

# 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.**