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.

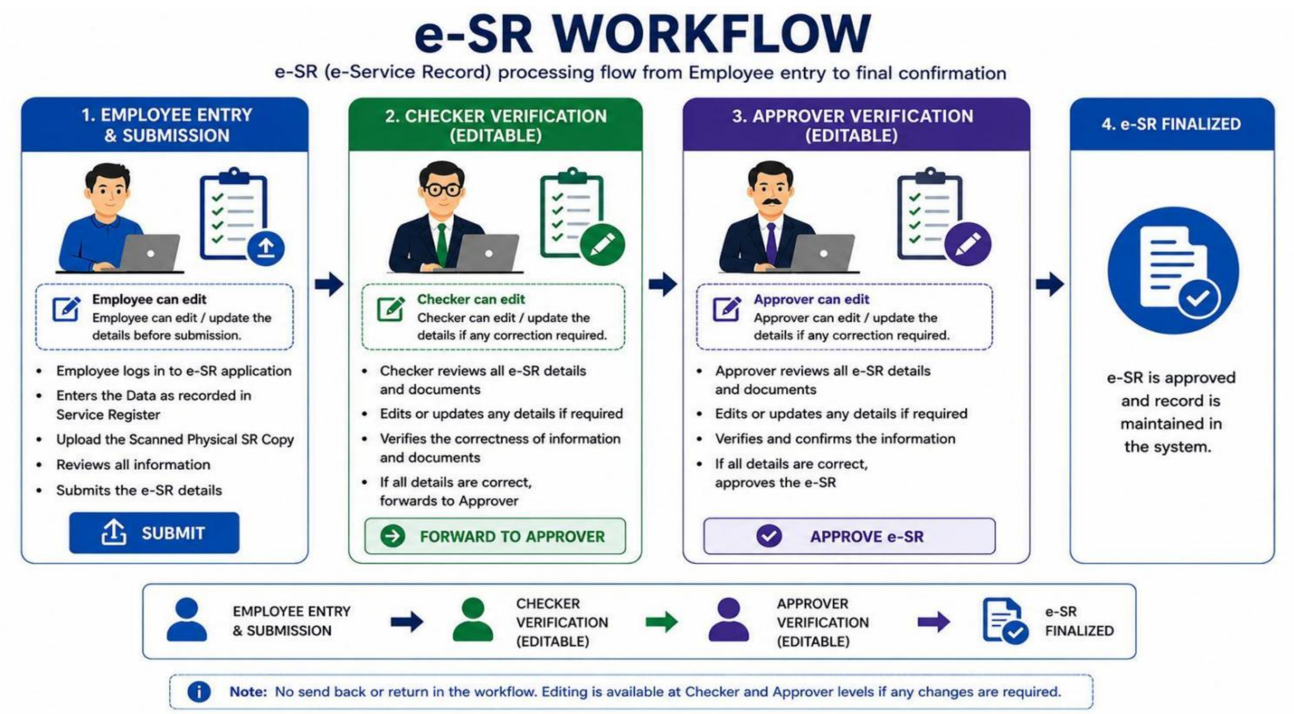
During the initial digitization exercise, employees are required to enter all service details from their physical Service Register and upload the corresponding scanned pages. The entered information is verified by the designated Checker and subsequently approved by the HR Manager (Approver) through a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

APCFSS
Andhra Pradesh Centre for Financial Systems and services

Contents

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.

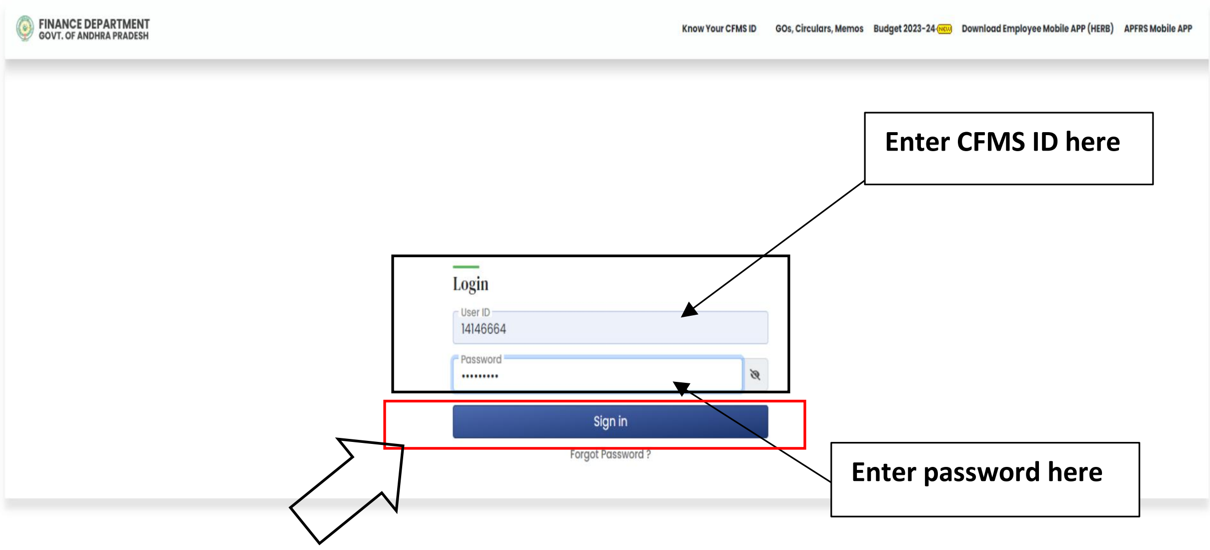
Upon approval, the Service Register becomes the authenticated digital Service Register of the employee.

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



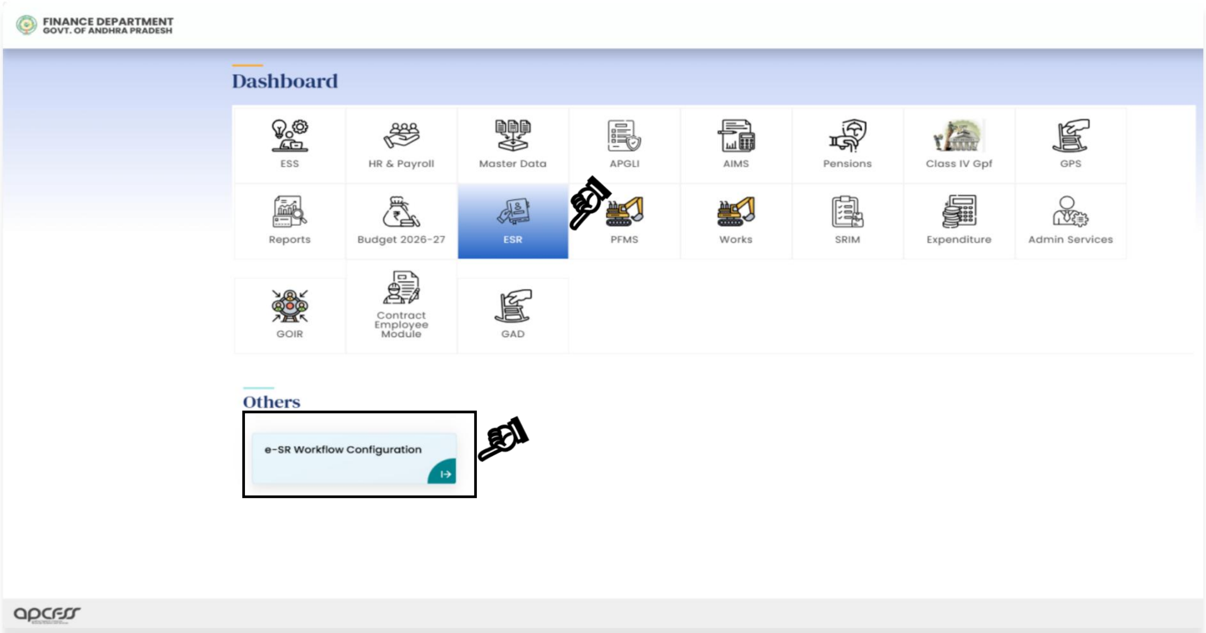
The system validates the login credentials. Upon successful authentication, the Dashboard is displayed.

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.

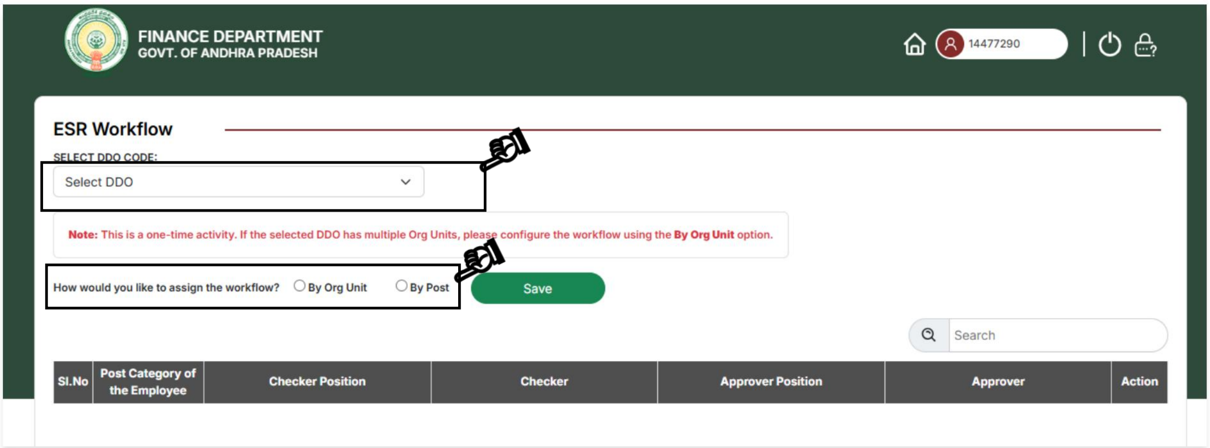
- Select the e-SR module from the Dashboard to access the e-SR Workflow Configuration.



- 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.



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

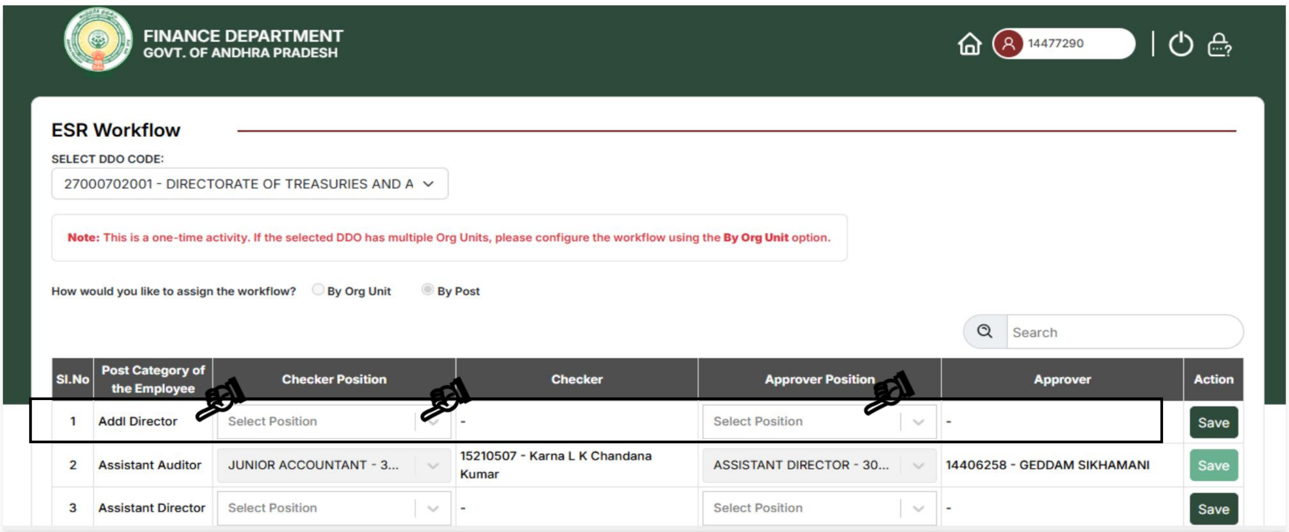
Option 1: By Post

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



Option 2: By Organization Unit

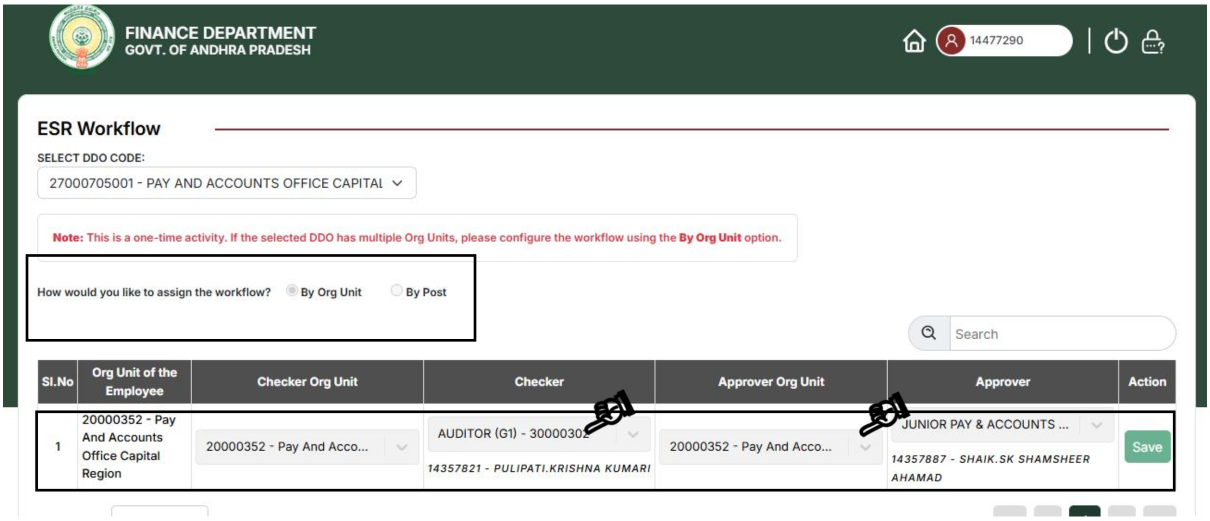
Select **By Organization Unit** when the workflow is to be configured for an entire Organization Unit.

Under this option:

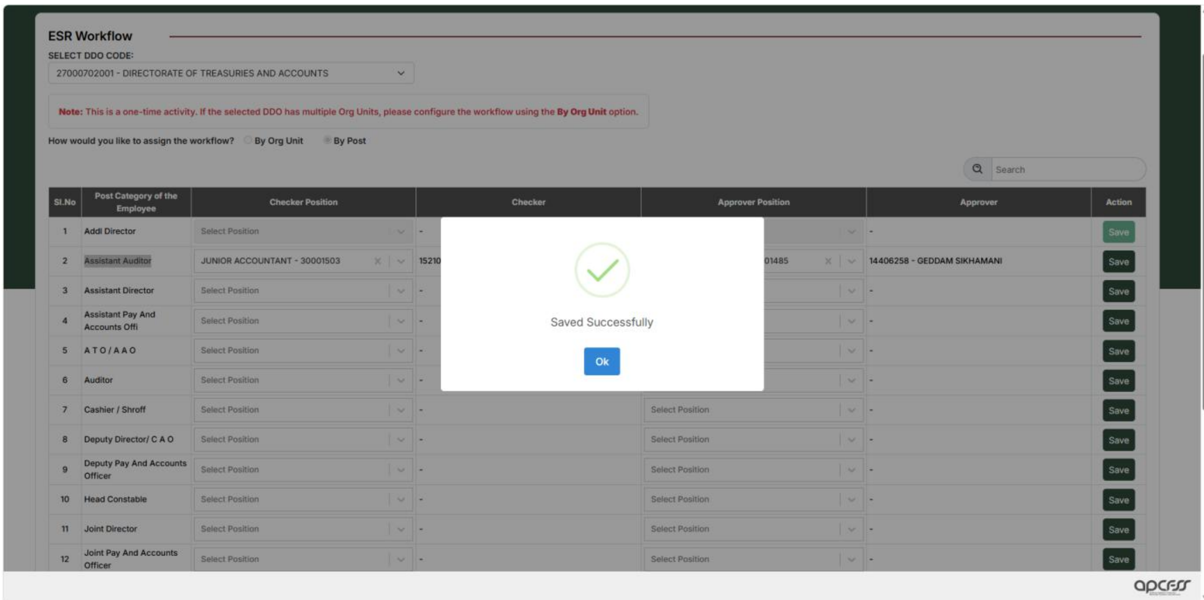
- One Checker and one Approver are assigned to the Organization Unit.
- Employee records are routed automatically based on the employee's current Organization Unit.
- All employees belonging to the configured Organization Unit follow the same workflow.

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.



Click on "Save" button appears against each row to save the record. Click on SAVE.



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

--********--

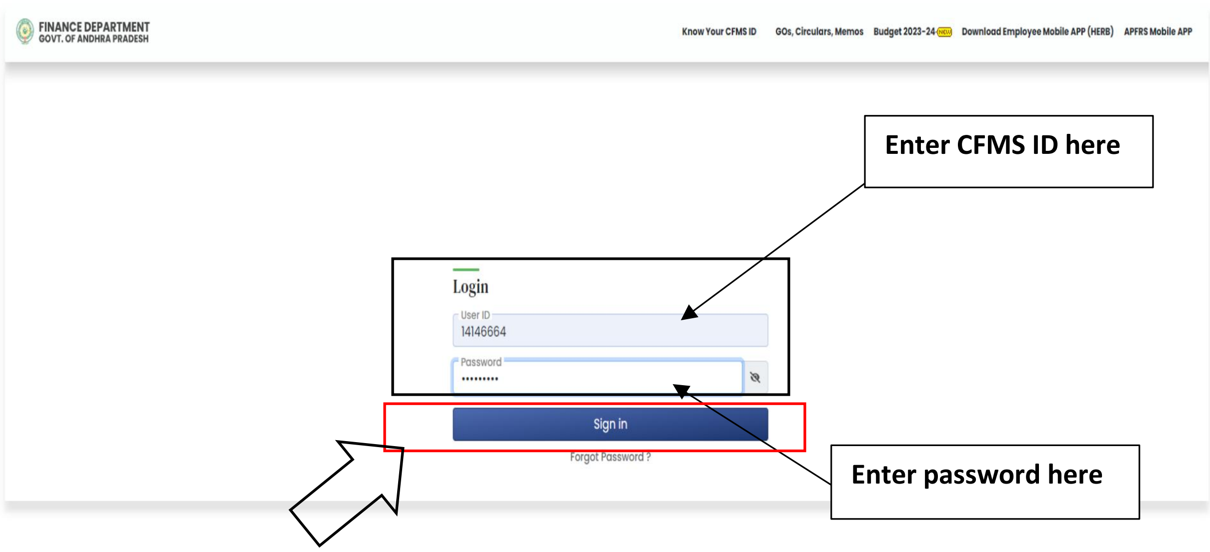
3. Employee Login:

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

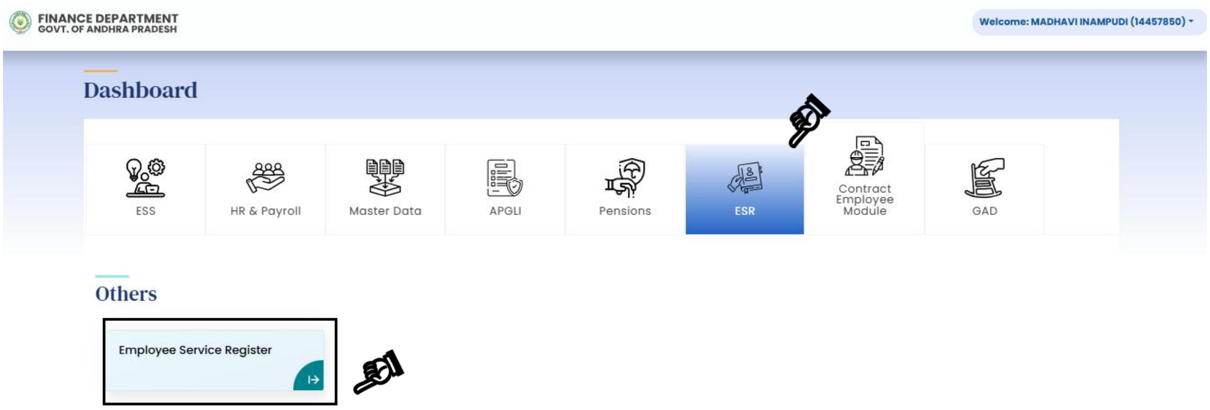
If the login credentials are incorrect, an appropriate error message is displayed. The employee shall enter the correct credentials and try again

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

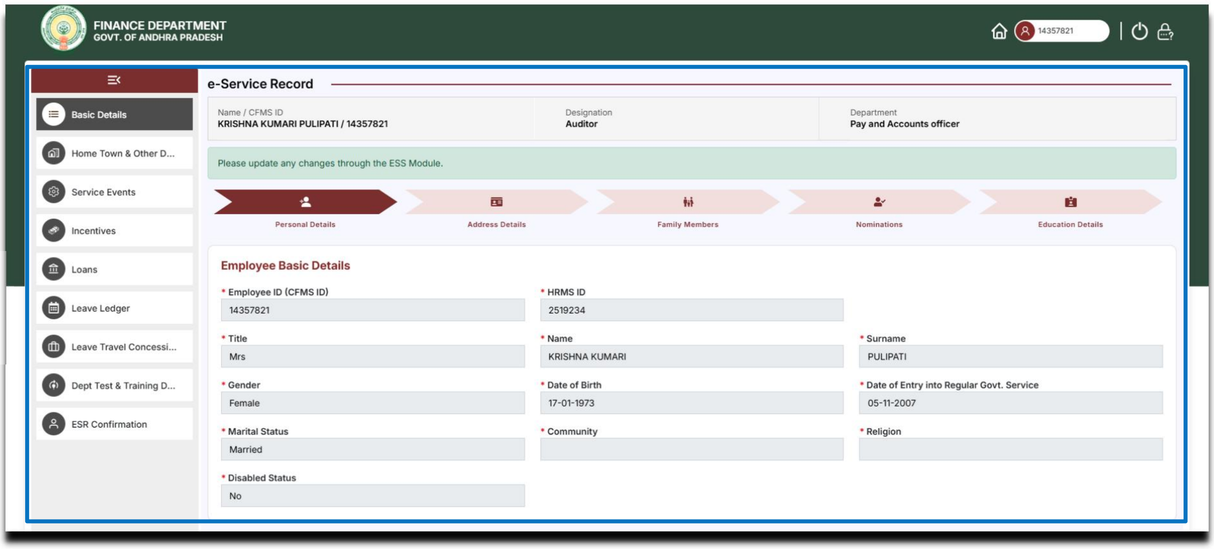


The Employee Service Register page opens, allowing the employee to enter, review, and manage the Service Register details

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



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.

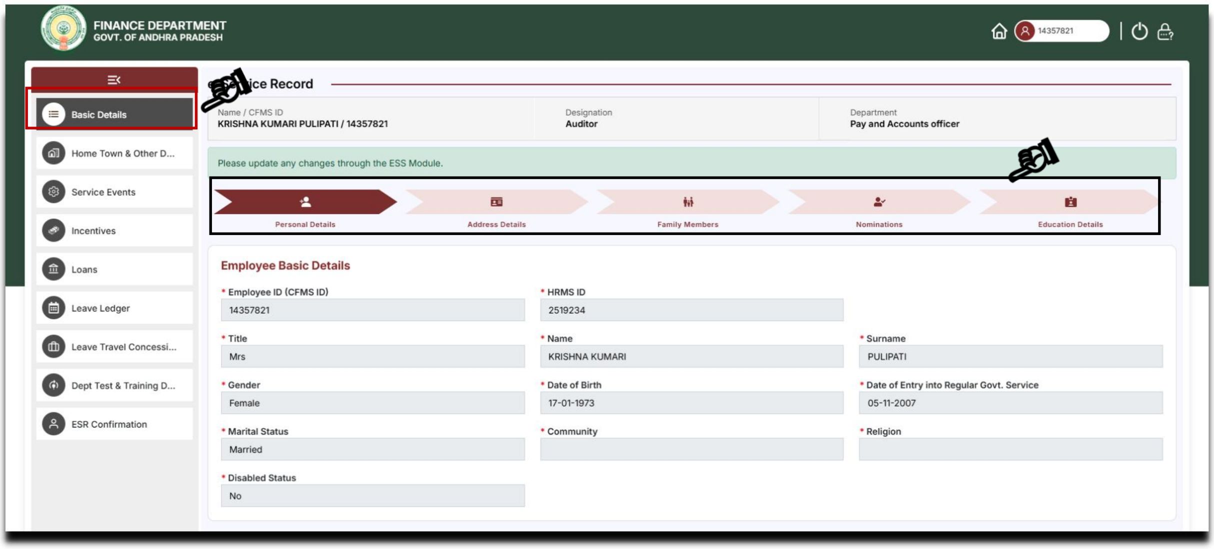
➢ Tests, Training, Study Tours & Workshops

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



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:

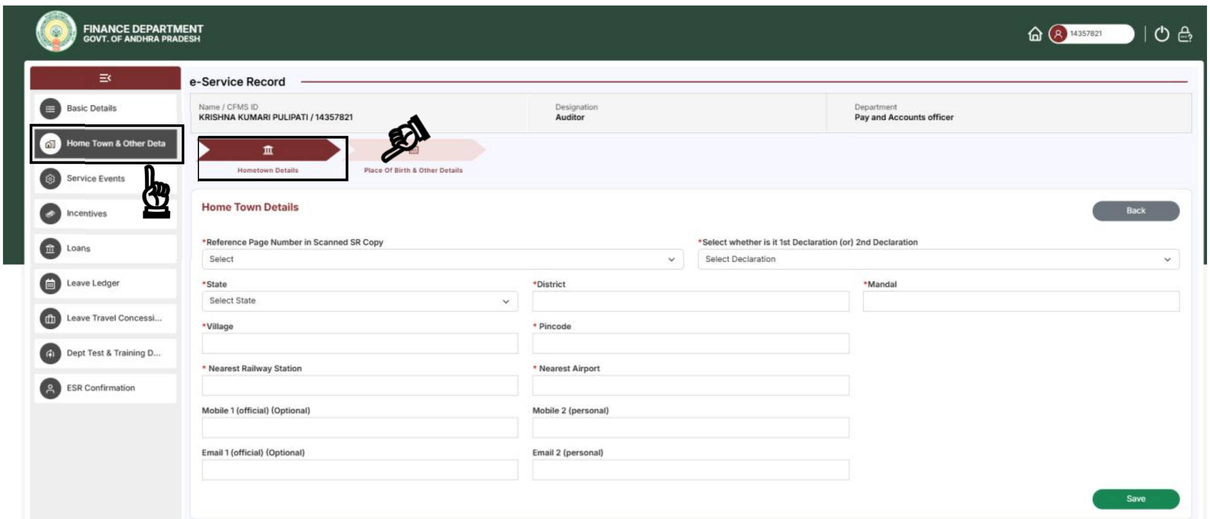
- **Home Town Details**
- **Place of Birth and Other Details**

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.



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

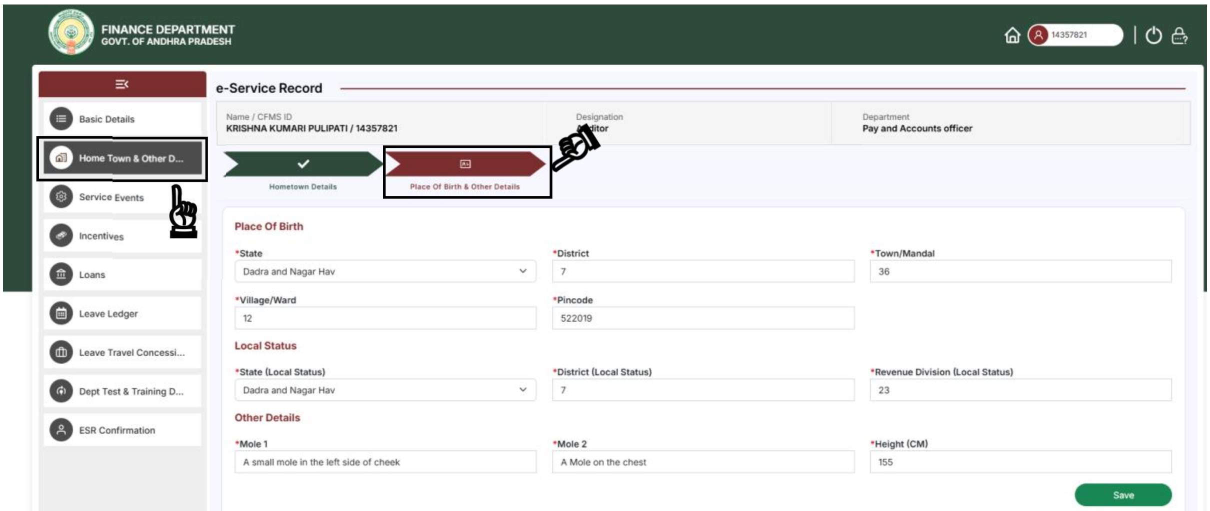
1	Reference page no in SR	Drop down box	Select Page no
2	Select whether is it 1st Declaration (or) 2nd Declaration	Drop down box	Select This is my declaration
3	State	Drop down box	Select State
4	District	Drop down box	Select District, if other than A.P then Data entry
5	Mandal	Drop down box	Select Mandal
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.

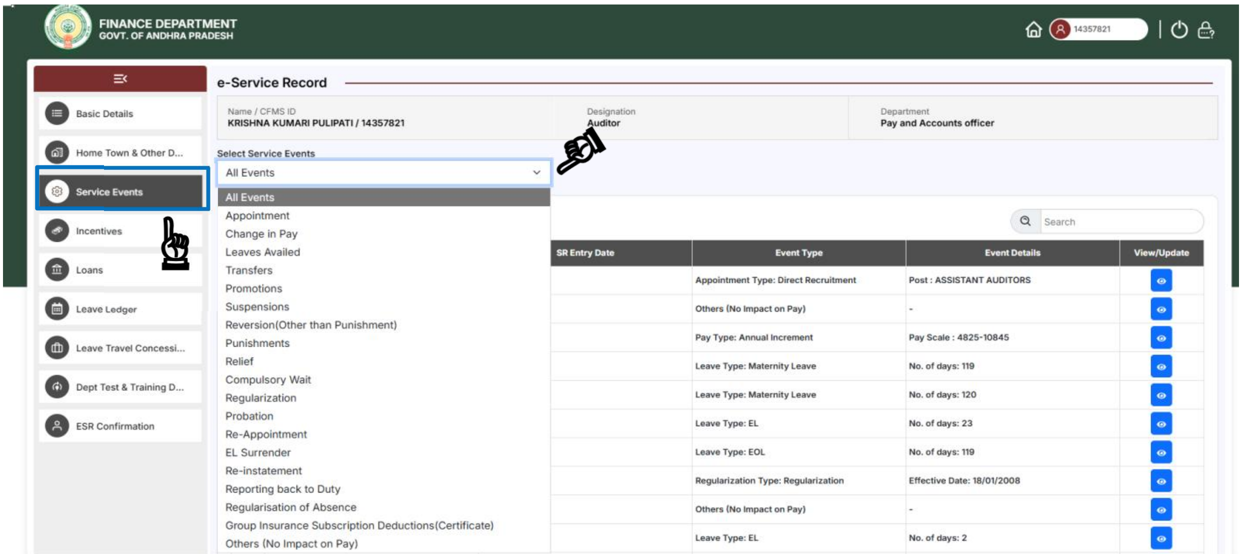
After entering all the required information, verify the details carefully and click **Save** to record the information



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.



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

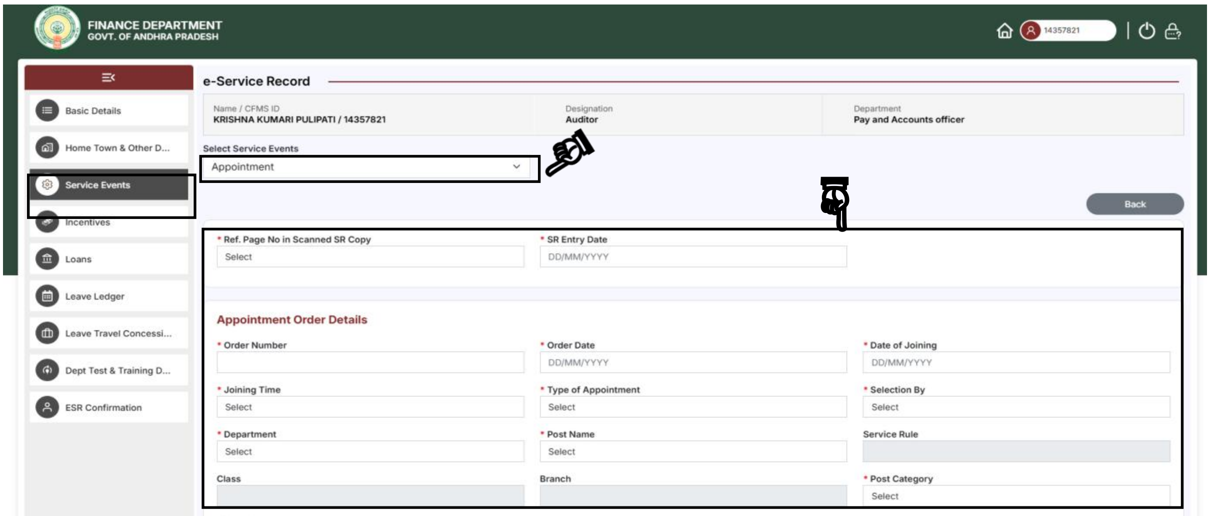
1. Click **Service Events** from the left navigation menu.
2. Select the required **Service Event** from the drop-down list.
3. Select the corresponding **Event Date**.
4. Click **Add New**.
5. Enter the required information exactly as recorded in the physical Service Register.

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

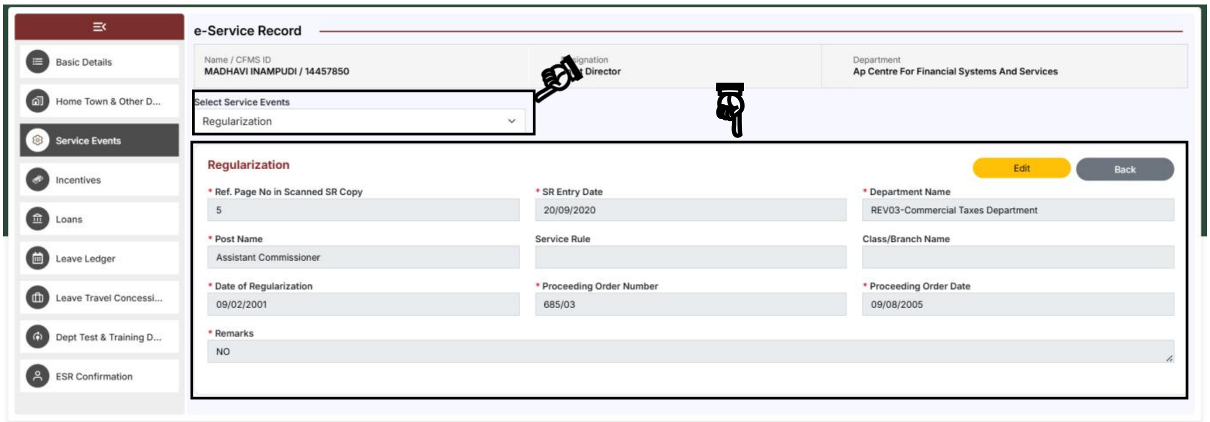


To record an appointment:

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

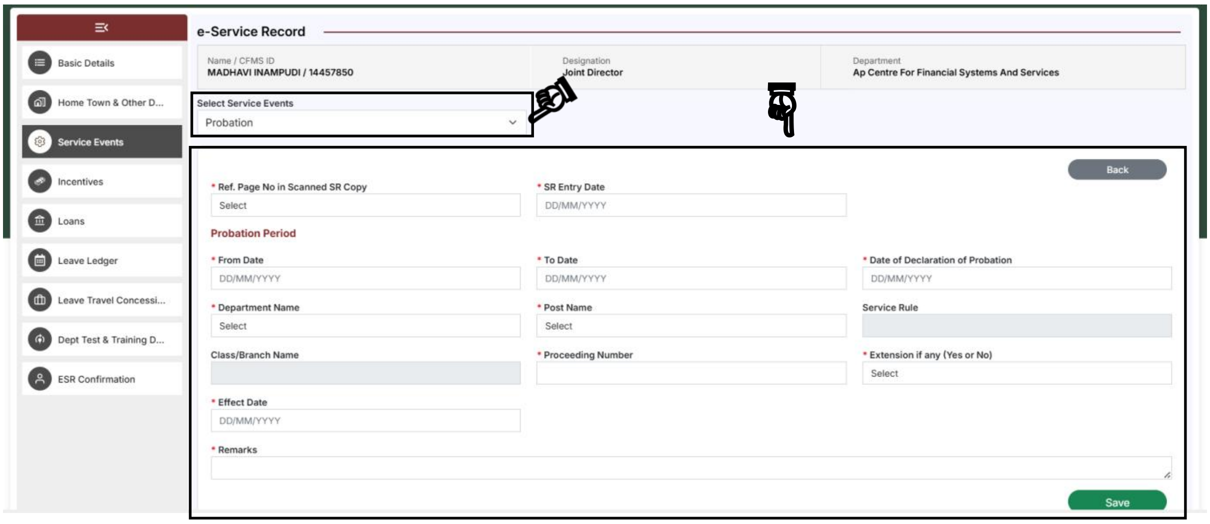


To record the regularization details:

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.

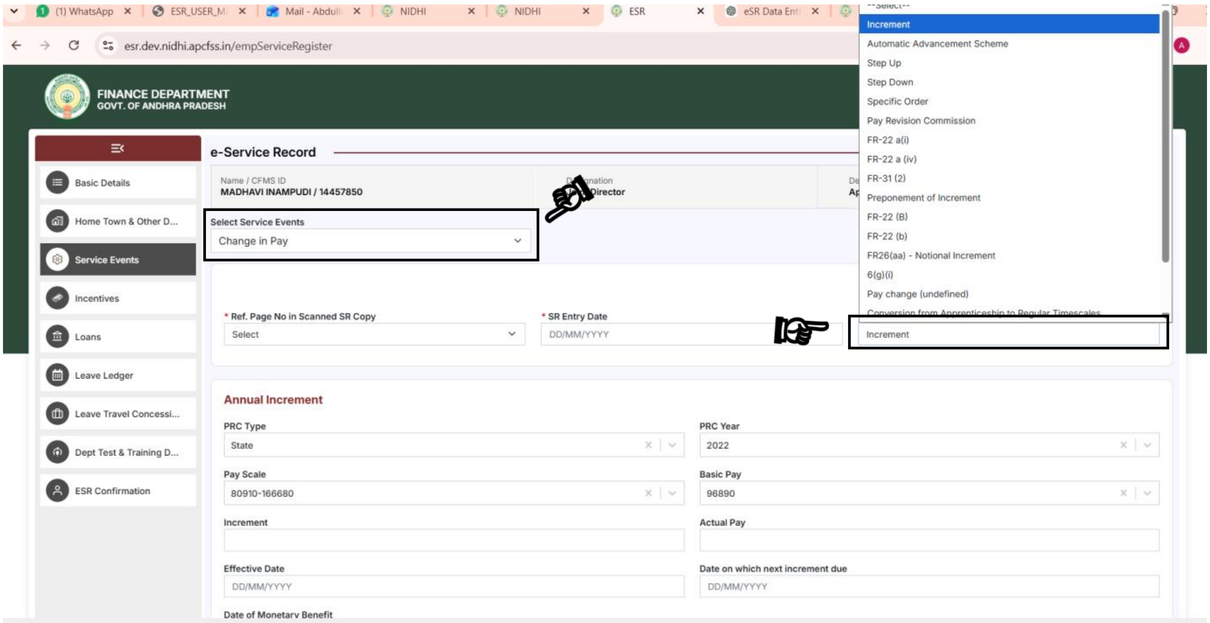


To record the probation details:

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:

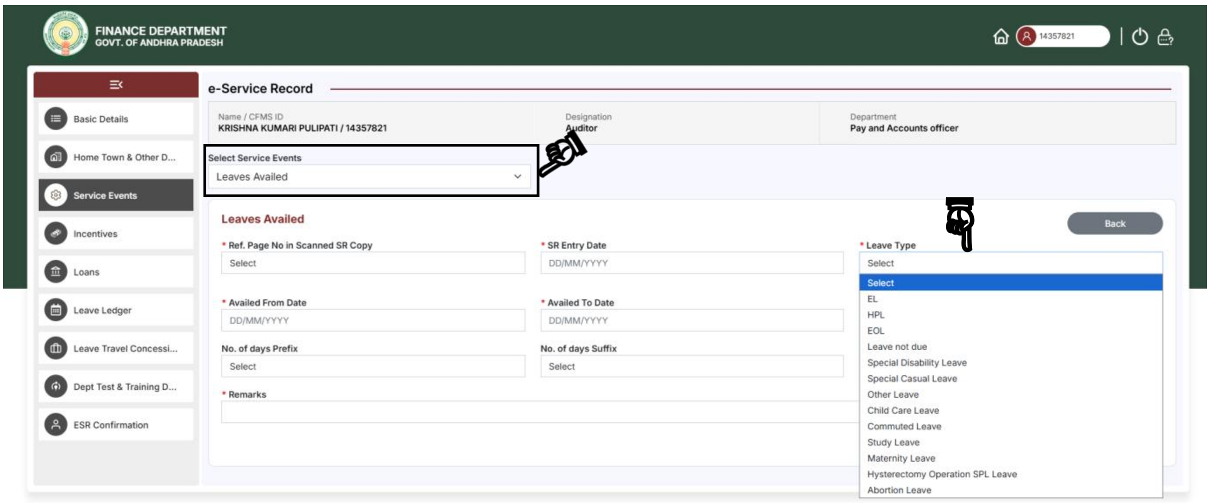
1. Select **Change in Pay** from the **Service Events** list.
2. Click **Add New.**
3. Select the appropriate **Nature of Pay Change** from the drop-down list. The available options include:
    - Increment
    - Automatic Advancement Scheme (AAS)
    - Step Up
    - Step Down
    - PRC – FR 22(a)(i)
    - 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



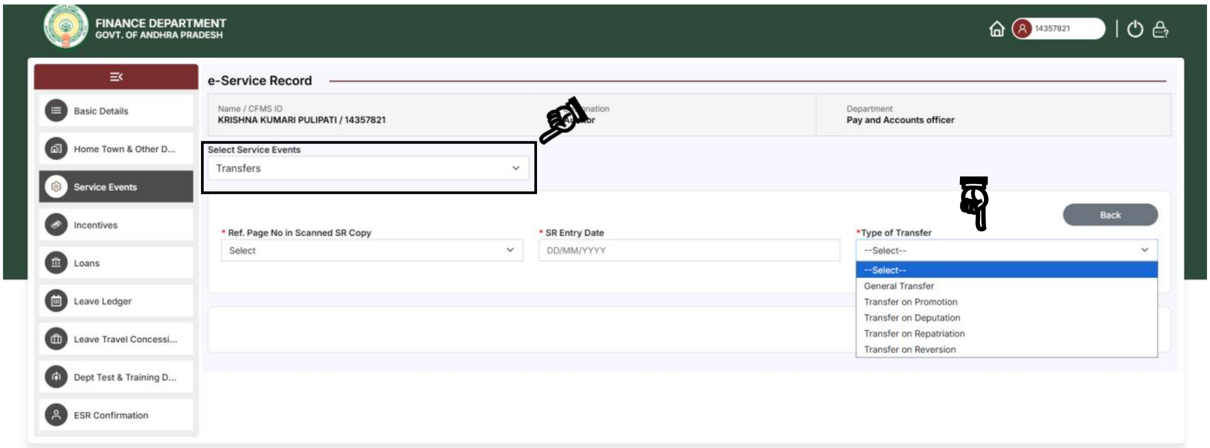
To record the leave details:

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



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.

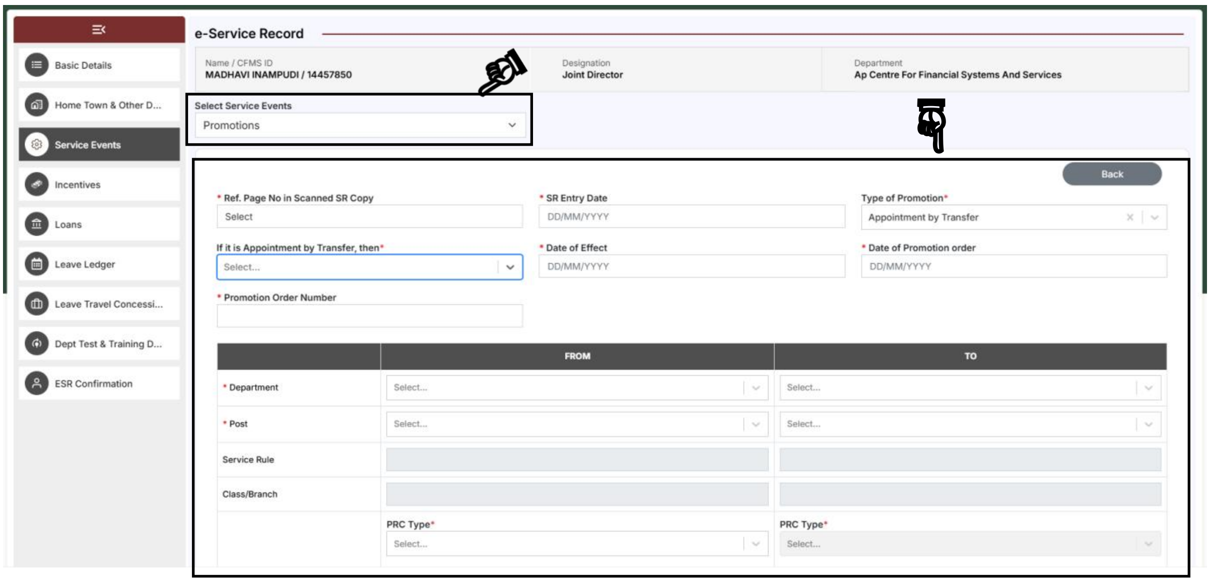
To record a promotion event:

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**.

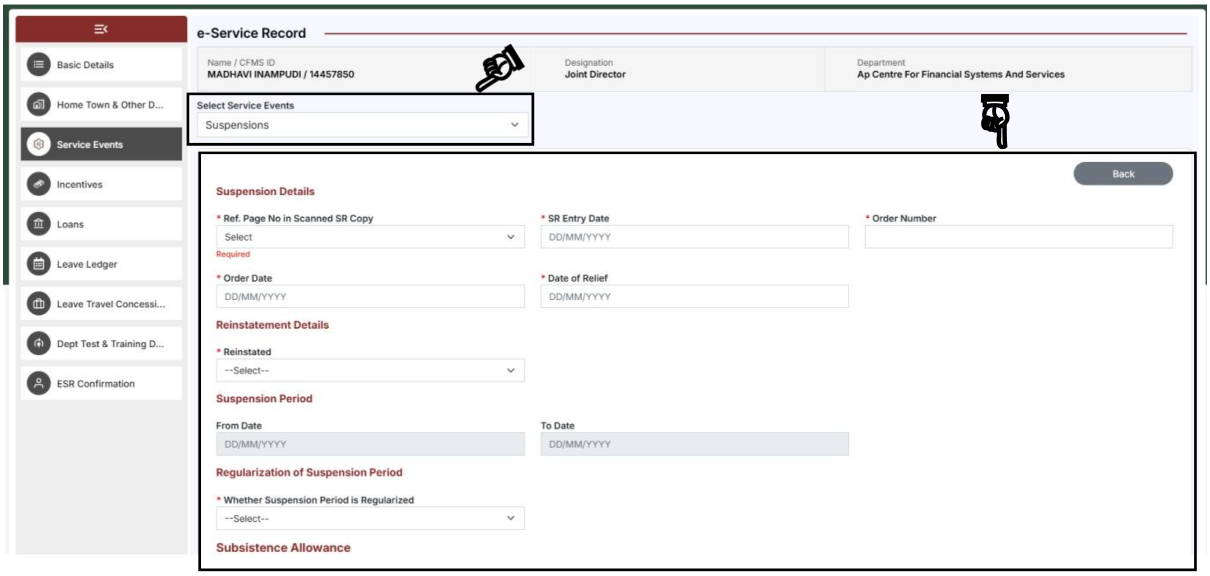
Types of Promotion

- **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.



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

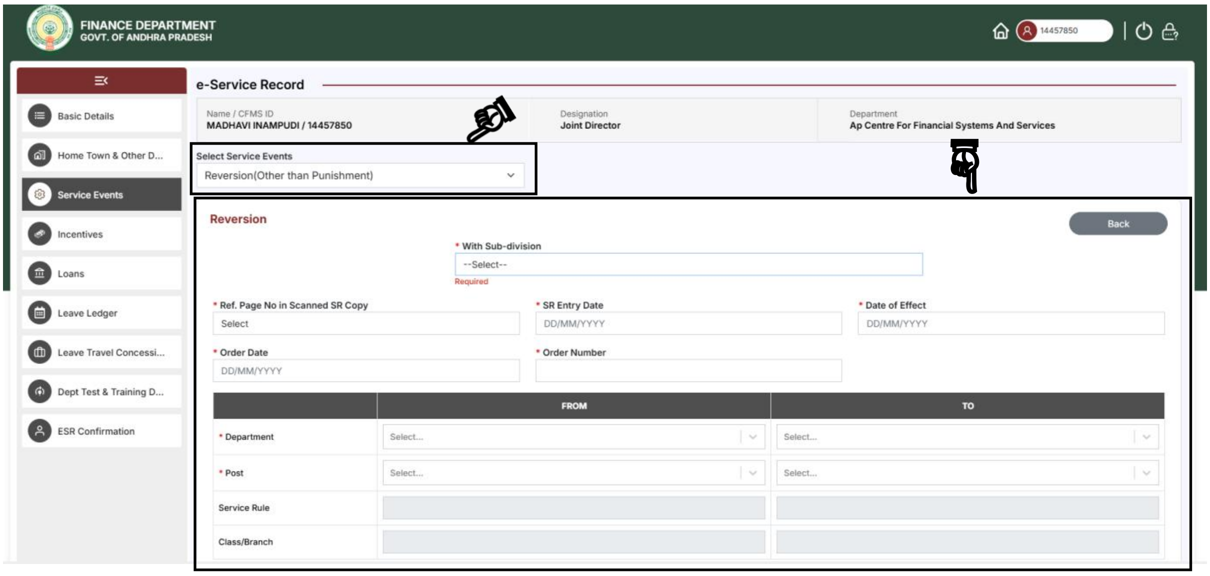


To record a suspension event:

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.

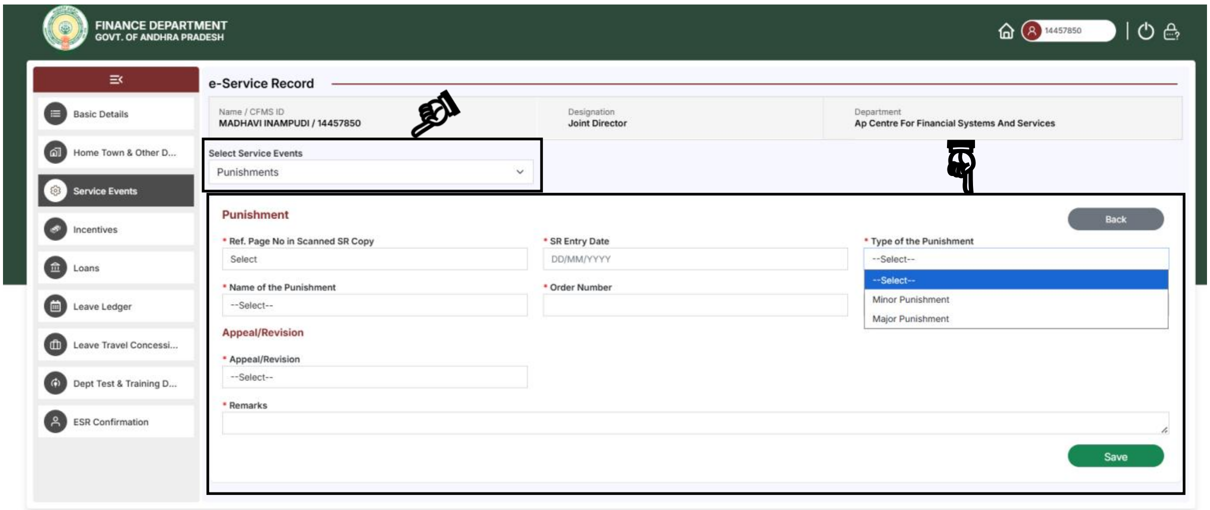


To record a reversion event:

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



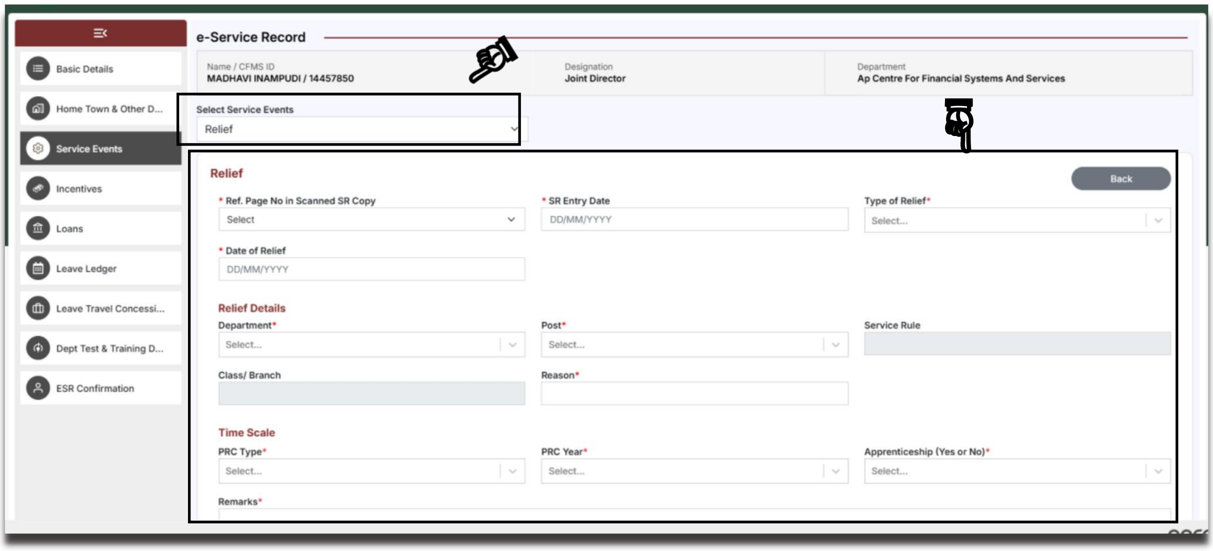
To record a punishment:

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.

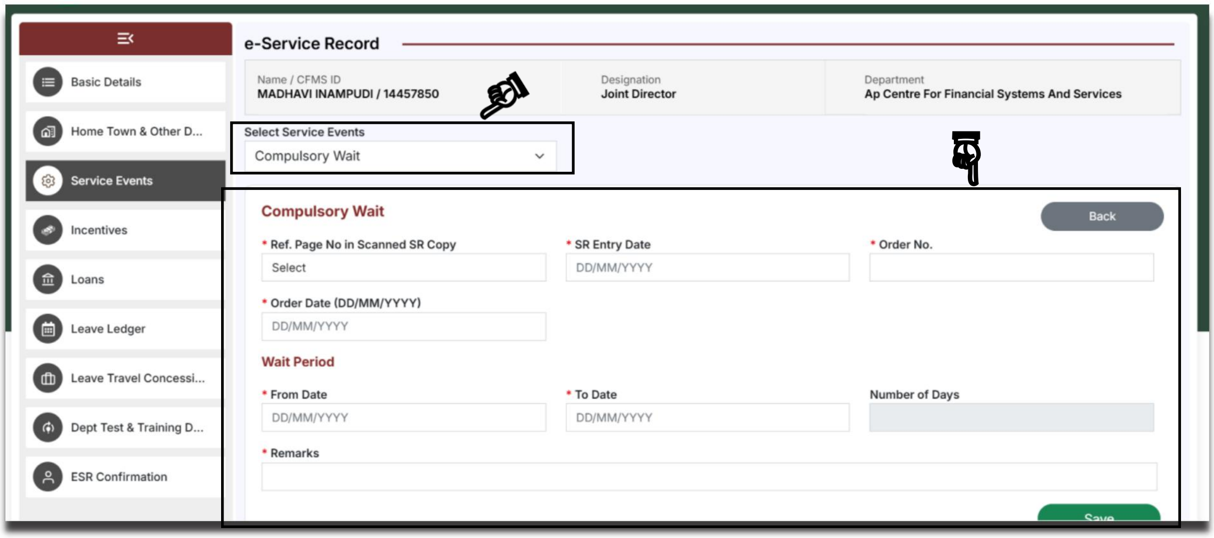


To record a relief event:

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.

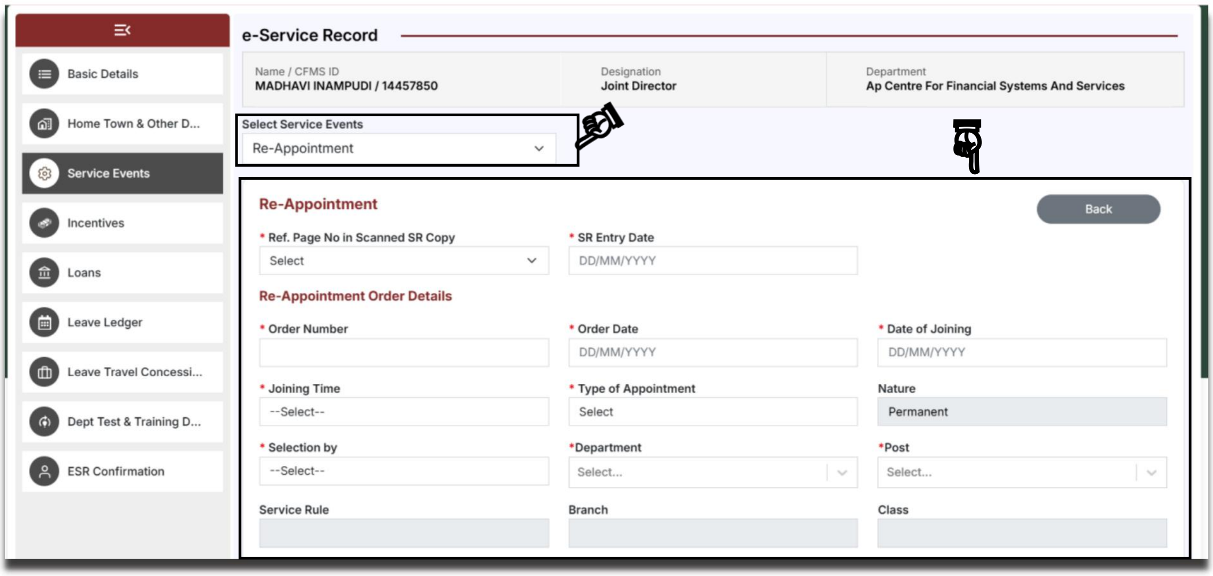


To record a **Compulsory Wait** event:

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.



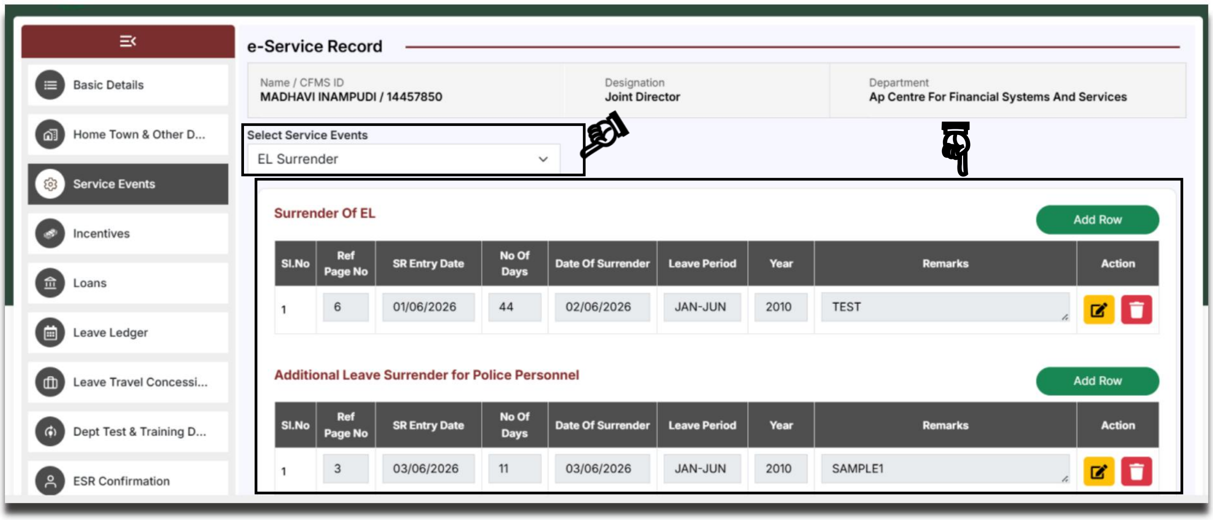
To record a re-appointment event:

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

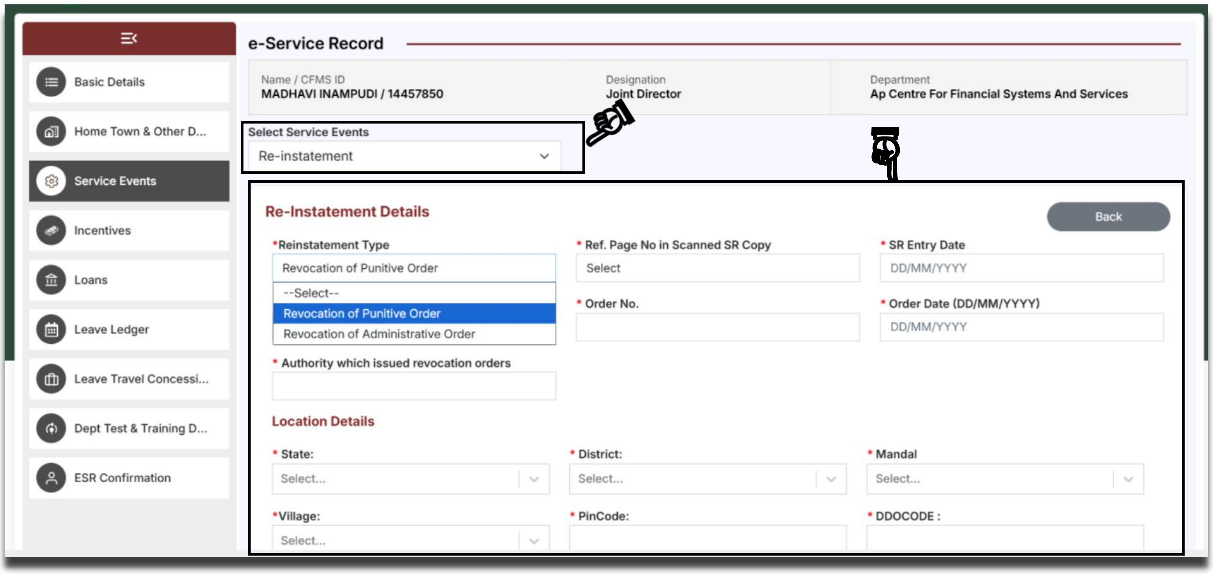


To record an **EL Surrender** event:

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 **Sav**

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

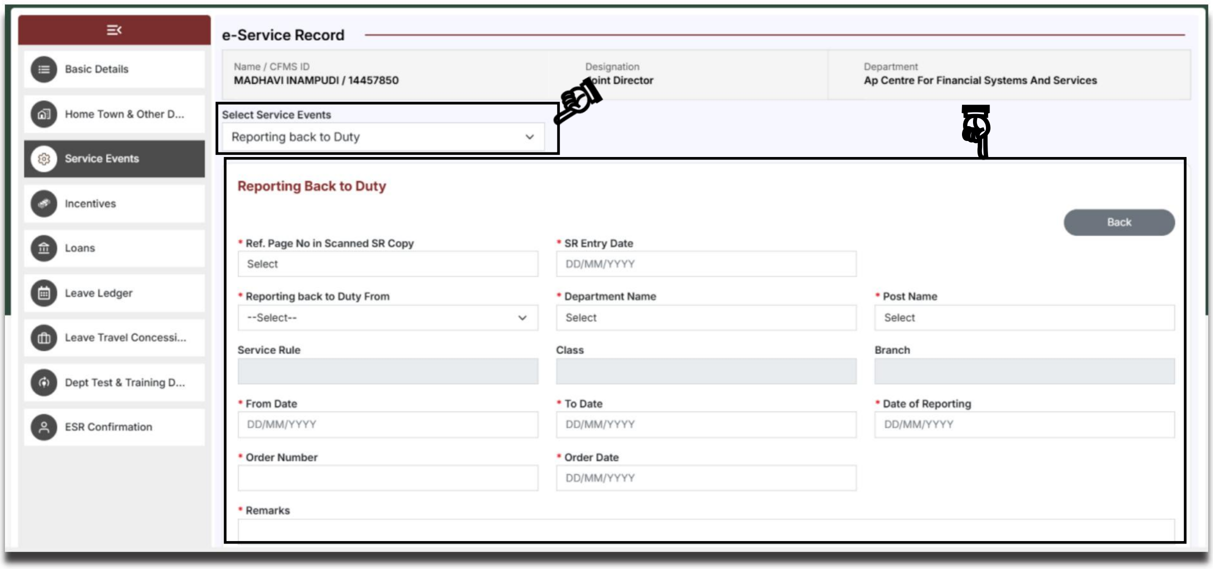


To record a reinstatement event:

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.

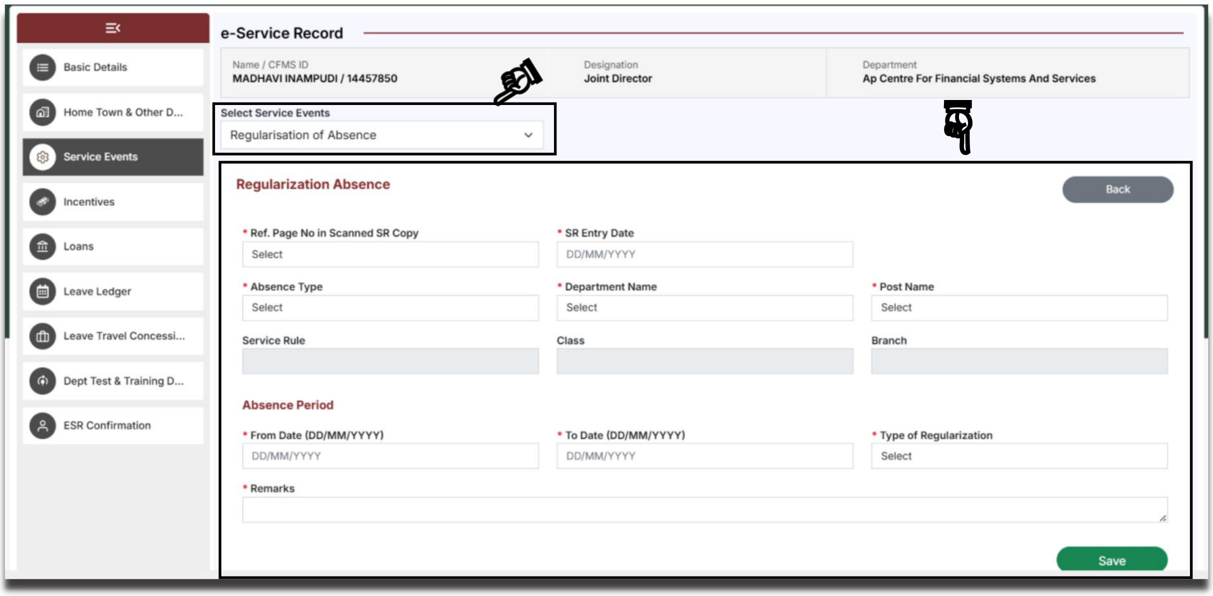


To record a **Reporting Back to Duty** event:

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

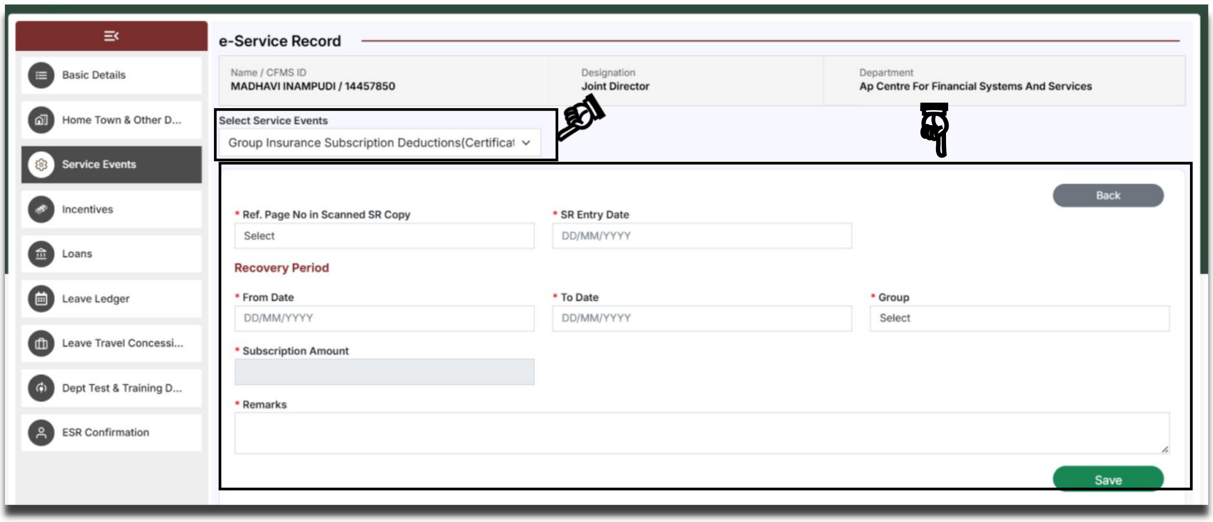


To record a **Regularisation of Absence** event:

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.

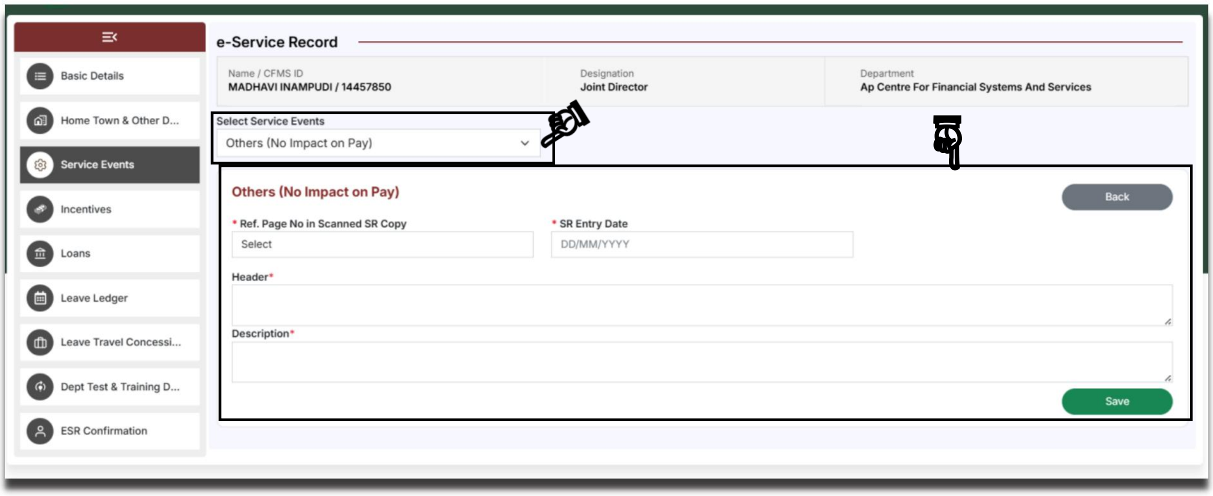


To record a **GIS Entry**:

1. Select **GIS Entries** from the **Service Events** list.
2. Click **Add New**.
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.
4. Verify the remaining information against the physical Service Register and complete all mandatory fields.
5. Click **Save** to record the GIS entry.

3.3.4.19 Other Events (No Impact on Pay)

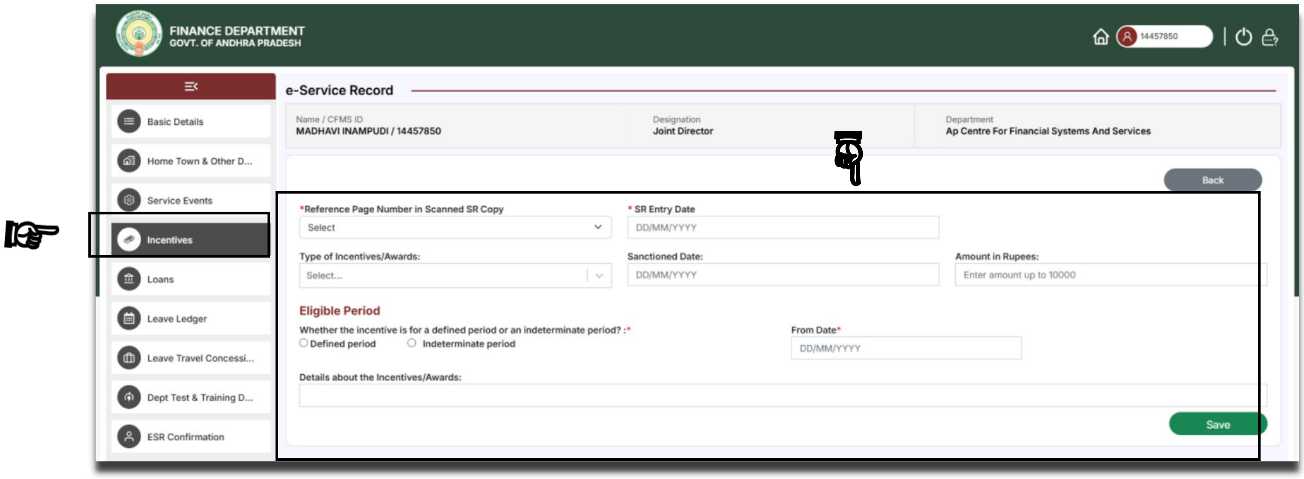
The Other Events (No Impact on Pay) section is used to record miscellaneous service-related events like Annual Service Verification - that are entered in the physical Service Register but are not covered under any of the other Service Event categories and do not have any impact on the employee's pay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



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.



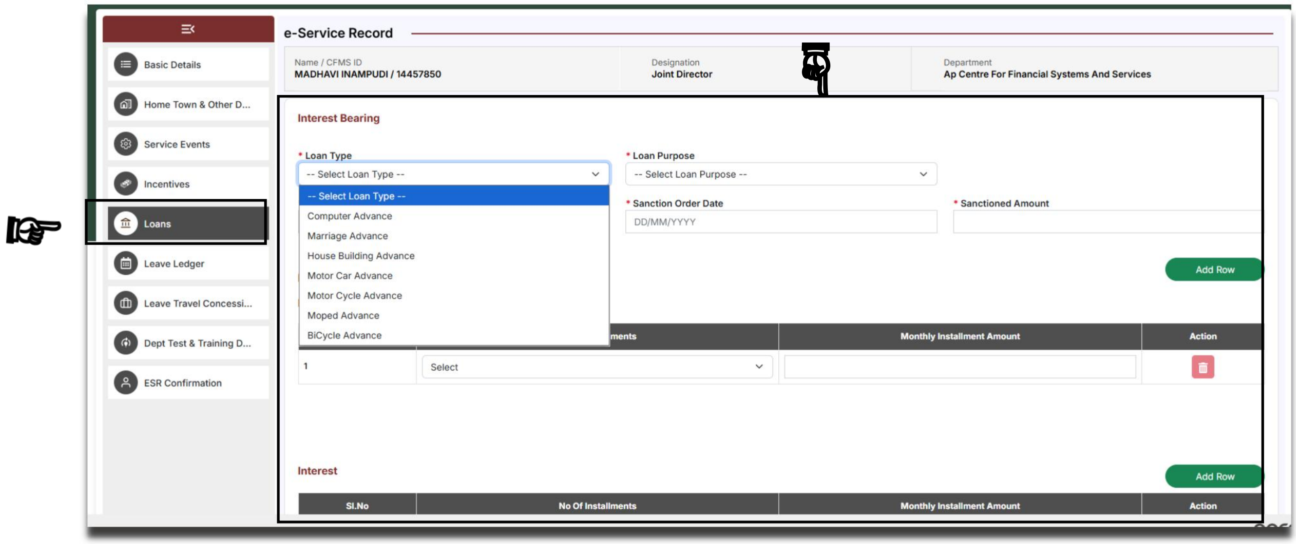
To record an incentive or award:

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



To record a Loan/Advance:

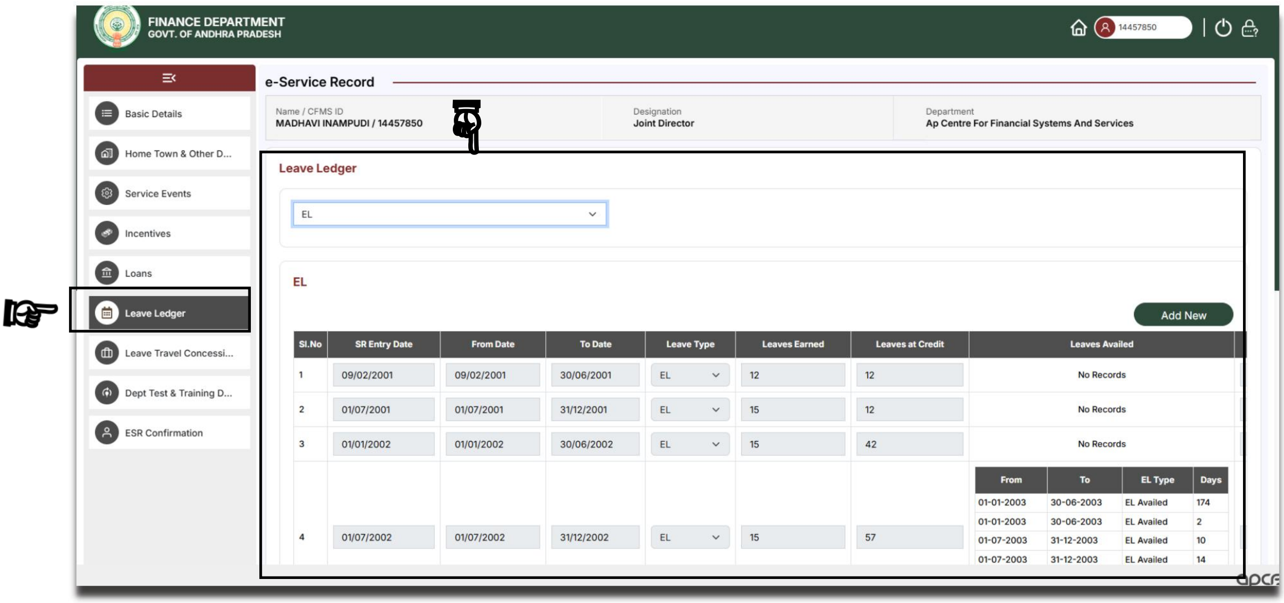
- ✓ Select Loans and Advances from the e-Service Register menu.
- ✓ Click Add New.

- ✓ 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



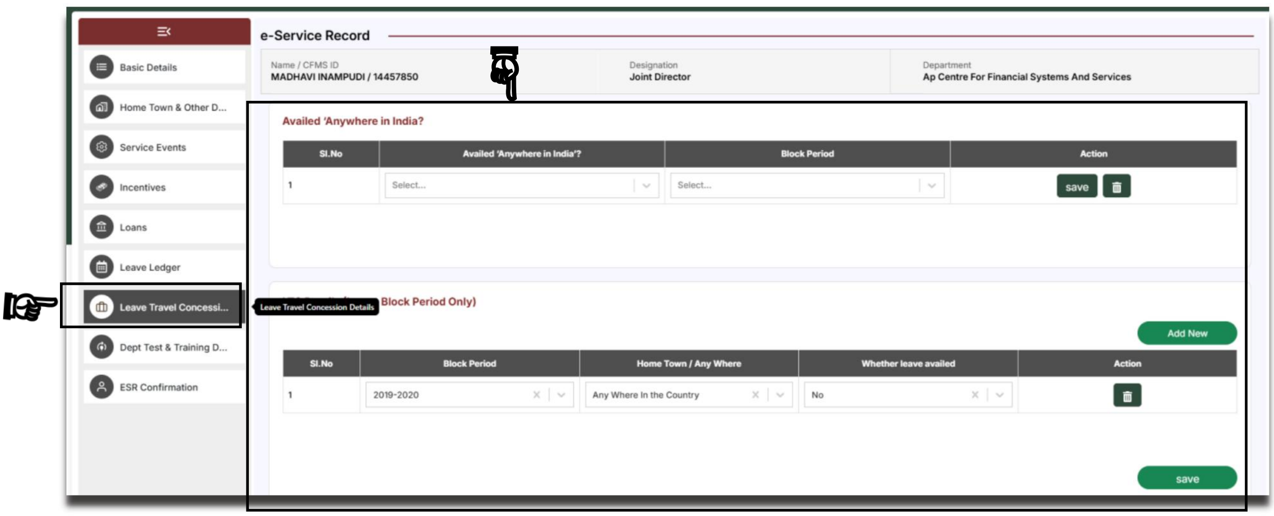
To update the **Leave Ledger**:

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.

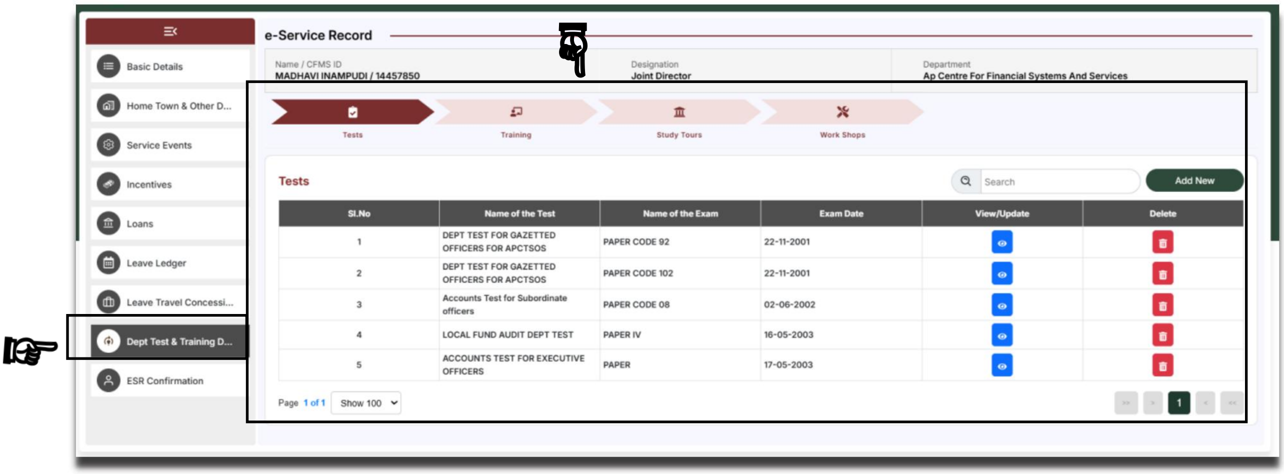


To record an **LTC** entry:

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**.

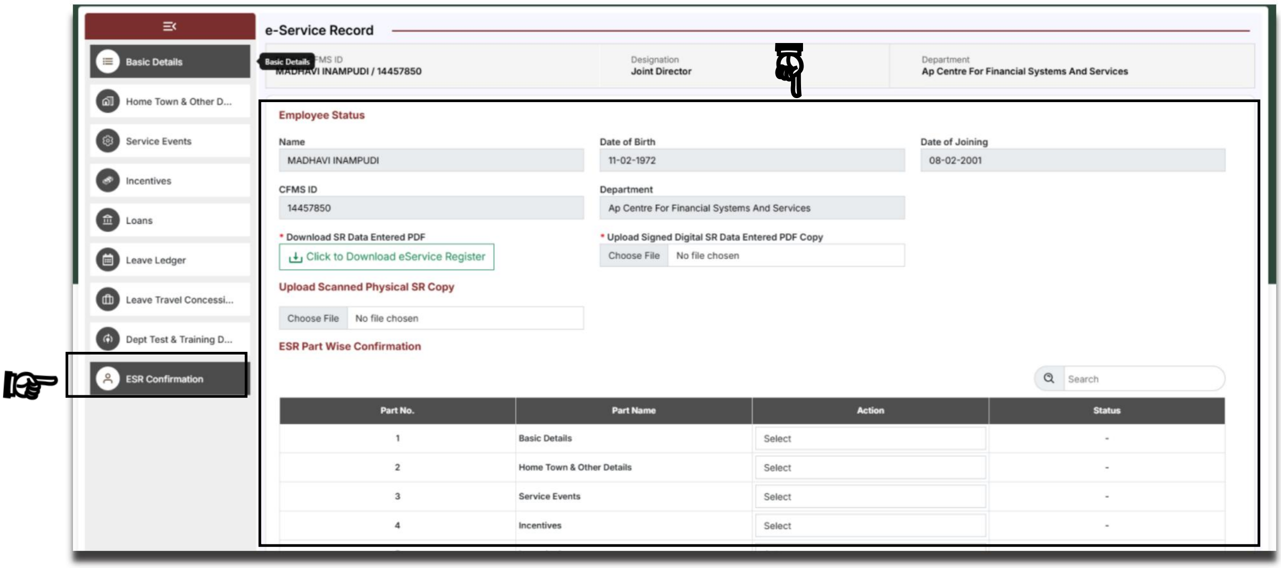
3.3.9 Departments Test, Trainings, Study Tours

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.



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



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**.

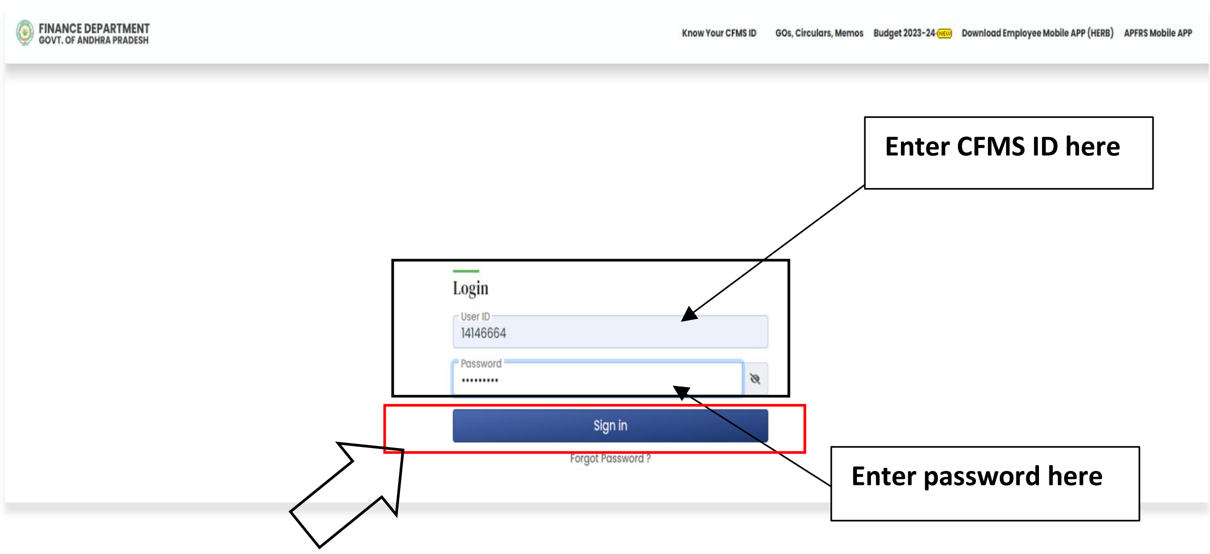
Note: Before confirming the e-Service Register, the employee shall ensure that all mandatory details have been entered, supporting documents have been uploaded wherever applicable, and the information matches the entries recorded in the physical Service Register

******************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**.



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.

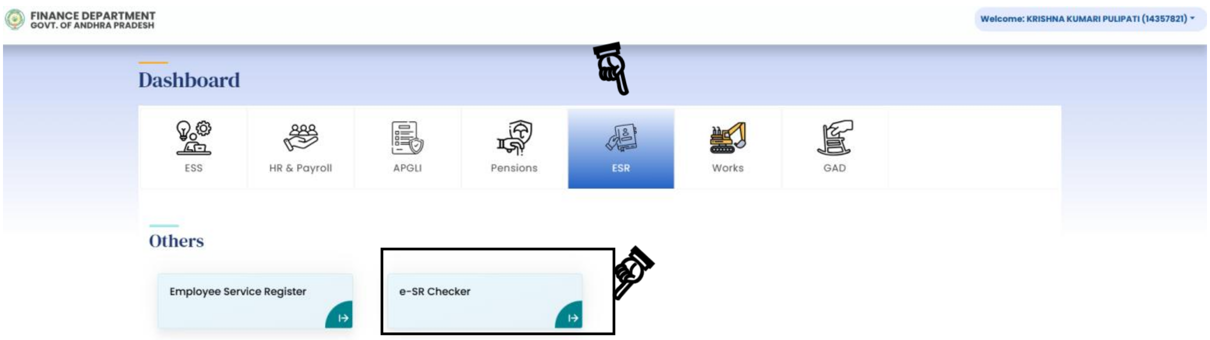
4.2Dashboard

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.

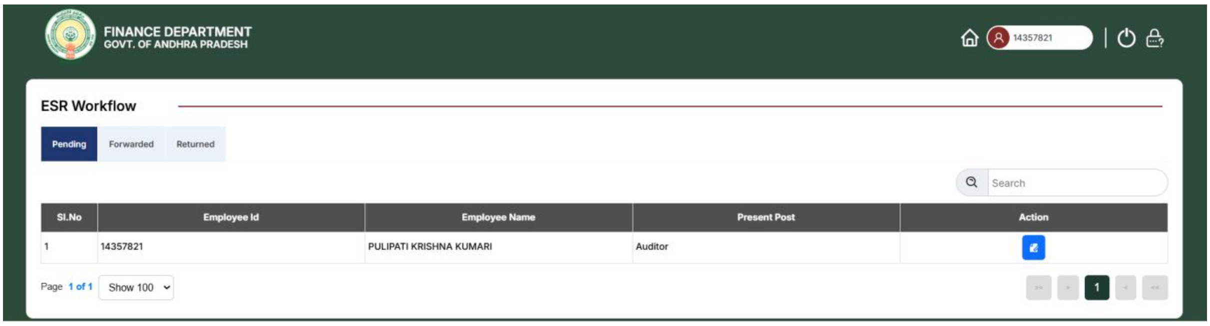
4.3 Employee Service Register Verification (Checker)

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:

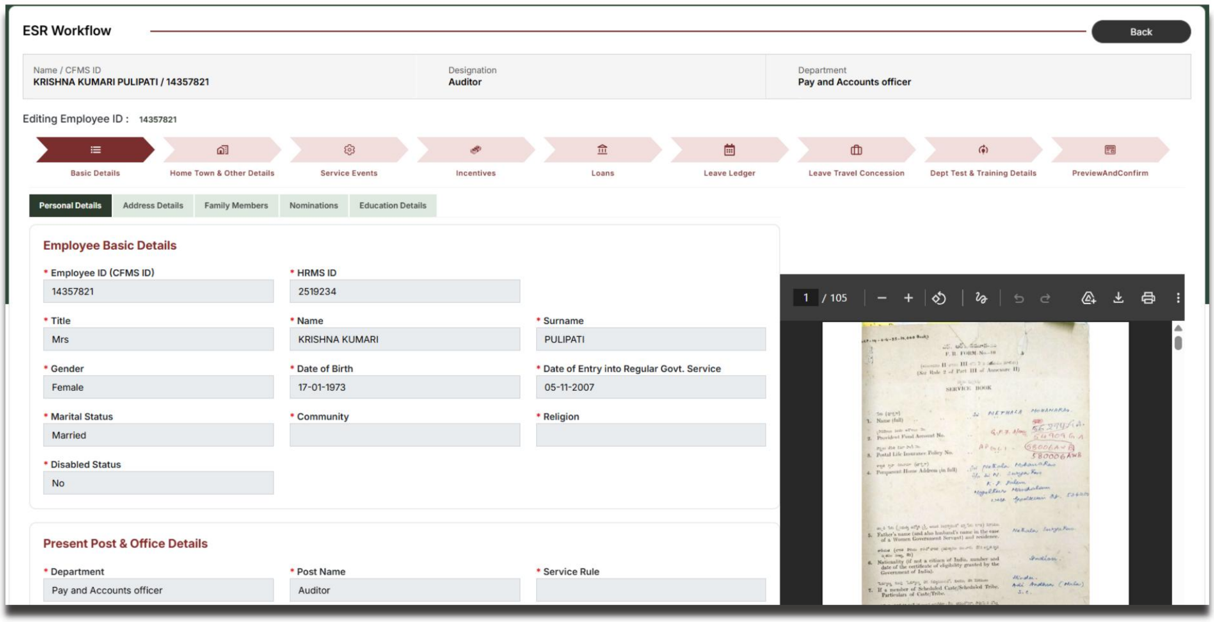
- The system displays the list of employees whose Service Register details have been submitted and are pending verification.
- Click the **Action** button corresponding to the employee whose records are to be verified.
- The system opens the employee's submitted Service Register details for verification.

- 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.

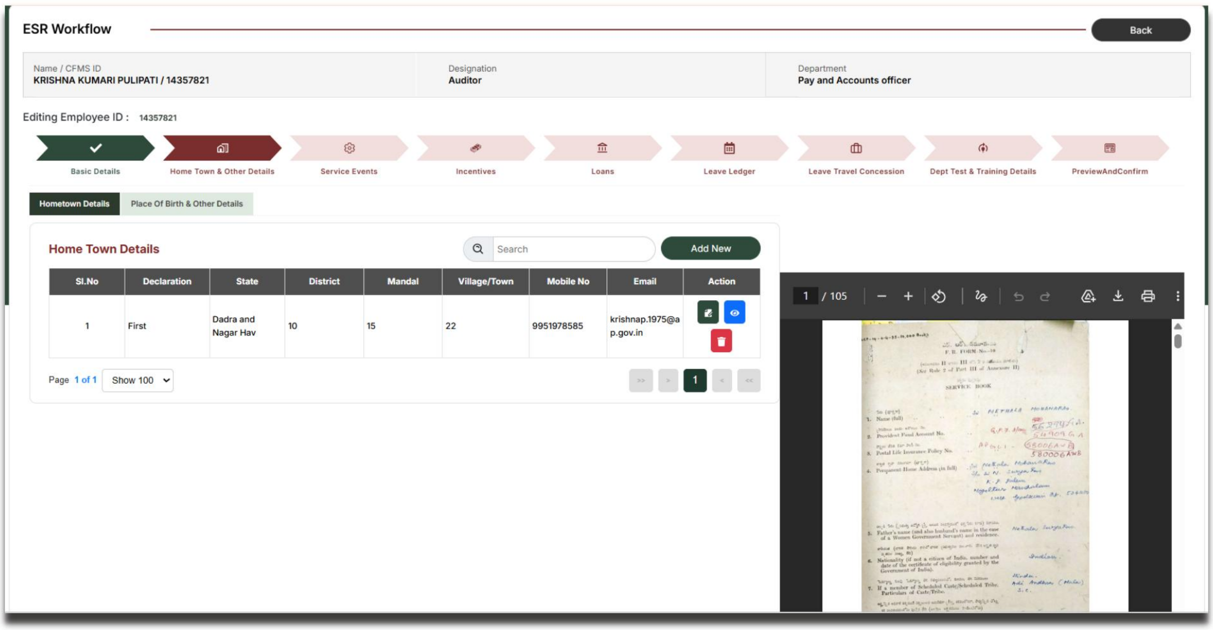


The following sections are available for verification:

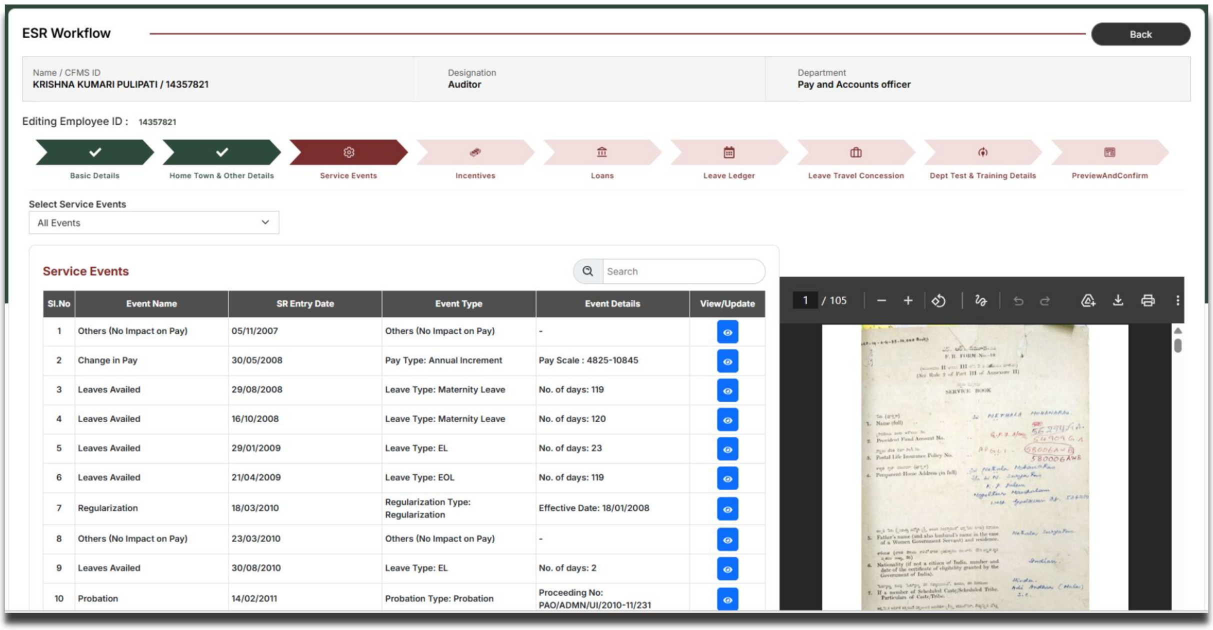
4.3.1 Basic Details Verification



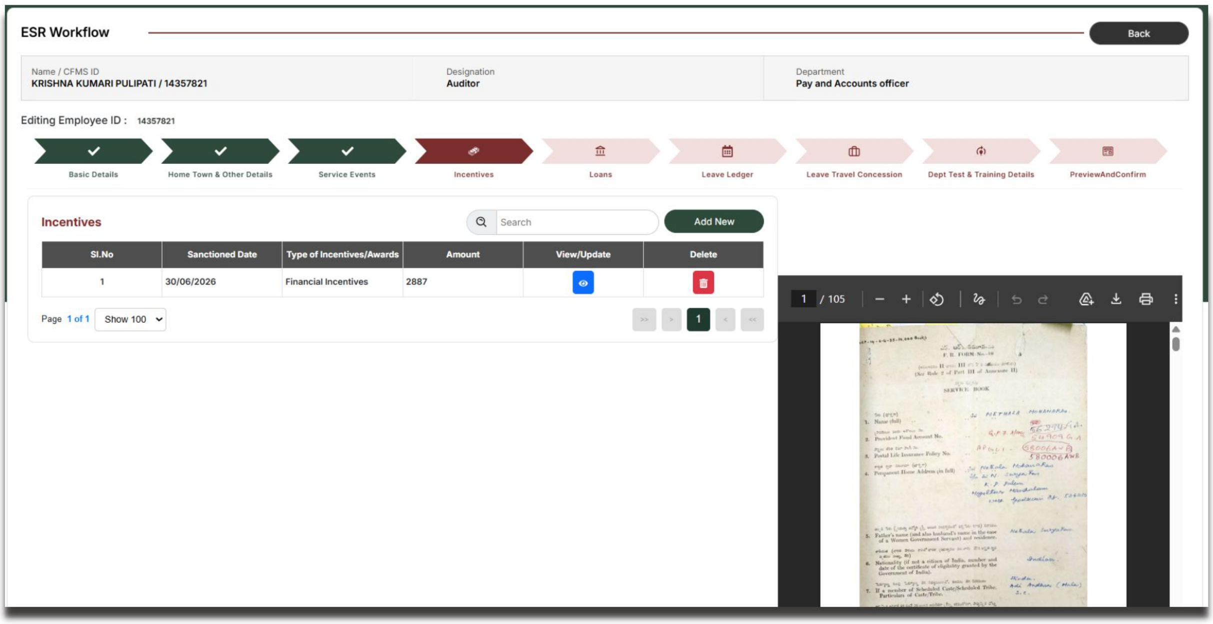
4.3.2 Hometown & Place of Birth Details Verification

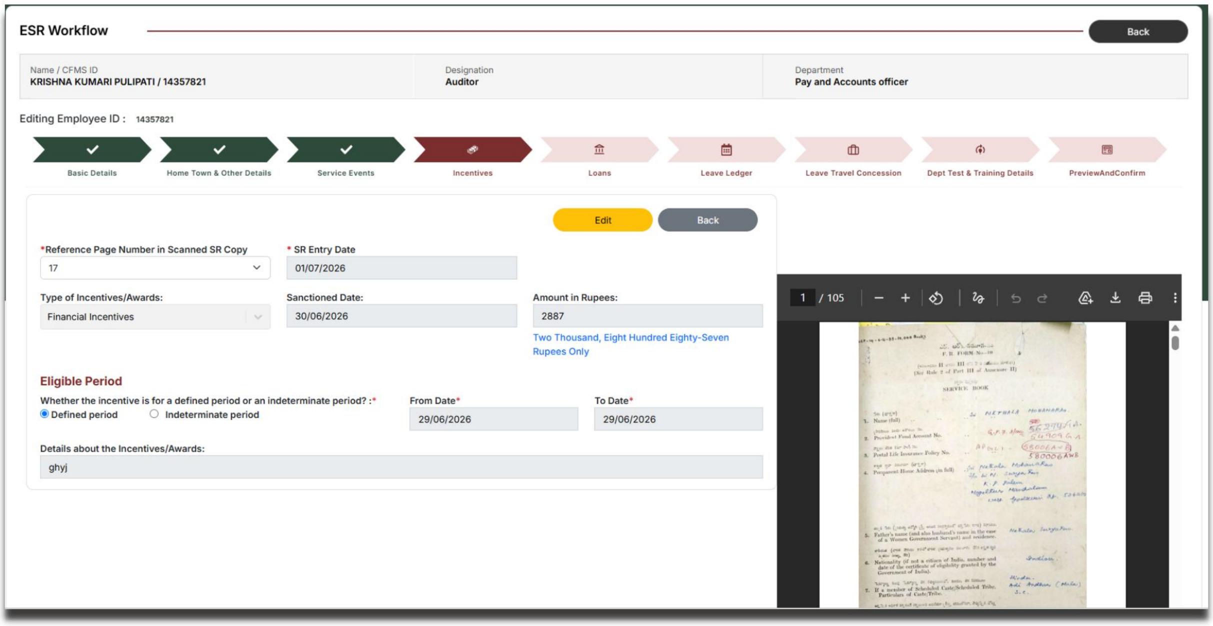


4.3.3 Service Events Verification

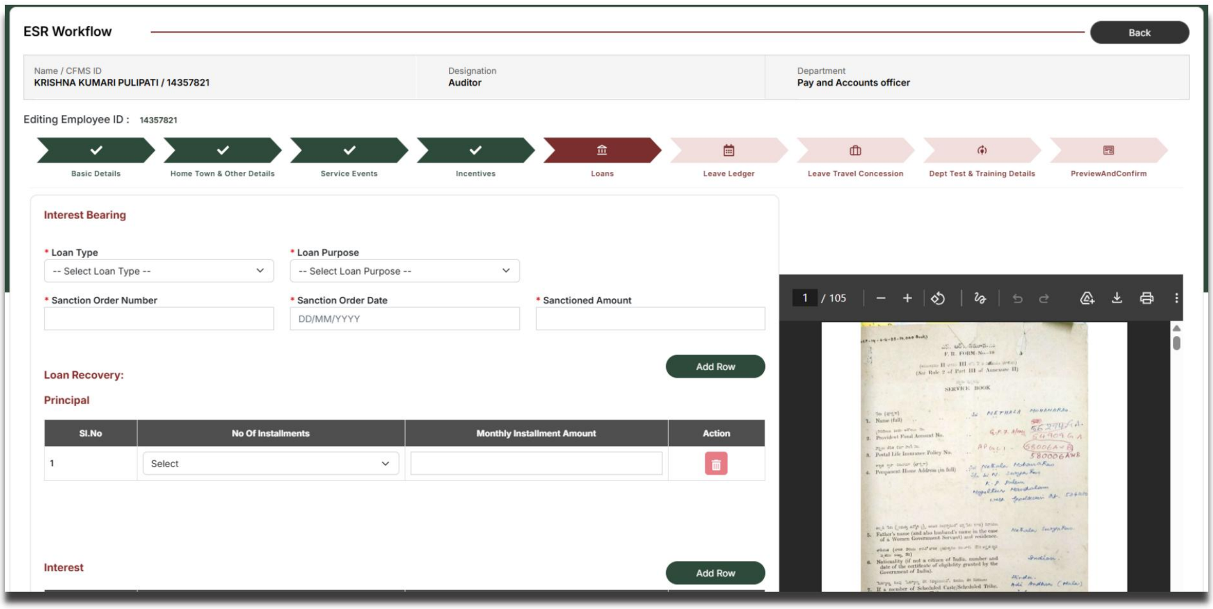


4.3.4 Incentive Details Verification

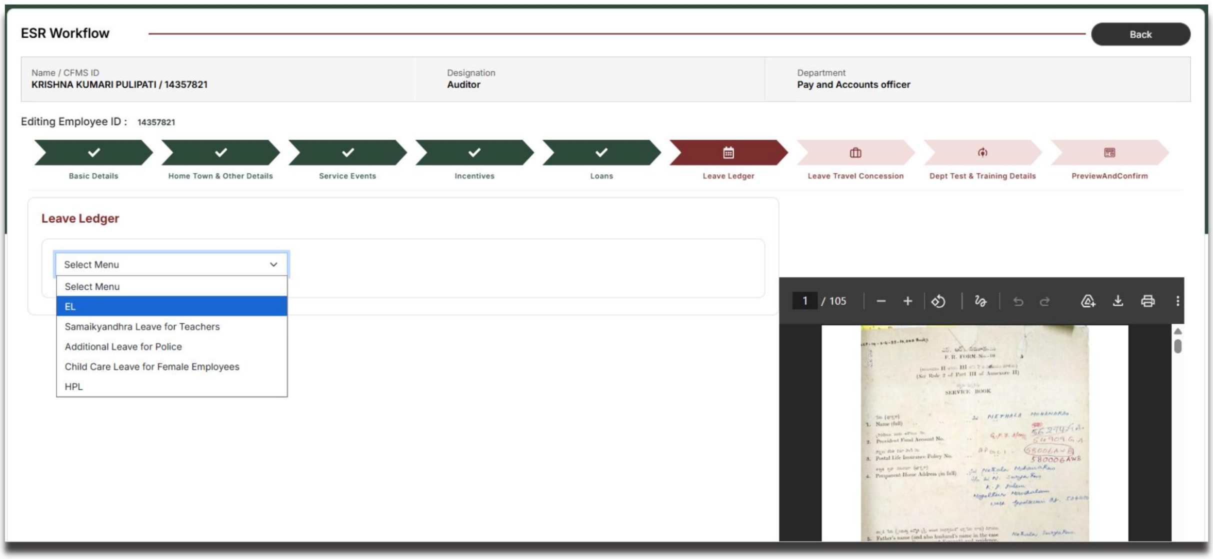




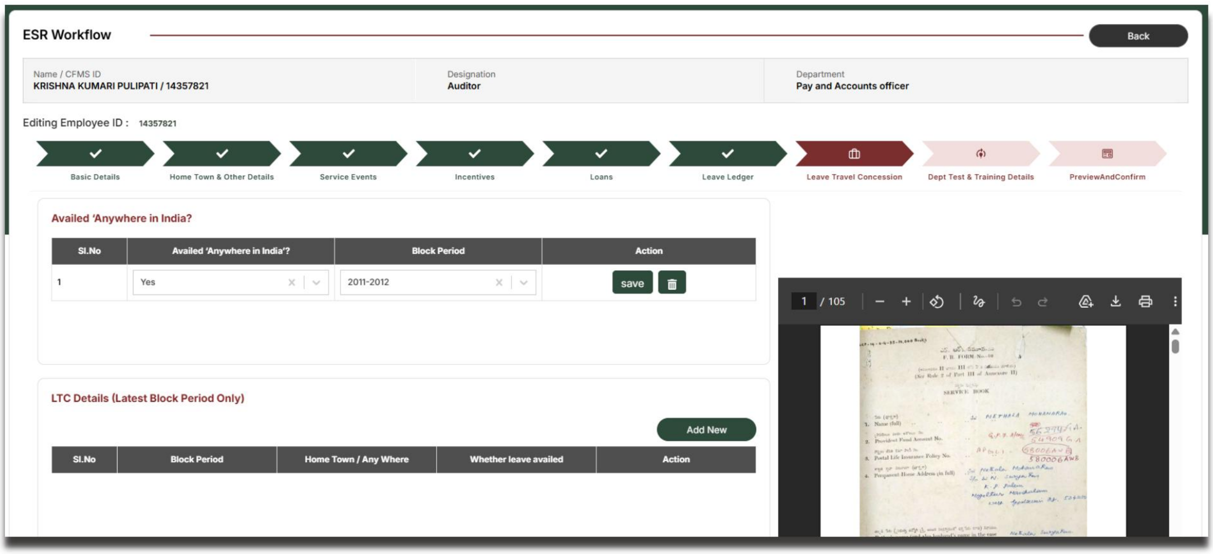
4.3.5 Loans & Advance Details Verification



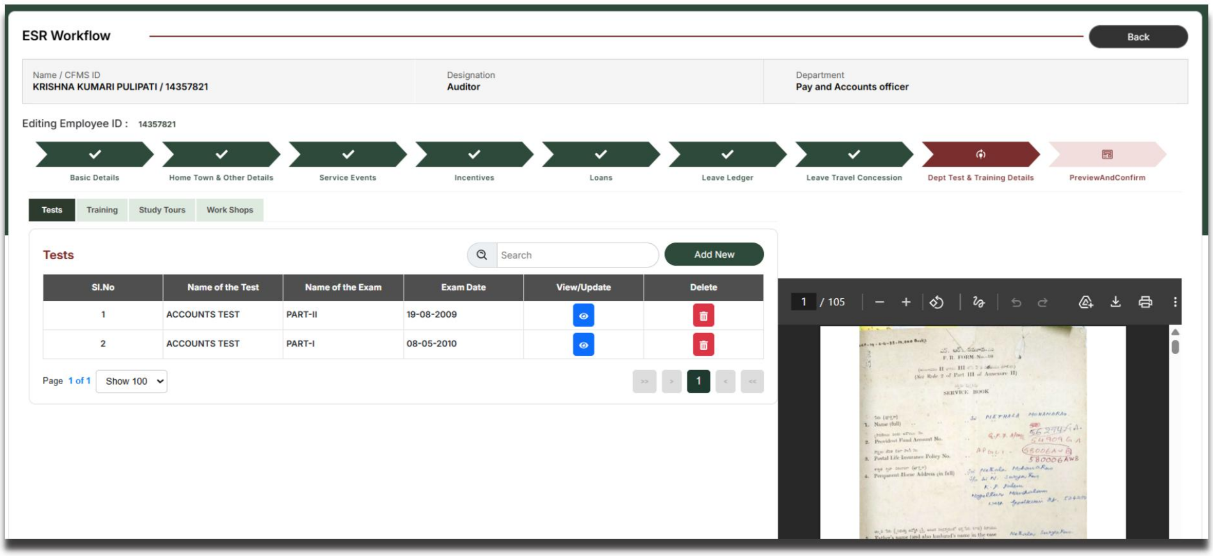
4.3.6 Leave Ledger Verification



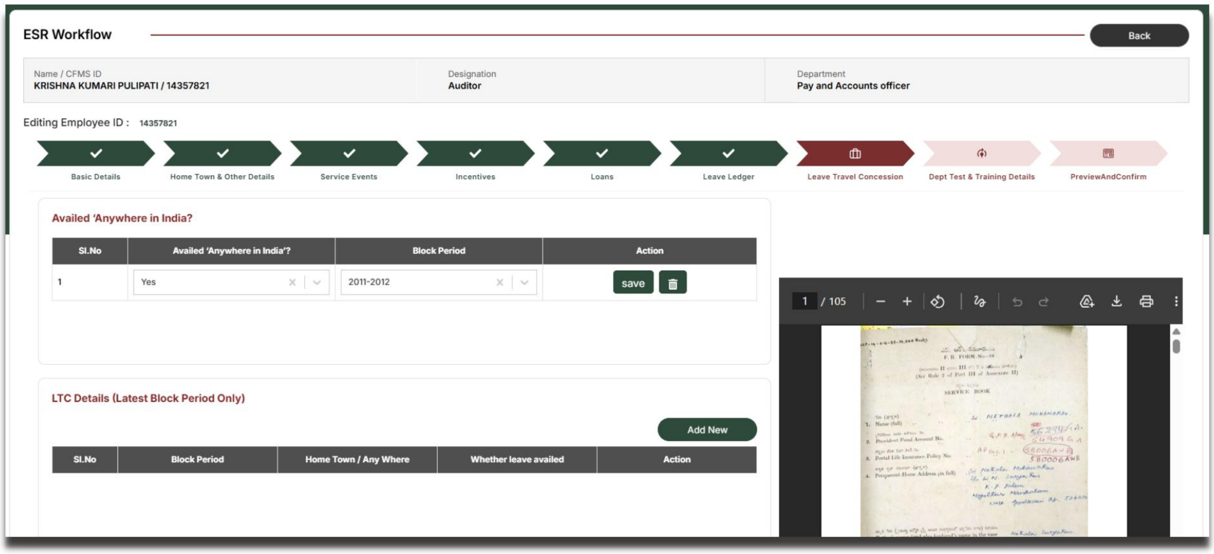
4.3.7 Leave Travel Concession Details Verification



4.3.8 Departmental Tests, Trainings & Study Tours Details Verification



4.3.9 ESR Details Final Verification

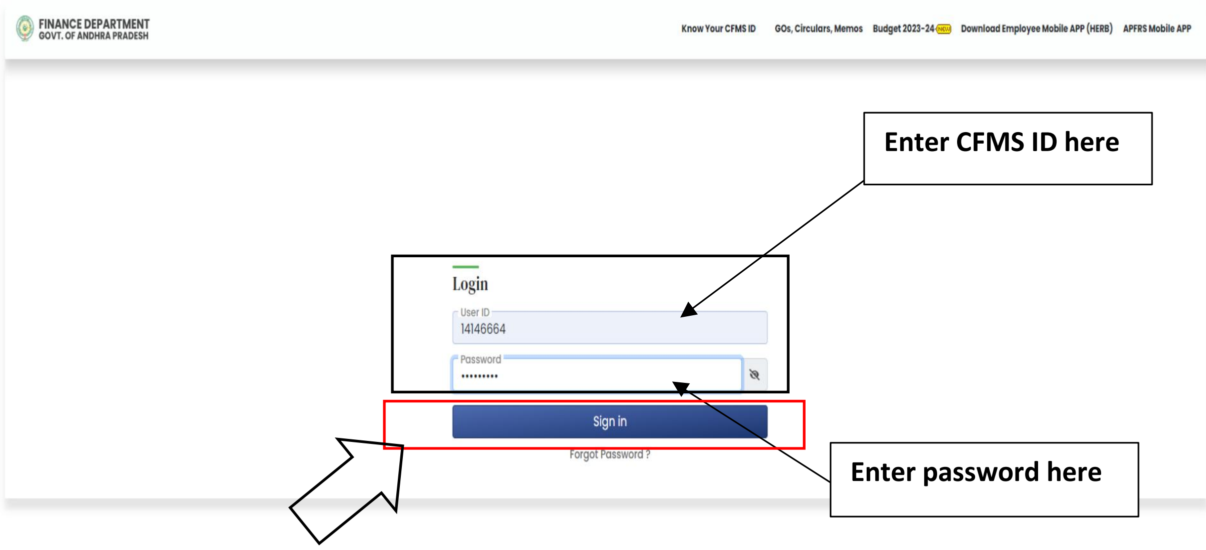


Note: The Checker shall ensure that all entries are verified against the Physical Service Register and supporting documents before forwarding the Service Register to the Approver.

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.



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

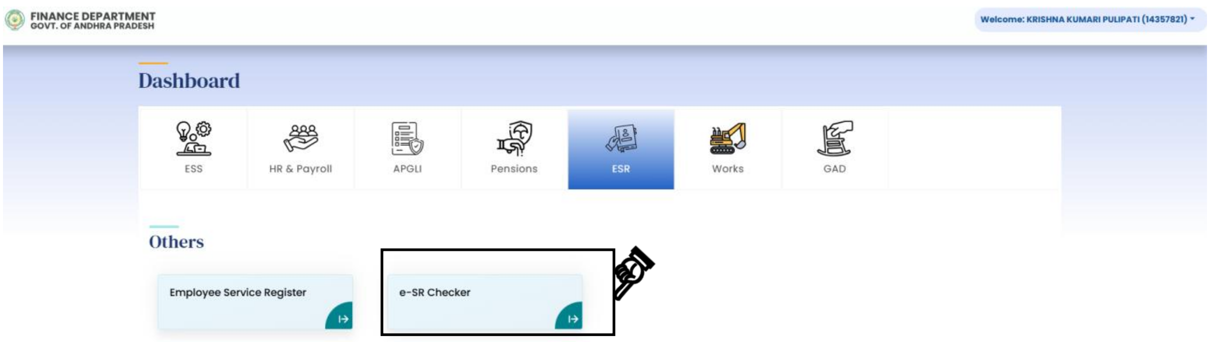
After successful login, the **Dashboard** is displayed.

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)

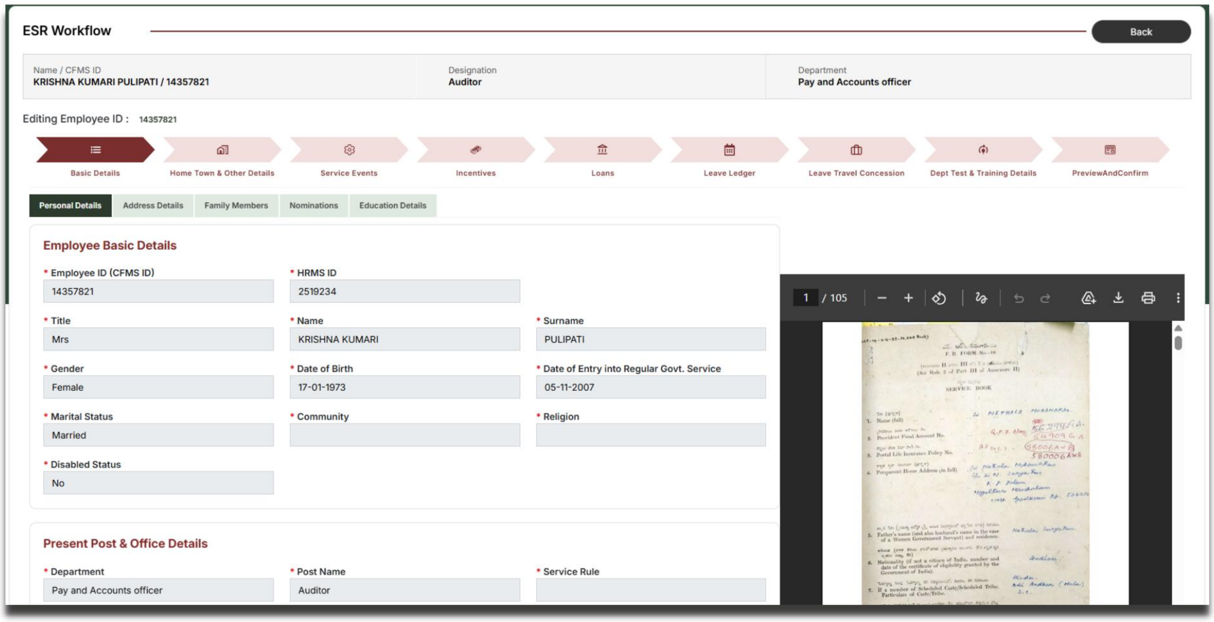
The **Employee Service Register Approval (Approver)** module enables the Approver to perform the final verification and approval of the Service Register (SR) after it has been verified by the Checker.

On opening the module:

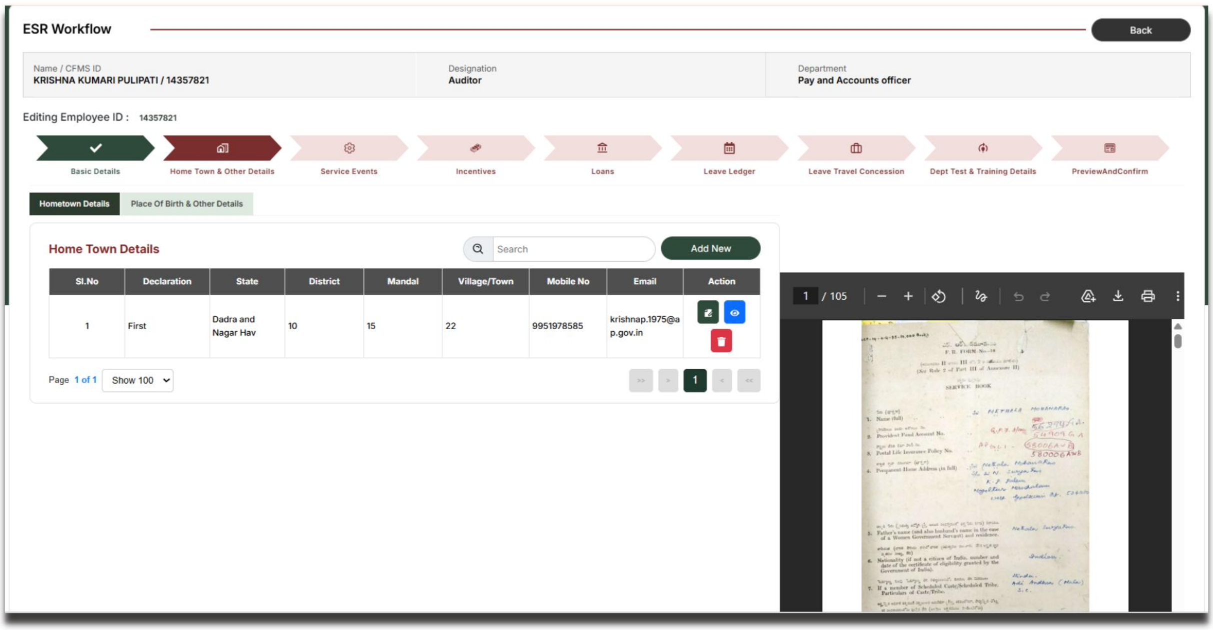
- The system displays the list of employees whose Service Registers have been verified by the Checker and are pending approval.
- Click the **Action** button corresponding to the employee whose Service Register is to be approved.
- The system opens the employee's Service Register for review.
- The Approver 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

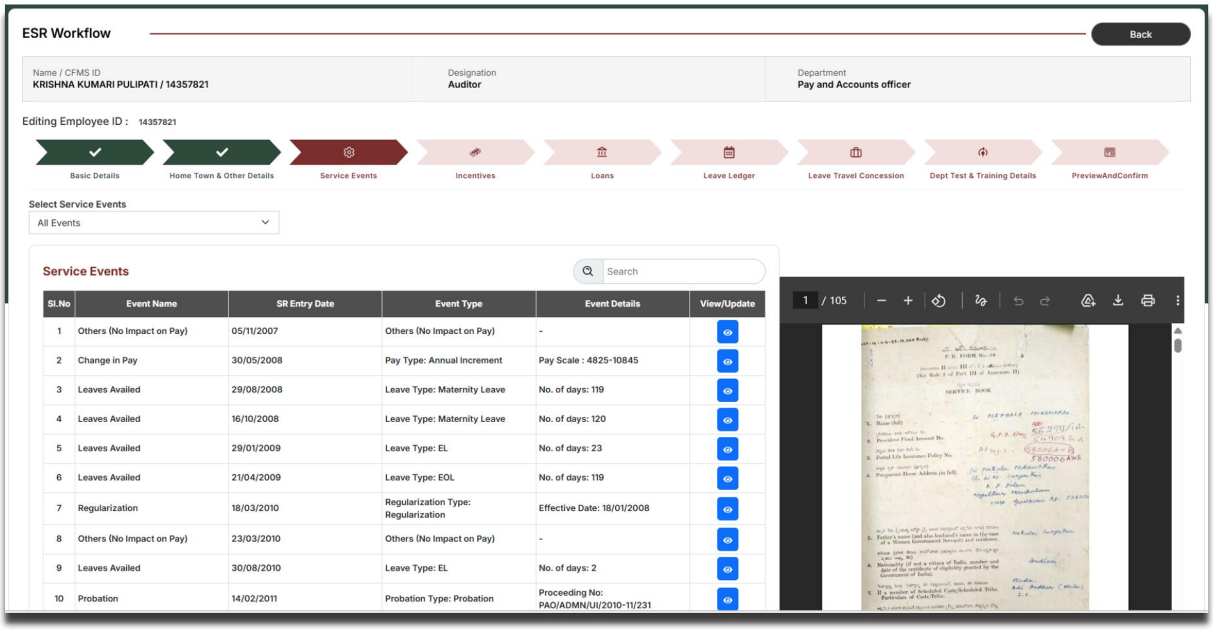
5.3.1 Basic Details Verification & Approval



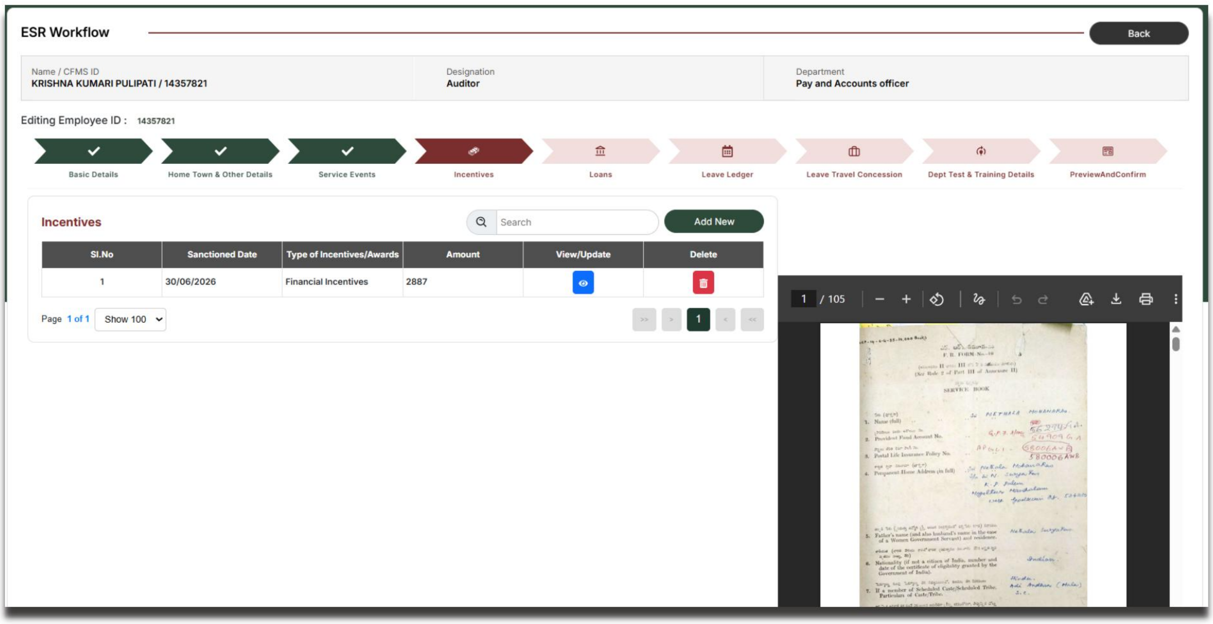
5.3.2 Hometown & Place of Birth Details Verification

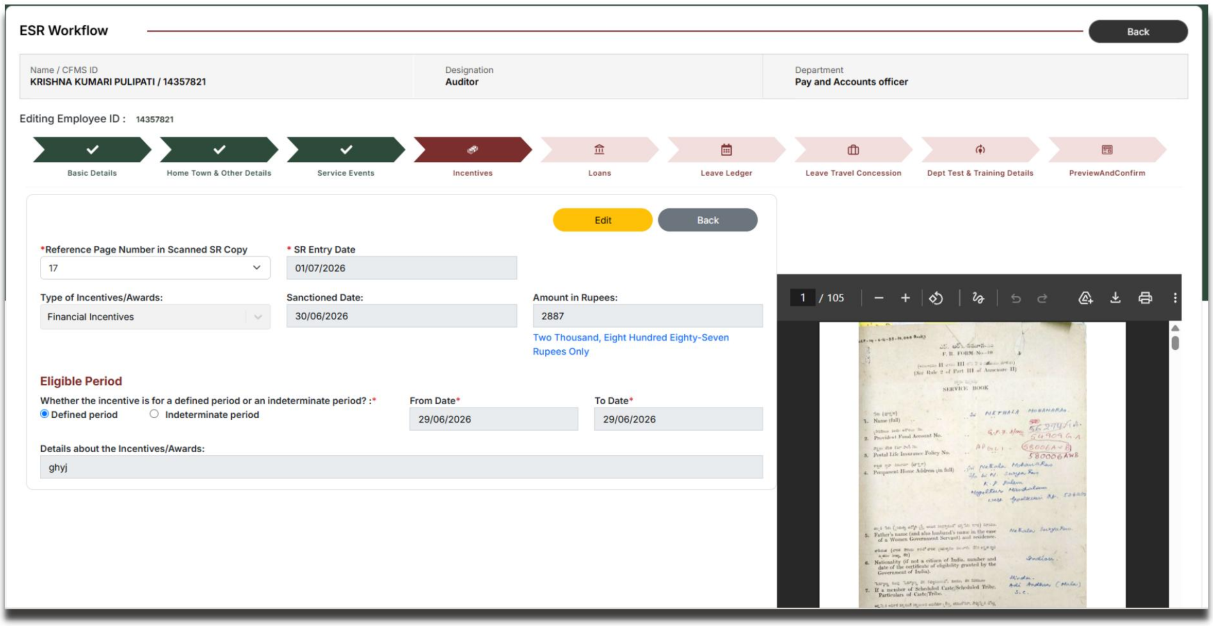


5.3.3 Service Events Verification

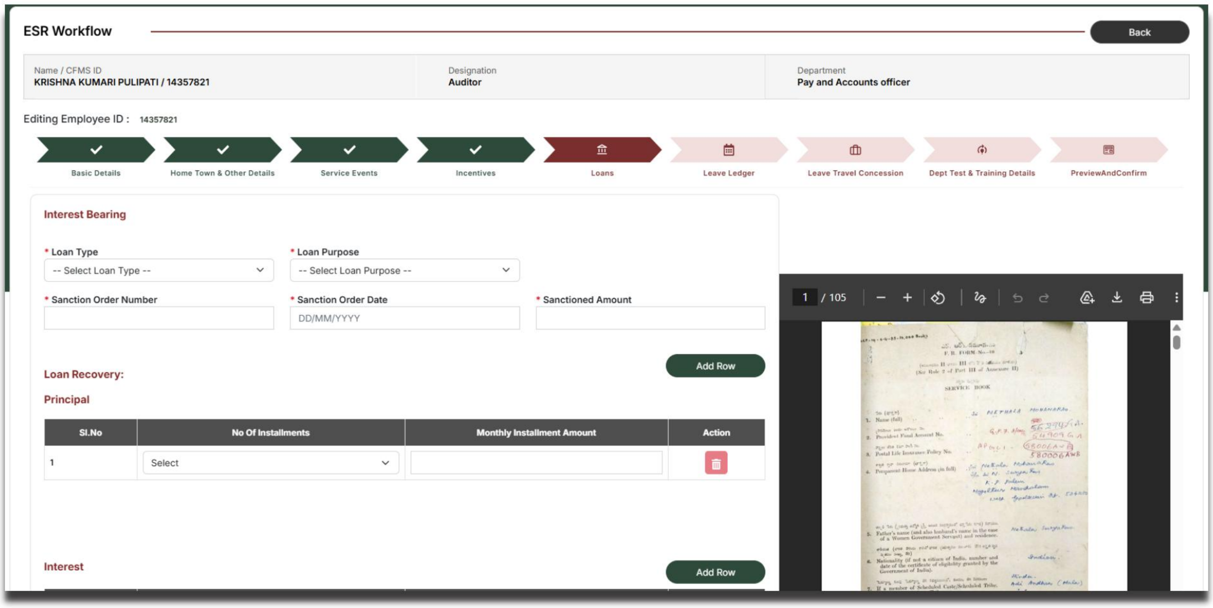


5.3.4 Incentive Details Verification

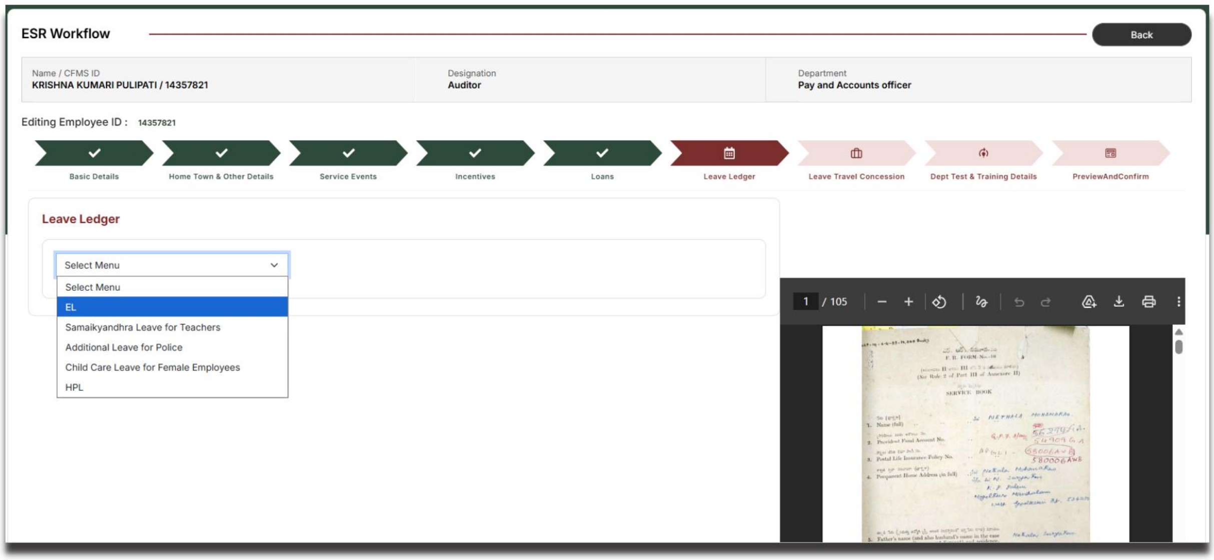




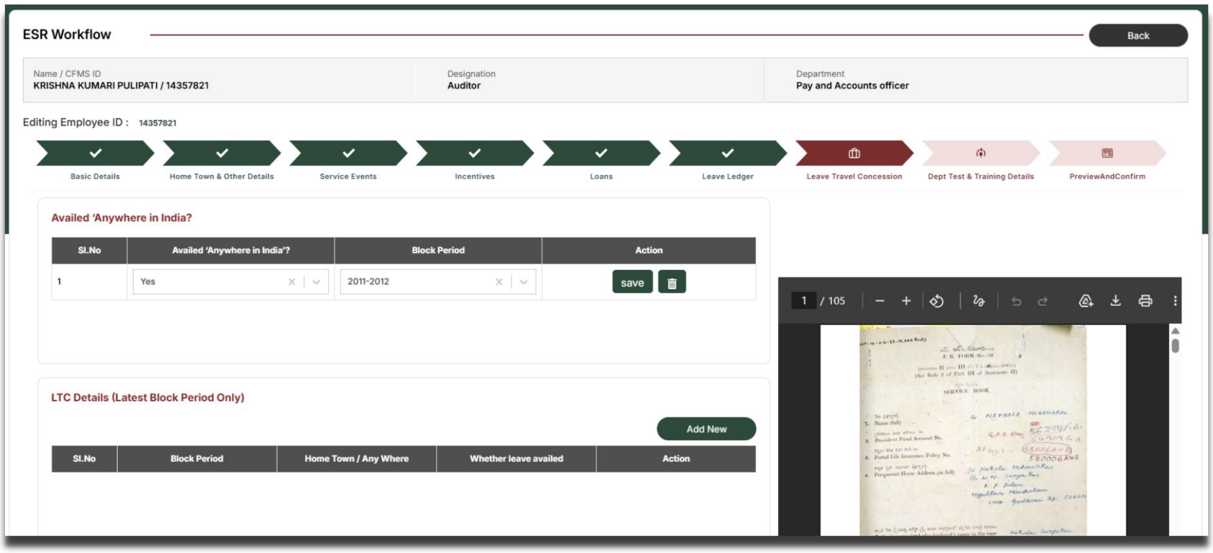
5.3.5 Loans & Advance Details Verification



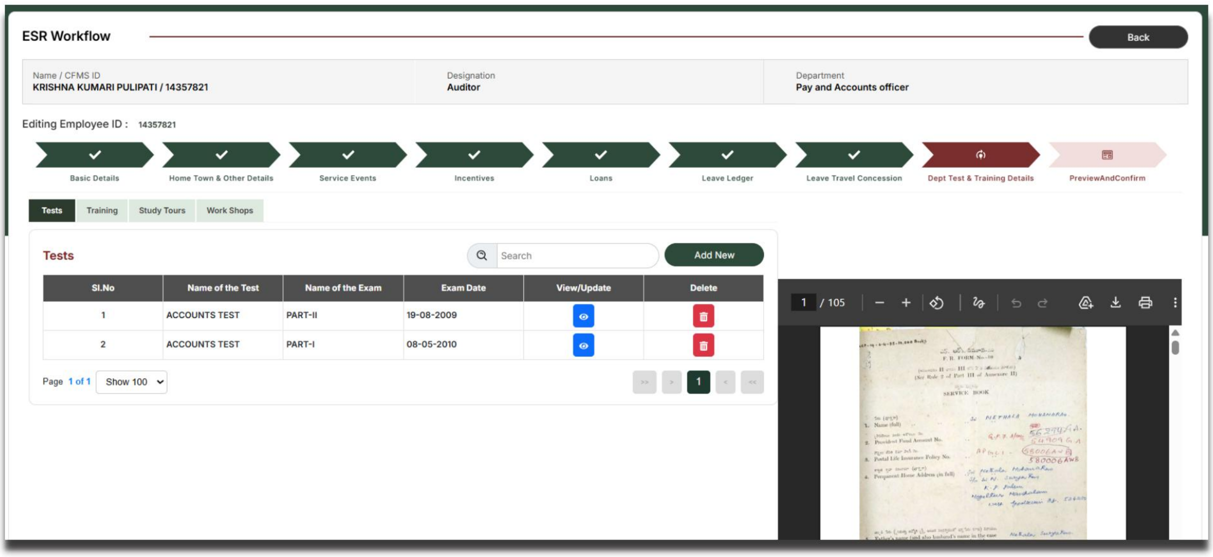
5.3.6 Leave Ledger Verification



5.3.7 Leave Travel Concession Details Verification



5.3.8 Departmental Tests, Trainings & Study Tours Details Verification



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.