

PROFORMA ON REQUEST FOR NEW HRMS ID / CFMS ID

(Apply In CFMS DDO Login and Click CFMS HIRING EVENT OPTION)

(* Mark Fiedls are Filled Mandatory)

- 1.* First Name (As per SR) : _____
- 2.* Surname Name (As per SR) : _____
- 3.* Father Name : _____
- 4.* Date of Birth : _____
- 5.* Gender : **Male** / **Female**
- 6.* Date of Joining into Govt.Service : _____ **F.N / A.N**
- 7.*Marital Status : **Single / Married / Widow / Divorsed**
8. If Married, Spouse Name : _____
- 9.* D.D.O. Code : _____
- 10.* Unit/Office Name : _____
- 11.* Position Post Name : _____
- 12.* Bill I.D : **2202-01-103-00-05-010-011 / 2202-02-191-00-05-010-011**
13. Department Code : **0308**
- 14.*HRMS Designation Code : _____
- 15.* HRA Code : **1007**
- 16.*HRA Percentage : **12% / 14.5% / 20% / 30%**
- 17.*Payroll Area : **CFMS-Initial / Regular / Pensioners / AIS**
Cabinet Minister / CFMS Non-Employee
- 18.HRMS ID, If available (7 digits) : _____
19. IF HRMS ID is available, then Date of Joining in Present Working Station: _____
- 20.* STO Code & Name : _____
21. Approval Authority : **NA**
22. GO Date & GO No. : **NA**
23. House No. : _____
24. Landa Mark : _____
25. Street Name : _____
- 26.* Postal Code : _____
- 27.* State : **ANDHRA PRADESH**
- 28.* District : _____

29. Mandal : _____
30. Village : _____
31. Hamlet : _____
32. Assembly : _____
- 33.* E-Mail Address : _____
- 34.* Cell Number : _____
- 35.* Bank IFSC Code : _____
36. Bank and Branch Name : _____
- 37.* Bank Account Number : _____
- 38.* AADHAR Number : _____
- 39.* PAN Number : _____
- 40.* Reason for Adding Employee : **Joining**
41. Sub-Reason for Adding Employee : **Recruitment / Existing Vacancy / Compassionate Appointment / Deputation in**
- 42.* Department : **SCHOOL EDUCATION DEPARTMENT**
- 43.* Office Level : **Head Office / State / Multizone / Zone / Dist. / Local**
- 44.* Employee Group : **Gazetted / NGO / Last Grade Service / Grant-in-Aid / Pensioner / Employee / Non-Employee**
- 45.* Employee Sub-Group : **Temporary / Probationer / Approved Probationer / Full Member**
- 46.* UPLOAD DOCUMENTS : **1) Appointment Order Copy 2) BANK Pass Book 3) AADHAR Card 4) PAN Card 5) Others**

(Note: Upload documents with pdf or image – File size limit only 512 kb only)

* DDO Aadhar need to Authenticaticated to submit News Employee Date

* Selecty the Bio Metric Device

* If Aadhar Bio Metric Authentication is successfull, then Employee date is allowed to submit.

I hereby Certified that the individual is admitted to duty and I found correct with personal details of the candidate with the documents produced by him.

Select Bio Metric Device

Authenticate

Submit.

Signature of the DDO

Signature of the Employee.