



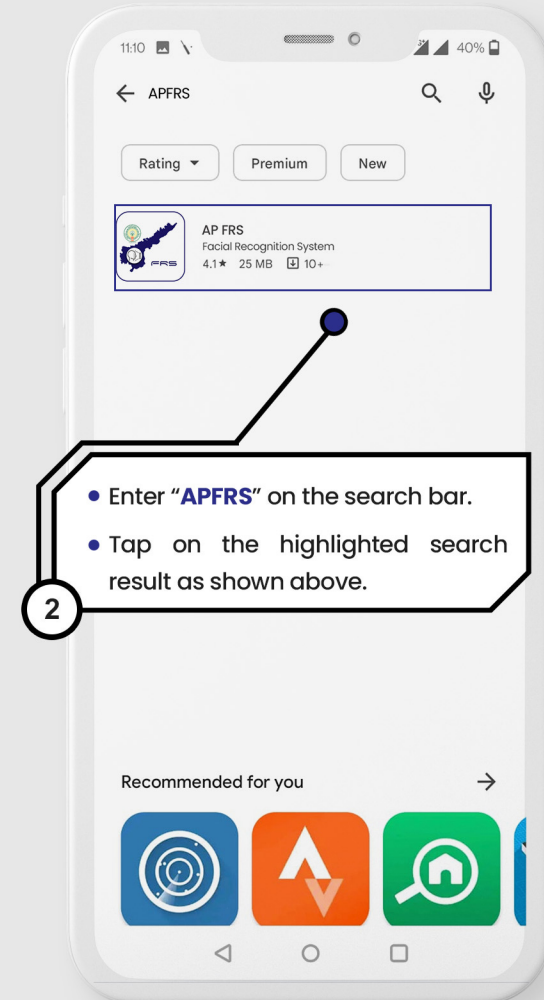
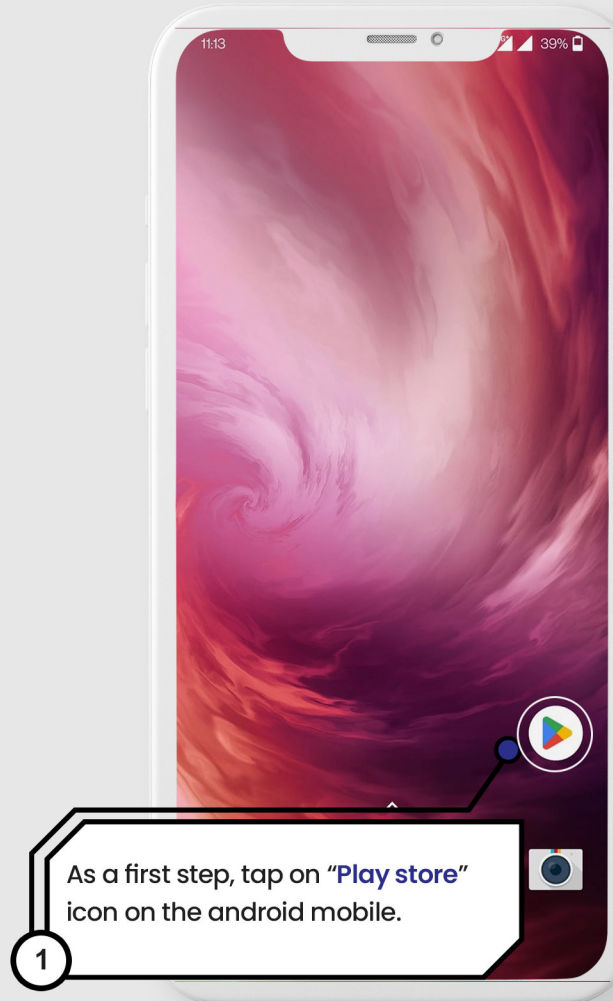
AP FRS-Android APP Installation Process



App Installation Process

android users

This section describes the steps to be followed for AP FRS app installation on android mobiles.



Link for the downloading the andriod app:

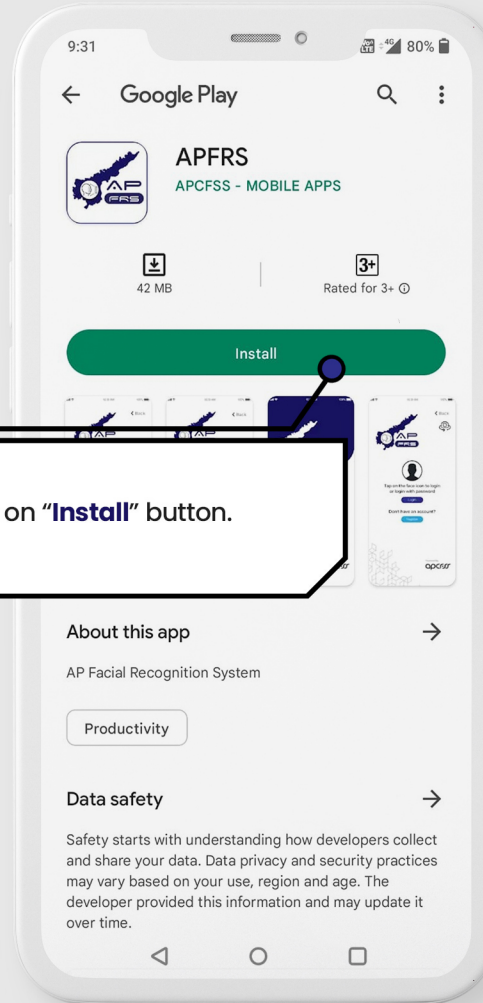
<https://play.google.com/store/apps/details?id=in.apcfss.apfrs>

App Installation Process

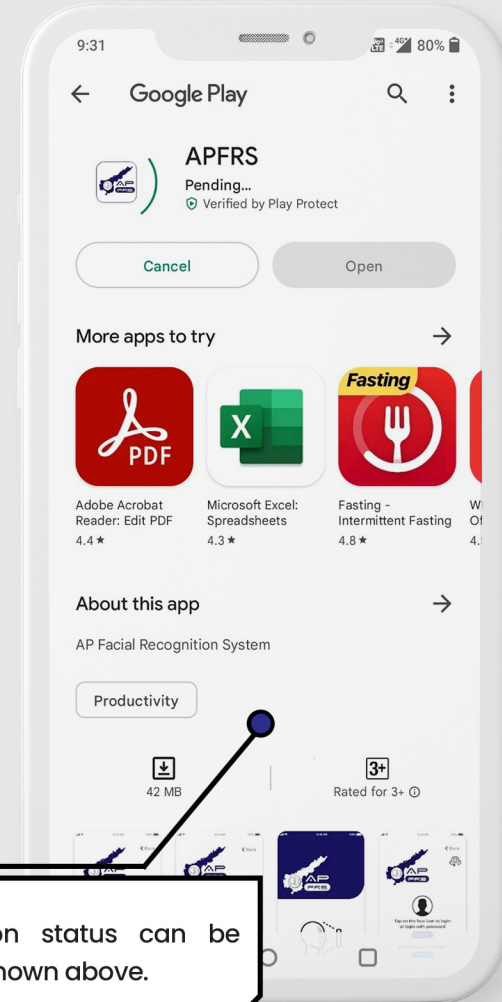


Android users

This section describes the steps to be followed for AP FRS app installation on android mobiles.



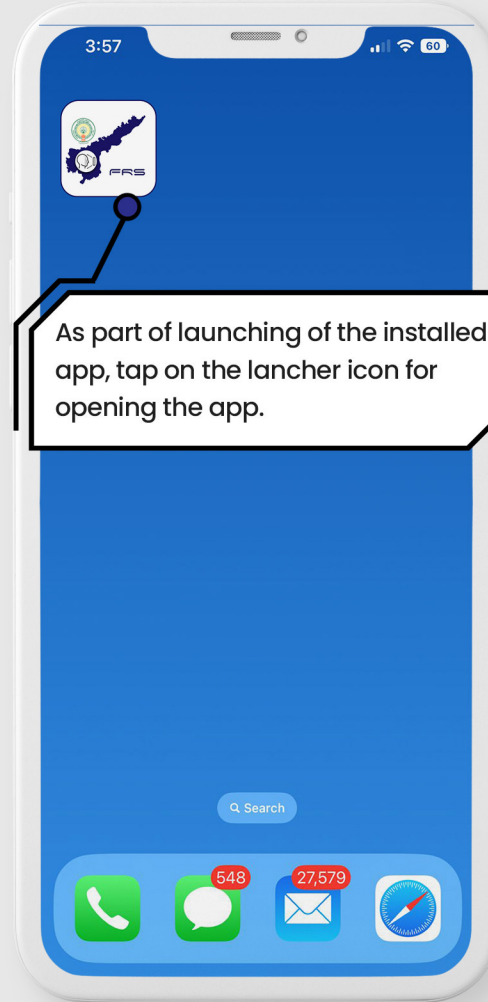
3 Tap on "Install" button.



4 App installation status can be viewed in the shown above.



Launching of AP FRS app on the mobile





Technical Support Numbers for AP FRS

<https://apfrs.apcfss.in/frs-help-videos/>

Email for any queries

policy-unit@ap.gov.in

pmu.attendance@ap.gov.in



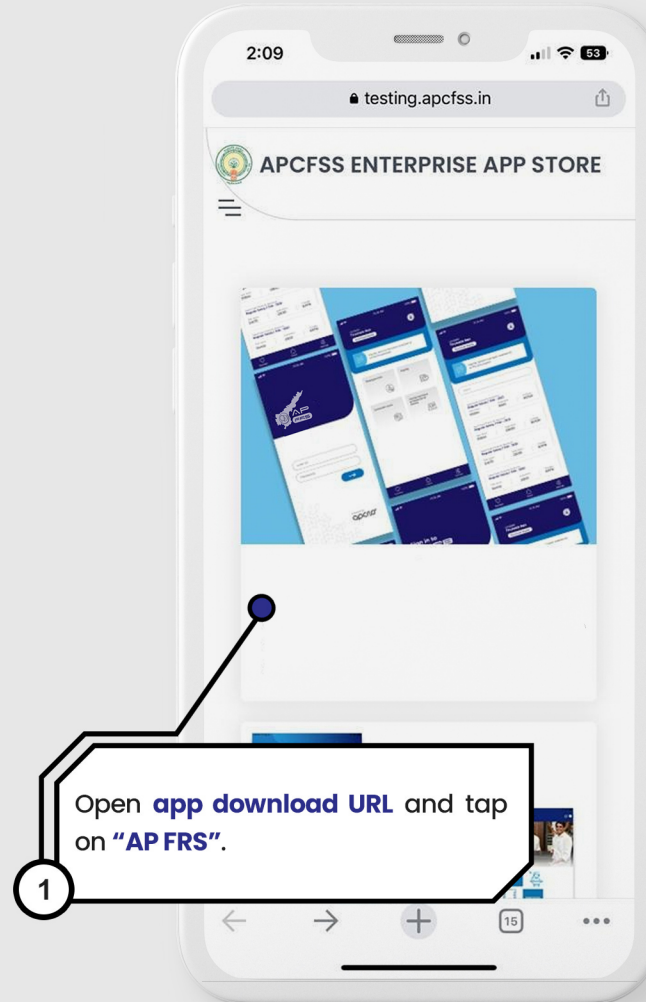
AP FRS-IOS APP Installation Process



App Installation Process

IOS/ iPhone users

This section describes the steps to be followed for AP FRS app installation on IOS/Apple mobiles.



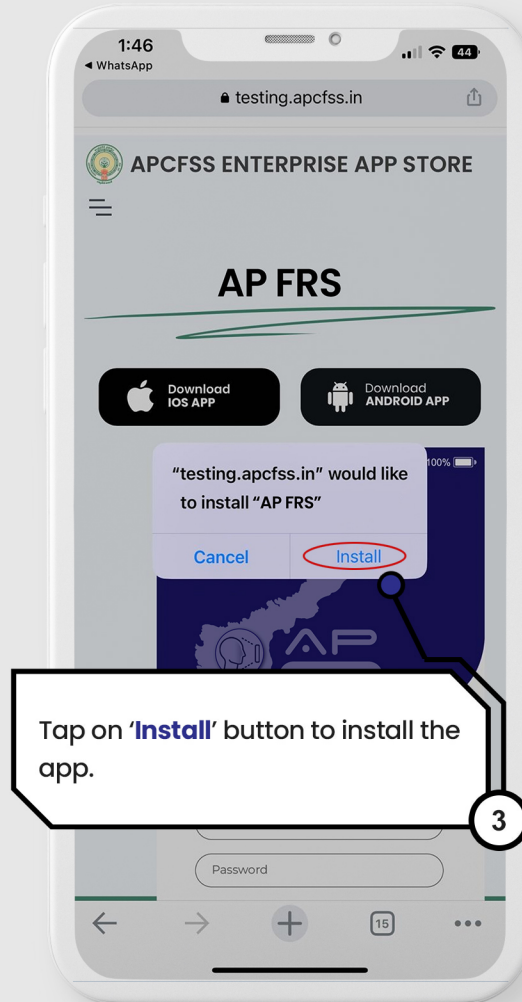
Link for the downloading the IOS app:

<https://appstore.herb.apcfss.in/apfrs.html>

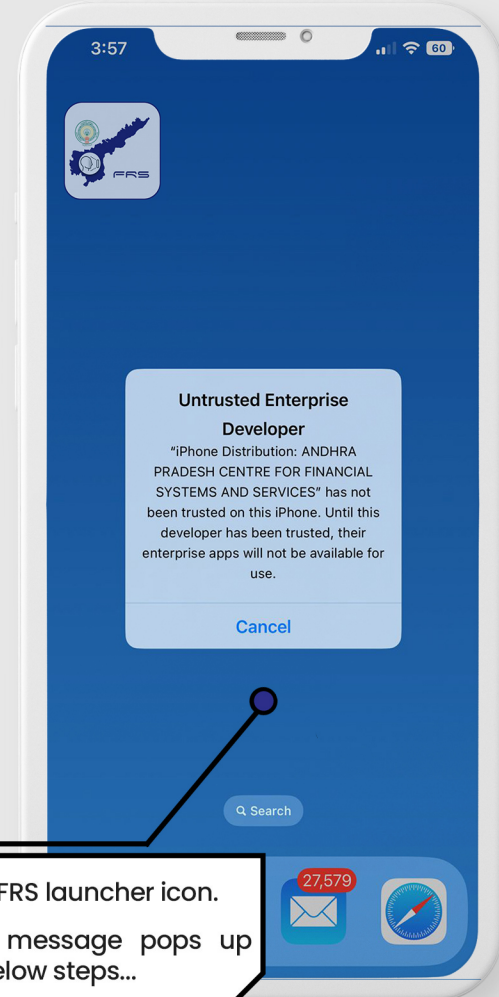
App Installation Process



IOS/ iPhone users

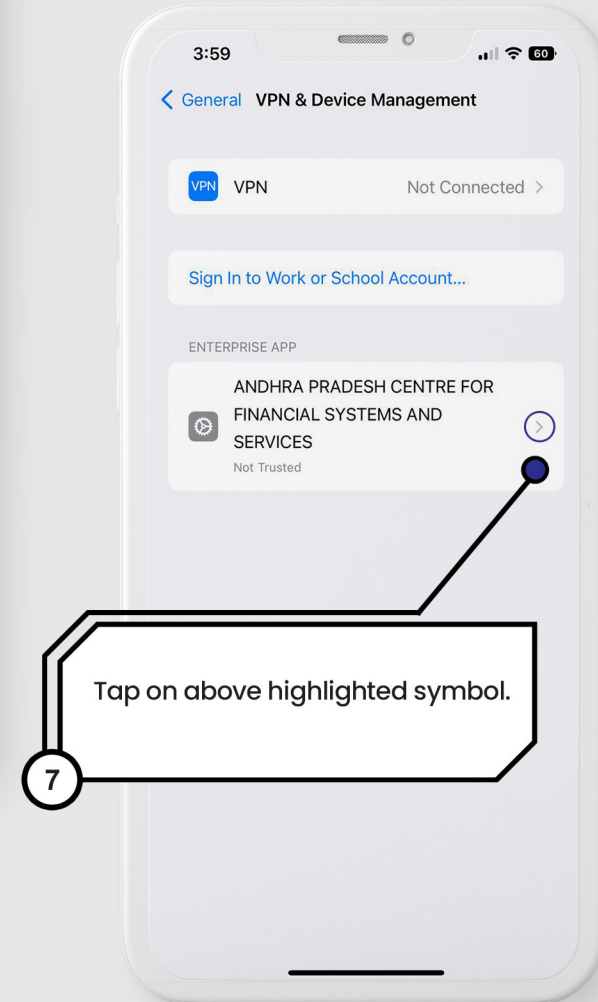
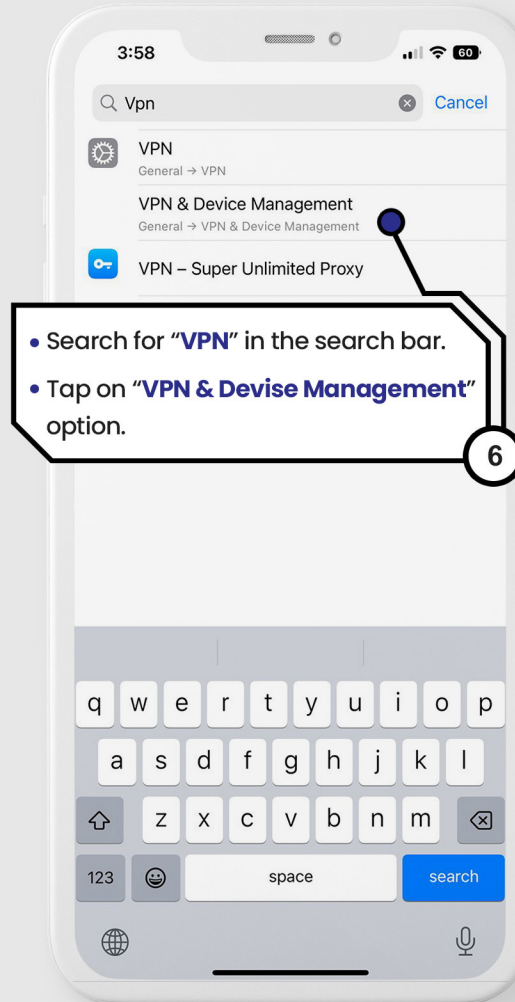


Tap on 'Install' button to install the app.



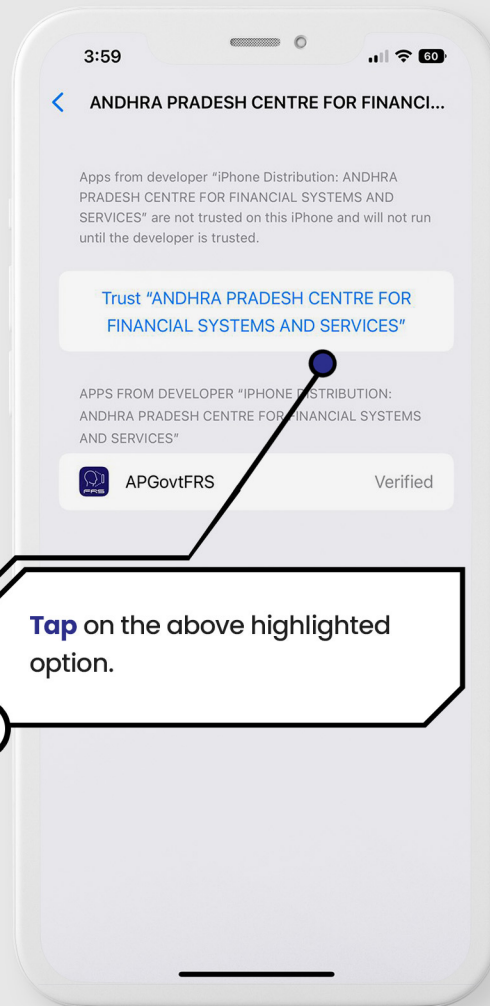
- Tap on the AP FRS launcher icon.
- If the above message pops up perform the below steps...

App Installation Process Continued... [for iPhone users]

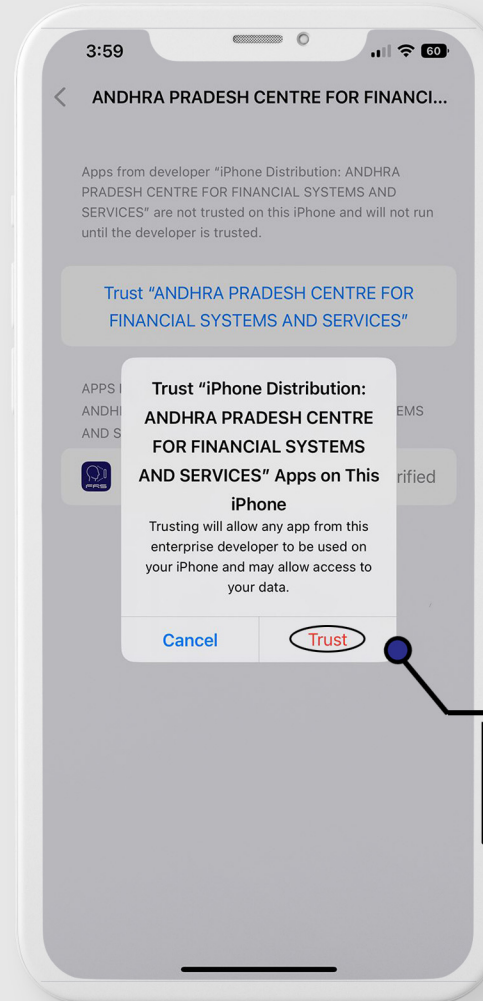




App Installation Process Continued... [for iPhone users]



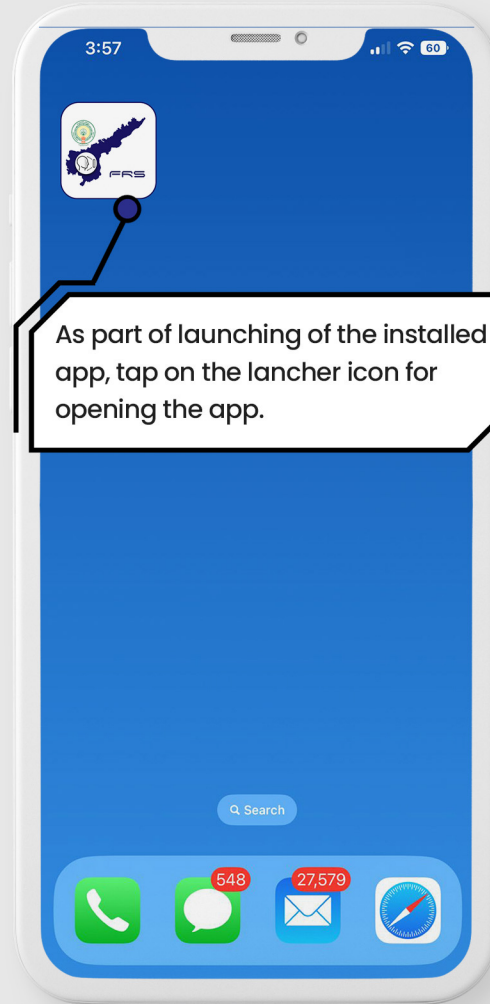
9 Tap on the above highlighted option.



10 Tap on the **Trust** button to make it as trusted source.



Launching of AP FRS app on the mobile



Above shown splash screen pops up.



Technical Support Numbers for AP FRS

<https://apfrs.apcfss.in/frs-help-videos/>

Email for any queries

policy-unit@ap.gov.in

pmu.attendance@ap.gov.in

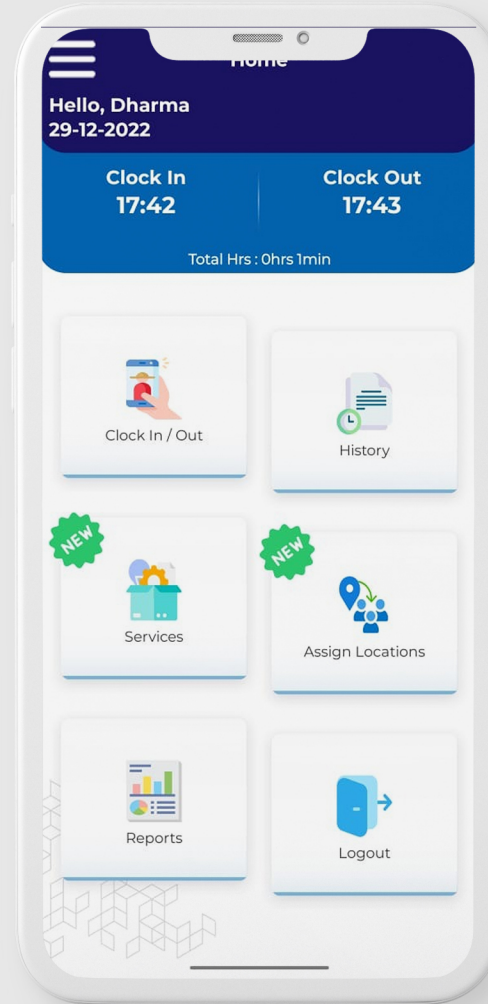


AP FRS Usage Manual for DDO

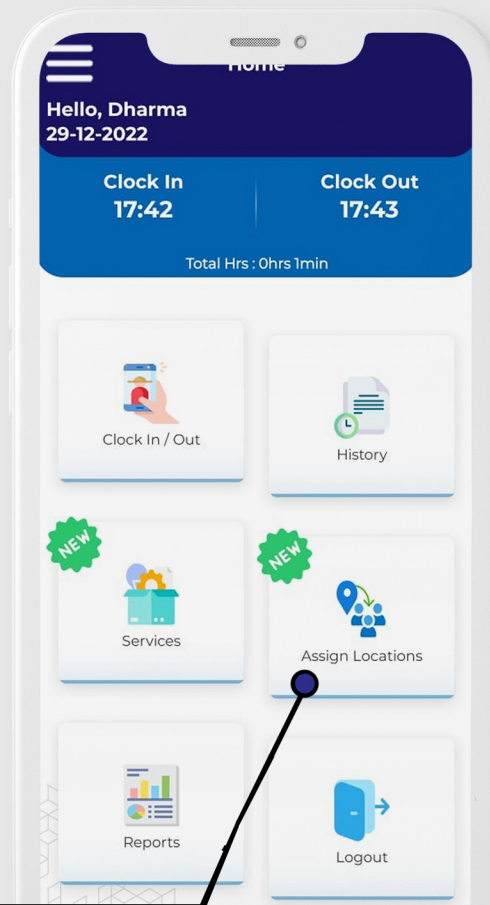


Assignment of Work Location for the Staff Mapped to the DDO Code

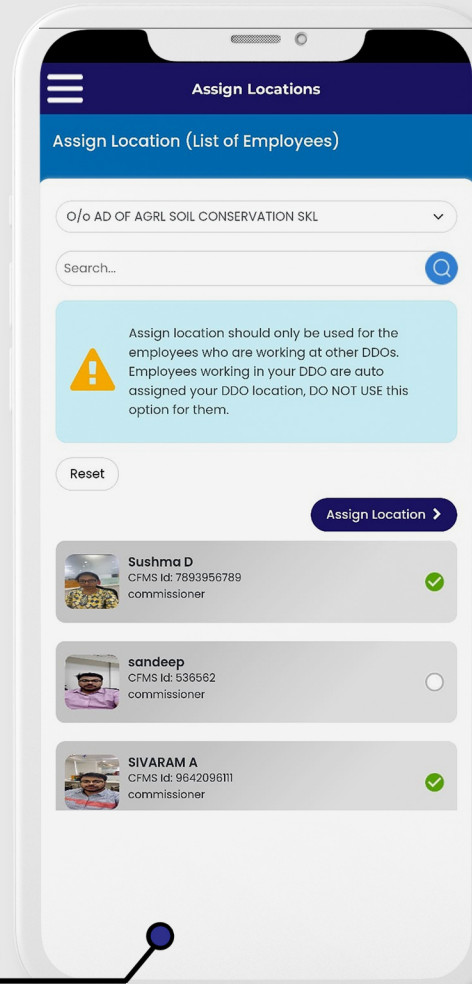
Assign Location option is enabled only for the DDO. If any employee of the DDO has to work in the other DDO location then DDO can use this option to assign the employee to that particular DDO location. This enables the assigned employee to capture the attendance even from the assigned DDO location also.



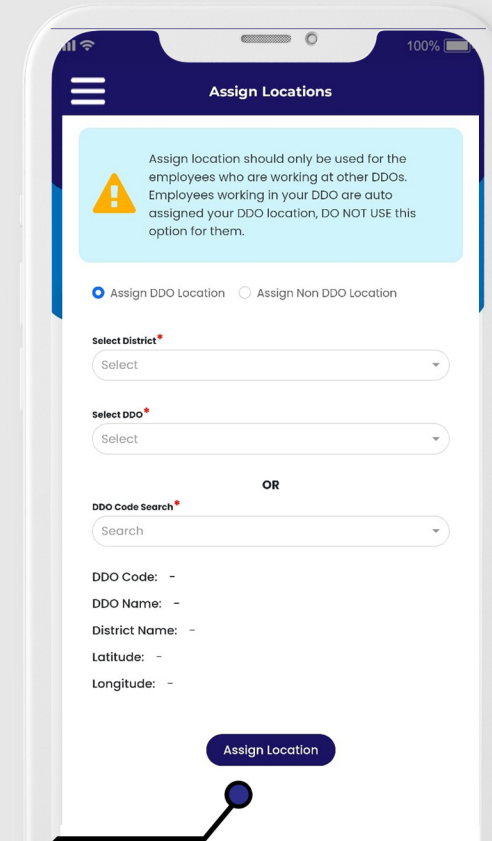
Assignment of Work Location for the Staff Mapped to the DDO Code



User needs to go back to "Home screen" and tap on "Assign Location" icon.



- User can view the list of all staff mapped to that DDO Code.
- User can select on staffs name to whom new location needs to be assigned.



- User Can Assign Non DDO location by selecting on "Assign Non DDO Location" or User can Assign DDO location by selecting on "Assign DDO Location".
- User can select District, DDO from the above dropdown (or) enter DDO code for which details will be fetched.
- Upon verification, user needs to tap on "Assign Location" button for another new location assignation.



Technical Support Numbers for AP FRS

<https://apfrs.apcfss.in/frs-help-videos/>

Email for any queries

policy-unit@ap.gov.in

pmu.attendance@ap.gov.in



AP FRS

Tour / On-Duty Manual



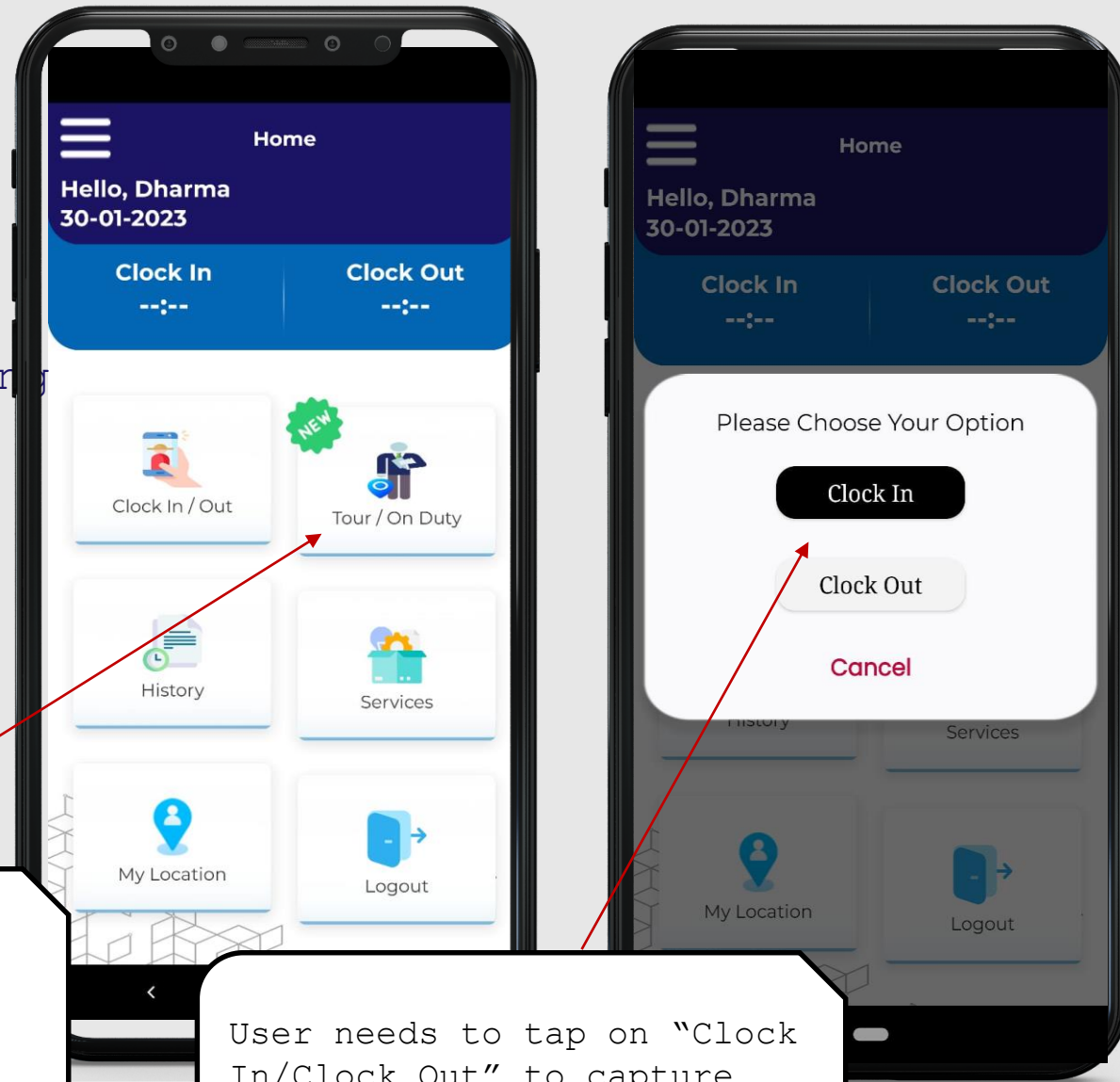
Tour/On-Duty functionality

Capturing attendance while being in "Tour/On-Duty"

This section describes steps to be performed to capture the attendance while in Tour/On-Duty in the APFRS app.

After logging into APFRS, in the above shown screen, user needs to tap on "**Tour/On Duty**" icon.

User needs to tap on "Clock In/Clock Out" to capture the attendance.

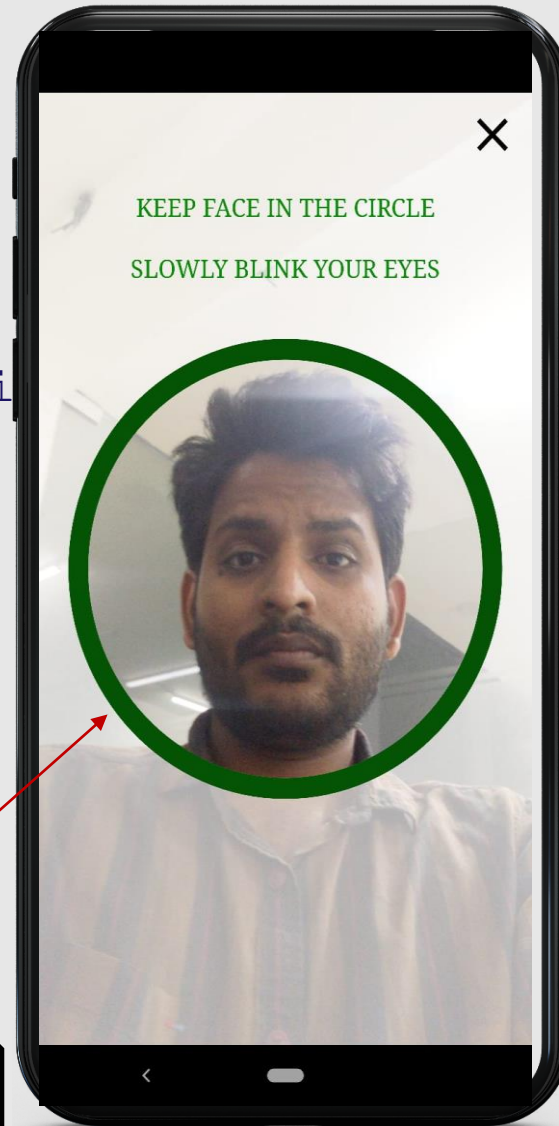




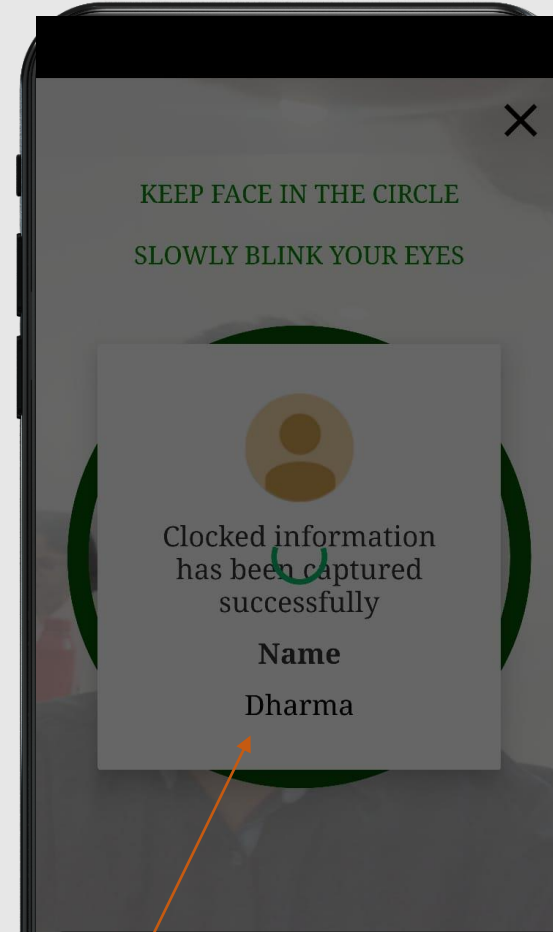
Tour/On-Duty functionality

Capturing attendance while being in Tour/On-Duty

This section describes steps to be performed to capture the attendance while in Tour/On-Duty in the APFRS app.



User need to focus the entire face in the circle and slowly blink eyes while circle turns into Green.



User can view the success message after capturing the clock in / Out .



DDO verification for Tour/On Duty Clock-in /Clock out punches in the web portal

DDO Verification process

This section describes steps to be performed through DDO Login for all "Tour/On Duty" clock-in/Out punches...

Through DDO login, user needs to log into web portal <https://apfrs.apcfss.in/>

After logging in, user needs to click on "On Duty Management" link on the left side menu.

On Duty Management

Special Dy.Collector (LA), Hiramandalam

January 2023

Search...

Sr.No.	Name	Designation	Total	Approved	Rejected
No Data Found.					

Powered By **apcfss**



DDO verification process for Tour/On Duty Clock-in /Clock out punches in the web portal

DDO Verification process

1

- User needs to choose relevant DDO organization from the above drop down
- User can view all the staff's (mapped under that DDO) "Tour/On Duty" clock-in/Clock-out punches as applicable.

On Duty Management

O/o AD OF AGRIL SOIL CONSERVATION SKL

January 2023

Search...

Sr.No.	Name	Designation	Total	Approved	Rejected
1	Dharma	commissioner	4	4	0
2	SIVARAM A	commissioner	3	1	2
3	Sushma D	commissioner	3	3	0

2

User needs to click on the numbers to view the location map view

Privacy Policy Powered By



DDO verification process for Tour/On Duty Clock-in /Clock out punches in the web portal

DDO Verification process

3

- User needs to select the Date Timestamp button and check the exact location from where "Tour/On Duty" clock in, / Clock out punches are captured.
- Option has been provided to "Reject" the clock-in/Clock out punches if they are not captured from the right locations.

← Back Dharma (commissioner)

Last login: 30-01-2023 17:22:39

Approved List

- 2023-01-25 22:30:09
- 2023-01-22 12:45:28
- 2023-01-30 16:03:59
- 2023-01-30 16:30:33

Deselect Reject



DDO verification process for Tour/On Duty Clock-in /Clock out punches in the web portal

DDO Verification process

4

- If the DDO user has "rejected" any of such clock-in/Clock-out punches, user needs to enter OTP, received on the registered mobile and click on "**Verify OTP**".

The screenshot displays the AP FRS web portal interface. On the left is a navigation menu with options like Dashboard, Assign Location, Holidays, Pay Slips, My Clock In History, On Duty Management, Reports, and Change Password. The main content area shows an 'Approved List' for user SIVARAM A (commissioner) with one entry for 2023-01-30 at 16:02:47. A 'Reject' modal dialog is open, showing the selected clock-in time and an 'Enter OTP' field. Below the field is a 'Resend-OTP' button with a 23-second timer. At the bottom of the modal are 'Close' and 'Verify OTP' buttons. An orange arrow points from the 'Verify OTP' button in the modal to the text in the callout box. The background shows a map of a city area with various landmarks.



DDO verification process for Tour/On Duty Clock-in /Clock out punches in the web portal

DDO Verification process

4

- Upon submission of valid OTP, User can view Successful submission message.

✓ Your request will be processed shortly!

Last login: 30-01-2023 16:29:25

On Duty Management

O/o AD OF AGRL SOIL CONSERVATION SKL

January 2023

Search

Sr.No.	Name	Designation	Total	Approved	Rejected
1	Dharma	commissioner	4	4	0
2	SIVARAM A	commissioner	3	2	1
3	Sushma D	commissioner	3	3	0

Employee Day Report
Employee Month Report
DDO Month Report

Change Password

Privacy Policy



DDO verification process for Tour/On Duty Clock-in /Clock out punches in the web portal

After Rejection - if there is a change in decision to accept the entered clock-in/Clock out Punches...

1

- User needs to choose relevant DDO organization from the above drop down
- User can view all the staff's (mapped under that DDO) "Tour/On Duty" clock-in/Clock-out punches as applicable.

On Duty Management

O/o AD OF AGRL SOIL CONSERVATION SKL

January 2023

Search...

Sr.No.	Name	Designation	Total	Approved	Rejected
1	Dharma	commissioner	4	4	0
2	SIVARAM A	commissioner	3	1	2
3	Sushma D	commissioner	3	3	0

2

User needs to click on the numbers to view the location map view

Privacy Policy Powered By



DDO verification process for Tour/On Duty Clock-in /Clock out punches in the web portal

DDO Verification process

3

- User needs to select the Date Timestamp button and check the exact location from where "Tour/On Duty" clock in, / Clock out punches are captured.
- Option has been provided to "**Approve**" the entered clock-in/Clock out after re-verification.



DDO verification process for Tour/On Duty Clock-in /Clock out punches in the web portal

DDO Verification process

4

- If the DDO user has **"Approved"**, user needs to enter OTP, received on the registered mobile and click on **"Verify OTP"**.

AP FRS

Dashboard

Assign Location

Holidays

Pay Slips

My Clock In History

On Duty Management

Reports

- Employee Day Report
- Employee Month Report
- DDO Month Report

Change Password

← Back SIVARAM A (commissioner)

Approved List

- 2023-01-30 16:02:47

Reject

Selected Clock In:
2023-01-30 16:02:47

Enter OTP

Enter

Transaction Id: 56
Resend-OTP 23 seconds!

Close Verify OTP

Deselect Reject

Last login: 30-01-2023 16:29:25

Privacy Policy Powered By apcrss



DDO verification process for Tour/On Duty Clock-in /Clock out punches in the web portal

DDO Verification process

4

- Upon submission of valid OTP, User can view Successful submission message.

✓ Your request will be processed shortly!

Last login: 30-01-2023 16:29:25

On Duty Management

O/o AD OF AGRL SOIL CONSERVATION SKL

January 2023

Search

Sr.No.	Name	Designation	Total	Approved	Rejected
1	Dharma	commissioner	4	4	0
2	SIVARAM A	commissioner	3	2	1
3	Sushma D	commissioner	3	3	0

Reports

- Employee Day Report
- Employee Month Report
- DDO Month Report

Change Password

Privacy Policy



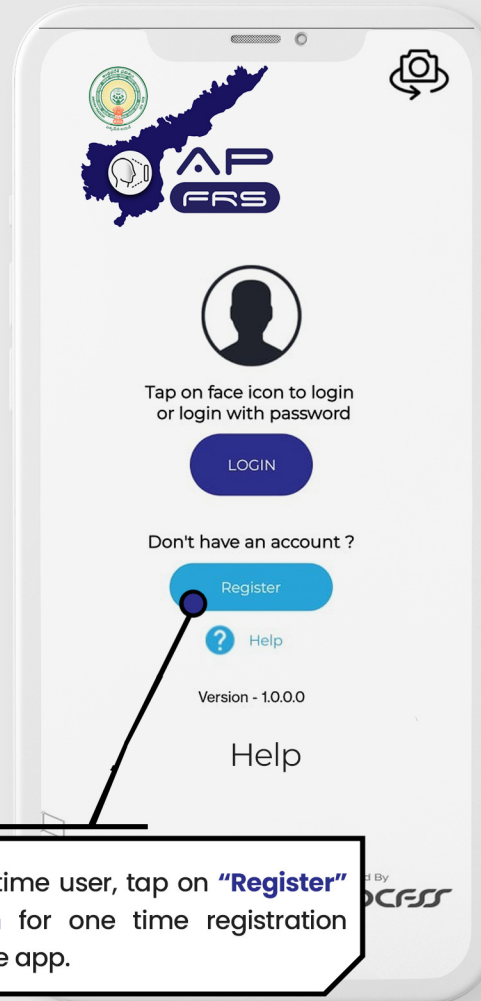
AP FRS Usage Manual for DDO

One Time Registration

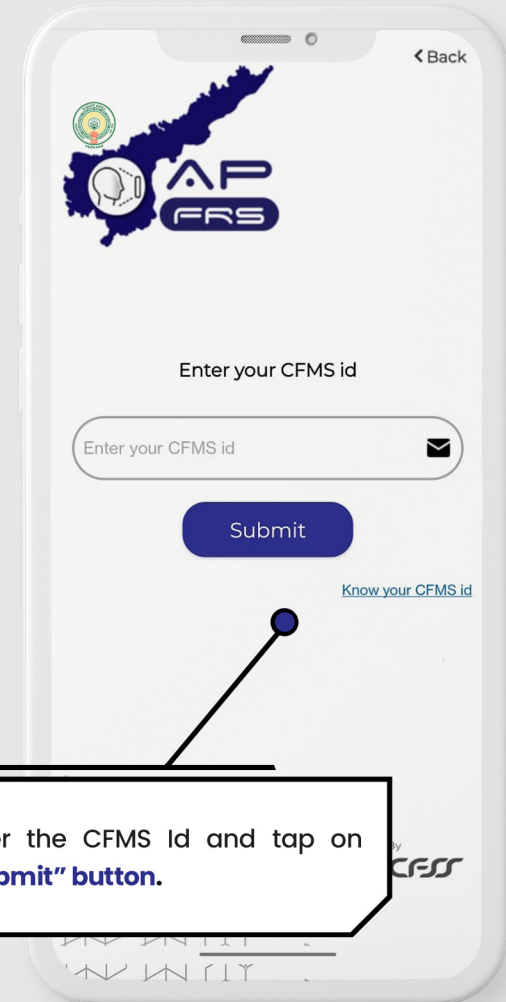


User Registration into AP FRS

This section describes steps to be performed for one time registration into the FRS app.



If first time user, tap on **"Register" button** for one time registration into the app.



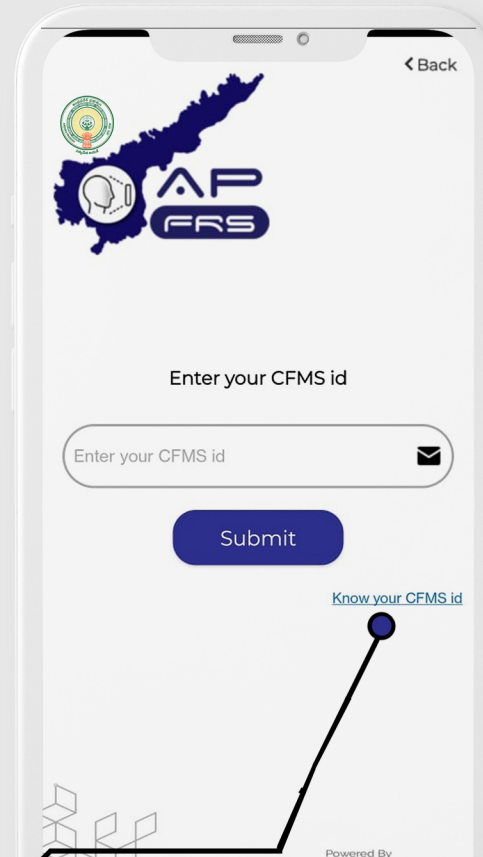
Enter the CFMS Id and tap on **"Submit" button**.

One Time Registration

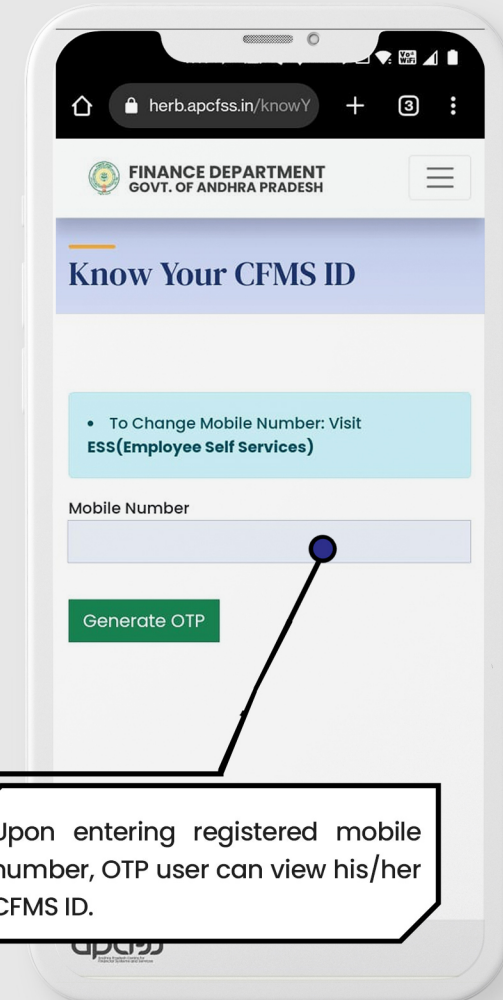


User Registration into AP FRS

This section describes steps to be performed for one time registration into the FRS app.



If user needs to know CFMS Id tap on **"Know your CFMS Id"**



Upon entering registered mobile number, OTP user can view his/her CFMS ID.

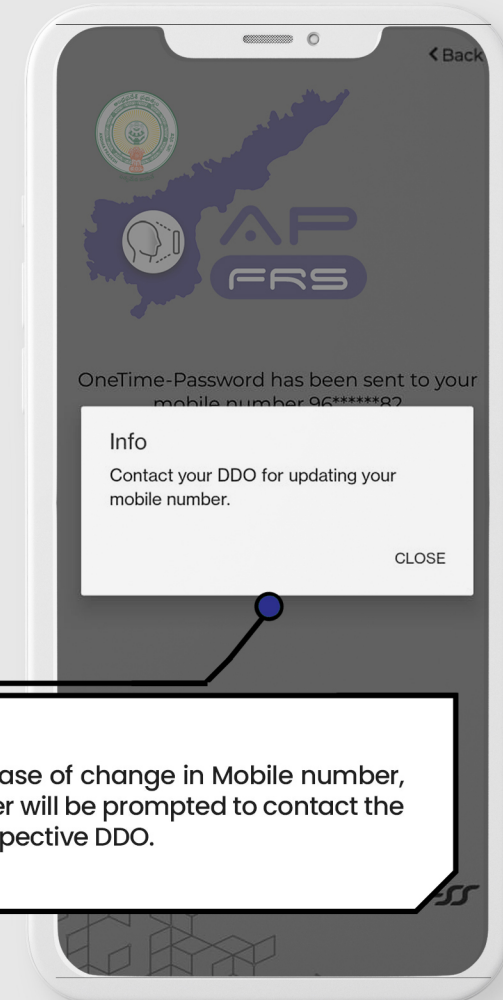
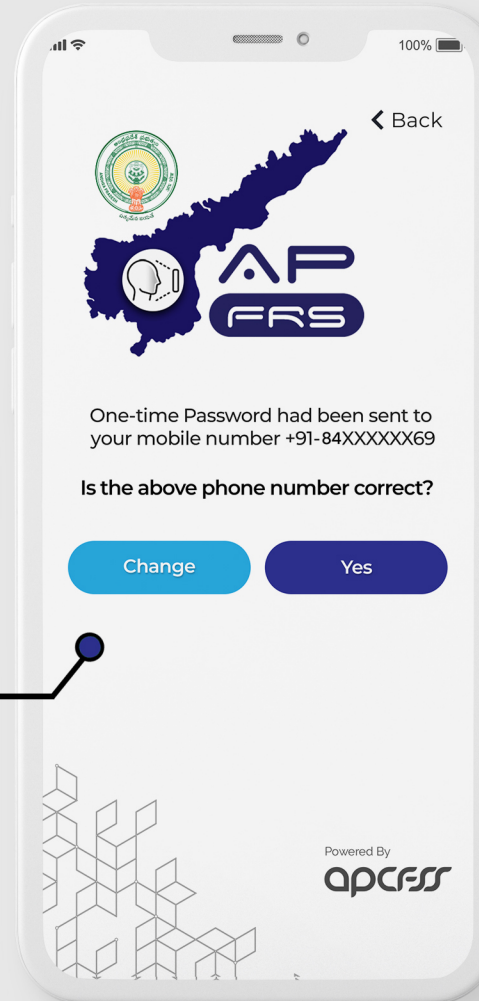
One Time Registration



User Registration into AP FRS

Registered Mobile number confirmation

- Registered mobile number is displayed for confirmation, which is in the form of +91-84XXXXXX69.
- If user wants to change the Mobile number, can do so by pressing "Change" button.



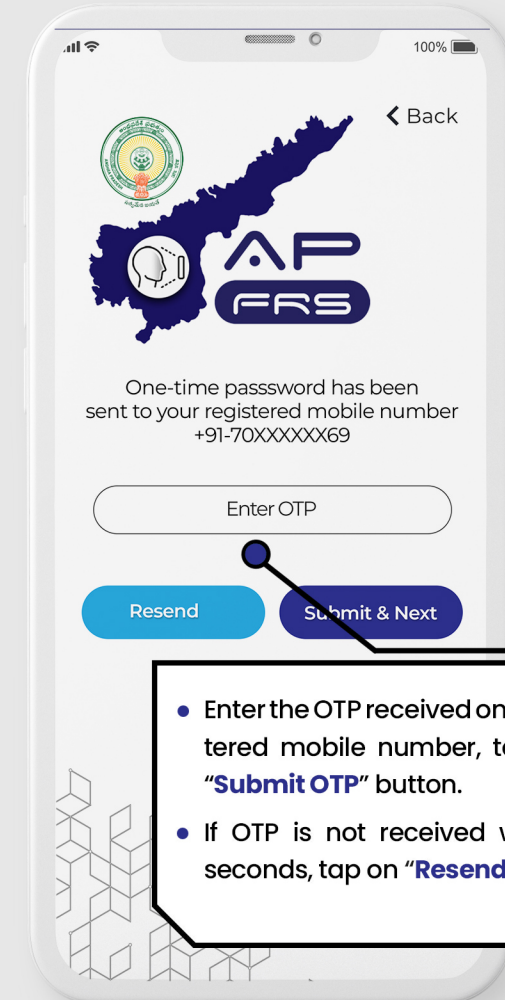
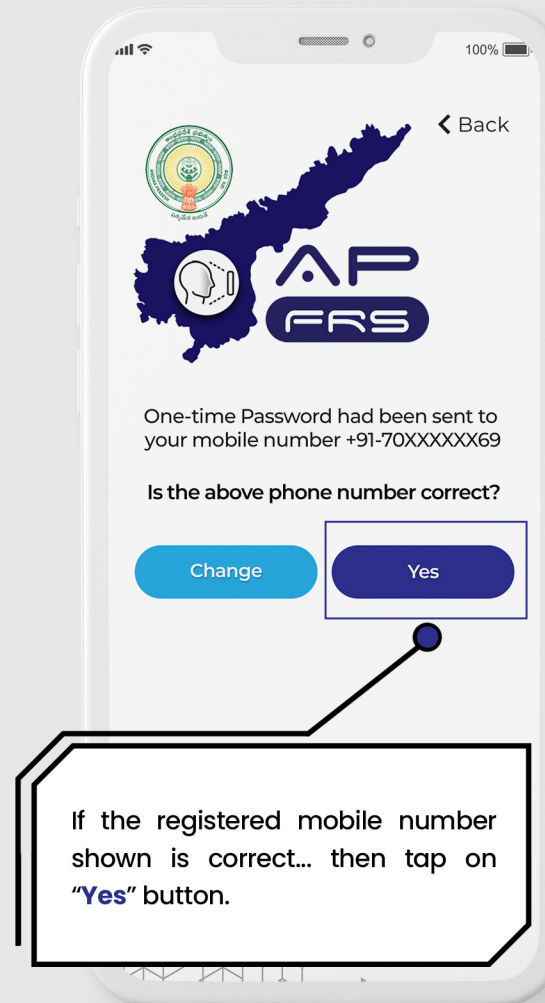
Incase of change in Mobile number, user will be prompted to contact the respective DDO.

One Time Registration



User Registration into AP FRS

If there is no change of registered mobile number...




One Time Registration



User Registration into AP FRS

User Profile Confirmation

< Back



Name :
Dharma

CFMS id :
xxxxxxxx

Mobile :
xxxxxxxx

email id :
abc@gmail.com

Department :
XYZ-Department

Designation :
DDO Secretary

Confirm & Continue

- Post successful OTP verification, User can view the details viz. Name, CFMS Id, Mobile, Email id, Department, Designation.
- Tap on **“Confirm & Continue”**.

One Time Registration



User Registration into AP FRS

Creation of New Password

100%

AP FRS

Create Password

Enter New Password

Confirm Password

Confirm & Continue

- User needs to enter the desired password by entering new password.
- Confirm the desired password again and tap on “**Confirm & continue**” button.

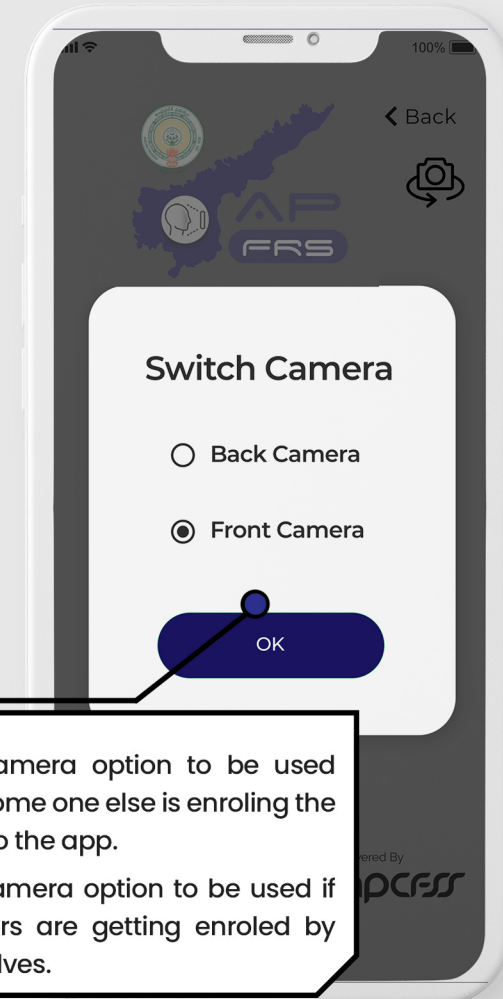
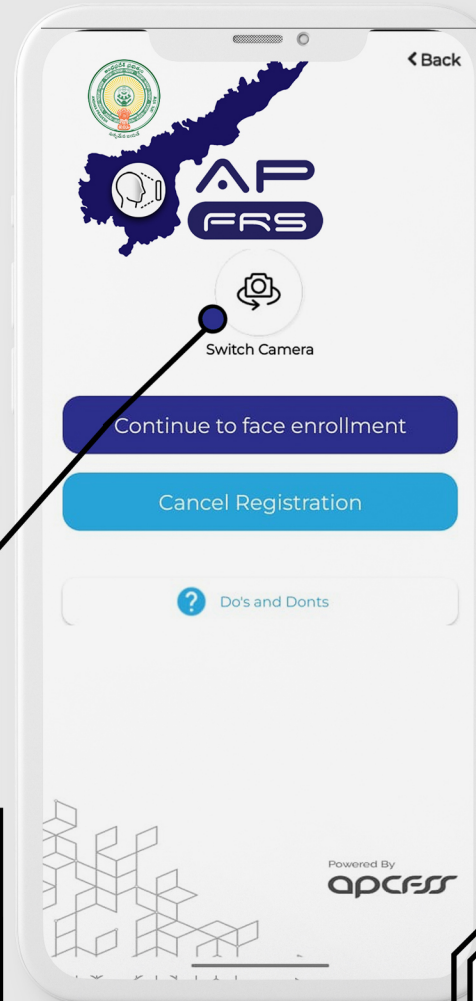
One Time Registration



Facial Template Enrolment

Camera Switch options selection

There is a provision to switch between front & back camera options as part of facial template registration by tapping on **"camera icon"**.



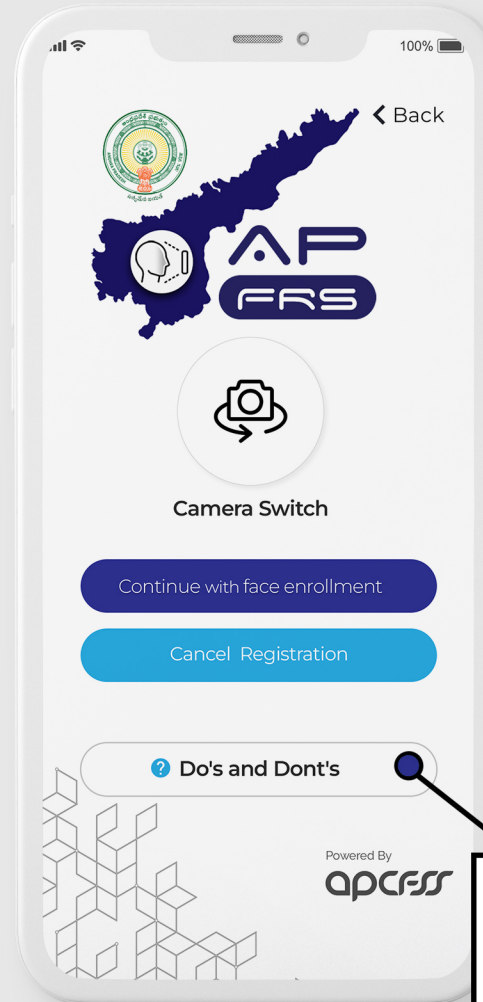
- Back camera option to be used when some one else is enrolling the user into the app.
- Front camera option to be used if the users are getting enrolled by themselves.

One Time Registration



Facial Template Enrolment

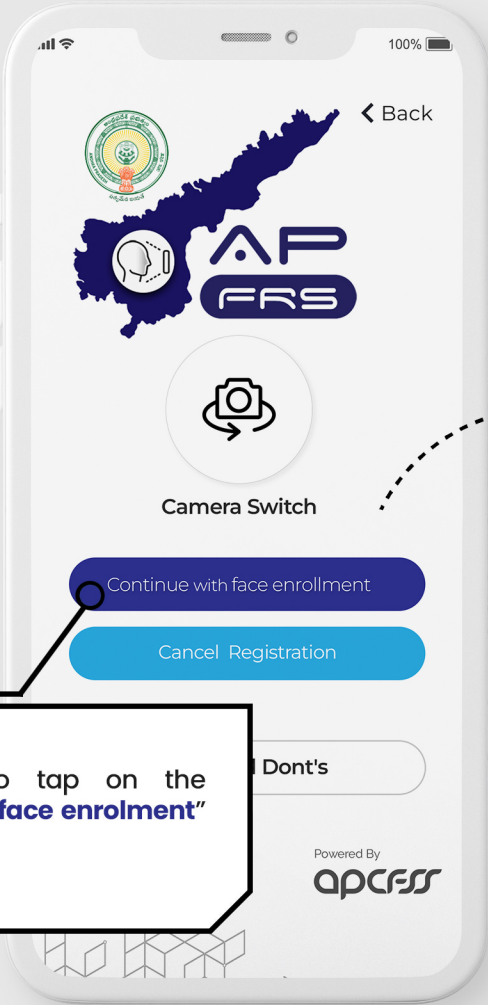
Do's & Dont's help points for facial template registration process.



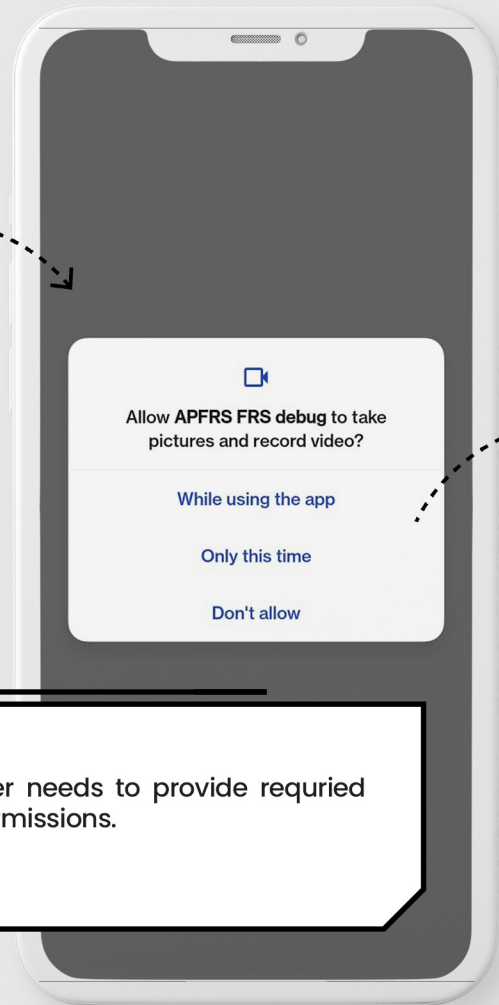
There is a provision for "Do's and Dont's" help for facial template registration.



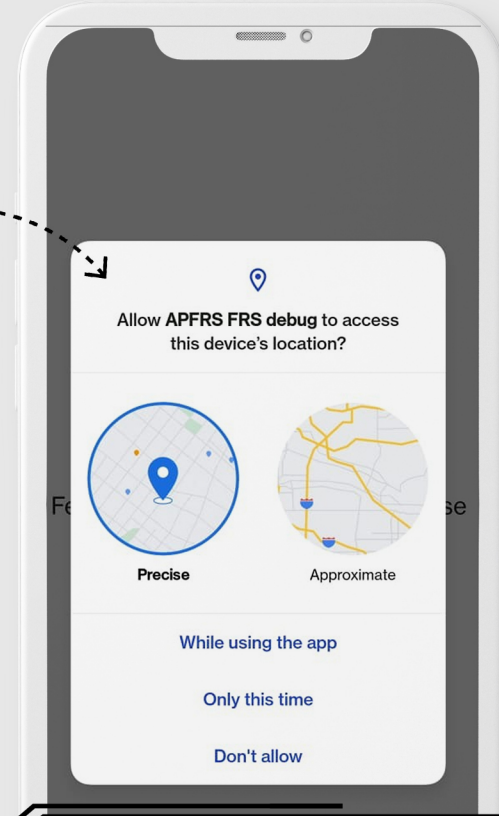
One Time Registration



User needs to tap on the "Continue with face enrolment" button.



User needs to provide required permissions.



User needs to provide required permissions.

Facial Template Enrolment

Capturing of facial template into the app.

One Time Registration

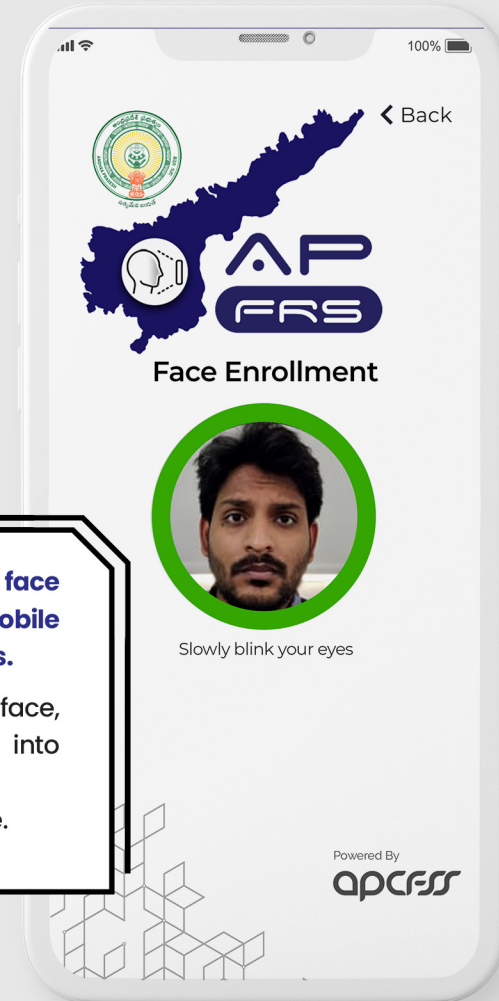


Facial Template Enrolment

Capturing of facial template into the app.



- Please ensure to focus complete face in the circle while looking at mobile camera and slowly blink the eyes.
- A green circle will start filling the face, once the circle completely turns into green, **tap inside the circle** without moving the mobile phone.

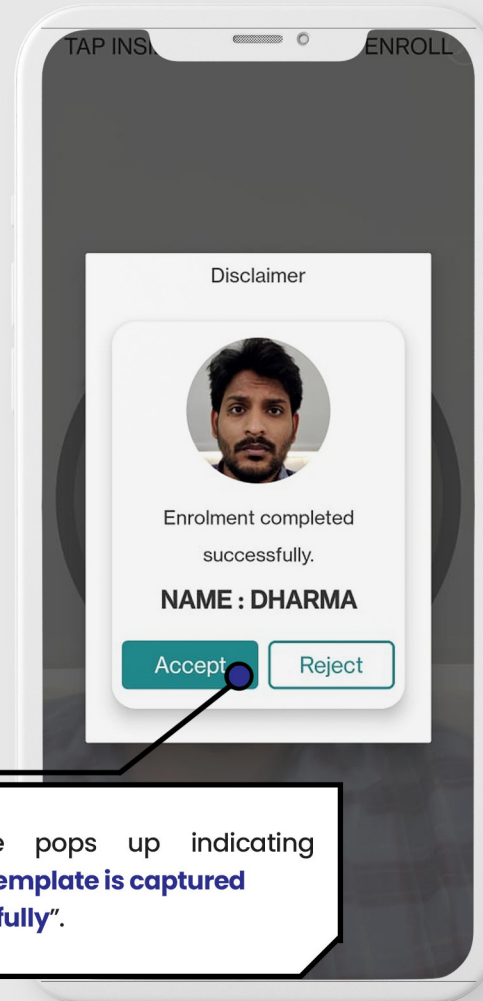


One Time Registration



Facial Template Enrolment

Capturing of facial template into the app.



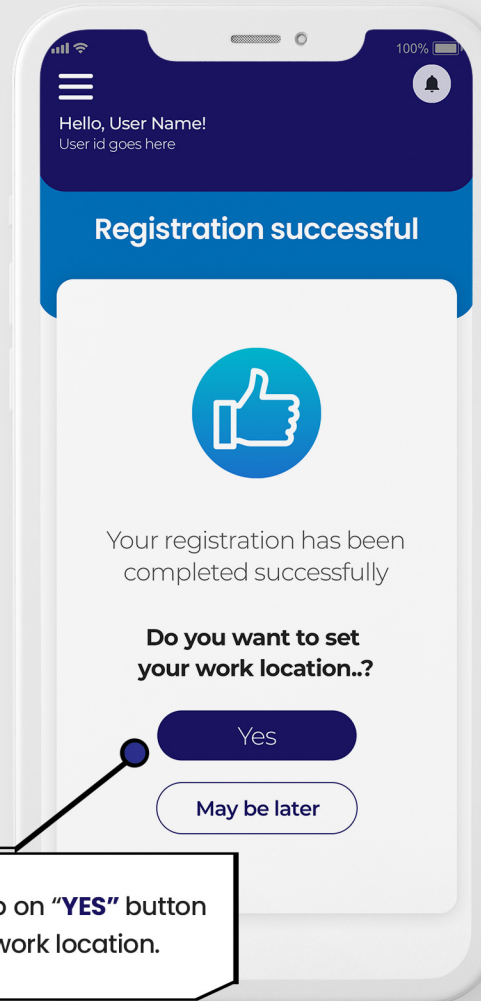
Message pops up indicating "Facial template is captured successfully".

One Time Registration

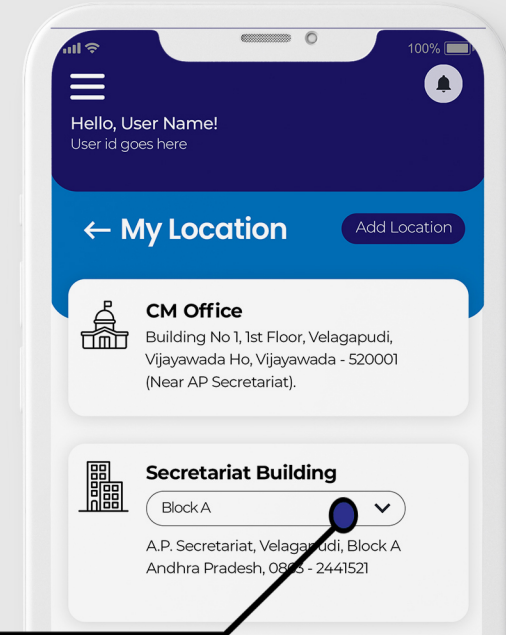


Add Location

Work location set up.



- User needs to tap on **“YES”** button to setup current work location.



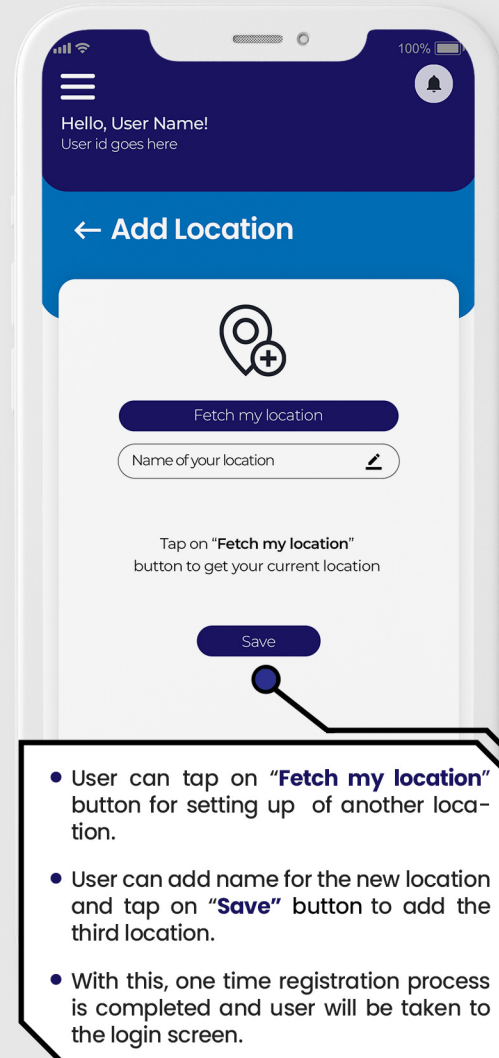
- User can select the block from the above shown dropdown values.
- User can add another location by tapping on the **“Add location”** button.
- For adding the current location user needs to be in that particular location which is to be added.

One Time Registration



Add Location

Work location set up.



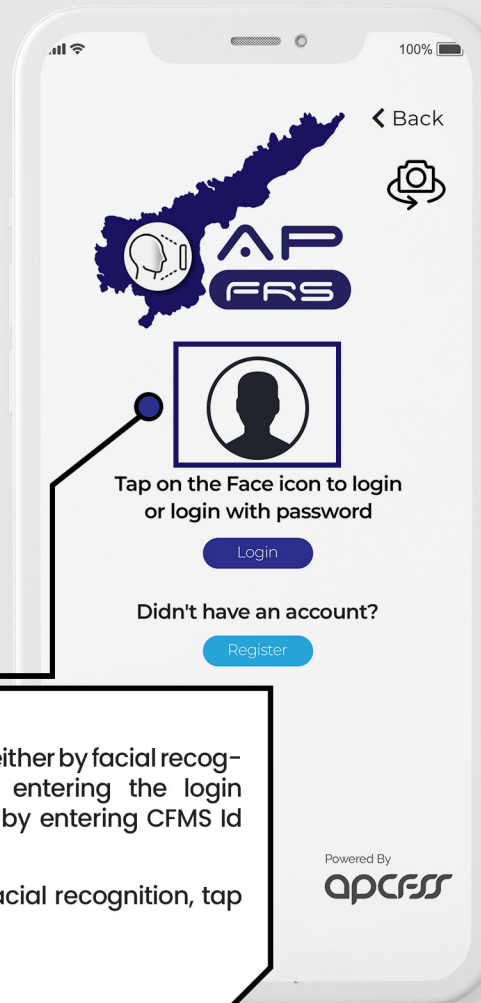
Note*

This newly setup work location is automatically applicable for all the staff mapped to that DDO code.

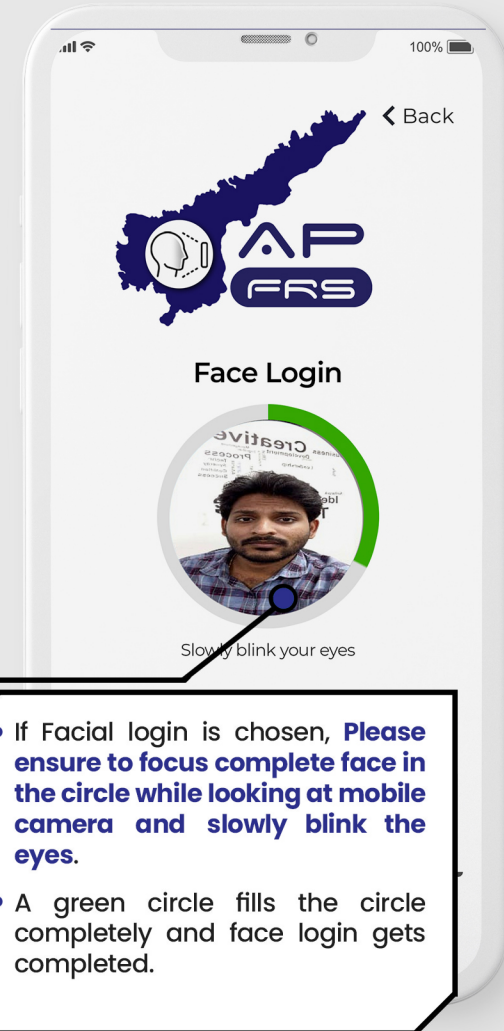
Logging into the app



Login with facial Identification



- User can login either by facial recognition [or] by entering the login credentials i.e. by entering CFMS Id and password.
- To login with facial recognition, tap on "Face icon".

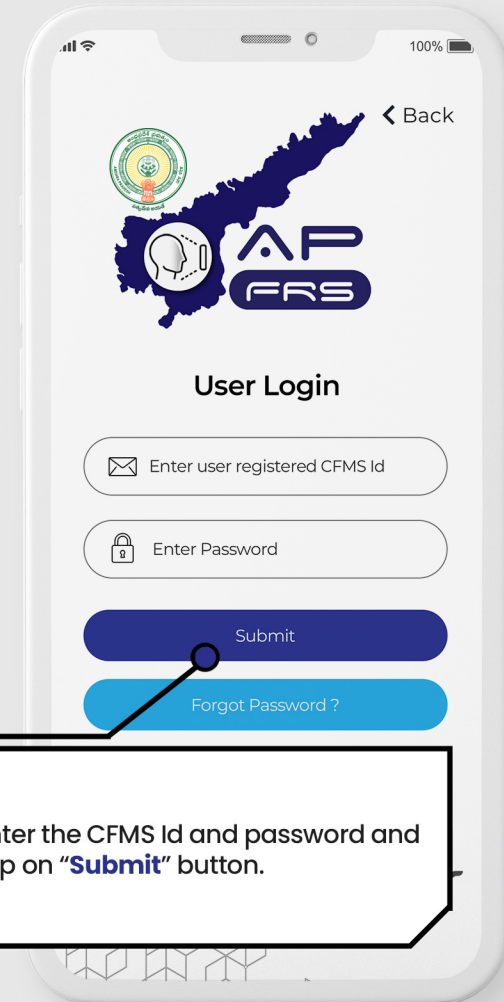
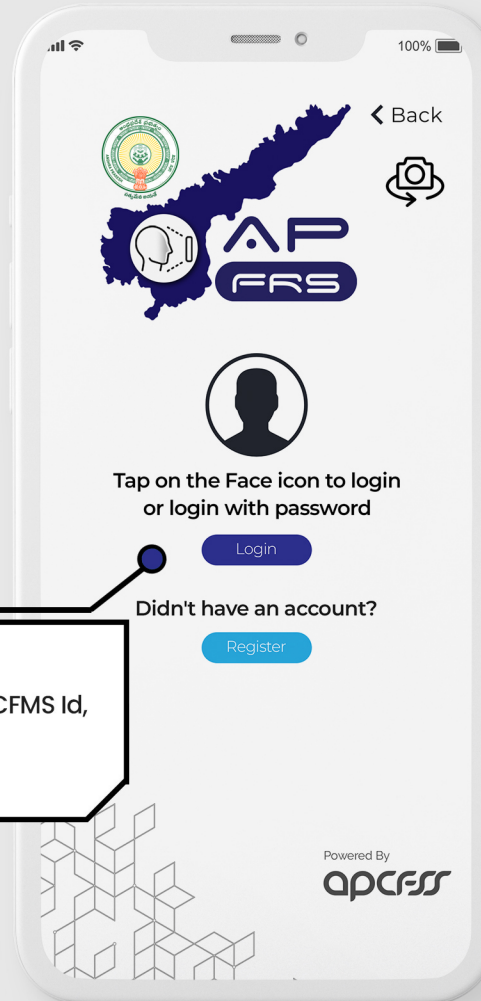


- If Facial login is chosen, **Please ensure to focus complete face in the circle while looking at mobile camera and slowly blink the eyes.**
- A green circle fills the circle completely and face login gets completed.

Logging into the app



Login with CFMS ID





Menu Items

Clock in/Out is meant for marking the clock in and clock out time every day.

History is meant for viewing of Clock in / Clock out history of the particular user.

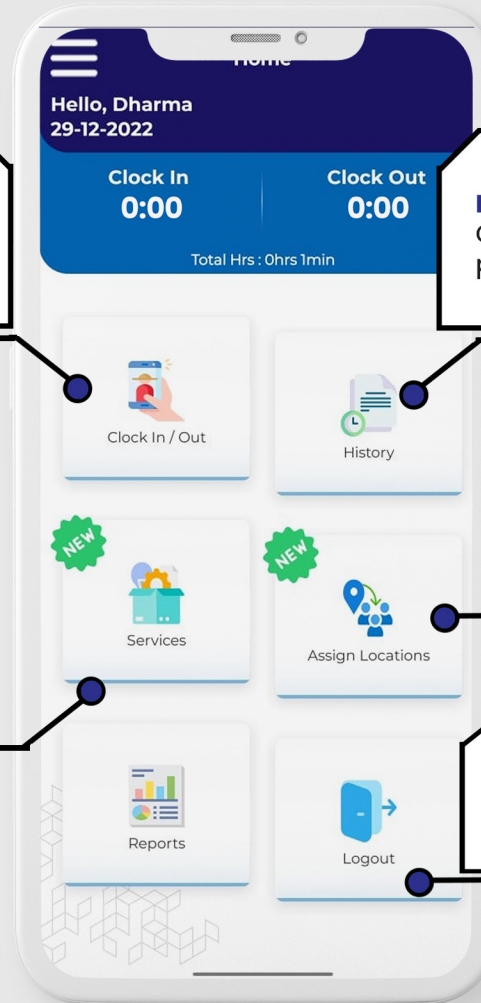
Home Screen

After logging into the app the user views this home screen with various options as shown.

Services enables the users to view their pay slips

Assign Location is ment for assigning the work location for the all staff mapped to that DDO code.

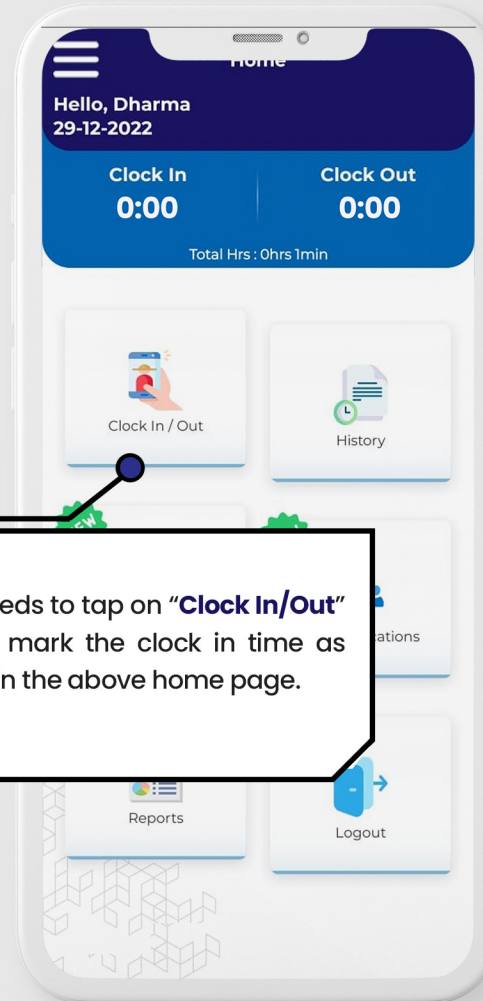
Option to Logout from the app.



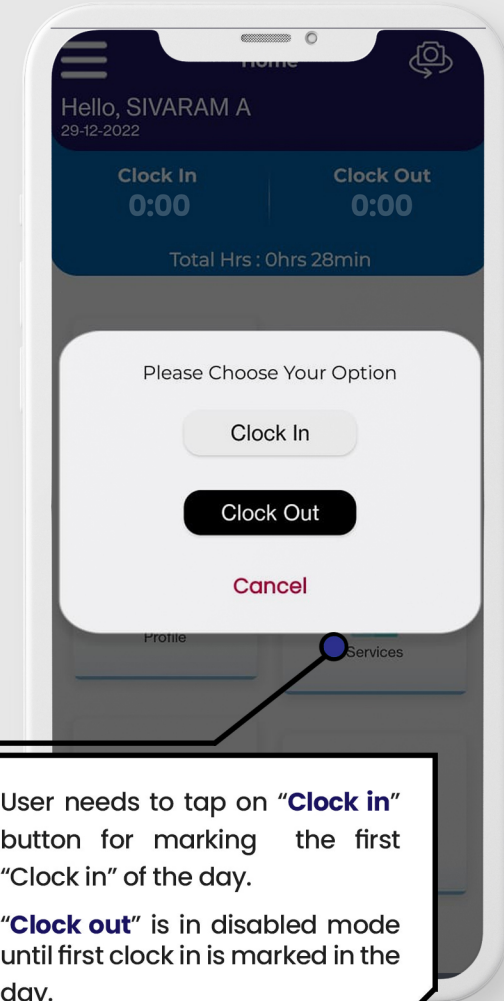
Menu Items



Clock In Process



User needs to tap on **“Clock In/Out”** icon to mark the clock in time as shown in the above home page.



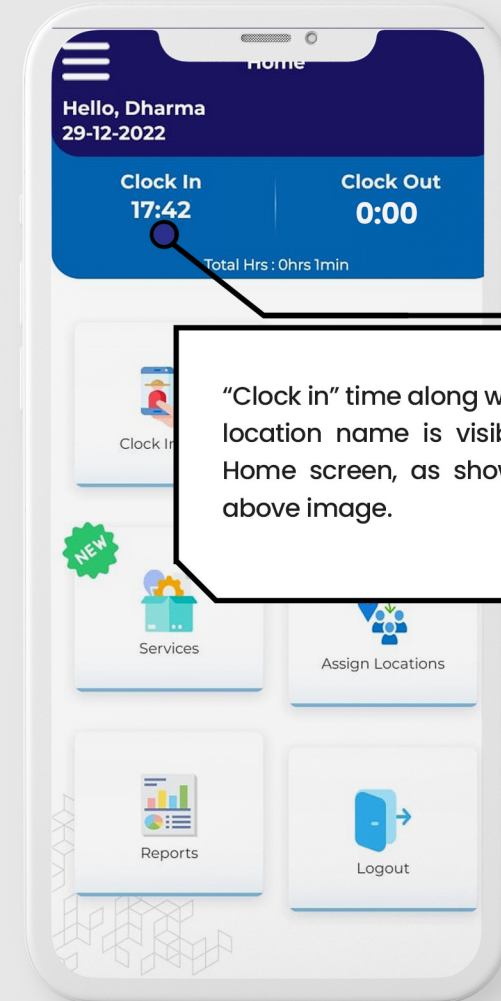
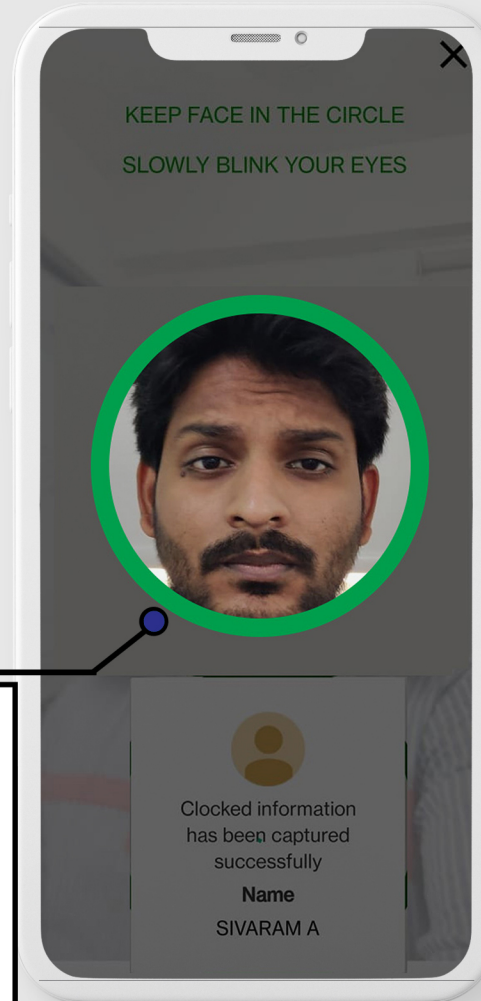
- User needs to tap on **“Clock in”** button for marking the first **“Clock in”** of the day.
- **“Clock out”** is in disabled mode until first clock in is marked in the day.

Menu Items



Clock In Process Continued...

- Front camera will be opened and **user need to focus the entire face** within the circle as shown in the image and needs to **slowly blink the eyes**.
- A green circle starts filling around the face. Once the entire circle turns into green completely, clock in gets completed.

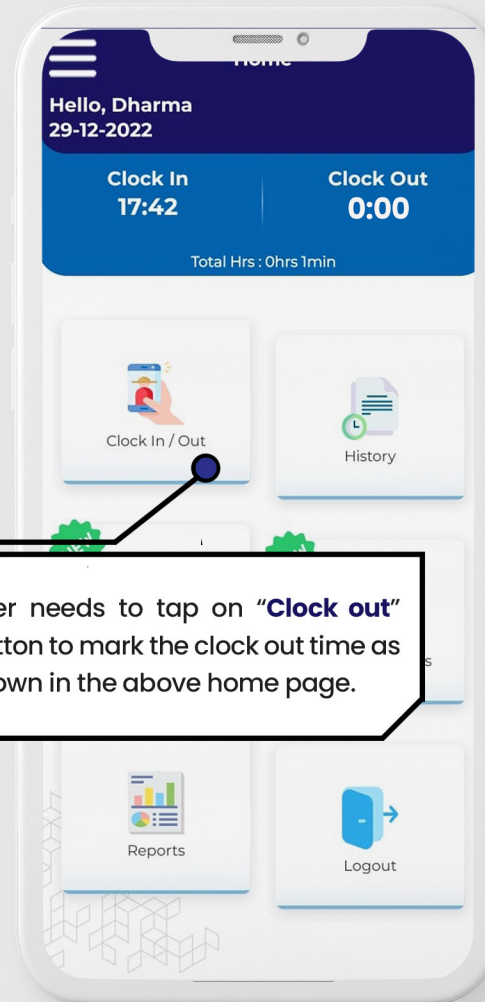


“Clock in” time along with location name is visible in the Home screen, as shown in the above image.

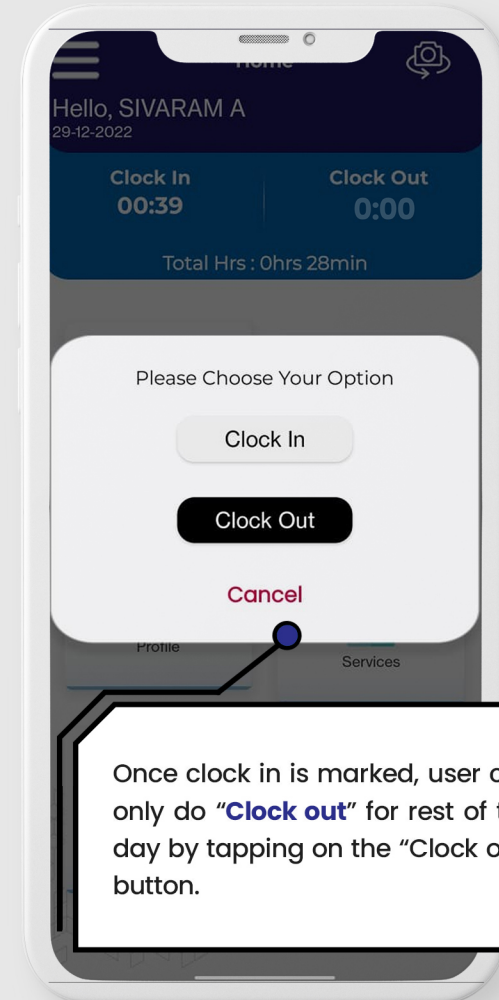
Menu Items



Clock Out Process



User needs to tap on **“Clock out”** button to mark the clock out time as shown in the above home page.



Once clock in is marked, user can only do **“Clock out”** for rest of the day by tapping on the **“Clock out”** button.

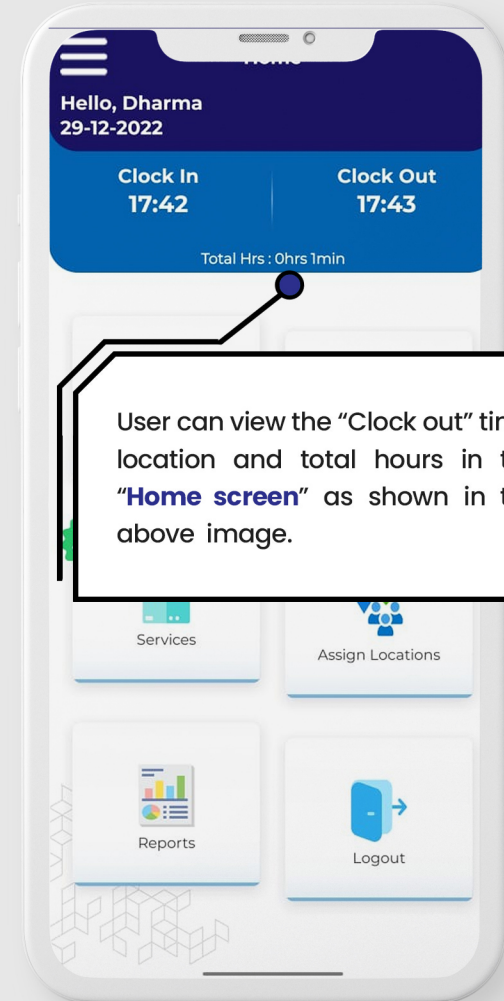
Menu Items



Clock Out Process Continued...

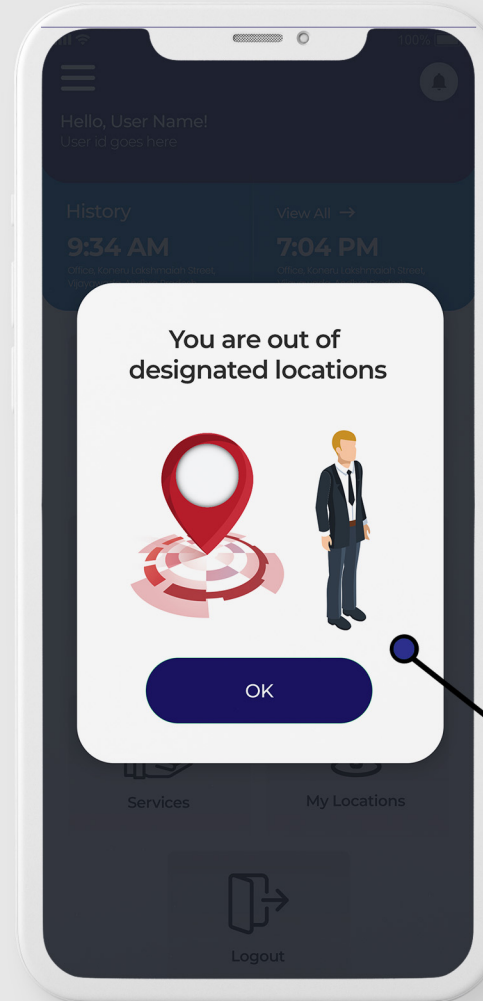


For clock out, tap on **“Clock out”** button and focus the entire face within the camera circle and slowly blink the eyes while the circle completely turns into green.



User can view the **“Clock out”** time, location and total hours in the **“Home screen”** as shown in the above image.

Clock In / Out from the designated locations

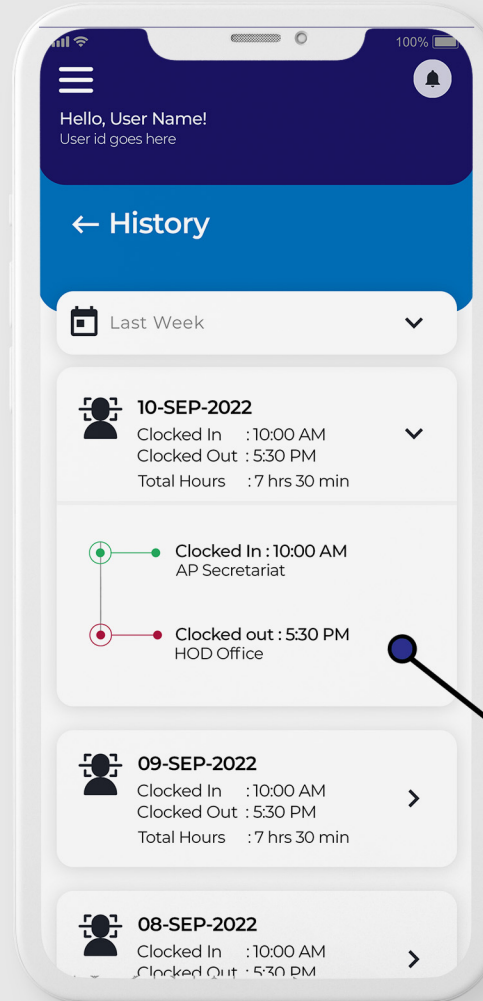


User can mark "Clock in" and "Clock out" times only from the designated locations.

Menu Items



Total Hours History

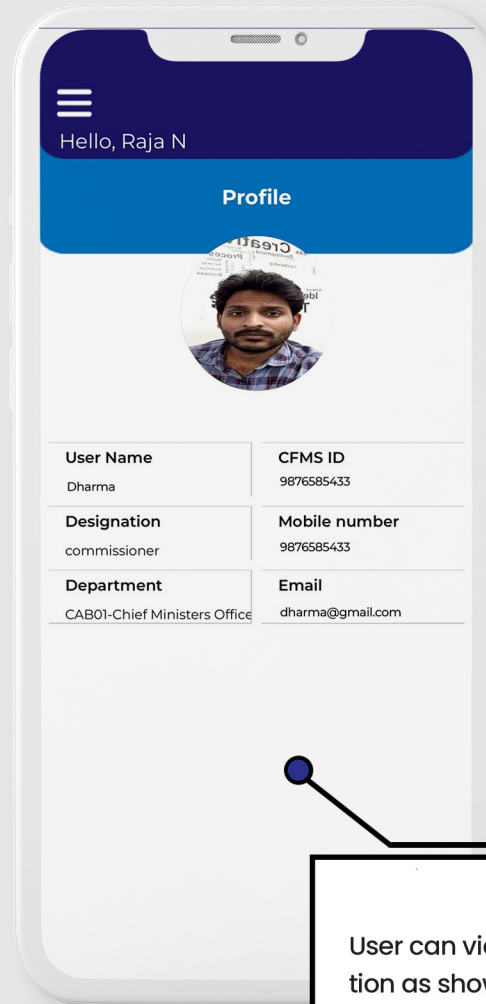


User can view the day wise total **hours history** as shown in the above screen.

Menu Items

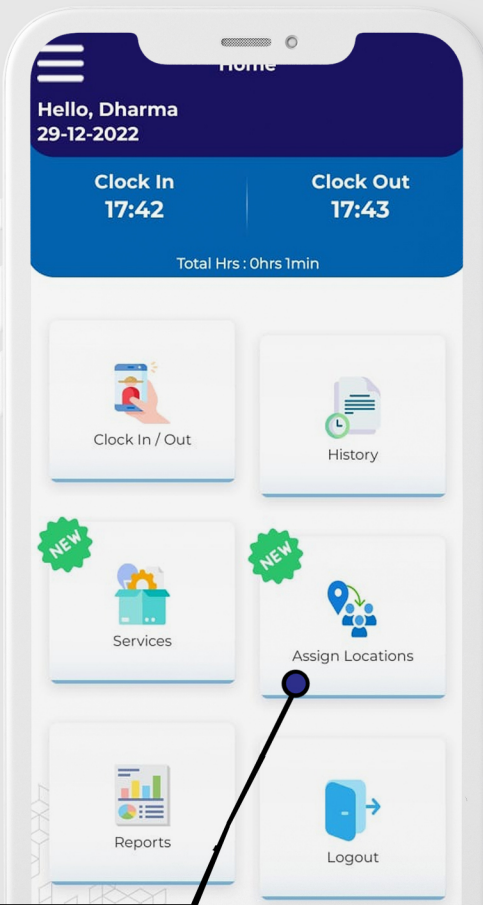


User Profile

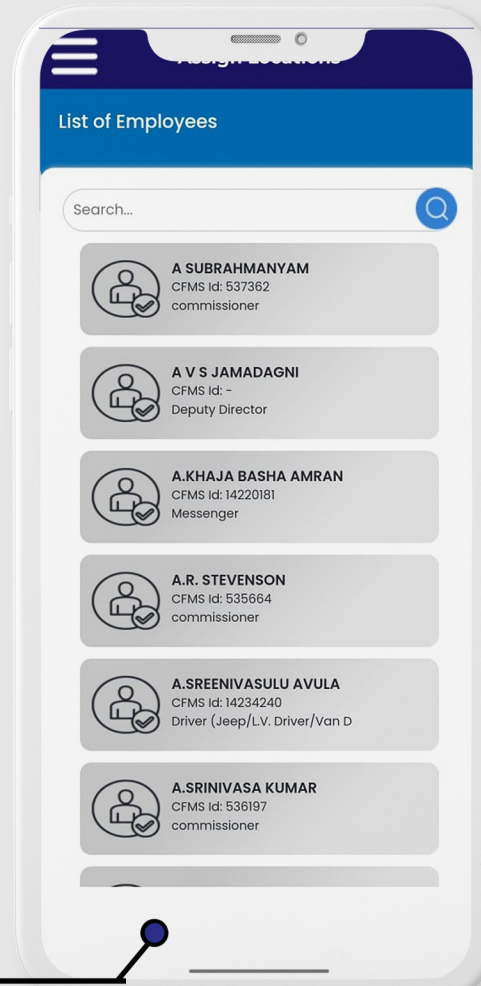


User can view the profile information as shown above.

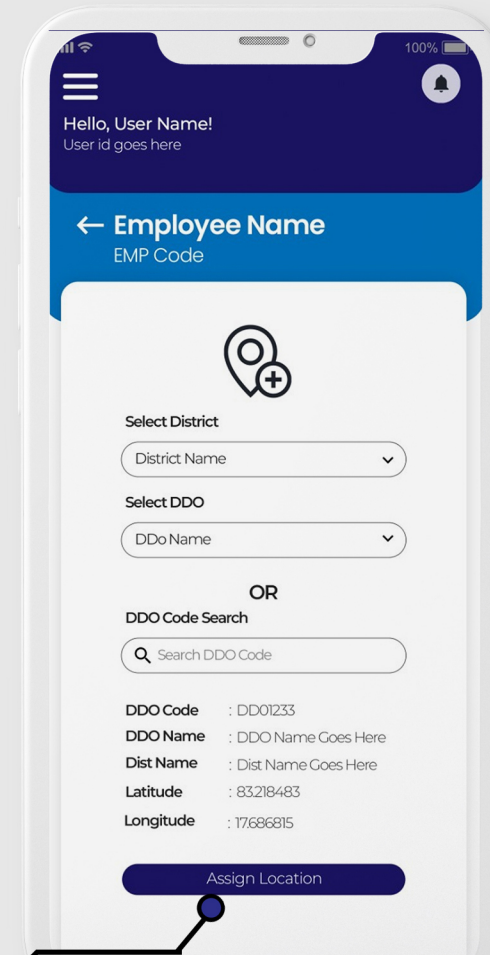
Assignment of Work Location for all the Staff Mapped to the DDO Code



User needs to go back to "Home screen" and tap on "Assign Location" icon.



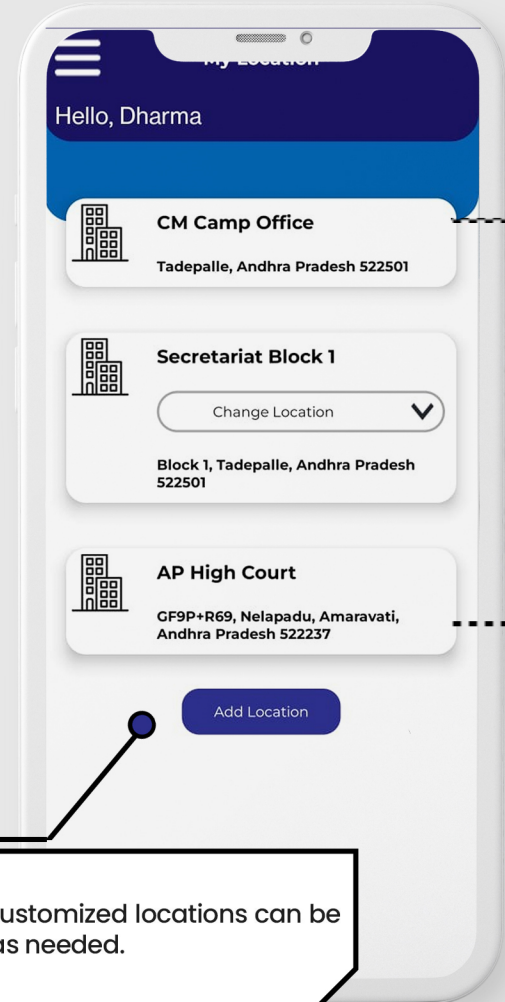
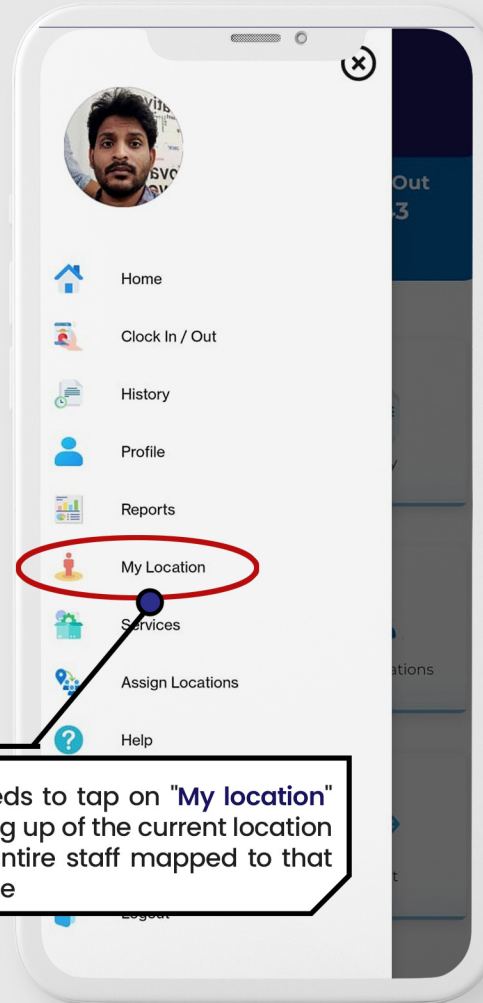
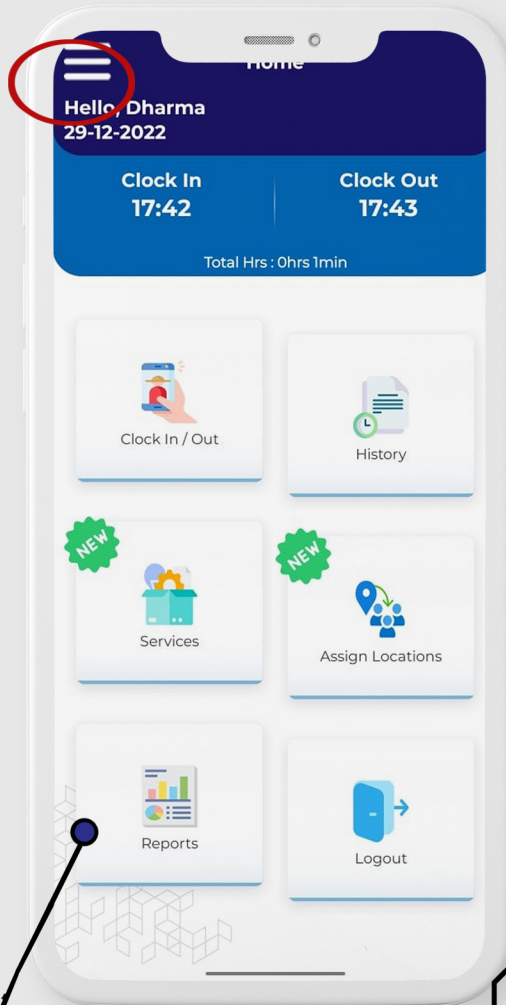
- User can view the list of all staff mapped to that DDO Code.
- User can tap on any of the staff name to whom new location needs to be assigned.



- User can select District, DDO from the above dropdown (or) enter DDO code for which details will be fetched.
- Upon verification, user needs to tap on "Assign Location" button for another new location assignation.



Options from Side Menu



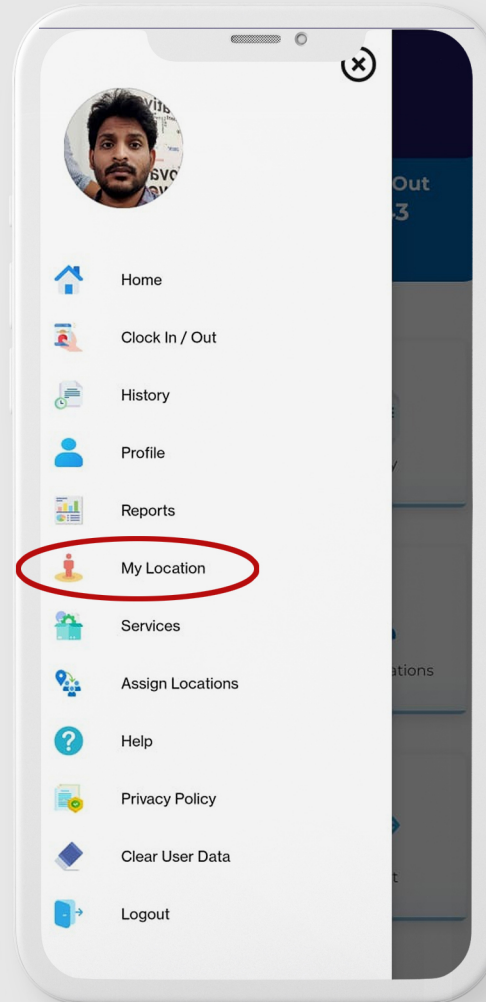
After logging into the app from DDO login, user needs to click on menu icon which is highlighted above.

User needs to tap on "My location" for setting up of the current location for the entire staff mapped to that DDO code

A new customized locations can be added as needed.

This are the Fixed Locations

Options from Side Menu Contd...



Note*

DDO will finalize the location of the concern HoD staff / District office staff.



Technical Support Numbers for AP FRS

<https://apfrs.apcfss.in/frs-help-videos/>

Email for any queries

policy-unit@ap.gov.in

pmu.attendance@ap.gov.in



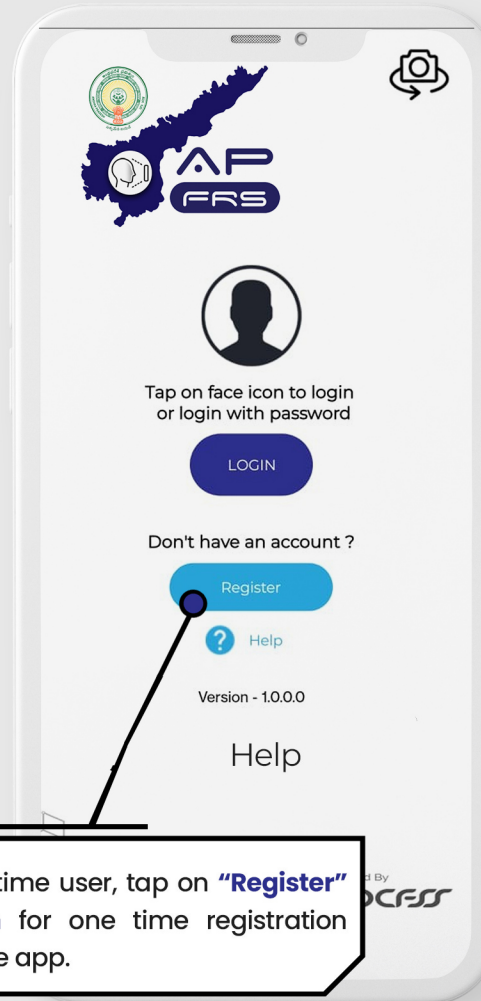
AP FRS User Manual for Staff

One Time Registration

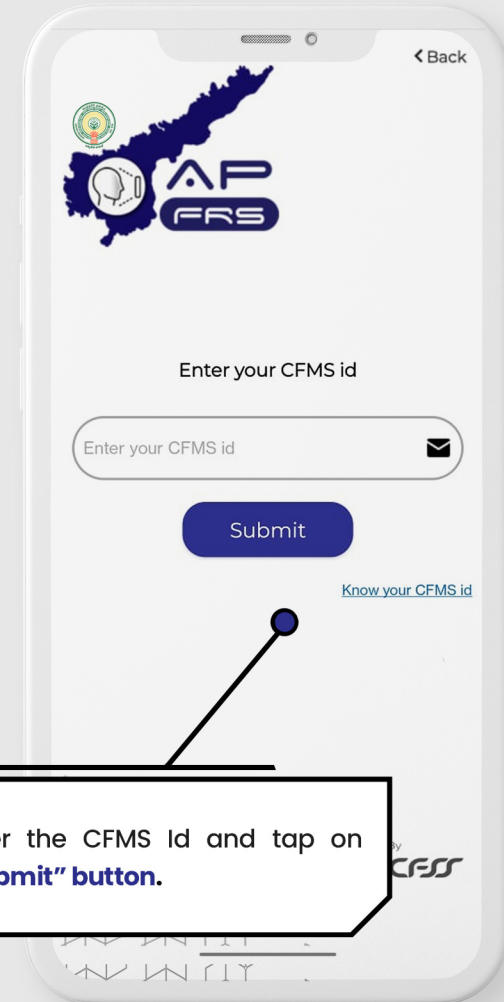


User Registration into AP FRS

This section describes steps to be performed for one time registration into the FRS app.



If first time user, tap on **“Register”** button for one time registration into the app.



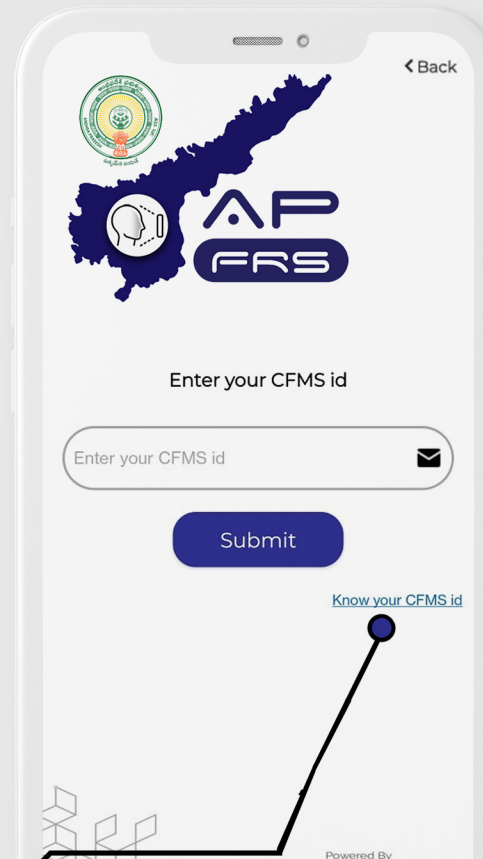
Enter the CFMS Id and tap on **“Submit”** button.

One Time Registration

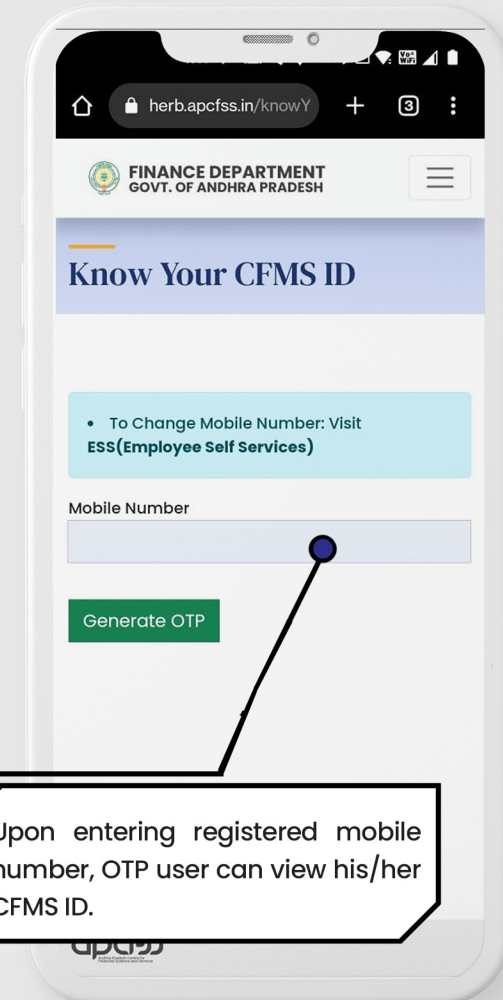


User Registration into AP FRS

This section describes steps to be performed for one time registration into the FRS app.



If user needs to know CFMS Id tap on **"Know your CFMS Id"**



Upon entering registered mobile number, OTP user can view his/her CFMS ID.

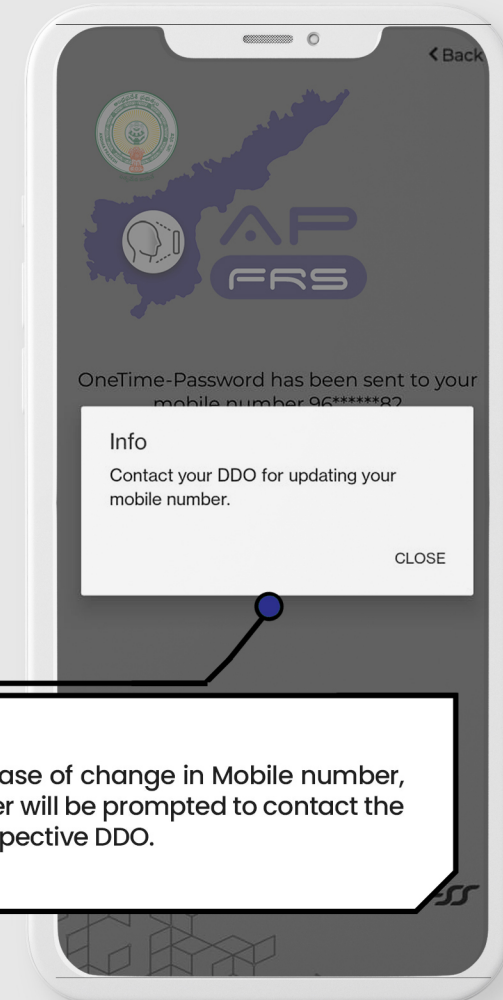
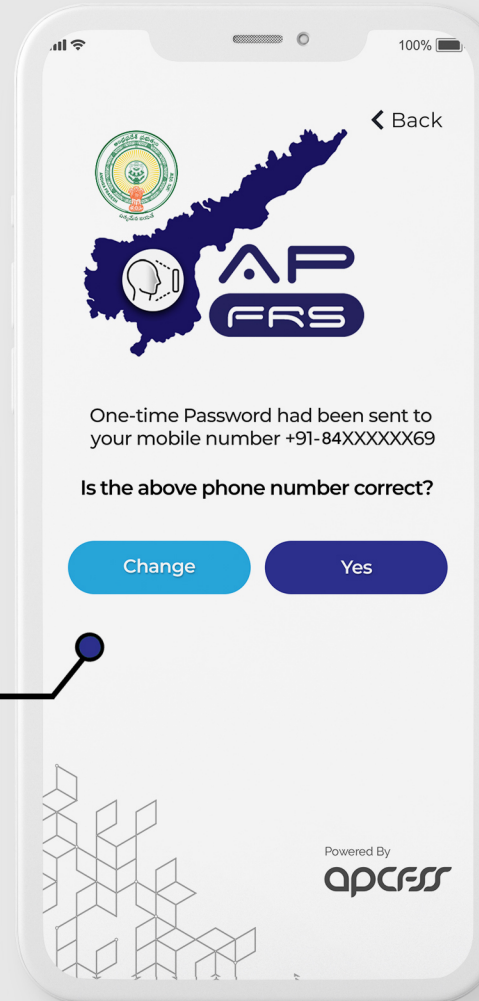
One Time Registration



User Registration into AP FRS

Registered Mobile number confirmation

- Registered mobile number is displayed for confirmation, which is in the form of +91-84XXXXXX69.
- If user wants to change the Mobile number, can do so by pressing "Change" button.



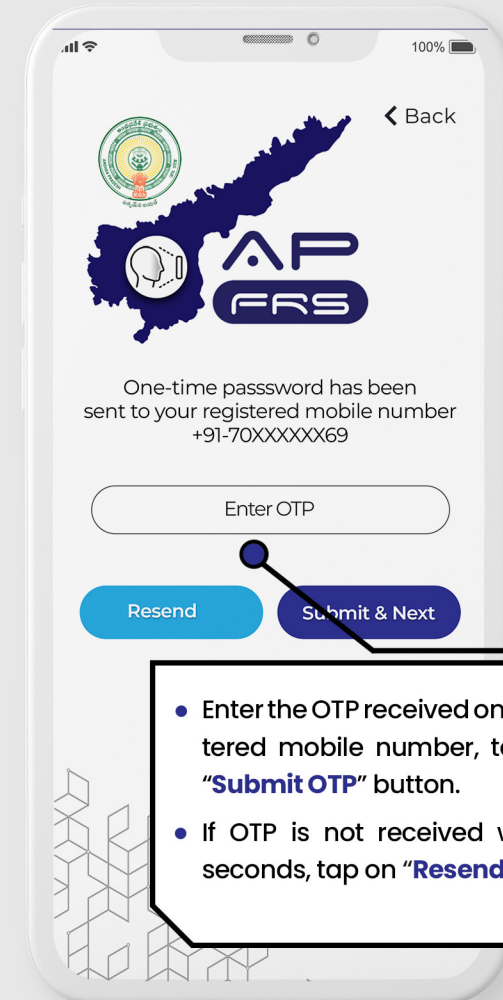
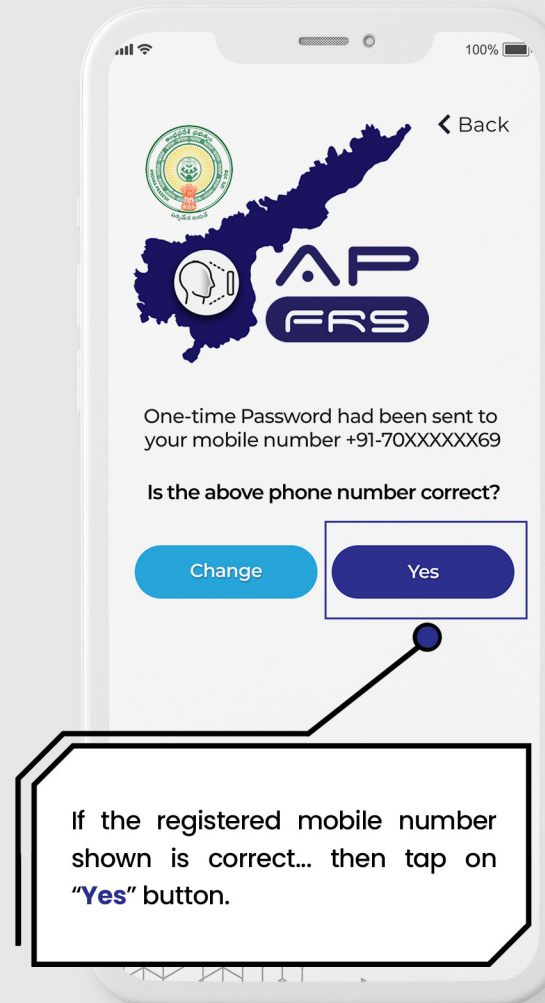
Incase of change in Mobile number, user will be prompted to contact the respective DDO.

One Time Registration



User Registration into AP FRS

If there is no change of registered mobile number...




One Time Registration



User Registration into AP FRS

User Profile Confirmation

< Back



Name :
Dharma

CFMS id :
9618239082

Mobile :
9618239082

email id :
kotireddy68@gmail.com

Department :
CAB01-Chief Ministers Office

Designation :
commissioner

Confirm & Continue

- Post successful OTP verification, User can view the details viz. Name, CFMS Id, Mobile, Email id, Department, Designation.
- Tap on “**Confirm & Continue**”.

One Time Registration



User Registration into AP FRS

Creation of New Password

100%

AP FRS

Create Password

Enter New Password

Confirm Password

Confirm & Continue

- User needs to enter the desired password by entering new password.
- Confirm the desired password again and tap on **“Confirm & continue”** button.

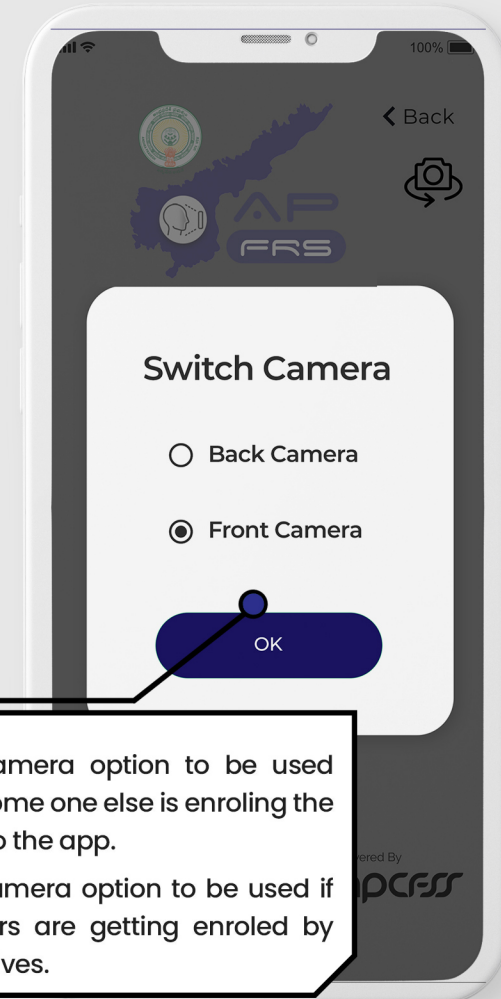
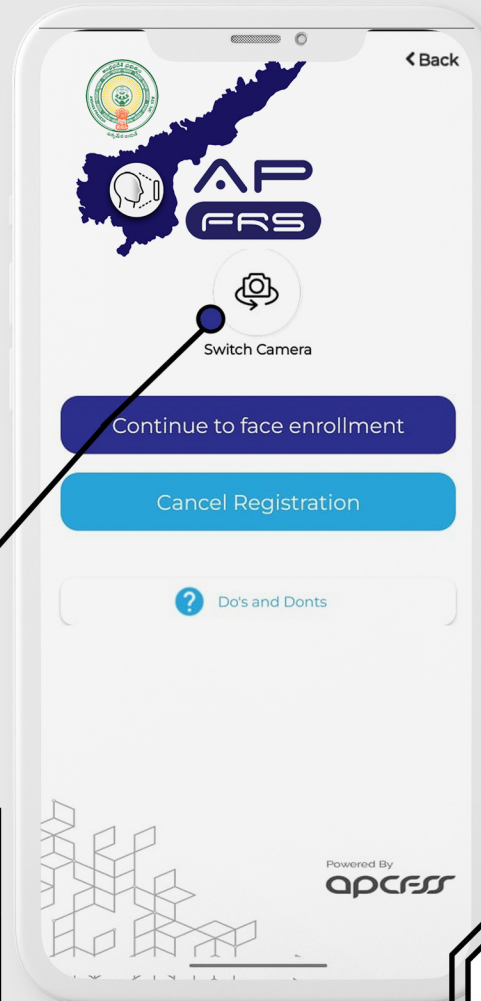
One Time Registration



Facial Template Enrolment

Camera Switch options selection

There is a provision to switch between front & back camera options as part of facial template registration by tapping on "**camera icon**".



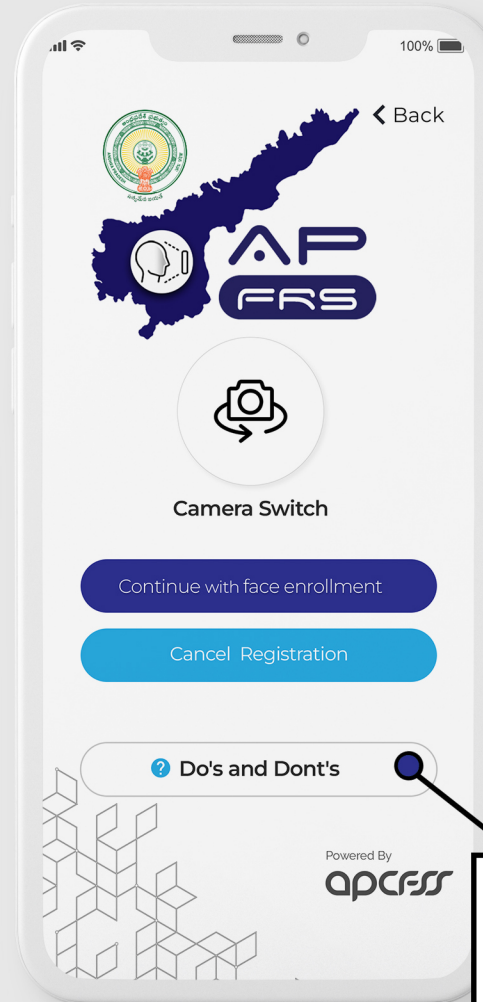
- Back camera option to be used when some one else is enrolling the user into the app.
- Front camera option to be used if the users are getting enrolled by themselves.

One Time Registration



Facial Template Enrolment

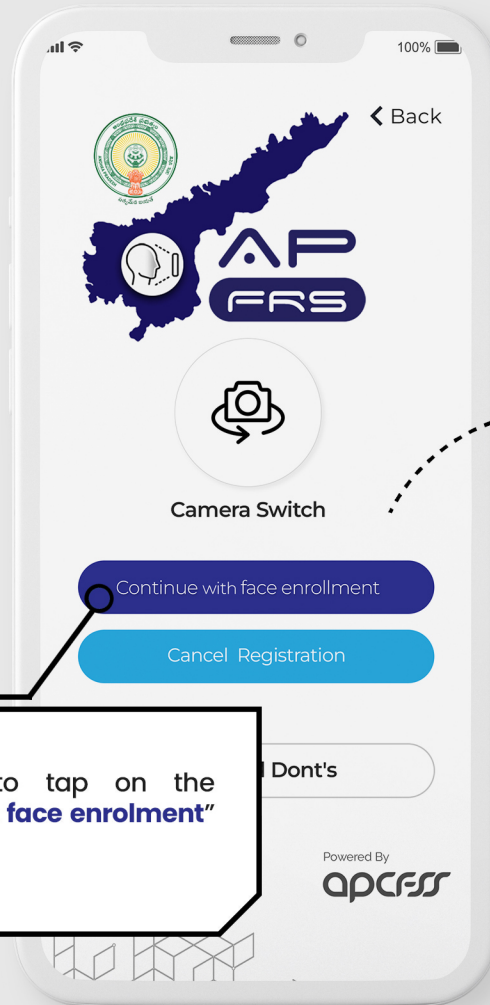
Do's & Dont's help points for facial template registration process.



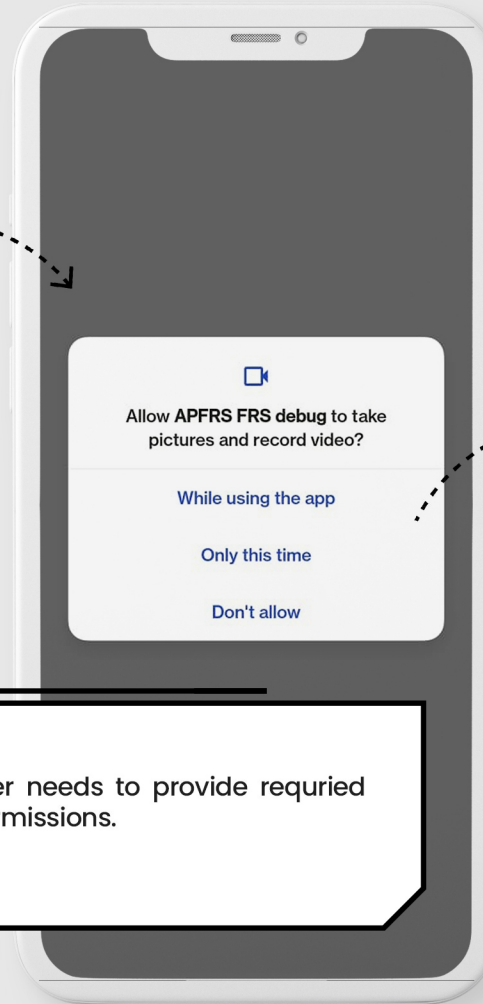
There is a provision for "Do's and Dont's" help for facial template registration.



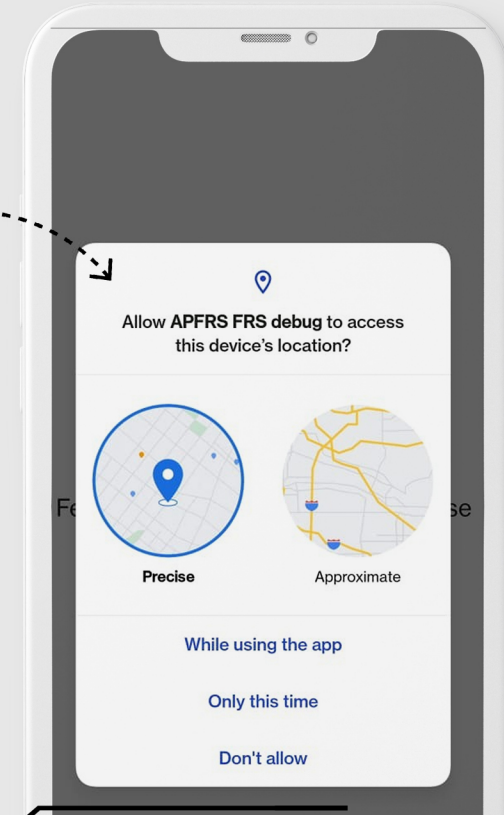
One Time Registration



User needs to tap on the "Continue with face enrolment" button.



User needs to provide required permissions.



User needs to provide required permissions.

Facial Template Enrolment

Capturing of facial template into the app.

One Time Registration

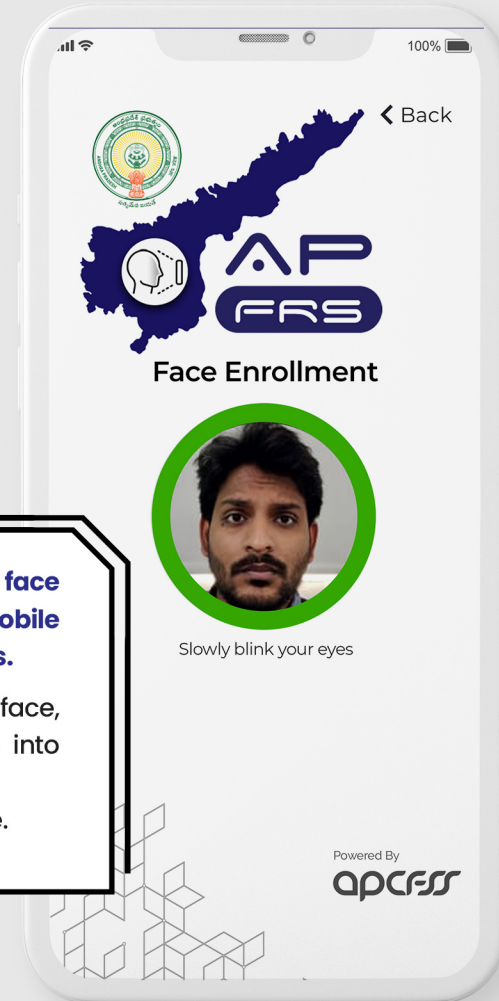


Facial Template Enrolment

Capturing of facial template into the app.



- Please ensure to focus complete face in the circle while looking at mobile camera and slowly blink the eyes.
- A green circle will start filling the face, once the circle completely turns into green, **tap inside the circle** without moving the mobile phone.

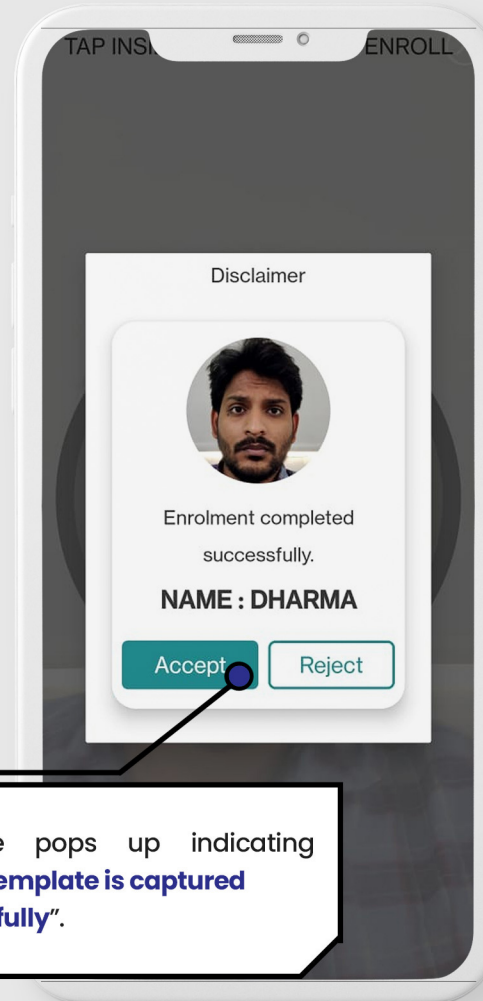


One Time Registration



Facial Template Enrolment

Capturing of facial template into the app.

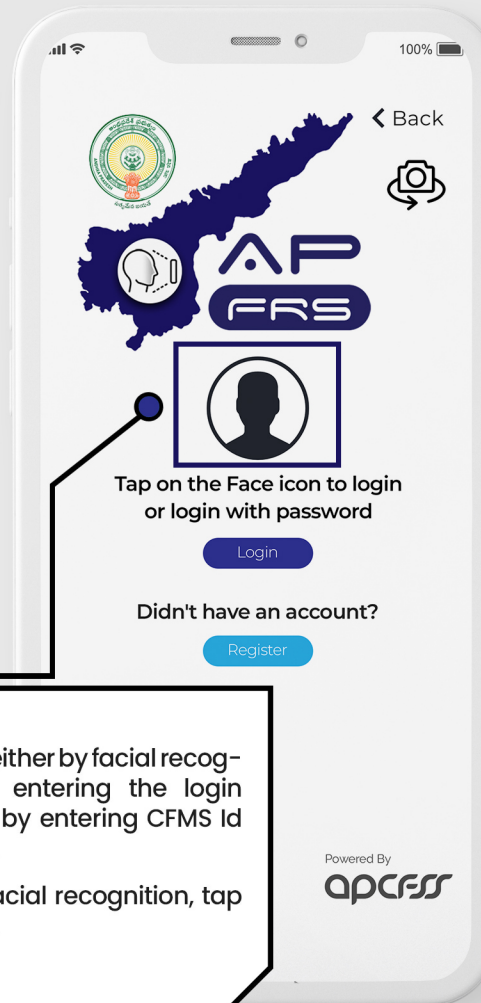


Message pops up indicating "Facial template is captured successfully".

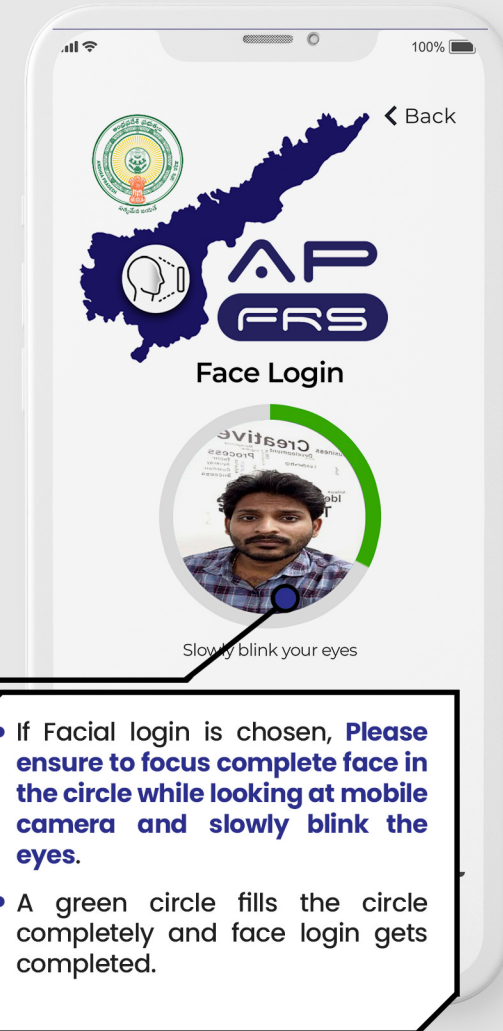
Logging into the app



Login with facial Identification



- User can login either by facial recognition [or] by entering the login credentials i.e. by entering CFMS Id and password.
- To login with facial recognition, tap on "Face icon".

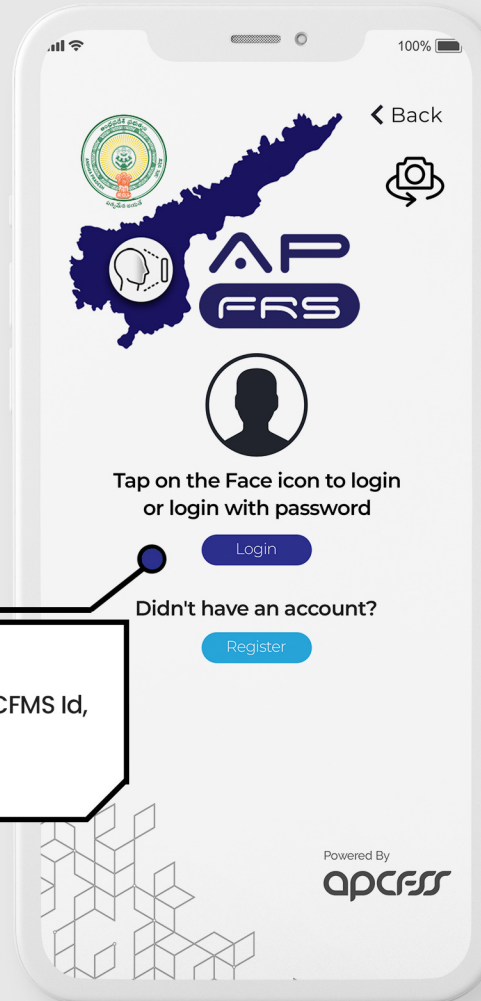


- If Facial login is chosen, **Please ensure to focus complete face in the circle while looking at mobile camera and slowly blink the eyes.**
- A green circle fills the circle completely and face login gets completed.

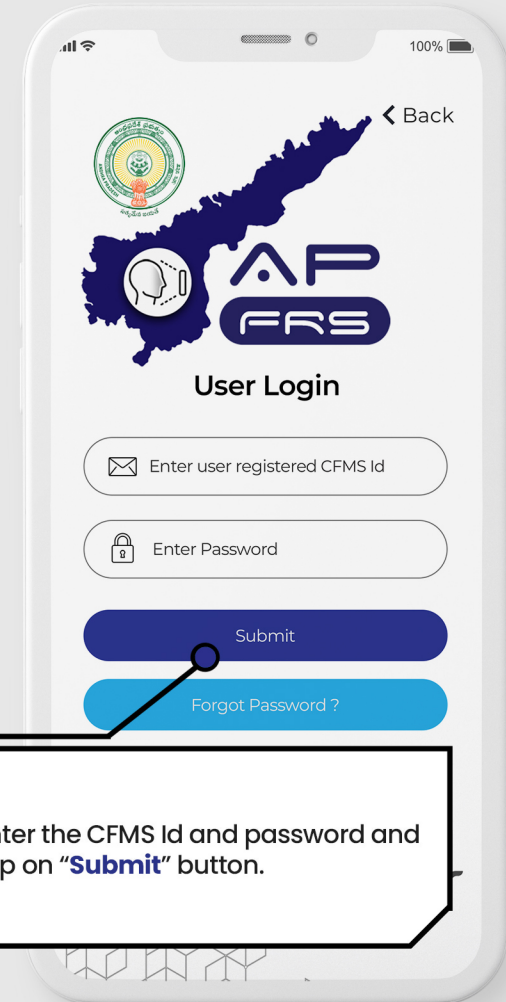
Logging into the app



Login with CFMS ID



To login with the registered CFMS Id, tap on "Login" button.



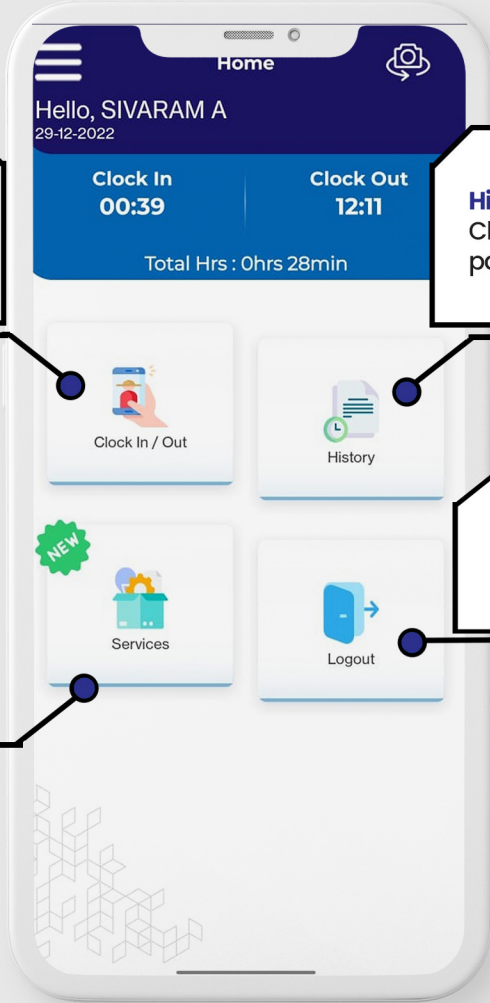
Enter the CFMS Id and password and tap on "Submit" button.



Menu Items

Clock in/Out is meant for marking the clock in and clock out time every day.

History is meant for viewing of Clock in / Clock out history of the particular user.



Option to Logout from the app.

Services enables the users to view their pay slips

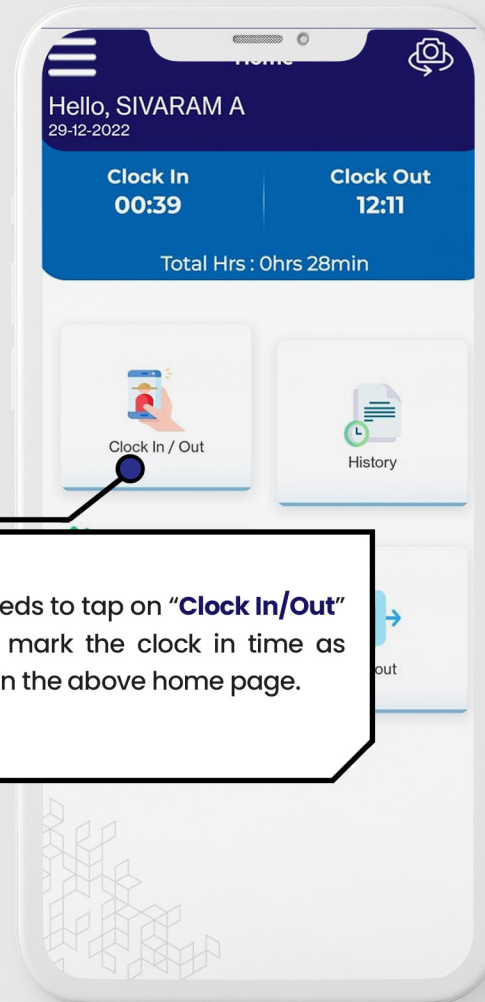
Home Screen

After logging into the app the user views this home screen with various options as shown.

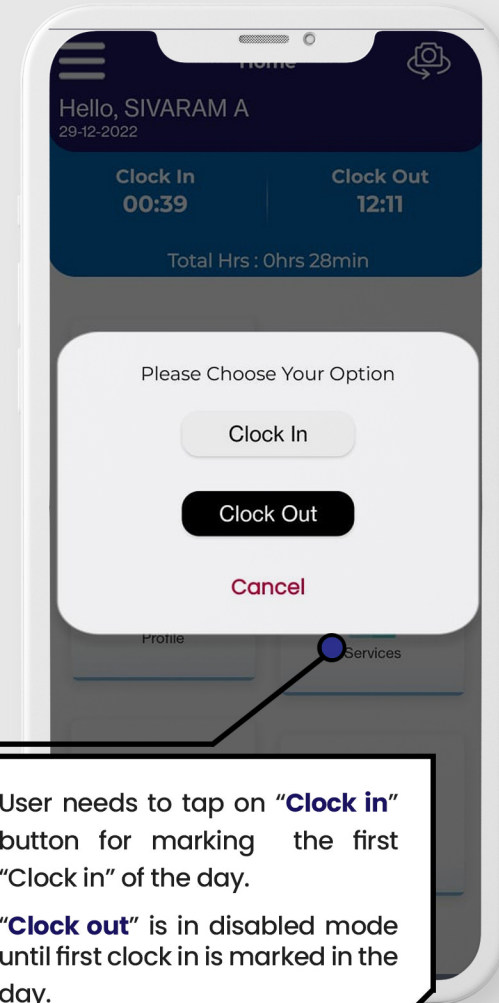
Menu Items



Clock In Process



User needs to tap on **“Clock In/Out”** icon to mark the clock in time as shown in the above home page.



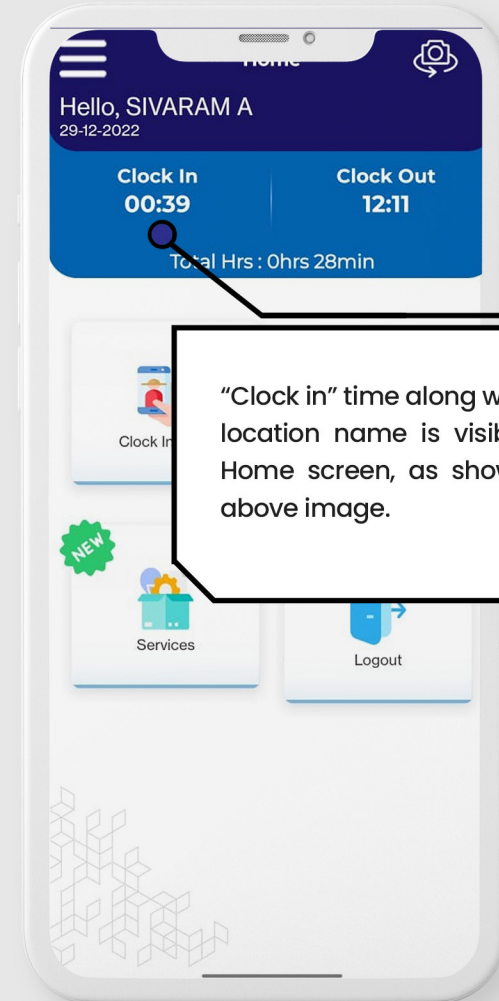
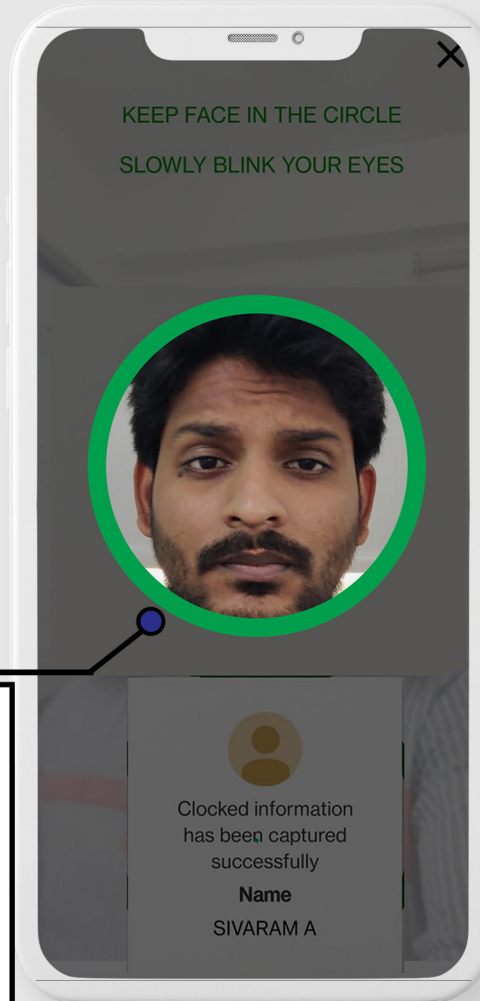
- User needs to tap on **“Clock in”** button for marking the first **“Clock in”** of the day.
- **“Clock out”** is in disabled mode until first clock in is marked in the day.

Menu Items



Clock In Process Continued...

- Front camera will be opened and **user need to focus the entire face** within the circle as shown in the image and needs to **slowly blink the eyes**.
- A green circle starts filling around the face. Once the entire circle turns into green completely, clock in gets completed.

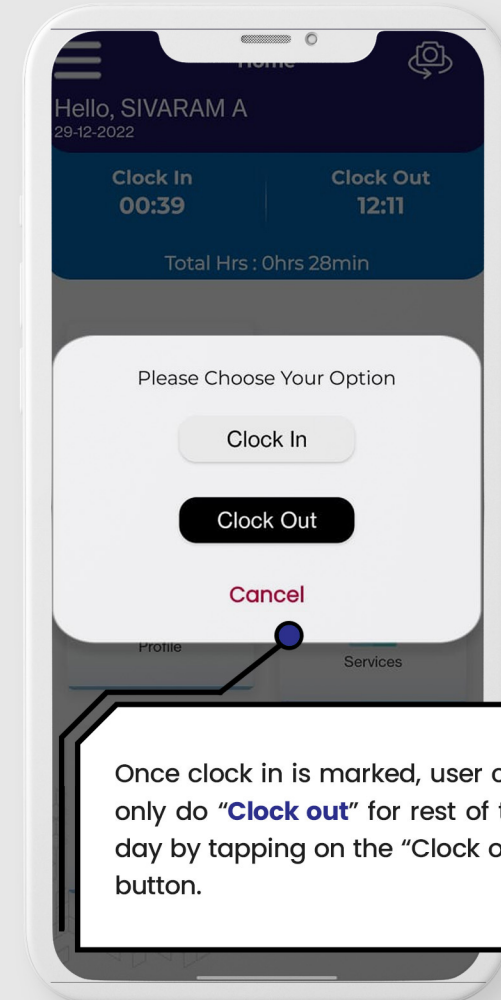
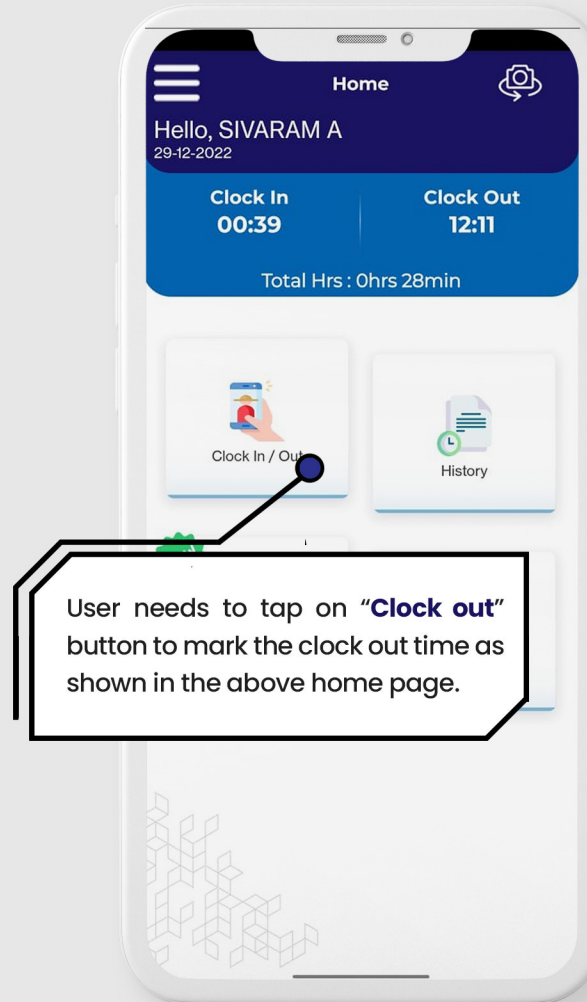


“Clock in” time along with location name is visible in the Home screen, as shown in the above image.

Menu Items



Clock Out Process



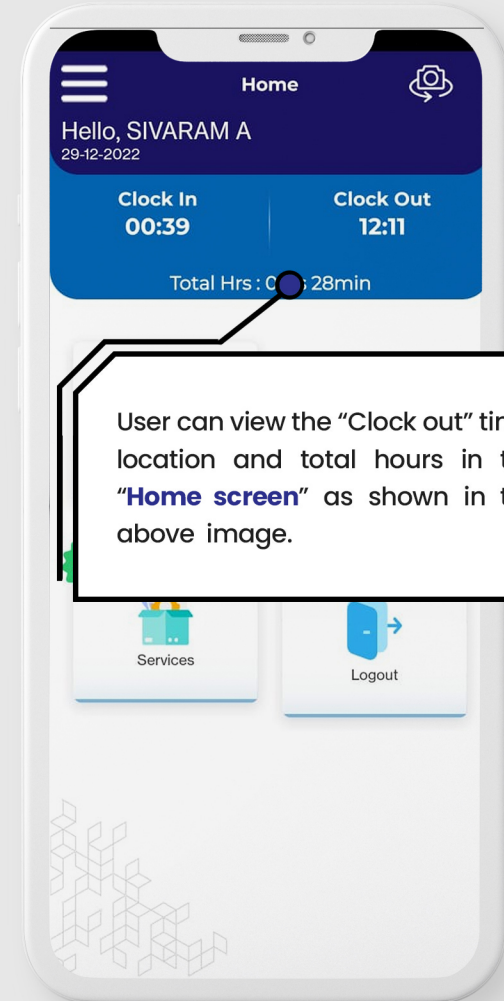
Menu Items



Clock Out Process Continued...

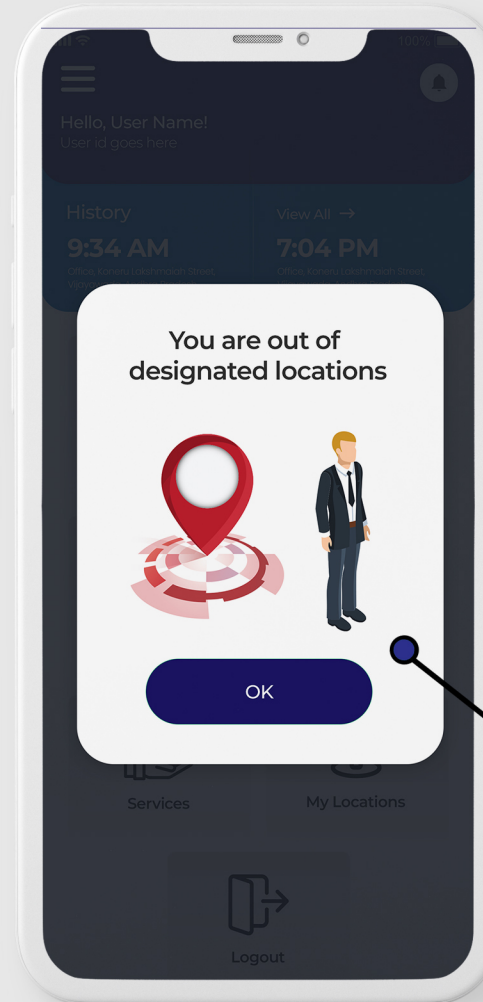


For clock out, tap on **“Clock out”** button and focus the entire face within the camera circle and slowly blink the eyes while the circle completely turns into green.



User can view the **“Clock out”** time, location and total hours in the **“Home screen”** as shown in the above image.

Clock In / Out from the designated locations



User can mark "Clock in" and "Clock out" times only from the designated locations.

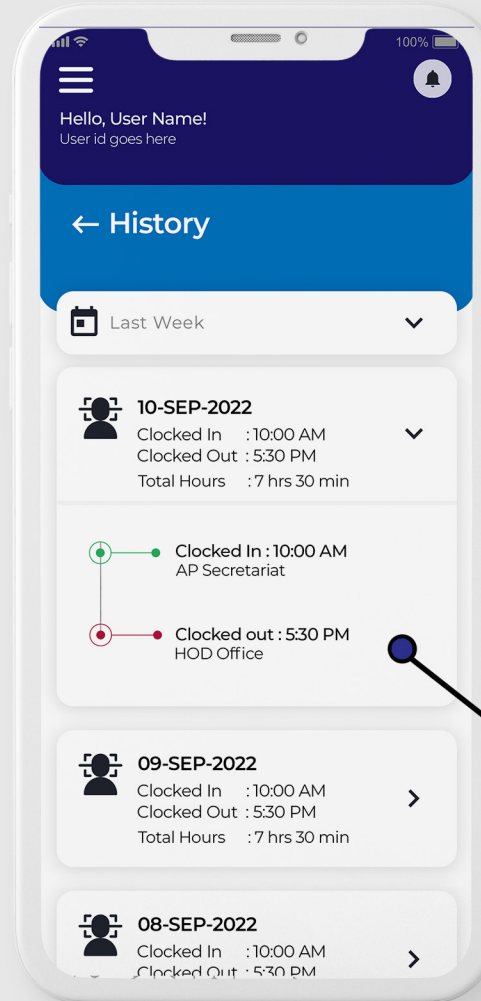
Note*

Respective DDO HoD/District office will finalize the location for their staff.

Menu Items



Total Hours History

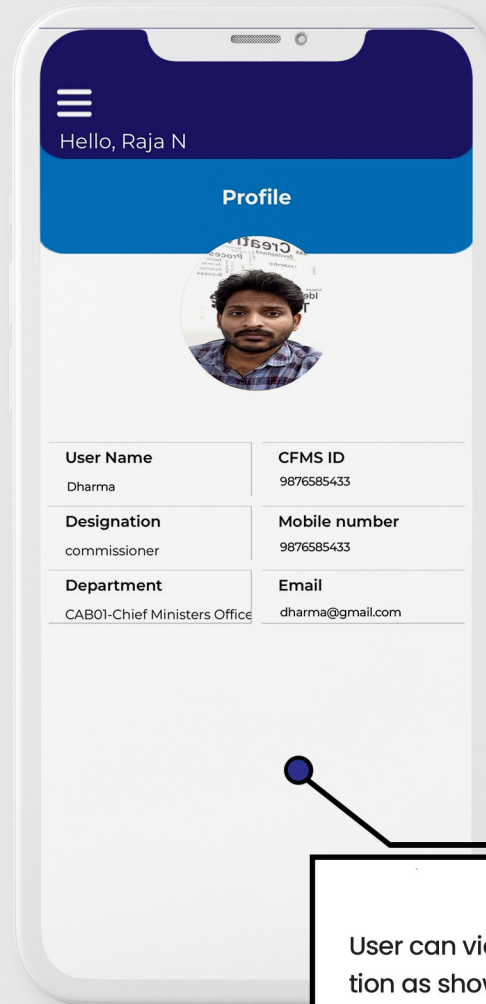


User can view the day wise total **hours history** as shown in the above screen.

Menu Items



User Profile



User can view the profile information as shown above.



Technical Support Numbers for AP FRS

<https://apfrs.apcfss.in/frs-help-videos/>

Email for any queries

policy-unit@ap.gov.in

pmu.attendance@ap.gov.in



**Mobile Number
Updation**

**Regular Employee's
Mobile Number Updation through DDO login**

Step 1:



FINANCE DEPARTMENT
GOVT. OF ANDHRA PRADESH

Know Your CFMS ID GOs, Circulars, Memos Budget 2023-24

Login

[Sign in](#) [Forgot Password ?](#)

[Download Employee Mobile APP \(HERB\)](#)

Note:

1. Monthly regular salary bill submissions (including Outsourced in APCOS portal) are allowed from the 16th to the 25th as per schedule.
2. Bill Submission is not permitted after 25th.

Open herb.apcfss.in/login and sign in using the DDO credentials.

Step 2:



New Tab x +

herb.apcfss.in/login

Dashboard

- ESS
- HR & Payroll
- Master Data
- Budget 2023-24

Instructions:

Verification of qualifying service after 25 years service:

1. Where a Government servant completes twenty-five years of service or is left with five years of service before the date of retirement the Head of Office or Department concerned, as the case may be, shall send the service particulars to the Accountant-General who shall verify them in accordance with the rules for the time being in force, determine the qualifying service and record a certificate that the service up to the specified date has been accepted in audit for purposes of finalization and communicate the period of qualifying service so determined.

2. In the case of Class IV and other low paid Government servants of equivalent rank the Head of the Office shall verify the service particulars as indicated in sub-rule (1) and record a certificate in the service book of the employee as per the said sub-rule.

3. The provisions referred to in sub-rule (1) and (2) shall be subject to final verification of qualifying service which shall be made at the time of retirement of the Government servant.

Employees: 12

Employee Self Services

- Employee Pay Slip
- Personal Details
- Personal IDs (Aadhar/PAN/Mobile/etc.)
- Bank Account Details

apcfss

The following dashboard will appear upon logging in.

Step 3:



Click on Master Data. Under Master Data, a Master Data Updation menu will appear and click on “Employee Master Data” to update the data of an employee.

Step 4:



Click on either CFMS Id or HRMS Id.

Employee Master Data Update

Instructions:

1. Drawing & Disbursing officer can update the master data (Le Aadhar Number, Bank Account Details, Mobile Number, PAN Number, APGLU, ZP-GPF, AIS, Date of Birth) of all employees drawing salary under his ddocode. The same data will be updated in CFMS. (ಛಾಯಾಂಕ & ರೆಸ್ಟ್ರಿಕ್ಟಿಂಗ್ ಅಧಿನೆರ ತನ ddocode ಕ್ರೆಂದ ತತಂ ತಿಸುಕುನೆ ಅದ್ವೇಗುಲಂದರಿ ಮಾಫರೆ ರೇಲಾನು (ಅಂಕು ಆದಾರ್ ನಂಬರ್, ಬ್ಯಾಂಕ್ ಖಾಶಾ ವಿನರಾಲು, ಮೊಬೈಲ್ ನಂಬರ್, PAN ನಂಬರ್, APGLU, ZP-GPF, AIS, ಪುಳಿನ ತೆದ) ಅನೇಶೆಡ್ ರೆಯನಮ್ತು, ಅದೇ ರೇಲಾ CFMSಲೆ ಅನೇಶೆಡ್ ರೆಯಬರುತುಂದರಿ)

CFMS Id HRMS Id

Employee id:*
Enter Employee Id

Get Data Previous History

Step 5:

Enter the relevant employee Id and click on Get Data.

Employee Master Data Update

Instructions:

1. Drawing & Disbursing officer can update the master data (Le Aadhar Number, Bank Account Details, Mobile Number, PAN Number, APGLU, ZP-GPF, AIS, Date of Birth) of all employees drawing salary under his ddocode. The same data will be updated in CFMS. (ಛಾಯಾಂಕ & ರೆಸ್ಟ್ರಿಕ್ಟಿಂಗ್ ಅಧಿನೆರ ತನ ddocode ಕ್ರೆಂದ ತತಂ ತಿಸುಕುನೆ ಅದ್ವೇಗುಲಂದರಿ ಮಾಫರೆ ರೇಲಾನು (ಅಂಕು ಆದಾರ್ ನಂಬರ್, ಬ್ಯಾಂಕ್ ಖಾಶಾ ವಿನರಾಲು, ಮೊಬೈಲ್ ನಂಬರ್, PAN ನಂಬರ್, APGLU, ZP-GPF, AIS, ಪುಳಿನ ತೆದ) ಅನೇಶೆಡ್ ರೆಯನಮ್ತು, ಅದೇ ರೇಲಾ CFMSಲೆ ಅನೇಶೆಡ್ ರೆಯಬರುತುಂದರಿ)

CFMS Id HRMS Id

Employee id:*
14277645

Get Data Previous History

Step 6:



New Tab x +

herb.apctss.in/login

Employee Master Data Update

Instructions:
1. Drawing & Disbursing officer can update the master data (i.e Aadhar Number, Bank Account Details, Mobile Number, PAN Number, APGLI, ZP-GPF, AIS, Date of Birth) of all employees drawing salary under his ddocode . The same data will be updated in CFMS.. (ద్రాయింగ్ & డిస్బర్సింగ్ అఫీసర్ తన ddocode క్రింద జతం తీసుకునే ఉద్యోగులందరి మాస్టర్ డేటాను (అంటే ఆధార్ నంబర్, బ్యాంక్ ఖాతా వివరాలు, మొబైల్ నంబర్, PAN నంబర్, APGLI, ZP-GPF, AIS, పుట్టిన తేదీ) అప్డేట్ చేయవచ్చు. అదే డేటా CFMSలో అప్డేట్ చేయబడుతుంది)

CFMS Id HRMS Id

Employee Id:*
14129564

Get Data **Previous History**

CFMS ID: 14129564	EMPLOYEE NAME: VIJAY BABU RAMISETTY
AADHAR NUMBER: 922856676000	PAN NUMBER: AMFPR8461F
AIS NUMBER:	MOBILE NUMBER: 9848341439
BANK ACCOUNT NUMBER: 30271215708	

SELECT CATEGORY TO UPDATE

Aadhaar Number Bank Account Details Mobile Number PAN Number APGLI Number ZPGPF Number AIS Number DOB

The data of the employee will be displayed as follows

Step 7:



New Tab x +

herb.apctss.in/login

Employee Master Data Update

Instructions:
1. Drawing & Disbursing officer can update the master data (Le Aadhar Number, Bank Account Details, Mobile Number, PAN Number, APGLI, ZP-GPF, AIS, Date of Birth) of all employees drawing salary under his ddocode . The same data will be updated in CFMS.. (డ్రాయింగ్ & డిస్బర్సింగ్ అఫీసర్ తన ddocode క్రింద జతం తీసుకునే ఉద్యోగులందరి మాస్టర్ డేటాను (అంటే ఆధార్ నంబర్, బ్యాంక్ ఖాతా వివరాలు, మొబైల్ నంబర్, PAN నంబర్, APGLI, ZP-GPF, AIS, వుల్టిన నెంబర్) అప్డేట్ చేయవచ్చు. అదే డేటా CFMSలో అప్డేట్ చేయబడుతుంది.)

Employee Id:*
14129564

Get Data Previous History

CFMS ID : 14129564
AADHAR NUMBER: 922856676000
AIS NUMBER:
BANK ACCOUNT NUMBER: 30271215708

EMPLOYEE NAME : VIJAY BABU RAMISETTY
PAN NUMBER: AMFPR8461F
MOBILE NUMBER: 9848341439

SELECT CATEGORY TO UPDATE

Aadhaar Number Bank Account Details Mobile Number PAN Number APGLI Number ZPGPF Number AIS Number DOB

Mobile No:*
Enter Mobile No

Submit with Biometric

Under "Select Category to Update", Click on Mobile Number. Enter the Mobile Number and click "Submit with Biometric" to complete the updation process.

**Outsourcing Employee's
Mobile Number Updation through DDO login**

Step 1:



New Tab x +

← → ↻ | G |

APCOS ANDHRA PRADESH CORPORATION FOR OUTSOURCED SERVICES

APCOS OFFICIALS LOGIN

Monthly regular outsourced salary bill submissions are allowed from the 16th to the 25th as per schedule.
Bill Submission is not permitted after 25th for any reason.

GAD01

Log In

✎ Forgot Password? Register?

Open apcosapp.apcfss.in/Login.do and log in using the DDO credentials.

Step 2:



The screenshot shows the APCOS (Andhra Pradesh Corporation for Outsourced Services) web portal. The header includes the APCOS logo and the text "ANDHRA PRADESH CORPORATION FOR OUTSOURCED SERVICES". The navigation bar contains links for Home, Add New/Update Candidate, Rejected Candidates for PIL, Submit Indent, Payments, Reports, Download PIL, Helpdesk, and Logout. A dropdown menu is open under "Add New/Update Candidate", listing options: Add New/Update Candidate, Submit EPF Details(Family & Nominee Details), Update Candidate Bank Account Details, Update ESI Number, Update Mobile Number, and Update EPF Number. The "Update Mobile Number" option is highlighted. Below the dropdown, there is a section titled "Instructions:" with a list of requirements for attendance submission, such as ensuring the correctness of monthly remuneration and bank account details. A yellow banner also contains information about bill submission deadlines.

Step 2: Click on "Add New / Update Candidate" and from the drop-down menu, select "Update Mobile Number".

Step 3:



New Tab x +

← → ↻ | |

Other bookmarks

APCOS ANDHRA PRADESH CORPORATION FOR OUTSOURCED SERVICES

Home Add New/Update Candidate Rejected Candidates for PIL Submit Indent Payments Reports Download PIL Helpdesk Logout

Update Candidate Mobile Number Details Home / Mobile Number Details

Sl No.	Candidate ID	Name	Date of birth (DD/MM/YYYY)	Mobile Number	Gender	Update Mobile Number
1.	212088650	BATTINI SILPA	01/01/1989	8712126124	FEMALE	
		CHA	06/05/1979	9133466211	MALE	
		GAM	08/10/1995	9642524054	MALE	
			06/11/1989	9573129177	MALE	
			01/01/1986	8790039107	MALE	
			11/06/1995	9398779633	MALE	
7.	206670641	SRINU BHANAVATH	26/07/1982	9550815877	MALE	
8.	206785445	LAKSHMINARASIAH GAJULA	06/10/1986	9297153516	MALE	
9.	213354062	ANJANEYULU P	13/08/1998	9640374396	MALE	
10.	105673620	DURGA RAO TUMMATI	06/08/1986	9912124396	MALE	

Activate windows
Go to Settings to activate Windows.

Step 3: All the employees assigned to the respective DDO will be shown. Click the "Edit" option associated with the specific employee whose mobile number should be updated.

Step 4:



New Tab x +

← → ↻ | |

Other bookmarks

APCOS ANDHRA PRADESH CORPORATION FOR OUTSOURCED SERVICES

[Home](#) [Add New/Update Candidate](#) [Rejected Candidates for PIL](#) [Submit Indent](#) [Payments](#) [Reports](#) [Download PIL](#) [Helpdesk](#) [Logout](#)

Update Candidate Mobile Number Details

[Home](#) / [Mobile Number Details](#)

Update Mobile Number

DDO Code : 27001701025 Candidate Name : BATTINI SILPA

Mobile Number:

Select BioMetric Device :

Step 4: Enter the new mobile number, select the Biometric Device and authenticate to complete the mobile number updation process.

**Contract Employee's
Mobile Number Updation through DDO login**

Step 1:



Open herb.apcfss.in/login and sign in using the DDO credentials.

FINANCE DEPARTMENT
GOVT. OF ANDHRA PRADESH

Know Your CFMS ID GOs, Circulars, Memos Budget 2023-24

Login

User ID

Password

Sign in

Forgot Password ?

Download Employee Mobile APP (HERB)

Note:

1. Monthly regular salary bill submissions (including Outsourced in APCOS portal) are allowed from the 16th to the 25th as per schedule.
2. Bill Submission is not permitted after 25th.

Step 2:



FINANCE DEPARTMENT
GOVT. OF ANDHRA PRADESH

Welcome: VENKATA RAMANA CHATAKUNTA (14407837) -

Dashboard

- ESS
- HR & Payroll**
- Master Data
- Budget 2023-24

Instructions:

service after 25 years service:
...ant completes twenty-five years of service or is left with five years of service before the date of retirement the Head of Office or ...s the case may be, shall send the service particulars to the Accountant-General who shall verify them in accordance with the rules for the ...mine the qualifying service and record a certificate that the service up to the specified date has been accepted in audit for purposes of ...te the period of qualifying service so determined.
...d other low paid Government servants of equivalent rank the Head of the Office shall verify the service particulars as indicated in sub-rule ...e in the service book of the employee as per the said sub-rule.

3. Verification referred to in sub-rule (1) and (2) shall be subject to final verification of qualifying service which shall be made at the time of retirement of the Government servant.

No. of Employees: 52

Step 2: The following dashboard will appear upon logging in. In the dashboard, click on HR & Payroll.

Step 3:



The screenshot shows a web browser window with the following elements:

- Browser tabs: New Tab
- Address bar: Google search bar
- Page header: FINANCE DEPARTMENT GOVT. OF ANDHRA PRADESH
- User greeting: Welcome: VENKATA RAMANA CHATAKUNTA (14407837)
- Section: Master Data
- Grid of 12 options, each with a right-pointing arrow icon:
 - Employee Updation
 - Re Hire (Re Joining)
 - Transfer In
 - FAC-OUT
 - Transfer Out
 - CFMS Actions (RETIRED/SUSPENSION/LEAVE)
 - Fac In
 - Wrong Basic Pay Fixation (RPS-2022) Requests Confirmation
 - Wrong Basic Pay Fixation (RPS-2022) Corrections
 - Date of Joining (DOJ/DOJP) Corrections
 - Date of Joining (DOJ/DOJP) Confirm
 - Contract Employees Mobile Number Updation

Step 3: Scroll down and under Master Data, click on "Contract Employees Mobile Number Updation".

Activate Windows

Step 4:



FINANCE DEPARTMENT
GOVT. OF ANDHRA PRADESH

VENKATA RAMANA CHATAKUNTA (14407837)

Update Contract Employees Mobile Number

DDOCODE:*

27000705001---PAY AND ACCOUNTS OFFICE CAPITAL REGION

Submit

27000705001---PAY AND ACCOUNTS OFFICE CAPITAL REGION

Step 4: Select the DDO code in the drop-down menu and click Submit to display the employees mapped to the DDO.

Step 5:



FINANCE DEPARTMENT
GOVT. OF ANDHRA PRADESH

VENKATA RAMANA CHATAKUNTA (14407837)

Update Contract Employees Mobile Number

DDOCODE:*

27000702001---DIRECTORATE OF TREASURIES AND ACCOUNTS

Total Employees

Search

S.No	Beneficiary Id	Employee Name	Mobile No	Update
1	80049583	. B V S KAMA RAJU	<input type="text"/>	<input type="button" value="Update"/>
2	1002544417	S VISWANADHA SARMA	<input type="text"/>	<input type="button" value="Update"/>
		. M V RAMANA MURTHY	<input type="text"/>	<input type="button" value="Update"/>
		. MUMA MAHESWARA SARMA	<input type="text"/>	<input type="button" value="Update"/>
		BATCHU NAGA CHANDRAIAH	<input type="text"/>	<input type="button" value="Update"/>
		. PURNA CHANDRA RAO P	<input type="text"/>	<input type="button" value="Update"/>
		BHOGARAJU RAVI PRASAD	<input type="text"/>	<input type="button" value="Update"/>
		BABILLI VENKATA BHOGA RAO	<input type="text"/>	<input type="button" value="Update"/>

Step 5: From the list of employees mapped, enter the new mobile number of the employee and click the update option to complete the mobile number updation process.

Mobile Number Updation through PD login

Step 1:



Open https://prdcfms.apcfss.in:44300/sap/bc/ui5_ui5/ui2/ushell/shells/abap/FioriLaunchpad.html?sap-client=350 and enter the CFMS login credentials.

New Tab

← → ↻ | G |

Other bookmarks

User

Password

Language EN - English

Know Your CFMS ID
(Get your CFMS ID. Enter it in User Field along with Password to access self service/other applications)

Dear User, AADHAAR based login is introduced for added Security

Log On

Forgot Password

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Step 2:



New Tab

Home TUNGA NAGESH .

Reports New Common Tasks Budget My Tasks **Expenditure** Beneficiary Management Informations Biometric/IRIS Device Configuration CFM >

Bill Life Cycle Management(BLM) CFMS	Workflow Configurator - PD Accounts	AS - TS & Agreement... CFMS	DDO Finder	Beneficiary Search CFMS	Download Multiple Beneficiary Request CFMS	GST Report
PD Account Statement CFMS	Office Sanction Workflow Configuration	PD HR Management Admin Level	Contingent Expenditure Sanction Management	Cannot load tile	Cannot load tile	Cannot load tile
Cannot load tile	Cannot load tile	Cannot load tile	Cannot load tile	Cannot load tile	Cannot load tile	Cannot load tile

Click on Expenditure and under it, select PD HR Management option.

Step 3:



New Tab x +

← → ↻ | G | ☆ | [Icons] | [Profile] | [Menu] | Other bookmarks

FINANCE DEPARTMENT PD HR Management TUNGA NAGESH .

PD HR Management (Admin)

Master Data Changes Employee Actions Reports

*CFMS ID :

OFFICE DETAILS PERSONAL DETAILS PERSONAL ID'S BANK DETAILS ADDRESS DETAILS ATTACHMENTS

Title:

First Name:

Last Name:

Gender:

DDO Description:

Office Description:

Position Description:

Nationality:

Date of Birth:

State:

Marital Status:

Click on the small icon in the CFMS ID Input box and it displays all the employees under the respective DDO.

Step 4:



The screenshot shows a web browser window with a 'New Tab' and a search bar. The application header includes 'FINANCE DEPARTMENT', 'PD HR Management', and the user name 'TUNGA NAGESH'. Below the header, there is a form with a field for '*CFMS ID :', a 'Go' button, and tabs for 'OFFICE DETAILS', 'PERSONAL DETAILS', and 'PERSONAL ID'S'. A dropdown menu is open, displaying a list of CFMS IDs and their associated mobile numbers. A callout box on the left provides instructions on how to select the correct ID.

Select the CFMS ID from the drop down, whose mobile number should be updated and click "Go"

CFMS ID	Mobile Number
3000000000	9876543210
VAR	9876543210
3000000000	9876543210
K	9876543210
14	9876543210
BHE	9876543210
14	9876543210
SES	9876543210
14	9876543210
KOL	9876543210
15	9876543210
MA	9876543210

Step 5:



New Tab x +

← → ↻ | G | ☆ | 🔍 | ⚙️ | 🗄️ | Other bookmarks

PD HR Management (Admin)

Master Data Changes Employee Actions Reports

*CFMS ID : 30 [copy] VARA [copy] [Go]

OFFICE DETAILS PERSONAL DETAILS PERSONAL ID'S BANK DETAILS ADDRESS DETAILS ATTACHMENTS

DDO: [redacted] DDO Description: S V UNIVERSITY TPT

Office: 60 [redacted] Office Description: SRI VENKATESWARA VETERINA

Position: 70 [redacted] Position Description: [redacted]

PERSONAL DETAILS

[redacted] Nationality: IN

[redacted] Date of Birth: [redacted]

[redacted] State: Andhrspradesh

[redacted] Marital Status: [redacted]

PERSONAL ID'S

All the details of the employee will be displayed as shown below.

Step 6:



New Tab x +

← → ↻ | G | ☆ | Other bookmarks

PD HR Management (Admin)

Master Data Changes Employee Actions Reports

*CFMS ID : VARA PRASAD MANUKONDA

OFFICE DETAILS PERSONAL DETAILS PERSONAL ID'S BANK DETAILS ADDRESS DETAILS ATTACHMENTS

New AADHAAR No:
New PAN:
New Mobile No:
New Alternate Mobile No:
New Mail Id:

IFS Code: Bank Name:

Select the "Personal ID's" tab and click "edit" option. Enter the mobile number in the "New Mobile Number" tab and submit to complete the process.



Thank You