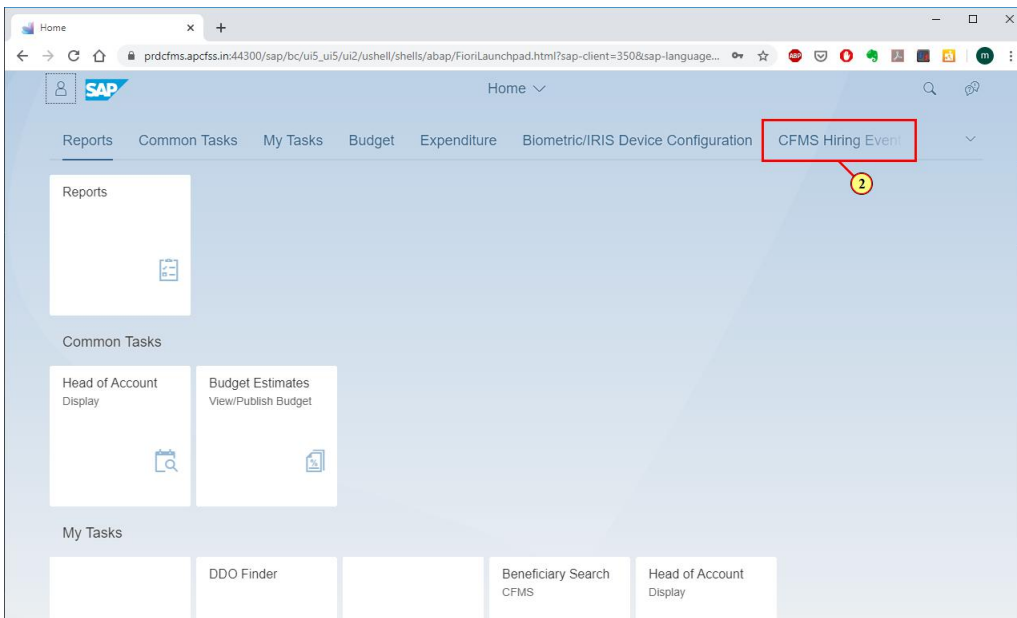
 In this video tutorial you will learn about the New Hiring process to onboard the newly recruited employees and provide them with CFMS ID.

1.1.2. Logon - Google Chrome



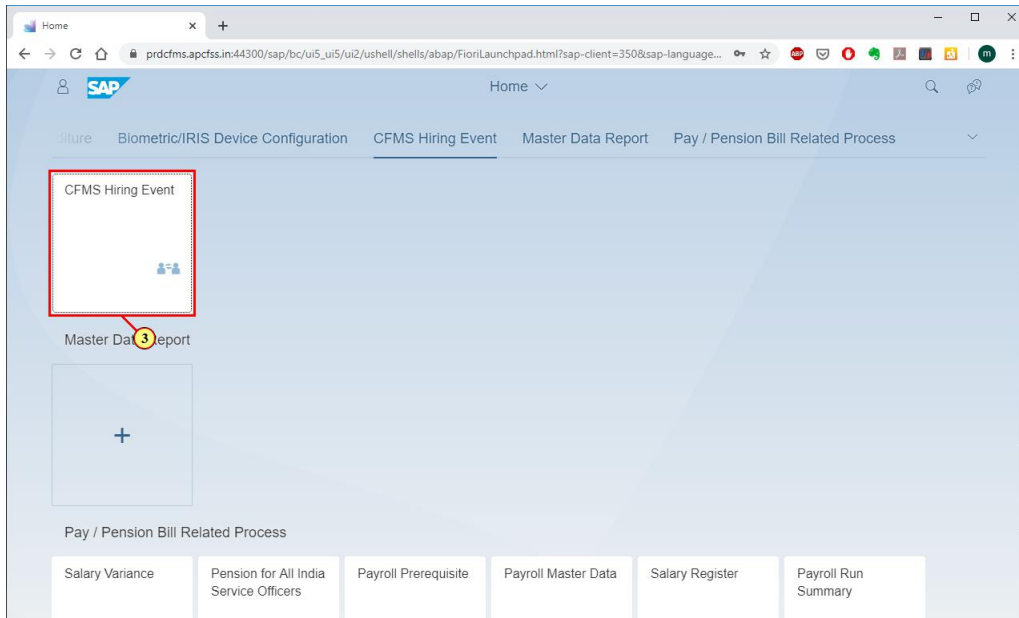
Step	Action
(1)	The Password field is filled out.

1.1.3. Home - Google Chrome



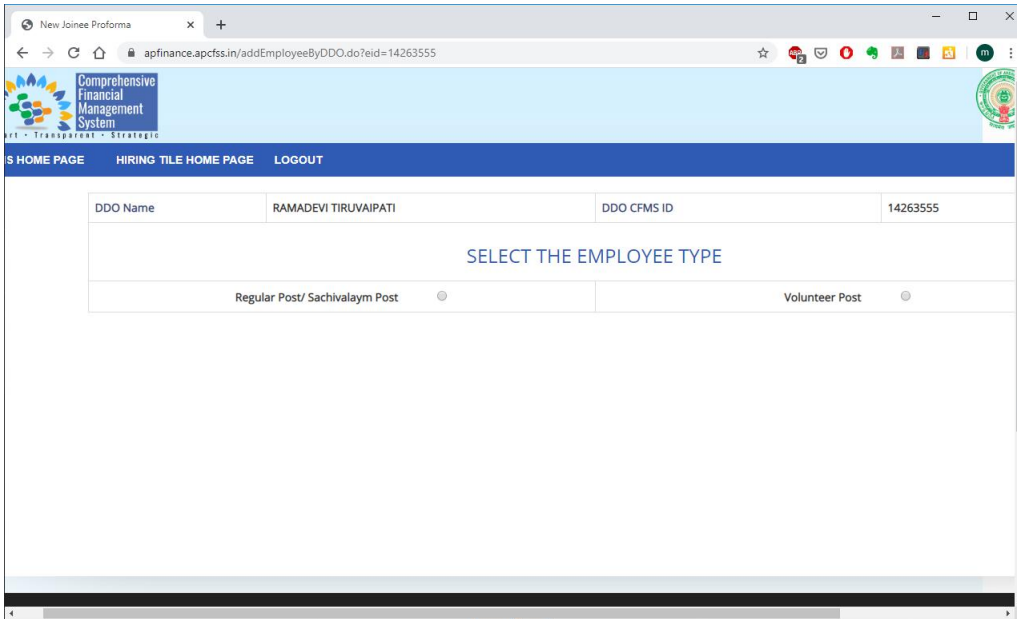
Step	Action
(2)	Click CFMS Hiring Event .


1.1.4. Home - Google Chrome



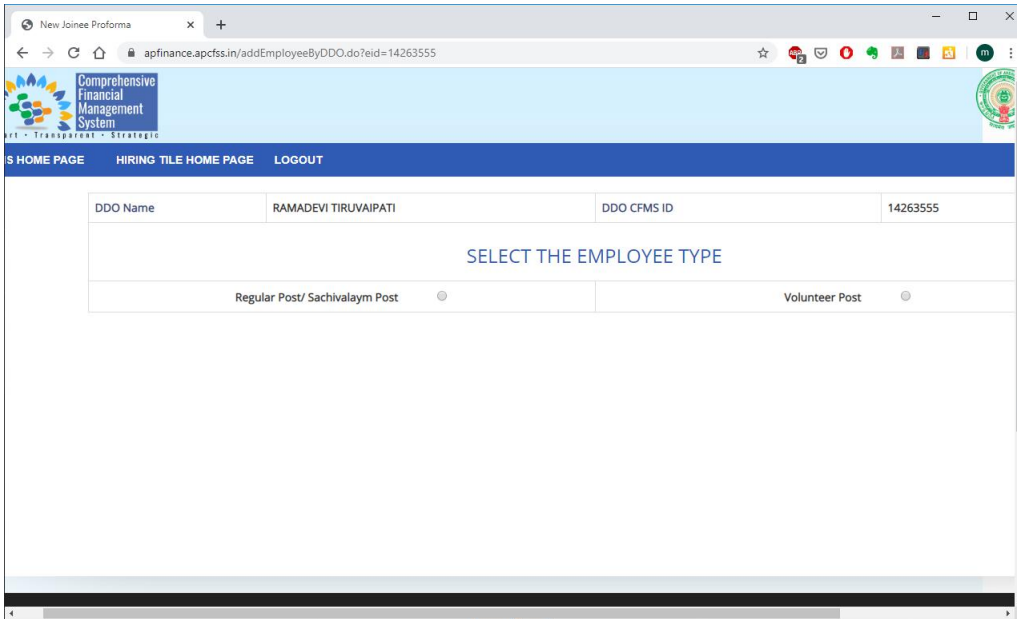
Step	Action
(3)	Click CFMS Hiring Event .


1.1.5. New Joinee Proforma - Google Chrome



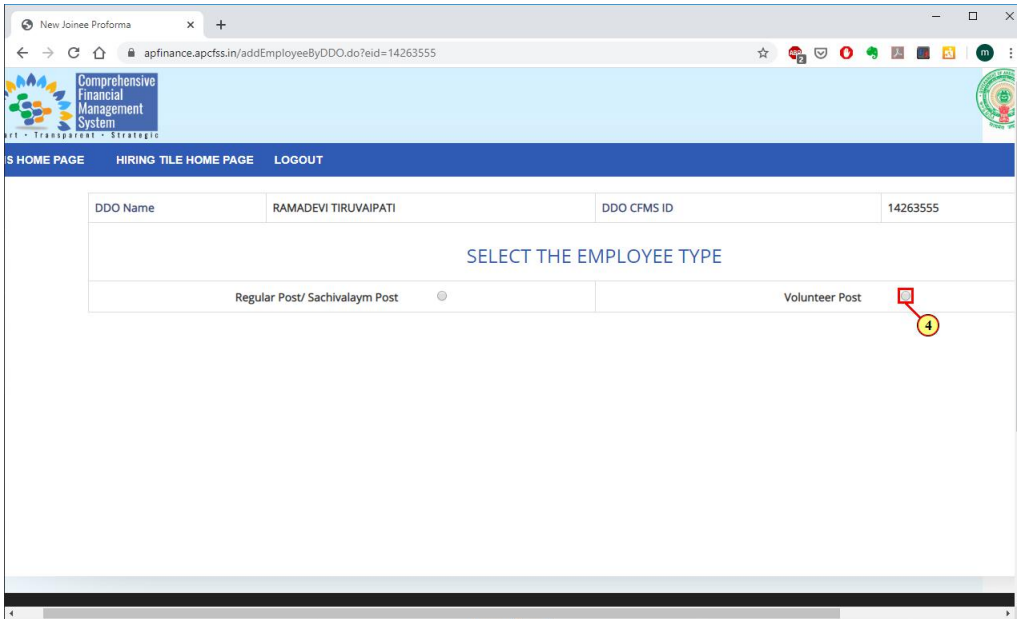
 New Hiring requests are now being processed by the concerned S.T.O. Once the S.T.O approves, the CFMS ID will be generated.


1.1.6. New Joinee Proforma - Google Chrome



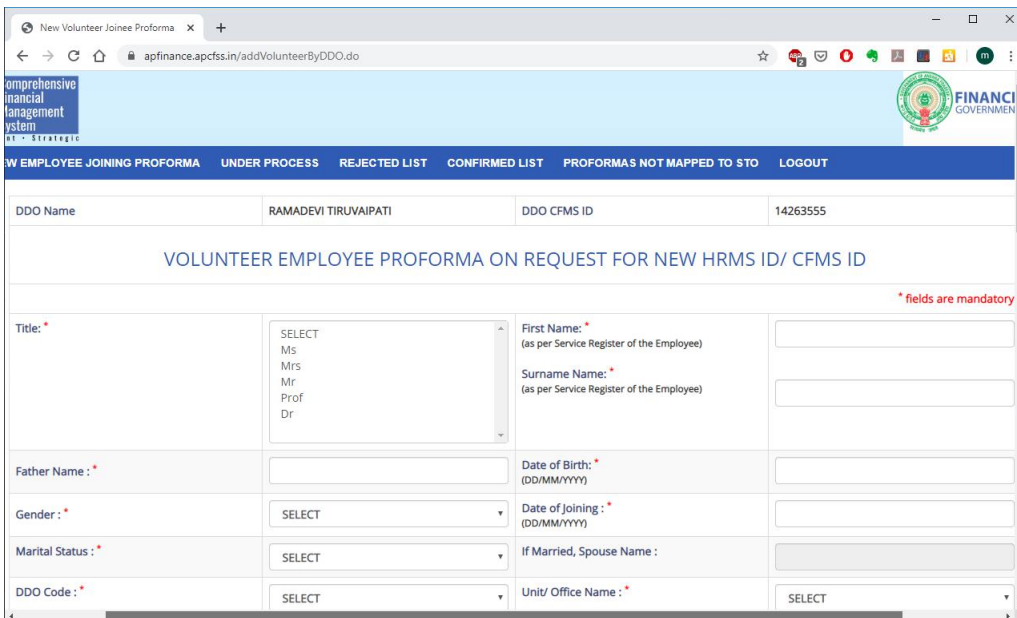
	Please select Volunteer Post by clicking on the button provided.
---	--


1.1.7. New Joinee Proforma - Google Chrome



Step	Action
(4)	Click  .

1.1.8. New Volunteer Joinee Proforma - Google Chrome




	<p>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.</p>
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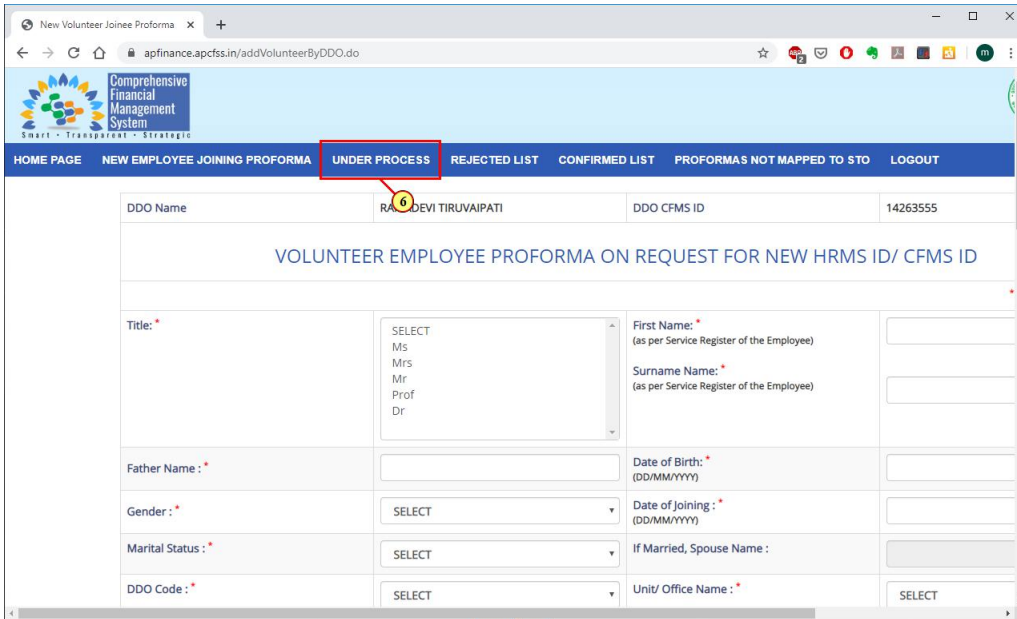
1.1.9. New Volunteer Joinee Proforma - Google Chrome

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

1.1.10. New Volunteer Joinee Proforma - Google Chrome

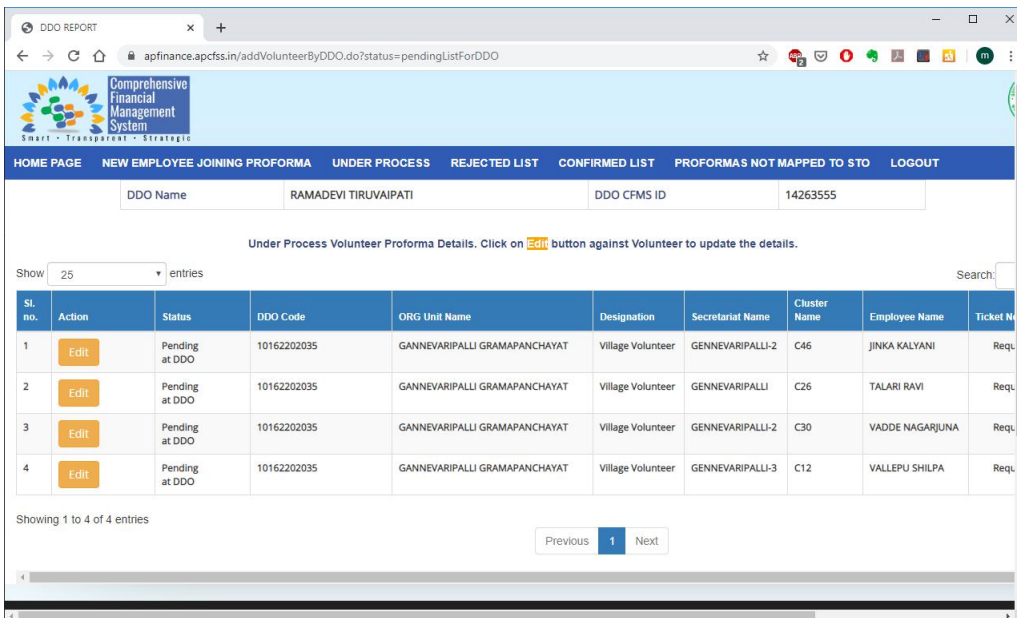
 After entering all the mandatory fields and clicking on the "Submit" button, the request will be submitted to S.T.O


1.1.11. New Volunteer Joinee Proforma - Google Chrome



Step	Action
(6)	Click UNDER PROCESS .

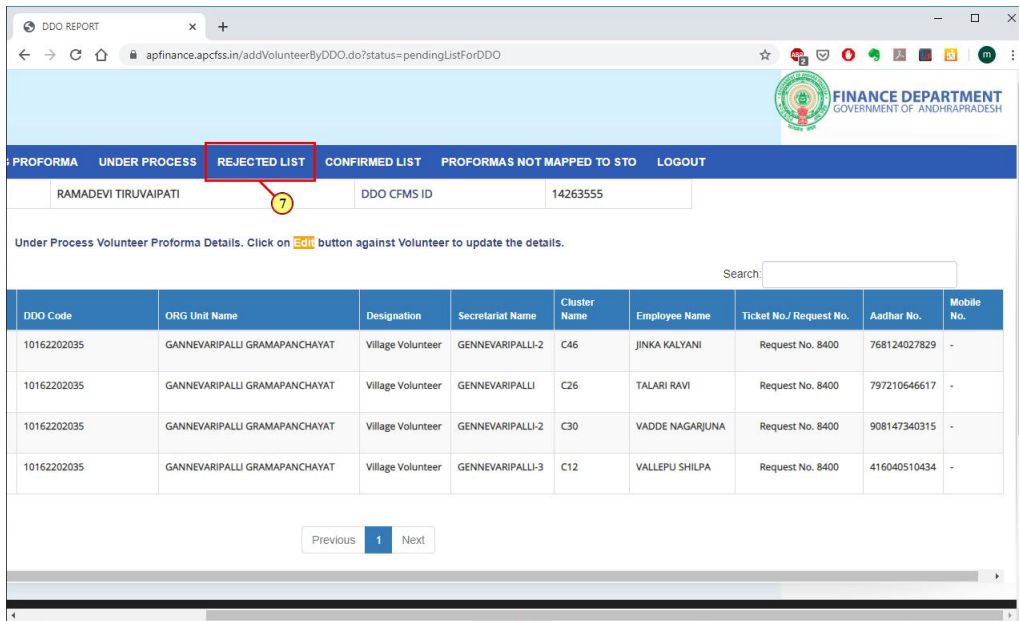
1.1.12. DDO REPORT - Google Chrome





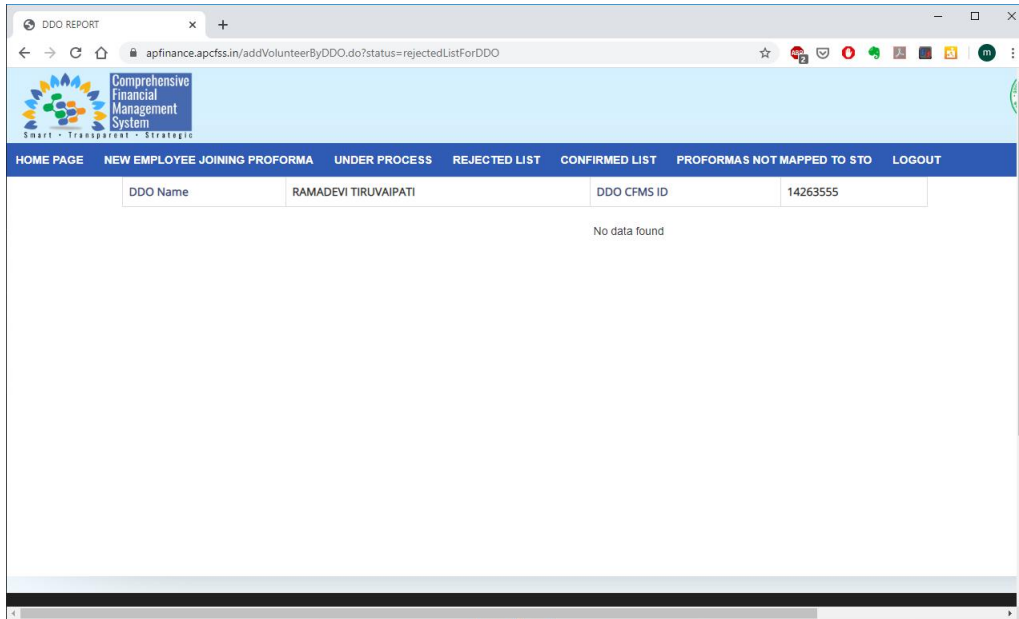
In "UNDER PROCESS" tab the details of the employees whose requests are in process are available.

1.1.13. DDO REPORT - Google Chrome



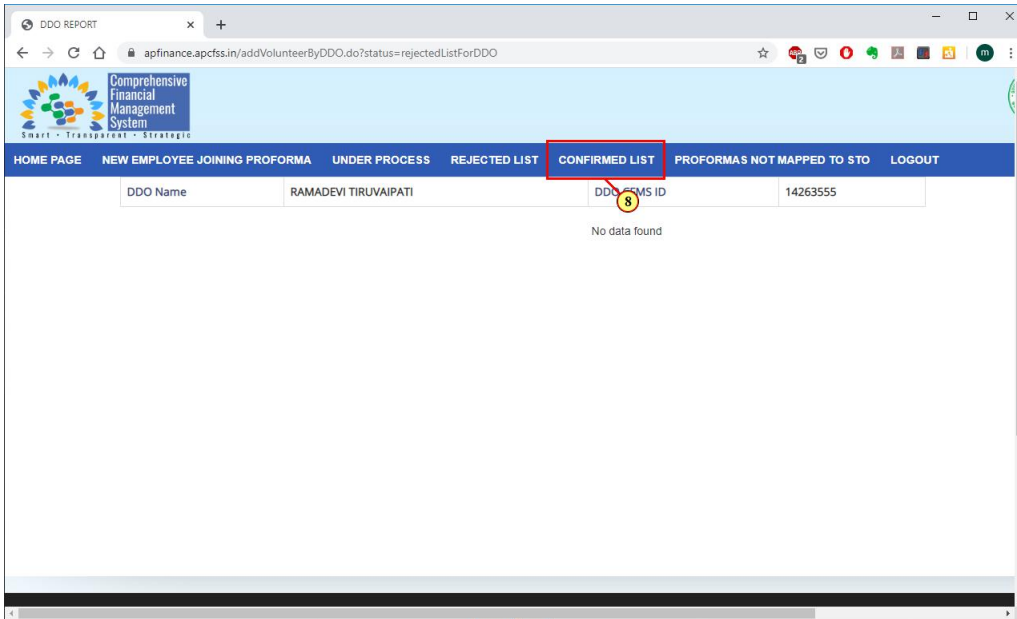
Step	Action
(7)	Click REJECTED LIST .

1.1.14. DDO REPORT - Google Chrome



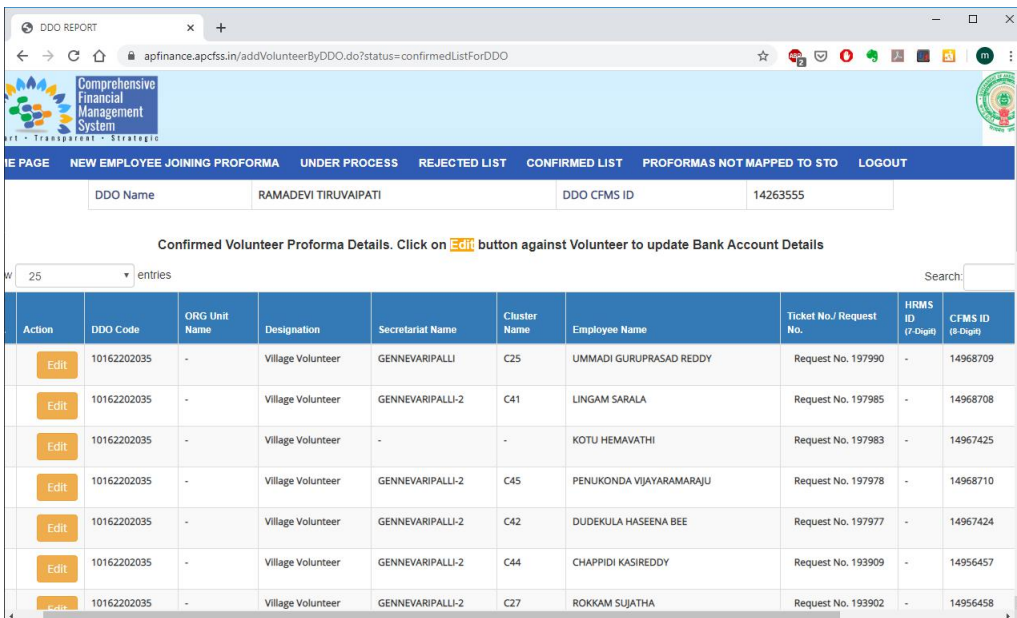
In "REJECTED LIST" tab you can find the details of the employees whose details are rejected and also the reason for rejection.


1.1.15. DDO REPORT - Google Chrome



Step	Action
(8)	Click CONFIRMED LIST .

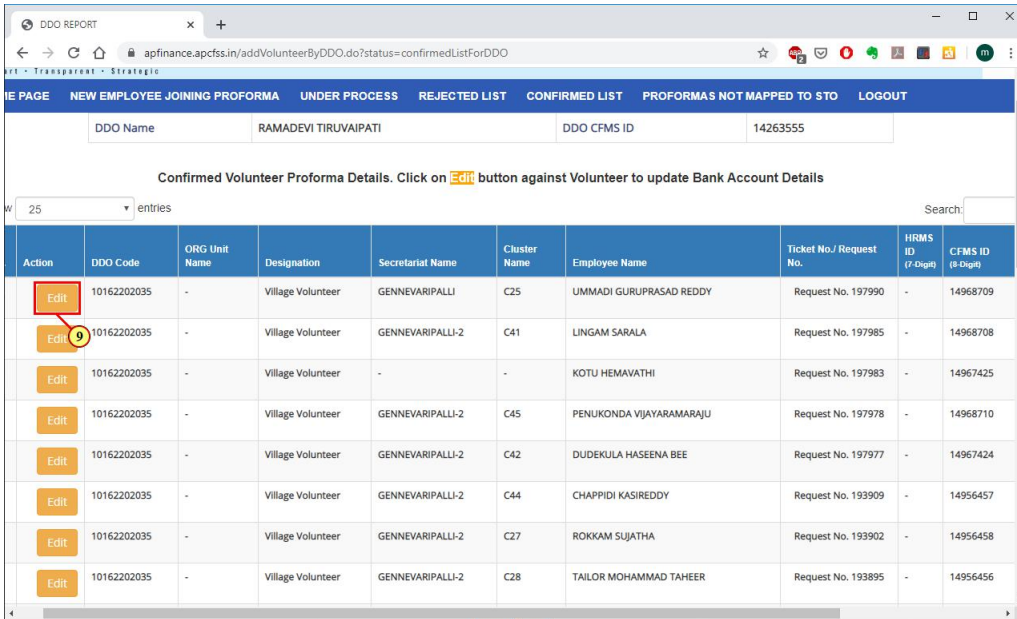
1.1.16. DDO REPORT - Google Chrome






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



Action	DDO Code	ORG Unit Name	Designation	Secretarial Name	Cluster Name	Employee Name	Ticket No./ Request No.	HRMS ID (7-Digit)	CFMS ID (8-Digit)
Edit	10162202035	-	Village Volunteer	GENNEVARIPALLI	C25	UMMADI GURUPRASAD REDDY	Request No. 197990	-	14968709
Edit	10162202035	-	Village Volunteer	GENNEVARIPALLI-2	C41	LINGAM SARALA	Request No. 197985	-	14968708
Edit	10162202035	-	Village Volunteer	-	-	KOTU HEMAVATHI	Request No. 197983	-	14967425
Edit	10162202035	-	Village Volunteer	GENNEVARIPALLI-2	C45	PENUKONDA VIJAYARAMARAJU	Request No. 197978	-	14968710
Edit	10162202035	-	Village Volunteer	GENNEVARIPALLI-2	C42	DUDEKULA HASEENA BEE	Request No. 197977	-	14967424
Edit	10162202035	-	Village Volunteer	GENNEVARIPALLI-2	C44	CHAPPIDI KASIREDDY	Request No. 193909	-	14956457
Edit	10162202035	-	Village Volunteer	GENNEVARIPALLI-2	C27	ROKKAM SUJATHA	Request No. 193902	-	14956458
Edit	10162202035	-	Village Volunteer	GENNEVARIPALLI-2	C28	TAILOR MOHAMMAD TAHEER	Request No. 193895	-	14956456

Step	Action
(9)	Click 


1.1.18. DDO REPORT - Google Chrome

DDO Name: RAMADEVI TIRUVAIPATI DDO CFMS ID: 14263555

Confirmed Volunteer Proforma Details. Click on **Edit** button against Volunteer to update Bank Account Details

25 entries Search:

Action	DDO Code	ORG Unit Name	Designation	Secretariat Name	Cluster Name	Employee Name	Ticket No./Request No.	HRMS ID (7-Digit)	CFMS ID (8 Digit)
Edit	10162202035	-	Village Volunteer	GENNEVARIPALLI	C25	UMMADI GURUPRASAD REDDY	Request No. 197990	-	14968709
Edit	10162202035	-	Village Volunteer	GENNEVARIPALLI-2	C41	LINGAM SARALA	Request No. 197985	-	14968708
Edit	10162202035	-	Village Volunteer	-	-	KOTU HEMAVATHI	Request No. 197983	-	14967425
Edit	10162202035	-	Village Volunteer	GENNEVARIPALLI-2	C45	PENUKONDA VIJAYARAMARAJU	Request No. 197978	-	14968710
Edit	10162202035	-	Village Volunteer	GENNEVARIPALLI-2	C42	DUDEKULA HASEENA BEE	Request No. 197977	-	14967424
Edit	10162202035	-	Village Volunteer	GENNEVARIPALLI-2	C44	CHAPPIDI KASIREDDY	Request No. 193909	-	14956457
Edit	10162202035	-	Village Volunteer	GENNEVARIPALLI-2	C27	ROKKAM SUJATHA	Request No. 193902	-	14956458
Edit	10162202035	-	Village Volunteer	GENNEVARIPALLI-2	C28	TAILOR MOHAMMAD TAHEER	Request No. 193895	-	14956456

 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

apfinance.apcfss.in/addVolunteerByDDO.do

comprehensive financial management system

FINANCE DEPARTMENT GOVERNMENT OF AP

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

DDO Name: RAMADEVI TIRUVAIPATI DDO CFMS ID: 14263555

CHANGE VOLUNTEER BANK ACCOUNT DETAILS

* fields are mandatory

CFMS ID: 14968709

First Name: UMMADI Surname Name: (DD/MM/YYYY): GURUPRASAD REDDY

Father Name: Date of Birth: (DD/MM/YYYY): 02/06/1988

Gender: Male Date of joining: 01/12/2019


Telephone No.: 9885349657 PAN No.:

Aadhar No.: 748483867005 [Click To Download Existing Bank Pass Book Copy](#)

Bank IFSC Code: * BARB0TADPAT Bank and Branch: Bank Name: BANK OF BARODA Branch Name: TADPATRI

Bank Account Number: * 51740100008473 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

 Bank passbook copy attachment is mandatory for changing the bank account