

DDO Name	DHANALAKSHMI DEVARAKONDA	DDO CFMS ID	14367044
PROFORMA ON REQUEST FOR NEW EMPLOYEE ID/ CFMS ID			
* fields are mandatory			
Title: *	<input type="text" value="SELECT"/> <ul style="list-style-type: none"> Kr Smt Sri Prof Ms Dr 	First Name: * (as per Service Register of the Employee)	<input type="text"/>
		Surname Name: * (as per Service Register of the Employee)	<input type="text"/>
Father Name : *	<input type="text"/>	Date of Birth: * (DD/MM/YYYY)	<input type="text"/>
Gender : *	<input type="text" value="SELECT"/>	Date of Joining into Service : * (DD/MM/YYYY)	<input type="text"/>
Marital Status : *	<input type="text" value="SELECT"/>	If Married, Spouse Name :	<input type="text"/>
DDO Code : *	<input type="text" value="SELECT"/>	Unit/ Office Name : *	<input type="text" value="SELECT"/>
Position Name : *	<input type="text" value="SELECT"/>		
Payroll Area : *	<input type="text" value="SELECT"/>	HRMS ID, if available : * (7 digit)	<input type="text"/>
STO Code : *		Approval Authority :	<input type="text"/>
GO Date : * (DD/MM/YYYY)	<input type="text"/>	GO No. :	<input type="text"/>
House No :	<input type="text"/>	Landmark/CO :	<input type="text"/>
Street name :	<input type="text"/>	Postal Code : *	<input type="text"/>
State : *	Andhra Pradesh	District : *	<input type="text" value="SELECT"/>
Mandal :	<input type="text" value="SELECT"/>	Village :	<input type="text" value="SELECT"/>
Hamlet :	<input type="text"/>	Assembly :	<input type="text" value="SELECT"/>

Email : *	<input type="text"/>	Telephone No. : *	<input type="text"/>
Bank IFSC Code : *	<input type="text"/>	Bank Account Number : *	<input type="text"/>
Aadhar No. : *	<input type="text"/>	PAN No. :	<input type="text"/>
Reason for Adding Employee : *	SELECT ▼	Sub Reason for Adding Employee : *	SELECT ▼
Department : *	SELECT ▼	Office Level : *	SELECT ▼
Employee Group : *	SELECT ▼	Employee Sub Group : *	SELECT ▼
Joining Letter/ Order Copy : * (Pdf or Image - file size limit 512 kb) (Attach a copy of Appointment Order & Joining Report)	<input type="button" value="Choose File"/> No file chosen	Attach Copy of Bank Pass Book : * (Pdf or Image - file size limit 512 kb)	<input type="button" value="Choose File"/> No file chosen
Attach Copy of Aadhar Card : * (Pdf or Image - file size limit 512 kb)	<input type="button" value="Choose File"/> No file chosen	Attach Copy of PAN Card : * (Pdf or Image - file size limit 512 kb)	<input type="button" value="Choose File"/> No file chosen
<ul style="list-style-type: none"> • DDO Aadhar need to Authenticated to submit New Employee Data • Select the BioMetric Device • If Aadhar BioMetric Authentication is successful, then Employee data is allowed to submit 			
Select BioMetric Device :	SELECT ▼	<input type="button" value="Authenticate"/>	
			<input type="button" value="Submit"/>