

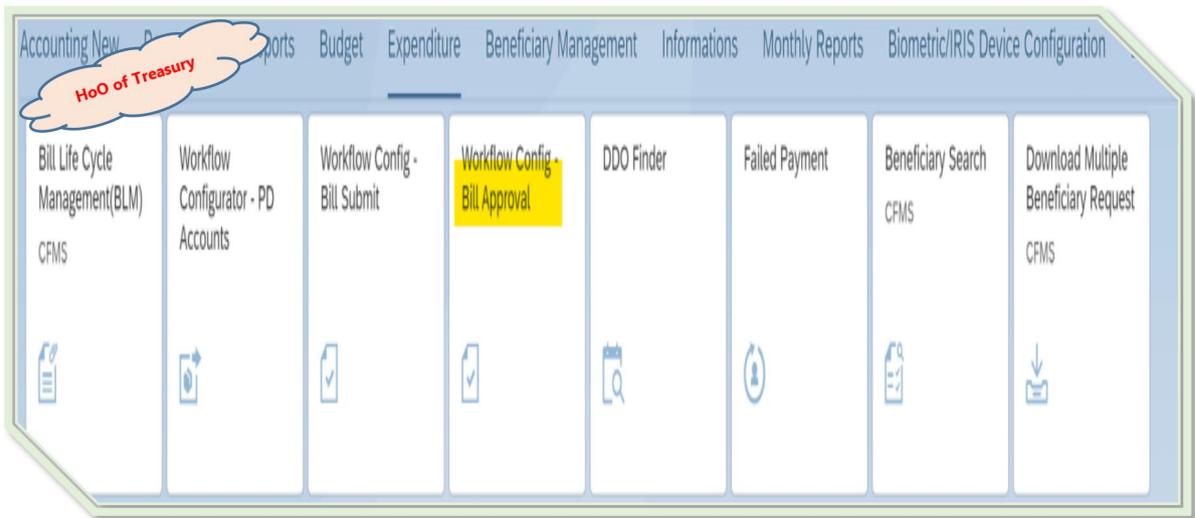


## PD - HR MANAGEMENT (Treasury) - USER MANUAL

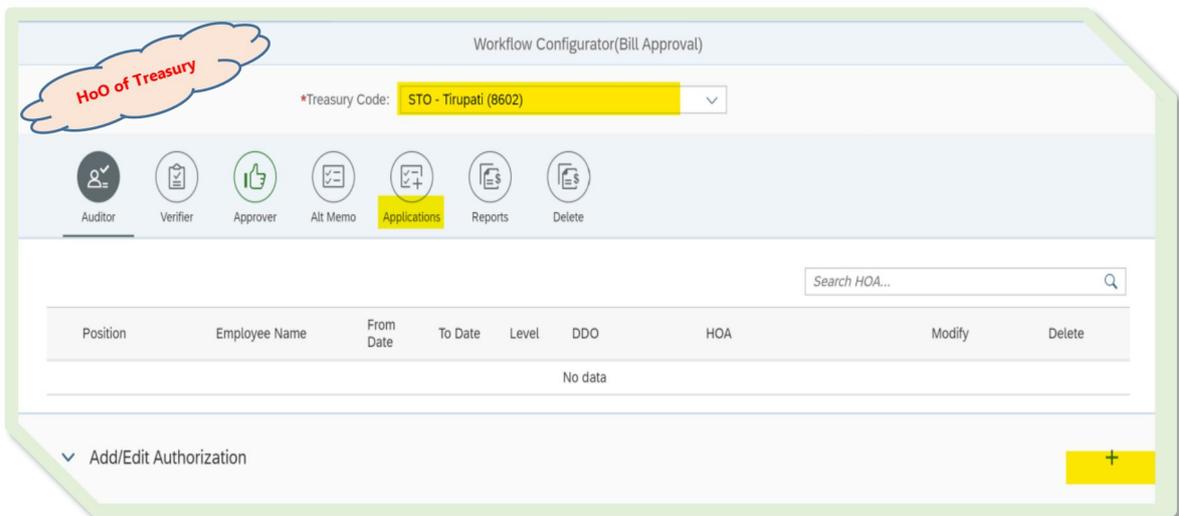
- ✓ A facility '**PD HR Management**' is developed and accessible to the Treasury Officers in CFMS Portal, to hire the newly joined employee (PD), Cadre management, etc. The process-flow of this functionality is narrated below:-
- ✓ '**PD HR Management**' consists the following processes:-
  - a.) *Hiring of Employees (PD);*
  - b.) *Cadre Strength maintenance; and*
  - c.) *Reports*
- ✓ The **Head of the Treasury shall configure work-flow** to assign roles to one Employee (User) under his jurisdiction, to create CFMS ID to the employees newly joined and drawing Salaries through PD account; and to maintain Cadre strength. On configuring work-flow, the authorized User gets the **PD HR Management (STO)** tile under **Expenditure** group.
- ✓ On request(s) received from the Corporations / Societies / Councils / Boards / Academies / Institutions / SPVs, etc. to create CFMS ID, and after receipt of approval from the authorities concerned, the authorized User need to select **Hiring of Employees (under PD)** under **PD HR Management (STO)** to create CFMS ID, to the newly joined employees and drawing Salaries through PD account. The User shall key-in all the mandatory fields.
- ✓ Once the User submits the request, CFMS ID will be created based on the keyed-in information.
- ✓ On request(s) received from the Corporations / Societies / Councils / Boards / Academies / Institutions / SPVs, etc. to create new Position, and after receipt of approval from the authorities concerned, the authorized User need to select **Cadre Strength** under **PD HR Management (STO)** to create new Position. Once the User submits the request, new position will be created based on the keyed-in details.
- ✓ All (\*) fields are mandatory.
- ✓ Process-flow mechanism along with Snapshots is appended hereunder:-



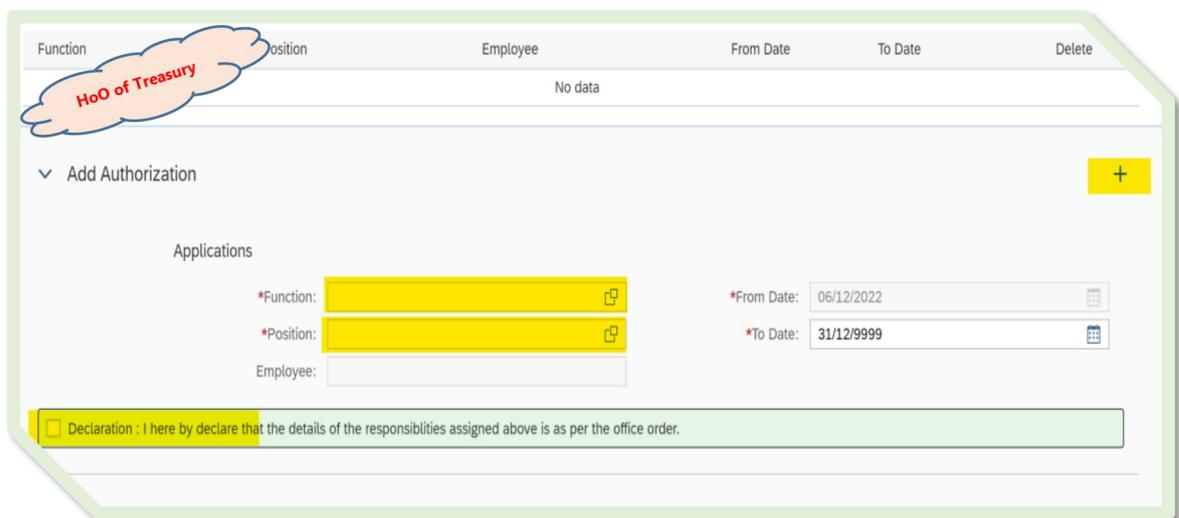
a.) **Configuration of work-flow:-**



(Figure.01)



(Figure.02)



(Figure.03)



HoO of Treasury

Function List	
Search	Q
Employee Bank details change	47
PD HR Management STO Level	49

(Figure.04)

HoO of Treasury

Applications

\*Function: 49 PD HR Management STO Level

\*Position: 30004266 SENIOR ACCOUNTANT

Employee: 14286810 SIVA KUMAR KOLLURU

\*From Date: 06/12/2022

\*To Date: 31/12/9999

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

Save Cancel Report

(Figure.05)

Authorized User

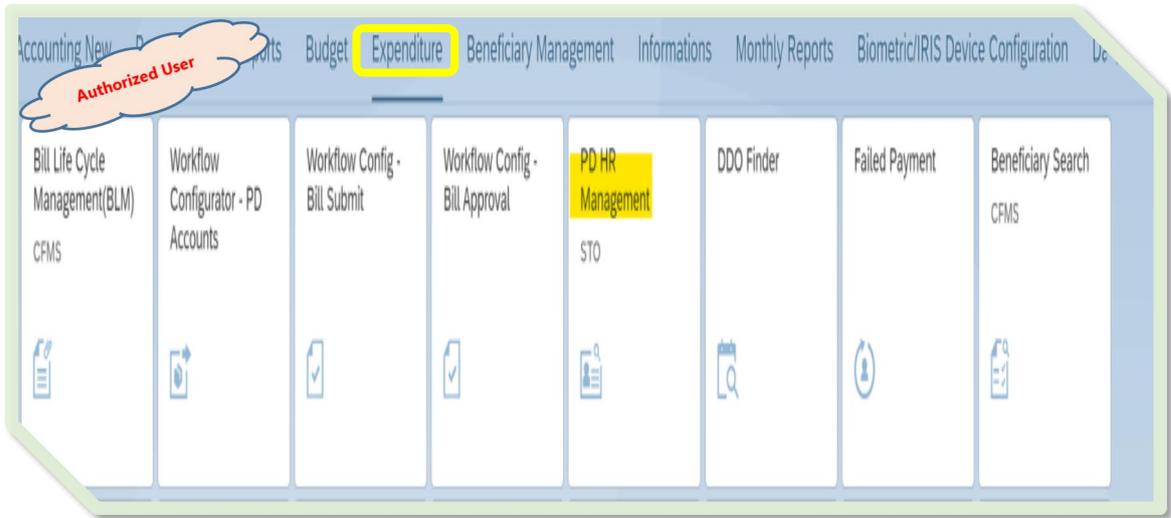
Accounting New Reports Budget Expenditure Beneficiary Management Informations Monthly Reports Biometric/IRIS Device Configuration De

Bill Life Cycle Management(BLM) CFMS	Workflow Configurator - PD Accounts	Workflow Config - Bill Submit	Workflow Config - Bill Approval	PD HR Management STO	DDO Finder	Failed Payment	Beneficiary Search CFMS
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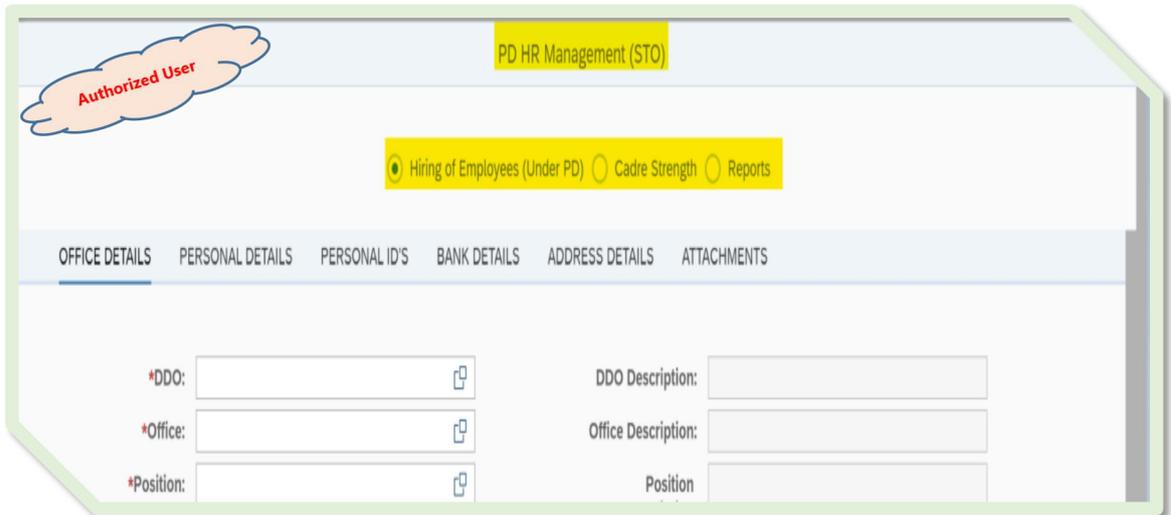
(Figure.06)



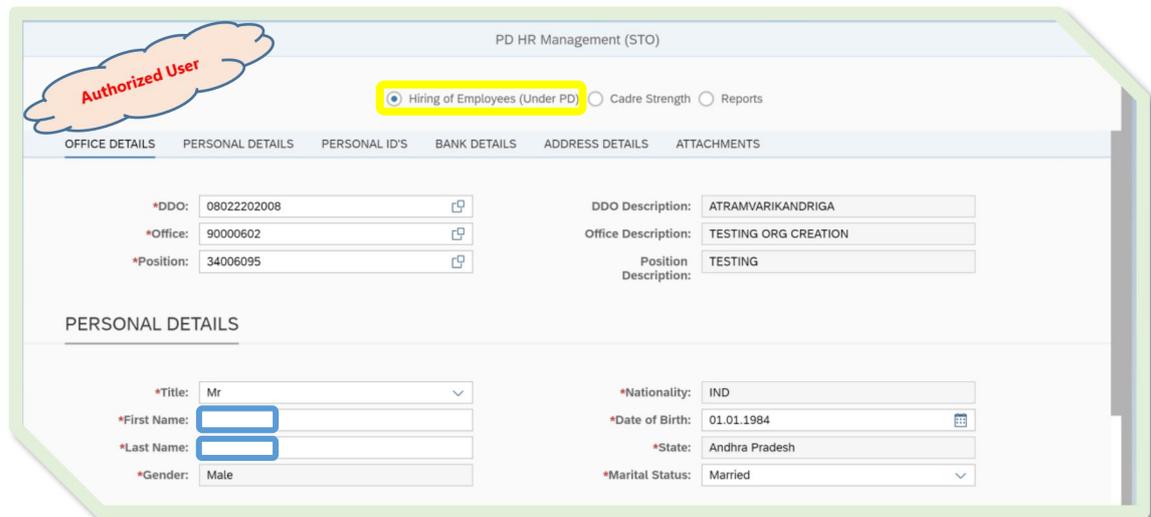
b.) **Hiring of Employees (PD) / Creation of CFMS ID to newly joined Employees:-**



(Figure.07)



(Figure.08)



(Figure.09)



PD HR Management (STO)

Hiring of Employees (Under PD)  Cadre Strength  Reports

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

**PERSONAL ID'S**

\*AADHAAR No:   
PAN:   
\*Mobile No:   
\* (Please Enter Aadhaar linked mobile number)

Alternate Mobile No:   
\*Mail ID:   
\*Date of Joining: 01.12.2022

**BANK DETAILS**

\*IFSC Code:   
Bank Name: ABHYUDAYA CO-OP BANK LTD  
Branch Name: BAIL BAZAR

\*Account Number:   
\*Payee Name:

(Figure.10)

PD HR Management (STO)

Hiring of Employees (Under PD)  Cadre Strength  Reports

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

**ADDRESS DETAILS**

\*House Number:   
\*Street:   
\*City: Srikakulam  
\*Postal Code: 500070

\*District: 61  
District Description: Srikakulam  
\*State: Andhra Pradesh  
\*Country: IND

**ATTACHMENTS**

Upload PDF file +

No files found.  
Drop files to upload, or use the "+" button.

Submit

(Figure.11)

PD HR Management (STO)

Hiring of Employees (Under PD)  Cadre Strength  Reports

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

**ADDRESS DETAILS**

\*House Number:   
\*Street:   
\*City: Srikakulam  
\*Postal Code: 500070

\*District: 61  
District Description: Srikakulam  
\*State: Andhra Pradesh  
\*Country: IND

**ATTACHMENTS**

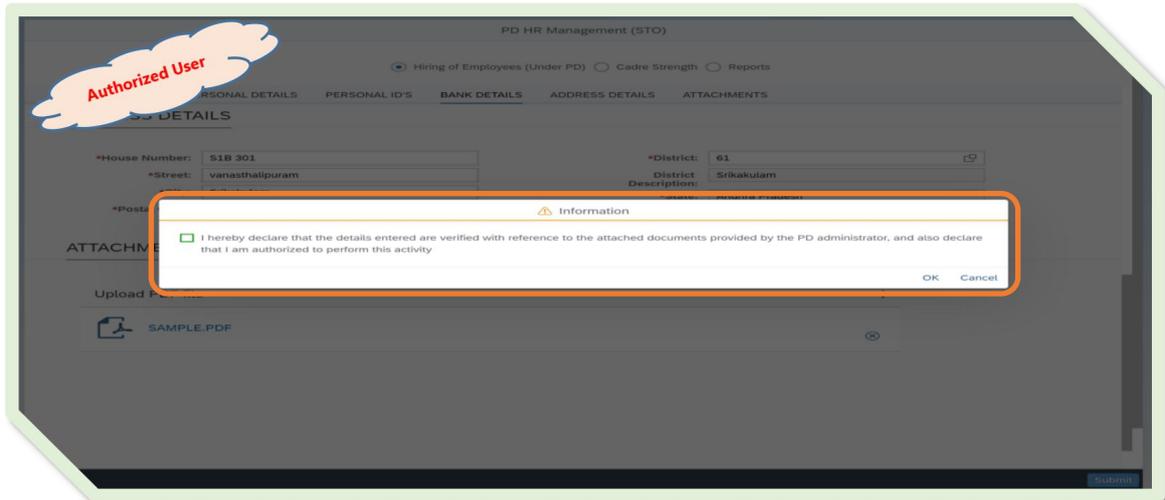
Upload PDF file +

SAMPLE.PDF

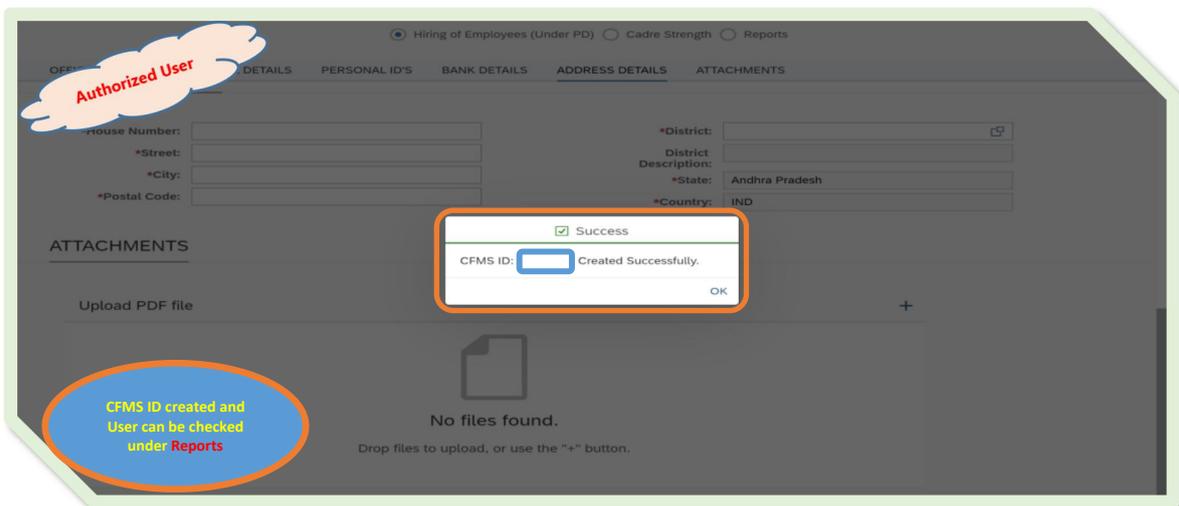
Attachments mandatory

Submit

(Figure.12)

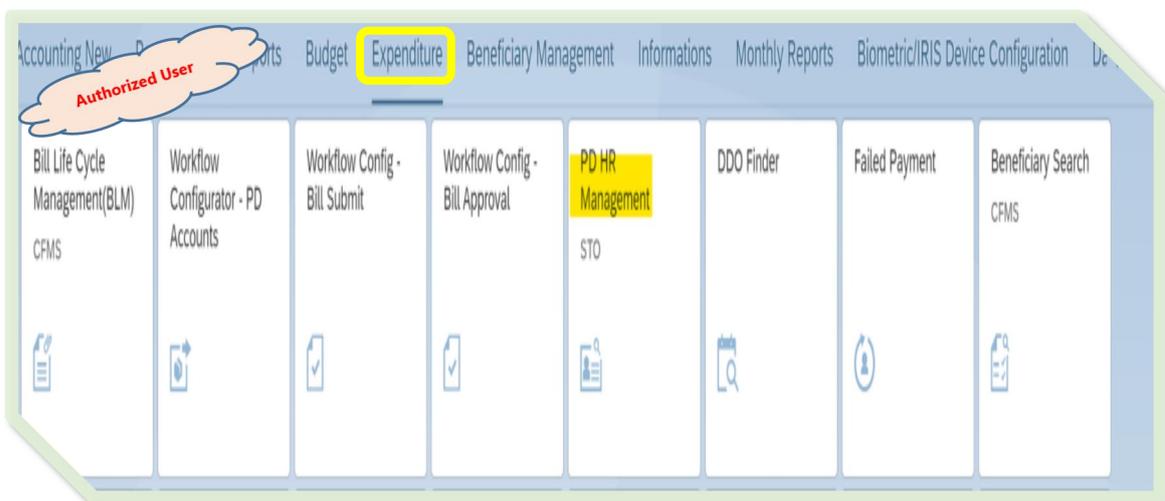


(Figure.13)



(Figure.14)

c.) **Cadre Strength / Creation of new Positions:-**



(Figure.15)



**Authorized User**

PD HR Management (STO)

Hiring of Employees (Under PD)  **Cadre Strength**  Reports

\*DDO Code:

Total Records: 0

Office	Office Name	Position	Position Name	CFMS ID	CFMS Name
No data					

(Figure.16)

**Authorized User**

Hiring of Employees (Under PD)  **Cadre Strength**  Reports

\*DDO Code:

Total Records: 0

Office	Office Name	Position	Position Name	CFMS ID	CFMS Name
--------	-------------	----------	---------------	---------	-----------

Select DDO

Search

08022202008  
ATRAMVARIKANDRIGA

22030906003  
MADDURU GRAMAPANCHAYAT

27030406002  
DONDAPADU GRAMAPANCHAYAT

**Mapped DDOs only populated**

(Figure.17)

**Authorized User**

PD HR Management (STO)

Hiring of Employees (Under PD)  **Cadre Strength**  Reports

2008  ATRAMVARIKANDRIGA

Total Records: 84

Office	Office Name	Position	Position Name	CFMS ID	CFMS Name
90000569	ATRAMVARIKANDRIGA	33000390	ENGINEERING ASSISTANT	14974864	LAKSHMILAKSHMI
90000569	ATRAMVARIKANDRIGA	33000391	AGRI/HORTI/SERICULTURE	14974863	LAKSHMILAKSHMI
90000569	ATRAMVARIKANDRIGA	33000392	DIGITAL ASSISTANT	80000081	RAJA RAOVARADA
90000569	ATRAMVARIKANDRIGA	33000393	WELFARE AND EDUCATION ASSISTANT	20001457	KALESHASHAIK
90000569	ATRAMVARIKANDRIGA	33000394	FUNCTIONAL ASSISTANT	20001007	RAMAPRASADSURIKUCHI
90000569	ATRAMVARIKANDRIGA	33000395	FUNCTIONAL ASSISTANT	20001004	BAJEESAYED
90000569	ATRAMVARIKANDRIGA	33000396	FUNCTIONAL ASSISTANT	20000994	SURYANARAYANA MURTHYSARIPALLI
90000569	ATRAMVARIKANDRIGA	33000397	FUNCTIONAL ASSISTANT	20001027	VIJAYA LAKSHMIKALLA
90000569	ATRAMVARIKANDRIGA	33000398	FUNCTIONAL ASSISTANT	20001062	VENKATA NARAYANAGEDDADA
90000569	ATRAMVARIKANDRIGA	33000399	FUNCTIONAL ASSISTANT	20001070	USHAANDE
90000569	ATRAMVARIKANDRIGA	33000400	FUNCTIONAL ASSISTANT	20001072	VIKRAM KUMARBANDRAPALLI
90000569	ATRAMVARIKANDRIGA	33000401	FUNCTIONAL ASSISTANT	20001109	GEETHAPUTTI
34005768			OFFICE SUBORDINATE	14974855	PRATHAPTEST
34005771			DFG		
34005801			TYPYST	14974859	RAJENDRAGANGULURI
34005802			THASILDAR	14974857	MALLIVOLLA ANJINAPPA
34005803			DEPUTY THASILDAR	14974856	LEELA KUMARIYERRAMSETTI
34005836			VILLAGE VOLUNTEER		

**Existing positions populated under the selected DDO**

(Figure.18)



**Authorized User**

Hiring of Employees (Under PD)  Cadre Strength  Reports

\*DDO Code: 08022202008 ATRAMVARIKANDRIGA Go

Total Records: 84 + Add New Position

New Position Details

Org. Unit:

Org. Unit Description:

Short Description:

Long Description:

Start Date:

Ok close

(Figure.19)

**Authorized User**

Hiring of Employees (Under PD)  Reports

\*DDO Code: 08022202008 ATRAMVARIKANDRIGA Go

Total Records: 84 + Add New Position

Select Org Unit

Search

- 90000602 TESTING ORG CREATION
- 90000569 ATRAMVARIKANDRIGA
- 90000571 test
- 90000587 CHECK1
- 90000588 TESTING INTERFACE
- 90000589 TESTING INTERFACE TWO

Ok close

(Figure.20)

**Authorized User**

PD HR Management (STO)

Hiring of Employees (Under PD)   Cadre Strength  Reports

\*DDO Code: 08022202008 ATRAMVARIKANDRIGA Go

Total Records: 84 + Add New Position

New Position Details

Org. Unit: 90000602

Org. Unit Description: TESTING ORG CREATION

Short Description: Pos Desc

Long Description: Position long Desc

Start Date:

January 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Ok close

**Key-in new position details**

(Figure.21)



PD HR Management (STO)

**Authorized User**

Position Name	Position	Position Name	CFMS ID	CFMS Name
TESTING INTERFACE TWO	34005840	DEV TESTING	14974861	SUBBARAOSUBBARAO
90000589 TESTING INTERFACE TWO	34005841	TESTING DEV	14974862	BHEEMAIHBHEEMAIH
90000589 TESTING INTERFACE TWO	34005842	TESTING		
90000589 TESTING INTERFACE TWO	34005843	TESTING		
90000602 TESTING ORG CREATION	34005838	JUNIOR ASSISTANT		
90000602 TESTING ORG CREATION	34006095	TESTING	14974882	DAVEWALKER

**New Positions**

Org. Unit	Short Description	Long Description	Start Date
90000602	Pos Desc	Position long Desc	01.01.2023
90000569	pos 02	Position long desc	01.01.2023

(Figure.22)

**Authorized User**

Org. Unit	Short Description	Long Description	Start Date
90000602	Pos Desc	Position long Desc	01.01.2023
90000569	pos 02	Position long desc	01.01.2023

Upload PDF file +

SAMPLE.PDF ⊗

**Attachments mandatory**

**Submit**

(Figure.23)

PD HR Management (STO)

**Authorized User**

Office	Position	Position Name	CFMS ID	CFMS Name
TESTING INTERFACE TWO	34005828	AGRI/HORTI/SERICULTURE MPEO		
TESTING INTERFACE TWO	34005829	AGRI/HORTI/SERICULTURE MPEO		
TESTING INTERFACE TWO	34005830	AGRI/HORTI/SERICULTURE MPEO		
90000589 TESTING INTERFACE TWO	34005831	AGRI/HORTI/SERICULTURE MPEO	14974858	SRINIVASABATTININI
90000589 TESTING INTERFACE TWO	34005839	DEV TESTING	14974860	SRINIVASULUB
90000589 TESTING INTERFACE TWO	34005840	DEV TESTING	14974861	SUBBARAOSUBBARAO
90000589 TESTING INTERFACE TWO	34005841	TESTING DEV	14974862	BHEEMAIHBHEEMAIH
90000589 TESTING INTERFACE TWO	34005842	TESTING		

**Information**

I hereby declare that the details entered are verified with reference to documents / Govt. Orders attached as provided by the PD administrator, and also declare that I am authorized to perform this activity.

OK Cancel

**New Positions**

Org. Unit	Short Description	Long Description	Start Date
90000602	Pos Desc	Position long Desc	01.01.2023
90000569	pos 02	Position long desc	01.01.2023

Upload PDF file +

SAMPLE.PDF ⊗

**Submit**

(Figure.24)



Office	Position	Position Name	CFMS ID	CFMS Name
90000587	34005797	FICO	14974852	SHAIK MOHAMMAD RASOOLK
90000587	CHECK1	BP	14974848	SHAIK MOHAMMAD HANEEFSHAIK
90000587	CHECK1	FICO	14974849	SHAIK BABUBABU
90000587	CHECK1	FI	14974847	SHAIK MOHAMMAD SHAREEFC
90000587	CHECK1	WELFARE AND EDUCATION ASSISTANT		
90000587	CHECK1	WELFARE AND EDUCATION ASSISTANT		
90000587	CHECK1	Testing		
90000587	CHECK1	WELFARE AND EDUCATION ASSISTANT		
90000587	CHECK1	AGRIHORTISERICULTURE MPED		
90000587	CHECK1			

Success  
Position Created Successfully  
OK

Org. Unit	Short Description	Long Description	Start Date
		No data	

(Figure.25)

d.) **Reports:-**

PD HR Management (STO)

Hiring of Employees (Under PD)  Cadre Strength  Reports

\*Select From Date: 01.12.2022

\*Select To Date: 01.11.2022

Report:   
Hiring of Employees (Under PD)   
Cadre Strength

(Figure.26)

**- THE END -**