GOVERNMENT OF ANDHRA PRADESH

OFFICE OF THE COMMISSIONER OF TECHNICAL EDUCATION ANDHRA PRADESH : VIJAYAWADA

Circular Memo. No.F/e-SR/2019

Dated: 11 .12.2020

Sub: Technical Education – Establishment - Maintenance of Service Register - Replacing the Service Register with e-Service Register (e-SR) – Revised orders – Certain instructions – Reg.

Ref: G.O.Ms.No.99, Finance (HR-II-FR) Dept., dated: 03.12.2020.

In the reference cited (copy enclosed), Government have issued orders for maintenance of e-Service Register as defined in the Annexure appended to the said G.O.

Hence, all the employees and DDOs are hereby instructed to go through the e-SR user manual enclosed to the G.O, which provides step by step instructions on entry and confirmation of data by the employees/DDOs **through website** "https://esr.ap.gov.in" by 31.12.2020 without fail.

It may be treated as "Most Urgent".

Sd/- A. NIRMAL KUMAR PRIYA, For COMMISSIONER

Encl: G.O.99, dt.03.12.2929

То

The Regional Joint Directors of Technical Education, Kakinada and Tirupati The Principals of all Govt. Polytechnics in the State. They are requested to circulate the Memo among the staff and ensure that the e-SRs of all staff members be completed within the stipulated time.

The Officers & staff members in the O/o CTE.AP, Vijayawada

// F.B.O. //

RINTENDENT.

GOVERNMENT OF ANDHRA PRADESH ABSTRACT

Public Services – Maintenance of Service Register – Replacing the Service Register with e-Service Register (e-SR) – Revised Orders Issued – Regarding.

FINANCE (HR-IV-FR&LR) DEPARTMENT

G.O.Ms.No.99

Dated: 03-12-2020. Read the following:

- 1. G.O.Ms.No.200, Finance & Planning (FW.FR.I) Dept., Dt. 10.12.1999.
- 2. Office Memo No. F.No.21011/15/2010 ESH (Allowance), GOI, Ministry of Personnel, Public Grievance, and Pension Department of Personnel Training, New Delhi, Dt.05.04.2016.
- 3. G.O.Ms.No.99, Finance (HR-II-FR) Department, Dt. 27.06.2018.
- 4. FINO-160134/2/2020-F-Sec-DTA, dated 10.05.2020 of the DTA, AP.

ORDER:

The Government of Andhra Pradesh, vide the reference 1st read above, has amended Annexure-II, Part-III read with Rule 74 (a) (iv) of the Fundamental Rules and prescribed Form-10 for maintaining Service Registers of Gazetted and Non-Gazetted employees of the Government.

2. In the reference 2nd read above, the Government of India has suggested modernization of Service Register to make it user friendly.

3. In reference 3rd read above, Government has issued orders to substitute Form-10 under Part IV of Annexure-II, with e-Service Register (e-SR) in respect of all Government employees to whom Fundamental Rules apply.

4. Based on the feedback of employee associations, DDOs, and considering the issues faced during the pilot implementation, the Director of Treasuries and Accounts, AP, Ibrahimpatnam, vide reference 4th read above, has suggested some modifications to the e-SR Proforma.

5. Government, after careful examination of proposal of the Director of Treasuries and Accounts, AP, and in supersession of the orders issued in the reference 3rd cited, hereby order that the e-SR shall be maintained as defined in the Annexure appended to this order.

6. The updated version of the e-SR module contains the following screens, through which the employees / DDOs have to enter required data.

SI. No.	Name of the Service	Description						
PART - 1	PERSONAL DETAILS	Employees / DDOs can view and confirm the employee Personal Details such as name, gender, marital status, caste, Aadhar number etc., Family Details, Education Details, Address Details and Home Town Details & wherever necessary they can enter required data.						
PART - 2	NOMINATIONS	Employees/DDOs can enter nominee details of the employees.						
PART - 3	SERVICE (SR) EVENTS	Employees / DDOs can enter historical data of various events (such as appointment, service regularization, leave, transfer, incremen promotion, etc.) recorded in the existing service registers. The data is to be entered event-wise in the same order, as they were entered in the service registers.						
PART - 4	LEAVE TRAVEL CONCESSION DETAILS	This screen provides for entry of latest LTC details.						
PART - 5	DEPARTMENTAL TESTS AND TRAININGS DETAILS	Employees / DDOs can enter details of trainin employees undergone & departmental tests passed.						
PART - 6	INCENTIVES	Employees / DDOs can enter details of Incentives/Awards/Rewards/Seva Patakam etc.						
PART - 7	DOCUMENT UPLOADS	Employees / DDOs can upload mandatory documents such as Proof of Date of Birth, etc.						
PART - 8	LEAVE LEDGER	Employees / DDOs can enter details of various leaves availed.						
PART - 9	eSR CONFIRMATION	This screen provides for view and confirmation of the employee details by the employee / DDO. The service register of the employee also needs to be scanned and uploaded.						

7. All the employees and DDOs are instructed to go through the e-SR user manual enclosed to this GO, which provides step-by-step instructions on entry and confirmation of data by the employees/DDOs. The same is also available on the website <u>esr.ap.gov.in</u>. The User Manual also contains procedural guidelines to be followed for implementation of e-SR.

8. The Heads of Offices / Heads of Departments who maintain Service Registers of the employees are directed to enter all required data in the e-SR Module by 31st December 2020.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

SHAMSHER SINGH RAWAT

PRINCIPAL SECRETARY TO GOVERNMENT

То

All the Departments of Secretariat. All Heads of the Departments.

The Principal Accountant General, AP, Hyderabad.

The Commissioner, Printing, Stationary and Stores Purchase, Vijayawada for publication in the Gazette.

All Service Associations.

Copy to:

All Chief Executive Officers of Zilla Parishads. The Director of Treasuries and Accounts, A.P, Vijayawada. The Pay and Accounts Officer, Vijayawada. The Director of Works and Accounts, Vijayawada The Director of State Audit, Vijayawada. The Director of Insurance, Vijayawada. The CEO, APCFSS, Vijayawada. SF/SCs

//FORWARDED BY:: ORDER//

SECTION OFFICER

E-SERVICE REGISTER (ANNEXURE TO G.O.Ms.No.99, FINANCE (HR-IV-FR&LR) DEPARTMENT, Dt: 3.12.2020)

The e-Service Register for Gazetted and Non-Gazetted employees of the Government, as per the amended Annexure-II, Part-III read with Rule 74 (a) (iv) of the Fundamental Rules & Form-10 shall be maintained as per the following instructions.

- 1. The Head of office /DDO/Employee are collectively responsible for upload of e.SR data of the employees working in the office.
- 2. In respect of Grant-in-Aid employees drawing salaries under DH/SDH 060/061- GIA towards salaries, the salary bill counter signing authority in Government is responsible for upload of e.SR.
- 3. In respect of All India Service officers, the PAO, AP, Ibrahimpatnam shall upload e.SR data into the system under his authentication.
- 4. For the employees in Foreign Service Deputation, the last DDO in parent department is responsible for upload of eSR data.

EMPLOYEES FOR WHOOM E.SR DATA IS TO BE UPLOADED

- 1. All employees whose salary is drawn under 010-salaries.
- 2. All Grant-in-Aid employees whose salaries are drawn under DH/SDH 060/061.
- 3. All work charged employees whose salaries are drawn under DH/SDH 070/071.
- 4. Employee in Foreign Service Deputation.

PROCEDURE FOR UPLOAD OF E.SR DATA.

- 1. The e.SR data shall be uploaded by DDO in <u>https://esr.ap.gov.in</u> . portal using his CFMS ID as login password.
- 2. The HOO/DDO shall immediately update all the entries in physical SR before commencement of upload of e.SR data.
- 3. All the pages in the physical SR shall be scanned / uploaded by the DDO into e.SR module.
- 4. Before scanning of pages in physical SR, all the pages in physical SR(s) shall be serially numbered by the DDO by affixing a stamp on the bottom of each page containing the words "**page no_____and also scanned /uploaded into e.SR**" under his/her signature. Better if the leave account(EL/HPL) is scanned at the end. At the end of each scanned copy of the e.SR, the DDO shall certify the number of scanned pages uploaded under his signature.
- 5. The physical SR can be scanned by the DDO by using conventional scanners or by using "Lens" APP of Microsoft Corporation.
- 6. Uploading of scanned SR shall be done by DDO using biometric authentication.

- 7. After upload of e.SR data, the physical copy of e.SR shall be in the custody of pension sanctioning Authority for which separate orders will be issued by the Government for discontinuance of physical SR.
- 8. In addition to uploading the scanned copy of the SR, the DDO shall enter the SR data on the relevant columns of e.SR data entry application duly attaching the following documents.
 - a) Latest photograph
 - b) SSC or equivalent certificate as proof of Date of Birth for superior service employees and Transfer certificate/relevant proof for last grade service employees.
 - c) Caste certificate (for SC, ST, BC only)
 - d) Aadhar card.
 - e) Medical Certificate (Disabled persons only)
- 9. After entry of the data into e.SR application, the DDO shall download the e.SR data entered in PDF format, show it to the employee for cross-verification and obtain the employee's signature on the PDF format in token of having satisfied with the correctness of Data uploaded into HCM system. The DDO shall also affix his signature on the PDF format and upload in the e.SR application under his/her biometric authentication.
- 10. After upload of e.SR data by the DDO, the data shall be escalated to the Treasury/PAO where the salary bill of the employee is audited and approved.
- 11. The Treasury officer/APAO shall cross verify the data uploaded in eSR with the entries in the scanned / uploaded copy of the physical SR and confirm the correctness of Data entry of the following information
 - a) Name of the employee as entered in the SR.
 - b) Date of birth
 - c) Date of initial entry into service.
 - d) Community
 - e) Disabilities, if any
 - f) Latest Pay of the employee (by cross verifying with FLY leaf Register)
 - g) Post held by the employee as on date.
 - h) EL balance of the employee as on date of Upload.
 - i) HPL balance of the employee as on date of Upload.
- 12. The Treasury officer/APAO shall confirm the above information under biometric authentication. After confirmation by the Treasury officer/APAO only, the e.SR. data shall be uploaded into HCM system by the SAP Team.

- 13. The upload of e.SR. data into HCM system shall be completed by all the DDOs by 31/12/2020.
- 14. The PAO, AP, Ibrahimpatnam shall co-ordinate the e.SR data entry work at HOD offices level and the DTA, AP, Ibrahimpatnam shall Co-ordinate work at District level through network of Treasury officers.
- 15. The CEO, APCFSS shall organize the data storage servers properly for smooth upload of e.SR data.
- 16. For the employees existing prior to 1-7-2020, the SR entry may be taken as an automatic process with due acknowledgement by the competent authority.
- 17. For the employees appointed on or after 1-7-2020, upload of each required certificate is mandatory.
- 18. DDOs may raise incident in CFMS for resolution of e-SR related issues.

Contents

1. About the e-Service Book
2. Role wise access
3. Login details
4. e-Service Register Entry
4.1. Personal Details
4.2. Nomination Details
4.3. Service Events Details
4.4. Leave Travel Concession Details
4.5. Departmental Tests & Trainings Details
4.6. Incentives Details
4.7. Employee Documents Upload
4.8. Leave Ledger
4.9. EeSR CONFIRMATION

1. About the e-Service Book

The e-Service Book is application, which allows the employees get access to enter/view the employee service details. This application was designed and developed by Finance Department, Government of Andhra Pradesh through APCFSS.

This application replaces the physical service registers of the employees and the data related will be maintained online and can be accessible to the employees at any time. Employees can view their own personal details, official documents, pay drawn details, leave details and other Service details.

Every employee will have access to the e-service book with secured login credentials. Initially, the Employees/DDOs shall update all entries in the new formats through the e-service book portal. This user manual guides the users on how to use the e-service book portal step-by-step through screen shots wherever required.

2. Service Access

The decision as to whether the eSR details are to be entered by the DDO himself or through the employees is left to the discretion of the DDO basing on the number of the employees working under the DDO. In this portal, Employees can enter the service details with the permission of the DDO. DDOs can also enter and confirm the details of the employees on their own and Treasury Officers / PAO can further confirm select employee's service details. The users can access these services through authorized CFMS ID.

1. Employee:

- All employees need to submit their service details from part 1 to part 9 (sub menus) under e-Service Book Entry menu.
- After submitting the details, these are available at one place under view and confirm sub-menu. Employee need to confirm the service details.
- The confirmed details will be available in their respective DDOs login for further verification and confirmation.

2. **DDO**:

- DDO has to submit his /her service details and follow the steps as mentioned in Instructions to employees
- In addition, DDOs will get the list of employee's service details for confirmation, in his /her login.
- DDO has to go through each employee's details and confirm the same through biometric authentication.

3. Sub treasury Officer (STO) / PAO:

• STO /PAO will access View & Confirm sub-menu, check and confirm (9) select details of the employee with reference to entries available in the scanned copy of the SR and confirm the same through biometric authentication.

The step by step instructions on how to use the portal are given below:

3. Login Details

- 1. Enter URL <u>https://www.esr.ap.gov.in</u> the address bar.
- 2. Press Enter/Click **Go**, the following Login page will appear.

FINANCE DE GOVERNMENT OF A	
structions: 1. Enter CFMS ID (8-digits). To know the CFMS ID, please go to the Employee services link in CFMS site (https://cfms.ap.gov.in) 2. Enter your Password (Default password will be your CFMS ID) 3. Click on Login button 4. After Login, Password Change option will be enabled 5. To access Forgot Password, Mobile number should be updated in Home Town details during previous login	Login CFMS ID I Password Login Forget Pasiaword

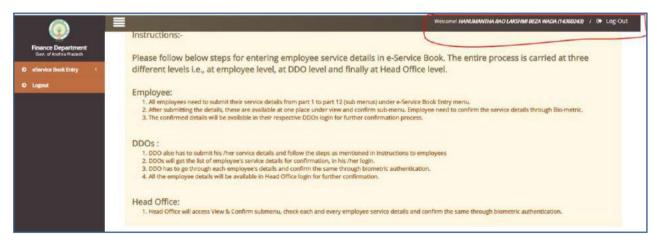
 Enter CFMS ID (i.e. 8 digits unique employee id).
 Also Enter CFMS ID as initial password for initial login (Update password through the menu item Change password After your initial login)

Note: If Employee forgot the password use 'Forgot password' option to reset password, new password will be sent to employee mapped Mobile Number.

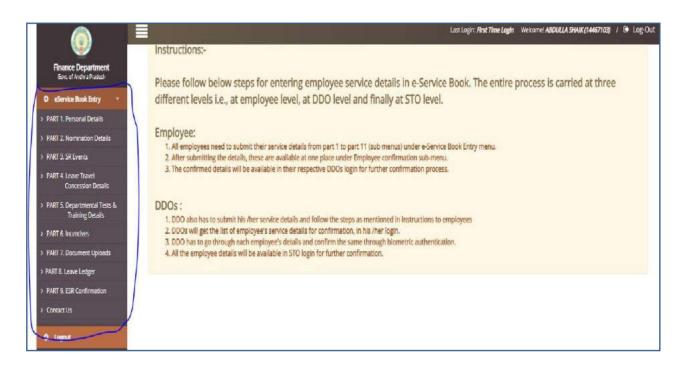
Login:

 Enter CFMS ID (8-digits). To know the CFMS ID, please go to the Employee services link in CFMS site (https://cfms.ap.gov.in) Enter your Password (Default password will be your CFMS ID) Click on Login button After Login, Password Change option will be enabled To access Forgot Password, Mobile number should be updated in Home Town details during previous login 	Login CFMS ID 14467103 Password Login Forgiol Password	5. Click on "Logir button.
GO's No Description Public service Book - Maintenance of Service Book - Replacing the ex provisions - Orders - Issued	eine Canine Rook with a Canine Rook - Amendment in Sundamental Dulas	sion ≜

- 6. After successful authentication, system will navigate to the Home page as shown below screen.
 - 7. This page contains employee name & logout option on the right side corner of the screen, main menu on the left side of the screen, and basic instructions on the home page.



- 8. If the user is employee, user has to click on the e-Service Book Entry menu item to enter the service details in the respective screens.
- If the user is DDO or STO, List of all employees whose salaries are drawn and paid under the DDO code will appear under 'Confirm e-Service Book Entry' menu item. In addition names of the employees who are relieved by the DDO for FOREIGN SERVICE deputation also appear In the DDO login.
- 10. Service formats will appear when user clicks on "e-Service Book Entry" as shown below.



Part 1: Employee Personal Details	Enter Employee basic details, place of birth, disabled status, local status,family member details, educational details, Address details and Hometown details
Part 2: Nomination Details	Enter Nominations for Gratuity, GPF, APGLI already made by the employees and available in the SR.
Part 3: SR Events	Enter the data as per the manual service register. In each of the service event. There are multiple options available enabling the employee to enter each and every detail
Part 4: LTC Details	Enter the latest availed LTC details only and also confirm whether anywhere in the country facility is availed or not.
Part 5: Departmental Tests/Training Details	Enter Departmental Tests and training details already entered in the SR.

Part 6: Incentives	Enter incentives sanctioned to the employee.					
Part 7: Document Uploads	Upload employee Latest Photo, Aadhar card Scanned Copy, SSC certificate or SR extract page for proof of Date of Birth, Caste Certificate(if Other than OC), Medical Certificate (if employee disabled).					
Part 8: Leave Ledger	Enter various types of Leaves earned and availed by the employee till date in the leave Ledger chronologically. (I.e E.L,HPL,etc credits and balances)					
Part 9: ESR Data Confirmation	Employee / DDO has to confirm the data submitted. DDO has to confirm the data with biometr Authentication. The DDO has to submit the data only after upload of scanned copy of the Physical SR of the employee as detailed in the guidelines given above.					
Confirmation by the Treasury officer / PAO	After submission by the DDO, entire data goes to the login of the accountant in the concerned Treasury / PAO where the salary bill is passed					

4. e-Service Book Entry:

User has to click on 'Part 1: Personal Details' sub menu item under e-Service Book entry menu item to enter the Personal details as shown below.

i. Emplovee Details:

Finance Department Solt of Anthra Hadesh	Employee Details Family Details	Education Details	Address Details	Home Town Details						
O eService Book Entry -				Basic Details in HRMS						
FART 1. Penonal Details	Name		Sumame	basic Details in Filtins		Gender				
PART 2. Nomination Details	AEDULLA		SHAIK			Male				
PART 3. Service Events	Date of Birth (DD/MM/YYY)			into Regular Government Service (DD/M	(MAZYANA)					
PWIT 4. Leave Travel Concession Details	07/06/1994		07/05/2018							
PART S. Departmental Tests & Training Details		Basic Details in ESR (If	CHARLES AND	Gender & Date of Birth and Date of Jo	bining are incorrect					
PART 5. Incentives	Name		Sumarray			Gender				
IWIT 5. Document Uploads	ABOULLA					Male				
and the second	Date of Birth (DD/MM/YYYY)		Date of Entry	into Regular Government Service (DD/M	(VYYYYY)	Date of Entry Prior to Government Service (DD/MM/YYYY) (Optional)				
	PARE & Loove Ledger 07/06/1994		07/05/2018		m	0				
PART 9. ESR Confirmation	HRMS ID		CFMS ID							
D Logout	2700970		14467103							
	Marikel Status		Caste Catego	e e e e e e e e e e e e e e e e e e e		Aadhar Number				
	Married		× 8C-8		2	755212191280				
	Parent Department		Service Rule							
	HOM09-INTELLIGENCE DEPARTMENT		~ GAD0180	A.P. GENERAL SUBORDINATE SERVI	CE RULES ~					
	Class/ Branch		Post in Paren	il Department						
	SELECT		- SELECT		*					
	Latest Salary Drawn DDO Code (11-digit nu	mber}	Employee Pro	esent Status		Religion				
	27001002036		PROBATIO	ONER (REGULARIZED)	<u></u>	Hindu				

The following data will be auto populated from HRMS with edit facility(except HRMS ID and CFMS ID)

- Name
- Surname
- Gender

- Date of Birth
- Date of Entry into Government Service
- HRMS ID
- CFMS ID

SI. No	Column (Field) Name	Type of Field	Remarks
	1. Basic Details		
1	Name	Data Entry	Auto populated from HRMS portal. If
			any corrections, Employee / DDO can correct the nam
			of the employee
2	Surname	Data Entry	Auto populated from HRMS portal. If
			any corrections Employee / DDO can correct the Surn
			of the employee
3	Gender	Drop down box	Auto populated from HRMS portal. If
			any corrections Employee / DDO can correct the Gend
			of the employee
4	Date of Birth (DD/MM/YYYY)	Select box	Auto populated from HRMS portal. If
			any corrections Employee / DDO can correct the Da
			Birth of the employee
5	Date of Entry into Regular Government	Select box	Auto populated from HRMS portal. If
			any corrections Employee / DDO can correct the
			Date of Entry into Regular Government Service of the
			employee
6	Service (DD/MM/YYYY)	Select box	Select Date of Entry Prior to Government

			Service
7	Date of Entry Prior to Government	Read only	Auto populated from HRMS portal.
8	Service (DD/MM/YYYY) (Optional)	Read only	Auto populated from HRMS portal.
9	HRMS ID	Drop down box	Select Marital status (Eg: Married / Unmarried / Wid
			Divorced / Widower).
10	CFMS ID	Drop down box	Select caste for the employee (SC / ST/ BC-A /BC-B /
			BC-C /BC-D /BC-E /OTHERS)
11	Aadhar Number	Data Entry	Auto populated from HRMS portal. If
			any corrections Employee / DDO can correct the
			aadhar number of the employee
12	Parent Department	Drop down box	Please select Parent Department.
13	Service Rule	Drop down box	Please select Service Rule.
14	Class/ Branch	Drop down box	Select Class/ Branch for the employee (BRANCH-I /
			BRANCH-II / NONE)
15	Post in Parent Department	Drop down box	Please select Post in Parent Department.
16	Latest Salary Drawn DDO Code (11-digit num	Data Entry	Enter Latest Salary Drawn DDO Code.
17	Employee Present Status	Drop down box	Please select Employee Present Status.
18	Religion	Drop down box	Please select Religion for the employee (Hindu /
			Islam / Christianity / Buddhism / Sikh / Jain)
	2. Place of Birth	1	
1	State	Drop down box	Please select State.
2	District	Drop down box	Please select District.
3	Mandal	Drop down box	Please select Mandal.

2	Height (in cm)	Data Entry	Please enter Height for the employee.
			employee.
	Service Register		Service Register in one and two columns for the
1	Identification Marks (As per SSC) /	Data Entry	Please enter Identification Marks (As per SSC) /
	6. Other Details		
2	Provident Fund Account Number	Data Entry	Please enter Provident Fund Account Number.
			APPLICABLE)
			(GPF (AG) / CLASS IV GPF / ZPPF / CPS /
1	Type of GPF	Drop down box	Please select Type of GPF for the employee
	5. PF Details		
			(NO/ ORTHO / DEAF & DUMB / VISUAL)
1	Differently Abled	Drop down box	Please select Differently Abled for the employee
	4. Differently Abled		1
4	Mandal	Drop down box	Please select Mandal.
3	Revenue Division	Drop down box	Please select Revenue Division.
2	District	Drop down box	Please select District.
1	State	Drop down box	Please select State.
	3. Local Status		
6	Nationality	Read only	Auto populated.
5	Pin code	Data Entry	Please enter six digit Pin code
4	Village	Drop down box	Please select Village.

ii.Family member Details:

Employee has to enter the family member details. Employee can add, edit and delete the data. Once all the details are filled up in this section, employee should save the data.

Employee Details	Family Details Education	Details Address D	talls H	ime To	wn Details													
Employee details should be submitted initially, and then submit Pamly, Education, Address, Home town and Account chirality																		
If Well and Husbard Roth are Soverment Exployee, then first submit sprace details and then submit Châdres details.																		
								mily Deta									ĺ	Accilio
Name	Sumame	Relationship	is Alwe?		Status for Dec & Son	ġter	Date of Birth		UCV Author number	Mobile No.	Date of Marriage	2	Type of Employment		income	Date of Death		Varia
NANN	SHAIK	Mother 🗸	Yes	۷	Select	۷	10/03/1968	0	403913444300	7659853912	05/10/1503		Unemployed	۷	Select	Y	0	Ubdah
																		8

Column (Field) Name	Type of Field	Remarks
Name	Data Entry	Please enter name of employee
		And also family members.
Surname	Data Entry	Please enter surname of employee
	Name	Name Data Entry

			And also family members.
3	Relationship	Drop down box	Please select Relationship of
			the employee.
4	Is Alive?	Drop down box	Please select Is Alive of
			the employee.
5	Marital Status	Drop down box	Please select Marital Status of
			the employee.
6	Date of Birth	Select Box	Please select Date of Birth.
7	UID /Aadhar number	Data Entry	Please enter UID /Aadhar number
8	Mobile number	Data Entry	Please enter Mobile number
9	Date of Marriage	Select Box	Please enter Date of Marriage
10	Type of Employment	Drop down box	Please select Type of Employeeme
11	Income Per Annum	Drop down box	Please select Income Per Annum.
12	Death of Death	Select box	Please select Death of Death.

Add Row option is provided for Adding Family member Details

iii.Education Details:

Employee has to enter the education details in chronological order. Employee can edit / delete the data. Once all the details are filled up in this section, employee should save the data.

hance Department Doc. of Archre Preside	Employee Details R	amily Decails Education D	nals Address Details	Home Town Details					
eliervice Dock Entry				iovee details should be submitted initially.					
IT 1. Percenal Details			Eng	ioyet detaits should be submitted instany,	and their submit raming, courado	1, Address, Home covinance Account desa			
T1 Nomination Details									
RT 1. SA Erena	Education Detai	is -							
RT 4. Lethe Travel Concession Decails	Note: Employee may subm	nic Qualification details from 55	C to Higher Education which	ver secured.					
RTS Departmental Tests &					Location details				
Training Decails	Qualification	Stream/Branch Name	Year of passing	School/College/University	Country	Sate	District	Mandal	
					inver-set				Up
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SI. No	Column (Field) Name	Type of Field	Remarks
Education Details			
1	Qualification	Drop down box	Please select Qualification of the
			employee
2	Stream/ Branch Name	Data Entry	Please enter Stream/ Branch Nam
			Of the employee
3	Year of passing	Drop down box	Please select Year of passing of th
			employee

4	School/College/University	Data Entry	Please enter
			School/College/University of
			The employee
5	Country	Drop down box	Please select Country of the
			employee
6	State	Drop down box	Please select State of the
			employee
7	District	Drop down box	Please select District of the
			employee
8	Mandal	Drop down box	Please select Mandal of the
			employee

iv. Address Details:

Employee has to enter the Permanent address and communication address details. User can select the check box "Click here if communication address is same as permanent address" if both communication address and permanent address are same. Then the data in permanent address will be auto-populated in communication address to avoid the data re-entry. Once all the details are filled up in this section, employee should save the data.

				Line Lager Area Lager Westernet Astronau Ar
Employee Details Family Details Edu	action Details Address Details	Home Town Details		
	Employee	Setails should be submitted initially, and then submit Femily, E	Education, Address, Home town and Accou	or details
Address Details				
Permanent Address				
House No.		Street 1		Street 2
00		BOBBIU GADDA		CHINNAMILLU OPPOSITE
State		District		Mandal
Andhra Pradesh	¥	GUNTUR	~	MACHRIMARAM
Vilage		Pincode		
Village VEMAVARAM	v	Pincode 522413		
]	Sures: 2
VEX.A(ARAW		822413		Stree: 2 LAXSHMI TAXES OPPOSITE
VEX.ALARAM Cold here if Communication Address Communication Address House No.		522413 Street 1		
VEX.ALARAM Cold here if Communication Address Communication Address House No. 7.4.8		522413 Sireet 1 JANDA BAJAR		LAKSHMI TAKIES OPPOSITE
VEX.ALARAM Cold here if Communication Address Communication Address House No. 7.6.8 State	annit Address	522413 Street 1 JANDA BAJAR Detrict		LAKSHMI TANES OPPOSITE Mandal

SI. No	Column (Field) Name	Type of Field	Remarks			
1. Permanent Address						
1	House No.	Data Entry	Enter Houes No.			

2	Street 1	Data Entry	Entrer Street 1
3	Street 2	Data Entry	Enter Street 2
4	State	Drop down box	select State
5	District	Drop down box	Select District
6	Mandal	Drop down box	Select Mandal
7	Village	Drop down box	Select Village
8	Pin code	Data Entry	Select Pin code
	2. Communication Address		
1	House No.	Data Entry	Enter House No.
2	Street 1	Data Entry	Enter Street 1
3	Street 2	Data Entry	Enter Street 2
4	State	Drop down box	select State
5	District	Drop down box	Select District
6	Mandal	Drop down box	Select Mandal
7	Village	Drop down box	Select Village
8	Pin code	Data Entry	Select Pin code

v.Hometown Details:

Employee has to enter the Hometown details. These details can be modified only two times in the entire employee's service. Once all the details are filled up in this section, employee should save the data.

				Lest Login: Rist Time Login - We
Finance Department toxt of Authoritation	Employee Details Family Details Edu	cation Details Address Details	Home Town Details	
relea Book Britty -				
		Employe	e details should be submitted initially, and then submit Family, Education, Address, He	ome town and Account details
omination Desails				
l Events	Home Town Details			
cove Travel Concession Details	This is my declaration			
Departmental Texts & Training Details	Fiss	Ŷ		
raining Details	State		District	
	Andhra Pradesh	v	GUNTUR	v
umens Upicoes	Mandal		Village	
e Ledger	MACHAVARAM	×	VEMAVARAM	~
ion Remonstration	Pincode			
	522413			
	Nearest Railway Station		Newest Arpart	
	PICUGURALLA		GANNAVARAM AIRPORT	
	Mobile 1 (official) (Optional)		Mobile 2 (personal)	
	8179449804		7780305211	
	Email 1 (official) (Optional)		Email 2 (personal)	
	shakmunna248@gmail.com		sheikebdulle211@gmeil.com	
	The is my declaration	La	are .	

SI. No	Column (Field) Name	Type of Field	Remarks
Home Town De	etails		I
1	This is my declaration	Drop down box	Select This is my declaration
2	State	Drop down box	Select State
3	District	Drop down box	Select District
4	Mandal	Drop down box	Select Mandal
5	Village	Drop down box	Select Village

6	Pin code	Data Entry	Enter Pin code
7	Nearest Railway Station	Data Entry	Enter Nearest Railway Station
8	Nearest Airport	Data Entry	Enter Nearest Airport
9	Mobile 1 (official) (Optional)	Data Entry	Enter Mobile 1 (official) (Optional)
10	Mobile 2 (personal)	Data Entry	Enter Mobile 2 (personal)
11	Email 1 (official) (Optional)	Data Entry	Enter Email 1 (official) (Optional)
12	Email 2 (personal)	Data Entry	Enter Email 2 (personal)

Part 2: Nomination Details:

Employee has to enter the nominee's details for Gratuity and GPF/PRAN. Provision is given to edit / delete the data. Once all the details are filled up in this section, employee should save the data.

Finance Department Govt. of Andhra Pradesh	Nominations					
O eService Book Entry ~	(i) Gratuity					+
PART 1. Personal Details		Name of the Family Member - Relatio	nship	Date of Nomination	% of share to be paid for each no	Add Row
PART 3. SR Events	Others		×	07/08/2020	-	50.00 Update
PART 4. Leave Travel Concession Details	Name: NANNI	Relationship: SELECT	✓ DOB: 10/09/1968			8
PART 5. Departmental Tests & Training Details			Save	Total Percentaj	ge: 50.00	
PART 6. Incentives	(ii) Original or alternative nominees f	or GPF			5	
PART 7. Document Uploads		e of the Family Member - Relationship	1	Date of Nomination		Action
PART 8, Leave Ledger	NANNI-Mother		♥ 06/08/2020		m	Update
PART 9. ESR Confirmation						8
Contact Us						
O Logout			Save			
	(iii) Original or alternative nominees	for NPS				
	Name of the Family N	Aember - Relationship	Date of Nomination	% of share	e to be paid for each nominee	Add Row
	SELECT	~		8		
						1
			Save	Total Percenta	ge: 0.00	
	(Iv) Nominees for APGLI					
	Name of the Family N	Aember - Relationship	Date of Nomination	% of share	e to be paid for each nominee	Add Row
	NANNI-Mother	✔ 12/08	8/2020		100.00	Update
						8
			Save	Total Percenta	ge: 100.00	
	I:					

SI. No	Column (Field) Name	Type of Field	Remarks
(i) Gratuity			
1	Name of the Family Member	Drop down box	Select Name of the Family Mem
	Relationship		Relationship
2	Date of Nomination	Select Box	Select Date of Nomination

3	% of share to be paid for each nominee	Data Entry	Enter % of share to be paid for
	nommee		nominee
4	Total Percentage	Read only	Automatic calculate Total Percentage
(ii) Original or altern	ative nominees for GPF		
1	Name of the Family Membe	r Drop down box	Select Name of the Family
	Relationship		Member Relationship
2	Date of Nomination	Select Box	Select Date of Nomination
3	% of share to be paid for each nominee	Data Entry	Enter % of share to be paid for nominee
4	Total Percentage	Read only	Automatic calculate Total Percentage
(iii) Original or alterr	native nominees for NPS		
1	Name of the Family Membe Relationship	r Drop down box	Select Name of the Family Member
	Relationship		Relationship
2	Date of Nomination	Select Box	Select Date of Nomination
3	% of share to be paid for each	Data Entry	Enter % of share to be paid for
	nominee		nominee
4	Total Percentage	Read only	Automatic calculate Total Percentage
(iv) Nominees for Al	PGLI		
1	Name of the Family Membe	r Drop down box	Select Name of the Family
	Relationship		Member Relationship
2	Date of Nomination	Select Box	Select Date of Nomination
3	% of share to be paid for each	Data Entry	Enter % of share to be paid for
	nominee		nominee

Part 3: SR Events

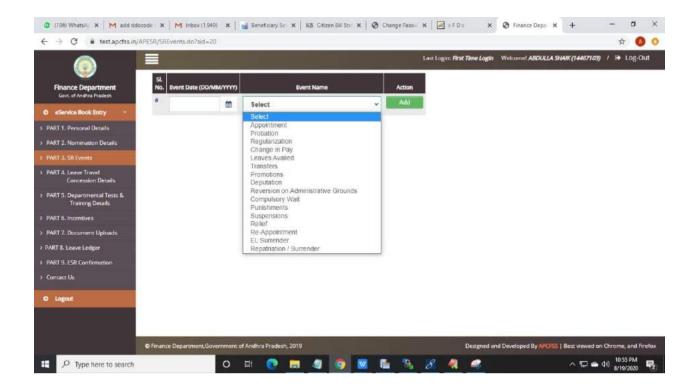
User has to click on 'Part 3: SR Events' sub menu item under e-Service Book entry menu item to record all the service events into this e-Service register. The elements to be recorded are as follows:

- 1. Appointment
- 2. Regularization
- 3. Probation
- 4. Change in Pay
- 5. Leaves Availed
- 6. Transfers
- 7. Promotions
- 8. Deputation
- 9. Reversion
- 10. Compulsory Wait
- 11. Punishments
- 12. Suspensions
- 13. Relief
- 14. Re-Appointment
- 15. EL Surrender
- 16. Repatriation / Surrender
- 17. Re-instatement
- 18. Reporting back to Duty
- 19. Regularisation of Absence
- 20. Others (No Impact on Pay)

e-Service Book Guidelines

The above list is provided as drop down, employee has to select the event name and event date and click on "ADD" button. Dialogue boxes will be popped up for each of the event, in which employee enters the data as per the manual service register. In each of the service event, there were multiple options available enabling the employee to enter each and every detail. Once all the details are filled up in each of the section concerned, employee should save the data.

After saving the data in the respective dialogue boxes, the main page of the event capturing screen will be visible to view the recorded events. Further modifications to the entered data is enabled in this system as shown below.



A separate row is available to further add the events and employee has to follow the procedure to enter the data as mentioned above. The screen for this is viewed as below. A separate column by name "Data Entered" will be generated with main details.

۲							Welcomel ATCHUTA RAMAYYA (SARAF	и <i>п(1</i> 4359246) / 🗎 Log
Finance Department Sort of Anihue Prodesh	58, No.	Event Date (DD/MM/7777)		Event Name	i.	Action		
O elienita Back Entry			SELECT			- A05		
PART 1, Personal Decals			SHECT		-			
PART 2, Certificace Details			Appointmen				54	arch:
PART 3.4 & 5: SR Events	SL No.	Event Date (DO/	Change in F			Event Type	e Event Datails	e Action
PART 6. Leave Travel Concession Details	۲	07/06/1989	Transfera Premotions			ent Type: Direct Recoultment	Post : Village Development Offices, Grade I	Edd / Verv
PART 7. Interest Searing	2	28/10/1990	Suspension			krimual Increment	Pary Scale: 950-1670	East / View
Advances Decails PAILT E. Group Insurance	3	12/12/1990	Punishmant Railef	n Administrative Ground E	h	CB.	No. of days: 15	Edit / View
Scheme Decails	4	13/05/1991	Compulsory	Wat		c Rolief	Pagy Type: 950-1670	Edit / View
PART 9. Service Verification Details	5	30/07/1991	Regularization Probation	ari.		tion Type: Regularization	Effective Date: 10/07/1993	Edit/Mew
PART 10. Departmental Tests Training Details	6	24/01/1992	Deputation	1.000		nt Type: Direct Recruitment	Post: Junior Accountant	Edit / View
PART 11. Incentives	7	24/01/1992		Loaves Availed	Loave Ty	per EOL	No. of days: 22	Edit / View
RART 12. Pension Proposals		08/09/1992		Reflect	ReliefTy	pe: Relief	Pay Type: 910-1625	Edil / Mirror
View& Confirm	9	08/09/1992		Loaves Availed	Lazve Ty	per EL	No. of days: 21	Edit / View
O Beserts 4	10	16/10/1992		Appointment	Appoint	ment Type: Direst Recruitment	Post : Serika Accountant	Edt/Vew
O Logent	11	23/01/1999		Leaves Availed	Leave Ty	pe B.	No. of days: 15	Edit / View
	12	15/05/1998		Change in Pay	Pay Type	e Annual Increment	Ray Scale : 1100-2050	Edit/Merin
	13	21/06/1993		Change in Pay	Pay Type	: Pay Revision Commission	Pay Scale: 2195-4560	Edit / Vew
	14	03/09/1991		Loaves Acailed	Lание Ту	per BL	No. of days: 30	Edit/Virw
	15	30/05/1995		Probation	Probatio	n Type: Prolation	Proceeding No. C3/7353/89, dated 23.01.1996 oF DTA	Edit / Mitra
	16	17/07/2010		Promotions	Promoti	an Type: Promotions	Pay Scale: 5000-10600	Edt / View
	8					18		

Select particular event from the dropdown and click on "ADD" button for adding the details as shown below.

SI. No	Column (Field) Name	Type of Field	Remarks
1	SR Entry Date	Select box	Select SR Entry Date
2	Event Name	Drop down	Select Event Name

i. SR Event-Hiring:

Employee has to enter his/her hiring details. There are four options available in **"Type of hiring"**. If employee selects the "Type of hiring" from the drop down then the respective fields will be visible for data entry.

SR Events O	Appointment		
Married Base Silver	Toron Management		
New York Concerns	Type of Appointment	SELECT	-
1. Cleanth and Denated		Direct Recruitment	
CLINE M Doors		Conversion from Contigent Service	
A. Galant Theore		Redeployment Emergency Service	
A service of the serv			
- Petersen and Andrews - Chevrold Second Second (- Second Second Second (
and an one of the second			
The Department (Arrise) Supring Sociale			
APPER Summerican			
Mar 12, Record Property			
A - A - A - A - A - A - A - A - A - A -			
4+ 5 25+70+1			
Inquists .			
Desire			

SI. No	Column (Field) Name	Type of Field	Remarks
1	Type of Appointment	Select box	Select Type of Appointment

> Hiring: Direct Recruitment

If employee is hired through Direct Recruitment, then employee has to enter the details like appointment, post, and time scal e. Once all the details are filled up in this section, employee should save the data.

Second Second	R Events 🛛 App	ointment						IVACULE ATTAINS AAAACT	
albaating		Turne of A	ppointment		ALL				
resultions		it the of M	pponument	Direct Rech	,itment	•			
erficant Dente					Appointmen	e Dataile			(Anners)
A Contraction of Contraction	Order No.				10	Order Data (DD/MM/Y	000	=	1 Adde
en mennet (Directo)	Outs of Inining	(DD/MM/YYY)						100 m	
neren Derring - Neriner Detarte	oute to Journig	(historian († (†)				Joining Tune	SELECT		
nak manakat	Nature	Permanent							
	Selection by	SELECT		Department	SELECT				1.1
ender für Fallbart.	Service Rule	SELECT						-	
Sector strain from 1	Post Category	Contractor		Post				100	1007
a new and	Text careford	SELECT	1	1 mm	SELECT				
erone Provide					Time so	ale			
-	Рау Турс	SELECT	•	PRC Year	SELECT			•	1.1
****	Pay Scale	SELECT	-	Basic Pay				-	
			1223		Save			(and	
				-	John				le la
								Cine	

SI. No	Column (Field) Name	Type of Field	Remarks
a)Direct Recruitment Appo	intment Details		
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
3	Date of Joining	Select box	Select Date of Joining
4	Joining Time	Drop down	Select Joining Time

5	Nature	Read only	Select Nature
6	Selection by	Drop down	Select Selection by
7	Department	Drop down	Select Department
8	Service Rule	Drop down	Select Service Rule
9	Class/ Branch	Drop down	Select Class/ Branch
10	Post Category	Drop down	Select Post Category
11	Post	Drop down	Select Post
b) Direct Recruitment Time S	Scale		
12	PRC Type	Drop down	Select PRC Type
13	PRC Year	Drop down	Select PRC Year
14	Apprenticeship (Yes or No)	Drop down	Select Apprenticeship (Yes or No)
15	Remarks	Data entry	Enter Remarks

> Hiring: Conversion from Contingent Service

If employee is hired through "Conversion from contingent service", then employee has to enter the contingent service department, post, newly appointed department, post, and time scale details. Once all the details are filled up in this section, employee should save the data.

						-		centryspiratelitary i a cargolian
	Events O Appoin	100000						
Contractor Display to provide	Evenus & Appoint	unen						<u>.</u>
D. Constanting			-					
Course & Manager and Party of the		Type of Appointment	Conversion from Contig	ent Service	-			
CONTRACTOR Diversion Designs								36625
Contraction of the local distance of the loc			Appointm	ent Details				and the second s
To TAKE & LANSING PROPERTY.	Order No.			Order Date (DD	SULUE COULD BE SUCCESSION		e	and the second
A REPORT AND ADDRESS AND ADDRESS A	Date of Joining (DD/	(YYYYYM)		Joining Time	SELECT		-	
A sales a constant second			Commission from	Contigent Service				and a second second
Contraction Contraction		Prom			In			The second se
Contraction International Contractor	Department PRR	02-PANCHA)	VILLAGE DEVEL	22	SELECT Pos	SELECT		STATISTICS.
Science and South States			Time					No. of Concession, Name
and the second se	Pay Type	SELECT	•	PRC Year	SELEC.Y			
a present present to an and	Pay Scale	SELECT		Basic Pay	SELECT		151	- Colorest
Lines Distance	Effective Date							and the second se
 Marco & Sancharts 				-				100,000
the summer of the second								a contraction of the
The Association								and the second s
							- Galacia	
	CALIFORNIA		Annual Street	Pression 6	Pag Sec.	CARD PRANE		

SI. No	Column (Field) Name	Type of Field	Remarks
a) Conversion from Contingent S	Service Appointment Details		
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
3	Date of Joining	Select box	Select Date of Joining
4	Joining Time	Drop down	Select Joining Time

1	From Department	Drop down	Select From Department		
2	From Service Rule	Drop down	Select From Service Rule		
3	From Class/ Branch	Drop down	Select From Class/ Branch		
4	From Post	Drop down	Select From Post		
5	To Department	Drop down	Select To Department		
6	To Service Rule	Drop down	Select To Service Rule		
7	To Class/ Branch	Drop down	Select To Class/ Branch		
8	To Post	Drop down	Select To Post		
c) Conversion from	Contingent Service Time Scale				
1	PRC Type	Drop down	Select PRC Type		
2	PRC Year	Drop down	Select PRC Year		
3	Pay Scale	Drop down	Select Pay Scale		
4	Basic Pay	Drop down	Select Basic Pay		
5	Effective Date	Select box	Select Effective Date		
6	Remarks	Data entry	Enter Remarks		

> Hiring: Redeployment

	=								100	- AND AND	paletype o	
Finishier Department Same Frence example	SR Ev	ents O App	oointment									
O Second Intelling 1. 17			Type of A	ppointment	Redeployment		•				1	
1 SUTTLINE OF STATE			110.000		neuegayness							
1, March Carrieses Dente					V23 (2543994)					_		
CONTRACTOR STREET					Appointm	ent Details						Access 5
 And M. K. Linson, Theorem Strength, Theorem 10, December 2019. 		Order No.				Order Date	DD/MM/YYYY)			=		
 Control 1 areas francisming Advantume Detailing 		Date of Joining	(DD/MM/YYYY)			Joining Time		SELECT				
					Rector	doyment						
 NULL Group Instance Science Datastic 				from				To				
 INTE Sense ne factor Desite 		Department	PRR02-PANCHA	Treed	VILLAGE DEVEL	Department	SELECT	Pust	SELECT	•		
 Martin Consumptions (Const.) Styring Database 				Time Scale				Time Scale				
L faffill stands		Pay Type	State	PRC Year	1956	Pay Type	SELECT	PRC Vear	SELECT	•		
1 Intel 12, Parameter Proprietor		Pary Scale	Pay Scale: 950-	Basic Pay	980	Pay Scale	SELECT	Hasic Pay	SELECT			
(Invelance					5	ä.Ve						
F. View & Conference												
A Martin T												
Distant.												
	-							_			_	
										Gliše		
	14	1330102010		Personality	Promotour Type:	Nonabors		Pay Scale 5005	1600			

If employee is hired through "Redeployment", then employee has to enter the department, post from which he/she redeployed and also enters newly appointed department, post, and time scale details. Once all the details are filled up in this section, employee should save the data.

SI. No	Column (Field) Name	Type of Field	Remarks			
a) Redeployment / Conversion Appointment Details						
1	Order No.	Data entry	Enter Order No.			
2	Order Date	Select box	Select Order Date			
3	Date of Joining	Select box	Select Date of Joining			

4	Joining Time	Drop down	Select Joining Time
5	From Department	Drop down	Select From Department
6	From Service Rule	Drop down	Select From Service Rule
7	From Class/ Branch	Drop down	Select From Class/ Branch
8	From Post	Drop down	Select From Post
9	To Department	Drop down	Select To Department
10	To Service Rule	Drop down	Select To Service Rule
11	To Class/ Branch	Drop down	Select To Class/ Branch
12	To Post	Drop down	Select To Post
b) Redeployment / C	Conversion (From / To Time Scale)		
1	PRC Type	Drop down	Select PRC Type
2	PRC Year	Drop down	Select PRC Year
3	Pay Scale	Drop down	Select Pay Scale
4	Basic Pay	Drop down	Select Basic Pay
5	Remarks	Data entry	Enter Remarks

> Hiring: Emergency service

If employee is hired through "Emergency Service", then employee has to enter the department, post and time scale details. Once all the details are filled up in this section, employee should save the data.

and the second streps of the		Type of Appointment	Emergency Service		-			
terrane description					- Constant			28. EC
Section Deals			Appointm	ent Details				CATTOR
Anna Tapat Denatura Canada	Order No.			Order Date	(DD/MM/YYYY)			
Annual Making Manual South	Date of Joining (DD/	MINITYYY	8	Joining Time		SELECT	•	1241
Seat Section 1	1		Emerger	ky Service				
Interne Deuter			The second se	Details				1
ad Area (Area San Tapan) (1) Descente	Post Category	SELECT		Department	SELECT		-	C. B. M. C.
Descenting and Tests Transmiss Descent	Service Bule	SELECT	•	Post	SELECT		•	147
(and the second s			Time	scale				10.44
And the second	Pay Type	SELECT		PRC Year	SELECT		•	
	Pay Scale	SELECT	-	Basic Pay	SELECT			
			5	we:				1000 C 1000
								The second se

SI. No	Column (Field) Name	Type of Field	Remarks
a) Emergency Service	e Appointment Details		
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
3	Date of Joining	Select box	Select Date of Joining
4	Joining Time	Drop down	Select Joining Time

5	Department	Drop down	Select From Department
6	Service Rule	Drop down	Select From Service Rule
7	Class/ Branch	Drop down	Select From Class/ Branch
8	Post Category	Drop down	Select From Post Category
9	Post	Drop down	Select From Post
c) Emergency Service	ce Time Scale		
1	PRC Type	Drop down	Select PRC Type
2	PRC Year	Drop down	Select PRC Year
3	Pay Scale	Drop down	Select Pay Scale
4	Basic Pay	Drop down	Select Basic Pay
5	Remarks	Data entry	Enter Remarks

► <u>Hiring: Conversion</u>

Conversion done as per rule 14 of AP MINISTERIAL service rules 1998 (Ex: conversion of Typist as Junior Assistant etc..)

	Туре	e of Appointment	Conversion				~			
			Арр	ointr	nent Details					
Order No.					Order Date (DD/	(VYYYMM				
Date of Joining (0	O/MM/YYYY				Joining Time		SELECT			
R				Com	version					
		From						To		
Department	PRR02-PANCHAYAT RAJ DEPAR	 Service Rule 	SELECT	۲	Department	SELECT		Service Rule		2
Class/ Branch		- Post	VILLAGE DEVELOPMENT OFFIC	~	Class/ Branch		~	Post	SELECT	2
	1	lime Scale					Tim	e Scale		
PRC Type	State	PRC Year		*	PRC Type	SELECT	÷	PRC Year		
Pay Scale	Pay Scale: 14860-39540 Grade:)	Besic Pay	16150	~	Pay Scale	SELECT	÷	Basic Pay	SELECT	
Remarks										

SI. No	Column (Field) Name	Type of Field	Remarks
a) Conversion			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
3	Date of Joining	Select box	Select Date of Joining
4	Joining Time	Drop down	Select Joining Time
5	Department	Drop down	Select From Department
6	Service Rule	Drop down	Select From Service Rule
7	Class/ Branch	Drop down	Select From Class/ Branch
8	Post Category	Drop down	Select From Post Category
9	Post	Drop down	Select From Post
c) Time Scale	1	1	
1	PRC Type	Drop down	Select PRC Type

Prepared by Andhra Pradesh Centre for Financial Systems & Services

2	PRC Year	Drop down	Select PRC Year
3	Pay Scale	Drop down	Select Pay Scale
4	Basic Pay	Drop down	Select Basic Pay
5	Remarks	Data entry	Enter Remarks

SR Event>>Regularization:

Regularization:

Finance Department Sons of Andrea Stradish	R Events 🧿 Regi	ularization					лилт <i>(назягла) / </i> В+ Lo _l
Core of Andrea Statesty							
PART 1. Personal Details			Regulariza	tion Details			
PART 2. Certificate Details			Pos	ition			el
PART 3,48,5, SR Events PART 6, Leave Travel Concession Details	Department Name	SELECT	•	Service Rule	SELECT	•	a Action
PART 7. Interest Bearing Advances Details	Post Name	SELECT	•	Date of Regularization		#	Edit (M
PART 8. Group Insurance Scheme Details	Proceeding Order Number			Proceeding Order Date			Edit / Vi
PART 9. Service Ventication Details			Si	ave			Edit / V
PART 10. Departmental Tests Training Details							Edit / V
PART 11. Incentives							Edit / V
PART 12. Peristan Proposals							- William J. M.
Leave Ledger View & Confirm							Edit / N
							Edt / M
3 Reports X							ESC V
D Lagout						Close	The second se

SI. No	Column (Field) Name	Type of Field	Remarks
a) Regularization	Details		
1	Department	Drop down	Select Nature of Increment/Incentive
2	Service Rule	Drop down	Select Service Rule
3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post
5	Date of Regularization	Select box	Select Date of Regularization
6	Proceeding Order Number	Data entry	Enter Proceeding Order Number
7	Proceeding Order Date	Select box	Select Proceeding Order Date
8	Remarks	Data entry	Enter Remarks

SR Event>>Probation:

> Probation:

					Weicome: ATCHUTA RAM	аууа балаараттүркэээрэмөр 🕧 Бө Log Out
Finance Department Gore at Andrea Predenk	Events \varTheta Prob	ation				*
0 elervice Book Entry	Effective Dat	e of Declaration		m		
PART 1. Personal Denaits PART 2. Certificate Details			Probatio	on Details		
3 PART 3,4.8.5, SR Events	Probation From		m	Probation To		
 PARE 6. Leave Travel Concession Details 	Date (DD/MM /YYYY)			Date (DD/MM /YYYY)		Action Control
». (PART 7. Interest Bearing Advances Details	Date of declaration of		m	Upload Order	Browse No file selected.	Edit / Vinov
 PART 8, Group Insurance Scheme Details 	probation (DD/MM/YYYY)					Edit / View
 PART 9. Service Verification Details 	Department	SELECT	-	Service Rule	SELECT .	Edit / View
 PART 10. Departmental Tests Training Details 	Post	SELECT	•	Proceeding number		Edit / Vera
 PART 11: Incentives 	Extension If any.	SELECT	•	If Yes, then reason for		Edit / View
 PART 12, Pension Proposals Leave Ledger 				extension		Edd / New
 View & Confirm 			S	ave		Edit / View
© Reports						Edit / View
O Logout						Edit / View
					Close	Edil / View
	13 21/06/1993	Change in	Pay Pay Type	Pay Revision Commi	ssion Pay Scale: 2195-4560	

SI. No	Column (Field) Name	Type of Field	Remarks
a) Probation Details			
1	Probation From Date (DD/MM/YYY	Select box	Select Probation From (DD/MM/YYYY)
2	Probation To Date (DD/MM/YYYY)	Select box	Select Probation To (DD/MM/YYYY)
3	Date of declaration of prob. (DD/MM/YYYY)	Select box	Select Date of declaration of prob. (DD/MM/YYYY)
4	Department	Drop down	Select Nature of Increment/ Incentive
5	Service Rule	Drop down	Select Service Rule
6	Class / Branch	Drop down	Select Class / Branch
7	Post	Drop down	Select Post
8	Proceeding number	Data entry	Proceeding number
9	Extension If any.	Drop down	Extension If any.
10	Reason for extension	Drop down	Reason for extension
11	Remarks	Data entry	Remarks

Change-in-pay: Annual Increment

Employee has to enter the annual increment details by selecting the Annual increment in Type of Pay drop down. In this dialogue box, details like PRC type, year, scale, increment, Actual pay, effective date, date on which increment is due, date of monentary benefit are to be filled. Once all the details are filled up in this section, employee should save the data.

				Melto	THE ARCHURA RAMANYA GA	MART (7439924	ø / ⊯ Log-Gut
Finance Department Good Anton Palmen	SR Events O Change in F	°ay			*		
O (donicolisidang) in		Type of Pay Annual Increment					
(* 1949) 1. Strategy Departs		A A A A A A A A A A A A A A A A A A A					
7 PART 2 Gentlicate Details			SPA				
ALTERNIA STREET		Annual Increme	nt				Action :
 DATES: Lance Travel Contaction Denies 	PRC Type	SELECT	PRC Year	SELECT	•		
 PART 7: Interest Busing Actoreces Details 	Pay Scale	SELECT	Basic Pay		•		
Y 1997 S. Group Insurance Scheme Details	Increment		Actual Pay				
> 198815, Service Verdicados	Effective Date		Date on which next increment due				
Ortalia • PART 10 Departmental (esta	Date of monetary benefit						
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					Close		
	16 17/07/2010	Promotion Type: Promotion Type: Promotion	ana Pay Scale:	5000 10620			stat Sche

SI. No	Column (Field) Name	Type of Field	Remarks
a) Annual Incremer	nt		
1	PRC Type	Drop down	Select PRC Type
2	PRC Year	Drop down	Select PRC Year
3	Pay Scale	Drop down	Select Pay Scale
4	Basic Pay	Drop down	Select Basic Pay
5	Increment	Read only	Auto Populated
6	Actual Pay	Read only	Auto Populated
7	Effective Date	Select box	Select Effective Date
8	Date on which next increment due	Select box	Select Date on which next increment
			due
9	Date of monetary benefit	Select box	Select Date of monetary benefit

b) Revised on pay f	ixation		
1	Effective Date	Select box	Select Effective Date
2	PRC Type	Drop down	Select PRC Type
3	Year	Drop down	Select Year
4	Pay Scale	Drop down	Select Pay Scale
5	Basic pay	Drop down	Select Basic pay
6	Remarks	Data entry	Enter Remarks

> Change-in-pay: Automatic Advancement Scheme

Next option in Type of pay is Automatic advancement scheme. In this, details like type of automatic advance, post, time scale and other details are to be filled by the employee. Once all the details are filled up in this section, employee should save the data.

SR Events O Change in Pay		999
Type of Pay Automatic Advancement Scheme		
And a second sec		· · · · · · · · · · · · · · · · · · ·
		See 1
Automatic Advancement Scheme		
Type of Automatic Advance SELECT	•	and the second sec
To To		and all the second
Department PRR02-PARCKAY VILLAGE DEVELT Department SELECT POX	SELECT •	
Time Scale Time Scale		
	SELECT .	and the second sec
Pay Scale Pay Scale: 950-11 - Basic Pay 900 - Pay Scale SELECT - Basic Pay	-	A DESCRIPTION OF A DESC
		A CONTRACTOR OF A CONTRACTOR O
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		STATUTE IN COMPANY
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		Contraction (
		A DESCRIPTION OF TAXABLE PARTY.
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	Cieste	and the second se
10 Datation Provide Provide Law Social Data	-	

SI. No	Column (Field) Name	Type of Field	Remarks
a) Automatic Adva	ancement Scheme		
1	Type of Automatic Advance	Drop down	Select Type of Automatic Advance
b) Automatic Advance	ement Scheme From /To		
1	Department	Drop down	Select Department
2	Service Rule	Drop down	Select Service Rule
3	Class / Branch	Drop down	Select Class / Branch

4	Post	Drop down	Select Post
5	PRC Type	Drop down	Select PRC Type
6	PRC Year	Drop down	Select PRC Year
7	Pay scale	Drop down	Select Pay scale
8	Basic Pay	Drop down	Select Basic Pay
9	To Effective Date	Select box	Select To Effective Date
b) Revised on pay fixation			
1	Effective Date	Select box	Select Effective Date
2	PRC Type	Drop down	Select PRC Type
3	Year	Drop down	Select Year
4	Pay Scale	Drop down	Select Pay Scale
5	Basic pay	Drop down	Select Basic pay
6	Remarks	Data entry	Enter Remarks

> Change-in-pay: Step Up

Likewise, step up and step down options are also available. For both the options, same type of fields is available to enter the data. The related screen shots are shown below. Once all the details are filled up in this section, employee should save the data.

								- Contra-	THE ALCHING AMOUNT		
Finance Department mentioner Department	SR Events ⊕ Cl	nange in Pay									
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V GEREN, STREET				and the							
 http://www.energy 				500	1699 -					Sectors	
CONTRACTOR				Ste	p Up						Alter 1
 TARTA Lawrent Prizes Geneminist Details 		Fro									
A CONTENT OF STREET, ST	Department	PRR02-PANCHA'	Post	VILLAGE DEVEL	Department	SELECT	Post	SELECT			
 MITA Group Internets Science Dente 		Tarne 5	cale				Time Scale				
Scherre Details	PRC Type	State	PRC Year	1985	PRC Type	SELECT	PRC Year	SELECT	-		
Denili > PATTO Departments New	Pay scale	Pay Scale: 950-*	Basic Pay	980	Pay scale	SELECT	Basic Pay		•		
 Sound Source 				With whom the p	my is stepped	upc					
1 Interit mannag	Employee H	EMS ID		Employee Name		Desi	padon				
 Address Annuel Print and An						-					
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10 Superior 1											
19 James											
									Cont		
	No. Kind States of		in the second second	Providence Paper	Pursela		Pag State Solah U	ine -			

SI. No	Column (Field) Name	Type of Field	Remarks
a) Step Up From /To			I
1	Department	Drop down	Select Department
2	Service Rule	Drop down	Select Service Rule
3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post

5	PRC Type	Drop down	Select PRC Type
6	PRC Year	Drop down	Select PRC Year
7	Pay scale	Drop down	Select Pay scale
8	Basic Pay	Drop down	Select Basic Pay
b) With whom the pay is	s stepped up : (If Employee HRMS ID not	exists, then enter all 9's. Ex: 999	99999)
1	Employee HRMS ID	Data entry	Enter Employee HRMS ID
2	Employee Name	Data entry	Enter Employee Name
3	Designation	Data entry	Enter Designation
4	Remarks	Data entry	Enter Remarks
c) Revised on pay fixati	on		
1	Effective Date	Select box	Select Effective Date
2	PRC Type	Drop down	Select PRC Type
3	Year	Drop down	Select Year
4	Pay Scale	Drop down	Select Pay Scale
5	Basic pay	Drop down	Select Basic pay
6	Remarks	Data entry	Enter Remarks

> Change-in-pay: Step Down

			The second se	
Future department	SR Events O Change in Pay		4	
 Despiration through the pro- ter (1997) The provided Despiration 	Type of	Pay Step Down		
A AND DESCRIPTION		Step Down	anti-	
TO CARTON IN LOCATION TO ANY A	From		Constant and Constant and Constant	
 Addition (Constraint) (Constraint) Automatical (Constraint) 	Department PRR02 PAN • P		ELECT	
ANT & Group Antonney Schurze Davids ANT'S Territory are floation			ELECT V	
Departur 1. 1939 - Talqueron Hirga Course	Pay scale Poy Scale: + B			
 VALLET Concernance 	Employee HRMS ID	With whom the pay is stepped down:		
 PARTY 2. Printing Proposition Professional Systems 		Same	Contraction Contraction	
i Venik Cathir			Table Second	
C. Legend				
			Norman I	
		Institut Mendilis Tale Websites Provident Mit C		
SI. No	C	Column (Field) Name	Type of Field	Remarks
a) Step Up F	From /To			
1	D	Department	Drop down	Select Department
2	S	Service Rule	Drop down	Select Service Rule
3	C	Class / Branch	Drop down	Select Class / Branch
4	P	Post	Drop down	Select Post
5	P	PRC Type	Drop down	Select PRC Type
6	P	PRC Year	Drop down	Select PRC Year
7	P	Pay scale	Drop down	Select Pay scale
8	В	Basic Pay	Drop down	Select Basic Pay

b) Revised on pay fixation			
1	Effective Date	Select box	Select Effective Date
2	PRC Type	Drop down	Select PRC Type
3	Year	Drop down	Select Year
4	Pay Scale	Drop down	Select Pay Scale
5	Basic pay	Drop down	Select Basic pay
6	Remarks	Data entry	Enter Remarks

> Change-in-pay: Specific Order

Specific Order is another type of Pay in which details like nature of increment, PRC type, year, pay scale, basic pay, no. of increments, rate of increment, effective from and to dates are to be filled. Once all the details are filled up in this section, employee should save the data.

need three three in the		Type of Pay Specific Order		-			
President Coloris				100		-	
A COMPANY OF COMPANY		Specif	fic or	der			
Canada Princip Canada Strategi	Nature of Increment/Incentive	SELECT				•	
Annual Descent	Department.	SELECT		Pest	SFLECT	•	
Conservations Science Density	PRC Type	SELECT			SELECT	•	
Charge & Stationers	Pay scale	SELECT	-	Basic Pay		•	
Concernment New York	No. of Increments	SELECT	-	Rate of Increment			
Country power.	Effective From			To Date	31/12/9999		
2. December (Persyntamic	Order copy	Browse			Save		
rave. Service				_	Star	_	

SI. No	Column (Field) Name	Type of Field	Remarks
a) Specific order			
1	Nature of Increment/Incentive	Drop down	Select Nature of Increment/Incentive
2	Service Rule	Drop down	Select Service Rule

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3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post
5	PRC Type	Drop down	Select PRC Type
6	PRC Year	Drop down	Select PRC Year
7	Pay scale	Drop down	Select Pay scale
8	Basic Pay	Drop down	Select Basic Pay
9	No. of Increments	Drop down	Select No. of Increments
10	Rate of Increment	Data entry	Enter Rate of Increment
11	Effective From	Select box	Select Effective From
12	To Date	Read only	31/12/9999
13	Remarks	Data entry	Enter Remarks
b) Revised on pay fixation			
1	Effective Date	Select box	Select Effective Date
2	PRC Type	Drop down	Select PRC Type
3	Year	Drop down	Select Year
4	Pay Scale	Drop down	Select Pay Scale
5	Basic pay	Drop down	Select Basic pay
6	Remarks	Data entry	Enter Remarks

> Change-in-pay: Pay Revision Commission

Pay revision commission details like department, post name, time scale are to be filled under this section. Once all the details are filled up in this section, employee should save the data.

SR SR	Events OC	hange in Pay	r									
and the state of the			Type of Pay	Fay Revision Commi	naiae							
						PLDA					distant in the	
And a second sec	2			Pay	Revision							1. 1.
and the other Distances in the local distance	-		From					То				
and the second descent of	Department	PRR02-PANCIU	e 🚽 Pont	VILLAGE DEVEL	Departmen	SELECT	5	Parst	SELECT	-		
And and a local transfer of the		A second second second second	Time Scale	and the second se		and the local division of		: Scale	And the second second	1010		
Constant Designation of Constant of Consta	PRC Type	State	PRC Vear	1906	РПС Туре	SELECT	100	PRC Year	SELECT			
and the second sec			1=1						SELECT			
Course of the part of the state	Pay scale	Pay Scale: 960-16	Birair, Pay	980	Pay scale	SELECT				-		
Contracting (Security 11)					Date of Option		-	Date of Next		-		
Personal Division and a local division of the local division of th								Increment				
					Seve							
and the second				n								
40 - C												
									_	Contraction of the local division of the loc		
										Ciline		
16	\$741430000		Westman	wine mental sector	or Description of			No Grant GRAD	STREAMS .			

SI. No	Column (Field) Name	Type of Field	Remarks
a) Pay Revision C	Commission From / To		
1	Department	Drop down	Select Nature of Increment/Incentive
2	Service Rule	Drop down	Select Service Rule
3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post
5	PRC Type	Drop down	Select PRC Type
6	PRC Year	Drop down	Select PRC Year
7	Pay scale	Drop down	Select Pay scale
8	Basic Pay	Drop down	Select Basic Pay

b) Pay Revision Commission	То		
1	Date of	Select box	Select Date of
	Option		Option
2	Date of Next Increment	Select box	Select Date of Next Increment
3	PRC Effective Date	Select box	Select PRC Effective Date
4	Date of monetary benefit	Select box	Select Date of monetary benefit
c) Revision of pay fixation			
1	Effective Date	Select box	Select Effective Date
2	PRC Type	Drop down	Select PRC Type
3	Year	Drop down	Select Year
4	Pay Scale	Drop down	Select Pay Scale
5	Basic pay	Drop down	Select Basic pay
6	Remarks	Data entry	Enter Remarks

Depending upon the type of pay fixation, relevant type has to be selected. i.e, FR-22 a(i), FR-31(2), FR-22 a(iv), Preponement of Increment, FR- 22(B), FR-22 (b), 6 g(i) etc.. and the pay fixation details shall be entered in the relevant fields.

> Change in Pay: FR -22 a(i)

		Type of Pay	FR-22 a(i)		~			
		FR-2	2 a(i)/FR-22 a(iv)/FR-31 (2)/Preponenx	nt of Increment/FR-22 (B)	/ FR-22 (b)/ 6 (g)(i)			
epartment	PRR02	PANCHAYAT RAJ DEPARTMENT		Service Rule	SELECT		~	
lass/ Branch			v	Post	SELECT	SELECT		
RC Type	State			PRC Year	2010	2010		
ay scale	Pay Sc	ale: 14860-39540 Grade: XVII		Basic Pay	16150		*	
flective date			m					
			Revised on	pay fixation				
Effective Date		PINC Type	Year	Revised pay Pay Sc		Basic pay	Add Row	
121200000000000000000	8 5	ELECT	1000	SELECT	¥	Andread Andread A	*	
Remarks								

SI. No	Column (Field) Name	Type of Field	Remarks		
a) Specific order					
1	Department	Drop down	Select Nature of Increment/Incentive		
2	Service Rule	Drop down	Select Service Rule		
3	Class / Branch	Drop down	Select Class / Branch		
4	Post	Drop down	Select Post		
5	PRC Type	Drop down	Select PRC Type		
6	PRC Year	Drop down	Select PRC Year		
7	Pay scale	Drop down	Select Pay scale		

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8	Basic Pay	Drop down	Select Basic Pay
9	Effective date	Select box	Select Effective date
b) Revision of pay fix	kation		
1	Effective Date	Select box	Select Effective Date
2	PRC Type	Drop down	Select PRC Type
3	Year	Drop down	Select Year
4	Pay Scale	Drop down	Select Pay Scale
5	Basic pay	Drop down	Select Basic pay
6	Remarks	Data entry	Enter Remarks

> Change in Pay: FR -26 (aa)-Notional Increment

		Type of Pay	FR26(aa) - Notional Increment							
					Notion	al Increment				
PRC Type	St	ate				÷	PRC Year	2010		
Pay Scale	P	y Scale: 14860-39540 Grade: XVII					Basic Pay	SELECT		
Increment							Actual Pay			
Effective Date		1					Date on which next increment due			1
Date of monetary benefit										
				Revis	ed pay d	ue to notional fi	ation			
100223-02023		00000000	Revised pay						No.	
Effective Date		PRC Type		Vear			Pay Scale	Basic pay		Add Roy
	10	SELECT	~	SELECT	~	SELECT	*			~
Remarks										
					-	Save				

SI. No	Column (Field) Name	Type of Field	Remarks
a) FR -26 (aa)-No	ptional Increment	I	
1	PRC Type	Drop down	Select PRC Type
2	PRC Year	Drop down	Select PRC Year
3	Pay Scale	Drop down	Select Pay Scale
4	Basic Pay	Drop down	Select Basic Pay
5	Increment	Read only	Auto Populated
6	Actual Pay	Read only	Auto Populated
7	Effective Date	Select box	Select Effective Date
8	Date on which next increment due	Select box	Select Date on which next increment
			due
9	Date of monetary benefit	Select box	Select Date of monetary benefit
b) Revised on pay fix	ation		i
1	Effective Date	Select box	Select Effective Date
2	PRC Type	Drop down	Select PRC Type
3	Year	Drop down	Select Year
4	Pay Scale	Drop down	Select Pay Scale
5	Basic pay	Drop down	Select Basic pay
6	Remarks	Data entry	Enter Remarks

Change in Pay: Pay change (undefined)

Here details of consolidated pay, if any, drawn by the employee in the initial period of the service / apprentice period etc.. shall be entered.

		Type of Pay	Pay change (undefine	d)		~			
				Pay char	nge (undefined)				
PRC Type	SELECT				6	PRC Year	SELECT		2
Pay						Effective Date			n
				Revised	I on pay fication				
					Revis	ed pay			Add Row
Effective Date	SELECT	PRC Type	Vear SELECT	÷	SELECT	Pay Scale		Basic pay	~
Remarks									

SI. No	Column (Field) Name	Type of Field	Remarks
a) FR -26 (aa)-No	tional Increment		
1	PRC Type	Drop down	Select PRC Type
2	PRC Year	Drop down	Select PRC Year
3	Pay	Data entry	Enter Pay
4	Effective Date	Select box	Select Effective Date
b) Revised on pay fixa	ation		
1	Effective Date	Select box	Select Effective Date
2	PRC Type	Drop down	Select PRC Type

3	Year	Drop down	Select Year
4	Pay Scale	Drop down	Select Pay Scale
5	Basic pay	Drop down	Select Basic pay
6	Remarks	Data entry	Enter Remarks

> Change in Pay: Conversion from Apprenticeship to Regular Timescales

When the employee is migrated into regular time scale from consolidated pay etc., relevant details are to be filled here.

			Typ	e of Pay Co	nversion from Apprenticesh	p to Regular Time	scales v				
					Conversion from Appr	enticeship to Reg	ular Timescales				
			From Apprenticeship	Pay				To Re	gular Pay		
PRCType	SELECT		~	PRC Year	SELECT	Departmen	NE SELECT	,	Service Rule		~
Pay				Effective Date		Class/ Bran	ich 🛛	~	Post	SELECT	÷
								Tim	e Scale		
						PRC Type	SELECT	~	PRC Year		~
						Pay scale	SELECT		Basic Pay		
						Effective D	ate	•			
					Revis	ed on pay fixation					11
-					1	Rev	ised pay				Add Row
6	ffective Date	8	PRC Typ SELECT	•	Year SELECT ~	SELECT	Pay Scale			Basic pay	
Remarks											

SI. No	Column (Field) Name	Type of Field	Remarks					
a) Conversion from Apprenticeship to Regular Timescales From / To								
1	1 PRC Type Drop down Select PRC Type							

2	PRC Year	Drop down	Select PRC Year
3	Pay	Data entry	Enter Pay
4	Effective Date	Select box	Select Effective Date
b) To Regular P	ay	I	
1	Department	Drop down	Select Nature of Increment/Incentive
2	Service Rule	Drop down	Select Service Rule
3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post
c) Revised on pay fi	ixation		
1	Effective Date	Select box	Select Effective Date
2	PRC Type	Drop down	Select PRC Type
3	Year	Drop down	Select Year
4	Pay Scale	Drop down	Select Pay Scale
5	Basic pay	Drop down	Select Basic pay
6	Remarks	Data entry	Enter Remarks

> Change in Pay: Career Advancement Scheme

The details of CAS sanctioned to the employees drawing UGC / AICTE / JUDICIAL OFFICERS need to be entered here.

			Type of Pay	Cares	er Advancement Scheme			*				
					Career Ac	lvano	ement Scheme					
umber of years	of Service completed						Number of ye	ears relaxed for CAS				
		ħ	om						3	То		
epartment	SELECT	Ŷ	Service Rule	SELECT	92	÷	Department	SELECT	÷	Service Rule		÷
ass / Branch		÷	Post	SELECT		¥	Class / Branch			Post	SELECT	a
RC Type	SELECT		PRC Year	SELECT		~	PRC Type	SELECT	v	PRC Year	SELECT	v
ay scale	SELECT	~	Basic Pay	SELECT		÷	Pay scale	SELECT	ų	Basic Pay		~
							Effective Date		m			
		1			Revis	ed on	pay fixation					
-			807 X			- 1-	Revised pay		- ii			Add Row
Life	ctive Date	SELECT	PRC Type	-	Year SELECT ~		SELECT	Pay Scale	_	L.	lasic poy	

SI. No	Column (Field) Name	Type of Field	Remarks		
a) Career Advand	cement Scheme	1			
1	Number of years of Service completed	Drop down	Select PRC Type		
2	Number of years relaxed for CAS	S Drop down Select PRC Year			
b) Career Advand	cement Scheme From / To				
1	Department	Drop down	Select Nature of Increment/Incentive		
2	Service Rule	Drop down	Select Service Rule		
3	Class / Branch	Drop down	Select Class / Branch		
4	Post	Drop down	Select Post		
5	PRC Type	Drop down	Select PRC Type		
6	Year	Drop down	Select Year		

7 Pay Scale Drop down Select Pay Scale	
--	--

8	Basic pay	Drop down	Select Basic pay
9	Effective Date	Select box	Select Effective Date
c) Revised on pay fi	xation		
1	Effective Date	Select box	Select Effective Date
2	PRC Type	Drop down	Select PRC Type
3	Year	Drop down	Select Year
4	Pay Scale	Drop down	Select Pay Scale
5	Basic pay	Drop down	Select Basic pay
6	Remarks	Data entry	Enter Remarks

SR Event>> Leaves Availed:

Employee has to enter his/her Leaves Availed details as per the service register. He/she has to add the leave availed details in this eService register from time to time. There are eleven types of leaves available in "Leave Type" like EL, HPL, EOL, Maternity, Paternity, Study, Child care, Commuted, Leave not due, Special Disability, and Special Casual leave.

Employee selects the Leave Type and enter the leave availed from date, to date, total no. of days, no. of days prefix/suffix and reasons for leave. Once all the details are filled up in this section, employee should save the data

Finance Department	Leaves Availed		Windoornal Attornetia Kamanin	а (димат (н.055246) — () — Loj
Catalytics Biol Entry				
OBT C Parament Database	Leave Type	EL		_
PART 2. Carl Maine Denails	Surrender / Availed	SELECT		Search.
WRTIS Leave Travel Concession Details	Availed From Date (DD/MM/YYY)	Availed To Date (DD/MM/YYYY)		a Action
NART/2, Interest Base(ng-				Emil
Advances Delaits	Total no. of days	No. of days Prefix/Suffix		Apt / Sec
Scherene Detaille		SELECT		Eller Ver
Depairs	Total leaves availed (in days)			<u>300.(V</u> 6
ART (O. Dopactowittal Functi Transferg Dotatio				EBLEVS
GT 11. Incention	Reasons/Remarks			-Edu 7 v 56
RET 12. Herison Proposite				Enerva
ew & Carlinn				Edit / Ve
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Logast				Eatifyin
				20.756
				EUC Ve
			-	Edit / Vie
			Close	Entryle

SI. No	Column (Field) Name	Type of Field	Remarks
1	Leave Type	Drop down	Select Leave Type
2	Availed From Date	Select box	Select Availed From Date
3	Availed To Date	Select box	Select Availed To Date
4	Total no. of days	Read only	Auto populateTotal no. of days
5	No. of days Prefix	Drop down	SelectNo. of days Prefix
6	No. of days Suffix	Drop down	Select No. of days Suffix
7	Total leaves availed (in days)	Read only	Auto populateTotal leaves availed
			days)
8	Reasons/Remarks	Data entry	Enter Reasons/Remarks

ii. <u>SR Event>>Transfers:</u>

Employee has to enter his/her Transfer details as per the service register. There are four options available in "**Type of Transfer**" like General Transfer, Foreign Service, Transfer on promotion and Transfer of Reversion. If employee selects any "Type of Transfer" from the drop down, then the respective fields will be visible for data entry.

> Transfers: General Transfer

Employee has to enter the general transfer details by selecting the General Transfer in Type of Transfer drop down. In this dialogue box, details like district, mandal, village, date of relief, date of joining are to be filled. Once all the details are filled up in this section, employee should save the data.

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Unamed Descention	SR Events O Tr	ansfers										
The spinisterior	*		Turns of Teamsfee				101					
1 Party Summer Design	Type of Transfer Beneral Transfer											
1 HILLINGS COM				1431133		SHUBA					Sec.	
A DATE OF A STREET	General Transfer details											Manual II.
Commune Denset		Transfer Type SELECT				•						
in 1997 Constant Strategy Automatic Strategy	Order No.			Cindler Data (DOMINAWY)							Field A deal	
A 1964 A Group Gauge or Brown Dates	From							To		1		
A CONTRACTOR			Location					Location	111	_		
10000	State :	Andhra Prade	Legal - MANIE	WEST GOD/WARI	1001	Caller:	SELECT	District		1	4	
 A MARY COMPARENT CONTRACTOR A Manual Contractor 	Mandal	NIDADAVOLE	Village:	MUNIPALLE	M.	lanclal:		Vilage.				10100
a destruction and	Date of Relief					ate of grints						Contract of the local division of the local
a And G. Sprant Regimen					Teamlit Peer	<u>0209</u> 40						
1 Teach Teacher	Joining Time	Availed St	ELECT			joining Time en, No. of d	Availant			9-2-	1	
	Bigible tran	sit period									l i i i i i	Ent (And
a family	Asalled		SELECT			Availed then, No. of days						- Certification
	12 Amiled tran	Availed transit period SELECT			- 11	If Availed transit period						
	10					en, No. ef d	4a				1	1011205
				6	Save	1					1	Distantia di Ca
	16											
											3	and the second se
	100											201
	-									0.04		

SI. No	Column (Field) Name	Type of Field	Remarks						
a) General Transfer details									
1	Transfer Type	Drop down	Select Transfer Type						
2	Order No.	Data entry	Enter Order No.						

3	Order Date	Select box	Select Order Date		
b) General Transfer de	tails From / To				
1	State	Drop down	Select State		
2	District	Drop down	Select District		
3	Mandal	Drop down	Select Mandal		
4	Village	Drop down	Select Village		
5	DDOCODE If DDOCODE does not exists, the all 1's (11-digit)	Data entry	Enter DDOCODE		
6	Position	Drop down	Select Position		
7	Date of Relief / Date of Joining	Select box	Select Date of Relief / Date of Joining		
c) Transit Period			· · · · ·		
1	Joining Time Availed	Drop down	Select Joining Time Availed		
2	Eligible transit period Availed	Drop down	Select Eligible transit period Availed		
3	Availed transit period	Drop down	Select Availed transit period		
4	Remarks	Data entry	Enter Remarks		

> **Transfers**: Transfer On Promotion

Presente Departments Presente Departments (a) - Alexandro Statel Tange - Alexandro Statel Tan	SR Ev	vents O Transfers	Type of Transfer	Transfer On Promotion	an Promotion]		Ann shid att		pannage a de capital de Anne de		
the Addition for the Addition of Second Seco	45	Order No.			Order Date (IID/MAX/WY)			8				
 Control (Control (Control (Control))) 	21		From	Province and and		10						
 SATUR Grap transfers Satura Tatata 	A.	Department	PRR Post	VILLAGE DEV	Department	SEL Post	SELE	ст 💌				
 Disk between processing 	- A.		Location			Location		_				
Processor (1997) International Control (1997)	12 N	State	And Destrict	WEST GODAL		SEL 🔹 Desmet						
A. Spring Reality		Mandal		MUNIPALLE	The second se	Villager						
- Address Property Property .	21	Nature	SEL Date of Relief		Nature	SEL E Bate of new pa	koining in R	=				
a second defense					uit Period							
 New ACCESSION 		Joining Time Availed	SELECT	-	IF Joining Time Availed then, No. of days							
di man		Eligible transit period Availed	SELECT		If Eligible transit period Availed then, No. of							
The Second					days							
		Availed transit period	SELECT		If Availed transit period then, No. of days							
	-				ion and a second se							
	9 5											
	16											
	-								-			
	1000						_	Orea	_			
SI. No			Column (F	ield) Na	me		Туре о	f Field			Remarks	
a) Transfer On P	romotior	n										
1			Order No.				Data entry				Enter Ord	er No.
2			Order Date	e			Select	box			Select Or	der Date

b) Transfer On Promotion From / To

1 Department Drop down	Select Nature of Increment/Incentive
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2	Service Rule	Drop down	Select Service Rule
3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post
5	State	Drop down	Select State
6	District	Drop down	Select District
7	Mandal	Drop down	Select Mandal
8	Village	Drop down	Select Village
9	DDOCODE	Data entry	Enter DDOCODE
	If DDOCODE does not exists, then		
	all 1's (11-digit)		
10	Org. Unit	Drop down	Select Org. Unit
11	Position	Drop down	Select Position
12	Nature	Drop down	Select Nature
13	Date of Relief / Date of Joining in	Select box	Select Date of Relief / Date of
	post		Joining in new post
c) Transit Period			
1	Joining Time Availed	Drop down	Select Joining Time Availed
2	Eligible transit period Availed	Drop down	Select Eligible transit period Availed

> Transfers: Transfer On Reversion

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	SR Events O Transfe														
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			Type of Transfer	Transfer Cin Revers	ting							-			
				Theoree Constrained	and the		1071								
						n Reversion					_				
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	Circler Nex.					Order Date (0 (000)	DIMIN								
			From					Т	i i	_					
10	Department	PRR0 .	Past	ILLAGE DEVELOPMENT		Department	SELECT		Past	SELECT	•				
		in the second	Location					Loca	600						
	State	kedha 💌	Distair:	VE ST GODAVARI		States	SELECT		Displat	SELECT					
		and the second		NUNIPALLE		Mandat	SELECT	and a	Villager			1			
		VIEDAE [*]		UNPALLE	100		SELECT	•		SELEC7	•				
	Mattere	sele 💌	Date of Relief			Mattere	SELECT		Date of Joining in		-				
126		and.					-	2000	new post						
1.00.1	Joining Time Availant		50412			Wjoining Time									
1.10	Transfer and a second	SEL	eer			they, No. of d	alu:								
	Eligible transit perio	d SEL	BCT			If Englishe tran	nit period								
	Availed				_	Availed then, days	No. of								
	Autilied transit perio	d SEL	ECT			If Availed tran then, No. of d	boriod tio								
14						and the second second	40								
					- 5	ive:									
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SI. No	Column (Field) Name	Type of Field	Remarks							
a) Transfer On Reversion										
1	Order No.	Data entry	Enter Order No.							
2	Order Date	Select box	Select Order Date							
b) Transfer On Reversion From / To	b) Transfer On Reversion From / To									
1	Department	Drop down	Select Nature of Increment/Incentive							

2	Service Rule	Drop down	Select Service Rule
3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post
5	State	Drop down	Select State
6	District	Drop down	Select District
7	Mandal	Drop down	Select Mandal
8	Village	Drop down	Select Village
9	DDOCODE	Data entry	Enter DDOCODE
	If DDOCODE does not exists, then		
	all 1's (11-digit)		
10	Org. Unit	Drop down	Select Org. Unit
11	Position	Drop down	Select Position
12	Nature	Drop down	Select Nature
13	Date of Relief / Date of Joining in	Select box	Select Date of Relief / Date of
	post		Joining
c) Transit Period			new post
		Dran dawa	Coloct Joining Time Availed
1	Joining Time Availed	Drop down	Select Joining Time Availed
2	Eligible transit period Availed	Drop down	Select Eligible transit period Availed
3	Availed transit period	Drop down	Select Availed transit period
4	Remarks	Data entry	Enter Remarks

SR Event>>Promotions:

> **Promotions**: Appointment by Transfer

0	11	SR Events O Promotions						n bedar
		How of the second second second second	romotion Appointment by Transfer	· Ha	is Appointment by Isfer, then	-SELECT .		
		Date of p order		11 Iran	isrer, men	Which States Far With in Trade Far With in Trade Seale		
			Front			TO		
		Department.	PRRI2 INNCHANT RAJ DEPIRTMENT	-	SELECT			
		Service Rule						
		Parat	VILLAGE DEVELOPMENT OFFICER, GRADE.		SELECT		-	
			PRE Type		PBE Type			
			State	•	SELECT			
			PRC Vear 1936		SELECT			
			Payscale	1222	Pay scale	100		
		Time scale	Pey Scale 356-1670 Grade VI		SELECT			
		aniai SCart	Basic Pay		Hanc Pay			
			300	1				
	-		Date of Relief		Date of Joining			
	68		Raist Tave		Joining Time			
			SELECT		SELECT	•		
	8	The thirt	i attanto	194	Contracts.			
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SI. No	Column (Field) Name	Type of Field	Remarks
a) Appointment By Transfe	er		I
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
b) Appointment By Transfe	er From / To		I
1	Department	Drop down	Select Nature of Increment/Incentive
2	Service Rule	Drop down	Select Service Rule

3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post
5	State	Drop down	Select State
6	District	Drop down	Select District
7	Mandal	Drop down	Select Mandal
8	Village	Drop down	Select Village
9	DDOCODE	Data entry	Enter DDOCODE
	If DDOCODE does not exists, then		
	all 1's (11-digit)		
10	Org. Unit	Drop down	Select Org. Unit
11	Position	Drop down	Select Position
12	Nature	Drop down	Select Nature
13	Date of Relief / Date of Joining in	Select box	Select Date of Relief / Date of
	post		Joining
c) Transit Period			new post
1	Joining Time Availed	Drop down	Select Joining Time Availed
2	Eligible transit period Availed	Drop down	Select Eligible transit period Availed
3	Availed transit period	Drop down	Select Availed transit period
4	Remarks	Data entry	Enter Remarks

SR E

> **Promotions**: Appointment by Transfer

When the employee is promoted which involves change of service of rules from lower post to promoted post, It is called

Appointment by transfer and the employee has to choose Appointment By Transfer option.

Type of p	romotion	Appointment by Transfer	4	If it is then	Appointment by Transfer,	With in Time Scale	*
Date of p	romotion order		m				
		Pom				TO	
Department	PRR02-PANCHAYAT	RAJ DEPARTMENT		-	SELECT		~
Service Rule	PRR02502-A.P. PAN	CHAYAT SUBORDINATE SERVICE RULES					U
Cless/ Branch	SELECT			~			v
Post	VILLAGE DEVELOP	MENT OFFICER		*	SELECT		~
	PRC Type				PRC Type		
	State				SELECT		÷
	PRC Year				RC Year		
	2010			~	SELECT		*
	Pay scale			1	Pay scale		
	Pay Scale: 14880-39	540 Grade: XVII		*	SELECT		~
Time scale	Basic Pay				Basic Pay		
	16160						

SI. No	Column (Field) Name	Type of Field	Remarks
a) Apointment by Tra	nsfer From / To		
1	If it is Appointment by Transfe	r, the Drop down	Select If it is Appointment by Tran
			then
2	Date of promotion order	Drop down	Select Date of promotion order
3	Department	Drop down	Select Nature of Increment/Incentive
4	Service Rule	Drop down	Select Service Rule
5	Class / Branch	Drop down	Select Class / Branch
6	Post	Drop down	Select Post

7	PRC Type	Drop down	Select PRC Type
8	PRC Year	Drop down	Select Year
9	Pay Scale	Drop down	Select Pay Scale
10	Basic Pay	Drop down	Select Basic Pay
11	Date of Relief /Date of Joining	Select box	Select Date of Relief /Date of Joining
12	Relief Time	Select box	Select Relief Time
13	Joining Time	Select box	Select Joining Time
14	State	Drop down	Select State
15	District	Drop down	Select District
16	Mandal	Drop down	Select Mandal
17	Village	Drop down	Select Village
19	DDOCODE If DDOCODE does not exists, the all 1's (11-digit)	Data entry en	Enter DDOCODE
20	Org. Unit	Drop down	Select Org. Unit
21	Position	Drop down	Select Position
22	Pin code	Data entry	Enter pin code
23	Joining Time Availed	Drop down	Select Joining Time Availed
24	Eligible transit period Availed	Drop down	Select Eligible transit period Availed
25	Availed transit period	Drop down	Select Availed transit period
26	Remarks	Data entry	Enter Remarks
27	Pay Fixation Date	Select box	Select Pay Fixation Date
28	Next Increment Date	Select box	Select Next Increment Date

> **Promotions**: Promotion as such and Notional Promotion

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Timore Department		SR Events O Promotions						
and testineous -	1.1	Type of p	romotion Promotion as	such faire			14	
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A PART & SHIPPING CON	. .	Funt.	VILLAGE DEVELOPMENT OFFIC	Pire -	SELECT		1	
a start i barre series and			PHC Type		PRE Type			the second second
			State	•	SELECT	*		Decides.
A Correg torate			PRC Vear		PRC Year			
a print in annual			1996		SELECT	-		10.000
A DESCRIPTION OF THE OWNER OWNER OF THE OWNER OWNER OF THE OWNER	۰.		Pity scale		Pay scale			and see
of the state of th		Time scale	Pay Scale: 855-1679 Grade: VI		SELECT			and the second se
		Marcane.	Ratic Pay		Bass: Pay	-		Etros
			502					100 C 100
			Date of Refer	1.44	Date of joining	-		200 C
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			Refer Time SELECT		Jearning Toma SELECT			the second second
		Org. Unit	SELECT	1.11	SELECT			COLUMN T
	- 16		Select		SELECT		(*)	201 M
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SI. No	Column (Field) Name	Type of Field	Remarks
a) Promotion as Such From / To			
1	Department	Drop down	Select Nature of Increment/Incentive

2	Service Rule	Drop down	Select Service Rule
3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post
5	PRC Type	Drop down	Select PRC Type
6	PRC Year	Drop down	Select Year
7	Pay Scale	Drop down	Select Pay Scale
8	Basic Pay	Drop down	Select Basic Pay
9	Date of Relief /Date of Joining	Select box	Select Date of Relief /Date of Joining
10	Relief Time	Select box	Select Relief Time
11	Joining Time	Select box	Select Joining Time
12	State	Drop down	Select State
13	District	Drop down	Select District
14	Mandal	Drop down	Select Mandal
15	Village	Drop down	Select Village
16	DDOCODE If DDOCODE does not exists, then all 1's (11-digit)	Data entry	Enter DDOCODE
17	Org. Unit	Drop down	Select Org. Unit
18	Position	Drop down	Select Position
19	Pin code	Data entry	Enter pin code
20	Joining Time Availed	Drop down	Select Joining Time Availed
21	Eligible transit period Availed	Drop down	Select Eligible transit period Availed
22	Availed transit period	Drop down	Select Availed transit period

23	Remarks	Data entry	Enter Remarks
24	Pay Fixation Date	Select box	Select Pay Fixation Date
25	Next Increment Date	Select box	Select Next Increment Date

SR Event>>Deputation:

> **Deputation**: Foreign Service

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Finance Department	SR Events O Deputation			
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		Type Foreign Service		
			(Search)	
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AART & Larve Travel Concession Decals	Organisation name		Eddy View?	
	Order No.	Order Date (DD/MM	El El Alor	
		Period of Foreign Service	Edut View	
	From		ders Scanned Copy	
		Browse No file selec	East Mean	
	Date of Relieving (DD/MM/YYYY)	Date of Completion (DD/MM/YYY)	Eddy Mick -	
	Extension Date, if any (DD/MM/YYYY)	Extension orders, if any (upload scanned file)	No file selected.	
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		Transit Period	Ed. Nov.	
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	Eligible for transit SELECT	T Figible, then no. of	Edd Viewy	
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			Close	
	-		Eta/Via/	
. No		Column (Field) Name	Type of Field	Re

a) Foreign Serv	vice		
1	Organisation name		
2	Order No.	Data entry	Enter Order No.
3	Order Date	Select box	Select Order Date
b) Period of foreign	n service		
1	From	Select box	Select From Date
2	То	Select box	Select To Date
3	Date of relieving (DD/MM/YYYY)	Select box	Select Date of relieving (DD/MM/Y
4	Extension date, if any (DD/MM/YYY	Select box	Select Extension da if (DD/MM/YYYY) ^{te,}
5	Date of rejoining (DD/MM/YYYY)	Select box	Select Date of rejoining (DD/MM/Y
6	Date of completion (DD/MM/YYY)	Select box	Select Date of complet (DD/MM/YYYY) on
c) Transit period			
1	Joining time availed?	Drop down	Select Joining time availed?
2	If joining time availed, then no. of d	Drop down	Select If joining time availed, then days
3	Eligible for transit period?	Drop down	Select Eligible for transit period?
4	If Eligible, then no. of days	Drop down	Select If Eligible, then no. of days
5	Transit period availed?	Drop down	Select Transit period availed?
6	If transit availed, then no. of days	Drop down	Select If transit availed, then no. o
d) Foreign Service	Period Details		
1	Whether LSC/PC applicable?	Drop down	Select Whether LSC/PC applicable

2	If Yes, Whether LSC/PC exempted	Drop down	Select (Yes / No). If Yes, Whether
			LSC/PC exempted?
3	Remarks	Data entry	Enter Remarks

> Deputation: Govt. of India

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Finance Department Got, stretex Polen	SR Events O Deputation	on			×		
 Ø viervies Rook Entry - ØART 1. Svenskal Defailti 		Type Govt. of In	rdia 💌				
 RART 2, Certificate Details 		- 27			Smith		
 PART 3.4.6-5, 58 Events 			Foreign Service details		6 Action 6		
 PARTE: Leave Travel Competition Details. 	Organisation name				Euro Meso		
> PART7, Interest Bearing Advances Decails	Order No.		Order Date (DD/MM /YYY)	#	Edit/Main.		
9 - PART B. Group Insurance Scheme Details		Period of Foreign Service			Edit/View		
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O Reports c			Transit Period		Early View /		
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	Eligible for transit	SELECT	✓ If Eligible, then no. of				
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SI. No		Column (Field	d) Name	Type of Fie	eld	Remarks	
		1					

1	Organisation name		
2	Order No.	Data entry	Enter Order No.
3	Order Date	Select box	Select Order Date
b) Period Details			
1	From	Select box	Select From Date
2	То	Select box	Select To Date
3	Date of relieving (DD/MM/YYYY)	Select box	Select Date of relieving (DD/MM/Y
4	Extension date, if any (DD/MM/YYY	Select box	Select Extension date, if (DD/MM/YYYY)
5	Date of rejoining (DD/MM/YYYY)	Select box	Select Date of rejoining (DD/MM/Y
6	Date of completion (DD/MM/YYY)	Select box	Select Date of comp (DD/MM/YYYY)
c) Transit period			
1	Joining time availed?	Drop down	Select Joining time availed?
2	If joining time availed, then no. of d	Drop down	Select If joining time availed, then days
3	Eligible for transit period?	Drop down	Select Eligible for transit period?
4	If Eligible, then no. of days	Drop down	Select If Eligible, then no. of days
5	Transit period availed?	Drop down	Select Transit period availed?
6	If transit availed, then no. of days	Drop down	Select If transit availed, then no. of
d) Foreign Service	Period Details		1
1	Whether LSC/PC applicable?	Drop down	Select Whether LSC/PC applicable

2	If Yes, Whether LSC/PC exempted	Drop down	Select (Yes / No). If Yes, Whether
			LSC/PC exempted?
3	Remarks	Data entry	Enter Remarks

> **Deputation:** Central PSU

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Economic Descriptions	SR Events O Deputation	a.
Finance Department Cost of Notice Reside		
O - efference Book Britty	Type Central PSU	
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> PART 2, Certificate Details	Foreign Service details	Search
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 DART & Lauva Travel Concession Details 	Organisation name	E.H.Dow.
o PART 7. Interest Beering Advances Details	Order No. Order Date (DOMM mmg)	Car / Vore
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a PARTS. Salvice Verification Details	From To Upland Orders Scanned Copy	- Attr/View
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	Eligible for transit SELECT If Eligible, then no. of	-
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		Edd West
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SI. No	Column (Field) Name	Type of Field	Remarks
a) Central PSU			

1	Organisation name		
2	Order No.	Data entry	Enter Order No.
3	Order Date	Select box	Select Order Date
b) Period Details			
1	From	Select box	Select From Date
2	То	Select box	Select To Date
3	Date of relieving (DD/MM/YYYY)	Select box	Select Date of relieving (DD/MM/YY
4	Extension date, if any (DD/MM/YYY	Select box	Select Extension date, if (DD/MM/YYYY)
5	Date of rejoining (DD/MM/YYYY)	Select box	Select Date of rejoining (DD/MM/Y
6	Date of completion (DD/MM/YYY)	Select box	Select Date of compl (DD/MM/YYYY)
c) Transit period			
1	Joining time availed?	Drop down	Select Joining time availed?
2	If joining time availed, then no. of d	Drop down	Select If joining time availed, then n days
3	Eligible for transit period?	Drop down	Select Eligible for transit period?
4	If Eligible, then no. of days	Drop down	Select If Eligible, then no. of days
5	Transit period availed?	Drop down	Select Transit period availed?
6	If transit availed, then no. of days	Drop down	Select If transit availed, then no. of
d) Foreign Service F	Period Details		1
1	Whether LSC/PC applicable?	Drop down	Select Whether LSC/PC applicable

2	If Yes, Whether LSC/PC exempted	Drop down	Select (Yes / No). If Yes, Whether
			LSC/PC exempted?
3	Remarks	Data entry	Enter Remarks

> **Deputation:** State PSU

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	SR Events \varTheta Deputa	tion									
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eferineBookEnty			Type State PSU			-				Â	
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Legent.	Joining time availed?	SELECT			If joining time availed						
-		SELECT		•	then no. of days						
	Eligible for transit	SELECT		•	If Eligible, then no. of					*	
1											
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SI. No	Column (Field) Name	Type of Field	Remarks
a) State PSU			

1	Organisation name		
2	Order No.	Data entry	Enter Order No.
3	Order Date	Select box	Select Order Date
b) Period Details			
1	From	Select box	Select From Date
2	То	Select box	Select To Date
3	Date of relieving (DD/MM/YYYY)	Select box	Select Date of relieving (DD/MM/YY
4	Extension date, if any (DD/MM/YYY	Select box	Select Extension date, if (DD/MM/YYYY)
5	Date of rejoining (DD/MM/YYYY)	Select box	Select Date of rejoining (DD/MM/Y
6	Date of completion (DD/MM/YYYY)	Select box	Select Date of compl (DD/MM/YYYY)
c) Transit period			
1	Joining time availed?	Drop down	Select Joining time availed?
2	If joining time availed, then no. of d	Drop down	Select If joining time availed, then n days
3	Eligible for transit period?	Drop down	Select Eligible for transit period?
4	If Eligible, then no. of days	Drop down	Select If Eligible, then no. of days
5	Transit period availed?	Drop down	Select Transit period availed?
6	If transit availed, then no. of days	Drop down	Select If transit availed, then no. of
d) Foreign Service F	Period Details		1
1	Whether LSC/PC applicable?	Drop down	Select Whether LSC/PC applicable

2	If Yes, Whether LSC/PC exempted	Drop down	Select (Yes / No). If Yes, Whether
			LSC/PC exempted?
3	Remarks	Data entry	Enter Remarks

> **Deputation:** Local Body

			Welcome ATTENTA RAMAYRA GARAVATI (14352204) / 📴 Log-Out	
Rindince Depletitment Conc. of Marcol Roseal	● Deputation			
eferensis Bank Berry -	Ter		*	
RT 1. Percental Details	Type Local Body	•		
C 1. Cemilicate Details			Search	
7348538Evers	Foreign	Service details	o Action 0	
Organisa Organisa	ation name		Eds://View	
T7. Hiterest Bearing Corder No.	0.	Order Date (DD/MM	Etc/Mod /	
IT R. Group Insurance 5	Period of Foreign Service		Edd / View	
Scheme Decale	From	To Upload Orders Scanned Co Browse	Bigen A Marcoll	
T 10. Desarchmental Team Training Debble		Date of Completion (DD/MM/YYY)		
T 11: Petrolet T 12: Petrolet Proposition	on Date, if any (DD/MM/YYYY)	Extension orders, if any (upload Browse No file select scanned file)	ed.	
e Ledys Leave sal		SELECT Date of Rejoining (DD/MM/YYYY)		
laporta d			Eartha	
loging the		nsit Period	Edit / Vera	
Joining D	sELECT	If joining time availed, then no. of days	and the second se	
Eligible fi	for transit. SELECT	If Eligible, then no. of	Edu / View	
			Ed.c./ View	
			Close	
	Column (Field) N		of Field	Remarks

 SI. No
 Column (Field) Name
 Type of Field
 Remarks

 a) Local Body

1	Organisation name		
2	Order No.	Data entry	Enter Order No.
3	Order Date	Select box	Select Order Date
b) Period Details			
1	From	Select box	Select From Date
2	То	Select box	Select To Date
3	Date of relieving (DD/MM/YYYY)	Select box	Select Date of relieving (DD/MM/YY
4	Extension date, if any (DD/MM/YYY	Select box	Select Extension date, if (DD/MM/YYYY)
5	Date of rejoining (DD/MM/YYYY)	Select box	Select Date of rejoining (DD/MM/Y
6	Date of completion (DD/MM/YYY)	Select box	Select Date of compl (DD/MM/YYYY)
c) Transit period			
1	Joining time availed?	Drop down	Select Joining time availed?
2	If joining time availed, then no. of d	Drop down	Select If joining time availed, then n days
3	Eligible for transit period?	Drop down	Select Eligible for transit period?
4	If Eligible, then no. of days	Drop down	Select If Eligible, then no. of days
5	Transit period availed?	Drop down	Select Transit period availed?
6	If transit availed, then no. of days	Drop down	Select If transit availed, then no. of
d) Foreign Service F	Period Details		1
1	Whether LSC/PC applicable?	Drop down	Select Whether LSC/PC applicable

2	If Yes, Whether LSC/PC exempted	Drop down	Select (Yes / No). If Yes, Wh
			LSC/PC exempted?
3	Remarks	Data entry	Enter Remarks

> **Deputation:** State Autonomous Body

				We	ecomel ATTRUTH JOHANYM	GAINNIN (NASSONG) / 🕀 Loj	p-Out:
SR Events O Deput	tation				×		
		Type State Autonomous B	ody 💌		<u>*</u>		
						Sauth	
		Foreign	Service details			e Action	
Organisation name	SELECT				•		
Order No.			Order Date (DD/MM])		- ER / Yow	
2	Po	eriod of Foreign Service				ing in the	
	From		To Brows	Upload Orders Scanned Copy	- 1	:Edit/Mile	
Date of Relieving (DD/	MM/YYYY)		Date of Completion (DD/MM/YYY)			Eril/ you	
Extension Date, if any	(DD/MM/YYYY)		Extension orders, if any (upload scanned file)	Browse		(Berning)	
Leave salary contribution	SELECT	Pension Contribution	SELECT Date of (DO/M	f Rejoining M/YYYY)		Edit View	
		Te	nsit Period		_	Edd (year	
Joining time availed?	SELECT	2001	If joining time availed, then no. of days			En Ver	
Eligible for transit	SELECT		If Eligible, then no. of		*	East View	
						Lat you	
					Close		
	Calu	mp (Field) N	0000		Field		_

SI. No	Column (Field) Name	Type of Field	Remarks
a) State Autonomous Body			
1	Organisation name	Data entry	Enter Organisation name

2	Order No.	Data entry	Enter Order No.
3	Order Date	Select box	Select Order Date
b) Period Details			
1	From	Select box	Select From Date
2	То	Select box	Select To Date
3	Date of relieving (DD/MM/YYYY)	Select box	Select Date of relieving (DD/MM/YY
4	Extension date, if any (DD/MM/YYY	Select box	Select Extension date, if (DD/MM/YYYY)
5	Date of rejoining (DD/MM/YYYY)	Select box	Select Date of rejoining (DD/MM/Y
6	Date of completion (DD/MM/YYYY)	Select box	Select Date of compl (DD/MM/YYYY)
c) Transit period			
1	Joining time availed?	Drop down	Select Joining time availed?
2	If joining time availed, then no. of d	Drop down	Select If joining time availed, then n days
3	Eligible for transit period?	Drop down	Select Eligible for transit period?
4	If Eligible, then no. of days	Drop down	Select If Eligible, then no. of days
5	Transit period availed?	Drop down	Select Transit period availed?
6	If transit availed, then no. of days	Drop down	Select If transit availed, then no. of
d) Foreign Service Pe	eriod Details		
1	Whether LSC/PC applicable?	Drop down	Select Whether LSC/PC applicable
2	If Yes, Whether LSC/PC exempted	Drop down	Select (Yes / No). If Yes, Wh LSC/PC exempted?

3	Remarks	Data entry	Enter Remarks

> **Deputation**: Other Govt. Departments / Office

	Deputation Type	Other Govt. Departments/ Office		
			<u></u>	
		Other Govt. De	partments/ Office	
Organisation name				
Order no.			Order date (DOMM/YYYY)	8
		Period	d Details	
	From		To	
		•		*
Date of relieving (DD/MM/YYY)			Date of completion (DD/MM/YYYY)	
Extension date, if any (DD/MM/	000)	m		
Date of rejoining (DD/MM/YYY)				
		Trans	a period	
ioining time availed?	SELECT	3	 If joining time availed, then no. of days 	
Eligible for transit period?	SELECT		Uf Eligible, then no, of days	

SI. No	Column (Field) Name	Type of Field	Remarks
a) Other Govt. D	epartments / Office		
1	Organisation name	Data entry	Enter Organisation name
2	Order No.	Data entry	Enter Order No.
3	Order Date	Select box	Select Order Date
b) Period Details	I		
1	From	Select box	Select From Date
2	То	Select box	Select To Date
3	Date of relieving (DD/MM/YYYY)	Select box	Select Date of relieving (DD/MM/YY

4	Extension date, if any (DD/MM/YYY	Select box	Select Extension date, if (DD/MM/YYYY)
5	Date of rejoining (DD/MM/YYYY)	Select box	Select Date of rejoining (DD/MM/Y
6	Date of completion (DD/MM/YYY)	Select box	Select Date of compl (DD/MM/YYY)
c) Transit period			
1	Joining time availed?	Drop down	Select Joining time availed?
2	If joining time availed, then no. of d	Drop down	Select If joining time availed, then n days
3	Eligible for transit period?	Drop down	Select Eligible for transit period?
4	If Eligible, then no. of days	Drop down	Select If Eligible, then no. of days
5	Transit period availed?	Drop down	Select Transit period availed?
6	If transit availed, then no. of days	Drop down	Select If transit availed, then no. of
d) Foreign Service F	Period Details		
1	Whether LSC/PC applicable?	Drop down	Select Whether LSC/PC applicable
2	If Yes, Whether LSC/PC exempted	Drop down	Select (Yes / No). If Yes, Wh LSC/PC exempted?
3	Remarks	Data entry	Enter Remarks

SR Event>>Reversion:

Please select the Reason for Reversion (Admin grounds / at Request) in the drop down menu and proceed with the filling up of the relevant fields

erristation -													
The Control Control of				Revension Or	Adm	iiniistratiive Grou	inds					Statute	
THE STREET			From					Т			-		a ayana
the bland trans.	Department	PRR02-PANCHAY	• Pest	VILLAGE DEVEL		Department	SELECT		Perst	SELECT	-		
	i.		exation	-				Lorat		-			
The second s	State	Andhra Pradesh	Distric	WEST GODAVAR	•	State	SELECT	-	District		•		
E. B. String (distribution) ("A) participation".	Mandal	NIDADAVOLE	- Village	MUNIPALLE	-	Mandal		-	Village				
The Second McDimension Restance	Date of Referring		Servic Rule	SELECT	•	Date of Joining			Service Role	SELECT	-		
This Report From The Control Former						2000		Change	1 1007155				
ttill annoe						PRC Type	SELECT		PRC Year	SELECT			
H 12 Person Problem						Pay scale	SELECT	•	Basic Pay				
a Martine Contraction of the				-									
					9	278. 							
ligned													
										_			

SI. No	Column (Field) Name	Type of Field	Remarks			
a) Reversion on Administrative Grounds From / To						
1	Department	Drop down	Select Nature of Increment/Incentiv			
2	Service Rule	Drop down	Select Service Rule			

3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post
5	State	Drop down	Select State
6	District	Drop down	Select District
7	Mandal	Drop down	Select Mandal
8	Village	Drop down	Select Village
9	Date of Relieving / Date of	of Joining	
b) Change in pay			
10	PRC Type	Drop down	Select PRC Type
11	PRC Year	Drop down	Select Year
12	Pay Scale	Drop down	Select Pay Scale
13	Basic Pay	Drop down	Select Basic Pay
14	Remarks	Data entry	Enter Remarks

SR Event>>Compulsory Wait:

Compulsory Wait:

e-Service Book Guidelines

Whenever there is a delay in issue of posting / re-posting orders to the employee due to administrative delays, such period Will be regularized through sanction of compulsory wait by the Government on application by the employee.

				Welcomel ATCHUTA RAM	нуул балгаратт (14359246) — Г. Бө
Finance Department Gove of Andrea Products	Events O Compuls	sory Wait			*
Gove of Anders Frankets					
UTT 1. Personal Denails	μ.	2—514 dista			
NT 2. Certificate Details			ilsory Wait		
VIT 3.4.8.5. SR Events	Order No.	Order Date	Upload Order	Browse No file selec	
HT 6. Leave Travel Concession Details			from		 Action
817. Interest Bearing	Department	PRR02-PANCHAYAT RAJ DEPAF	Post VILLAGE DEVEL	OPMENT OFFICER, GRAD	Control of
Advances Details	Date	m			
RT B. Group Insurance Scheme Details			То		Edit
RT 9. Service Verification Details	Department	SELECT -			. Aldır.
(T10. Departmental Tests Training Details	Date	m		Normal Parameters	Edit
T.15.Incentores			Save		
T12. Pension Proposals					
e Ledger.					E.
v & Confirm					Edr
Reports s					12.01X
Edgout					Edit
				Close	50
	13 21/06/1993	Change in Pay Pay Typ	e: Pay Revision Commission	Pay Scale: 2195-4560	

SI. No	Column (Field) Name	Type of Field	Remarks			
a) Compulsory Wait						
1	Order No.	Data entry	Enter Order No.			
2	Order Date	Select box	Select Order Date			
b) Compulsory Wait From / To						

3	Department	Drop down	Select Nature of Increment/Incentiv
4	Service Rule	Drop down	Select Service Rule
5	Class / Branch	Drop down	Select Class / Branch
6	Post	Drop down	Select Post
7	Date	Select box	Select Box
8	Remarks	Data entry	Enter Remarks

SR Event>>Punishments:

Details of Major / minor punishments awarded to the employee are to be entered under this column.

> **Punishments:** Minor Punishment>Censure

				22
w in the second	SR Events O Punishments		8	
Finance Department. Got. structure Protein.				
O - eService Back Entry	Type of Punishment Minor Punshment	Name of the Punishment	Censure	
> PART I, Personal Details	HIRTON & MONORMAN			
 PATT 2, Certificate Decals 			Smarth	
+ DATEALS, STEWER		Minor Punishment - Censure	0 Action 0	
 PART 6. Leave Travel Conversion Details 	Order No.	Ord	er Date	
 Marry Jinterest Bearing Advences Details 	2		Edit / Views	
 SAFT B. Group Insurance. Scheme Dess-Is 		Appeal/Revision/Review	East Address	
 PATTS: Service Vertication. Decals. 	Appeal/Revision/Review			
+ PAIT 10. Departmental Terra	Select	<u></u>		
 Training Details FART 11 Details 		Save		
A PARTINE Persion President			Edd) Woo	
 Label Ludger 			(ESHIVIN)	
> View & Confirm			Laure when	
g Reports -			East Olips.	
O lagest.			The second se	
			(Ed.) Mines	
			Edite (Minist	
			East (Nites)	
			Cose	
	1		140 Nov.	

SI. No	Column (Field) Name	Type of Field	Remarks
a) Censure			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
b) Appeal/Revision/Re	view		
1	Appeal/Revision/Review	Drop down	Select Appeal/Revision/Review
2	Remarks	Data entry	Enter Remarks

> **Punishments:** Minor Punishment>Recovery of loss

				Welcome! ATCHINA	ламачия салоният/гиззияна) — 🐏 Log-Out
Finance Department Geo. of Neders Instead	SR Events O Punishments				
O device look for y -	Type of Punishment Minor Pu	nsihment	Name of the Punishment	Recovery of loss	
 PARTI - Fernical Details 					
 BART 2: Command Decells 					Search
S PATTALLY STREET			nt - Recovery of loss		A Adian A
 PART 6: Lawye Travel Concession Details 	Order No.	Order Date	Amount		East / View /
 PART7, Interest Bearing Advances Details 			=		Edit West
is 10007 d. Group transance Scherne Depaits		Appeal/Re	vision/Review		- Edit / Vice-
 AUT 9 Service Verification Decilie 	Appeal/Revision/Review				and the second s
s PART / C. Départmental Tierra	Select	•			Texts / View
A Thiring Density			ave		Edit (Minor
> PART11: incentives					And the second
 UART 12: Parquart Proposals. 					100 (March 10
 Laun Lotger Van & Centres 					The second se
7,0000855000					
a Rents c					E507 Wes
0 Legent 1					See O View
					Electronic de la companya de la comp
					The second s
1				Close	
		AND			
1					

SI. No	Column (Field) Name	Type of Field	Remarks
a) Recovery of loss			I
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
3	Amount	Data entry	Enter Amount
b) Appeal/Revision/Re	view		
1	Appeal/Revision/Review	Drop down	Select Appeal/Revision/Review
2	Remarks	Data entry	Enter Remarks

> **Punishments:** Minor Punishment>Suspension as penalty

			Welcomel AVENUTH NAMASY	и билили (14353240) — 🥬 Log-Out
Einance Department Geo. a betra traces	SR Events O Punishments			
0 - denimination fetty -	Type of Punishment Minor Punsihment	Name of the Punishment	Suspension as penalty	
· PART I. Personal Docain				
> RART 2 Certificate Decels				Seren
IN DATEAUS STREET		or Punishment - Suspension as penalty		d Adian a
 A RART & Lawse Travel Concession Details 	Order No	Order Date		Edd / New /
> PARTY Interest Bearing			e	EducView
Advertise Data is		Suspension Period		
 PART & Group traunance Schema Datalla 	From Date	To Date	1.00	- EXCISION OF
> PART 9 Service Verification	1			Edgy Very
Dealls .				The second second
 PART 10. Departmental Term. Training Details 		Appeal/Revision/Review		Edit/View
> PART 11. Incentives	Appeal/Revision/Review			
· VART 12. Persons Property	Select			the state of the s
> Loain Losgie				Contraction of the second
 View & Carifirm 		Save		2.01 - 10 inc.
o Ricerto c				Estr / View
				Contract of the second
0 Legent				
				E21/Max
				East New York
				EAL MARK
				Edg/View
			Close	
	a contraction and a contraction of the contraction	and the second	and some states a second source of the	

SI. No	Column (Field) Name	Type of Field	Remarks					
a) Suspension as penalty								
1	Order No.	Data entry	Enter Order No.					
2	Order Date	Select box	Select Order Date					
b) Suspension Period								
3	From Date	Select box	Select From Date					
4	To Date	Select box	Select To Date					

c) Appeal/Revision/Review							
1	Appeal/Revision/Review	Drop down	Select Appeal/Revision/Review				
2	Remarks	Data entry	Enter Remarks				

> **Punishments:** Minor Punishment>Stoppage of increment without cumulative effect

				Weitgreet ATCHITA RAMATY	а сымын түнсөөдөөр (19-155-00)
<u> </u>	SR Events O Punis	hments			×
Finance Department Got. at Anthra Padech					-
O effernice Book Entry	Type of	Minor Punsihment	Name of the Punishment	Stoppage of increment \	
) PART L Personal Details	Punishment	Minor Purishment	Nume of the Fullsmiteric	Suppage of increment 1	
 PART 2. Cerufficane Denails 					en ratio
1. IONNY 2.3.2, S. SR Coolina		Minor Punishment - Stoppage of in	crement without cumulative effect		© Action ©
 DART S. Leave Travel Contrasting Details 	Order No	Order Date	No. of incre	ments stopped	BBETWEEN
· DART? Interest Bearing			=		Edt/VerV
Albuirtges Details					Contract of the second
Scheme Details	From Date	Peri	iod To Date		Lar / View
 PART 9. Service Verification Details 	From Date		To Date		Add Vanit
- PART 10, Departmental Texts		-			
A Training Details		Time	Scale		Tour Allen
 PART 31, Incamises 		Fro	NACE.		Edt/Vew)
 PART 12: Perulois Proglocals. 	PRC Type		PRC Year		Edt/VnV
> Luive Lodger	SELECT	•	SELECT	•	Ball (Vonv.
 View & Confirm 	Pay Scale		Basic Pay		
O Reports	SELECT	•		•	
Or Lingson					East View
					Edit/View
					Edit (Very
				Close	Bb/Vev
	15 30/05/1935	Probation Probation Ty	per; Probation	Proceeding No: C3/7353/89, dated.23,01.1996 of	Edi / Vew

SI. No	Column (Field) Name	Type of Field	Remarks
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1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
3	No. of increments stopped	Data entry	Enter No. of increments stopped
b) Period			
1	From Date	Select box	Select From Date
2	To Date	Select box	Select To Date
c) Time Scale			
1	PRC Type	Drop down	Select PRC Type
2	PRC Year	Drop down	Select Year
3	Pay Scale	Drop down	Select Pay Scale
4	Basic Pay	Drop down	Select Basic Pay
5	Rate of Increment	Data entry	Enter Rate of Increment
d) Appeal/Revision/	Review		
1	Appeal/Revision/Review	Drop down	Select Appeal/Revision/Review
2	Remarks	Data entry	Enter Remarks

> **Punishments:** Minor Punishment>Reduction of pay without effect on future increments

Type of Punishme	Minor Punsihment		~	Name of the	e Punishment	Reduction	n of pay without cumulatin
		Minor P	unishment - Reduction o	of pay without cu	mulative effect		
	Order No		Order Date		No. of increments stopped		
				m			
			Per	iod			
	From Date		To Date				
		8		6			
			Time				
	PRC Type		PRC Year		Pay Scale		Basic
	SELECT	~	SELECT	*	SELECT	~	Рау
	PRC Type		Tr PRC Year	a	Pay Scale		Basic
	SELECT		SELECT	V	SELECT	×	Pay

SI. No	Column (Field) Name	Type of Field	Remarks
a) Reduction of pay wi	thout cumulative effect		
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
3	No. of increments stopped	Data entry	Enter No. of increments stopped
b) Period			
1	From Date	Select box	Select From Date
2	To Date	Select box	Select To Date
c) Time Scale		I	
1	PRC Type	Drop down	Select PRC Type

2	PRC Year	Drop down	Select Year
3	Pay Scale	Drop down	Select Pay Scale
4	Basic Pay	Drop down	Select Basic Pay
5	Remarks	Data entry	Enter Remarks

> **Punishments:** Major Punishment>Stoppage of increments with cumulative effect

estoni Detri	Type of Punishment Major	Punishment	Name of the Punishment	Stoppage of increments with	<u>^</u>	
enforte Details					- Charles	
LA.DI Lorent		Major Punishment - Stoppage of i				o Actio
Salas 27444) Innerston Detaile	Order No	Order Date	No. of incr	ements stopped		
Exercise Dearing			-		=	
		Per	iod			
rmin Instanton Channe Dystein	From Date		To Date			
nevice Verification Netalls		8				
Provinternal Trans		Time	Scale			
Training Decision		Fre				
Persión Próposals	PRC Type		PRC Year	11-11		
least in the second	SELECT		SELECT	•		
antern	Pay Scale		Basic Pay			
ini 2	SELECT	•		•		
		T	•			
*.	PRC Type		PRC Year			
	SELECT		SELECT	•		
				head .	100	
				Close		

SI. No	Column (Field) Name	Type of Field	Remarks			
a) Stoppage of increm	nents with cumulative effect					
1	Order No.	Data entry	Enter Order No.			
2	Order Date	Select box	Select Order Date			
3	No. of increments stopped	Data entry	Enter No. of increments stopped			
b) Period						
1	From Date	Select box	Select From Date			
2	To Date	Select box	Select To Date			
c) Time Scale From /	То					
1	PRC Type	Drop down	Select PRC Type			
2	PRC Year	Drop down	Select Year			
3	Pay Scale	Drop down	Select Pay Scale			
4	Basic Pay	Drop down	Select Basic Pay			
5	Rate of Increment	Data entry	Enter Rate of Increment			
d) Appeal/Revision/Re	eview	I	L			
1	Appeal/Revision/Review	Drop down	Select Appeal/Revision/Review			

> **Punishments:** Major Punishment>Reduction of pay with effect on future increments

				Welconel ATTR	0724-1044641994-6	NUMBER (1997)
	SR Events O Punishmen	ts			×	
Construction of the second sec						
0 direct look integ	Type of Punishment	Ifajor Punishment	Name of the Punishment	Reduction of pay with effect	<u>^</u>	
 NATE Resonal Details 	1	- Line				
 PART 2. Constructs Decision 		Hoior Dunichment Backetion of a	ay with effect on future increments			Saute
() Ward 4 5 1 10 Events						a Action a
 PART (Classe Trave) Concernor Details 	Order No	Order Date	No. of stage	s Reduced		
 PART 7. Interest Dearing Advances Dearing 	1		-			
		Per	riod		н	
PAIT & Group Insurance Scheme Details	From Date		To Date			
 RART 9. Service Verification Retails 		8		•		
 Aukt M. Departmental Tests. Transing Depart 		Time	Scale			
a Will II. Interview		Fn	om			
 Will D. Receipt Proposals 	PRC Type		PRC Year	20 - 20		
 K Ladve Ladger 	SELECT	*	SELECT			
 Mex & Certifitti 	Pay Scale		Basic Pay			
	SELECT	-		•		
g lippins -						
0 Geport		1	fø			
	PRC Type	•	PRC Year			
	SELECT	•	SELECT			
				Cose		
	-					
3						

SI. No	Column (Field) Name	Type of Field	Remarks
a) Reduction of pay with	effect on future increments		
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
3	No. of increments stopped	Data entry	Enter No. of increments stopped
b) Period			
1	From Date	Select box	Select From Date

2	To Date	Select box	Select To Date
c) Time Scale From	/ То		
1	PRC Type	C Type Drop down	
2	PRC Year	Drop down	Select Year
3	Pay Scale	Drop down	Select Pay Scale
4	Basic Pay	Drop down	Select Basic Pay
5	Rate of Increment	Data entry	Enter Rate of Increment
d) Appeal/Revision/F	Review		
1	Appeal/Revision/Review	Drop down	Select Appeal/Revision/Review

> **Punishments:** Major Punishment>Reversion to Lower Rank

				Wexcourt AILH	UTA RABAYYA GA	wannaamaa / 9 togout
<u> </u>	SR Events 🛛 Punish	ments			8	
Finance Department Gost of Anthea Fradesh						
0 Senice Sock Erry -	Type of Punishment	Major Punishment 💌	Name of the Punishment	Reversion to Lower Rank	*	
> PART 1, Personal Details	115-01-0	major rumannem		Reversion to Lower Rank		
> PART2. Certificate Details						
 PART 1.4 B 5 57 Events 		Major Punishment - i	Reversion to Lower Rank			o Action o
 PART 6: Leave Travel Concession Details 	Order No		Order Date			
x PART 7. Interest Bearing Advances Detain	1		ROM		E	
A RATTIE Group Insurance	Department		Post			
Scheme Details	SELECT	•	SELECT	-		
 PART 5: Service Verification Details: 			то			
PART 10. Departmental Tests	Department		Post			
 Training Details PART 11, Incentions 	SELECT	•	SELECT	•		
 Print 11, and annual PART 12, Persion Proposals 			e Scale			
() Ease Latger			Form PRC Year			
 View & California 	PRC Type SELECT	-	1	•		
O Resident	Pay Scale		Basic Pay			
o Logar	SELECT	•	and the second sec			
		12 Marcal	То			
	PRC Type		PRC Year		*	
				_		
				Close		

SI. No	Column (Field) Name	Type of Field	Remarks
a) Reversion to Lower Rank			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date

b) From / TO			
1	Department	Drop down	Select Nature of Increment/Incentiv
2	Service Rule	Drop down	Select Service Rule
3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post
c) Time Scale From	n / To		
1	PRC Type	Drop down	Select PRC Type
2	PRC Year	Drop down	Select Year
3	Pay Scale	Drop down	Select Pay Scale
4	Basic Pay	Drop down	Select Basic Pay
5	Pay Fixed at	Data entry	Enter Pay Fixed at
6	Date of Effect	Select box	Select Date of Effect
7	Restoration Date	Select box	Select Restoration Date
d) Appeal/Revision,	/Review	1	
1	Appeal/Revision/Review	Drop down	Select Appeal/Revision/Review

> **Punishments:** Major Punishment>Compulsory Retirement

Department of Anna 2 System	SR Events € Punishm	nents					Welcome Attituta RMA	979 (4844) (11332) (11 2
ias Bask Entry 🚽 👘	Type of Punishment	Major Punishment	•	Name of the Punist	hment	Compulsory Retirement	-	
Fersonal Detailt			- Immed					Simpl
L S. SR Every		Ма	jor Punishment - Co	mpulsory Retirement			- 1	
Anim Travel oncession Details	Order No	Order	Date		Date of Relief / Con	npulsory Retirement		
Namet Refine	Department	Post						144
Grandy Instantitie Schlerber Detailte	SELECT	SEI	LECT	•				
Service Vertication : Desilte :			Time ! Fro				=	1.11 (Lat.)
Departmental Tests Training Details	PRC Type			m PRC Year			_	12.57
locingves	SELECT			SELECT			•	
Parsion Propositio	Pay Scale			Basic Pay				1001
iger i de la companya	SELECT						•	a di second
difirm a								5.000
e 0 /4								Test.
4) (A			Appeal/Revis	ion/Review				i je sener
	Appeal/Revision/Revie	w						
	Select		•					
								E###/
2							Close	THE R
								- (C6) /

SI. No	Column (Field) Name	Type of Field	Remarks
a) Major Punishmer	nt - Compulsory Retirement		
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
3	Date of Relief / Compulsory F	Retiren Select box	Select Date of Relief / Compu
			Retirement

4	Department	Drop down	Select Nature of Increment/Incentiv
5	Service Rule	Drop down	Select Service Rule
6	Class / Branch	Drop down	Select Class / Branch
7	Post	Drop down	Select Post
b) Time Scale From	/ То		
1	PRC Type	Drop down	Select PRC Type
2	PRC Year	Drop down	Select Year
3	Pay Scale	Drop down	Select Pay Scale
4	Basic Pay	Drop down	Select Basic Pay
c) Appeal/Revision/I	Review		
1	Appeal/Revision/Review	Drop down	Select Appeal/Revision/Review

> **Punishments:** Major Punishment>Removal

					Welcomel ATCHUZA RAMATION 64	
Separtment	SR Events O Punishments					
South Times	Type of Punishment Major F	Punishment	Name of the Punishment	Removal		
onal Detain		Mentil				
forte Oxfacts SN Gorris		Major Punis	nment - Removal			
- 274-sel	Order No	Order Date		Sief / Removal		a Action
amon Dynain						
est Denning Ione Decelle	Department	Post				
	SELECT	SELECT				
p Insurance me Details						
ca Varification Is		Tie	ne Scale		E	
wanters) Tess			From			
ening Decarity	PRC Type		PRC Year			
www.	SELECT	-	SELECT		-	
un Frépéraie	Pay Scale		Pay			
	SELECT	-			•	
1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 -						
		Appeal/Re	vision/Review			
	Appeal/Revision/Review	177	1			
	Select				-	
					Close	
1						

SI. No	Column (Field) Name	Type of Field	Remarks
a) Major Punishment - Remova			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
3	Date of Relief / Compulsory Retiren	Select box	Select Date of Relief / Compu
			Retirement

4	Department	Drop down	Select Nature of Increment/Incentiv
5	Service Rule	Drop down	Select Service Rule
6	Class / Branch	Drop down	Select Class / Branch
7	Post	Drop down	Select Post
b) Time Scale From	/ То		
1	PRC Type	Drop down	Select PRC Type
2	PRC Year	Drop down	Select Year
3	Pay Scale	Drop down	Select Pay Scale
4	Basic Pay	Drop down	Select Basic Pay
c) Appeal/Revision/F	Review		
1	Appeal/Revision/Review	Drop down	Select Appeal/Revision/Review

> Punishments: Major Punishment>Dismissal

	SR Events O Punishments			Service of ADDMIGHTER	ан налан (антана) (1, 95, 1- С
interesting of the	Type of Punishment User P	unishment 💌	Name of the Punishment	Cismissal •	
etradama (ager /	neeuwen 🔯	forme of the Pronormality	Udmissel	
onaddae'r ar					law or:
and the second		Major Punishme			A Arme
	Order No	Order Date	Date of Relief / Dem		
and a state of the			8	8	and the second second
Service Service	Department	Post			
State Stat	SELECT	* SELECT	×		and the second se
		Time Sc	**		
Supplement from		From			
Denny Denty	PRC Type		RC Year		Tel 19
a de transmission de la companya de	SELECT	1	SELECT		and the second se
eren brasiset.	Pay Scale	P	lay.		and the second second
	SELECT				
e					and the second se
6	9	Appeal/Revisi	on/Review		And in
	Appeal/Revision/Review				and the second se
	Select				and the second second
		125			
					1 Internet
				Chine -	
				and the second se	

SI. No	Column (Field) Name	Type of Field	Remarks
a) Major Punishment	t - Dismissal		
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
3	Date of Relief / Compulsory Retiren	Select box	Select Date of Relief / Compu
			Retirement
4	Department	Drop down	Select Nature of Increment/Incentiv
5	Service Rule	Drop down	Select Service Rule

6	Class / Branch	Drop down	Select Class / Branch
7	Post	Drop down	Select Post
b) Time Scale From /	То		
1	PRC Type	Drop down	Select PRC Type
2	PRC Year	Drop down	Select Year
3	Pay Scale	Drop down	Select Pay Scale
4	Basic Pay	Drop down	Select Basic Pay
c) Appeal/Revision/R	eview		
1	Appeal/Revision/Review	Drop down	Select Appeal/Revision/Review

SR Event>>Suspensions:

There are two columns under this

a) Suspension Ordered

b) Suspension Regularised

The employee has to select any one of the above two options in the drop down menu and proceed to enter the relevant data relating to Suspension.

> Suspensions: Suspension Ordered.

	Deputation Type			
	Deputation type	Other Govt. Departments/ Office	~	
		Other Govt. De	partments/ Office	
Organisation name				
Order no.			Order date (DD/MM/YYYY)	8
		Period	l Details	
	From		Te	
		•		m
Date of relieving (DD/MM/VYYY)		m	Date of completion (DD/MM/YYYY)	*
Extension date, if any (DD/MM/Y	(YY)	m		
Date of rejoining (DD/MM/YYYY)		m		
		Trans	t period	
oining time availed?	SELECT		 If joining time availed, then no. of days 	
Eligible for transit period?	SELECT		 If Eligible, then no. of days 	
Transit period availed?			If transit availed, then no. of days	

SI. No	Column (Field) Name	Type of Field	Remarks	
a)Suspension Ordere	d	I		
1	Department	Drop down	Select Nature of Increment/Incentiv	
2	Service Rule	Drop down	Select Service Rule	
3	Class / Branch	Drop down	Select Class / Branch	
4	Post	Drop down	Select Post	
5	Order No.	Data entry	Enter Order No.	
6	Order Date	Select box	Select Order Date	
7	Order issuing Authority	Data entry	Enter Order issuing Authority	
8	Date of Relief from Duty (DD/MM/Y	Select box	Select Date of Relief from	
			(DD/MM/YYYY)	

9	Remarks	Data entry	Enter Remarks

Suspensions: Suspension Regularised. \geq

First occupation of the second		Events 🛛 Suspensio	0115					
 HET Press Dept. 		Suspension Date	_	Suspension Details				
I MARE Z. CARINGAN DEGNI		Suspension Date		#		Search :		
Y BARTAN & STORES	i an	From Date		Suspension Period		a Alimi a		
 PART & Leave Traver Concentration Density 	1.00	Reason for suspension		-		Erry Very		
 AARTA: Inferrence Descenting Autocompts Descenting 	(8)					Ket (Mee)		
(j. 2003) A. Germiji Samathina Schurzen Derkela	- 10 C					Edit (Max / 199		
A PART & Govern Verthammer	1#1				jan ja	En (Yes)		
Dentils	(%)	Is it Regularized?	SELECT	F Regularized, then SE	.ECT			
A MAR 10 Opportunities Team		If Not On Duty, whether i	regularized as Leave?	If Not on Duty, then Suspension period	treated as	En l'anna anna		
 AME 31 (execution) AME 32 Provide Proposition 	(.	Ves C No				Edd / View)		
a lane lange	(n)	10		Subsistence Allowance		Edit i View		
4. Onto & Castlern				From	То	En lym.		
o Reports: 1	179	Subsistence Allowance pa	uid 50%					
o tigeri	N.	Subsistence Allowance pa	aid 75%		m	Conv. New .		
	12	Subsistence Allowance pa	aid 25%		6	En vier		
				Save		EN IVAL		
	1					Em West		
	1					Em (Yers)		
	1.16					Constant of the		
	Street B.							
					Close			
)			Column (Field) Name	Type of Field		Remarks	
			1				1	
spension De	etails							Ì

b) Suspension Period

1	Suspension Date	Select box	Select Suspension Date
2	From Date	Select box	Select From Date
3	To Date	Select box	Select To Date
4	Reason for suspension	Data entry	EnterReason for suspension
5	Is it Regularized?	Drop down	Select Is it Regularized?
6	If Regularized, then	Drop down	Select If Regularized, then
7	Proceeding No.	Data entry	Enter Proceeding No.
8	Proceeding Date (DD/MM/YYYY)	Select box	Select Proceeding Date (DD/MM/Y
9	If Not On Duty, whether regularize	Radio button	Click (yes / no) If Not On Duty, wh
	Leave?		regularized as Leave?
10	If Not on Duty, then Suspension	Check box	Check leave category.If Not on
	period treated as		then Suspension period treated as
c) Subsistence Allowa	ance		
1	Subsistence Allowance paid 50%	Select box	Select Subsistence Allowance paid
2	Subsistence Allowance paid 75%	Select box	Select Subsistence Allowance paid
3	Subsistence Allowance paid 25%	Select box	Select Subsistence Allowance paid
4	Remarks	Data entry	Enter Remarks

<u>SR Event>>Relief:</u>

There will be different reasons for relief like Discharge, Termination, Resignation, others (like long leave, training etc..)

Employee / DDO has to select the relevant reason and proceed with the data entry.

➢ <u>Relief:</u>

				Welcome! /	АТСНИТА КАМАУУА GARAPATI (1	43592467 / De Log-
SRI	Events \varTheta Rel	lief			<u></u>	
Finance Department Gove of Andrea Pradects						
D - effervice Book Entry		Date of Relief		1		
PART 1. Personal Details	ł.		1.00			
PART 2. Certificate Details			Relief to take New Post in Governme			
PART 8,44,5, SR Events	Department	SELECT	- Post SELECT	Reason		
PART 6. Leave Travel Concession Details					18	
WRT 7. Interest Bearing	PRC Type		Time Scale	- Interference		
Advances Details	РКС Туре	SELECT	- PRC Year	SELECT	•	
ART 8. Group Insurance Scheme Details	Pay Scale	SELECT	- Pay		•	
ART 9. Service Verification Details			Save			
ART 10. Departmental Tests						
Training Details						
ART 11. Incentives						
UIT 12. Pension Proposals						
ive Ledger						
ew& Confirm						
Reports ×						
Logout						
					Close	
	3 21/06/1993	Change	in Pay Pay Type: Pay Revision Comm	ission Pay Scale: 2195-456	50	

SI. No	Column (Field) Name	Type of Field	Remarks
a) Relief Details			
1	Department	Drop down	Select Nature of Increment/Incentiv
2	Service Rule	Drop down	Select Service Rule
3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post
5	Reason	Data entry	Enter Data entry

b) Time Scale			
1	PRC Type	Drop down	Select PRC Type
2	PRC Year	Drop down	Select Year
3	Apprenticeship (Yes or No)	Drop down	Select Yes or No
4	Remarks	Data entry	Enter Remarks

<u>Reappointment :</u>

When an employee working in department is selected to another post through APPSC / Other Govt. recruiting agency and joins the new Post after relief from the old post, the details relating to change to new job are to be entered under this module.

			ReAp	ppointm	ent Details			
rder No.					Order Date (DD/MM	(mm)		m
ate of Joining (I	DD/MM/YYYY				Joining Time		SELECT	
ature	Permanent			Selection	on by	SELECT		÷
epartment	PRR02-PANCHAYAT RAJ DE	PARTMENT						
ervice Rule	SELECT			Class/	Branch			
ost		1 0		Post Ca	ategory	SELECT	v	
				Times	scale			
RC Type	State	*		PRC Ye	ar	2010		÷
			Apprenticeship (Yes or No)	Sele	ct		*	
emarks								
emarks			Apprenticeship (Yes or No)	Sele	ct		¥	

SI. No	Column (Field) Name	Type of Field	Remarks
a) ReAppointment Details			
1	Order No.	Data entry	Enter Order No.

2	Order Date	Select box	Select Order Date
3	Date of Joining (DD/MM/YYYY)	Select box	Select Date of Joining (DD/MM/YY
4	Joining Time	Select box	Select Joining Time
5	Nature	Read only	Select Nature
6	Selection by	Drop down	Select Selection by
7	Department	Drop down	Select Department
8	Service Rule	Drop down	Select Service Rule
9	Class/ Branch	Drop down	Select Class/ Branch
10	Post Category	Drop down	Select Post Category
11	Post	Drop down	Select Post
b) Time Scale			
12	PRC Type	Drop down	Select PRC Type
13	PRC Year	Drop down	Select PRC Year
14	Apprenticeship (Yes or No)	Drop down	Select Apprenticeship (Yes or No)
15	Remarks	Data entry	Enter Remarks

EL Surrendered

The details of annual Surrender leave availed by the employee every year needs to be entered here. Similarly additional surrender leave

Availed by Police Personnel also need to entered here.

SR Events O EL Surrender		Close

No. of days Sumender	Date of Surrender (DD/MM/YYY)	Leave Availed Per	iar (YYYY) in which EL Su Iod	Year (YYYY)	Leave Type to deducted fro	ibe xm
		SELECT	*	United and inter	SELECT	~
lemarks						

SI. No	Column (Field) Name	Type of Field	Remarks
a) EL Surrender			
1	No. of days Surrender	Data entry	No. of days Surrender
2	Date of Surrender (DD/MM/YYYY)	Data entry	Date of Surrender (DD/MM/YYYY)
3	Leave Availed Period	Drop down	Leave Availed Period
4	Year (YYYY)	Data entry	Year (YYYY)
5	Leave Type to be	Drop down	Leave Type to be
	deducted from		deducted from
6	Remarks	Data entry	Remarks

Repatriation / Surrender

Employees working in foreign service deputation will be either repatriated / surrendered by the foreign employer. Similarly Collector or Other HODs may surrender some of the officers working under them. Such details need to be entered here.

				Repat	triation / S	urrender Details					
Туре	SELEC	π									÷
Order No.						Order Date (D0/M	0477770				m
		R	om			1		î	То		
		Loc	ation					Lor	ation		
State :	Andhra Pradesh	٣	District :	VIZIANAGARAM	~	State:	SELECT	×	District		٣
Mandal:	PUSAPATIREGA	*	Village:	KONADA	*	Mandak		*	Village		×
If DDDCDDE de	es not exists, then enter ell	1's (11-digit	3			If DDOCDDE doe	es not exists, then enter	r all 1's (11-dig)	0		
DDOCODE						DDOCODE					
Org. Unit	SELECT	*	Position	SELECT	÷	Org. Unit	SELECT	Ť	Position	SELECT	÷
Date of Relief						Date of Joining		m			
Remarks											

SI. No	Column (Field) Name	Type of Field	Remarks
a) Repatriation / S	Surrender Details		
1	Туре	Drop down	Select Type
2	Order No.	Data entry	Enter Order No.
3	Order Date	Select box	Select Order Date
b) Repatriation / Surr	ender Details From / To		
1	State	Drop down	Select State
2	District	Drop down	Select District

3	Mandal	Drop down	Select Mandal
4	Village	Drop down	Select Village
5	DDOCODE If DDOCODE does not exists, the all 1's (11-digit)	Data entry en	Enter DDOCODE
6	Position	Drop down	Select Position
7	Date of Relief / Date of Joining	Select box	Select Date of Relief / Date of Joini
8	Remarks	Data entry	Enter Remarks

Re-instatemnet: Suspension Revoked

When the suspension of the employee is revoked and re-instated to duty, such details need to entered here.

		Re-Instate	ment Details		
Reinstatement Type		Suspension Revoked			
Department	PRR02-PANCHAYAT RAJ DEPARTMENT	~	Service Rule	PRR02502-A.P. PANCHAYAT SUBORDINATE SERVICE RULES	*
Gass/ Branch	SELECT		Post	VILLAGE DEVELOPMENT OFFICER	*
Order No.			Order Date (DD/MM/YYY)		m
Order Issuing Authority					
		Office	of joining		1.1
Location Details		Unite	or Josening.		
Scate :	SELECT	÷	District		~
Mandal:		v	Village:		*
PinCode					
Post Details (if DOOCODE do	es not exists, then enter all 1's (11-digit))				
DDOCODE					
Org. Unit	SELECT		Position	SELECT	

SI. No	Column (Field) Name	Type of Field	Remarks
a) Suspension Re	evoked		
1	Reinstatement Type	Drop down	Select Reinstatement Type
2	Department	Drop down	Select Department
3	Service Rule	Drop down	Select Service Rule
4	Class/ Branch	Drop down	Select Class/ Branch
5	Post	Drop down	Select Post
6	Order No.	Data entry	Enter Order No.
7	Order Date	Select box	Select Order Date
8	Order issuing Authority	Text area	Enter Order issuing Authority
b) Location Detai	ls		I
1	State	Drop down	Select State

Prepared by Andhra Pradesh Centre for Financial Systems & Services

2	District	Drop down	Select District
3	Mandal	Drop down	Select Mandal
4	Village	Drop down	Select Village
5	DDOCODE If DDOCODE does not exists, t	Data entry hen	Enter DDOCODE
	all 1's (11-digit)		
6	Org unit	Drop down	Select Org unit
6	Position	Drop down	Select Position
7	Date of Relief / Date of Joining	Select box	Select Date of Relief / Date of Joini
8	Remarks	Data entry	Enter Remarks

Re-instatemnet: Punishment Revoked

When the punishment awarded to an employee is reviewed and revoked / rescinded by the appellate authority, the details need to be Entetred here.

e-Service Book Guidelines

		Re-Instate	ment Details	Ĵ.
leinstatement Type		Punishment Re	voked	*
Panishment Type	SELECT	~	Authority which issued Punishment orders	
Order No.			Order Date (DD/MM//YYY)	
Nuthority which issued evokation orders				
Order No.			Order Date (DD/MM/YYYY)	m
		Office	of Joining	
ocation Details				
itate	SELECT	~	District :	×
Mandal		*	Village	*
%nCode				
Post Details of DDOCODE de	es not exists, then enter all 1's (11-digit))			

SI. No	Column (Field) Name	Type of Field	Remarks
a) Suspension Re	evoked		
1	Reinstatement Type	Drop down	Select Reinstatement Type
2	Punishment Type	Drop down	Select Punishment Type
	Authority which issued Punishme orders	nt Data entry	Enter Authority which issued Punishment orders
3	Order No.	Data entry	Enter Order No.
4	Order Date	Select box	Select Order Date
5	Authority which issued revokation	or Text area	Enter Order issuing Authority
b) Location Detail	ls		
1	State	Drop down	Select State

2	District	Drop down	Select District
3	Mandal	Drop down	Select Mandal
4	Village	Drop down	Select Village
5	DDOCODE If DDOCODE does not exists, all 1's (11-digit)	Data entry then	Enter DDOCODE
6	Org unit	Drop down	Select Org unit
7	Position	Drop down	Select Position
8	Date of Relief / Date of Joining	Select box	Select Date of Relief / Date of Joini
9	Remarks	Data entry	Enter Remarks

Reporting back to Duty

Whenever employee reports back to duty after training, return from long leave, the details need to entered here.

	Reporting back to Duty From		Long leave		
Department	SELECT	*	Service Rule		
Class / Branch			Post	SELECT	
From date			To Date		
Date of Reporting			Order No.		
Order Date					
Remarks					
			ave		
			owe-		

SI. No	Column (Field) Name	Type of Field	Remarks
a) Reporting back	to Duty		
1	Reporting back to Duty From	Drop down	Select Reporting back to Duty From
2	Department	Drop down	Select Department
3	Service Rule	Drop down	Select Service Rule
4	Class/ Branch	Drop down	Select Class/ Branch
5	Post	Drop down	Select Post
6	From date	Select box	Select From date
7	To Date	Select box	Select To Date
8	Date of Reporting	Select box	Select Date of Reporting
9	Order No.	Data entry	Enter Order No.

10	Order Date	Select box	Select Order Date
11	Remarks	Text area	Enter Remarks

Regularisation of absence

When the absence period of the employee arising due to un authorised absence / Strike is regularised as eligible leave / Dies Non The details need to be entered here.

		Regulari	sation of Absence	
Absence Type		SELECT		
Department	SELECT		Service Rule	
Class/ Branch			• Post	
			Period	
From Date (DD/MM/YYYY)			To Date (DD/MM/YYYY)	m
Type of Regularisation	SELECT			24
Remarks .				
		_	Silve	
			Save .	
		-	Save	
		-	Save	
			Save .	

SI. No	Column (Field) Name	Type of Field	Remarks
a) Regularisation of Absence			
1	Absence Type	Drop down	Select Absence Type

2	Department	Drop down	Select Department
3	Service Rule	Drop down	Select Service Rule
4	Class/ Branch	Drop down	Select Class/ Branch
5	Post	Drop down	Select Post
6	From date	Select box	Select From date
7	To Date	Select box	Select To Date
8	Type of Regularisation	Drop down	Select Type of Regularisation
9	Remarks	Data entry	Enter Remarks

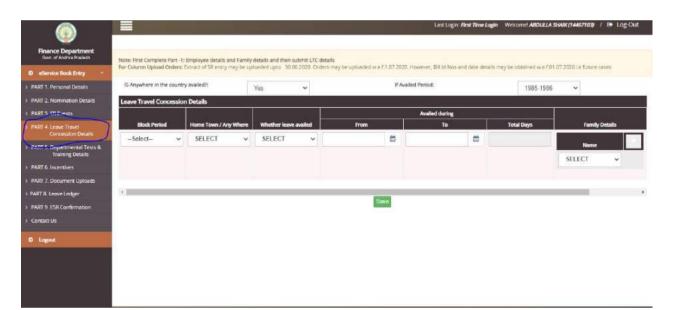
Others (No Impact on Pay)

Miscellaneous entries which does not fit into any of the above events and which does not effect pay are to be entered under this module.

ents 🛛 Others (No Impact o	n Pay)			
Header				
Description				
				9
		Save		

SI. No	Column (Field) Name	Type of Field	Remarks
a) Others (No Impact on Pay)	<u>.</u>		
1	Header	Data entry	Enter Header
2	Description	Data entry	Enter Description

Part 4: Leave Travel Concessions (Last availed only):



SI. No	Column (Field) Name	Type of Field	Remarks
1	IS Anywhere in the country availed	Drop down	Select IS Anywhere in the co
			availed (YES / NO)
2	If Availed Period	Drop down	Select Availed Period Year
3	Block Period	Drop down	Select Block Period
4	Home Town / Any Where	Drop down	Select Home Town / Any Where
5	Whether leave availed	Drop down	Select Whether leave availed
			(YES / NO)
6	Availed during From	Select Box	Select Availed during From
7	Availed during To	Select Box	Select Availed during To
8	Availed during Total Days	Read only	Auto Populate value

9	Family Details	Drop down	Select Family Member Details

Part 5: Departmental Tests & Training:

i. Tests :

و ا					Cast Cognic (1994)	me Login Welcomel ABDULLA SHAIK (1446	7103) / 🕒 Log-
Finance Department Gost of Anchra Pracesh	Tests	Training Details					
O eService Book Entry 💉							
PART 1. Personal Details				usure cases on or after 01.07.2000. Or upto 30.06.2020. For further cases, Le	ders must be uploaded on or after 01.07.2020,Orders must be uploaded H		ored training only
PART 2. Nomination Details	may be entit						
PART 3. SR Events	A. Tests			M. 311			
PART 4. Leave Travel Concession Details	SL No.	Name of the Test	Name of the Exam	Hall Ticket Number	Exam Date	Date of Passing	Add Row
PART 5. Departmental Tests & Training Details	1					E	
PART 6. Incentives							Sav
PART 7. Document Uploads							
PART 8. Loave Ledger							
PART 9. ESR Confirmation							
Contact Us							
O Logout							

SI. No	Column (Field) Name	Type of Field	Remarks
A. Tests			
1	Name of the Test	Data Entry	Enter Name of the Test
2	Name of the Exam	Data Entry	Enter Name of the Exam
3	Hall Ticket Number	Data Entry	Enter Hall Ticket Number
4	Exam Date	Select Box	Select Exam Date
5	Date of Passing	Select Box	Select Date of Passing

ii. Training Details :

۲						rası mênir ba	N HINE LUGH THE COME ADDIVILL	אנימר נאייון אנימר א	1 CF LUGN
Finance Department Gov. of Andhra Pradash	Test	ts Training Details							
eService Book Entry *	-								
ART 1. Personal Details			be uploaded upto date. For future o to trainitis may be uploaded upto 3			nt be oploaded her 01.07.2020,Orders must be opload	11 lowever compulsory training a		
ART 2. Nomination Details	THEY BE C								
ART 5. SR Events			34	9.5.	B. Trainin	g Details			16- ⁻
ART 4. Leave Travel				Loca	ition	Period of T	raining		
Concession Details	Si.no	Name of the Training	Name of the Training Institute	Country	State District	From Date (DD/MM/YYYY)	To Date (DD/MM/YYYY)	Remarks, if any	Add Row
ART 5. Departmental Tests & Training Details	1			Select V		m	0		
ART 6. Incentives									-
ART 7. Document Uploads									Save
ART & Leave Ledger									
ART 9. ESR Confirmation									
fontact Us									

SI. No	Column (Field) Name	Type of Field	Remarks
B. Training Details			
1	Name of the Training	Data Entry	Enter Name of the Training
2	Name of the Training Institute	Data Entry	Enter Name of the Training Institut
3	Country	Drop down	Select Country
4	State	Drop down	Select State
5	District	Drop down	Select District
6	Period of Training From Date	Select Box	Select Period of Training From Dat
7	Period of Training To Date	Select Box	Select Period of Training To Date
8	Remarks, if any	Data Entry	Enter Remarks, if any

Part 6: Incentives/Awards/Rewards/Seva Patakam:

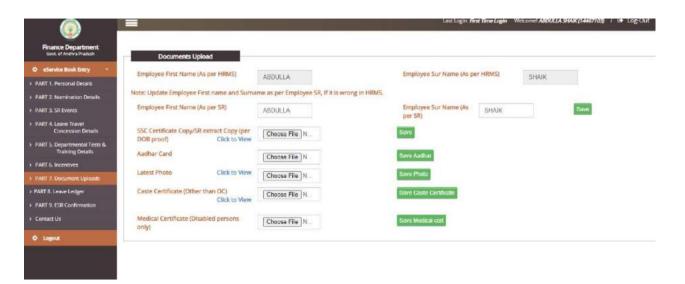
	ince	entives/Awards/Rewa	ards/Seva Patakam							
Finance Department Govt. of Andria Prodech	1. 110.0		The second s							
O eService Book Entry 💉	loceoti	ves/Awards/Rewards	s/Seva Patakam if any							
PART 1. Personal Details	incenta.	Arientetanen er				Period				
PART 2. Nomination Details			Type of Incentive/Awards/Seva	Amount (Amount in			Till date	Details about the		
PART 3. SR Events	Sl.no	Sanctioned Date	Patakam	Rupees)	From Date	(Ves/No)	To Date	incentive/Awards	Upload Orders	Add B
PART 4. Leave Travel Concession Details	1	•	Select v		c				Choose File No file chosen	
PART 5. Departmental Tests & Training Details	30									Save
CONTRACTOR OF A CONTRACTOR OFTA CONTRACTOR OFT										Salve
PAHI & Incentives										
PART 7 Document Uploads										
PART 7. Document Upiloads ART 8. Leave Ledger										
PART 6. Incentives PART 7. Document Uploads PART 8. Leave Ledger PART 9. ESR Confirmation Contact Un										

SI. No	Column (Field) Name	Type of Field	Remarks
1	Sanctioned Date	Select box	Select Sanctioned Date
2	Type of Incentive/Awards/	Drop down	Select Type of Incentive/Awards/
	Seva Patakam		Seva Patakam
3	Amount	Data Entry	Enter Amount
4	PeriodFrom Date	Select box	Select Period From Date
5	Period Till date (Yes/No)	Drop down	Select Period Till date (Yes/No)
6	Period To Date	Select box	Select Period To Date
7	Details about the Incentive/Awards	Data Entry	Enter Details about the Incenti
			Awards

Part 7: Employee Uploads:

User has to click on '**Employee Uploads**' sub menu item under e-Service Book entry menu item to upload Latest Photo, Aadhar card Scanned Copy, SSC certificate or SR extract page for proof of Date of Birth, Caste Certificate(if Otherthan OC), Medical Certificate (if employee disabled) as shown below.

User can made any correction in Employee First name, surname displayed as per HRMS. (note: first name, surname can update as per SR only)



SI. No	Column (Field) Name	Type of Field	Remarks
<u>1</u>	SSC Certificate Copy/SR extract Copy (per DOB proof)	Choose File	Upload SSC Certificate Copy/SR extract Copy (per DOB proof)
2	Aadhar Card	Choose File	Upload Aadhar Card
3	Latest Photo	Choose File	Upload Latest Photo
4	Caste Certificate (Other than OC)	Choose File	Upload Caste Certificate (Other than OC)

5	Medical Certificate (Disabled	Choose File	Upload Medical Certificate
	persons only)		(Disabled persons only)

Part 8: Leave Ledger

Leave accounts relating to different types of leaves are to be entered manually and finally the leave balance appearing in the leave ledger

Need to be tallied with the leave balance displayed in the physical SR.

e-Service Book Guidelines

	and the second second					Last Logi	n: First Time Lagin Welcome!	AUDULLA SHA	K (14467103) / 8+ L	.og Out
	Leave Ledger									
Finance Department Govt. of Andhra Pradesh	Leave Type	EL.		~						
O sService Book Entry ~		SELECT								_
PART 1. Personal Details		Compensatory EL fo				e, JAN-JUN and JUL-DEQ fr				
PART 2. Nomination Details		Samaikyandhra Lea Child Care Leave for	ve for Teachers · Female Employees	od: 01/	01/1111 to 30/06/1111 ar	nd for JUL-DEC period: 01/0	2/11/17 10 31/12/11/1	r r	Balance of Leave	
PART 3. SR Events	From Dat	Additional Leave for HPL	Police	od Iys)	Compensatory (in days)	EL Leaves Credito (In days)	ed Total EL Earned (in days)	Leaves Availed	at credit (in days)	Actio
PART 4. Leave Travel Concession Details		Child Care Leave		et al.	Unit Galification	(in adya)	(in adja)		gir daysy	Picot
PART 5. Departmental Tests 8. Training Details					Save					
PART 6. Incentives										
PART 7. Document Uploads										
PART II. Leave Ledger										
PART 9. ESR Confirmation										
Contect Us										
O Lagout										

SI. No	Column (Field) Name	Type of Field	Remarks
I) EL			
1	SR Entry Date	Select Box	Select SR Entry Date
2	Leaves Earned From Date	Select Box	Select Leaves Earned From Date
3	Leaves Earned To Date	Select Box	Select Leaves Earned To Date
4	Leave Type	Drop down	Select Leave Type
5	No. of days Leaves Earned	Data Entry	Enter No. of days Leaves Earned
6	Leaves at Credit	Data Entry	Enter Leaves at Credit
7	Leaves Availed From Date	Select Box	Select Leaves Availed From Date
8	Leaves Availed To Date	Select Box	Select Leaves Availed To Date
9	EL Type	Drop down	Select EL Type

10	No. of days	Data Entry	Enter No. of days
11	No. of days Leaves Balance	Data Entry	Enter No. of days Leaves
			Balance
2) Samaikyandhra L	eave for Teachers		
1	Date of Sanction / SR Entry date	Select Box	Select Date of Sanction / SR
			Entry date
2	No. of days Worked From Date	Select Box	Select No. of days Worked From
			Date
3	No. of days Worked To Date	Select Box	Select No. of days Worked To
			Date
4	No. of days Leave Credit	Data Entry	Enter No. of days Leave Credit
5	No. of days Leave Availed	Data Entry	Enter No. of days Leave Availed
6	No. of days Balance	Data Entry	Enter No. of days Balance
3) Addition Leave fo	r police		
1	Date of Sanction / SR Entry date	Select Box	Select Date of Sanction / SR
			Entry date
2	Working Period	Drop down	Select Working Period
3	No. of days Leave Sanctioned	Data Entry	Enter No. of days Leave
			Sanctioned
4) Child Care Leave	for Female Employees		
1	Working Period From Date	Select box	Select Working Period From Date
2	Working Period To Date	Select box	Select Working Period To Date
3	No. of days CCL Sanctioned	Data Entry	Enter No. of days CCL
			Sanctioned
4	Date of Sanction / SR Entry date	Select box	Select Date of Sanction / SR
			Entry date
5)HPL			
1	LENGTH OF SERVICE From	Select box	Select LENGTH OF SERVICE
	Date		From Date
2	LENGTH OF SERVICE To Date	Select box	Select LENGTH OF SERVICE
			To Date
3	NO.OF COMPLETED YEARS	Data Entry	Enter NO.OF COMPLETED
	OF SERVICE		YEARS OF SERVICE
4	LEAVES EARNED (IN DAYS)	Data Entry	Enter LEAVES EARNED (IN
		-	DAYS)

5	LEAVES AT CREDIT (IN DAYS)	Data Entry	Enter LEAVES AT CREDIT (IN DAYS)
6	LEAVE ON PRIVATE AFFAIRS OR ON MEDICAL CERTIFICATE From Date	Select box	Select LEAVE ON PRIVATE AFFAIRS OR ON MEDICAL CERTIFICATE From Date
7	LEAVE ON PRIVATE AFFAIRS OR ON MEDICAL CERTIFICATE To Date	Select box	Select LEAVE ON PRIVATE AFFAIRS OR ON MEDICAL CERTIFICATE To Date
8	LEAVE ON PRIVATE AFFAIRS OR ON MEDICAL CERTIFICATE No. of days	Data Entry	Enter LEAVE ON PRIVATE AFFAIRS OR ON MEDICAL CERTIFICATE No. of days
9	COMMUTED LEAVE ON M.C ON FULL PAY From Date	Select box	Select COMMUTED LEAVE ON M.C ON FULL PAY From Date
10	COMMUTED LEAVE ON M.C ON FULL PAY To Date	Select box	Select COMMUTED LEAVE ON M.C ON FULL PAY To Date
11	COMMUTED LEAVE ON M.C ON FULL PAY No. of days	Data Entry	Enter COMMUTED LEAVE ON M.C ON FULL PAY No. of days
12	COMMUNTED LEAVE CONVERTED INTO HALF PAY LEAVE TWICE OF COL.7	Data Entry	Enter COMMUNTED LEAVE CONVERTED INTO HALF PAY LEAVE TWICE OF COL.7

Confirm SR Data:

1

Employe	Status						
Chipioya							
Name	ABDULLA SHAIK						
Date of Birth	07/06/1994		/	5-2			
Date of Joining	07/05/2018			$\langle \rangle$			
CFMS ID	14467103						
Status	Active			111 111			
Department	Director General & Inspec	ctor General of Police					
Employee	ESR Final Confirmation						
1000000-0000000000000000000000000000000							
	ot Completed / Confirmation Pendir	ng / Service Book Copy not uploaded					
ESK Data Entry N							
	ervice Book Copy						
	ervice Book Copy	ad Gervine Black Copy Click to	View Uploaded Service Book C	ору			
Upload S	ervice Book Copy	ed Genwer David Carry Click to	View Uploaded Service Book C	ору			
Upload S Choose File N	ervice Book Copy	el Genne Deal Geyr Click to	View Uploaded Service Book C	ору			
Upload S Choose File N	rvice Book Copy			opy			
Upload S Choose File N	rvice Book Copy	Al Economic Doub Clear Click to Verthy from Part 11 and Confirm the Est Action	R Detalli	opy finned 🜠 Not Confirmed 🔀			
Upload S Choose File N Employee	ESR Part Wee Confirmation	Verify from Fast 1 to Part 11 and Confirm the ES	R Details Co ation Details Address				
Upload S Choose File N Employee Not	ESR Part Wise Confirmation MAT NAME Details Basic Details Det	Methy Rom First 1 to Part 13 and Confirm the EX Action Photo Details Family Details Educt	R Details Con ation Details Address Details	frmed V Not Confirmed V forme Town Account betails Details			
Upload S Choose File N Employee PART NO. 1 Personal	ESR Part Wise Confirmation ESR Part Wise Confirmation MART NAME Details EDetails EDe	Verity from Fart 1 to Part 11 and Confirm the EX Action Photo Details Family Details Educi	R Details Cor ation Details Address Details Southing	frmed V Not Confirmed V forme Town Account betails Details		Remarks	

• In this sub menu, employee can view all the filled parts in a tabular form. Employee has to visit each tab and confirm the details Part wise. Respective screens are shown below.

Choose File

Upload Service Book Copy

- If any field is unfilled, system throws an alert stating the employee to fill the respective fields. Then employee has to add the service details through eService register parts and save the data.
- The employee can edit the service details any point of time only before his / her details are being confirmed by the respective DDO. If DDO & Head Office confirms the service details of the employees then no modifications are allowed at any given

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