

PROCEEDINGS OF THE COMMISSIONER OF SCHOOL EDUCATION
ANDHRA PRDAESH::IBRAHIMPATNAM::AMARAVATI
Present: K.Sandhya Rani, I.Po.S.

Rc.No.734 /PS-I/2018

Dated:10-07-2018

Sub:- School Education -Aided-Rationalization of DDO Codes of Aided institutions under school Education Department for implementation of CFMS - furnish the all Correspondents details of Aided Institutions - immediately- Regarding.

Read:- U.O Note No:AIII/Spl/2017-18 Dt:09.07.2018 of the CAO of this office.

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All the District Educational Officers, in the state are requested to furnish the details of all school Correspondents of Aided institutions in prescribed proforma, so as to enable the MEOs to configure the correspondent as "Checker" .The details of the Correspondents have to be obtained from concerned schools and furnish the soft copy (**excel sheet**)through e-mail.(supdt.ps1@gmail.com) by 11.07.2018 without fail.

This is treated as most urgent

Encl: As above.

M VENKATA KRISHNA REDDY
for Commissioner of School Education

To

The all District Educational Officers, in the state .

Copy to the all Regional Joint Directors of School Education, in the state for information and necessary action

//T.C.F.B.O.//


SUPERINTENDENT


| Proforma for Employee Capture (If Employee is not available in CFMS System/New Employee) | | | | | | | | | | | | | | | | | | | |
|--|---------------------------|----------|-------------|----------------------|-------------------------|-------------|----------------------------|---|-----------------------------------|----------------------------------|------------------------|---------------------------------|-----------|-----------|---|-------------|------------|--|-----------|
| S.No. | Name of the Correspondent | Sur Name | Father Name | Gender (Male/Female) | Marital Status (Yes/No) | Spouse Name | Date of Birth (DD/MM/YYYY) | Date of Joining (DD/MM/YYYY) (Date from which he is working as Correspondent) | DDO Code (Concerned MEO DDO Code) | Office Name (Name of the School) | Position (Designation) | 7 Digits HRMS Id (if available) | Bank Name | IFSC Code | Bank Account No/School Bank A/c No. In the name of Correspondent) | Aadhar Card | Pan Number | Cadre (Gazetted/Non-Gazetted/Last Grade Service) | Mobile No |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |

Note:

1. S.No. (4) - Optional
2. S.No. (6) - Optional
3. S.No. (7) - Optional
4. S.No. (12) - Designation is Correspondent
5. S.No. (13) - Not Applicable
6. S.No. (19) - Not Applicable
7. Except S.No. (4,6,7,13,19), all the remaining Columns are mandatory.

S. Vamsayya Reddy
09/07/2018

CHIEF ACCOUNTS OFFICER

19/7/18