



**Mobile Number
Updation through DDO login**

**Regular Employee's
Mobile Number Updation through DDO login**

Step 1:



FINANCE DEPARTMENT
GOVT. OF ANDHRA PRADESH

Know Your CFMS ID GOs, Circulars, Memos Budget 2023-24

Login

Sign in

[Forgot Password ?](#)

Download Employee Mobile APP (HERB)

Note:

1. Monthly regular salary bill submissions (including Outsourced in APCOS portal) are allowed from the 16th to the 25th as per schedule.
2. Bill Submission is not permitted after 25th.

Open herb.apcfss.in/login and sign in using the DDO credentials.

Step 2:



Dashboard

ESS HR & Payroll Master Data Budget 2023-24

Instructions:

Verification of qualifying service after 25 years service:

1. Where a Government servant completes twenty-five years of service or is left with five years of service before the date of retirement the Head of Office or Department concerned, as the case may be, shall send the service particulars to the Accountant-General who shall verify them in accordance with the rules for the time being in force, determine the qualifying service and record a certificate that the service up to the specified date has been accepted in audit for purposes of finalization and communicate the period of qualifying service so determined.

2. In the case of Class IV and other low paid Government servants of equivalent rank the Head of the Office shall verify the service particulars as indicated in sub-rule (1) and record a certificate in the service book of the employee as per the said sub-rule.

3. The provisions referred to in sub-rule (1) and (2) shall be subject to final verification of qualifying service which shall be made at the time of retirement of the Government servant.

Employees: 12

Employee Self Services

Employee Pay Slip Personal Details Personal IDs (Aadhar/PAN/Mobile/etc.) Bank Account Details

apcfss

The following dashboard will appear upon logging in.

Step 3:



Dashboard

ESS HR & Payroll Master Data Budget 2023-24

Instructions:

Verification of qualifying service after 25 years service:

1. Where a Government servant completes twenty-five years of service or is left with five years of service before the date of retirement the Head of Office or the Accountant-General, as the case may be, shall send the service particulars to the Accountant-General who shall verify them in accordance with the rules for the determination of the qualifying service and record a certificate that the service up to the specified date has been accepted in audit for purposes of the period of qualifying service so determined.

2. In the case of other low paid Government servants of equivalent rank the Head of the Office shall verify the service particulars as indicated in sub-rule (1) and (2) shall be subject to final verification of qualifying service which shall be made at the time of retirement of the

Employee Master Data Add New Employee Add New Volunteer Add Elected Representatives

Click on Master Data. Under Master Data, a Master Data Updation menu will appear and click on "Employee Master Data" to update the data of an employee.

Step 4:



Click on either CFMS Id or HRMS Id.

Employee Master Data Update

Instructions:

1. Drawing & Disbursing officer can update the master data (Le Aadhar Number, Bank Account Details, Mobile Number, PAN Number, APGLU, ZP-GPF, AIS, Date of Birth) of all employees drawing salary under his ddocode. The same data will be updated in CFMS. (ಛಾಯಾಂಕ & ರೆಸ್ಟ್ರಿಕ್ಟಿಂಗ್ ಅಧಿನೆರ ತನ ddocode ಕ್ರೆಂದ ತತಂ ತಿಸುಕುನೆ ಅದ್ವೇಗುಲಂದರಿ ಮಾಫರೆ ರೇಲಾನು (ಅಂಕು ಆದಾರ್ ನಂಬರ್, ಬ್ಯಾಂಕ್ ಖಾಶಾ ವಿನರಾಲು, ಮೊಬೈಲ್ ನಂಬರ್, PAN ನಂಬರ್, APGLU, ZP-GPF, AIS, ಪುಳಿನ ತೆದ) ಅನೇಶೆತ್ ರೆಯನಮ್ತು, ಅದೇ ರೇಲಾ CFMSಲೆ ಅನೇಶೆತ್ ರೆಯಬರುತುಂದರಿ)

CFMS Id HRMS Id

Employee id:*
Enter Employee Id

Get Data Previous History

Step 5:

Enter the relevant employee Id and click on Get Data.

Employee Master Data Update

Instructions:

1. Drawing & Disbursing officer can update the master data (Le Aadhar Number, Bank Account Details, Mobile Number, PAN Number, APGLU, ZP-GPF, AIS, Date of Birth) of all employees drawing salary under his ddocode. The same data will be updated in CFMS. (ಛಾಯಾಂಕ & ರೆಸ್ಟ್ರಿಕ್ಟಿಂಗ್ ಅಧಿನೆರ ತನ ddocode ಕ್ರೆಂದ ತತಂ ತಿಸುಕುನೆ ಅದ್ವೇಗುಲಂದರಿ ಮಾಫರೆ ರೇಲಾನು (ಅಂಕು ಆದಾರ್ ನಂಬರ್, ಬ್ಯಾಂಕ್ ಖಾಶಾ ವಿನರಾಲು, ಮೊಬೈಲ್ ನಂಬರ್, PAN ನಂಬರ್, APGLU, ZP-GPF, AIS, ಪುಳಿನ ತೆದ) ಅನೇಶೆತ್ ರೆಯನಮ್ತು, ಅದೇ ರೇಲಾ CFMSಲೆ ಅನೇಶೆತ್ ರೆಯಬರುತುಂದರಿ)

CFMS Id HRMS Id

Employee id:*
14277645

Get Data Previous History

Step 6:



New Tab x +

herb.apctss.in/login

Employee Master Data Update

Instructions:
1. Drawing & Disbursing officer can update the master data (i.e Aadhar Number, Bank Account Details, Mobile Number, PAN Number, APGLI, ZP-GPF, AIS, Date of Birth) of all employees drawing salary under his ddocode . The same data will be updated in CFMS.. (ద్రాయింగ్ & డిస్బర్సింగ్ అఫీసర్ తన ddocode క్రింద జతం తీసుకునే ఉద్యోగులందరి మాస్టర్ డేటాను (అంటే ఆధార్ నంబర్, బ్యాంక్ ఖాతా వివరాలు, మొబైల్ నంబర్, PAN నంబర్, APGLI, ZP-GPF, AIS, పుట్టిన తేదీ) అప్డేట్ చేయవచ్చు. అదే డేటా CFMSలో అప్డేట్ చేయబడుతుంది)

CFMS Id HRMS Id

Employee Id:*
14129564

Get Data **Previous History**

CFMS ID: 14129564	EMPLOYEE NAME: VIJAY BABU RAMISETTY
AADHAR NUMBER: 922856676000	PAN NUMBER: AMFPR8461F
AIS NUMBER:	MOBILE NUMBER: 9848341439
BANK ACCOUNT NUMBER: 30271215708	

SELECT CATEGORY TO UPDATE

Aadhaar Number Bank Account Details Mobile Number PAN Number APGLI Number ZPGPF Number AIS Number DOB

The data of the employee will be displayed as follows

Step 7:



New Tab x +

herb.apctss.in/login

Employee Master Data Update

Instructions:
1. Drawing & Disbursing officer can update the master data (Le Aadhar Number, Bank Account Details, Mobile Number, PAN Number, APGLI, ZP-GPF, AIS, Date of Birth) of all employees drawing salary under his ddocode . The same data will be updated in CFMS.. (డ్రాయింగ్ & డిస్బర్సింగ్ అఫీసర్ తన ddocode క్రింద జతం తీసుకునే ఉద్యోగులందరి మాస్టర్ డేటాను (అంటే ఆధార్ నంబర్, బ్యాంక్ ఖాతా వివరాలు, మొదలైతే నంబర్, PAN నంబర్, APGLI, ZP-GPF, AIS, వుల్టిన నెంబర్) అప్డేట్ చేయవచ్చు. అదే డేటా CFMSలో అప్డేట్ చేయబడుతుంది.)

Employee Id:*
14129564

Get Data **Previous History**

CFMS ID : 14129564
AADHAR NUMBER: 922856676000
AIS NUMBER:
BANK ACCOUNT NUMBER: 30271215708

EMPLOYEE NAME : VIJAY BABU RAMISETTY
PAN NUMBER: AMFPR8461F
MOBILE NUMBER: 9848341439

SELECT CATEGORY TO UPDATE

Aadhaar Number Bank Account Details Mobile Number PAN Number APGLI Number ZPGPF Number AIS Number DOB

Mobile No:*
Enter Mobile No

Submit with Biometric

Under "Select Category to Update", Click on Mobile Number. Enter the Mobile Number and click "Submit with Biometric" to complete the updation process.

**Outsourcing Employee's
Mobile Number Updation through DDO login**

Step 1:



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APCOS ANDHRA PRADESH CORPORATION FOR OUTSOURCED SERVICES

APCOS OFFICIALS LOGIN

Monthly regular outsourced salary bill submissions are allowed from the 16th to the 25th as per schedule.
Bill Submission is not permitted after 25th for any reason.

GAD01

Log In

✎ Forgot Password? ✎ Register?

Open apcosapp.apcfss.in/Login.do and log in using the DDO credentials.

Step 2:



The screenshot shows the APCOS (Andhra Pradesh Corporation for Outsourced Services) web portal. The header includes the APCOS logo and the text "ANDHRA PRADESH CORPORATION FOR OUTSOURCED SERVICES". The navigation bar contains links for Home, Add New/Update Candidate, Rejected Candidates for PIL, Submit Indent, Payments, Reports, Download PIL, Helpdesk, and Logout. A dropdown menu is open under "Add New/Update Candidate", listing options: Add New/Update Candidate, Submit EPF Details(Family & Nominee Details), Update Candidate Bank Account Details, Update ESI Number, Update Mobile Number, and Update EPF Number. The "Update Mobile Number" option is highlighted. The main content area displays a message: "allowed from the 16th to the 25th as per schedule. Bill Submission is not permitted after September 25th for any". Below this, there is a section titled "Bill Submission" with instructions: "(HOA) and map to candidates in respective screen (i.e. Payments >> Submit DDO Code & HOA)". A pink box contains instructions: "Instructions: Before entering the attendance for placed candidates, Please ensure the correctness of the following. • 1) Monthly Remuneration of candidate as per sanctioned order • 2) Bank Account Details of the candidate Please make necessary corrections in the above details in case of any disturbances." At the bottom, a line of text reads: "Intimation letters generated and CFMS Beneficiary ID created only visible for Attendance Submission."

Step 2: Click on "Add New / Update Candidate" and from the drop-down menu, select "Update Mobile Number".

Step 3:



New Tab x +

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Other bookmarks

APCOS ANDHRA PRADESH CORPORATION FOR OUTSOURCED SERVICES

Home Add New/Update Candidate Rejected Candidates for PIL Submit Indent Payments Reports Download PIL Helpdesk Logout

Update Candidate Mobile Number Details Home / Mobile Number Details

Sl No.	Candidate ID	Name	Date of birth (DD/MM/YYYY)	Mobile Number	Gender	Update Mobile Number
1.	212088650	BATTINI SILPA	01/01/1989	8712126124	FEMALE	
		CHA	06/05/1979	9133466211	MALE	
		GAM	08/10/1995	9642524054	MALE	
			06/11/1989	9573129177	MALE	
			01/01/1986	8790039107	MALE	
			11/06/1995	9398779633	MALE	
7.	206670641	SRINU BHANAVATH	26/07/1982	9550815877	MALE	
8.	206785445	LAKSHMINARASIAH GAJULA	06/10/1986	9297153516	MALE	
9.	213354062	ANJANEYULU P	13/08/1998	9640374396	MALE	
10.	105673620	DURGA RAO TUMMATI	06/08/1986	9912124396	MALE	

Activate windows
Go to Settings to activate Windows.

Step 3: All the employees assigned to the respective DDO will be shown. Click the "Edit" option associated with the specific employee whose mobile number should be updated.

Step 4:



New Tab x +

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Other bookmarks

APCOS ANDHRA PRADESH CORPORATION FOR OUTSOURCED SERVICES

[Home](#) [Add New/Update Candidate](#) [Rejected Candidates for PIL](#) [Submit Indent](#) [Payments](#) [Reports](#) [Download PIL](#) [Helpdesk](#) [Logout](#)

Update Candidate Mobile Number Details Home / Mobile Number Details

Update Mobile Number

DDO Code : 27001701025 Candidate Name : BATTINI SILPA

Mobile Number.

Select BioMetric Device :

---SELECT---

Step 4: Enter the new mobile number, select the Biometric Device and authenticate to complete the mobile number updation process.

**Contract Employee's
Mobile Number Updation through DDO login**

Step 1:



FINANCE DEPARTMENT
GOVT. OF ANDHRA PRADESH

Know Your CFMS ID GOs, Circulars, Memos Budget 2023-24

Login

User ID

Password

Sign in

[Forgot Password ?](#)

Download Employee Mobile APP (HERB)

Note:

1. Monthly regular salary bill submissions (including Outsourced in APCOS portal) are allowed from the 16th to the 25th as per schedule.
2. Bill Submission is not permitted after 25th.

Open herb.apcfss.in/login and sign in using the DDO credentials.

Step 2:



FINANCE DEPARTMENT
GOVT. OF ANDHRA PRADESH

Welcome: VENKATA RAMANA CHATAKUNTA (14407837) -

Dashboard

- ESS
- HR & Payroll**
- Master Data
- Budget 2023-24

Instructions:

service after 25 years service:
...ant completes twenty-five years of service or is left with five years of service before the date of retirement the Head of Office or ...s the case may be, shall send the service particulars to the Accountant-General who shall verify them in accordance with the rules for the ...mine the qualifying service and record a certificate that the service up to the specified date has been accepted in audit for purposes of ...te the period of qualifying service so determined.
...d other low paid Government servants of equivalent rank the Head of the Office shall verify the service particulars as indicated in sub-rule ...e in the service book of the employee as per the said sub-rule.

3. Verification referred to in sub-rule (1) and (2) shall be subject to final verification of qualifying service which shall be made at the time of retirement of the Government servant.

No. of Employees: 52

Step 2: The following dashboard will appear upon logging in. In the dashboard, click on HR & Payroll.

Step 3:



The screenshot shows a web browser window with the following elements:

- Browser tabs: New Tab
- Address bar: Google search bar
- Page Header: FINANCE DEPARTMENT GOVT. OF ANDHRA PRADESH
- User Greeting: Welcome: VENKATA RAMANA CHATAKUNTA (14407837)
- Section Title: Master Data
- Grid of 12 options, each with a right-pointing arrow icon:
 - Employee Updation
 - Re Hire (Re Joining)
 - Transfer In
 - FAC-OUT
 - Transfer Out
 - CFMS Actions (RETIRED/SUSPENSION/LEAVE)
 - Fac In
 - Wrong Basic Pay Fixation (RPS-2022) Requests Confirmation
 - Wrong Basic Pay Fixation (RPS-2022) Corrections
 - Date of Joining (DOJ/DOJP) Corrections
 - Date of Joining (DOJ/DOJP) Confirm
 - Contract Employees Mobile Number Updation

Step 3: Scroll down and under Master Data, click on "Contract Employees Mobile Number Updation".

Activate Windows

Step 4:



FINANCE DEPARTMENT
GOVT. OF ANDHRA PRADESH

VENKATA RAMANA CHATAKUNTA (14407837)

Update Contract Employees Mobile Number

DDOCODE:*

27000705001---PAY AND ACCOUNTS OFFICE CAPITAL REGION

Submit

27000705001---PAY AND ACCOUNTS OFFICE CAPITAL REGION

Step 4: Select the DDO code in the drop-down menu and click Submit to display the employees mapped to the DDO.

Step 5:



FINANCE DEPARTMENT
GOVT. OF ANDHRA PRADESH

VENKATA RAMANA CHATAKUNTA (14407837)

Update Contract Employees Mobile Number

DDOCODE:*

27000702001---DIRECTORATE OF TREASURIES AND ACCOUNTS

Total Employees

Search

S.No	Beneficiary Id	Employee Name	Mobile No	Update
1	80049583	. B V S KAMA RAJU	<input type="text"/>	<input type="button" value="🔒"/>
2	1002544417	S VISWANADHA SARMA	<input type="text"/>	<input type="button" value="🔒"/>
		. M V RAMANA MURTHY	<input type="text"/>	<input type="button" value="🔒"/>
		. MUMA MAHESWARA SARMA	<input type="text"/>	<input type="button" value="🔒"/>
		BATCHU NAGA CHANDRAIAH	<input type="text"/>	<input type="button" value="🔒"/>
		. PURNA CHANDRA RAO P	<input type="text"/>	<input type="button" value="🔒"/>
		BHOGARAJU RAVI PRASAD	<input type="text"/>	<input type="button" value="🔒"/>
		BABILLI VENKATA BHOGA RAO	<input type="text"/>	<input type="button" value="🔒"/>

Step 5: From the list of employees mapped, enter the new mobile number of the employee and click the update option to complete the mobile number updation process.



Thank You