



USER MANUAL EMPLOYEE SERVICE REGISTER (eSR)

The e-Service Register (e-SR) module in the NIDHI Portal enables Government employees to digitize and maintain their Service Register electronically. This module facilitates capture of service details recorded in the physical Service Register and progressively replaces the manual maintenance of Service Registers with a secure digital system of recording employees' life-cycle events as they happen.

The e-SR application has been developed in accordance with the Government Orders issued by the Finance Department for digitization and online maintenance of employee Service Registers. It provides a centralized repository of an employee's service history and enables secure access through authenticated login credentials. Employees can view their personal information, service events, pay history, leave records, incentives, loans, departmental tests, training details, and other service-related information.

During the initial digitization exercise, employees are required to enter all service details from their physical Service Register and upload the corresponding scanned pages. The entered information is verified by the designated Checker and subsequently approved by the HR Manager (Approver) through a configured workflow.

This User Manual guides the users to navigate through each type of service events and record the information, with the help of screen shots.



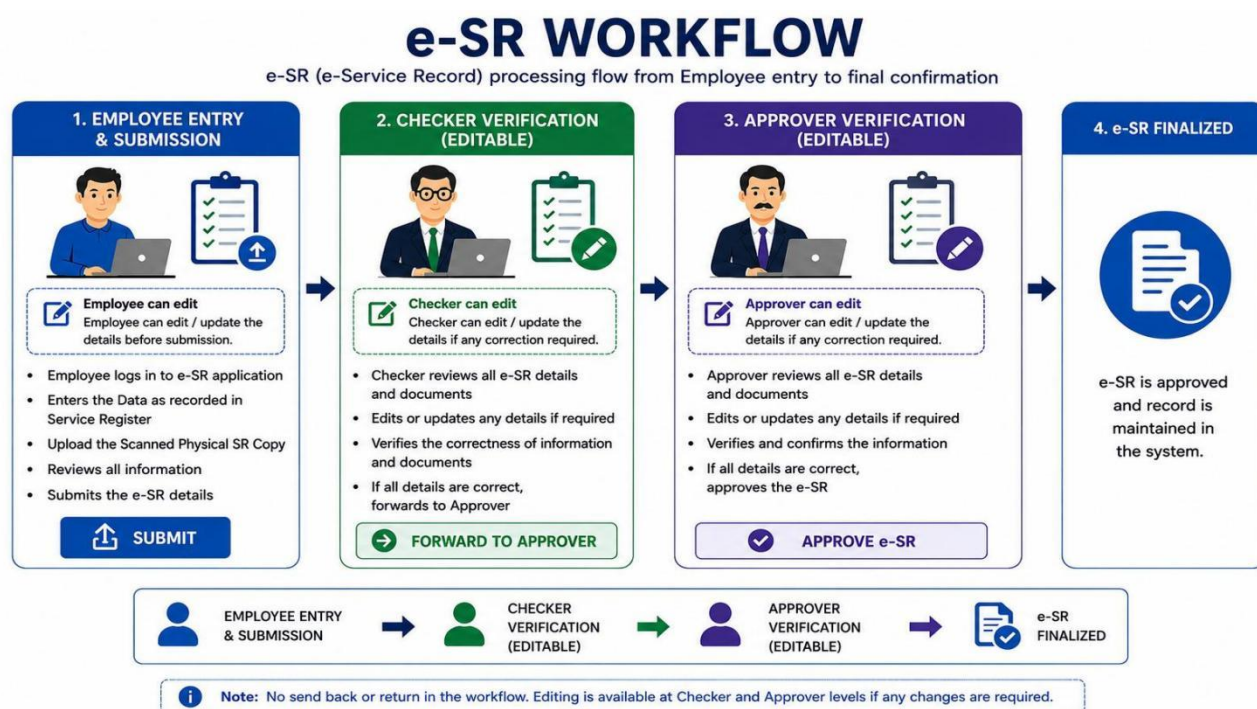
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1. Employee Service Register Entry Process flow and Access:



Digitization of the Service Register is to be carried out through a structured workflow. This process ensures that all entries in a Service Register are accurately captured, verified, and approved before becoming part of the employee's official digital Service Register.

The overall process consists of the following stages:



1. Head of Office configures the workflow.
2. Employee scans the physical Service Register.
3. Employee enters all events recorded in the Service Register, in the e-SR module.
4. Employee uploads the scanned Service Register pages.
5. Employee confirms the entered information.
6. Checker verifies the submitted Service Register.
7. HR Manager (Approver) approves the verified Service Register.
8. The approved e-SR becomes the official digital Service Register.

Head of Office (HOO)

Before employee begins entering his/her Service events details, the Head of Office (HOO) shall configure workflow assigning the tasks of Checker and Approver to the designated persons for undertaking the respective actions. This workflow configuration is generally a one-time activity and can be modified wherever there are administrative changes.

Employee:

Before entering Service Register information in the e-SR module, the employee shall ensure that the physical Service Register is complete and available for reference.

The employee shall:

- Scan all pages of the Service Register in order.
- Upload the scanned Service Register into the e-SR module.
- Enter all service details exactly as recorded in the physical Service Register.
- Record every service event in appropriate section in chronological order.
- Mention the page number corresponding to the service event as per scanned copy of Service Register.



- Review all the information entered before confirmation.

The e-SR module contains the following sections:

1. Basic Details
2. Home Town and Place of Birth
3. Service Events
4. Incentives
5. Loans and Advances
6. Leave Ledger
7. Leave Travel Concession
8. Departmental Tests, Training and Study Tours
9. e-SR Confirmation

After completing data entry in all sections, the employee shall submit the Service Register for verification.

Employees may edit the entered information till SR forwarded to the Checker.

Checker

The Checker is responsible for verifying the Service Register details submitted by employees.

In addition to entering and confirming his/her own Service Register, the Checker shall:

- Verify the information entered by employees against the uploaded scanned Service Register.
- Ensure that all mandatory details have been entered correctly.
- Confirm the Service Register after successful verification through biometric authentication.

Once verified, the Service Register is forwarded to the Approver for final approval.



Approver (HR Manager)

The designated Approver shall review the Service Register after successful verification by the Checker.

The Approver shall:

- Verify the Service Register details.
- Review the supporting scanned Service Register pages.
- Approve the Service Register through biometric authentication.

Upon approval, the Service Register becomes the authenticated digital Service Register of the employee.

2. Head of Office (HoO) Login:

2.1 Login

To access the e-SR module:

- Open the NIDHI Portal.
- Enter your CFMS ID and Password.
- Click Sign In

The screenshot shows the login interface of the NIDHI Portal. At the top left is the logo of the Finance Department, Government of Andhra Pradesh. At the top right are links: 'Know Your CFMS ID', 'GOs, Circulars, Memos', 'Budget 2023-24', 'Download Employee Mobile APP (HERB)', and 'APFRS Mobile APP'. The main login form is titled 'Login' and contains two input fields: 'User ID' with the value '14146664' and 'Password' with masked characters. Below these fields is a blue 'Sign In' button. A red box highlights the 'Sign In' button and the 'Forgot Password?' link below it. Annotations include: a box labeled 'Enter CFMS ID here' with an arrow pointing to the User ID field; a box labeled 'Enter password here' with an arrow pointing to the Password field; and a large white arrow pointing to the 'Sign In' button.

The system validates the login credentials. Upon successful authentication, the Dashboard is displayed.

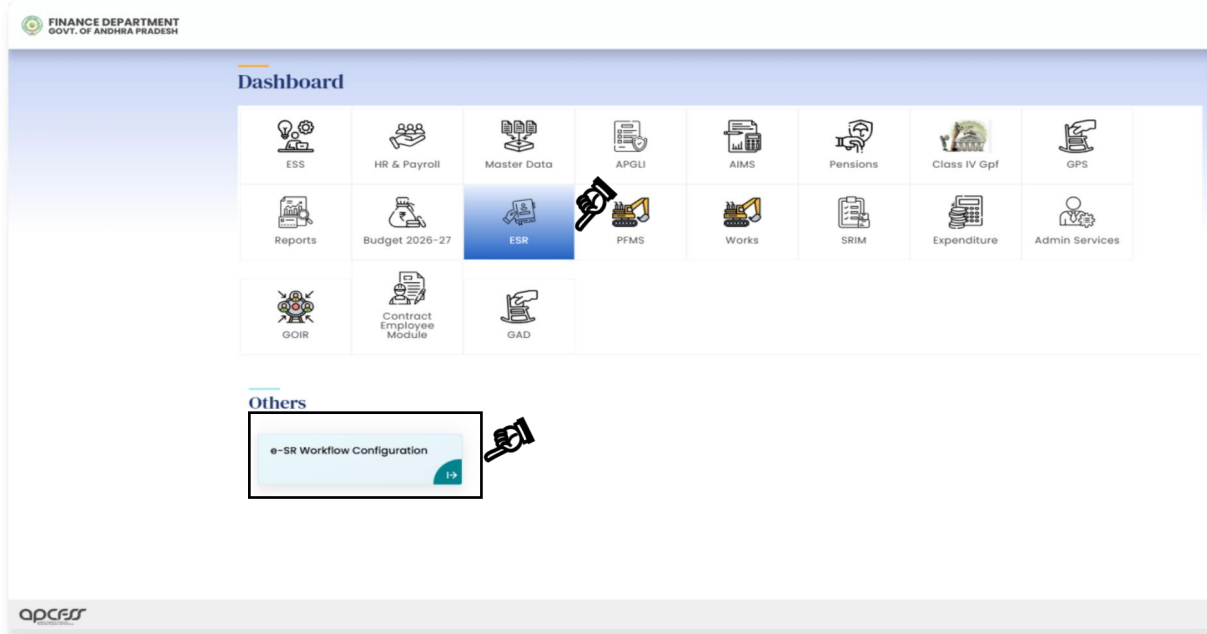


If the credentials are invalid, the system displays an appropriate error message. Enter the correct credentials and try again.

2.2 Dashboard

After successful login, the Dashboard is displayed.

- Select the e-SR module from the Dashboard to access the e-SR Workflow Configuration.



- Click the **e-SR Workflow Configuration** tile to configure the workflow for your Organization Unit

2.3 e-SR Workflow Configuration

The Head of Office (HoO) shall configure the workflow by assigning the designated **Checker** and **Approver** for verification and approval of employee Service Registers.



ESR Workflow

SELECT DDO CODE:

Select DDO

Note: This is a one-time activity. If the selected DDO has multiple Org Units, please configure the workflow using the **By Org Unit** option.

How would you like to assign the workflow? ☐ By Org Unit ☐ By Post Save

Search

Sl.No	Post Category of the Employee	Checker Position	Checker	Approver Position	Approver	Action
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Note:

Workflow configuration is generally a one-time activity. **However, it may be updated whenever there is a change in organizational structure or designated officers.**

If the selected DDO Code contains multiple Organization Units, configure the workflow using the By Organization Unit option.

If the selected DDO Code contains only one Organization Unit, configure the workflow using the By Post option.

Workflow Configuration Steps

1. Select the appropriate **DDO Code**.
2. Choose the workflow configuration method.
3. Assign the designated Checker.
4. Assign the designated Approver.
5. Save the configuration

Option 1: By Post

Select **By Post** when the workflow is to be configured separately for each sanctioned post.



Under this option:

- A Checker and an Approver are assigned to each post.
- Employee records are automatically routed based on the employee's current post.
- The same Checker and Approver may be assigned to multiple posts, if required.
- Alternatively, different Checkers and Approvers may be assigned to different posts.

Ensure that every post has both a Checker and an Approver before employees begin submitting Service Register details

Sl.No	Post Category of the Employee	Checker Position	Checker	Approver Position	Approver	Action
1	Addl Director	Select Position	-	Select Position	-	Save
2	Assistant Auditor	JUNIOR ACCOUNTANT - 3...	15210507 - Karna L K Chandana Kumar	ASSISTANT DIRECTOR - 30...	14406258 - GEDDAM SIKHAMANI	Save
3	Assistant Director	Select Position	-	Select Position	-	Save

Option 2: By Organization Unit

Select **By Organization Unit** when the workflow is to be configured for an entire Organization Unit.

Under this option:

- One Checker and one Approver are assigned to the Organization Unit.
- Employee records are routed automatically based on the employee's current Organization Unit.
- All employees belonging to the configured Organization Unit follow the same workflow.

After assigning the required officers, click **Save** against each row to complete the workflow configuration.



Once saved successfully, the workflow becomes available for employee Service Register submission.

FINANCE DEPARTMENT
GOVT. OF ANDHRA PRADESH

14477290

ESR Workflow

SELECT DDO CODE:
27000705001 - PAY AND ACCOUNTS OFFICE CAPITAL

Note: This is a one-time activity. If the selected DDO has multiple Org Units, please configure the workflow using the **By Org Unit** option.

How would you like to assign the workflow? ☒ By Org Unit ☐ By Post

Search

Sl.No	Org Unit of the Employee	Checker Org Unit	Checker	Approver Org Unit	Approver	Action
1	20000352 - Pay And Accounts Office Capital Region	20000352 - Pay And Acco...	AUDITOR (G1) - 30000302 14357821 - PULIPATI.KRISHNA KUMARI	20000352 - Pay And Acco...	JUNIOR PAY & ACCOUNTS ... 14357887 - SHAIK.SK SHAMSHEER AHAMAD	Save

Click on “Save” button appears against each row to save the record. Click on **SAVE**.

ESR Workflow

SELECT DDO CODE:
27000702001 - DIRECTORATE OF TREASURIES AND ACCOUNTS

Note: This is a one-time activity. If the selected DDO has multiple Org Units, please configure the workflow using the **By Org Unit** option.

How would you like to assign the workflow? ☐ By Org Unit ☒ By Post

Search

Sl.No	Post Category of the Employee	Checker Position	Checker	Approver Position	Approver	Action
1	Addl Director	Select Position				Save
2	Assistant Auditor	JUNIOR ACCOUNTANT - 30001503	1529	01485	14406258 - GEDDAM SIKHAMANI	Save
3	Assistant Director	Select Position				Save
4	Assistant Pay And Accounts Offi	Select Position				Save
5	A T O / A A O	Select Position				Save
6	Auditor	Select Position				Save
7	Cashier / Shroff	Select Position		Select Position		Save
8	Deputy Director/ C A O	Select Position		Select Position		Save
9	Deputy Pay And Accounts Officer	Select Position		Select Position		Save
10	Head Constable	Select Position		Select Position		Save
11	Joint Director	Select Position		Select Position		Save
12	Joint Pay And Accounts Officer	Select Position		Select Position		Save

Save Successfully

Ok

opcsr

After following the above steps, the Head of Office (HoO) successfully completes the eSR Workflow Configuration for the Organization Unit



3. Employee Login:

3.1 Login

To access the e-Service Register (e-SR) module, the employee shall log in to the **NIDHI Portal** using his/her **CFMS ID** and **Password**

Steps to Log In

1. Open the NIDHI Portal.
2. Enter the CFMS ID.
3. Enter the Password.
4. Click Sign In

The screenshot shows the login interface of the NIDHI Portal. At the top left is the Finance Department logo and text. At the top right are links for 'Know Your CFMS ID', 'GOs, Circulars, Memos', 'Budget 2023-24', 'Download Employee Mobile APP (HERB)', and 'APFRS Mobile APP'. The main login area has a 'Login' heading, a 'User ID' field containing '14146664', a 'Password' field with masked characters, and a 'Sign In' button. A red box highlights the 'Sign In' button, with a large white arrow pointing to it from the bottom left. Two callout boxes with arrows point to the input fields: 'Enter CFMS ID here' points to the User ID field, and 'Enter password here' points to the Password field. A 'Forgot Password?' link is located below the 'Sign In' button.

The system validates the entered credentials. Upon successful authentication, the employee is redirected to the **Dashboard**.

If the login credentials are incorrect, an appropriate error message is displayed. The employee shall enter the correct credentials and try again

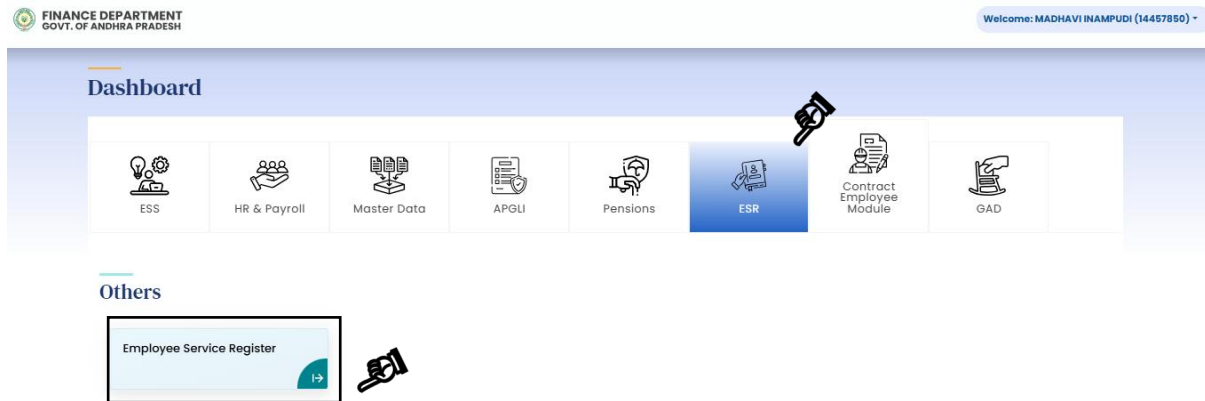
3.2 Dashboard

After successful login, the **Dashboard** is displayed.

To access the Employee Service Register:



1. Select the **e-SR** module from the Dashboard.
2. Click the **Employee Service Register** tile



The Employee Service Register page opens, allowing the employee to enter, review, and manage the Service Register details

3.3 Employee Service Register

The **e-Service Register (e-SR)** enables employees to digitize and maintain their Service Register by recording service details exactly as entered in the physical Service Register.

The employee shall enter all information in **chronological order** and ensure that every service event is supported by the corresponding scanned page of the physical Service Register



FINANCE DEPARTMENT
GOVT. OF ANDHRA PRADESH

14357821

e-Service Record

Name / CFMS ID: KRISHNA KUMARI PULIPATI / 14357821
Designation: Auditor
Department: Pay and Accounts officer

Please update any changes through the ESS Module.

Personal Details | Address Details | Family Members | Nominations | Education Details

Employee Basic Details

* Employee ID (CFMS ID)	* HRMS ID	
14357821	2519234	
* Title	* Name	* Surname
Mrs	KRISHNA KUMARI	PULIPATI
* Gender	* Date of Birth	* Date of Entry into Regular Govt. Service
Female	17-01-1973	05-11-2007
* Marital Status	* Community	* Religion
Married		
* Disabled Status		
No		

The eSR module consists of the following sections:

➤ Basic Details

Enter the employee's personal and general information, including:

- Personal Details
- Address Details
- Family Member Details
- Nomination Details
- Educational Qualifications

➤ Home Town & Place of Birth Details

- Home Town
- Place of Birth and Other Details

➤ Service Events

Record all service-related events in the order in which they occurred. This section includes:

- Appointment
- Change in Pay
- Leaves Availed
- Transfers
- Promotions
- Suspensions
- Reversion (Other than Punishment)



- Punishments
- Relief
- Compulsory Retirement
- Regularization
- Probation
- Re-appointment
- Earned Leave (EL) Surrender
- Reinstatement
- Reporting Back to Duty
- Group Insurance Scheme (GIS) Deduction Entries
- Other Service Events (No Impact on Pay)

➤ Incentives

Enter details of all incentives sanctioned to the employee.

➤ Loans

Enter information about loans sanctioned to the employee and their related details.

➤ Leave Ledger

Maintain the employee's leave account by recording leave credits, debits, balances, and other leave-related transactions.

➤ Leave Travel Concession (LTC)

Enter details of Leave Travel Concession claims and sanctions.

➤ Tests, Training, Study Tours & Workshops

Record the employee's departmental tests, training programs, workshops, seminars, and other professional development activities.

➤ eSR Data Confirmation

After completing all sections and verifying the entered information, review the entire service record and confirm the data. Once confirmed, the eSR data can be submitted for verification and approval through the configured workflow.



3.3.1 Basic Details

Employee Basic Details		
* Employee ID (CFMS ID)	* HRMS ID	
14357821	2519234	
* Title	* Name	* Surname
Mrs	KRISHNA KUMARI	PULIPATI
* Gender	* Date of Birth	* Date of Entry into Regular Govt. Service
Female	17-01-1973	05-11-2007
* Marital Status	* Community	* Religion
Married		
* Disabled Status		
No		

The **Basic Details** section displays the employee's personal and service-related information available in the NIDHI system. The information in this section is automatically populated from the Employee Master records and is provided for reference during the e-Service Register (e-SR) data entry process.

The **Basic Details** section comprises the following sub-sections:

- Personal Details
- Address Details
- Family Member Details
- Nomination Details
- Educational Qualifications

The information displayed in these sub-sections is **read-only** and cannot be modified through the e-Service Register (e-SR) module.

Employees are advised to verify the information displayed in this section before proceeding with the subsequent e-SR sections.

Updating Basic Details

If any information displayed in the **Basic Details** section is incorrect or requires modification, the employee shall submit a **Data Change Request** through the **Employee Self Service (ESS)** module using their employee login.



The request will be forwarded to the concerned **Drawing and Disbursing Officer (DDO)** for verification and approval. Upon approval, the updated information will automatically be reflected in the e-Service Register (e-SR)

3.3.2 Hometown, Place of Birth and Other Details

The **Home Town, Place of Birth and Other Details** section enables employees to record their Home Town declaration, Place of Birth, Local Status, and other personal information as maintained in the physical Service Register.

This section consists of the following two sub-sections:

- **Home Town Details**
- **Place of Birth and Other Details**

Home Town Details

Employees shall enter their **Home Town** details exactly as recorded in the physical Service Register.

The Home Town declaration forms part of the employee's official service records. As per the applicable rules, the Home Town declaration may be revised **only twice** during the employee's entire service.

After entering all the required information, verify the details carefully and click **Save** to record the information.

The screenshot displays the 'e-Service Record' interface for an employee named KRISHNA KUMARI PULIPATI / 14357821, who is an Auditor in the Pay and Accounts officer department. The 'Home Town & Other Details' section is active, showing a form for 'Home Town Details'. The form includes fields for Reference Page Number, State, District, Mandal, Village, Pincode, Nearest Railway Station, and Nearest Airport. It also has optional fields for Mobile and Email addresses. A 'Save' button is visible at the bottom right of the form.

Sl. No	Column (Field) Name	Type of Field	Remarks
Home Town Details			



1	Reference page no in SR	Drop down box	Select Page no
2	Select whether is it 1st Declaration (or) 2nd Declaration	Drop down box	Select This is my declaration
3	State	Drop down box	Select State
4	District	Drop down box	Select District, if other than A.P then Data entry
5	Mandal	Drop down box	Select Mandal
6	Village	Drop down box	Select Village
7	Pin code	Data Entry	
8	Nearest Railway Station	Data Entry	
9	Nearest Airport	Data Entry	
10	Mobile 1 (official) (Optional)	Data Entry	
11	Mobile 2 (personal)	Data Entry	
12	Email 1 (official) (Optional)	Data Entry	
13	Email 2 (personal)	Data Entry	

3.3.3 Place of Birth & Other Details

Employees shall enter the **Place of Birth** and other personal details exactly as recorded in the physical Service Register.

This section captures the employee's **Place of Birth, Local Status, Height, and Identification Marks (Mole 1 and Mole 2)**. Ensure that all information entered matches the corresponding entries in the physical Service Register.

After entering all the required information, verify the details carefully and click **Save** to record the information

FINANCE DEPARTMENT
GOVT. OF ANDHRA PRADESH

14357821

e-Service Record

Name / CFMS ID: KRISHNA KUMARI PULIPATI / 14357821

Designation: Director

Department: Pay and Accounts officer

Place Of Birth

*State: Dadra and Nagar Hav

*District: 7

*Town/Mandal: 36

*Village/Ward: 12

*Pincode: 522019

Local Status

*State (Local Status): Dadra and Nagar Hav

*District (Local Status): 7

*Revenue Division (Local Status): 23

Other Details

*Mole 1: A small mole in the left side of cheek

*Mole 2: A Mole on the chest

*Height (CM): 155

Save



Sl.no	Column Name	Type of Field	Remarks
Place of Birth			
1	State	Drop down box	Please select State.
2	District	Drop down box	Please select District.
3	Mandal	Drop down box	Please select Mandal.
4	Village	Drop down box	Please select Village.
5	Pin code	Data Entry	Please enter six digit Pin code
Local Status			
1	State	Drop down box	Please select State.
2	District	Drop down box	Please select District.
3	Revenue Division	Drop down box	Please select Revenue Division.
Other Details			
1	Mole 1	Data Entry	
2	Mole 2	Data Entry	
3	Height (cm)	Data Entry	

3.3.4 Service Events

The **Service Events** section is used to capture the complete service history of an employee as recorded in the physical Service Register. Employees shall record each service event in chronological order, ensuring that the information entered exactly matches the corresponding entries in the physical Service Register.

SR Entry Date	Event Type	Event Details	View/Update
	Appointment Type: Direct Recruitment	Post : ASSISTANT AUDITORS	
	Others (No Impact on Pay)	-	
	Pay Type: Annual Increment	Pay Scale : 4825-10845	
	Leave Type: Maternity Leave	No. of days: 119	
	Leave Type: Maternity Leave	No. of days: 120	
	Leave Type: EL	No. of days: 23	
	Leave Type: EOL	No. of days: 119	
	Regularization Type: Regularization	Effective Date: 18/01/2008	
	Others (No Impact on Pay)	-	
	Leave Type: EL	No. of days: 2	

The following service events can be recorded in this section:



- Appointment
- Regularization
- Probation
- Change in Pay
- Leave Availed
- Transfer
- Promotion
- Deputation
- Reversion
- Compulsory Wait
- Punishment
- Suspension
- Relief
- Re-Appointment
- Earned Leave (EL) Surrender
- Repatriation / Surrender
- Reinstatement
- Reporting Back to Duty
- Regularisation of Absence
- Other Events (No Impact on Pay)

Recording a Service Event

1. Click **Service Events** from the left navigation menu.
2. Select the required **Service Event** from the drop-down list.
3. Select the corresponding **Event Date**.
4. Click **Add New**.
5. Enter the required information exactly as recorded in the physical Service Register.



6. Click **Save** to record the service event.

Each service event contains fields specific to the selected event. Complete all mandatory fields and save the record. Once saved, the event is displayed in the Service Events list, where it can be viewed or modified until the e-SR is submitted for verification

3.3.4.1 Appointment Details

The **Appointment** section is used to record the employee's appointment details as entered in the physical Service Register

The screenshot shows the 'e-Service Record' form for the 'Appointment' event. The form is titled 'e-Service Record' and includes a sidebar with navigation options: Basic Details, Home Town & Other D..., Service Events (selected), Incentives, Loans, Leave Ledger, Leave Travel Concessi..., Dept Test & Training D..., and ESR Confirmation. The main form area displays the following fields:

- Name / CPMS ID: KRISHNA KUMARI PULPATI / 14357821
- Designation: Auditor
- Department: Pay and Accounts officer
- Select Service Events: Appointment (selected)
- Ref. Page No in Scanned SR Copy: Select
- SR Entry Date: DD/MM/YYYY
- Appointment Order Details:
 - Order Number: Select
 - Order Date: DD/MM/YYYY
 - Date of Joining: DD/MM/YYYY
 - Joining Time: Select
 - Type of Appointment: Select
 - Selection By: Select
 - Department: Select
 - Post Name: Select
 - Service Rule: Select
 - Class: Select
 - Branch: Select
 - Post Category: Select

To record an appointment:

1. Select Appointment from the Service Events list.
2. Click Add New.
3. Select the appropriate type (mode) of Appointment from the drop-down list.
4. Based on the selected appointment type, the system displays the relevant fields for data entry.
5. Enter the required information as recorded in the physical Service Register.
6. Verify the entered details and click Save.



3.3.4.2 Regularization

The **Regularization** section is used to record the details of an employee's service regularization as entered in the physical Service Register

The screenshot displays the 'e-Service Record' form. On the left is a sidebar menu with options: Basic Details, Home Town & Other D..., Service Events (selected), Incentives, Loans, Leave Ledger, Leave Travel Concessi..., Dept Test & Training D..., and ESR Confirmation. The main form area has a header with 'Name / CFMS ID: MADHAVI INAMPUDI / 14457850', 'Designation: Director', and 'Department: Ap Centre For Financial Systems And Services'. Below this is a 'Select Service Events' dropdown menu with 'Regularization' selected. The 'Regularization' section contains the following fields: 'Ref. Page No in Scanned SR Copy' (5), 'SR Entry Date' (20/09/2020), 'Department Name' (REV03-Commercial Taxes Department), 'Post Name' (Assistant Commissioner), 'Service Rule', 'Class/Branch Name', 'Date of Regularization' (09/02/2001), 'Proceeding Order Number' (685/03), 'Proceeding Order Date' (09/08/2005), and 'Remarks' (NO). There are 'Edit' and 'Back' buttons at the top right of the form.

To record the regularization details:

1. Select **Regularization** from the **Service Events** list.
2. Click **Add New**.
3. Enter the required details, including:
 - Service Register (SR) Reference Page Number
 - SR Entry Date
 - Post Name
 - Date of Regularization
 - Proceeding Order Number
 - Proceeding Order Date
4. Verify the entered information and click **Save**.

3.3.4.3 Probation

The **Probation** section is used to record the details relating to the employee's probation as entered in the physical Service Register.



e-Service Record

Name / CFMS ID
MADHAVI INAMPUDI / 14457850

Designation
Joint Director

Department
Ap Centre For Financial Systems And Services

Select Service Events
Probation

* Ref. Page No in Scanned SR Copy
Select

* SR Entry Date
DD/MM/YYYY

Probation Period

* From Date
DD/MM/YYYY

* To Date
DD/MM/YYYY

* Date of Declaration of Probation
DD/MM/YYYY

* Department Name
Select

* Post Name
Select

Service Rule

Class/Branch Name

* Proceeding Number

* Extension if any (Yes or No)
Select

* Effect Date
DD/MM/YYYY

* Remarks

Back

Save

To record the probation details:

1. Select **Probation** from the **Service Events** list.
2. Click **Add New**.
3. Enter the required details, including:
 - Service Register (SR) Reference Page Number
 - SR Entry Date
 - Probation Period (From Date and To Date)
 - Date of Declaration of Probation
 - Post Name
 - Proceeding Order Number
 - Proceeding Order Date
 - Extension of Probation, if applicable
 - Effective Date
4. Verify the entered information and click **Save**



3.3.4.4 Change-in Pay

The **Change in Pay** section is used to record all pay-related changes that occur during an employee's service, as recorded in the physical Service Register.

To record a pay change event:

1. Select **Change in Pay** from the **Service Events** list.
2. Click **Add New**.
3. Select the appropriate **Nature of Pay Change** from the drop-down list.

The available options include:

- Increment
- Automatic Advancement Scheme (AAS)
- Step Up
- Step Down
- PRC – FR 22(a)(i)
- PRC – FR 22(a)(iv)
- Other applicable pay change events



4. Based on the selected **Nature of Pay Change**, the system displays the relevant fields for data entry.
5. Enter the required details exactly as recorded in the physical Service Register.
6. Verify the entered information and click **Save**.

For example, if **Increment** is selected as the Nature of Pay Change, the system displays fields such as **PRC Type, PRC Year, Pay Scale, Increment Amount, Basic Pay, Effective Date, Next Increment Due Date, and Date of Monetary Benefit** for data entry

3.3.4.5 Leaves Availed

The **Leave Availed** section is used to record the details of leave availed by the employee as entered in the physical Service Register

To record the leave details:

1. Select **Leave Availed** from the **Service Events** list.
2. Click **Add New**.



3. Select the appropriate **Leave Type** from the drop-down list. The available leave types include:
 - Earned Leave (EL)
 - Half Pay Leave (HPL)
 - Extraordinary Leave (EOL)
 - Maternity Leave
 - Paternity Leave
 - Study Leave
 - Child Care Leave
 - Commuted Leave
 - Leave Not Due
 - Special Disability Leave
 - Special Casual Leave
4. Enter the required details, including:
 - Leave Availed From Date
 - Leave Availed To Date
 - Prefix and Suffix, if applicable
 - Reason/Remarks
5. The system automatically calculates and displays the **Total Number of Leave Days** based on the selected leave period.
6. Verify the entered information and click **Save**.

3.3.4.6 Transfers

The **Transfer** section is used to record the details of an employee's transfer as entered in the physical Service Register



The screenshot shows the 'e-Service Record' form in the NIDHI system. The form is for an employee named KRISHNA KUMARI PULIPATI with CFMS ID 14357821, working in the Pay and Accounts officer department. The 'Select Service Events' dropdown is set to 'Transfers'. The 'Ref. Page No in Scanned SR Copy' is set to 'Select'. The 'SR Entry Date' is set to 'DD/MM/YYYY'. The 'Type of Transfer' dropdown is open, showing options: General Transfer, Transfer on Promotion, Transfer on Deputation, Transfer on Repatriation, and Transfer on Reversion. A 'Back' button is located at the top right of the form.

To record a transfer event:

1. Select **Transfer** from the **Service Events** list.
2. Click **Add New**.
3. Select the appropriate **Type of Transfer** from the drop-down list. The available options include:
 - General Transfer
 - Transfer on Promotion
 - Transfer on Deputation
 - Transfer on Repatriation
 - Transfer on Reversion
4. Based on the selected **Type of Transfer**, the system displays the relevant fields for data entry.
5. Enter the required information exactly as recorded in the physical Service Register.
6. Verify the entered information and click **Save**.

3.3.4.7 Promotions

The **Promotion** section is used to record the details of an employee's promotion as entered in the physical Service Register.

To record a promotion event:

1. Select **Promotion** from the **Service Events** list.



2. Click **Add New**.
3. Select the appropriate **Type of Promotion** from the drop-down list.
The available options include:
 - Appointment by Transfer
 - Promotion as Such
 - Notional Promotion
4. Based on the selected **Type of Promotion**, the system displays the relevant fields for data entry.
5. Enter the required information exactly as recorded in the physical Service Register.
6. Verify the entered information and click **Save**.

Types of Promotion

- **Appointment by Transfer:** Select this option when the promotion involves appointment to a higher post under a different service or service rules through **Appointment by Transfer**, as recorded in the Service Register.
- **Promotion as Such:** Select this option when the employee is promoted to a higher post within the same service in accordance with the applicable service rules.
- **Notional Promotion:** Select this option when a notional promotion is granted with retrospective effect as per the orders issued by the competent authority.

e-Service Record

Name / CFMS ID: MADHAVI INAMPUDI / 14457850
Designation: Joint Director
Department: Ap Centre For Financial Systems And Services

Select Service Events: Promotions

Back

* Ref. Page No in Scanned SR Copy: Select
* SR Entry Date: DD/MM/YYYY
Type of Promotion*: Appointment by Transfer X | v

If it is Appointment by Transfer, then*: Select...
* Date of Effect: DD/MM/YYYY
* Date of Promotion order: DD/MM/YYYY

* Promotion Order Number

	FROM	TO
* Department	Select...	Select...
* Post	Select...	Select...
Service Rule		
Class/Branch		
PRC Type*	Select...	PRC Type* Select...

3.3.4.8 Suspension



The **Suspension** section is used to record the details relating to an employee's suspension as entered in the physical Service Register

The screenshot shows the 'e-Service Record' interface. On the left is a sidebar with navigation options: Basic Details, Home Town & Other D..., Service Events (selected), Incentives, Loans, Leave Ledger, Leave Travel Concessi..., Dept Test & Training D..., and ESR Confirmation. The main content area is titled 'e-Service Record' and displays employee information: Name / CFMS ID (MADHAVI INAMPUDI / 14457850), Designation (Joint Director), and Department (Ap Centre For Financial Systems And Services). Below this is a 'Select Service Events' dropdown menu with 'Suspensions' selected. The 'Suspension Details' section contains the following fields: 'Ref. Page No in Scanned SR Copy' (dropdown), 'SR Entry Date' (DD/MM/YYYY), 'Order Number' (text), 'Order Date' (DD/MM/YYYY), 'Date of Relief' (DD/MM/YYYY), 'Reinstatement Details' with a 'Reinstated' dropdown, 'Suspension Period' with 'From Date' and 'To Date' (both DD/MM/YYYY), 'Regularization of Suspension Period' with a dropdown for 'Whether Suspension Period is Regularized', and 'Subsistence Allowance'.

To record a suspension event:

1. Select **Suspension** from the **Service Events** list.
2. Click **Add New**.
3. Enter the required details, including:
 - Service Register (SR) Reference Page Number
 - SR Entry Date
 - Order Number
 - Order Date
 - Date of Relief
 - Reinstatement Status
 - Suspension Period (From Date and To Date)
 - Regularization of Suspension Period
 - Subsistence Allowance details, wherever applicable
4. Verify the entered information and click **Save**.



3.3.4.9 Reversion (Other than punishment)

The **Reversion (Other than Punishment)** section is used to record the details of an employee's reversion that does not arise as a consequence of disciplinary action, as entered in the physical Service Register.

The screenshot shows the 'e-Service Record' interface for the Finance Department, Government of Andhra Pradesh. The user is logged in as '14457850'. The 'Service Events' dropdown is set to 'Reversion(Other than Punishment)'. The 'Reversion' section includes the following fields:

- * With Sub-division: --Select-- (Required)
- * Ref. Page No in Scanned SR Copy: Select
- * SR Entry Date: DD/MM/YYYY
- * Date of Effect: DD/MM/YYYY
- * Order Date: DD/MM/YYYY
- * Order Number:

The table below shows the 'FROM' and 'TO' details:

	FROM	TO
* Department	Select...	Select...
* Post	Select...	Select...
Service Rule		
Class/Branch		

To record a reversion event:

1. Select **Reversion (Other than Punishment)** from the **Service Events** list.
2. Click **Add New**.
3. Select the appropriate Reason for Reversion from the drop-down list.
4. Based on the selected reason, the system displays the relevant fields for data entry.
5. Enter the required information exactly as recorded in the physical Service Register.
6. Verify the entered information and click **Save**.

3.3.4.10 Punishments

The **Punishment** section is used to record the details of disciplinary punishments awarded to the employee, as entered in the physical Service Register



The screenshot displays the 'e-Service Record' interface for the Finance Department, Government of Andhra Pradesh. The user is logged in as MADHAVI INAMPUDI / 14457850, with the designation of Joint Director at the Department of Ap Centre For Financial Systems And Services. The 'Service Events' menu is active, and the 'Punishment' option is selected. The form contains several fields: 'Ref. Page No in Scanned SR Copy' (Select), 'SR Entry Date' (DD/MM/YYYY), 'Name of the Punishment' (--Select--), 'Order Number', and 'Type of the Punishment' (a dropdown menu with options: Minor Punishment, Major Punishment). There is also an 'Appeal/Revision' section with an 'Appeal/Revision' field and a 'Remarks' field. A 'Save' button is located at the bottom right of the form.

To record a punishment:

1. Select **Punishment** from the **Service Events** list.
2. Click **Add New**.
3. Select the appropriate **Type of Punishment** from the drop-down list. The available options include:
 - Minor Punishment
 - Major Punishment
4. Enter the required information exactly as recorded in the physical Service Register.
5. Verify the entered information and click **Save**.

The employee may also record details relating to **Appeal/Revision**, if applicable, along with any relevant remarks.

3.3.4.11 Relief

The **Relief** section is used to record the details of an employee's relief from a post, office, or department, as entered in the physical Service Register.



The screenshot shows the 'e-Service Record' form. On the left is a sidebar with navigation options: Basic Details, Home Town & Other D..., Service Events, Incentives, Loans, Leave Ledger, Leave Travel Concessi..., Dept Test & Training D..., and ESR Confirmation. The main form area has a header with 'Name / CFMS ID: MADHAVI INAMPUDI / 14457850', 'Designation: Joint Director', and 'Department: Ap Centre For Financial Systems And Services'. Below this is a 'Select Service Events' dropdown menu with 'Relief' selected. The 'Relief' section contains several fields: 'Ref. Page No in Scanned SR Copy' (dropdown), 'SR Entry Date' (DD/MM/YYYY), 'Date of Relief' (DD/MM/YYYY), 'Type of Relief' (dropdown), 'Relief Details' (Department, Post, Service Rule, Class/ Branch, Reason), 'Time Scale' (PRC Type, PRC Year, Apprenticeship (Yes or No)), and 'Remarks'. A 'Back' button is located at the top right of the Relief section.

To record a relief event:

1. Select **Relief** from the **Service Events** list.
2. Click **Add New**.
3. Select the appropriate **Type of Relief** from the drop-down list.
 - Discharge
 - Termination
 - Resignation
 - Others
4. Based on the selected **Type of Relief** the system displays the relevant fields for data entry.
5. Enter the required information exactly as recorded in the physical Service Register.
6. Verify the entered information and click **Save**

3.3.4.12 Compulsory wait

The **Compulsory Wait** section is used to record the details of the **Compulsory Wait** period as entered in the physical Service Register.



e-Service Record

Name / CFMS ID
MADHAVI INAMPUDI / 14457850

Designation
Joint Director

Department
Ap Centre For Financial Systems And Services

Select Service Events
Compulsory Wait

Compulsory Wait

* Ref. Page No in Scanned SR Copy
Select

* SR Entry Date
DD/MM/YYYY

* Order No.

* Order Date (DD/MM/YYYY)
DD/MM/YYYY

Wait Period

* From Date
DD/MM/YYYY

* To Date
DD/MM/YYYY

Number of Days

* Remarks

Back

Save

To record a **Compulsory Wait** event:

1. Select **Compulsory Wait** from the **Service Events** list.
2. Click **Add New**.
3. Enter the required information exactly as recorded in the physical Service Register.
4. Verify the entered information and click **Save**.

3.3.4.13 Reappointment

The **Re-Appointment** section is used to record the details of an employee's re-appointment as entered in the physical Service Register. This event generally occurs following events such as **retrenchment**, **termination**, **dismissal**, or other cases where the employee is subsequently re-appointed to Government service.



e-Service Record

Name / CFMS ID: MADHAVI INAMPUDI / 14457850
Designation: Joint Director
Department: Ap Centre For Financial Systems And Services

Select Service Events: Re-Appointment

Re-Appointment

* Ref. Page No in Scanned SR Copy: Select
* SR Entry Date: DD/MM/YYYY

Re-Appointment Order Details

* Order Number:
* Order Date: DD/MM/YYYY
* Date of Joining: DD/MM/YYYY

* Joining Time: --Select--
* Type of Appointment: Select
Nature: Permanent

* Selection by: --Select--
* Department: Select...
* Post: Select...

Service Rule:
Branch:
Class:

Back

To record a re-appointment event:

1. Select **Re-Appointment** from the **Service Events** list.
2. Click **Add New**.
3. Enter the required information exactly as recorded in the physical Service Register.
4. Verify the entered information and click **Save**.

3.3.4.14 EL Surrender

The Earned Leave (EL) Surrender section is used to record the details of Earned Leave surrendered by the employee, as entered in the physical Service Register.

This section captures both the annual Earned Leave (EL) surrender availed by the employee and any additional Earned Leave surrender availed by eligible Police personnel



The screenshot displays the 'e-Service Record' interface. On the left is a sidebar menu with options: Basic Details, Home Town & Other D..., Service Events (highlighted), Incentives, Loans, Leave Ledger, Leave Travel Concessi..., Dept Test & Training D..., and ESR Confirmation. The main area shows employee details: Name / CFMS ID (MADHAVI INAMPUDI / 14457850), Designation (Joint Director), and Department (Ap Centre For Financial Systems And Services). Below this is a 'Select Service Events' dropdown menu with 'EL Surrender' selected. Two tables are shown: 'Surrender Of EL' and 'Additional Leave Surrender for Police Personnel'. Both tables have columns for Sl.No, Ref Page No, SR Entry Date, No Of Days, Date Of Surrender, Leave Period, Year, Remarks, and Action. The 'Surrender Of EL' table contains one row with data: 1, 6, 01/06/2026, 44, 02/06/2026, JAN-JUN, 2010, TEST. The 'Additional Leave Surrender for Police Personnel' table contains one row with data: 1, 3, 03/06/2026, 11, 03/06/2026, JAN-JUN, 2010, SAMPLE1. Each table has an 'Add Row' button and an 'Action' column with edit and delete icons.

Sl.No	Ref Page No	SR Entry Date	No Of Days	Date Of Surrender	Leave Period	Year	Remarks	Action
1	6	01/06/2026	44	02/06/2026	JAN-JUN	2010	TEST	[Edit] [Delete]

Sl.No	Ref Page No	SR Entry Date	No Of Days	Date Of Surrender	Leave Period	Year	Remarks	Action
1	3	03/06/2026	11	03/06/2026	JAN-JUN	2010	SAMPLE1	[Edit] [Delete]

To record an **EL Surrender** event:

1. Select **Earned Leave (EL) Surrender** from the **Service Events** list.
2. Click **Add New**.
3. Enter the required information exactly as recorded in the physical Service Register.
4. Verify the entered information and click **Save**

3.3.4.15 Re-Instatement

The **Reinstatement** section is used to record the details of an employee's reinstatement to duty following the revocation of suspension, as entered in the physical Service Register



The screenshot displays the 'e-Service Record' interface. On the left is a sidebar menu with options: Basic Details, Home Town & Other D..., Service Events (highlighted), Incentives, Loans, Leave Ledger, Leave Travel Concessi..., Dept Test & Training D..., and ESR Confirmation. The main content area is titled 'e-Service Record' and shows user details: Name / CFMS ID (MADHAVI INAMPUDI / 14457850), Designation (Joint Director), and Department (Ap Centre For Financial Systems And Services). A 'Select Service Events' dropdown menu is set to 'Re-instatement'. Below this, the 'Re-Instatement Details' section contains fields for: Reinstatement Type (with 'Revocation of Punitive Order' selected), Ref. Page No in Scanned SR Copy (Select), SR Entry Date (DD/MM/YYYY), Order No., Order Date (DD/MM/YYYY), and Authority which issued revocation orders. The 'Location Details' section includes fields for State, District, Mandal, Village, PinCode, and DDOCODE, all with 'Select...' dropdown menus. A 'Back' button is located in the top right corner of the details section.

To record a reinstatement event:

1. Select **Reinstatement** from the **Service Events** list.
2. Click **Add New**.
3. Enter the required information exactly as recorded in the physical Service Register.
4. Verify the entered information and click **Save**

3.3.4.16 Reporting back to duty

The **Reporting Back to Duty** section is used to record the details of an employee's reporting back to duty after completion of training, return from leave, or any other absence, as entered in the physical Service Register.



The screenshot shows the 'e-Service Record' interface. On the left is a sidebar with navigation options: Basic Details, Home Town & Other D..., Service Events (selected), Incentives, Loans, Leave Ledger, Leave Travel Concessi..., Dept Test & Training D..., and ESR Confirmation. The main content area is titled 'e-Service Record' and displays employee details: Name / CFMS ID (MADHAVI INAMPUDI / 14457850), Designation (Print Director), and Department (Ap Centre For Financial Systems And Services). Below this, a dropdown menu for 'Select Service Events' has 'Reporting back to Duty' selected. The 'Reporting Back to Duty' form contains the following fields: 'Ref. Page No in Scanned SR Copy' (dropdown), 'SR Entry Date' (DD/MM/YYYY), 'Reporting back to Duty From' (dropdown), 'Department Name' (dropdown), 'Post Name' (dropdown), 'Service Rule' (dropdown), 'Class' (dropdown), 'Branch' (dropdown), 'From Date' (DD/MM/YYYY), 'To Date' (DD/MM/YYYY), 'Date of Reporting' (DD/MM/YYYY), 'Order Number' (text), 'Order Date' (DD/MM/YYYY), and 'Remarks' (text area). A 'Back' button is located in the top right corner of the form.

To record a **Reporting Back to Duty** event:

1. Select **Reporting Back to Duty** from the **Service Events** list.
2. Click **Add New**.
3. Enter the required information exactly as recorded in the physical Service Register.
4. Verify the entered information and click **Save**.

3.3.4.17 Regularisation of Absence

The **Regularisation of Absence** section is used to record the details of an employee's period of **unauthorised absence** or **absence due to strike** that has subsequently been regularised as **Eligible Leave**, **Dies Non**, or any other admissible category, as recorded in the physical Service Register



The screenshot shows the 'e-Service Record' interface. On the left is a sidebar with navigation options: Basic Details, Home Town & Other D..., Service Events (selected), Incentives, Loans, Leave Ledger, Leave Travel Concessi..., Dept Test & Training D..., and ESR Confirmation. The main area is titled 'e-Service Record' and contains a header with employee details: Name / CFMS ID (MADHAVI INAMPUDI / 14457850), Designation (Joint Director), and Department (Ap Centre For Financial Systems And Services). Below this is a 'Select Service Events' dropdown menu with 'Regularisation of Absence' selected. The form is titled 'Regularization Absence' and includes a 'Back' button. The form fields are organized into two main sections: 'Regularization Absence' and 'Absence Period'. The 'Regularization Absence' section includes fields for: Ref. Page No in Scanned SR Copy (Select), SR Entry Date (DD/MM/YYYY), Absence Type (Select), Department Name (Select), Post Name (Select), Service Rule, Class, and Branch. The 'Absence Period' section includes fields for: From Date (DD/MM/YYYY), To Date (DD/MM/YYYY), Type of Regularization (Select), and Remarks. A 'Save' button is located at the bottom right of the form.

To record a **Regularisation of Absence** event:

1. Select **Regularisation of Absence** from the **Service Events** list.
2. Click **Add New**.
3. Select the appropriate **Absence Type**.
4. Enter the required information exactly as recorded in the physical Service Register, including the **Type of Regularisation**.
5. Verify the entered information and click **Save**.

3.3.4.18 GIS Entries

The **GIS Entries** section is used to record the employee's **Group Insurance Scheme (GIS)** details as entered in the physical Service Register.



Basic Details

Home Town & Other D...

Service Events

Incentives

Loans

Leave Ledger

Leave Travel Concessi...

Dept Test & Training D...

ESR Confirmation

e-Service Record

Name / CFMS ID
MADHAVI INAMPUDI / 14457850

Designation
Joint Director

Department
Ap Centre For Financial Systems And Services

Select Service Events

Group Insurance Subscription Deductions(Certifica...

* Ref. Page No in Scanned SR Copy

Select

* SR Entry Date

DD/MM/YYYY

Recovery Period

* From Date

DD/MM/YYYY

* To Date

DD/MM/YYYY

* Group

Select

* Subscription Amount

* Remarks

Back

Save

1. Select **GIS Entries** from the **Service Events** list.

3. Enter the **Recovery Period (From Date and To Date)** and select the applicable **GIS Group**. Based on the selected **GIS Group**, the corresponding **GIS Subscription Amount** is automatically populated by the system.

5. Click **Save** to record the GIS entry.

The Other Events (No Impact on Pay) section is used to record miscellaneous service-related events like Annual Service Verification - that are entered in the physical Service Register but are not covered under any of the other Service Event categories and do not have any impact on the employee's pay or service benefits.



The screenshot shows the 'e-Service Record' form. The left sidebar contains a menu with options: Basic Details, Home Town & Other D..., Service Events, Incentives, Loans, Leave Ledger, Leave Travel Concessi..., Dept Test & Training D..., and ESR Confirmation. The main form area is titled 'e-Service Record' and displays the user's Name / CFMS ID as 'MADHAVI INAMPUDI / 14457850', Designation as 'Joint Director', and Department as 'Ap Centre For Financial Systems And Services'. Below this, there is a dropdown for 'Select Service Events' with 'Others (No Impact on Pay)' selected. A 'Back' button is in the top right. The form fields include: '* Ref. Page No in Scanned SR Copy' (a dropdown menu), '* SR Entry Date' (a date field with 'DD/MM/YYYY' placeholder), 'Header*' (a text field), and 'Description*' (a larger text area). A 'Save' button is at the bottom right.

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Others (No Impact on Pay)			
1	Header	Data entry	Enter Header
2	Description	Data entry	Enter Description

3.3.5 Incentives

The Incentives section is used to record the details of Incentives, Awards, and Seva Patakams received by the employee, as entered in the physical Service Register.

The screenshot shows the 'e-Service Record' form with the 'Incentives' menu item selected in the sidebar. The main form area displays the user's details: Name / CFMS ID 'MADHAVI INAMPUDI / 14457850', Designation 'Joint Director', and Department 'Ap Centre For Financial Systems And Services'. The form fields include: '*Reference Page Number in Scanned SR Copy' (a dropdown menu), '* SR Entry Date' (a date field with 'DD/MM/YYYY' placeholder), 'Type of Incentives/Awards:' (a dropdown menu), 'Sanctioned Date:' (a date field with 'DD/MM/YYYY' placeholder), 'Amount in Rupees:' (a text field with 'Enter amount up to 10000' placeholder), 'Eligible Period' (radio buttons for 'Defined period' and 'Indeterminate period'), and 'From Date*' (a date field with 'DD/MM/YYYY' placeholder). A 'Save' button is at the bottom right.

To record an incentive or award:

1. Select **Incentives** from the e-Service Register menu.
2. Click **Add New**.



3. Select the appropriate **Type of Incentive/Award/Seva Patakam** from the drop-down list.
4. Enter the required information, including:
 - Service Register (SR) Reference Page Number
 - SR Entry Date
 - Sanction Order Date
 - Amount (₹), wherever applicable
 - Eligible Period : Defined Period / Indeterminate
 - Incentive/Award Details
5. Verify the entered information and click **Save**

3.3.6 Loans/Advances

The **Loans and Advances** section is used to record the details of loans and advances sanctioned to the employee during service, as entered in the physical Service Register

The screenshot shows the 'e-Service Record' interface. On the left is a sidebar menu with icons and labels for various services. The 'Loans' option is highlighted. The main content area is titled 'Interest Bearing' and contains several input fields: 'Loan Type' (a dropdown menu with options like Computer Advance, Marriage Advance, etc.), 'Loan Purpose' (a dropdown menu), 'Sanction Order Date' (a date field), and 'Sanctioned Amount' (a text field). Below these fields is a table with columns for 'SI No', 'No Of Installments', 'Monthly Installment Amount', and 'Action'. The table has one row with the value '1' in the 'SI No' column and 'Select' in the 'No Of Installments' column. There are 'Add Row' buttons at the bottom right of the table.

To record a Loan/Advance:

- ✓ Select Loans and Advances from the e-Service Register menu.
- ✓ Click Add New.



- ✓ Enter the required information, including:
- ✓ Service Register (SR) Reference Page Number
- ✓ SR Entry Date
- ✓ Loan Type
- ✓ Loan Purpose
- ✓ Sanction Order Number and Date
- ✓ Sanctioned Amount
- ✓ Principal Loan Instalments
- ✓ Interest Instalments
- ✓ Verify the entered information and click Save

3.3.7 Leave Ledger

The Leave Ledger section is used to maintain the employee's leave account as recorded in the physical Service Register.

The details of Leave Availed and Earned Leave (EL) Surrender are automatically populated in the Leave Ledger based on the corresponding entries recorded under the Service Events section

FINANCE DEPARTMENT
GOVT. OF ANDHRA PRADESH

14457850

e-Service Record

Name / CPMS ID
MADHAVI INAMPUDI / 14457850

Designation
Joint Director

Department
Ap Centre For Financial Systems And Services

Leave Ledger

EL

Add New

SL.No	SR Entry Date	From Date	To Date	Leave Type	Leaves Earned	Leaves at Credit	Leaves Availed
1	09/02/2001	09/02/2001	30/06/2001	EL	12	12	No Records
2	01/07/2001	01/07/2001	31/12/2001	EL	15	12	No Records
3	01/01/2002	01/01/2002	30/06/2002	EL	15	42	No Records
4	01/07/2002	01/07/2002	31/12/2002	EL	15	57	

From	To	EL Type	Days
01-01-2003	30-06-2003	EL Availed	174
01-01-2003	30-06-2003	EL Availed	2
01-07-2003	31-12-2003	EL Availed	10
01-07-2003	31-12-2003	EL Availed	14



To update the **Leave Ledger**:

1. Select **Leave Ledger** from the e-Service Register menu.
2. Verify the automatically populated **Leave Availed** and **Earned Leave (EL) Surrender** details.
3. Enter the leave credits and other leave account details for each applicable **Leave Type**, exactly as recorded in the physical Service Register.
4. Ensure that the closing leave balance in the e-Service Register matches the balance recorded in the physical Service Register.
5. Verify the entered information and click **Save**.

The employee shall ensure that the leave balances maintained in the e-Service Register are consistent with the leave balances recorded in the physical Service Register before submitting the e-SR for verification.

3.3.8 Leave Travel Concession Details

The Leave Travel Concession (LTC) section is used to record the details of Home Town LTC, Anywhere in Andhra Pradesh (AP) LTC, and Anywhere in India LTC availed by the employee, as entered in the physical Service Register.

e-Service Record

Name / CFMS ID: MADHAVI INAMPUDI / 14457850

Designation: Joint Director

Department: Ap Centre For Financial Systems And Services

Availed 'Anywhere in India?'

Sl.No	Availed 'Anywhere in India?'	Block Period	Action
1	Select...	Select...	save

Leave Travel Concession Details (Block Period Only)

Sl.No	Block Period	Home Town / Any Where	Whether leave availed	Action
1	2019-2020	Any Where In the Country	No	save



To record an **LTC** entry:

1. Select **Leave Travel Concession (LTC)** from the e-Service Register menu.
2. Enter the details of **Anywhere in India LTC**, wherever applicable.
3. Under the **LTC Details** section, enter the **Hometown** and **Anywhere in Andhra Pradesh (AP)** LTC details **block period-wise**, exactly as recorded in the physical Service Register.
4. Click **Add New**, If required to enter multiple details.
5. Verify the entered information and click **Save**.

3.3.9 Departments Test, Trainings, Study Tours

The Departmental Tests, Trainings, Study Tours and Workshops section is used to record the details of Departmental Tests passed, Trainings undergone, Study Tours attended, and Workshops participated in by the employee during the course of service, as entered in the physical Service Register.

S.No	Name of the Test	Name of the Exam	Exam Date	View/Update	Delete
1	DEPT TEST FOR GAZETTED OFFICERS FOR APCTSOS	PAPER CODE 02	22-11-2001		
2	DEPT TEST FOR GAZETTED OFFICERS FOR APCTSOS	PAPER CODE 102	22-11-2001		
3	Accounts Test for Subordinate officers	PAPER CODE 08	02-06-2002		
4	LOCAL FUND AUDIT DEPT TEST	PAPER IV	16-05-2003		
5	ACCOUNTS TEST FOR EXECUTIVE OFFICERS	PAPER	17-05-2003		

3.3.10 ESR Confirmation by Employee

The **e-SR Confirmation by Employee** section enables the employee to review all the information entered in the e-Service Register before submitting it to the **Checker** for verification



e-Service Record

Basic Details: MS ID: MADHAVI INAMPUDI / 14457850, Designation: Joint Director, Department: Ap Centre For Financial Systems And Services

Employee Status

Name: MADHAVI INAMPUDI, Date of Birth: 11-02-1972, Date of Joining: 08-02-2001, CFMS ID: 14457850, Department: Ap Centre For Financial Systems And Services

* Download SR Data Entered PDF: [Click to Download eService Register](#)

* Upload Signed Digital SR Data Entered PDF Copy: No file chosen

Upload Scanned Physical SR Copy: No file chosen

ESR Part Wise Confirmation

Part No.	Part Name	Action	Status
1	Basic Details	Select	-
2	Home Town & Other Details	Select	-
3	Service Events	Select	-
4	Incentives	Select	-

In this section:

- The employee can view all the e-SR modules in a tabular format along with their completion status.
- The employee shall verify that all information entered in the e-Service Register is complete, accurate, and consistent with the physical Service Register.
- After verifying all the details, the employee shall click **Confirm** to submit the e-Service Register to the **Checker** for verification.
- The employee may modify the entered information at any time **before submitting the e-Service Register (e-SR) to the Checker.**

Note: Before confirming the e-Service Register, the employee shall ensure that all mandatory details have been entered, supporting documents have been uploaded wherever applicable, and the information matches the entries recorded in the physical Service Register



*****Employee Login Ends Here*****

4. Checker Login:

4.1 Login

The Checker shall access the **NIDHI** application by visiting **nidhi.apcfss.in** and logging in using the **Employee CFMS ID** and **Password**.

The screenshot shows the login interface of the NIDHI application. At the top left is the logo of the Finance Department, Govt. of Andhra Pradesh. At the top right are links: 'Know Your CFMS ID', 'GOs, Circulars, Memos', 'Budget 2023-24', 'Download Employee Mobile APP (HERB)', and 'APFRS Mobile APP'. The main login area has a title 'Login'. Below it are two input fields: 'User ID' with the value '14146664' and 'Password' with masked characters. A blue 'Sign In' button is below the password field, highlighted with a red rectangle. A 'Forgot Password?' link is below the button. Annotations include: a box around the User ID field with an arrow pointing to it from a text box saying 'Enter CFMS ID here'; a box around the Password field with an arrow pointing to it from a text box saying 'Enter password here'; and a large white arrow pointing to the 'Sign In' button.

To log in:

1. Open the **NIDHI** application.
2. Enter the **Employee CFMS ID** and **Password**.
3. Click **Sign In**.

The system validates the entered credentials. If the credentials are valid, the Checker is successfully logged in and redirected to the **Dashboard**. If the credentials are invalid, an appropriate error message is displayed. The Checker shall enter the correct login credentials to access the application.

4.2 Dashboard

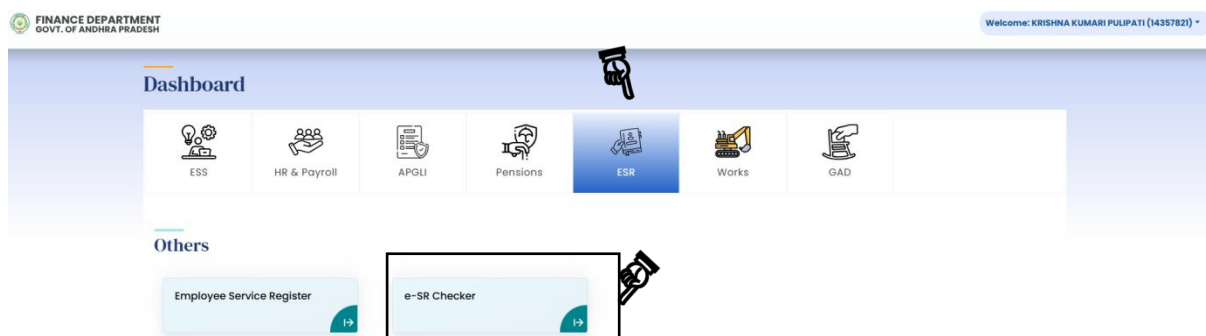


After successful login, the **Dashboard** is displayed.

To access the e-Service Register (e-SR) verification module:

1. From the Dashboard, select the **e-Service Register (e-SR)** module.
2. Click the **Employee Service Register Verification (Checker)** tile.

The system redirects the Checker to the **Employee Service Register Verification (Checker)** screen.



Click on **Employee Service Register Verification (Checker)** tile shown in above screen.

4.3 Employee Service Register Verification (Checker)

The **Employee Service Register Verification (Checker)** module enables the Checker to review, verify, and, if required, modify the Service Register (SR) details submitted by employees before forwarding them to the Approver for final approval.

On opening the module:

- The system displays the list of employees whose Service Register details have been submitted and are pending verification.
- Click the **Action** button corresponding to the employee whose records are to be verified.
- The system opens the employee's submitted Service Register details for verification.



- The Checker shall verify each section of the Service Register by comparing the entered information with the Physical Service Register and the supporting documents uploaded by the employee.
- If any discrepancies are identified, the Checker may edit or update the Service Register details to ensure that the information accurately reflects the entries available in the Physical Service Register.
- After completing the verification and necessary modifications, the Checker shall forward the Service Register to the Approver for final approval.

FINANCE DEPARTMENT
GOVT. OF ANDHRA PRADESH

ESR Workflow

Pending Forwarded Returned

Search

Sl.No	Employee Id	Employee Name	Present Post	Action
1	14357821	PULIPATI KRISHNA KUMARI	Auditor	

Page 1 of 1 Show 100

The following sections are available for verification:

4.3.1 Basic Details Verification



Employee Service Register (eSR)

NIDHI

ESR Workflow Back

Name / CFMS ID: KRISHNA KUMARI PULIPATI / 14357821
Designation: Auditor
Department: Pay and Accounts officer

Editing Employee ID : 14357821

Basic Details Home Town & Other Details Service Events Incentives Loans Leave Ledger Leave Travel Concession Dept Test & Training Details PreviewAndConfirm

Personal Details Address Details Family Members Nominations Education Details

Employee Basic Details

* Employee ID (CFMS ID)	* HRMS ID	
14357821	2519234	
* Title	* Name	* Surname
Mrs	KRISHNA KUMARI	PULIPATI
* Gender	* Date of Birth	* Date of Entry into Regular Govt. Service
Female	17-01-1973	05-11-2007
* Marital Status	* Community	* Religion
Married		
* Disabled Status		
No		

Present Post & Office Details

* Department	* Post Name	* Service Rule
Pay and Accounts officer	Auditor	

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4.3.2 Hometown & Place of Birth Details Verification

ESR Workflow Back

Name / CFMS ID: KRISHNA KUMARI PULIPATI / 14357821
Designation: Auditor
Department: Pay and Accounts officer

Editing Employee ID : 14357821

Basic Details Home Town & Other Details Service Events Incentives Loans Leave Ledger Leave Travel Concession Dept Test & Training Details PreviewAndConfirm

Hometown Details Place Of Birth & Other Details

Home Town Details

Sl.No	Declaration	State	District	Mandal	Village/Town	Mobile No	Email	Action
1	First	Dadra and Nagar Hav	10	15	22	9951978585	krishnap.1975@p.gov.in	  

Page 1 of 1 Show 100

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4.3.3 Service Events Verification

Name / CFMS ID
KRISHNA KUMARI PULIPATI / 14357821

Designation
Auditor

Department
Pay and Accounts officer

Editing Employee ID : 14357821

Basic Details
Home Town & Other Details
Service Events
Incentives
Loans
Leave Ledger
Leave Travel Concession
Dept Test & Training Details
PreviewAndConfirm

Select Service Events

Sl.No	Event Name	SR Entry Date	Event Type	Event Details	View/Update
1	Others (No Impact on Pay)	05/11/2007	Others (No Impact on Pay)	-	View/Update
2	Change in Pay	30/05/2008	Pay Type: Annual Increment	Pay Scale : 4825-10845	View/Update
3	Leaves Availed	29/08/2008	Leave Type: Maternity Leave	No. of days: 119	View/Update
4	Leaves Availed	16/10/2008	Leave Type: Maternity Leave	No. of days: 120	View/Update
5	Leaves Availed	29/01/2009	Leave Type: EL	No. of days: 23	View/Update
6	Leaves Availed	21/04/2009	Leave Type: EOL	No. of days: 119	View/Update
7	Regularization	18/03/2010	Regularization Type: Regularization	Effective Date: 18/01/2008	View/Update
8	Others (No Impact on Pay)	23/03/2010	Others (No Impact on Pay)	-	View/Update
9	Leaves Availed	30/08/2010	Leave Type: EL	No. of days: 2	View/Update
10	Probation	14/02/2011	Probation Type: Probation	Proceeding No: PAO/ADMM/U/2010-11/231	View/Update

4.3.4 Incentive Details Verification

Name / CFMS ID

KRISHNA KUMARI PULPATI / 14357821

Designation

Auditor

Department

Pay and Accounts officer

Editing Employee ID : 14357821

Basic Details
Home Town & Other Details
Service Events
Incentives
Loans
Leave Ledger
Leave Travel Concession
Dept Test & Training Details
PreviewAndConfirm

Incentives

Sl.No	Sanctioned Date	Type of Incentives/Awards	Amount	View/Update	Delete
1	30/06/2026	Financial Incentives	2887	View	Delete

Page 1 of 1 Show 100 ▼

[Previous](#)
[First](#)
[Last](#)
[Next](#)



Employee Service Register (eSR)

NIDHI

ESR Workflow Back

Name / CFMS ID: KRISHNA KUMARI PULIPATI / 14357821
Designation: Auditor
Department: Pay and Accounts officer

Editing Employee ID: 14357821

Basic Details Home Town & Other Details Service Events Incentives Loans Leave Ledger Leave Travel Concession Dept Test & Training Details PreviewAndConfirm

Incentives

*Reference Page Number in Scanned SR Copy: 17
*SR Entry Date: 01/07/2026
Type of Incentives/Awards: Financial Incentives
Sanctioned Date: 30/06/2026
Amount in Rupees: 2987
Two Thousand, Eight Hundred Eighty-Seven Rupees Only

Eligible Period
Whether the incentive is for a defined period or an indeterminate period?:
☒ Defined period ☐ Indeterminate period
From Date: 29/06/2026 To Date: 29/06/2026

Details about the Incentives/Awards:
ghyj

Scanned SR Copy

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Handwritten text from the scanned SR copy is visible on the right side of the form.

4.3.5 Loans & Advance Details Verification

ESR Workflow Back

Name / CFMS ID: KRISHNA KUMARI PULIPATI / 14357821
Designation: Auditor
Department: Pay and Accounts officer

Editing Employee ID: 14357821

Basic Details Home Town & Other Details Service Events Incentives Loans Leave Ledger Leave Travel Concession Dept Test & Training Details PreviewAndConfirm

Loans

Interest Bearing

*Loan Type: -- Select Loan Type --
*Loan Purpose: -- Select Loan Purpose --
*Sanction Order Number:
*Sanction Order Date: DD/MM/YYYY
*Sanctioned Amount:

Loan Recovery: Add Row

Principal

Sl.No	No Of Installments	Monthly Installment Amount	Action
1	Select		Remove

Interest Add Row

Scanned SR Copy

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Handwritten text from the scanned SR copy is visible on the right side of the form.

4.3.6 Leave Ledger Verification



Employee Service Register (eSR)

NIDHI

ESR Workflow Back

Name / CFMS ID: KRISHNA KUMARI PULIPATI / 14357821
Designation: Auditor
Department: Pay and Accounts officer

Editing Employee ID: 14357821

Basic Details Home Town & Other Details Service Events Incentives Loans Leave Ledger Leave Travel Concession Dept Test & Training Details PreviewAndConfirm

Leave Ledger

Select Menu
Select Menu
EL
Samakhyandhra Leave for Teachers
Additional Leave for Police
Child Care Leave for Female Employees
HPL

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4.3.7 Leave Travel Concession Details Verification

ESR Workflow Back

Name / CFMS ID: KRISHNA KUMARI PULIPATI / 14357821
Designation: Auditor
Department: Pay and Accounts officer

Editing Employee ID: 14357821

Basic Details Home Town & Other Details Service Events Incentives Loans Leave Ledger Leave Travel Concession Dept Test & Training Details PreviewAndConfirm

Availed 'Anywhere in India'?

Sl.No	Availed 'Anywhere in India'?	Block Period	Action
1	Yes	2011-2012	Save ✕

LTC Details (Latest Block Period Only) Add New

Sl.No	Block Period	Home Town / Any Where	Whether leave availed	Action
-------	--------------	-----------------------	-----------------------	--------

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4.3.8 Departmental Tests, Trainings & Study Tours Details Verification



ESR Workflow Back

Name / CFMS ID
KRISHNA KUMARI PULIPATI / 14357821

Designation
Auditor

Department
Pay and Accounts officer

Editing Employee ID : 14357821

Basic Details

Home Town & Other Details

Service Events

Incentives

Loans

Leave Ledger

Leave Travel Concession

Dept Test & Training Details

PreviewAndConfirm

Tests

Training

Study Tours

Work Shops

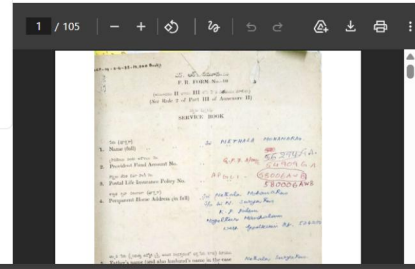
Tests

Search

Add New

Sl.No	Name of the Test	Name of the Exam	Exam Date	View/Update	Delete
1	ACCOUNTS TEST	PART-II	19-08-2009	View	Delete
2	ACCOUNTS TEST	PART-I	08-05-2010	View	Delete

Page 1 of 1 Show 100



4.3.9 ESR Details Final Verification

ESR Workflow Back

Name / CFMS ID
KRISHNA KUMARI PULIPATI / 14357821

Designation
Auditor

Department
Pay and Accounts officer

Editing Employee ID : 14357821

Basic Details

Home Town & Other Details

Service Events

Incentives

Loans

Leave Ledger

Leave Travel Concession

Dept Test & Training Details

PreviewAndConfirm

Availed 'Anywhere in India?'

Sl.No

Availed 'Anywhere in India?'

Block Period

Action

1	Yes	2011-2012	Save Delete
---	-----	-----------	---

LTC Details (Latest Block Period Only)

Add New

Sl.No

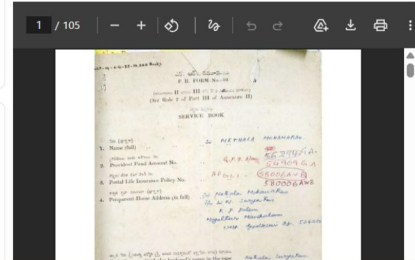
Block Period

Home Town / Any Where

Whether leave availed

Action

--	--	--	--	--



Note: The Checker shall ensure that all entries are verified against the Physical Service Register and supporting documents before forwarding the Service Register to the Approver.

5. ESR Approver Login:

5.1 Login



The **Approver** shall access the NIDHI application by visiting **nidhi.apcfss.in** and logging in using the Employee CFMS ID and Password.

The screenshot shows the login interface of the NIDHI application. At the top left is the logo of the Finance Department, Govt. of Andhra Pradesh. At the top right are links for 'Know Your CFMS ID', 'GOs, Circulars, Memos', 'Budget 2023-24', 'Download Employee Mobile APP (HERB)', and 'APFES Mobile APP'. The main login area contains a 'Login' form with a 'User ID' field (containing '14146664') and a 'Password' field (masked with asterisks). Below the password field is a 'Sign in' button, which is highlighted with a red rectangle. A 'Forgot Password?' link is located below the 'Sign in' button. Annotations include: a box labeled 'Enter CFMS ID here' with an arrow pointing to the User ID field; a box labeled 'Enter password here' with an arrow pointing to the Password field; and a large white arrow pointing towards the 'Sign in' button.

To log in:

4. Open the **NIDHI** application.
5. Enter the **Employee CFMS ID** and **Password**.
6. Click **Sign In**.

The system validates the entered credentials. If the credentials are valid, the Approver is successfully authenticated and redirected to the **Dashboard**. If the credentials are invalid, an appropriate error message is displayed. The Approver shall enter valid login credentials to access the application.

5.2 Dashboard

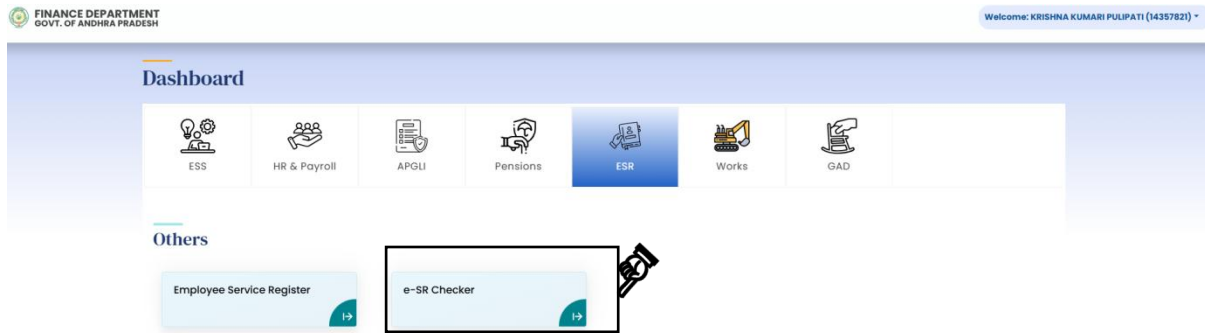
After successful login, the **Dashboard** is displayed.

To access the Employee Service Register Approval module:

1. Select the **e-Service Register (e-SR)** module from the Dashboard.
2. Click the **Employee Service Register Approval (Approver)** tile.

The system redirects the Approver to the **Employee Service Register Approval (Approver)** screen





Click on **Employee Service Register Verification (Approver)** tile shown in above screen.

5.3 Employee Service Register Approval (Approver)

The **Employee Service Register Approval (Approver)** module enables the Approver to perform the final verification and approval of the Service Register (SR) after it has been verified by the Checker.

On opening the module:

- The system displays the list of employees whose Service Registers have been verified by the Checker and are pending approval.
- Click the **Action** button corresponding to the employee whose Service Register is to be approved.
- The system opens the employee's Service Register for review.
- The Approver shall verify each section of the Service Register with reference to the Physical Service Register and the supporting documents.
- If any discrepancies are noticed, the Approver may edit the Service Register details wherever necessary before granting final approval.
- After completing the verification and required modifications, the Approver shall approve the Service Register.

The following sections are available for verification and approval

5.3.1 Basic Details Verification & Approval



Employee Service Register (eSR)

NIDHI

ESR Workflow Back

Name / CFMS ID: KRISHNA KUMARI PULIPATI / 14357821
Designation: Auditor
Department: Pay and Accounts officer

Editing Employee ID : 14357821

Basic Details Home Town & Other Details Service Events Incentives Loans Leave Ledger Leave Travel Concession Dept Test & Training Details PreviewAndConfirm

Personal Details Address Details Family Members Nominations Education Details

Employee Basic Details

* Employee ID (CFMS ID)	* HRMS ID	
14357821	2519234	
* Title	* Name	* Surname
Mrs	KRISHNA KUMARI	PULIPATI
* Gender	* Date of Birth	* Date of Entry into Regular Govt. Service
Female	17-01-1973	05-11-2007
* Marital Status	* Community	* Religion
Married		
* Disabled Status		
No		

Present Post & Office Details

* Department	* Post Name	* Service Rule
Pay and Accounts officer	Auditor	

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5.3.2 Hometown & Place of Birth Details Verification

ESR Workflow Back

Name / CFMS ID: KRISHNA KUMARI PULIPATI / 14357821
Designation: Auditor
Department: Pay and Accounts officer

Editing Employee ID : 14357821

Basic Details Home Town & Other Details Service Events Incentives Loans Leave Ledger Leave Travel Concession Dept Test & Training Details PreviewAndConfirm

Hometown Details Place Of Birth & Other Details

Home Town Details

Sl.No	Declaration	State	District	Mandal	Village/Town	Mobile No	Email	Action
1	First	Dadra and Nagar Hav	10	15	22	9951978585	krishnap.1975@p.gov.in	  

Page 1 of 1 Show 100

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5.3.3 Service Events Verification



Employee Service Register (eSR)

NIDHI

ESR Workflow

Back

Name / CFMS ID
KRISHNA KUMARI PULIPATI / 14357821

Designation
Auditor

Department
Pay and Accounts officer

Editing Employee ID : 14357821

✓ Basic Details

✓ Home Town & Other Details

Service Events

Incentives

Loans

Leave Ledger

Leave Travel Concession

Dept Test & Training Details

PreviewAndConfirm

Select Service Events
All Events

Service Events

Search

Sl.No	Event Name	SR Entry Date	Event Type	Event Details	View/Update
1	Others (No Impact on Pay)	05/11/2007	Others (No Impact on Pay)	-	
2	Change in Pay	30/05/2008	Pay Type: Annual Increment	Pay Scale : 4825-10845	
3	Leaves Availed	29/08/2008	Leave Type: Maternity Leave	No. of days: 119	
4	Leaves Availed	16/10/2008	Leave Type: Maternity Leave	No. of days: 120	
5	Leaves Availed	29/01/2009	Leave Type: EL	No. of days: 23	
6	Leaves Availed	21/04/2009	Leave Type: EOL	No. of days: 119	
7	Regularization	18/03/2010	Regularization Type: Regularization	Effective Date: 18/01/2008	
8	Others (No Impact on Pay)	23/03/2010	Others (No Impact on Pay)	-	
9	Leaves Availed	30/08/2010	Leave Type: EL	No. of days: 2	
10	Probation	14/02/2011	Probation Type: Probation	Proceeding No: PAO/ADMN/UJ/2010-11/231	

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5.3.4 Incentive Details Verification

ESR Workflow

Back

Name / CFMS ID
KRISHNA KUMARI PULIPATI / 14357821

Designation
Auditor

Department
Pay and Accounts officer

Editing Employee ID : 14357821

✓ Basic Details

✓ Home Town & Other Details

✓ Service Events

Incentives

Loans

Leave Ledger

Leave Travel Concession

Dept Test & Training Details

PreviewAndConfirm

Incentives

Search

Add New

Sl.No	Sanctioned Date	Type of Incentives/Awards	Amount	View/Update	Delete
1	30/06/2026	Financial Incentives	2887		

Page 1 of 1 Show 100

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Employee Service Register (eSR)

NIDHI

ESR Workflow Back

Name / CFMS ID
KRISHNA KUMARI PULIPATI / 14357821

Designation
Auditor

Department
Pay and Accounts officer

Editing Employee ID : 14357821

Basic Details

Home Town & Other Details

Service Events

Incentives

Loans

Leave Ledger

Leave Travel Concession

Dept Test & Training Details

PreviewAndConfirm

17

*Reference Page Number in Scanned SR Copy

01/07/2026

* SR Entry Date

Financial Incentives

Type of Incentives/Awards:

30/06/2026

Sanctioned Date:

2887

Amount in Rupees:

Two Thousand, Eight Hundred Eighty-Seven Rupees Only

Eligible Period

Whether the incentive is for a defined period or an indeterminate period? : *

Defined period

Indeterminate period

29/06/2026

From Date*

29/06/2026

To Date*

ghyj

Details about the Incentives/Awards:

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5.3.5 Loans & Advance Details Verification



Employee Service Register (eSR)

NIDHI

ESR Workflow Back

Name / CFMS ID: KRISHNA KUMARI PULIPATI / 14357821
Designation: Auditor
Department: Pay and Accounts officer

Editing Employee ID : 14357821

Basic Details Home Town & Other Details Service Events Incentives **Loans** Leave Ledger Leave Travel Concession Dept Test & Training Details PreviewAndConfirm

Interest Bearing

* Loan Type: -- Select Loan Type --
* Loan Purpose: -- Select Loan Purpose --
* Sanction Order Number:
* Sanction Order Date: DD/MM/YYYY
* Sanctioned Amount:
Add Row

Loan Recovery:

Principal

Sl.No	No Of Installments	Monthly Installment Amount	Action
1	Select		

Interest Add Row

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5.3.6 Leave Ledger Verification

ESR Workflow Back

Name / CFMS ID: KRISHNA KUMARI PULIPATI / 14357821
Designation: Auditor
Department: Pay and Accounts officer

Editing Employee ID : 14357821

Basic Details Home Town & Other Details Service Events Incentives **Loans** **Leave Ledger** Leave Travel Concession Dept Test & Training Details PreviewAndConfirm

Leave Ledger

Select Menu
Select Menu
EL
Samakiyandhra Leave for Teachers
Additional Leave for Police
Child Care Leave for Female Employees
HPL

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5.3.7 Leave Travel Concession Details Verification



Employee Service Register (eSR)

NIDHI

ESR Workflow Back

Name / CFMS ID: KRISHNA KUMARI PULIPATI / 14357821
Designation: Auditor
Department: Pay and Accounts officer

Editing Employee ID : 14357821

Basic Details Home Town & Other Details Service Events Incentives Loans Leave Ledger Leave Travel Concession Dept Test & Training Details PreviewAndConfirm

Availed 'Anywhere in India'?

Sl.No	Availed 'Anywhere in India'?	Block Period	Action
1	Yes	2011-2012	Save ✕

LTC Details (Latest Block Period Only) Add New

Sl.No	Block Period	Home Town / Any Where	Whether leave availed	Action
-------	--------------	-----------------------	-----------------------	--------

5.3.8 Departmental Tests, Trainings & Study Tours Details Verification

ESR Workflow Back

Name / CFMS ID: KRISHNA KUMARI PULIPATI / 14357821
Designation: Auditor
Department: Pay and Accounts officer

Editing Employee ID : 14357821

Basic Details Home Town & Other Details Service Events Incentives Loans Leave Ledger Leave Travel Concession Dept Test & Training Details PreviewAndConfirm

Tests Training Study Tours Work Shops

Tests Search Add New

Sl.No	Name of the Test	Name of the Exam	Exam Date	View/Update	Delete
1	ACCOUNTS TEST	PART-II	19-08-2009	View Update	✕
2	ACCOUNTS TEST	PART-I	08-05-2010	View Update	✕

Page 1 of 1 Show 100

5.3.9 Final Approval of Employee Service Register

After verifying all sections:



- Review the complete Service Register to ensure that all entries are accurate, complete, and consistent with the Physical Service Register.
- Make any required corrections before approval.
- Click **Approve** to complete the approval process.

Upon approval, the Service Register is finalized and becomes the authenticated electronic Service Register of the employee. No further modifications shall be permitted after final approval.