

**REQUIRED INFORMATION FOR ALLOTMENT OF  
INDIVIDUAL BENEFICIARY NUMBER CREATION IN CFMS**  
(For Ayas / Sanitary Worker and Others Without Govt. Employees)

**\*First Open the CFMS Website(HTTPS:cfms.ap.gov.in) and Open DDO Login with Password  
\*Opted BENEFICIARY MANAGEMENT and CLICK. Next the The Following Tiles are Opened  
1) Workflow CONFIGURATION 2) Pending Request 3) CREATE NEW BENEFICIARY REQUEST  
4) Add / Change Existing Beneficary Details 5) BENEFICIARY Request Details.**

**Note: Click Only Create New BENEFICIARY Request Tile&Open the Following Information&Fill**

BENEFICIARY Category :	Personnel / Company	Title :	Mr. / Mrs.
First Name :	_____	Last Name :	_____
Mobile No.1 :	_____	Mobile No.2 :	_____
E-Mail Address :	_____	Aadhar No. :	_____
Street No.1 :	_____	Street No.2 :	_____
City :	_____	Postal Code :	_____
Country :	_____	Region :	_____
PAN NO. :	_____	GSTI NO. :	_____

**BANK DETAILS ( Add Bank Account Details)**

Branch Name	_____
Address	_____
Account No.	_____
IFSC Code	_____
MICR No.	_____

**(All above INFORMATION FILL & press SAVE BUTTON.Next Upload Aadhar & Bank Pass Book & Notes Posted in Box. Press SUBMIT BUTTON. AUTOMATICALLY Generated INITIALLY BENEFICIAR Create No.)**

**Next Opted PENDING REQUEST TILE AND CLICK and Open the Window & View Concerned Details**

**Next Completed DDO Bio-Metric AUTHENTICATION to be done and CREATE NEW BENEFICIARY NUMBER**

BENEFICIARY Create Incident NO. \_\_\_\_\_

BENEFICIARY Allotted Number : \_\_\_\_\_

**గమనిక:**పాఠశాలలకు చెందిన వివిధ గ్రాంట్లు వినియోగం నిమిత్తము & ఇతర ఖర్చుల నిమిత్తము సంబంధితులకు సి.యఫ్.యం.యస్.  
ద్వారా చెల్లించుటకుగాను ప్రతి ఒక్కరికి **BENEFICIARY NUMBER CREATION** (ఉద్యోగులకు కాకుండా) చేయవలసియున్నది.