



**FINANCE DEPARTMENT  
GOVT. OF ANDHRA PRADESH**



Better Systems for Better Governance  
APCFSS

# User Manual on USC Number Confirmation

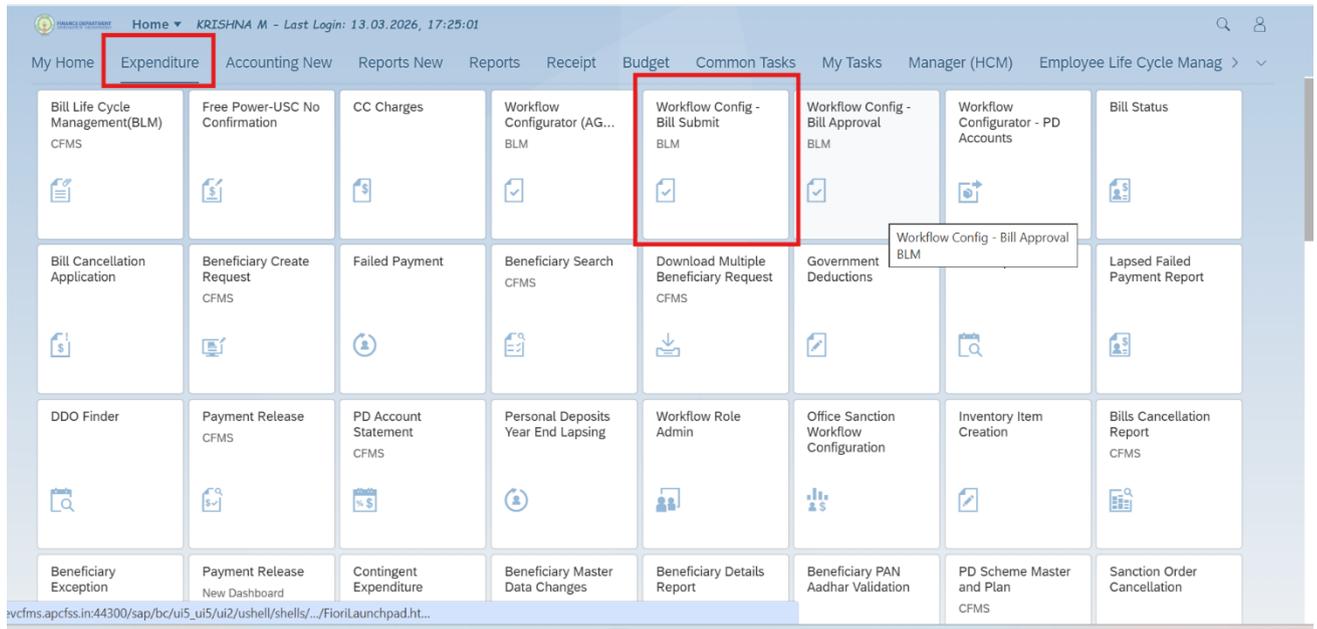
ANDHRA PRADESH  
Centre for Financial  
Systems and Services



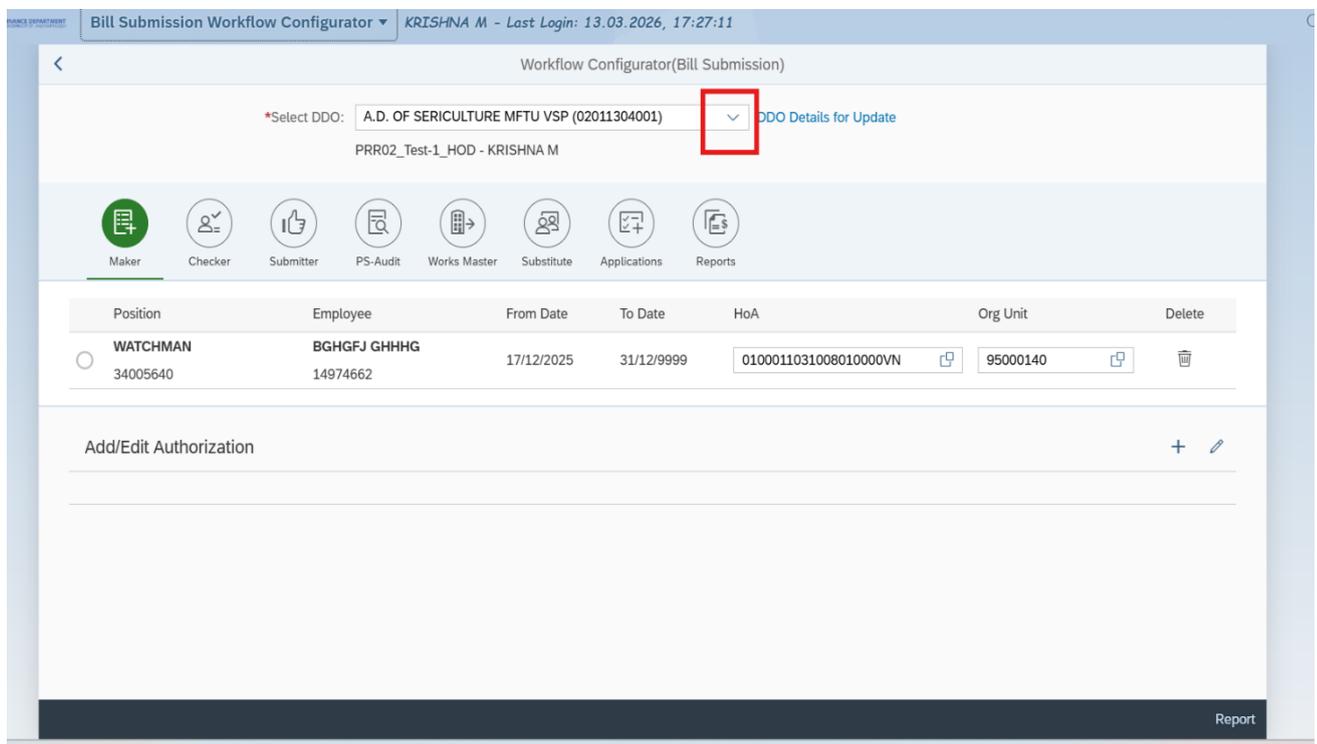
# APCFSS

Andhra Pradesh Centre for Financial Systems and services

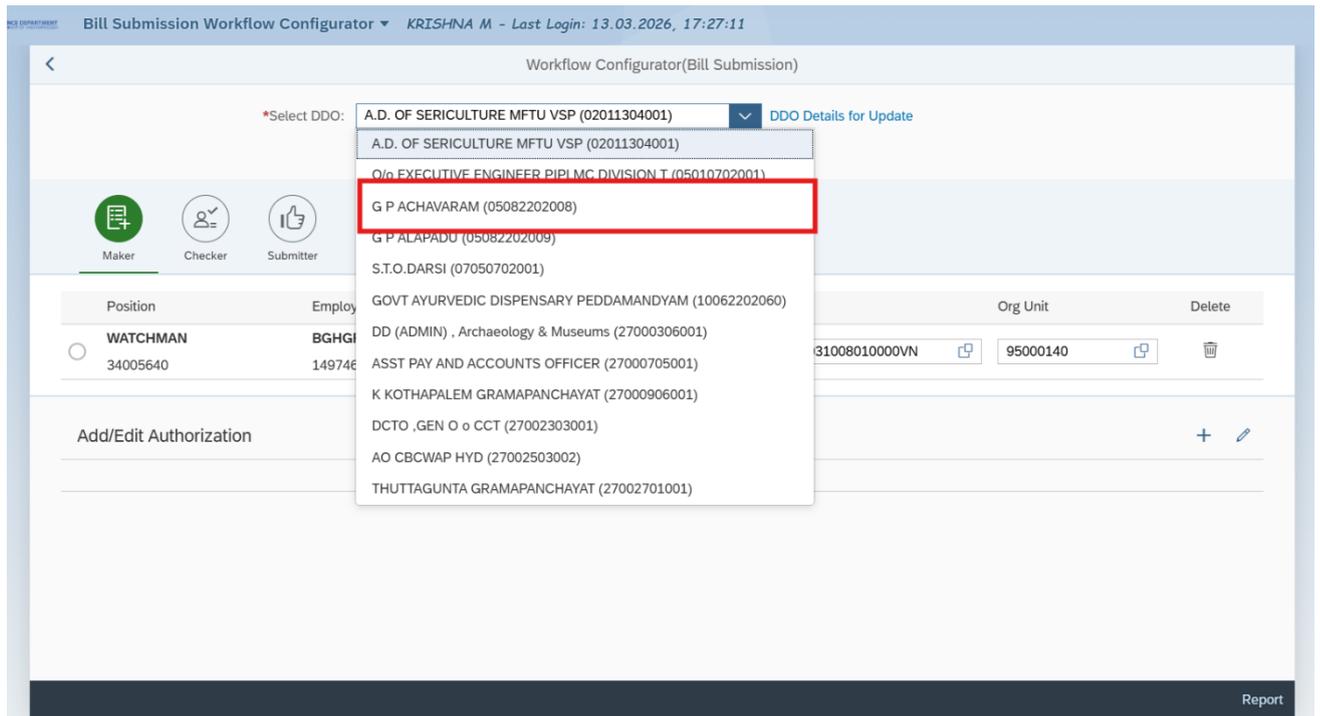
## Step 1: In the expenditure tab, select Workflow Config-Bill Submit Tile.



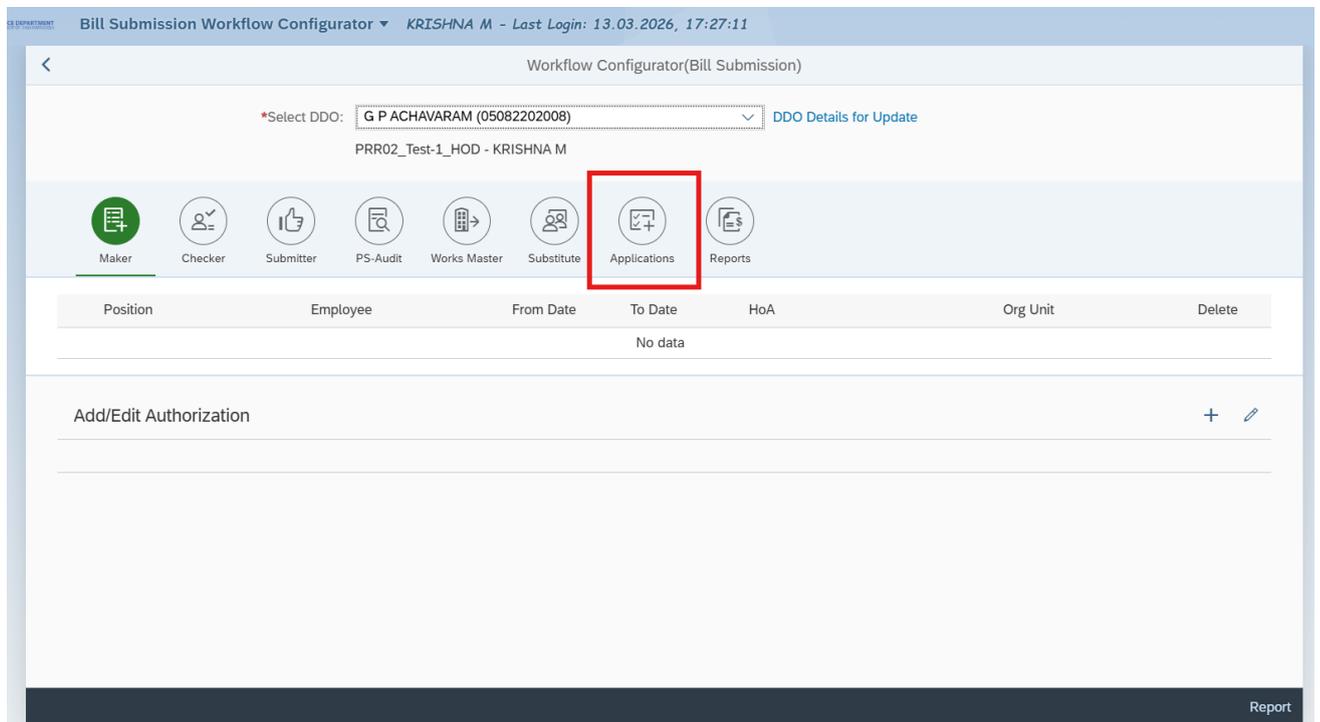
## Step 2: Click on the DDO dropdown to select the DDO



### Step 3: Select the DDO



### Step 4: Select the Applications tab



## Step 5: Select Plus (+) icon

Bill Submission Workflow Configurator ▾ KRISHNA M - Last Login: 13.03.2026, 17:27:11

Workflow Configurator(Bill Submission)

\*Select DDO: G P ACHAVARAM (05082202008) DDO Details for Update

PRR02\_Test-1\_HOD - KRISHNA M

Maker Checker Submitter PS-Audit Works Master Substitute Applications Reports

Function	Position	Employee	From Date	To Date	Delete
Year end cancelled bills report/Creation 57	ASSISTANT ENGINEER 30057103	KRISHNA M 95000864	22.4.2025	31.12.9999	

▼ Add Authorization +

Report

## Step 6: Select the Function F4

Bill Submission Workflow Configurator ▾ KRISHNA M - Last Login: 13.03.2026, 17:27:11

Workflow Configurator(Bill Submission)

PRR02\_Test-1\_HOD - KRISHNA M

Maker Checker Submitter PS-Audit Works Master Substitute Applications Reports

Function	Position	Employee	From Date	To Date	Delete
Year end cancelled bills report/Creation 57	ASSISTANT ENGINEER 30057103	KRISHNA M 95000864	22.4.2025	31.12.9999	

▼ Add Authorization +

Applications

\*Function:  + \*From Date: 13/03/2026

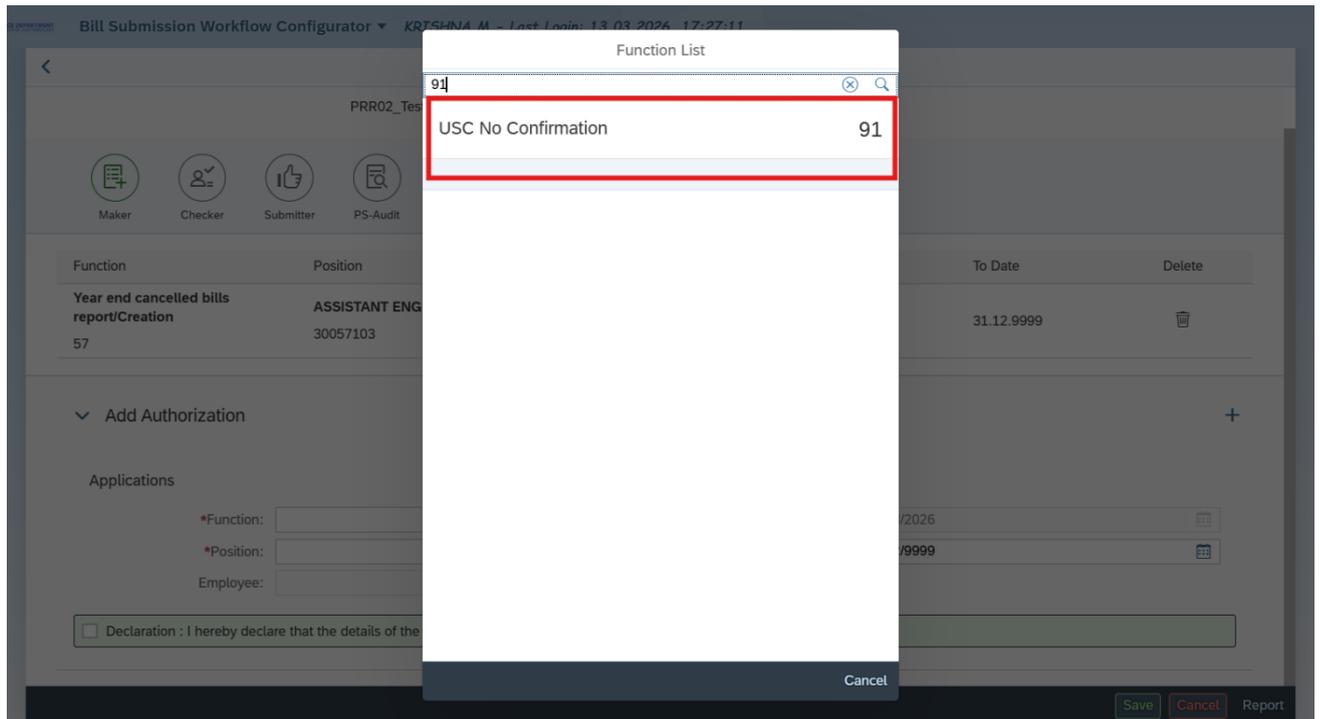
\*Position:  + \*To Date: 31/12/9999

Employee:

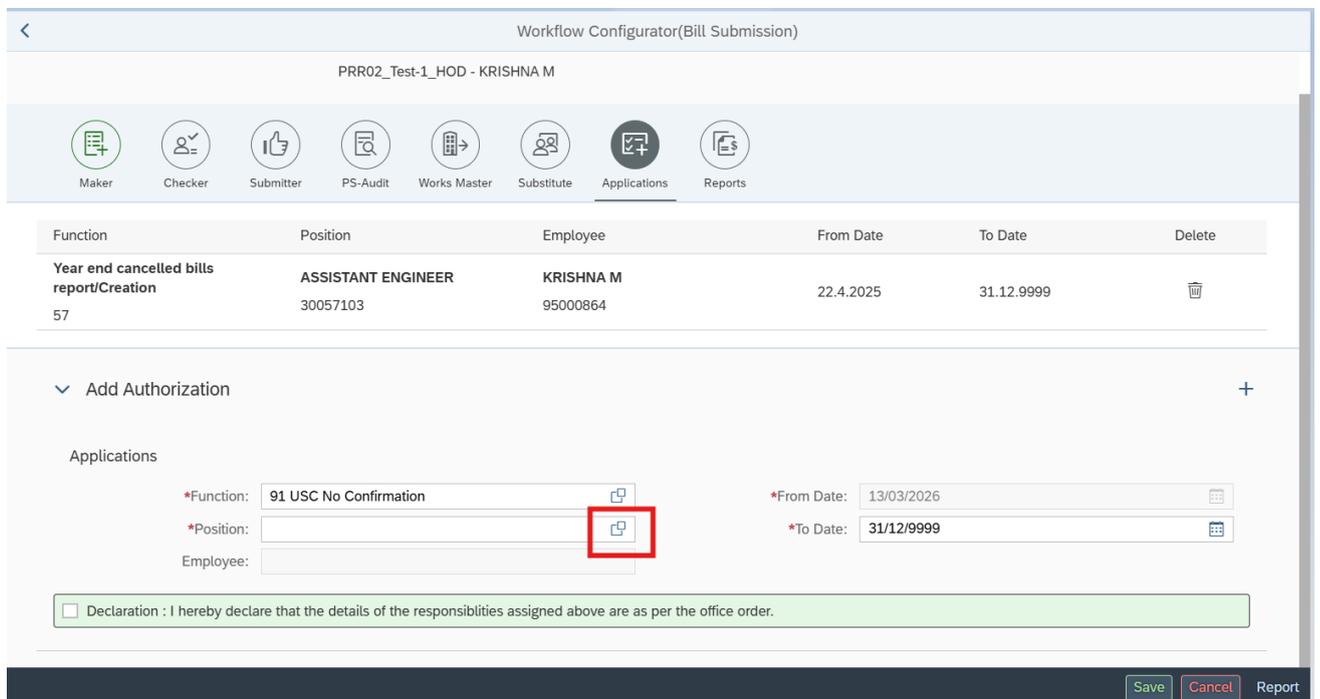
Declaration : I hereby declare that the details of the responsibilities assigned above are as per the office order.

Save Cancel Report

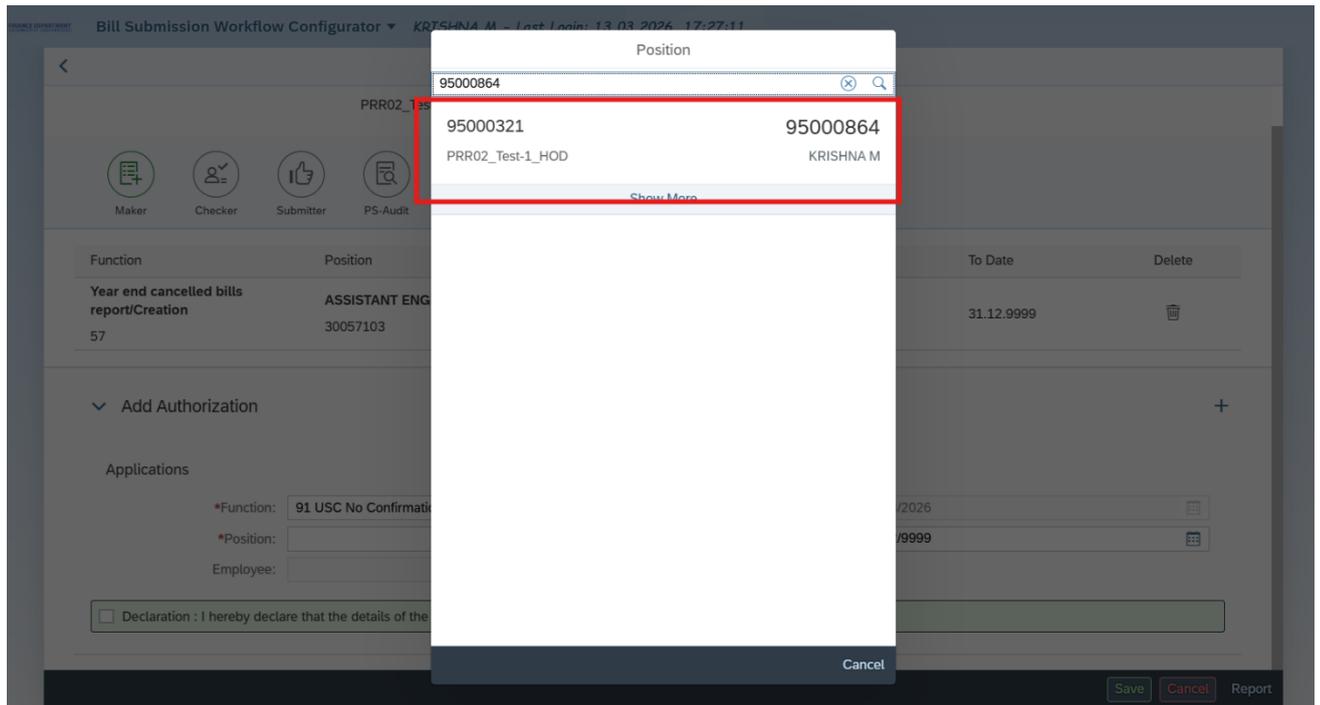
## Step 7: Search for 91 Code and select USC No Confirmation



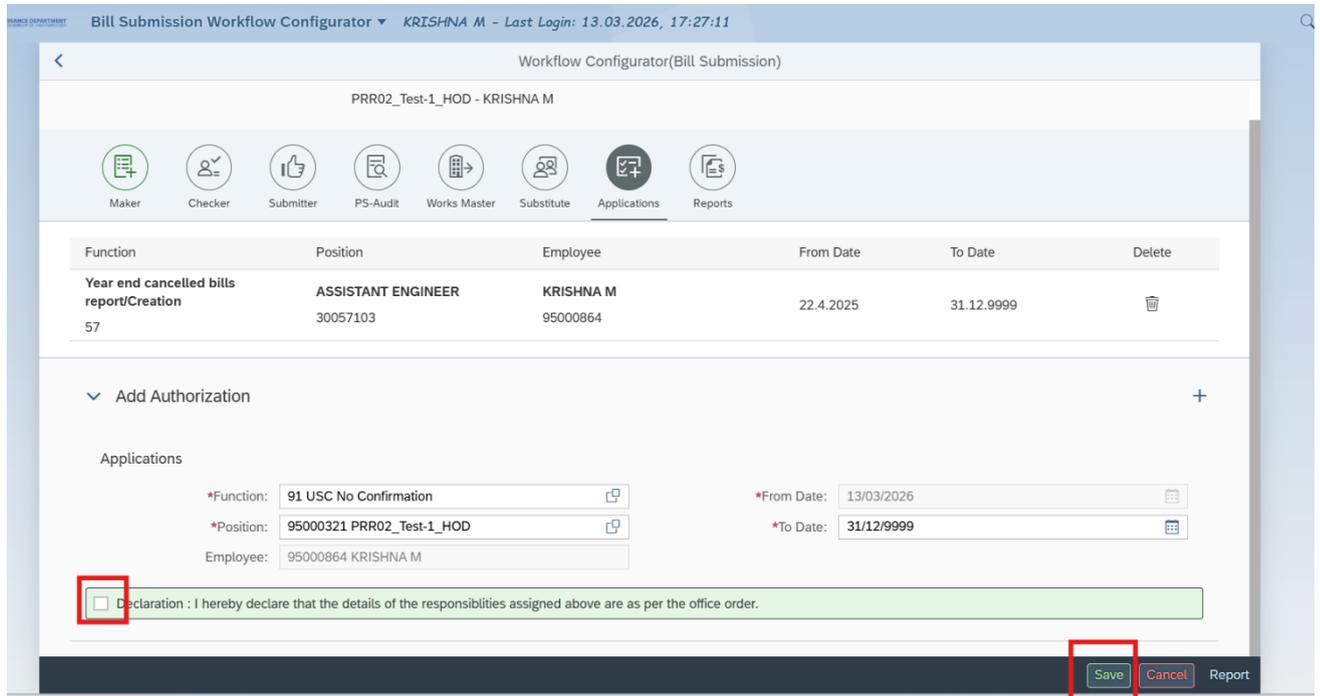
## Step 8: Select the Position F4



## Step 9: Select the Position



## Step 10: Select the checkbox and click on the save button.



## Step 11: Click on Save

Workflow Configurator(Bill Submission)

PRR02\_Test-1\_HOD - KRISHNA M

Maker Checker Submitter PS-Audit Works Master Substitute Applications Reports

Function	Position	Employee	From Date	To Date	Delete
Year end cancelled bills report/Creation 57	ASSISTANT ENGINEER 30057103	95000864	22.4.2025	31.12.9999	

Save Confirmation

Are you sure you want to save the changes

Save Cancel

Applications

\*Function: 91 USC No Confirmation  
\*Position: 95000321 PRR02\_Test-1\_HOD  
Employee: 95000864 KRISHNA M

\*From Date: 13/03/2026  
\*To Date: 31/12/9999

Declaration : I hereby declare that the details of the responsibilities assigned above are as per the office order.

Save Cancel Report

## Step 12: Application will be assigned to the selected DDO

Bill Submission Workflow Configurator - KRISHNA M - Last Login: 13.03.2026, 17:27:11

Workflow Configurator(Bill Submission)

\*Select DDO: G P ACHAVARAM (05082202008) DDO Details for Update

PRR02\_Test-1\_HOD - KRISHNA M

Maker Checker Submitter PS-Audit Works Master Substitute Applications Reports

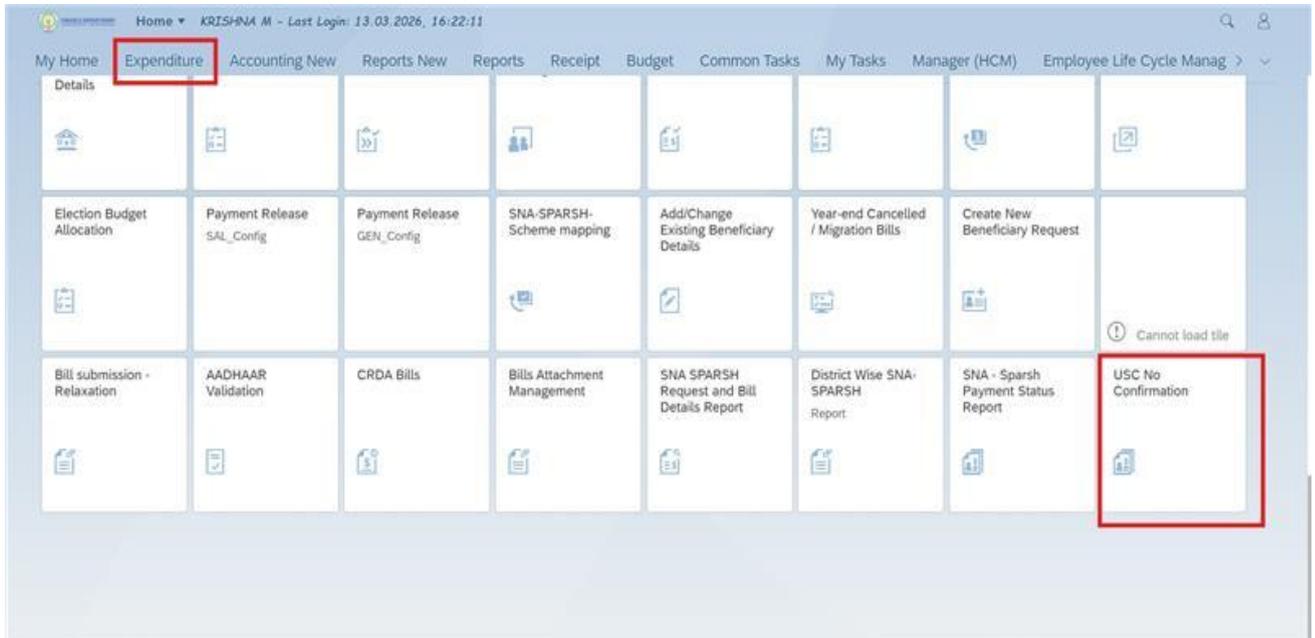
Function	Position	Employee	From Date	To Date	Delete
Year end cancelled bills report/Creation 57	ASSISTANT ENGINEER 30057103	KRISHNA M 95000864	22.4.2025	31.12.9999	
USC No Confirmation 91	PRR02_Test-1_HOD 95000321	KRISHNA M 95000864	13.3.2026	31.12.9999	

Add Authorization

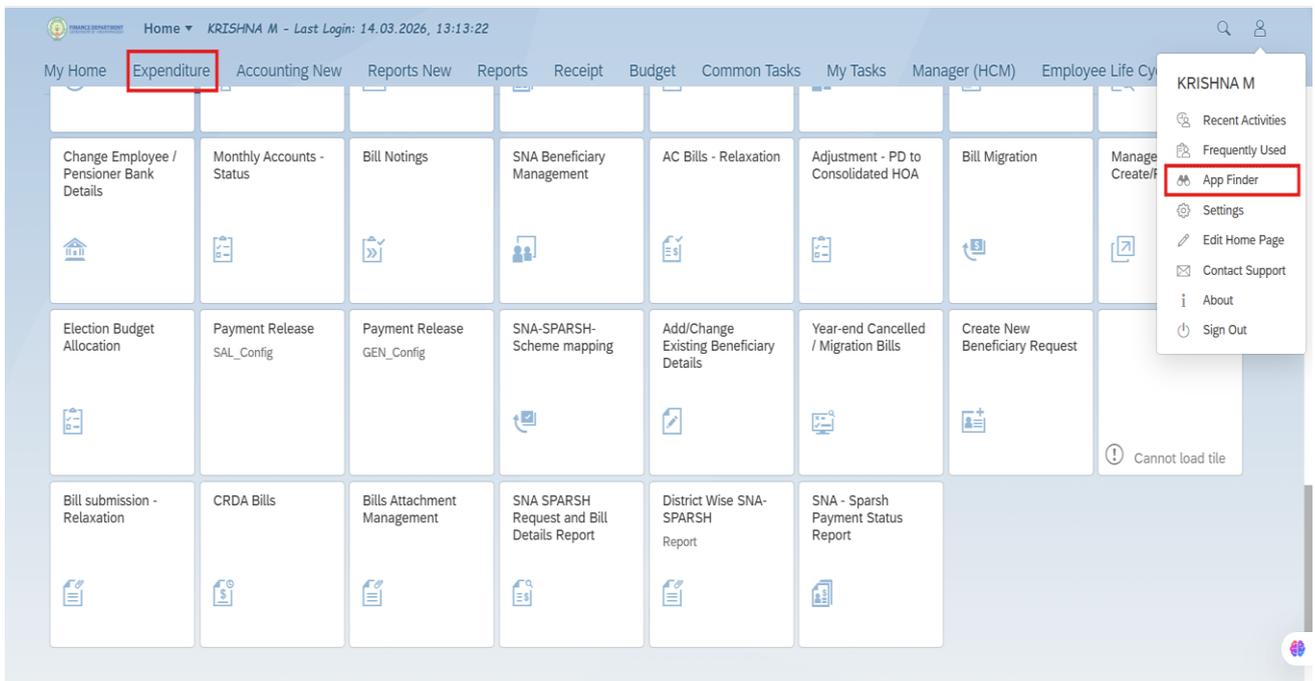
Data created Successfully

Report

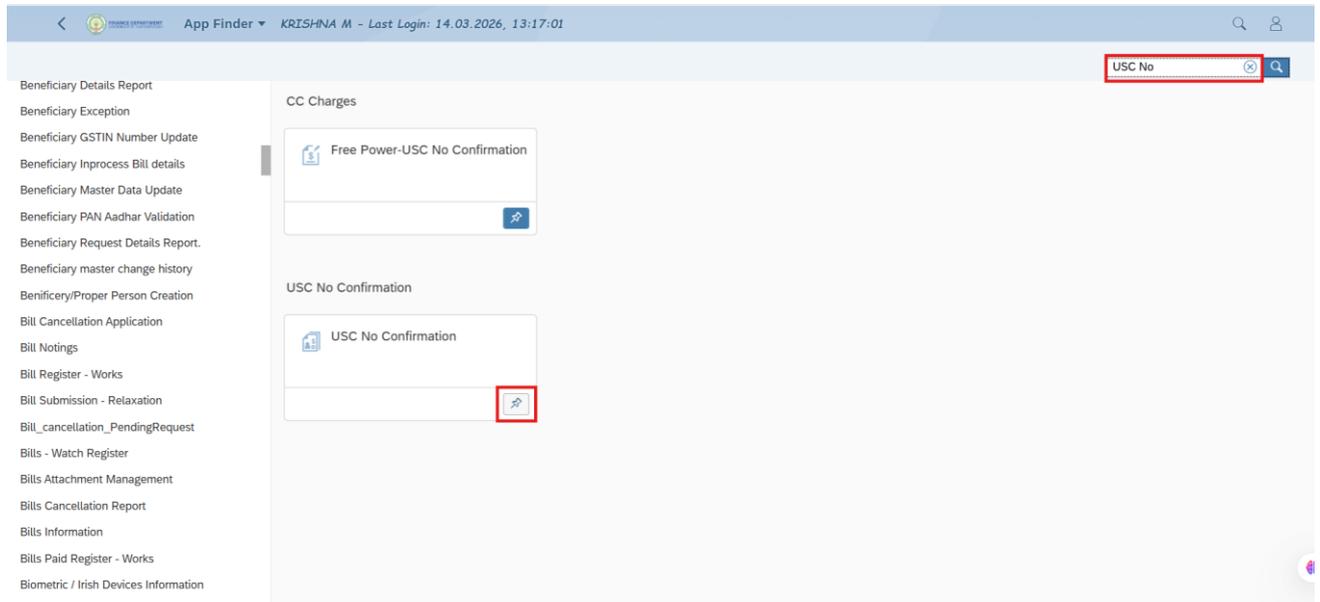
**Step 13:** In the expenditure tab, select Workflow USC No Confirmation Tile.



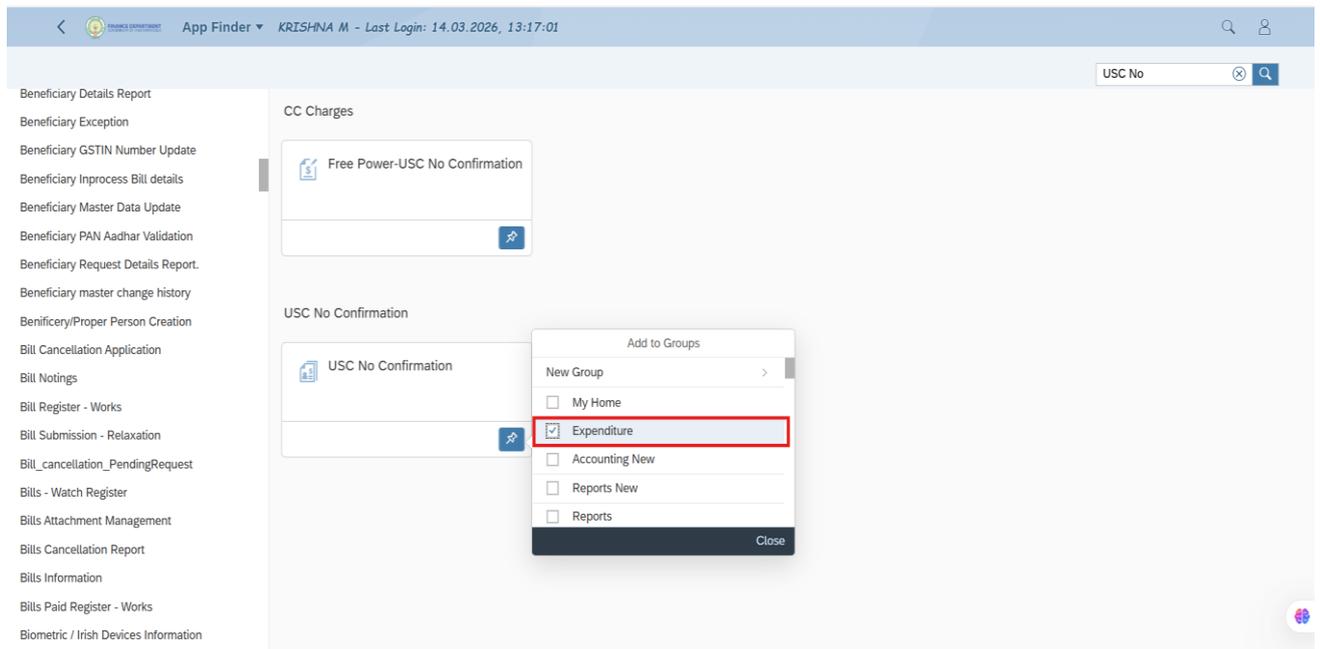
**Step 14:** If the USC No Confirmation tile is not available, then go to the App Finder.



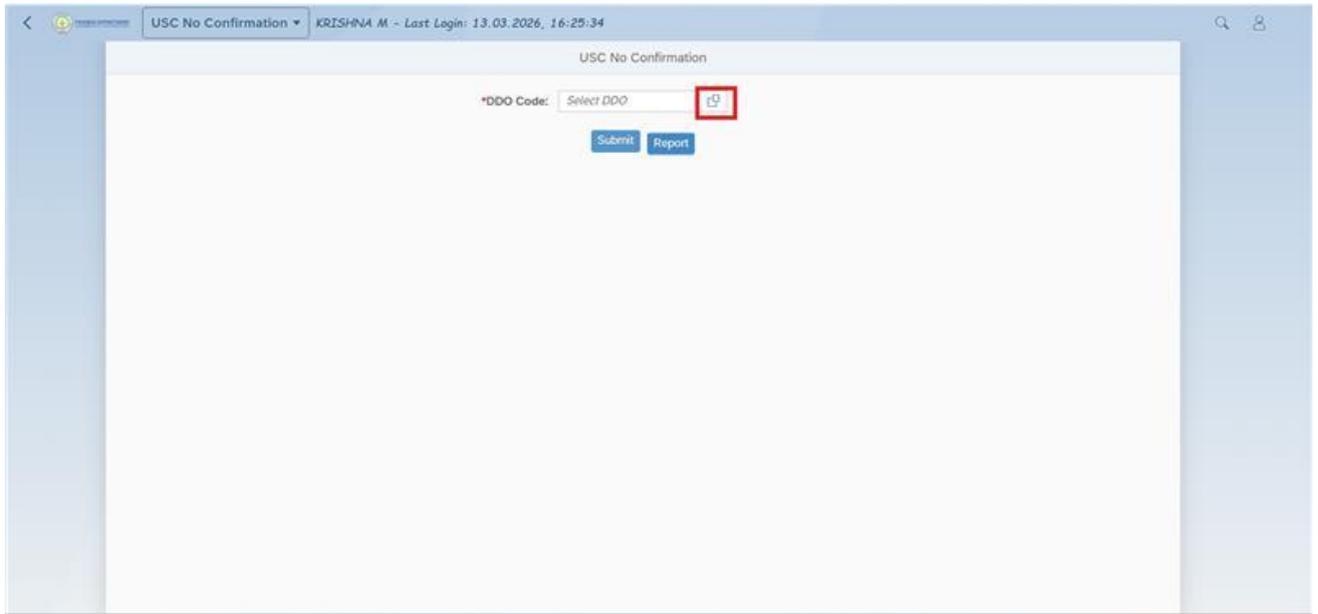
**Step 15:** In the search bar, enter the USC No. Then the USC No Confirmation tab will be displayed. Click on the pin icon.



**Step 16:** Select the Expenditure



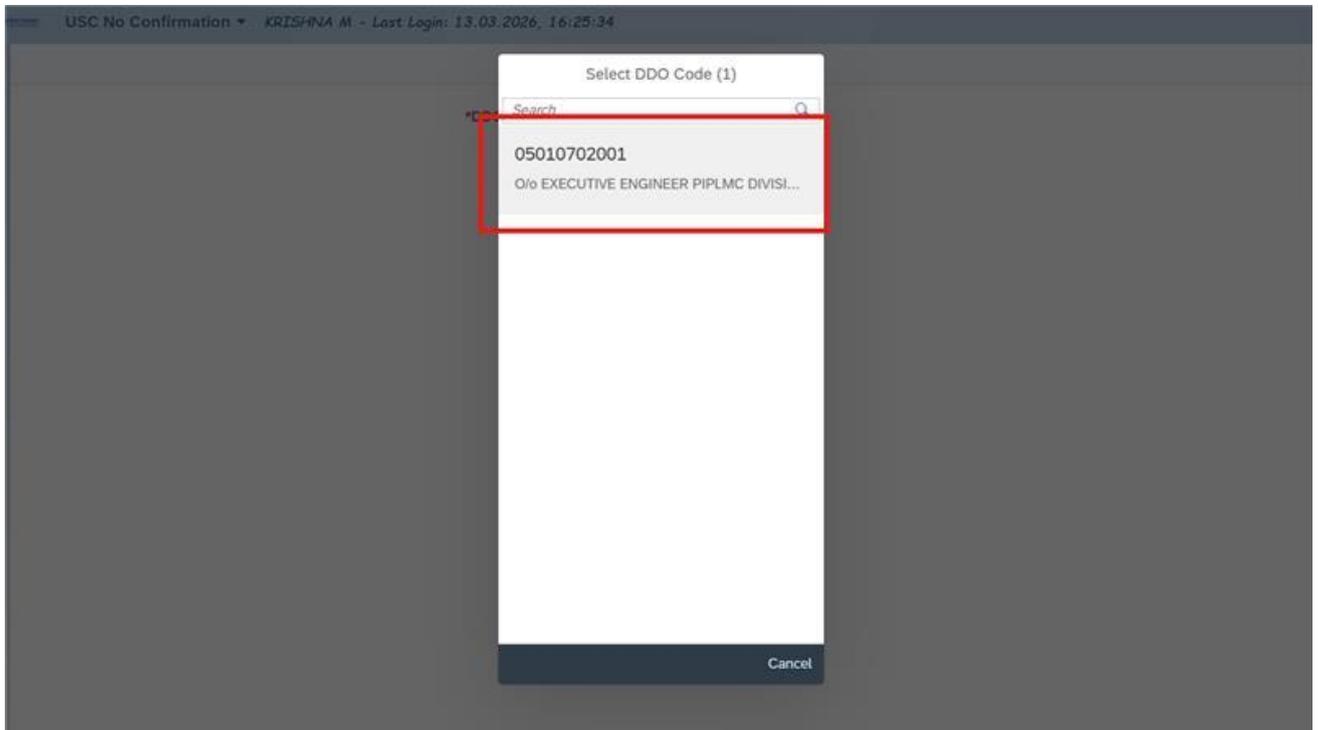
## Step 17: Select the F4 option



The screenshot shows a web application interface for "USC No Confirmation". At the top, there is a breadcrumb trail: "USC No Confirmation" > "KRISHNA M - Last Login: 13.03.2026, 16:25:34". The main content area is titled "USC No Confirmation" and contains a form with the following elements:

- A label "\*DDO Code:" followed by a text input field containing "Select DDO".
- A small icon of a keyboard with the F4 key highlighted, enclosed in a red box.
- Two buttons: "Submit" and "Report".

## Step 18: Select DDO Code



The screenshot shows the same web application interface, but with a modal dialog box open. The dialog box is titled "Select DDO Code (1)" and contains a search bar and a list of results. The first result is highlighted with a red box:

- Search: [ ]
- 05010702001
- O/o EXECUTIVE ENGINEER PIPLMC DIVISI...

At the bottom right of the dialog box, there is a "Cancel" button.

## Step 19: Click on Submit

USC No Confirmation

\*DDO Code:

O/o EXECUTIVE ENGINEER  
PIPLMC DIVISION T

## Step 20: Table will be displayed

USC No Confirmation

\*DDO Code:

O/o EXECUTIVE ENGINEER  
PIPLMC DIVISION T

Search

USC No	USC Name	Mandal	Status	Delete	Add	
1111100004473	K R M Srinivasa Kumar	GUNTUR	Not Confirmed		<input type="checkbox"/>	
1111100005027	V Hospital	GUNTUR	Not Confirmed		<input type="checkbox"/>	
1111100006158	Govardhan Hostel For	GUNTUR	Not Confirmed		<input type="checkbox"/>	
1111100006953	G C W Govthostel	GUNTUR	Not Confirmed		<input type="checkbox"/>	
1111100010478	SB COUNTER INTELLEIGENCE OFFICE	GUNTUR	Not Confirmed		<input type="checkbox"/>	
1111100013440	Guntur municipality	GUNTUR	Not Confirmed		<input type="checkbox"/>	
1111100018067	Ch Seshamma	GUNTUR	Not Confirmed		<input type="checkbox"/>	
1111100020256	Dist S W Officer Raja Sgarden	GUNTUR	Not Confirmed		<input type="checkbox"/>	
1111100026630	Social Welfare Hostel	GUNTUR	Not Confirmed		<input type="checkbox"/>	

## Step 21: Select the USC No checkboxes and click on confirm Button

USC No Confirmation  
US EXECUTIVE ENGINEER  
PIPLMC DIVISION T

Submit Report

Search

USC No	USC Name	Mandal	Status	Delete	Add	
111110004473	K R M Srinivasa Kumar	GUNTUR	Not Confirmed		<input type="checkbox"/>	<input type="checkbox"/>
111110005027	V Hospital	GUNTUR	Not Confirmed		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
111110006158	Govardhan Hostel For	GUNTUR	Not Confirmed		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
111110006953	G C W Govthostel	GUNTUR	Not Confirmed		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1111100010478	SB COUNTER INTELLEGEENCE OFFICE	GUNTUR	Not Confirmed		<input type="checkbox"/>	<input type="checkbox"/>
1111100013440	Gunturmunicipality	GUNTUR	Not Confirmed		<input type="checkbox"/>	<input type="checkbox"/>
1111100018067	Ch Seshamma	GUNTUR	Not Confirmed		<input type="checkbox"/>	<input type="checkbox"/>
1111100020256	Dist S W Officer Raja Sgarden	GUNTUR	Not Confirmed		<input type="checkbox"/>	<input type="checkbox"/>
1111100026630	Social Welfare Hostel	GUNTUR	Not Confirmed		<input type="checkbox"/>	<input type="checkbox"/>
1111100029928	Youth Coordinator	GUNTUR	Not Confirmed		<input type="checkbox"/>	<input type="checkbox"/>

Clear Remove Confirm

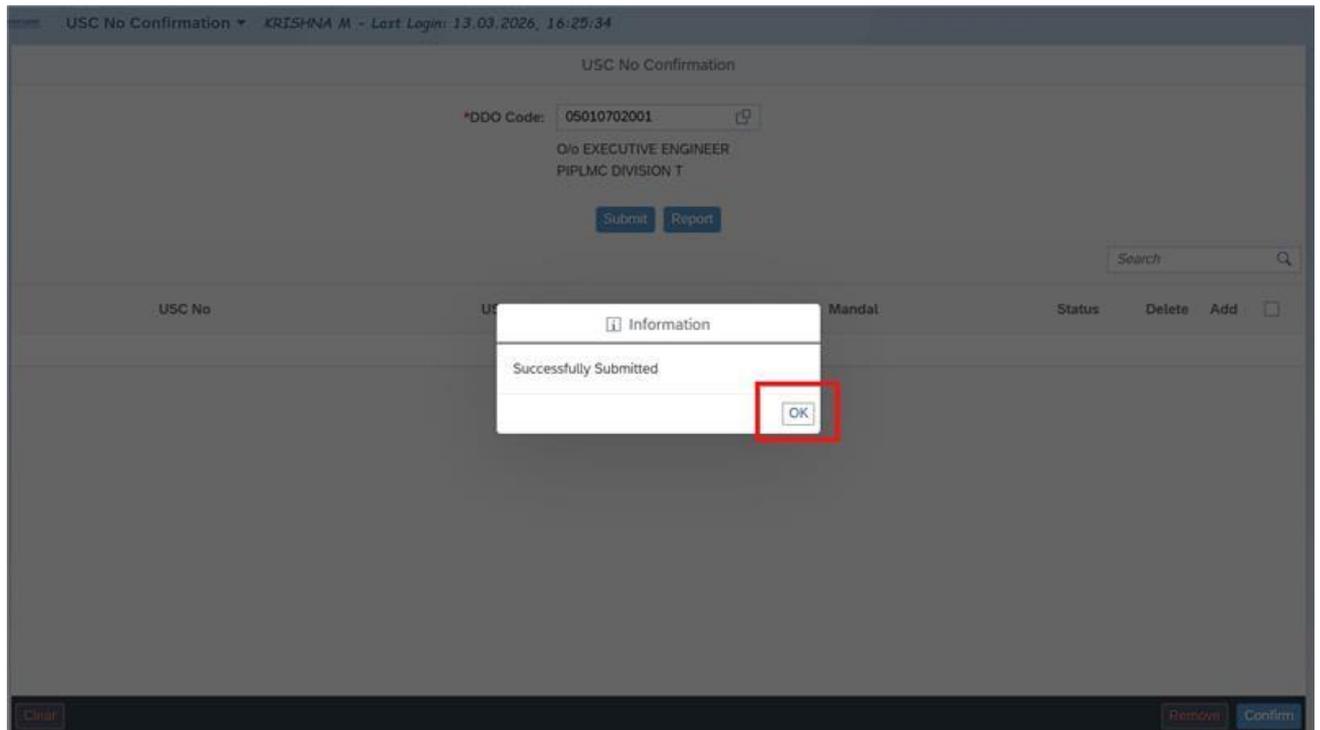
## Step 22: Complete the Aadhaar Biometric Authentication

Aadhaar Biometric/Iris Verification

Put Your Finger

MANTRA L1 AVDM

## Step 23: Click on OK



**Step 24:** The status of the confirmed USC No will be updated as shown Below

The screenshot shows a table titled 'USC No Confirmation' with a search bar. The table has columns for 'USC No', 'USC Name', 'Mandal', 'Status', 'Delete', and 'Add'. The 'Status' column shows various records, with the last three rows having their status updated to 'Confirmed'. The 'Delete' column contains trash icons, and the 'Add' column contains checkboxes. A red rectangle highlights the 'Confirmed' status in the third row from the bottom. At the bottom of the page, there are 'Clear', 'Remove', and 'Confirm' buttons.

USC No	USC Name	Mandal	Status	Delete	Add
1111400031982	CORRESPONDENT OF SRI SARADA NI	GUNTUR	Not Confirmed		<input type="checkbox"/>
1111400031988	Secretary	GUNTUR	Not Confirmed		<input type="checkbox"/>
1111400032189	Supdt Of Distillarie	GUNTUR	Not Confirmed		<input type="checkbox"/>
1111400037057	V,Punareddy	GUNTUR	Not Confirmed		<input type="checkbox"/>
1111400047763	Vice Chiarmen	GUNTUR	Confirmed		<input type="checkbox"/>
1111100121740	PACHIPULUSU,KOMALA DEVI	GUNTUR	Confirmed		<input type="checkbox"/>
9121160001854	HEAD MASTER MPP SCHOOL HE	CHILAKALURIPET	Confirmed		<input type="checkbox"/>
1111100000729	Lalapetpolicestation	GUNTUR	Confirmed		<input type="checkbox"/>
1111100002630	H C H School	GUNTUR	Confirmed		<input type="checkbox"/>
1111100006953	G C W Govthostel	GUNTUR	Confirmed		<input type="checkbox"/>
1111100006158	Govardhan Hostel For	GUNTUR	Confirmed		<input type="checkbox"/>
1111100005027	V Hospital	GUNTUR	Confirmed		<input type="checkbox"/>

**Step 25:** The checkboxes cannot be selected because the USC number is already confirmed. To remove the confirmed USC number, please use the Delete button

USC No Confirmation

USC No	USC Name	Mandal	Status	Delete	Add	<input type="checkbox"/>
111140002727	Supr Of Police Andudalpet	GUNTUR	Not Confirmed			<input type="checkbox"/>
1111400031982	CORRESPONDENT OF SRI SARADA NI	GUNTUR	Not Confirmed			<input type="checkbox"/>
1111400031988	Secretary	GUNTUR	Not Confirmed			<input type="checkbox"/>
1111400032189	Supdt Of Distillarie	GUNTUR	Not Confirmed			<input type="checkbox"/>
1111400037057	V.Punareddy	GUNTUR	Not Confirmed			<input type="checkbox"/>
1111400047763	Vice Chiarmen	GUNTUR	Confirmed			<input type="checkbox"/>
1111100121740	PACHIPULUSU,KOMALA DEVI	GUNTUR	Confirmed			<input type="checkbox"/>
9121160001854	HEAD MASTER MPP SCHOOL HE	CHILAKALURIPET	Confirmed			<input type="checkbox"/>
1111100000729	Lalapetpolicestation	GUNTUR	Confirmed			<input type="checkbox"/>
1111100002630	H C H School	GUNTUR	Confirmed			<input type="checkbox"/>
1111100006953	G C W Govthostel	GUNTUR	Confirmed			<input type="checkbox"/>
1111100006158	Govardhan Hostel For	GUNTUR	Confirmed			<input type="checkbox"/>
1111100005027	V Hospital	GUNTUR	Confirmed			<input type="checkbox"/>

Clear Remove Confirm

**Step 26:** Please provide the reason and Click on OK

USC No Confirmation

USC No	USC Name	Mandal	Status	Delete	Add	<input type="checkbox"/>
111140002727	Supr Of Police Andudalpet	GUNTUR	Not Confirmed			<input type="checkbox"/>
1111400031982	CORRESPONDENT OF SRI SARADA NI	GUNTUR	Not Confirmed			<input type="checkbox"/>
1111400031988	Secretary	GUNTUR	Not Confirmed			<input type="checkbox"/>
1111400032189	Supdt Of Distillarie	GUNTUR	Not Confirmed			<input type="checkbox"/>
1111400037057	V.Punareddy	GUNTUR	Not Confirmed			<input type="checkbox"/>
1111400047763	Vice Chiarmen	GUNTUR	Confirmed			<input type="checkbox"/>
1111100121740	PACHIPULUSU,KOMALA DEVI	GUNTUR	Confirmed			<input type="checkbox"/>
9121160001854	HEAD MASTER MPP SCHOOL HE	CHILAKALURIPET	Confirmed			<input type="checkbox"/>
1111100000729	Lalapetpolicestation	GUNTUR	Confirmed			<input type="checkbox"/>
1111100002630	H C H School	GUNTUR	Confirmed			<input type="checkbox"/>
1111100006953	G C W Govthostel	GUNTUR	Confirmed			<input type="checkbox"/>
1111100006158	Govardhan Hostel For	GUNTUR	Confirmed			<input type="checkbox"/>
1111100005027	V Hospital	GUNTUR	Confirmed			<input type="checkbox"/>

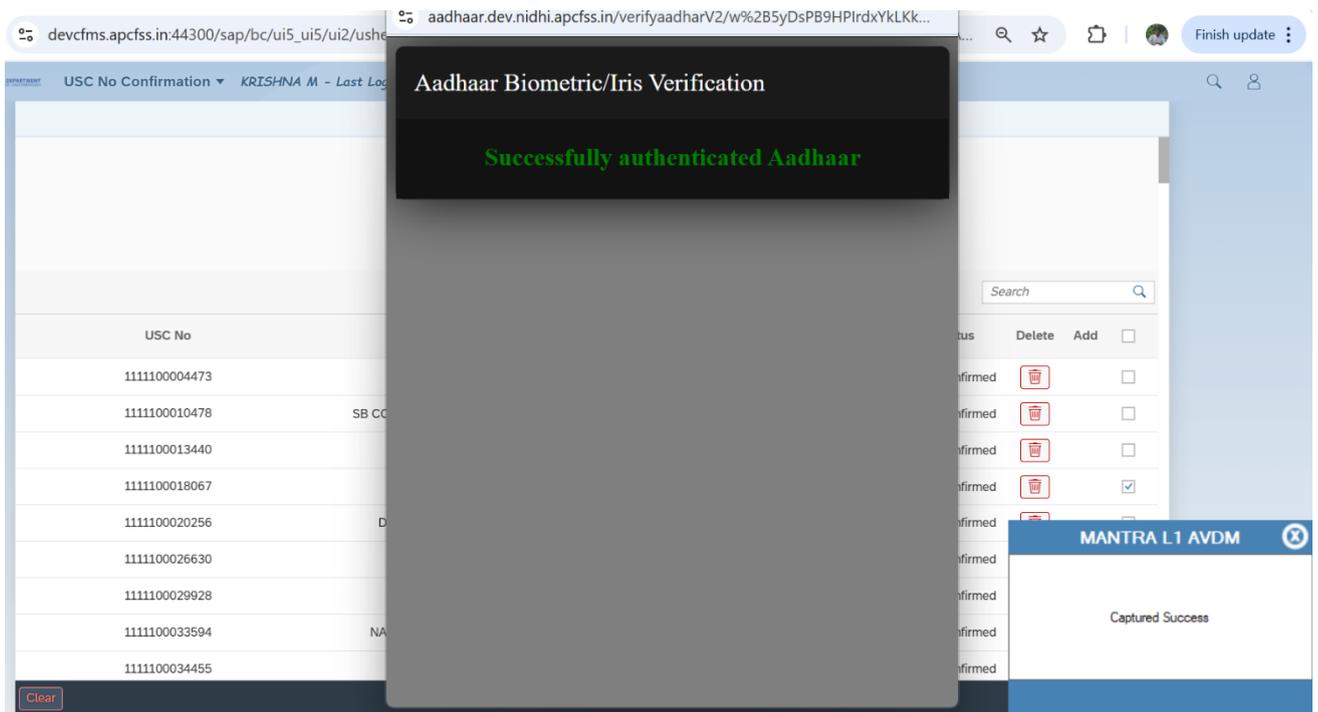
Reason

Not related to our office

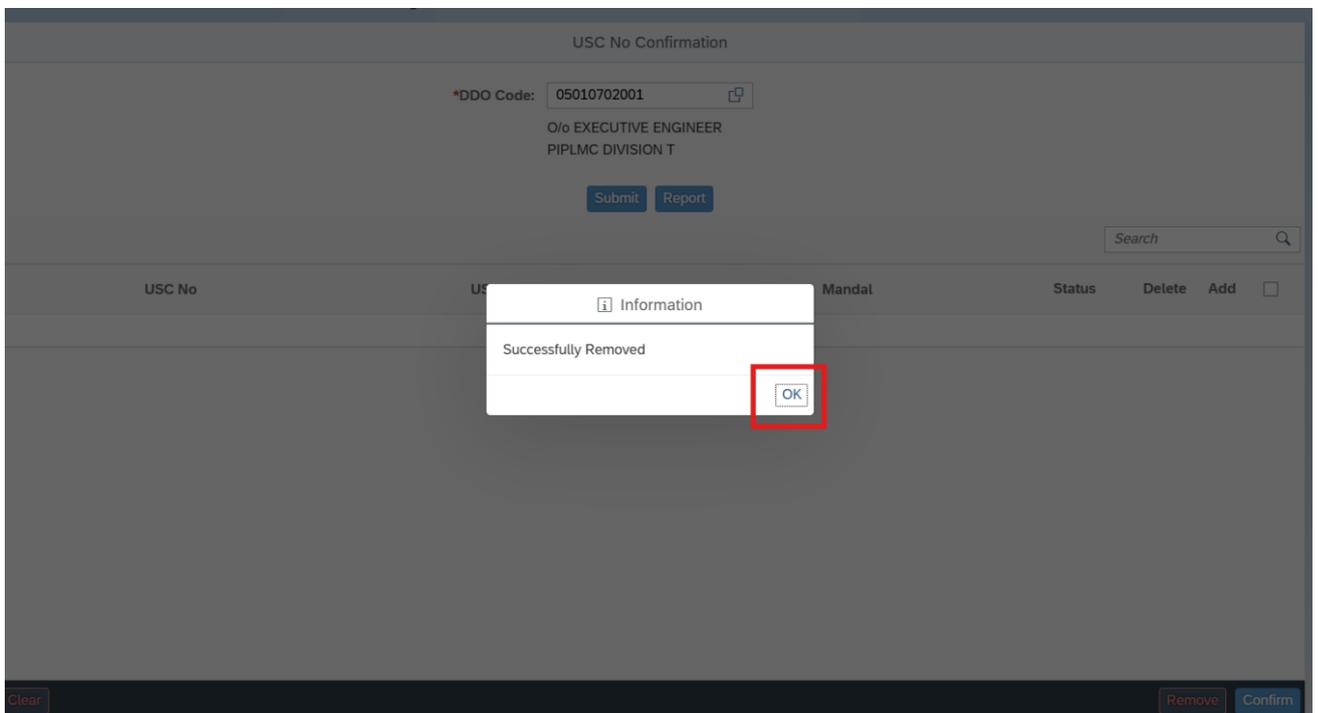
Ok Cancel

Clear Remove Confirm

## Step 27: Aadhaar Biometric/Iris Verification is successfully authenticated.



## Step 28: Click on OK



## Step 29: Select the USC No checkboxes and Click on Remove Button

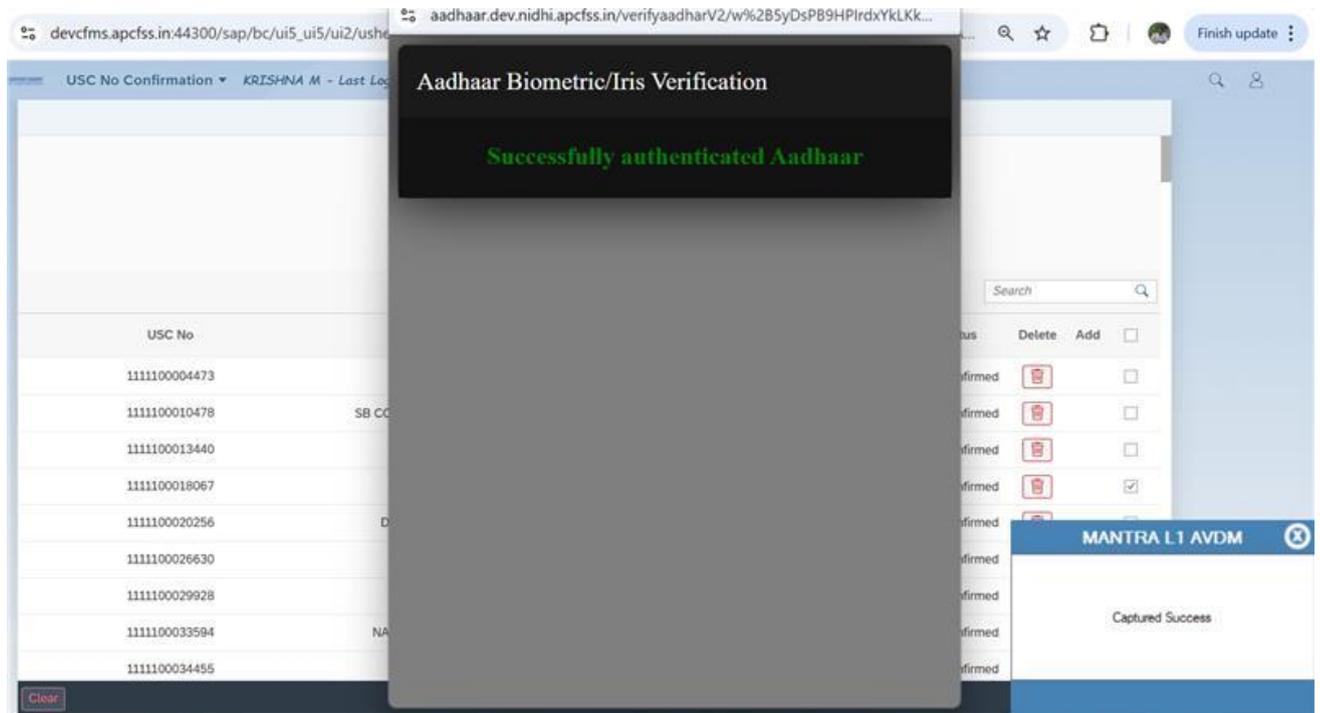
The screenshot shows the 'USC No Confirmation' interface. At the top, it displays the user's name 'KRISHNA M' and the last login time '13.03.2026, 16:25:34'. Below this, there is a search bar and a table of records. The table has columns for 'USC No', 'USC Name', 'Mandal', 'Status', 'Delete', 'Add', and a checkbox. The 'Status' column shows 'Not Confirmed' for all records. The 'Delete' column contains a trash icon, and the 'Add' column contains a plus icon. A red box highlights the checkboxes in the 'Add' column for the records with USC Nos 1111100018067, 1111100020256, and 1111100026630. At the bottom right, a red box highlights the 'Remove' button, and a blue box highlights the 'Confirm' button.

USC No	USC Name	Mandal	Status	Delete	Add	<input type="checkbox"/>
1111100004473	K R M Srinivasa Kumar	GUNTUR	Not Confirmed			<input type="checkbox"/>
1111100010478	SB COUNTER INTELLIGENCE OFFICE	GUNTUR	Not Confirmed			<input type="checkbox"/>
1111100013440	Gunturmunicipality	GUNTUR	Not Confirmed			<input type="checkbox"/>
1111100018067	Ch Seshamma	GUNTUR	Not Confirmed			<input checked="" type="checkbox"/>
1111100020256	Dist S W Officer Raja Sgarden	GUNTUR	Not Confirmed			<input checked="" type="checkbox"/>
1111100026630	Social Welfare Hostel	GUNTUR	Not Confirmed			<input checked="" type="checkbox"/>
1111100029928	Youth Coordinator	GUNTUR	Not Confirmed			<input type="checkbox"/>
1111100033594	NALLAMOTHU VIJAYA LAKSHMI	GUNTUR	Not Confirmed			<input type="checkbox"/>
1111100034455	Depomanagerrtciidepo	GUNTUR	Not Confirmed			<input type="checkbox"/>

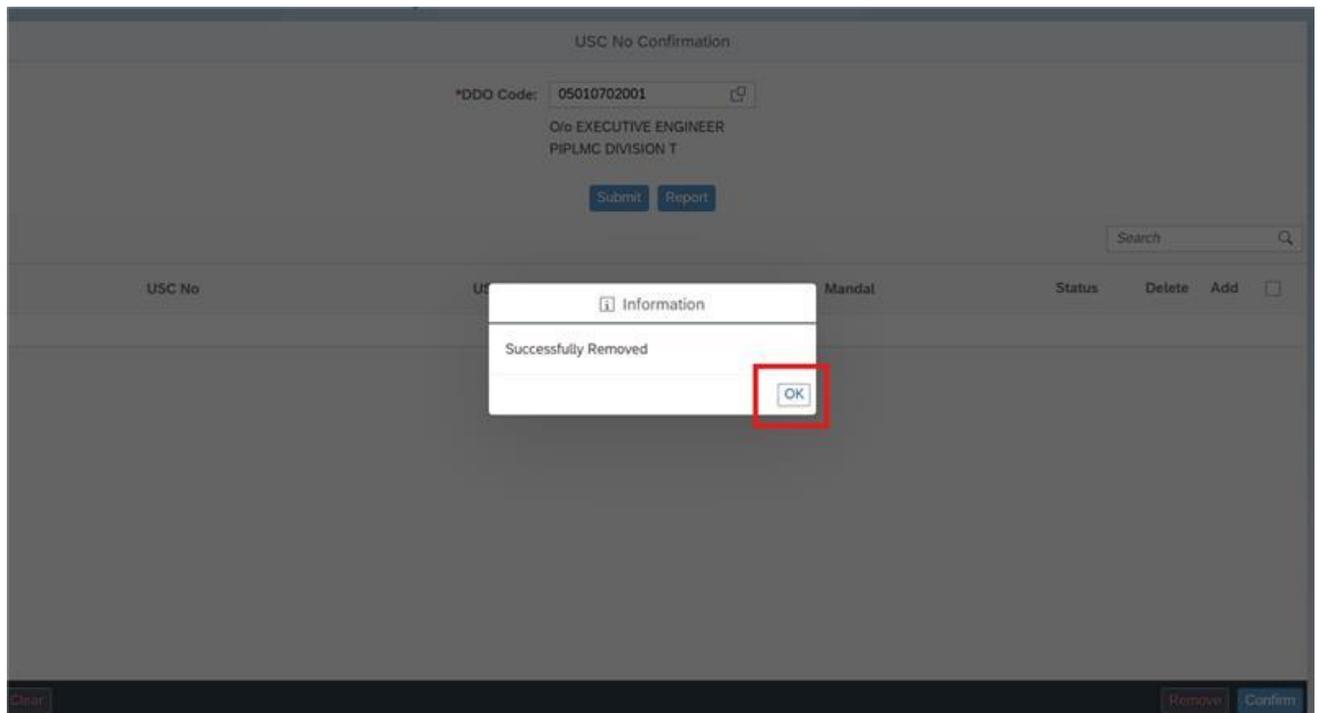
## Step 30: Please provide the reason and Click on OK

The screenshot shows the 'USC No Confirmation' interface with a 'Reason' dialog box open. The dialog box has a text input field containing 'Incorrect USC No' and two buttons: 'Ok' and 'Cancel'. A red box highlights the 'Ok' button. The background interface is dimmed, showing the same table of records as in Step 29. The 'Remove' button at the bottom right is also highlighted with a red box.

**Step 31: Aadhaar Biometric/Iris Verification is successfully authenticated.**



**Step 32: Click on OK**



### Step 33: Click on the Add + Icon Button to add new USC No

USC No	USC Name	Mandal	Status	Delete	Add
1111400029797	Supr Of Police Mandapet	GUNTUR	Not Confirmed		<input type="checkbox"/>
1111400031982	CORRESPONDENT OF SRI SARADA NI	GUNTUR	Not Confirmed		<input type="checkbox"/>
1111400031988	Secretary	GUNTUR	Not Confirmed		<input type="checkbox"/>
1111400032189	Supdt Of Distiliarie	GUNTUR	Not Confirmed		<input type="checkbox"/>
1111400037057	V,Punareddy	GUNTUR	Not Confirmed		<input type="checkbox"/>
1111400047763	Vice Chiarmen	GUNTUR	Confirmed		<input type="checkbox"/>
1111100121740	PACHIPULUSU,KOMALA DEVI	GUNTUR	Confirmed		<input type="checkbox"/>
9121160001854	HEAD MASTER MPP SCHOOL HE	CHILAKALURIPET	Confirmed		<input type="checkbox"/>
1111100000729	Lalapetpolicestation	GUNTUR	Confirmed		<input type="checkbox"/>
1111100002630	H C H School	GUNTUR	Confirmed		<input type="checkbox"/>
1111100006953	G C W Govthostel	GUNTUR	Confirmed		<input type="checkbox"/>
1111100006158	Govardhan Hostel For	GUNTUR	Confirmed		<input type="checkbox"/>
1111100005027	V Hospital	GUNTUR	Confirmed		

Clear Remove Confirm

### Step 34: Select Discom

USC No	USC Name	Mandal	Status	Delete	Add
1111400029797	Supr Of Police Mandapet	GUNTUR	Not Confirmed		<input type="checkbox"/>
1111400031982	CORRESPONDENT OF SRI SARADA NI	GUNTUR	Not Confirmed		<input type="checkbox"/>
1111400031988	Secretary	GUNTUR	Not Confirmed		<input type="checkbox"/>
1111400032189		GUNTUR	Not Confirmed		<input type="checkbox"/>
1111400037057		GUNTUR	Not Confirmed		<input type="checkbox"/>
1111400047763		GUNTUR	Confirmed		<input type="checkbox"/>
1111100121740	PACHIPULUSU,KOMALA DEVI	GUNTUR	Confirmed		<input type="checkbox"/>
9121160001854	HEAD MASTER MPP SCHOOL HE	CHILAKALURIPET	Confirmed		<input type="checkbox"/>
1111100000729	Lalapetpolicestation	GUNTUR	Confirmed		<input type="checkbox"/>
1111100002630	H C H School	GUNTUR	Confirmed		<input type="checkbox"/>
1111100006953	G C W Govthostel	GUNTUR	Confirmed		<input type="checkbox"/>
1111100006158	Govardhan Hostel For	GUNTUR	Confirmed		<input type="checkbox"/>
1111100005027	V Hospital	GUNTUR	Confirmed		

Select Discom

- CPDCL
- CPDCL
- EPDCL
- SPDCL

### Step 35: Click on OK

The screenshot shows a table titled "USC No Confirmation" with columns: USC No, USC Name, Mandal, Status, Delete, and Add. A modal dialog box titled "Select Discom" is open, displaying a dropdown menu with "SPDCL" selected. The "Ok" button in the dialog is highlighted with a red box. The table data includes entries like "CORRESPONDENT OF SRI SARADA NI", "Secretary", "Supdt Of Distillarie", "V.Punareddy", "Vice Chiarmen", "PACHIPULUSU.KOMALA DEVI", "HEAD MASTER MPP SCHOOL HE", "Lalapetpolicestation", "H C H School", "G C W Govthostel", "Govardhan Hostel For", and "V Hospital".

### Step 36: Now you can add the new USC No

The screenshot shows the same "USC No Confirmation" table. At the bottom left, there is a new empty input field highlighted with a red box, indicating where to add a new USC No. The table data is the same as in Step 35.

### Step 37: To change the Selected Discom Click on clear button

USC No Confirmation						
Search <input type="text"/>						
USC No	USC Name	Mandal	Status	Delete	Add	<input type="checkbox"/>
1111400031982	CORRESPONDENT OF SRI SARADA NI	GUNTUR	Not Confirmed		<input type="checkbox"/>	<input type="checkbox"/>
1111400031988	Secretary	GUNTUR	Not Confirmed		<input type="checkbox"/>	<input type="checkbox"/>
1111400032189	Supdt Of Distilariie	GUNTUR	Not Confirmed		<input type="checkbox"/>	<input type="checkbox"/>
1111400037057	V,Punareddy	GUNTUR	Not Confirmed		<input type="checkbox"/>	<input type="checkbox"/>
1111400047763	Vice Chiarmen	GUNTUR	Confirmed		<input type="checkbox"/>	<input type="checkbox"/>
1111100121740	PACHIPULUSU,KOMALA DEVI	GUNTUR	Confirmed		<input type="checkbox"/>	<input type="checkbox"/>
9121160001854	HEAD MASTER MPP SCHOOL HE	CHILAKALURIPET	Confirmed		<input type="checkbox"/>	<input type="checkbox"/>
1111100000729	Lalapetpolicestation	GUNTUR	Confirmed		<input type="checkbox"/>	<input type="checkbox"/>
1111100002630	H C H School	GUNTUR	Confirmed		<input type="checkbox"/>	<input type="checkbox"/>
1111100006953	G C W Govthostel	GUNTUR	Confirmed		<input type="checkbox"/>	<input type="checkbox"/>
1111100006158	Govardhan Hostel For	GUNTUR	Confirmed		<input type="checkbox"/>	<input type="checkbox"/>
1111100005027	V Hospital	GUNTUR	Confirmed		<input type="checkbox"/>	<input type="checkbox"/>

+

### Step 38: Data will be refreshed

USC No Confirmation						
Search <input type="text"/>						
USC No	USC Name	Mandal	Status	Delete	Add	<input type="checkbox"/>
1111400029797	Supdt Of Police Andudalpet	GUNTUR	Not Confirmed		<input type="checkbox"/>	<input type="checkbox"/>
1111400031982	CORRESPONDENT OF SRI SARADA NI	GUNTUR	Not Confirmed		<input type="checkbox"/>	<input type="checkbox"/>
1111400031988	Secretary	GUNTUR	Not Confirmed		<input type="checkbox"/>	<input type="checkbox"/>
1111400032189	Supdt Of Distilariie	GUNTUR	Not Confirmed		<input type="checkbox"/>	<input type="checkbox"/>
1111400037057	V,Punareddy	GUNTUR	Not Confirmed		<input type="checkbox"/>	<input type="checkbox"/>
1111400047763	Vice Chiarmen	GUNTUR	Confirmed		<input type="checkbox"/>	<input type="checkbox"/>
1111100121740	PACHIPULUSU,KOMALA DEVI	GUNTUR	Confirmed		<input type="checkbox"/>	<input type="checkbox"/>
9121160001854	HEAD MASTER MPP SCHOOL HE	CHILAKALURIPET	Confirmed		<input type="checkbox"/>	<input type="checkbox"/>
1111100000729	Lalapetpolicestation	GUNTUR	Confirmed		<input type="checkbox"/>	<input type="checkbox"/>
1111100002630	H C H School	GUNTUR	Confirmed		<input type="checkbox"/>	<input type="checkbox"/>
1111100006953	G C W Govthostel	GUNTUR	Confirmed		<input type="checkbox"/>	<input type="checkbox"/>
1111100006158	Govardhan Hostel For	GUNTUR	Confirmed		<input type="checkbox"/>	<input type="checkbox"/>
1111100005027	V Hospital	GUNTUR	Confirmed		<input type="checkbox"/>	<input type="checkbox"/>

+

### Step 39: Enter the USC No

USC No Confirmation

USC No	USC Name	Mandal	Status	Delete	Add	
1111400031988	Secretary	GUNTUR	Not Confirmed		<input type="checkbox"/>	
1111400032189	Supdt Of Distilariie	GUNTUR	Not Confirmed		<input type="checkbox"/>	
1111400037057	V.Punareddy	GUNTUR	Not Confirmed		<input type="checkbox"/>	
1111400047763	Vice Chiarmen	GUNTUR	Confirmed		<input type="checkbox"/>	
1111100121740	PACHIPULUSU,KOMALA DEVI	GUNTUR	Confirmed		<input type="checkbox"/>	
9121160001854	HEAD MASTER MPP SCHOOL HE	CHILAKALURIPET	Confirmed		<input type="checkbox"/>	
1111100000729	Lalapetpolicestation	GUNTUR	Confirmed		<input type="checkbox"/>	
1111100002630	H C H School	GUNTUR	Confirmed		<input type="checkbox"/>	
1111100006953	G C W Govthostel	GUNTUR	Confirmed		<input type="checkbox"/>	
1111100006158	Govardhan Hostel For	GUNTUR	Confirmed		<input type="checkbox"/>	
1111100005027	V Hospital	GUNTUR	Confirmed		<input type="checkbox"/>	
<input type="text" value="2112301002521"/>					<input type="checkbox"/>	

Clear
Remove
Confirm

### Step 40: USC No data will be displayed

USC No Confirmation

USC No	USC Name	Mandal	Status	Delete	Add	
1111400031988	Secretary	GUNTUR	Not Confirmed		<input type="checkbox"/>	
1111400032189	Supdt Of Distilariie	GUNTUR	Not Confirmed		<input type="checkbox"/>	
1111400037057	V.Punareddy	GUNTUR	Not Confirmed		<input type="checkbox"/>	
1111400047763	Vice Chiarmen	GUNTUR	Confirmed		<input type="checkbox"/>	
1111100121740	PACHIPULUSU,KOMALA DEVI	GUNTUR	Confirmed		<input type="checkbox"/>	
9121160001854	HEAD MASTER MPP SCHOOL HE	CHILAKALURIPET	Confirmed		<input type="checkbox"/>	
1111100000729	Lalapetpolicestation	GUNTUR	Confirmed		<input type="checkbox"/>	
1111100002630	H C H School	GUNTUR	Confirmed		<input type="checkbox"/>	
1111100006953	G C W Govthostel	GUNTUR	Confirmed		<input type="checkbox"/>	
1111100006158	Govardhan Hostel For	GUNTUR	Confirmed		<input type="checkbox"/>	
1111100005027	V Hospital	GUNTUR	Confirmed		<input type="checkbox"/>	
<input type="text" value="2112301002521"/>	K JAYAKUMAR REDDY	CUDDAPAH-CUDDAPAH	Not Confirmed		<input type="checkbox"/>	

Clear
Remove
Confirm

### Step 41: select the check box

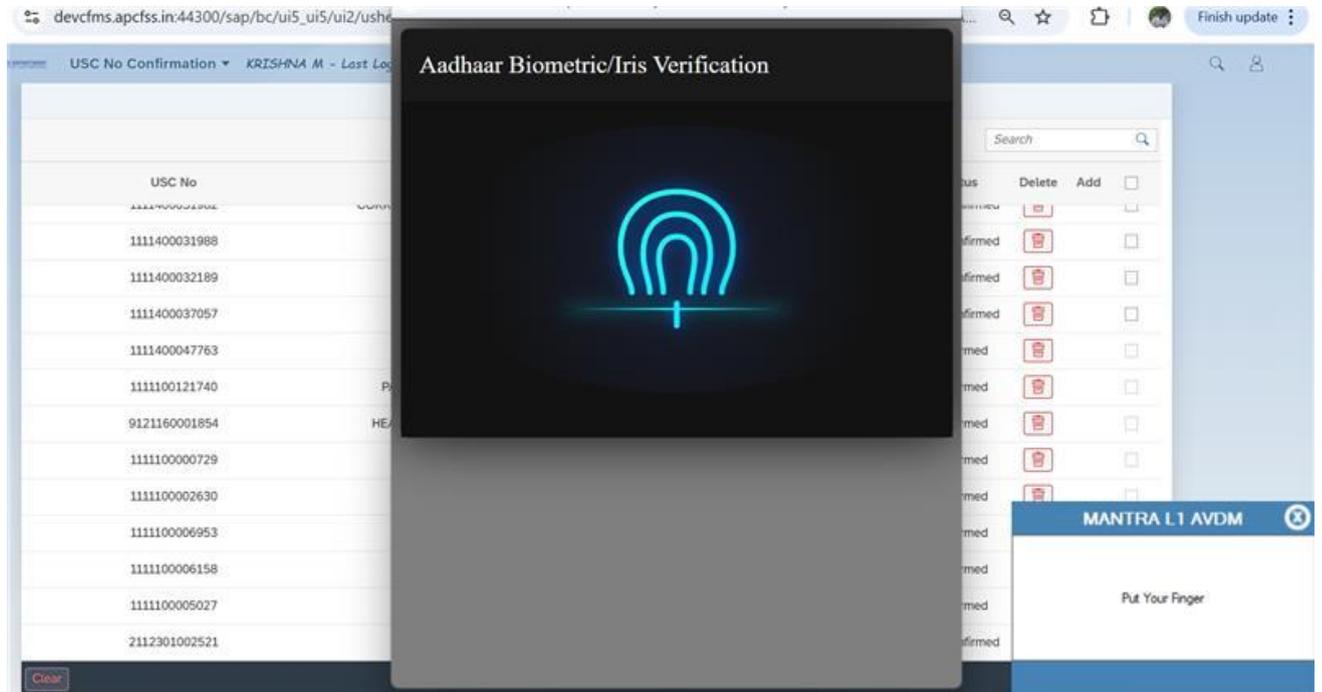
The screenshot shows a web application window titled "USC No Confirmation". It features a search bar at the top right. Below is a table with columns: USC No, USC Name, Mandal, Status, Delete, Add, and a checkbox. The table contains 15 rows of data. The last row, with USC No 2112301002521 and Status "Not Confirmed", has its checkbox checked. At the bottom right, there are "Remove" and "Confirm" buttons, with the "Confirm" button highlighted by a red box.

USC No	USC Name	Mandal	Status	Delete	Add	<input type="checkbox"/>
1111400031988	Secretary	GUNTUR	Not Confirmed			<input type="checkbox"/>
1111400032189	Supdt Of Distilariie	GUNTUR	Not Confirmed			<input type="checkbox"/>
1111400037057	V.Punareddy	GUNTUR	Not Confirmed			<input type="checkbox"/>
1111400047763	Vice Chairmen	GUNTUR	Confirmed			<input type="checkbox"/>
1111100121740	PACHIPULUSU.KOMALA DEVI	GUNTUR	Confirmed			<input type="checkbox"/>
9121160001854	HEAD MASTER MPP SCHOOL HE	CHILAKALURIPET	Confirmed			<input type="checkbox"/>
1111100000729	Lalapetpolicestation	GUNTUR	Confirmed			<input type="checkbox"/>
1111100002630	H C H School	GUNTUR	Confirmed			<input type="checkbox"/>
1111100006953	G C W Govthostel	GUNTUR	Confirmed			<input type="checkbox"/>
1111100006158	Govardhan Hostel For	GUNTUR	Confirmed			<input type="checkbox"/>
1111100005027	V Hospital	GUNTUR	Confirmed			<input type="checkbox"/>
2112301002521	K JAYAKUMAR REDDY	CUDDAPAH-CUDDAPAH	Not Confirmed			<input checked="" type="checkbox"/>

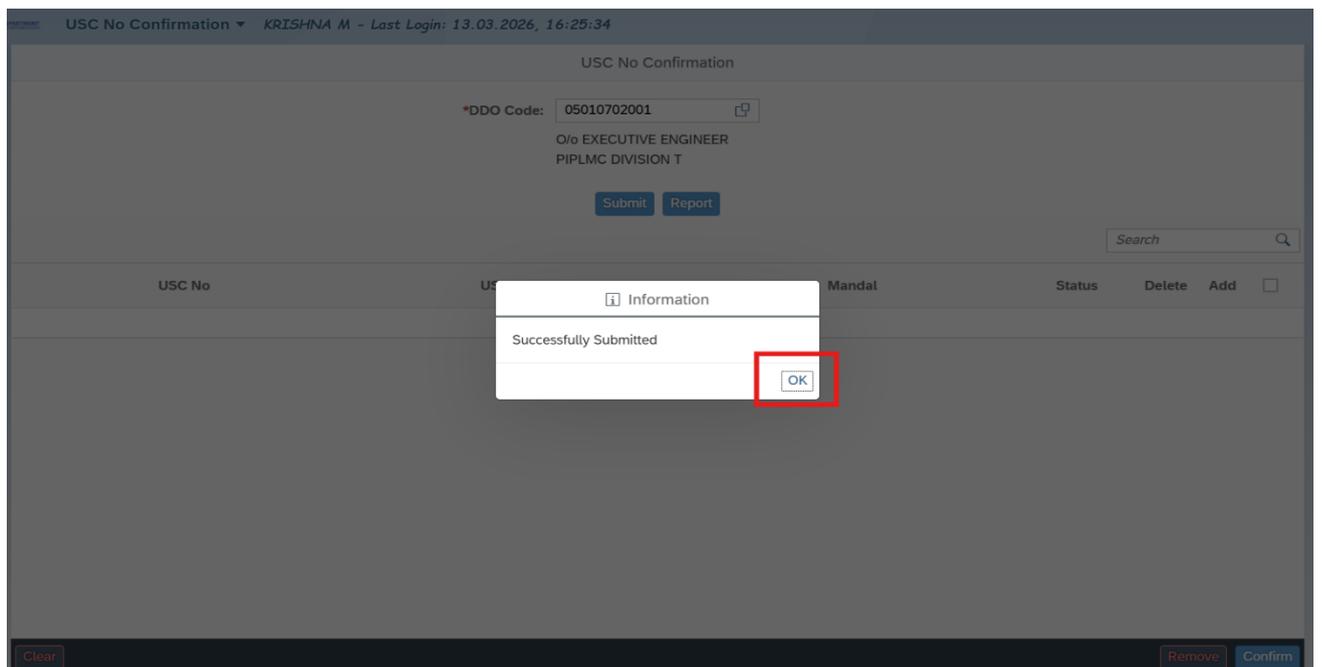
### Step 42: Please provide the reason, and Click on OK

The screenshot shows the same "USC No Confirmation" interface as in Step 41. A modal dialog box titled "Reason" is open in the center. It has a text input field containing "USC No Adding". Below the input field are "Ok" and "Cancel" buttons. The "Ok" button is highlighted with a red box.

### Step 43: Complete the Aadhaar Biometric Authentication

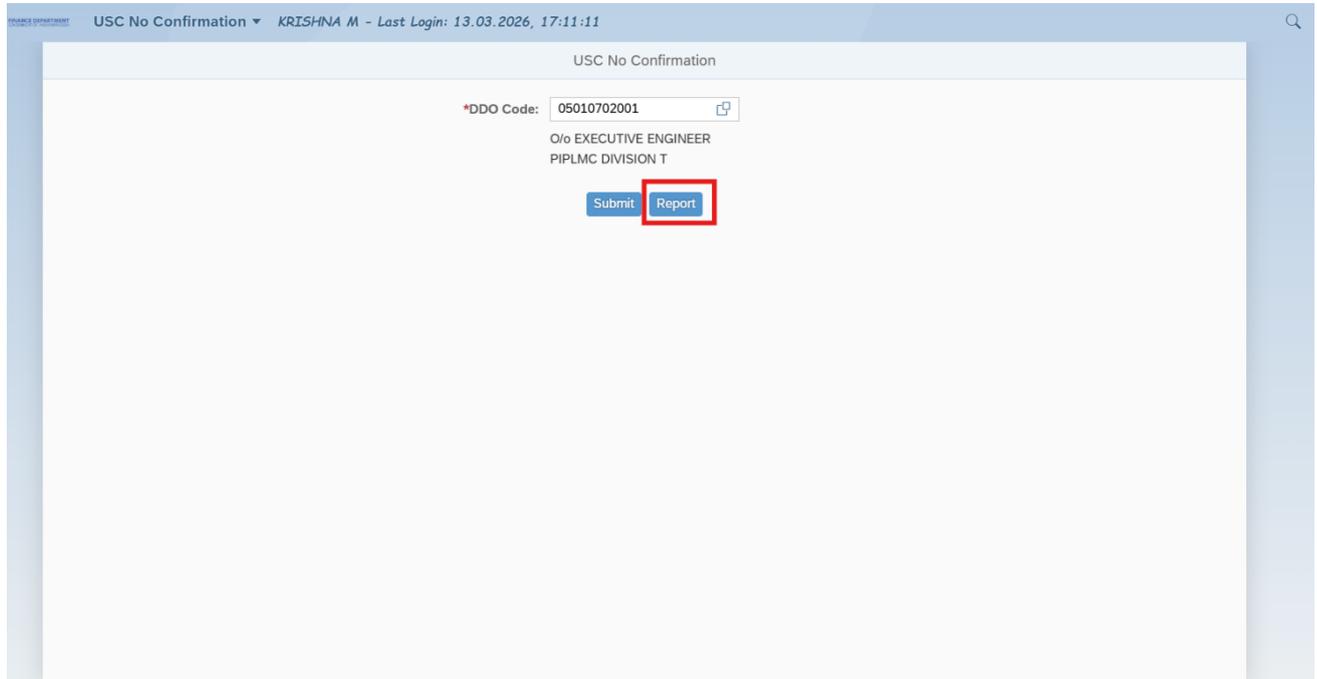


### Step 44: Click on OK

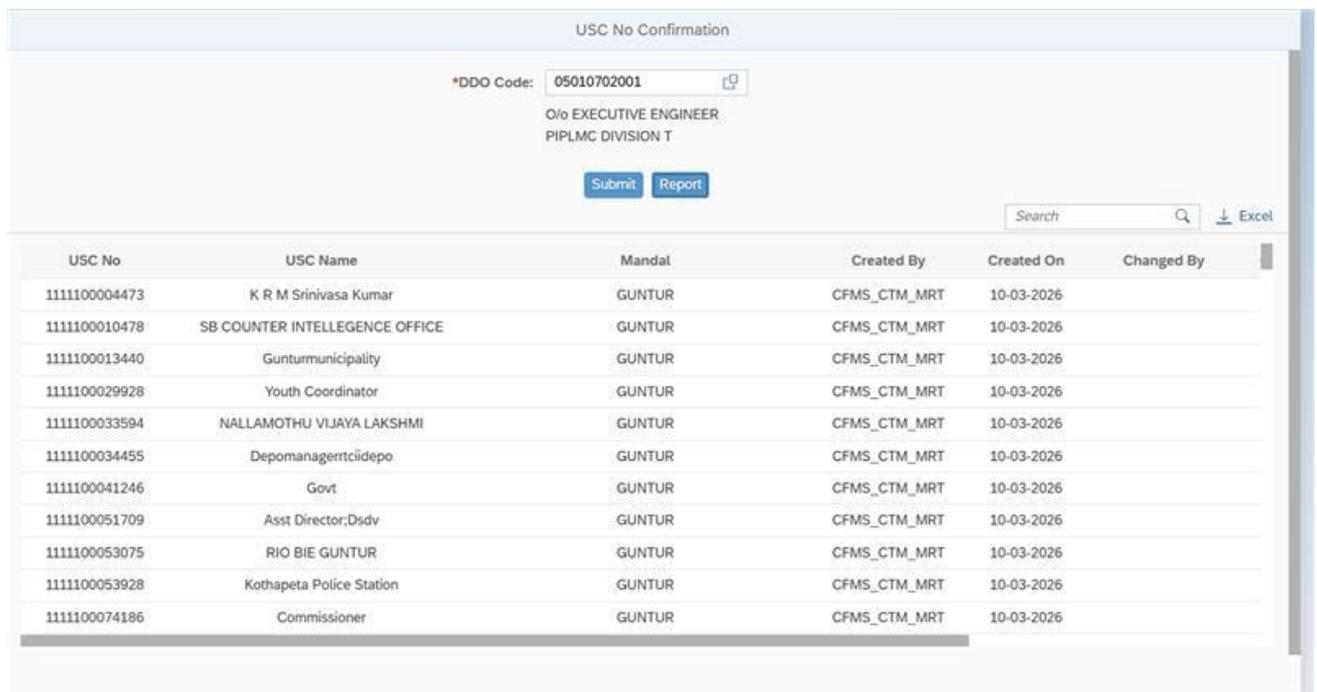


# Report

## Step 45: Click on the Report button



## Step 46: Data will be displayed



## Step 47: In Report, we will see the data against the selected DDO

USC No Confirmation ▾ KRISHNA M - Last Login: 13.03.2026, 17:11:11

USC No Confirmation

\*DDO Code:  

O/o EXECUTIVE ENGINEER  
PIPLMC DIVISION T

Search    Excel

Mandal	Created By	Created On	Changed By	Changed On	Remarks	Status	
GUNTUR	CFMS_CTM_MRT	10-03-2026		00-00-0000		Not Confirmed	
GUNTUR	CFMS_CTM_MRT	10-03-2026		00-00-0000		Not Confirmed	
GUNTUR	CFMS_CTM_MRT	10-03-2026		00-00-0000		Confirmed	
VI	GUNTUR	95000864		12-03-2026	00-00-0000	testing1	Confirmed
.HE	CHILAKALURIPET	95000864		12-03-2026	00-00-0000	MRT	Confirmed
	GUNTUR	95000864		12-03-2026	00-00-0000	test - c	Confirmed
	GUNTUR	CFMS_CTM_MRT	10-03-2026	95000864	13-03-2026		Confirmed
	GUNTUR	CFMS_CTM_MRT	10-03-2026	95000864	13-03-2026		Confirmed
	GUNTUR	CFMS_CTM_MRT	10-03-2026	95000864	13-03-2026		Confirmed
	GUNTUR	CFMS_CTM_MRT	10-03-2026	95000864	13-03-2026		Confirmed
ED	GUNTUR			00-00-0000	00-00-0000	testing	Deleted

## Step 48: Click on Excel Button to download the displayed data

USC No Confirmation ▾ KRISHNA M - Last Login: 13.03.2026, 17:11:11

USC No Confirmation

\*DDO Code:  

O/o EXECUTIVE ENGINEER  
PIPLMC DIVISION T

Search    Excel

Mandal	Created By	Created On	Changed By	Changed On	Remarks	Status	
GUNTUR	CFMS_CTM_MRT	10-03-2026		00-00-0000		Not Confirmed	
GUNTUR	CFMS_CTM_MRT	10-03-2026		00-00-0000		Not Confirmed	
GUNTUR	CFMS_CTM_MRT	10-03-2026		00-00-0000		Confirmed	
VI	GUNTUR	95000864		12-03-2026	00-00-0000	testing1	Confirmed
.HE	CHILAKALURIPET	95000864		12-03-2026	00-00-0000	MRT	Confirmed
	GUNTUR	95000864		12-03-2026	00-00-0000	test - c	Confirmed
	GUNTUR	CFMS_CTM_MRT	10-03-2026	95000864	13-03-2026		Confirmed
	GUNTUR	CFMS_CTM_MRT	10-03-2026	95000864	13-03-2026		Confirmed
	GUNTUR	CFMS_CTM_MRT	10-03-2026	95000864	13-03-2026		Confirmed
	GUNTUR	CFMS_CTM_MRT	10-03-2026	95000864	13-03-2026		Confirmed
ED	GUNTUR			00-00-0000	00-00-0000	testing	Deleted

## Step 49: Excel will be downloaded

The screenshot shows a web browser window with the URL `devcfms.apcfss.in:44300/sap/bc/ui5/ui2/ushell/shells/abap/FioriLaunchpad.html?sap-ushell-reloaded=1773387220300#CF...`. The page title is "USC No Confirmation" and the user is logged in as "KRISHNA M" on 13.03.2026 at 17:11:11. The page displays a form with a "\*DDO Code:" field containing "05010702001" and buttons for "Submit" and "Report". Below the form is a table with columns: Mandal, Created By, Created On, Changed By, Changed On, Remarks, and Status. An "Excel" download icon is visible above the table. A notification window titled "Received Files" is open in the bottom right, showing a file named "Report (20).csv" (16.9 KB) with an "Open" button.

Mandal	Created By	Created On	Changed By	Changed On	Remarks	Status
GUNTUR	CFMS_CTM_MRT	10-03-2026		00-00-0000		Not Confirmed
GUNTUR	CFMS_CTM_MRT	10-03-2026		00-00-0000		Not Confirmed
GUNTUR	CFMS_CTM_MRT	10-03-2026		00-00-0000		Confirmed
VI	GUNTUR	95000864		12-03-2026	testing1	Confirmed
. HE	CHILAKALURIPET	95000864		12-03-2026	MRT	Confirmed
	GUNTUR	95000864		12-03-2026	test - c	Confirmed
	GUNTUR	CFMS_CTM_MRT	95000864	13-03-2026		Confirmed
	GUNTUR	CFMS_CTM_MRT	95000864	13-03-2026		Confirmed
	GUNTUR	CFMS_CTM_MRT	950008			
	GUNTUR	CFMS_CTM_MRT	950008			
ID	GUNTUR			00-00-0000		