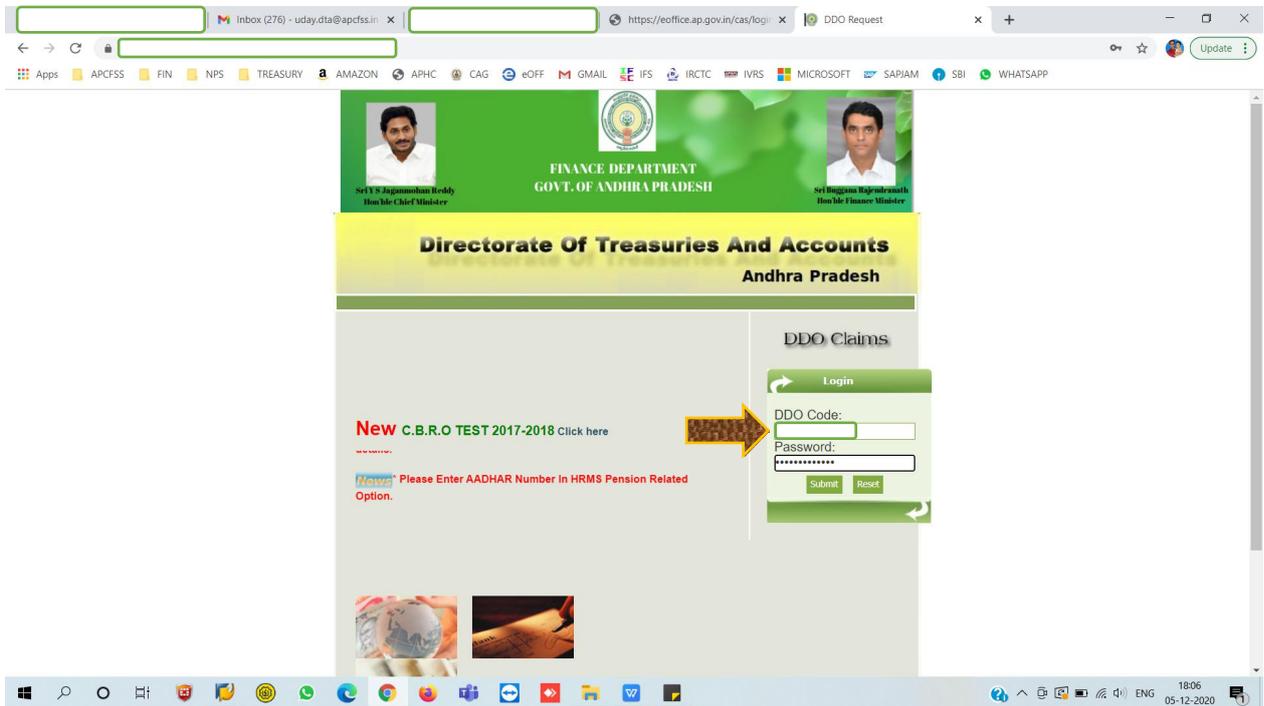
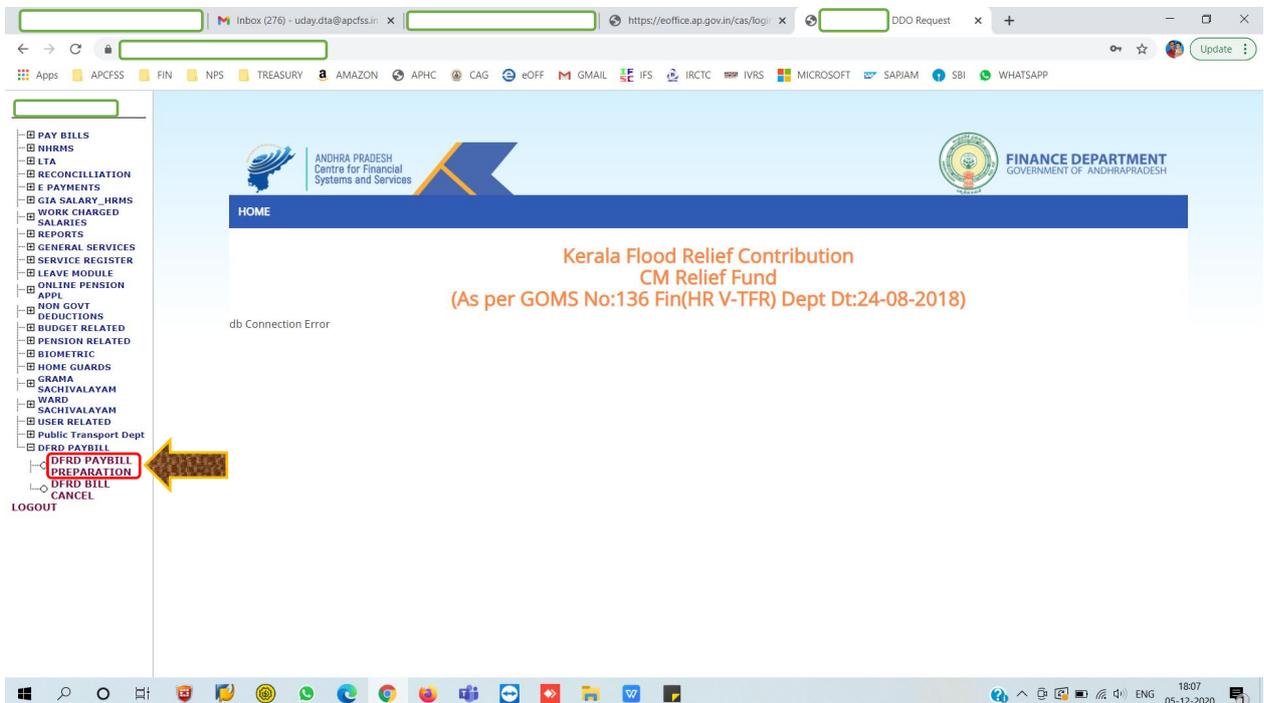


User manual to DDOs on deferred Salaries authorization
(GO Ms. No. 97, Dated 30/11/2020 of Finance (HR-V-TFR-AL-EWF) Department)

* **Drawing and Disbursing Officer** logs into HRMS (ddoreq).

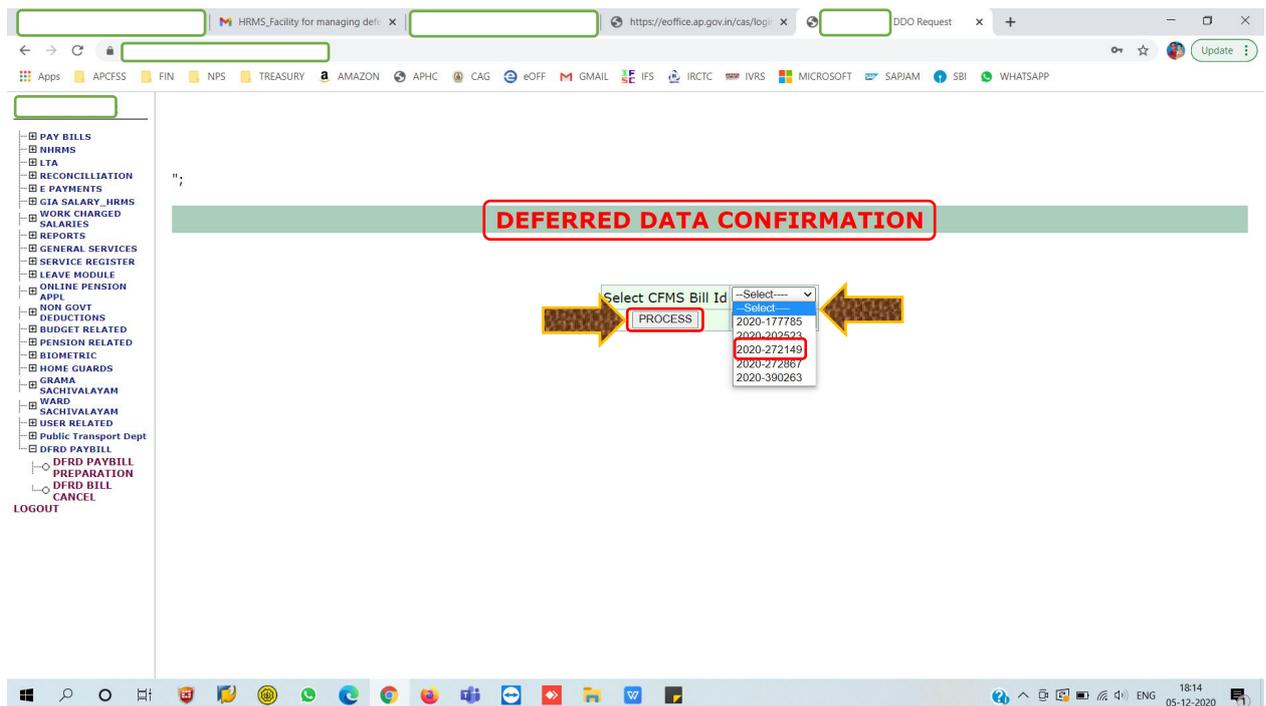


* Select **DFRD PAYBILL PREPARATION** from the sub-menu **DFRD PAYBILL** in the left pane.

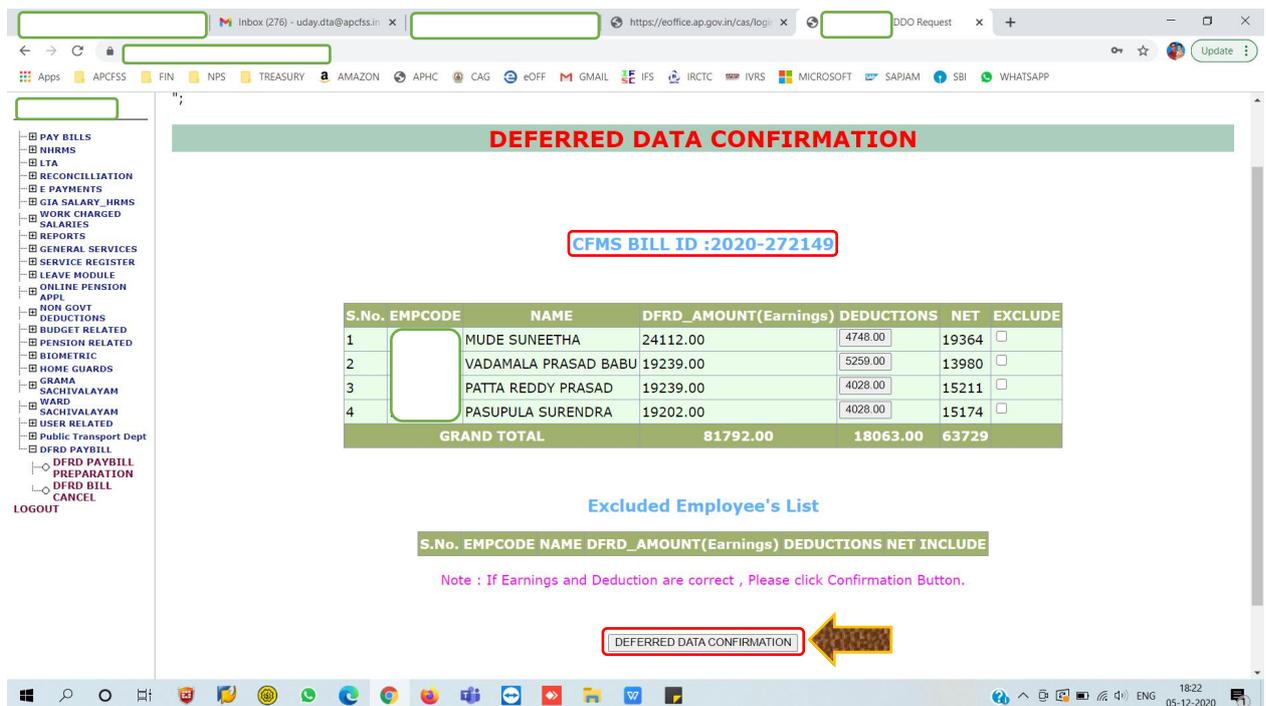


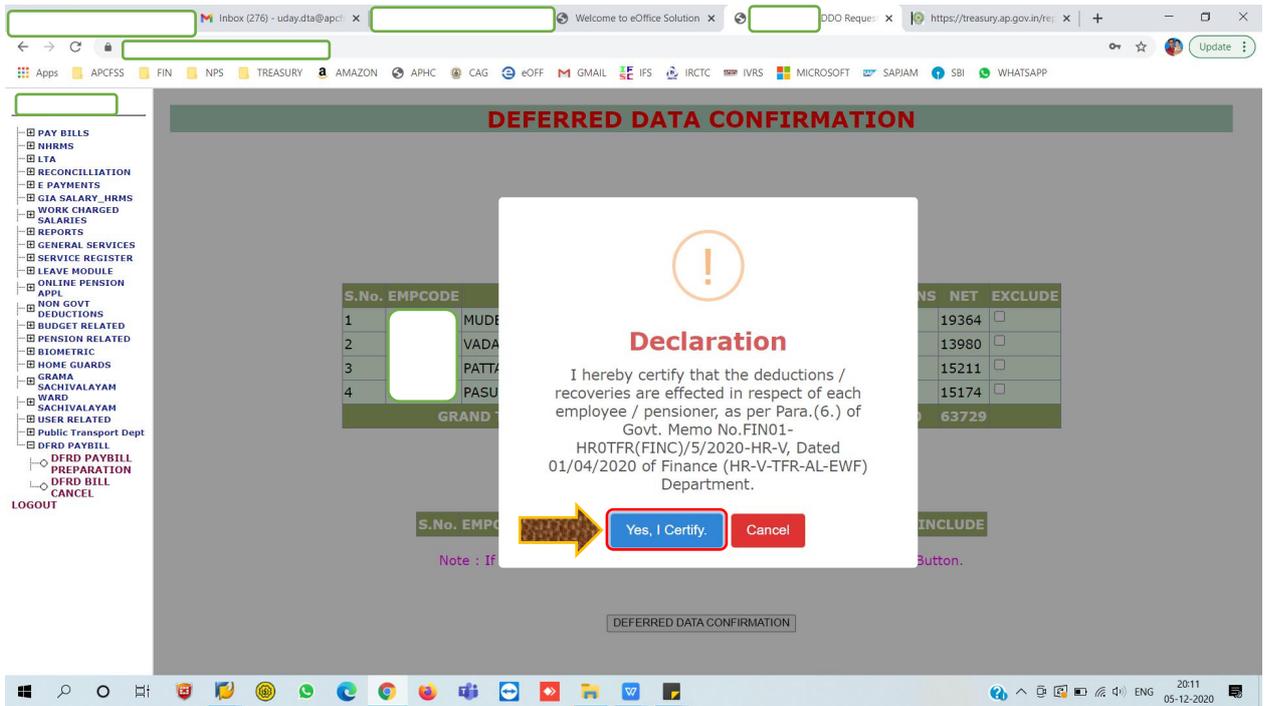
* Bill IDs of March' 2020 are populated in drop-down menu against **Select CFMS Bill Id.**

* Select **Bill ID** and click on **PROCESS**.

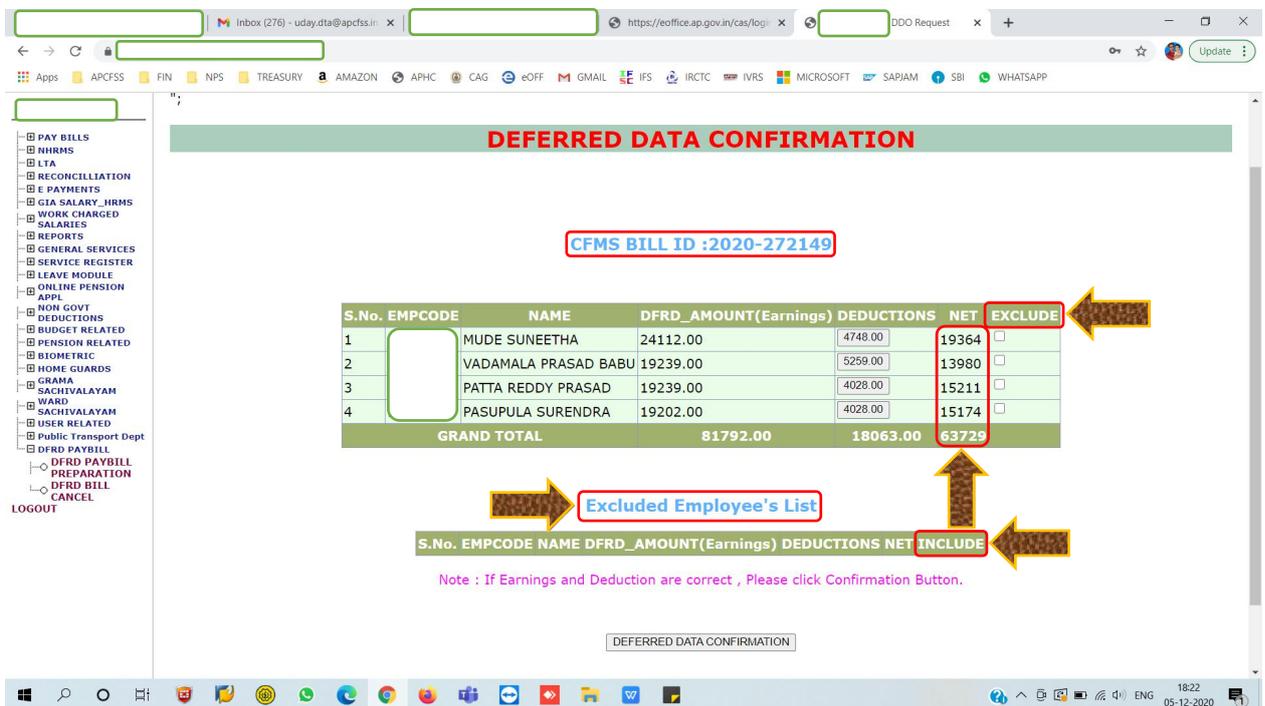


* Details of the employees in the bill with Deferred amount and Sum of Deductions is shown. These details are as submitted by the DDO in the March' 2020 pay-bill. If the values are found correct, he / she can confirm the bill by clicking on **DEFERRED DATA CONFIRMATION**. However, if the sum of deductions is more than the deferred value, in any case, it shows an error to correct it.





* The DDO can also exclude an employee, if he / she considers so for any valid reasons. For this, select the radio-button and confirm **OK** in the dialogue box appearing thereon. For any inadvertent reasons, the employee is excluded, it can be corrected by selecting the employee from **Excluded Employee's List**, whereby the excluded employee can be included.



treasury.ap.gov.in says
Excluded

OK

CONFIRMATION

S.No.	EMPCODE	NAME	DFRD_AMOUNT(Earnings)	DEDUCTIONS	NET	EXCLUDE
1		MUDE SUNEETHA	24112.00	520.00	23592	<input checked="" type="checkbox"/>
2		VADAMALA PRASAD BABU	19239.00	3259.00	15980	<input type="checkbox"/>
3		PATTA REDDY PRASAD	19239.00	4028.00	15211	<input type="checkbox"/>
4		PASUPULA SURENDRA	19202.00	4028.00	15174	<input type="checkbox"/>
GRAND TOTAL			81792.00	11835.00	69957	

Excluded Employee's List

S.No.	EMPCODE	NAME	DFRD_AMOUNT(Earnings)	DEDUCTIONS	NET	INCLUDE
<p>Note : If Earnings and Deduction are correct , Please click Confirmation Button .</p> <p>DEFERRED DATA CONFIRMATION</p>						

LOGOUT

treasury.ap.gov.in says
Included

OK

CONFIRMATION

S.No.	EMPCODE	NAME	DFRD_AMOUNT(Earnings)	DEDUCTIONS	NET	EXCLUDE
1		VADAMALA PRASAD BABU	19239.00	3259.00	15980	<input type="checkbox"/>
2		PATTA REDDY PRASAD	19239.00	4028.00	15211	<input type="checkbox"/>
3		PASUPULA SURENDRA	19202.00	4028.00	15174	<input type="checkbox"/>
GRAND TOTAL			57680.00	11315.00	46365	

Excluded Employee's List

S.No.	EMPCODE	NAME	DFRD_AMOUNT(Earnings)	DEDUCTIONS	NET	INCLUDE
1		MUDE SUNEETHA	24112.00	520.00	15174	<input checked="" type="checkbox"/>

Note : If Earnings and Deduction are correct , Please click Confirmation Button .

DEFERRED DATA CONFIRMATION

LOGOUT

* To manage / update the deductions press on the amount shown under **DEDUCTIONS** column.

DEFERRED DATA CONFIRMATION

CFMS BILL ID :2020-272149

S.No.	EMPCODE	NAME	DFRD_AMOUNT(Earnings)	DEDUCTIONS	NET INCLUDE
1		MUDE SUNEETHA	24112.00	4748.00	19364
2		VADAMALA PRASAD BABU	19239.00	5259.00	13980
3		PATTA REDDY PRASAD	19239.00	4028.00	15211
4		PASUPULA SURENDRA	19202.00	4028.00	15174
GRAND TOTAL			81792.00	18063.00	63729

Excluded Employee's List

S.No.	EMPCODE	NAME	DFRD_AMOUNT(Earnings)	DEDUCTIONS	NET INCLUDE
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Note : If Earnings and Deduction are correct , Please click Confirmation Button.

DEFERRED DATA CONFIRMATION

* The values in the column **Amount** under **DEDUCTIONS** can be edited, subject to the condition that the sum of deductions should **NOT** exceed the deferred value. The DDO may edit the values keeping the relevant provisions governing the deductions. Then press **UPDATE** against each deduction.

DEFERRED DATA CONFIRMATION

CFMS BILL ID :2020-272149

Empcode : MUDE SUNEETHA

Select Deductions

Amount

DFRD AMOUNT(Earnings)			DEDUCTIONS			
Sno	DFRD_AMOUNT(EARNINGS)	Amount	Sno	Deduction	Amount	Update
1	1111-DFRD_PMNT_COVID19	24112.00	1	2003-APGLI(S)	850.00	UPDATE
			2	2043-CPS	3678.00	UPDATE
			3	2005-GIS	30.00	
			4	2006-PT	200.00	
			5	2091-EHF_SUBS	90.00	

Total Earnings :24112.00 Total Deductions :4748.00

Total NET :19364

Back

treasury.ap.gov.in says updated

CFMS BILL ID :2020-272149

Empcode : [] MUDE SUNEETHA

Select Deductions --Select--

DFRD AMOUNT(Earnings)			DEDUCTIONS			
Sno	DFRD_AMOUNT(EARNINGS)	Amount	Sno	Deduction	Amount	Update
1	1111-DFRD_PMNT_COVID19	24112.00	1	2043-CPS	200.00	UPDATE
			2	2005-GIS	30.00	
			3	2006-PT	200.00	
			4	2091-EHF_SUBS	90.00	
Total Earnings :24112.00			Total Deductions :520.00			
Total NET :23592						

Back

* After managing the deductions, the DDO click on **DEFERRED DATA CONFIRMATION**.

* Here, the DDO may press **Yes, I Certify** confirming that the deductions are effected as per Govt. Instructions.

DEFERRED DATA CONFIRMATION

CFMS BILL ID :2020-272149

S.No.	EMPCODE	NAME	DFRD_AMOUNT(Earnings)	DEDUCTIONS	NET	EXCLUDE
1	[]	MUDE SUNEETHA	24112.00	4748.00	19364	<input type="checkbox"/>
2		VADAMALA PRASAD BABU	19239.00	5259.00	13980	<input type="checkbox"/>
3		PATTA REDDY PRASAD	19239.00	4028.00	15211	<input type="checkbox"/>
4		PASUPULA SURENDRA	19202.00	4028.00	15174	<input type="checkbox"/>
GRAND TOTAL			81792.00	18063.00	63729	

Excluded Employee's List

S.No.	EMPCODE	NAME	DFRD_AMOUNT(Earnings)	DEDUCTIONS	NET	INCLUDE
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Note : If Earnings and Deduction are correct , Please click Confirmation Button.

DEFERRED DATA CONFIRMATION

The screenshot shows a web browser window with the title 'DEFERRED DATA CONFIRMATION'. A modal dialog box is displayed in the center with a warning icon and the text: 'Declaration. I hereby certify that the deductions / recoveries are effected in respect of each employee / pensioner, as per Para.(6.) of Govt. Memo No.FIN01-HR0TFR(FINC)/5/2020-HR-V, Dated 01/04/2020 of Finance (HR-V-TFR-AL-EWF) Department.' Below the text are two buttons: 'Yes, I Certify' and 'Cancel'. An arrow points to the 'Yes, I Certify' button. In the background, a table is partially visible with columns 'S.No.', 'EMPCODE', 'MUD', 'NET', and 'EXCLUDE'. The table contains four rows of data and a 'GRAND' total row.

S.No.	EMPCODE	MUD	NET	EXCLUDE
1			19364	<input type="checkbox"/>
2			13980	<input type="checkbox"/>
3			15211	<input type="checkbox"/>
4			15174	<input type="checkbox"/>
GRAND			63729	

* Then gets pushed to the CFMS through interface and a Bill ID is generated and directly passed for payment. In case of April' 2020, the deferred Salary claims shall be routed through Treasury / PAO, as the deductions are not audited earlier.

The screenshot shows the same web browser window. A message box is displayed in the center with the text: 'DEFERRED DATA CONFIRMATION COMPLETED FOR BILL NO.: 2020-272149'. Below the message, it states 'The File is saved in [Form047-11150308002-202000037.txt](#)'. An arrow points to the message box. The background table is no longer visible.