

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

Public Services – Maintenance of Service Register – Replacing the Service Register with e-Service Register (e-SR) – Revised Orders Issued – Regarding.

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FINANCE (HR-IV-FR&LR) DEPARTMENT

G.O.Ms.No.99

Dated: 03-12-2020.

Read the following:

1. G.O.Ms.No.200, Finance & Planning (FW.FR.I) Dept., Dt. 10.12.1999.
2. Office Memo No. F.No.21011/15/2010 ESH (Allowance), GOI, Ministry of Personnel, Public Grievance, and Pension Department of Personnel Training, New Delhi, Dt.05.04.2016.
3. G.O.Ms.No.99, Finance (HR-II-FR) Department, Dt. 27.06.2018.
4. FINO-160134/2/2020-F-Sec-DTA, dated 10.05.2020 of the DTA, AP.

ORDER:

The Government of Andhra Pradesh, vide the reference 1st read above, has amended Annexure-II, Part-III read with Rule 74 (a) (iv) of the Fundamental Rules and prescribed Form-10 for maintaining Service Registers of Gazetted and Non-Gazetted employees of the Government.

2. In the reference 2nd read above, the Government of India has suggested modernization of Service Register to make it user friendly.

3. In reference 3rd read above, Government has issued orders to substitute Form-10 under Part IV of Annexure-II, with e-Service Register (e-SR) in respect of all Government employees to whom Fundamental Rules apply.

4. Based on the feedback of employee associations, DDOs, and considering the issues faced during the pilot implementation, the Director of Treasuries and Accounts, AP, Ibrahimpatnam, vide reference 4th read above, has suggested some modifications to the e-SR Proforma.

5. Government, after careful examination of proposal of the Director of Treasuries and Accounts, AP, and in supersession of the orders issued in the reference 3rd cited, hereby order that the e-SR shall be maintained as defined in the Annexure appended to this order.

6. The updated version of the e-SR module contains the following screens, through which the employees / DDOs have to enter required data.

Sl. No.	Name of the Service	Description
PART - 1	PERSONAL DETAILS	Employees / DDOs can view and confirm the employee Personal Details such as name, gender, marital status, caste, Aadhar number etc., Family Details, Education Details, Address Details and Home Town Details & wherever necessary they can enter required data.
PART - 2	NOMINATIONS	Employees / DDOs can enter nominee details of the employees.
PART - 3	SERVICE (SR) EVENTS	Employees / DDOs can enter historical data of various events (such as appointment, service regularization, leave, transfer, increment, promotion, etc.) recorded in the existing service registers. The data is to be entered event-wise, in the same order, as they were entered in the service registers.
PART - 4	LEAVE TRAVEL CONCESSION DETAILS	This screen provides for entry of latest LTC details.
PART - 5	DEPARTMENTAL TESTS AND TRAININGS DETAILS	Employees / DDOs can enter details of training employees undergone & departmental tests passed.
PART - 6	INCENTIVES	Employees / DDOs can enter details of Incentives / Awards / Rewards / Seva Patakam etc.
PART - 7	DOCUMENT UPLOADS	Employees / DDOs can upload mandatory documents such as Proof of Date of Birth, etc.
PART - 8	LEAVE LEDGER	Employees / DDOs can enter details of various leaves availed.
PART - 9	eSR CONFIRMATION	This screen provides for view and confirmation of the employee details by the employee / DDO. The service register of the employee also needs to be scanned and uploaded.

7. All the employees and DDOs are instructed to go through the e-SR user manual enclosed to this GO, which provides step-by-step instructions on entry and confirmation of data by the employees / DDOs. The same is also available on the website esr.ap.gov.in. The User Manual also contains procedural guidelines to be followed for implementation of e-SR.

8. The Heads of Offices / Heads of Departments who maintain Service Registers of the employees are directed to enter all required data in the e-SR Module by 31st December 2020.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

SHAMSHER SINGH RAWAT
PRINCIPAL SECRETARY TO GOVERNMENT

To
All the Departments of Secretariat.
All Heads of the Departments.

The Principal Accountant General, AP, Hyderabad.
The Commissioner, Printing, Stationary and Stores Purchase, Vijayawada for publication
in the Gazette.
All Service Associations.

Copy to:
All Chief Executive Officers of Zilla Parishads.
The Director of Treasuries and Accounts, A.P, Vijayawada.
The Pay and Accounts Officer, Vijayawada.
The Director of Works and Accounts,
Vijayawada
The Director of State Audit, Vijayawada.
The Director of Insurance, Vijayawada.
The CEO, APCFSS, Vijayawada.
SF/SCs

//FORWARDED BY:: ORDER//

SECTION OFFICER

E-SERVICE REGISTER (ANNEXURE TO G.O.Ms.No.99, FINANCE (HR-IV-FR&LR) DEPARTMENT, Dt: 3.12.2020)

The e-Service Register for Gazetted and Non-Gazetted employees of the Government, as per the amended Annexure-II, Part-III read with Rule 74 (a) (iv) of the Fundamental Rules & Form-10 shall be maintained as per the following instructions.

1. The Head of office /DDO/Employee are collectively responsible for upload of e.SR data of the employees working in the office.
2. In respect of Grant-in-Aid employees drawing salaries under DH/SDH 060/061- GIA towards salaries, the salary bill counter signing authority in Government is responsible for upload of e.SR.
3. In respect of All India Service officers, the PAO, AP, Ibrahimpatnam shall upload e.SR data into the system under his authentication.
4. For the employees in Foreign Service Deputation, the last DDO in parent department is responsible for upload of eSR data.

EMPLOYEES FOR WHOM E.SR DATA IS TO BE UPLOADED

1. All employees whose salary is drawn under 010-salaries.
2. All Grant-in-Aid employees whose salaries are drawn under DH/SDH 060/061.
3. All work charged employees whose salaries are drawn under DH/SDH 070/071.
4. Employee in Foreign Service Deputation.

PROCEDURE FOR UPLOAD OF E.SR DATA.

1. The e.SR data shall be uploaded by DDO in [https:// esr.ap.gov.in](https://esr.ap.gov.in) . portal using his CFMS ID as login password.
2. The HOO/DDO shall immediately update all the entries in physical SR before commencement of upload of e.SR data.
3. All the pages in the physical SR shall be scanned / uploaded by the DDO into e.SR module.
4. Before scanning of pages in physical SR, all the pages in physical SR(s) shall be serially numbered by the DDO by affixing a stamp on the bottom of each page containing the words “**page no _____and also scanned /uploaded into e.SR**” under his/her signature. Better if the leave account(EL/HPL) is scanned at the end. At the end of each scanned copy of the e.SR, the DDO shall certify the number of scanned pages uploaded under his signature.
5. The physical SR can be scanned by the DDO by using conventional scanners or by using “Lens” APP of Microsoft Corporation.
6. Uploading of scanned SR shall be done by DDO using biometric authentication.

7. After upload of e.SR data, the physical copy of e.SR shall be in the custody of pension sanctioning Authority for which separate orders will be issued by the Government for discontinuance of physical SR.
8. In addition to uploading the scanned copy of the SR, the DDO shall enter the SR data on the relevant columns of e.SR data entry application duly attaching the following documents.
 - a) Latest photograph
 - b) SSC or equivalent certificate as proof of Date of Birth for superior service employees and Transfer certificate/relevant proof for last grade service employees.
 - c) Caste certificate (for SC, ST, BC only)
 - d) Aadhar card.
 - e) Medical Certificate (Disabled persons only)
9. After entry of the data into e.SR application, the DDO shall download the e.SR data entered in PDF format, show it to the employee for cross-verification and obtain the employee's signature on the PDF format in token of having satisfied with the correctness of Data uploaded into HCM system. The DDO shall also affix his signature on the PDF format and upload in the e.SR application under his/her biometric authentication.
10. After upload of e.SR data by the DDO, the data shall be escalated to the Treasury/PAO where the salary bill of the employee is audited and approved.
11. The Treasury officer/APAO shall cross verify the data uploaded in eSR with the entries in the scanned / uploaded copy of the physical SR and confirm the correctness of Data entry of the following information
 - a) Name of the employee as entered in the SR.
 - b) Date of birth
 - c) Date of initial entry into service.
 - d) Community
 - e) Disabilities, if any
 - f) Latest Pay of the employee (by cross verifying with FLY leaf Register)
 - g) Post held by the employee as on date.
 - h) EL balance of the employee as on date of Upload.
 - i) HPL balance of the employee as on date of Upload.
12. The Treasury officer/APAO shall confirm the above information under biometric authentication. After confirmation by the Treasury officer/APAO only, the e.SR. data shall be uploaded into HCM system by the SAP Team.

13. The upload of e.SR. data into HCM system shall be completed by all the DDOs by 31/12/2020.
14. The PAO, AP, Ibrahimpatnam shall co-ordinate the e.SR data entry work at HOD offices level and the DTA, AP, Ibrahimpatnam shall Co-ordinate work at District level through network of Treasury officers.
15. The CEO, APCFSS shall organize the data storage servers properly for smooth upload of e.SR data.
16. For the employees existing prior to 1-7-2020, the SR entry may be taken as an automatic process with due acknowledgement by the competent authority.
17. For the employees appointed on or after 1-7-2020, upload of each required certificate is mandatory.
18. DDOs may raise incident in CFMS for resolution of e-SR related issues.

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1. About the e-Service Book

The e-Service Book is application, which allows the employees get access to enter\view the employee service details. This application was designed and developed by Finance Department, Government of Andhra Pradesh through APCFSS.

This application replaces the physical service registers of the employees and the data related will be maintained online and can be accessible to the employees at any time. Employees can view their own personal details, official documents, pay drawn details, leave details and other Service details.

Every employee will have access to the e-service book with secured login credentials. Initially, the Employees/DDOs shall update all entries in the new formats through the e-service book portal. This user manual guides the users on how to use the e-service book portal step-by-step through screen shots wherever required.

2. Service Access

The decision as to whether the eSR details are to be entered by the DDO himself or through the employees is left to the discretion of the DDO basing on the number of the employees working under the DDO. In this portal, Employees can enter the service details with the permission of the DDO. DDOs can also enter and confirm the details of the employees on their own and Treasury Officers / PAO can further confirm select employee's service details. The users can access these services through authorized CFMS ID.

1. Employee:

- All employees need to submit their service details from part 1 to part 9 (sub menus) under e-Service Book Entry menu.
- After submitting the details, these are available at one place under view and confirm sub-menu. Employee need to confirm the service details.
- The confirmed details will be available in their respective DDOs login for further verification and confirmation.

2. DDO:

- DDO has to submit his /her service details and follow the steps as mentioned in Instructions to employees
- In addition, DDOs will get the list of employee's service details for confirmation, in his /her login.
- DDO has to go through each employee's details and confirm the same through biometric authentication.

3. Sub treasury Officer (STO) / PAO:

- STO /PAO will access View & Confirm sub-menu, check and confirm (9) select details of the employee with reference to entries available in the scanned copy of the SR and confirm the same through biometric authentication.

The step by step instructions on how to use the portal are given below:

3. Login Details

1. Enter URL <https://www.esr.ap.gov.in> the address bar.
2. Press Enter/Click **Go**, the following Login page will appear.

E-SERVICE BOOK
FINANCE DEPARTMENT
GOVERNMENT OF ANDHRA PRADESH

Instructions:

1. Enter CFMS ID (8-digits). To know the CFMS ID, please go to the Employee services link in CFMS site (<https://cfms.ap.gov.in>)
2. Enter your Password
(Default password will be your CFMS ID)
3. Click on Login button
4. After Login, Password Change option will be enabled
5. To access Forgot Password, Mobile number should be updated in Home Town details during previous login

Login

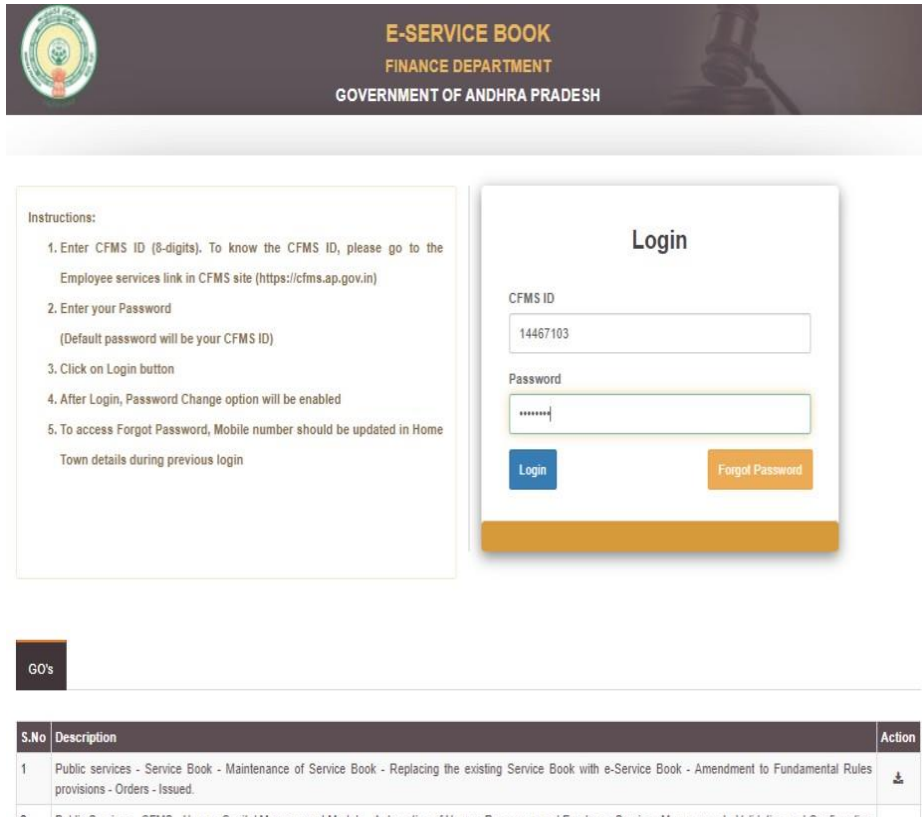
CFMS ID

Password

3. Enter CFMS ID (i.e. 8 digits unique employee id).
4. Also Enter CFMS ID as initial password for initial login
(Update password through the menu item Change password After your initial login)

Note: If Employee forgot the password use 'Forgot password' option to reset password, new password will be sent to employee mapped Mobile Number.

Login:



E-SERVICE BOOK
FINANCE DEPARTMENT
GOVERNMENT OF ANDHRA PRADESH

Instructions:

1. Enter CFMS ID (8-digits). To know the CFMS ID, please go to the Employee services link in CFMS site (<https://cfms.ap.gov.in>)
2. Enter your Password
(Default password will be your CFMS ID)
3. Click on Login button
4. After Login, Password Change option will be enabled
5. To access Forgot Password, Mobile number should be updated in Home Town details during previous login


Login

CFMS ID
14467103

Password
.....

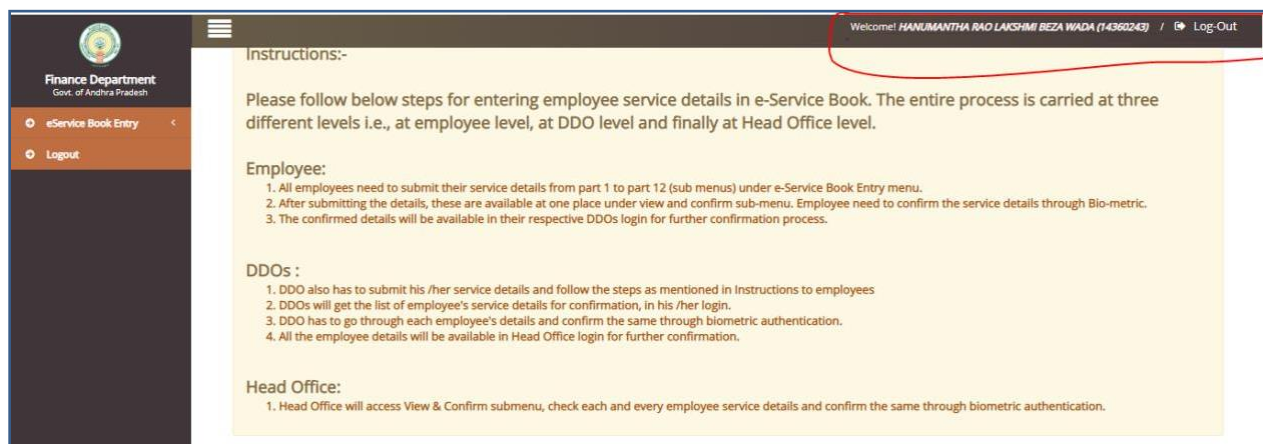
Login **Forgot Password**

GO's

S.No	Description	Action
1	Public services - Service Book - Maintenance of Service Book - Replacing the existing Service Book with e-Service Book - Amendment to Fundamental Rules provisions - Orders - Issued.	
2	Public Services - CFMS - User's Guide/Manual/Module - Subordinate of Home Department and Public Services Department - Validation and Confirmation	

5. Click on “Login” button.

6. After successful authentication, system will navigate to the Home page as shown below screen.
7. This page contains employee name & logout option on the right side corner of the screen, main menu on the left side of the screen, and basic instructions on the home page.



8. If the user is employee, user has to click on the e-Service Book Entry menu item to enter the service details in the respective screens.
9. If the user is DDO or STO, List of all employees whose salaries are drawn and paid under the DDO code will appear under 'Confirm e-Service Book Entry' menu item. In addition names of the employees who are relieved by the DDO for FOREIGN SERVICE deputation also appear In the DDO login.
10. Service formats will appear when user clicks on "e-Service Book Entry" as shown below.

Finance Department
Gov. of Andhra Pradesh

eService Book Entry

- PART 1. Personal Details
- PART 2. Nomination Details
- PART 3. SR Events
- PART 4. Leave Travel Concession Details
- PART 5. Departmental Tests & Training Details
- PART 6. Incentives
- PART 7. Document Uploads
- PART 8. Leave Ledger
- PART 9. ESR Confirmation
- Contact Us

Last Login: First Time Login Welcome! ABDULLA SHAIK(14467103) / Log-Out

Instructions:-

Please follow below steps for entering employee service details in e-Service Book. The entire process is carried at three different levels i.e., at employee level, at DDO level and finally at STO level.

Employee:

1. All employees need to submit their service details from part 1 to part 11 (sub menus) under e-Service Book Entry menu.
2. After submitting the details, these are available at one place under Employee confirmation sub-menu.
3. The confirmed details will be available in their respective DDOs login for further confirmation process.

DDOs :

1. DDO also has to submit his /her service details and follow the steps as mentioned in Instructions to employees
2. DDOs will get the list of employee's service details for confirmation, in his /her login.
3. DDO has to go through each employee's details and confirm the same through biometric authentication.
4. All the employee details will be available in STO login for further confirmation.

Part 1: Employee Personal Details	Enter Employee basic details, place of birth, disabled status, local status, family member details, educational details, Address details and Hometown details
Part 2: Nomination Details	Enter Nominations for Gratuity, GPF, APGLI already made by the employees and available in the SR.
Part 3: SR Events	Enter the data as per the manual service register. In each of the service event. There are multiple options available enabling the employee to enter each and every detail
Part 4: LTC Details	Enter the latest availed LTC details only and also confirm whether anywhere in the country facility is availed or not.
Part 5: Departmental Tests/Training Details	Enter Departmental Tests and training details already entered in the SR.

Part 6: Incentives	Enter incentives sanctioned to the employee.
Part 7: Document Uploads	Upload employee Latest Photo, Aadhar card Scanned Copy, SSC certificate or SR extract page for proof of Date of Birth, Caste Certificate(if Other than OC), Medical Certificate (if employee disabled).
Part 8: Leave Ledger	Enter various types of Leaves earned and availed by the employee till date in the leave Ledger chronologically. (I.e E.L,HPL,etc.. credits and balances)
Part 9: ESR Data Confirmation	Employee / DDO has to confirm the data submitted. DDO has to confirm the data with biometric Authentication. The DDO has to submit the data only after upload of scanned copy of the Physical SR of the employee as detailed in the guidelines given above.
Confirmation by the Treasury officer / PAO	After submission by the DDO, entire data goes to the login of the accountant in the concerned Treasury / PAO where the salary bill is passed

4. e-Service Book Entry:

User has to click on 'Part 1: Personal Details' sub menu item under e-Service Book entry menu item to enter the Personal details as shown below.

i. Employee Details:

Finance Department
Govt. of Andhra Pradesh

eService Book Entry

Part 1. Personal Details

Part 2. Nomination Details

Part 3. Service Events

Part 4. Leave Travel Concession Details

Part 5. Departmental Tests & Training Details

Part 6. Incentives

Part 7. Document Uploads

Part 8. Leave Ledger

Part 9. ESR Confirmation

Logout

Last Login: 30/09/2020 06:09 PM Welcome! ABDULLA SHAIK (14467103) / Log Out

Employee Details Family Details Education Details Address Details Home Town Details

Basic Details in HRMS

Name ABDULLA Surname SHAIK Gender Male

Date of Birth (DD/MM/YYYY) 07/06/1994 Date of Entry into Regular Government Service (DD/MM/YYYY) 07/05/2018

Basic Details in ESR (If Name, Surname, Gender & Date of Birth and Date of joining are incorrect, then verify and update it.)

Name ABDULLA Surname SHAIK Gender Male

Date of Birth (DD/MM/YYYY) 07/06/1994 Date of Entry into Regular Government Service (DD/MM/YYYY) 07/05/2018 Date of Entry Prior to Government Service (DD/MM/YYYY) (Optional)

HRMS ID 2700970 CFMS ID 14467103

Marital Status Married Caste Category BC-B Aadhar Number 755212191280

Parent Department HOM09-INTELLIGENCE DEPARTMENT Service Rule GAD01 S06-A.P. GENERAL SUBORDINATE SERVICE RULES

Class/ Branch SELECT Post in Parent Department SELECT

Latest Salary Drawn DDO Code (11-digit number) 27001002036 Employee Present Status PROBATIONER (REGULARIZED) Religion Hindu

Place of Birth

The following data will be auto populated from HRMS with edit facility(except HRMS ID and CFMS ID)

- Name
- Surname
- Gender

- Date of Birth
- Date of Entry into Government Service
- HRMS ID
- CFMS ID

Sl. No	Column (Field) Name	Type of Field	Remarks
1. Basic Details			
1	Name	Data Entry	Auto populated from HRMS portal. If any corrections, Employee / DDO can correct the name of the employee
2	Surname	Data Entry	Auto populated from HRMS portal. If any corrections Employee / DDO can correct the Surname of the employee
3	Gender	Drop down box	Auto populated from HRMS portal. If any corrections Employee / DDO can correct the Gender of the employee
4	Date of Birth (DD/MM/YYYY)	Select box	Auto populated from HRMS portal. If any corrections Employee / DDO can correct the Date of Birth of the employee
5	Date of Entry into Regular Government	Select box	Auto populated from HRMS portal. If any corrections Employee / DDO can correct the Date of Entry into Regular Government Service of the employee
6	Service (DD/MM/YYYY)	Select box	Select Date of Entry Prior to Government

			Service
7	Date of Entry Prior to Government	Read only	Auto populated from HRMS portal.
8	Service (DD/MM/YYYY) (Optional)	Read only	Auto populated from HRMS portal.
9	HRMS ID	Drop down box	Select Marital status (Eg: Married / Unmarried / Wid Divorced / Widower).
10	CFMS ID	Drop down box	Select caste for the employee (SC / ST/ BC-A /BC-B / BC-C /BC-D /BC-E /OTHERS)
11	Aadhar Number	Data Entry	Auto populated from HRMS portal. If any corrections Employee / DDO can correct the aadhar number of the employee
12	Parent Department	Drop down box	Please select Parent Department.
13	Service Rule	Drop down box	Please select Service Rule.
14	Class/ Branch	Drop down box	Select Class/ Branch for the employee (BRANCH-I / BRANCH-II / NONE)
15	Post in Parent Department	Drop down box	Please select Post in Parent Department.
16	Latest Salary Drawn DDO Code (11-digit num	Data Entry	Enter Latest Salary Drawn DDO Code.
17	Employee Present Status	Drop down box	Please select Employee Present Status.
18	Religion	Drop down box	Please select Religion for the employee (Hindu / Islam / Christianity / Buddhism / Sikh / Jain)
2. 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
6	Nationality	Read only	Auto populated.
3. 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.
4	Mandal	Drop down box	Please select Mandal.
4. Differently Abled			
1	Differently Abled	Drop down box	Please select Differently Abled for the employee (NO/ ORTHO / DEAF & DUMB / VISUAL)
5. PF Details			
1	Type of GPF	Drop down box	Please select Type of GPF for the employee (GPF (AG) / CLASS IV GPF / ZPPF / CPS / APPLICABLE)
2	Provident Fund Account Number	Data Entry	Please enter Provident Fund Account Number.
6. Other Details			
1	Identification Marks (As per SSC) / Service Register	Data Entry	Please enter Identification Marks (As per SSC) / Service Register in one and two columns for the employee.
2	Height (in cm)	Data Entry	Please enter Height for the employee.

ii. Family member Details:

Employee has to enter the family member details. Employee can add, edit and delete the data. Once all the details are filled up in this section, employee should save the data.

Sl. No	Column (Field) Name	Type of Field	Remarks
FAMILY MEMBER DETAILS			
1	Name	Data Entry	Please enter name of employee And also family members.
2	Surname	Data Entry	Please enter surname of employee

			And also family members.
3	Relationship	Drop down box	Please select Relationship of the employee.
4	Is Alive?	Drop down box	Please select Is Alive of the employee.
5	Marital Status	Drop down box	Please select Marital Status of the employee.
6	Date of Birth	Select Box	Please select Date of Birth.
7	UID /Aadhar number	Data Entry	Please enter UID /Aadhar number
8	Mobile number	Data Entry	Please enter Mobile number
9	Date of Marriage	Select Box	Please enter Date of Marriage
10	Type of Employment	Drop down box	Please select Type of Employee
11	Income Per Annum	Drop down box	Please select Income Per Annum.
12	Death of Death	Select box	Please select Death of Death.

Add Row option is provided for Adding Family member Details

iii. Education Details:

Employee has to enter the education details in chronological order. Employee can edit / delete the data. Once all the details are filled up in this section, employee should save the data.

Sl. No	Column (Field) Name	Type of Field	Remarks
Education Details			
1	Qualification	Drop down box	Please select Qualification of the employee
2	Stream/ Branch Name	Data Entry	Please enter Stream/ Branch Name Of the employee
3	Year of passing	Drop down box	Please select Year of passing of the employee

4	School/College/University	Data Entry	Please enter School/College/University of The employee
5	Country	Drop down box	Please select Country of the employee
6	State	Drop down box	Please select State of the employee
7	District	Drop down box	Please select District of the employee
8	Mandal	Drop down box	Please select Mandal of the employee

iv. Address Details:

Employee has to enter the Permanent address and communication address details. User can select the check box “Click here if communication address is same as permanent address” if both communication address and permanent address are same. Then the data in permanent address will be auto-populated in communication address to avoid the data re-entry. Once all the details are filled up in this section, employee should save the data.

Sl. No	Column (Field) Name	Type of Field	Remarks
1. Permanent Address			
1	House No.	Data Entry	Enter Houes No.

2	Street 1	Data Entry	Enter Street 1
3	Street 2	Data Entry	Enter Street 2
4	State	Drop down box	select State
5	District	Drop down box	Select District
6	Mandal	Drop down box	Select Mandal
7	Village	Drop down box	Select Village
8	Pin code	Data Entry	Select Pin code
2. Communication Address			
1	House No.	Data Entry	Enter House No.
2	Street 1	Data Entry	Enter Street 1
3	Street 2	Data Entry	Enter Street 2
4	State	Drop down box	select State
5	District	Drop down box	Select District
6	Mandal	Drop down box	Select Mandal
7	Village	Drop down box	Select Village
8	Pin code	Data Entry	Select Pin code

v. Hometown Details:

Employee has to enter the Hometown details. These details can be modified only two times in the entire employee's service. Once all the details are filled up in this section, employee should save the data.

The screenshot shows the 'Home Town Details' section of the e-Service Book Entry system. The sidebar on the left contains navigation links for various parts of the service book entry process. The main form area is titled 'Home Town Details' and contains the following fields:

- This is my declaration:** A dropdown menu with 'First' selected.
- State:** A dropdown menu with 'Andhra Pradesh' selected.
- District:** A dropdown menu with 'GUNTUR' selected.
- Mandal:** A dropdown menu with 'MACHAVARAM' selected.
- Village:** A dropdown menu with 'VEMAVARAM' selected.
- Pincode:** A text field with '522413' entered.
- Nearest Railway Station:** A text field with 'PIDUGURALLA' entered.
- Nearest Airport:** A text field with 'GANNAVARAM AIRPORT' entered.
- Mobile 1 (official) (Optional):** A text field with '9170449804' entered.
- Mobile 2 (personal):** A text field with '7780305211' entered.
- Email 1 (official) (Optional):** A text field with 'shaikmunna240@gmail.com' entered.
- Email 2 (personal):** A text field with 'shaikabdulla211@gmail.com' entered.

An 'Update' button is located at the bottom right of the form.

Sl. No	Column (Field) Name	Type of Field	Remarks
Home Town Details			
1	This is my declaration	Drop down box	Select This is my declaration
2	State	Drop down box	Select State
3	District	Drop down box	Select District
4	Mandal	Drop down box	Select Mandal
5	Village	Drop down box	Select Village

6	Pin code	Data Entry	Enter Pin code
7	Nearest Railway Station	Data Entry	Enter Nearest Railway Station
8	Nearest Airport	Data Entry	Enter Nearest Airport
9	Mobile 1 (official) (Optional)	Data Entry	Enter Mobile 1 (official) (Optional)
10	Mobile 2 (personal)	Data Entry	Enter Mobile 2 (personal)
11	Email 1 (official) (Optional)	Data Entry	Enter Email 1 (official) (Optional)
12	Email 2 (personal)	Data Entry	Enter Email 2 (personal)

Part 2: Nomination Details:

Employee has to enter the nominee's details for Gratuity and GPF/PRAN. Provision is given to edit / delete the data. Once all the details are filled up in this section, employee should save the data.

Nominations

(i) Gratuity

Name of the Family Member - Relationship	Date of Nomination	% of share to be paid for each nominee	Action
Others	07/08/2020	50.00	Add Row Update Delete
Name: NANNI Relationship: SELECT DOB: 10/03/1968			
		Total Percentage :	50.00

[Save](#)

(ii) Original or alternative nominees for GPF

Name of the Family Member - Relationship	Date of Nomination	Action
NANNI-Mother	06/08/2020	Update Delete
		Save

(iii) Original or alternative nominees for NPS

Name of the Family Member - Relationship	Date of Nomination	% of share to be paid for each nominee	Action
SELECT			Add Row
		Total Percentage :	0.00
		Save	

(iv) Nominees for APGLI

Name of the Family Member - Relationship	Date of Nomination	% of share to be paid for each nominee	Action
NANNI-Mother	12/08/2020	100.00	Update Delete
		Total Percentage :	100.00
		Save	

Sl. No	Column (Field) Name	Type of Field	Remarks
(i) Gratuity			
1	Name of the Family Member Relationship	Drop down box	Select Name of the Family Mem Relationship
2	Date of Nomination	Select Box	Select Date of Nomination

3	% of share to be paid for each nominee	Data Entry	Enter % of share to be paid for nominee
4	Total Percentage	Read only	Automatic calculate Total Percentage
(ii) Original or alternative nominees for GPF			
1	Name of the Family Member Relationship	Drop down box	Select Name of the Family Member Relationship
2	Date of Nomination	Select Box	Select Date of Nomination
3	% of share to be paid for each nominee	Data Entry	Enter % of share to be paid for nominee
4	Total Percentage	Read only	Automatic calculate Total Percentage
(iii) Original or alternative nominees for NPS			
1	Name of the Family Member Relationship	Drop down box	Select Name of the Family Member Relationship
2	Date of Nomination	Select Box	Select Date of Nomination
3	% of share to be paid for each nominee	Data Entry	Enter % of share to be paid for nominee
4	Total Percentage	Read only	Automatic calculate Total Percentage
(iv) Nominees for APGLI			
1	Name of the Family Member Relationship	Drop down box	Select Name of the Family Member Relationship
2	Date of Nomination	Select Box	Select Date of Nomination
3	% of share to be paid for each nominee	Data Entry	Enter % of share to be paid for nominee

Part 3: SR Events

User has to click on 'Part 3: SR Events' sub menu item under e-Service Book entry menu item to record all the service events into this e-Service register. The elements to be recorded are as follows:

1. Appointment
2. Regularization
3. Probation
4. Change in Pay
5. Leaves Availed
6. Transfers
7. Promotions
8. Deputation
9. Reversion
10. Compulsory Wait
11. Punishments
12. Suspensions
13. Relief
14. Re-Appointment
15. EL Surrender
16. Repatriation / Surrender
17. Re-instatement
18. Reporting back to Duty
19. Regularisation of Absence
20. Others (No Impact on Pay)

The above list is provided as drop down, employee has to select the event name and event date and click on “ADD” button. Dialogue boxes will be popped up for each of the event, in which employee enters the data as per the manual service register. In each of the service event, there were multiple options available enabling the employee to enter each and every detail. Once all the details are filled up in each of the section concerned, employee should save the data.

After saving the data in the respective dialogue boxes, the main page of the event capturing screen will be visible to view the recorded events. Further modifications to the entered data is enabled in this system as shown below.

The screenshot displays the 'eService Book Entry' interface for the Finance Department, Government of Andhra Pradesh. The interface includes a sidebar with navigation options: eService Book Entry, PART 1. Personal Details, PART 2. Nomination Details, PART 3. SR Events, PART 4. Leave Travel Concession Details, PART 5. Departmental Tests & Training Details, PART 6. Incentives, PART 7. Document Uploads, PART 8. Leave Ledger, PART 9. ESR Confirmation, and Contact Us. The main content area shows a table with columns: Sl. No., Event Date (DD/MM/YYYY), Event Name, and Action. A dropdown menu is open for the Event Name column, listing various events: Select, Appointment, Probation, Regularization, Change in Pay, Leaves Availed, Transfers, Promotions, Deputation, Reversion on Administrative Grounds, Compulsory Wait, Punishments, Suspensions, Relief, Re-Appointment, EL Surrender, and Repatriation / Surrender. The Action column contains an 'Add' button. The footer indicates the system is designed and developed by APCFSS and is best viewed on Chrome and Firefox.

Sl. No.	Event Date (DD/MM/YYYY)	Event Name	Action
#		Select	Add

A separate row is available to further add the events and employee has to follow the procedure to enter the data as mentioned above. The screen for this is viewed as below. A separate column by name “Data Entered” will be generated with main details.

Select particular event from the dropdown and click on “ADD” button for adding the details as shown below.

Sl. No	Column (Field) Name	Type of Field	Remarks
1	SR Entry Date	Select box	Select SR Entry Date
2	Event Name	Drop down	Select Event Name

i. SR Event-Hiring:

Employee has to enter his/her hiring details. There are four options available in “**Type of hiring**”. If employee selects the “Type of hiring” from the drop down then the respective fields will be visible for data entry.

Sl. No	Column (Field) Name	Type of Field	Remarks
1	Type of Appointment	Select box	Select Type of Appointment

➤ **Hiring: Direct Recruitment**

If employee is hired through Direct Recruitment, then employee has to enter the details like appointment, post, and time scale. Once all the details are filled up in this section, employee should save the data.

Sl. No	Column (Field) Name	Type of Field	Remarks
a)Direct Recruitment Appointment Details			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
3	Date of Joining	Select box	Select Date of Joining
4	Joining Time	Drop down	Select Joining Time

5	Nature	Read only	Select Nature
6	Selection by	Drop down	Select Selection by
7	Department	Drop down	Select Department
8	Service Rule	Drop down	Select Service Rule
9	Class/ Branch	Drop down	Select Class/ Branch
10	Post Category	Drop down	Select Post Category
11	Post	Drop down	Select Post
b) Direct Recruitment Time Scale			
12	PRC Type	Drop down	Select PRC Type
13	PRC Year	Drop down	Select PRC Year
14	Apprenticeship (Yes or No)	Drop down	Select Apprenticeship (Yes or No)
15	Remarks	Data entry	Enter Remarks

➤ **Hiring: Conversion from Contingent Service**

If employee is hired through “Conversion from contingent service”, then employee has to enter the contingent service department, post, newly appointed department, post, and time scale details. Once all the details are filled up in this section, employee should save the data.

The screenshot shows the 'SR Events Appointment' form. The 'Type of Appointment' is set to 'Conversion from Contingent Service'. The form is divided into several sections:

- Appointment Details:** Includes fields for Order No., Order Date (DD/MM/YYYY), Date of Joining (DD/MM/YYYY), and Joining Time (SELECT).
- Conversion from Contingent Service:** Includes 'From' and 'To' sections. The 'From' section has Department (PRR02-PANCHAY) and Post (VILLAGE DEVEL). The 'To' section has Department (SELECT) and Post (SELECT).
- Time Scale:** Includes Pay Type (SELECT), PRC Year (SELECT), Pay Scale (SELECT), and Basic Pay (SELECT).
- Effective Date:** A date field.

A green 'Save' button is at the bottom of the form. The left sidebar shows a navigation menu with options like 'Appointment Details', 'Leave Details', 'Advance Details', 'Department Details', 'Training Details', 'Incentives', and 'Promotions'. The right sidebar shows a list of 'Appointments' with 'Edit' and 'Delete' buttons.

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Conversion from Contingent Service Appointment Details			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
3	Date of Joining	Select box	Select Date of Joining
4	Joining Time	Drop down	Select Joining Time

b) Conversion from Contingent Service			
1	From Department	Drop down	Select From Department
2	From Service Rule	Drop down	Select From Service Rule
3	From Class/ Branch	Drop down	Select From Class/ Branch
4	From Post	Drop down	Select From Post
5	To Department	Drop down	Select To Department
6	To Service Rule	Drop down	Select To Service Rule
7	To Class/ Branch	Drop down	Select To Class/ Branch
8	To Post	Drop down	Select To Post
c) Conversion from Contingent Service Time Scale			
1	PRC Type	Drop down	Select PRC Type
2	PRC Year	Drop down	Select PRC Year
3	Pay Scale	Drop down	Select Pay Scale
4	Basic Pay	Drop down	Select Basic Pay
5	Effective Date	Select box	Select Effective Date
6	Remarks	Data entry	Enter Remarks

➤ Hiring: Redeployment

The screenshot shows the 'SR Events Appointment' form. The 'Type of Appointment' is set to 'Redeployment'. The form is divided into several sections:

- Appointment Details:** Includes 'Order No.', 'Order Date (DD/MM/YYYY)', 'Date of Joining (DD/MM/YYYY)', and 'Joining Time' (SELECT).
- Redeployment:** Divided into 'From' and 'To' sections. Each section includes 'Department' (SELECT), 'Post' (SELECT), 'Time Scale' (SELECT), 'Pay Type' (SELECT), and 'Pay Scale' (SELECT).

A 'Save' button is located at the bottom of the form. The left sidebar shows the 'Finance Department' menu with various options like 'Personal Details', 'Certificate Details', etc. The right sidebar shows a list of actions like 'Edit / View'.

If employee is hired through “Redeployment”, then employee has to enter the department, post from which he/she redeployed and also enters newly appointed department, post, and time scale details. Once all the details are filled up in this section, employee should save the data.

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Redeployment / Conversion Appointment Details			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
3	Date of Joining	Select box	Select Date of Joining

4	Joining Time	Drop down	Select Joining Time
5	From Department	Drop down	Select From Department
6	From Service Rule	Drop down	Select From Service Rule
7	From Class/ Branch	Drop down	Select From Class/ Branch
8	From Post	Drop down	Select From Post
9	To Department	Drop down	Select To Department
10	To Service Rule	Drop down	Select To Service Rule
11	To Class/ Branch	Drop down	Select To Class/ Branch
12	To Post	Drop down	Select To Post
b) Redeployment / Conversion (From / To Time Scale)			
1	PRC Type	Drop down	Select PRC Type
2	PRC Year	Drop down	Select PRC Year
3	Pay Scale	Drop down	Select Pay Scale
4	Basic Pay	Drop down	Select Basic Pay
5	Remarks	Data entry	Enter Remarks

➤ **Hiring: Emergency service**

If employee is hired through “Emergency Service”, then employee has to enter the department, post and time scale details. Once all the details are filled up in this section, employee should save the data.

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Emergency Service Appointment Details			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
3	Date of Joining	Select box	Select Date of Joining
4	Joining Time	Drop down	Select Joining Time

5	Department	Drop down	Select From Department
6	Service Rule	Drop down	Select From Service Rule
7	Class/ Branch	Drop down	Select From Class/ Branch
8	Post Category	Drop down	Select From Post Category
9	Post	Drop down	Select From Post
c) Emergency Service Time Scale			
1	PRC Type	Drop down	Select PRC Type
2	PRC Year	Drop down	Select PRC Year
3	Pay Scale	Drop down	Select Pay Scale
4	Basic Pay	Drop down	Select Basic Pay
5	Remarks	Data entry	Enter Remarks

➤ **Hiring: Conversion**

Conversion done as per rule 14 of AP MINISTERIAL service rules 1998 (Ex: conversion of Typist as Junior Assistant etc..)

SR Events
Appointment
Close

Type of Appointment
Conversion

Appointment Details

Order No.
Order Date (DD/MM/YYYY)
Date of Joining (DD/MM/YYYY)
Joining Time

Conversion

From
To

Department
Service Rule
Department
Service Rule
Class/ Branch
Post
Class/ Branch
Post

Time Scale
Time Scale

PRC Type
PRC Year
PRC Type
PRC Year
Pay Scale
Basic Pay
Pay Scale
Basic Pay

Remarks

Save

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Conversion			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
3	Date of Joining	Select box	Select Date of Joining
4	Joining Time	Drop down	Select Joining Time
5	Department	Drop down	Select From Department
6	Service Rule	Drop down	Select From Service Rule
7	Class/ Branch	Drop down	Select From Class/ Branch
8	Post Category	Drop down	Select From Post Category
9	Post	Drop down	Select From Post
c) Time Scale			
1	PRC Type	Drop down	Select PRC Type

2	PRC Year	Drop down	Select PRC Year
3	Pay Scale	Drop down	Select Pay Scale
4	Basic Pay	Drop down	Select Basic Pay
5	Remarks	Data entry	Enter Remarks

SR Event>>Regularization:

➤ **Regularization:**

Finance Department
Govt. of Andhra Pradesh

e-Service Book Entry

SR Events Regularization

Regularization Details

Position

Department Name: SELECT Service Rule: SELECT

Post Name: SELECT Date of Regularization: [Calendar Icon]

Proceeding Order Number: Proceeding Order Date: [Calendar Icon]

Save

Close

13 21/06/1993 Change in Pay Pay Type: Pay Revision Commission Pay Scale: 2195-4560

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Regularization Details			
1	Department	Drop down	Select Nature of Increment/ Incentive
2	Service Rule	Drop down	Select Service Rule
3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post
5	Date of Regularization	Select box	Select Date of Regularization
6	Proceeding Order Number	Data entry	Enter Proceeding Order Number
7	Proceeding Order Date	Select box	Select Proceeding Order Date
8	Remarks	Data entry	Enter Remarks

SR Event>>Probation:➤ **Probation:**

The screenshot displays the 'SR Events > Probation' form within the 'Finance Department Govt. of Andhra Pradesh' e-Service Book system. The interface includes a left sidebar with navigation options like 'eService Book Entry', 'PART 1: Personal Details', 'PART 2: Certificate Details', 'PART 3,4 & 5: SR Events', 'PART 6: Leave Travel Concession Details', 'PART 7: Interest Bearing Advances Details', 'PART 8: Group Insurance Scheme Details', 'PART 9: Service Verification Details', 'PART 10: Departmental Tests & Training Details', 'PART 11: Incentives', 'PART 12: Pension Proposals', 'Leave Ledger', 'View & Confirm', 'Reports', and 'Logout'. The main form area is titled 'SR Events > Probation' and contains the following fields:

- Effective Date of Declaration:** A date picker field.
- Probation Details Table:**

Probation From Date (DD/MM/YYYY)	<input type="text"/>	Probation To Date (DD/MM/YYYY)	<input type="text"/>
Date of declaration of probation (DD/MM/YYYY)	<input type="text"/>	Upload Order	<input type="button" value="Browse..."/> No file selected.
Department	<input type="text" value="SELECT"/>	Service Rule	<input type="text" value="SELECT"/>
Post	<input type="text" value="SELECT"/>	Proceeding number	<input type="text"/>
Extension If any.	<input type="text" value="SELECT"/>	If Yes, then reason for extension	<input type="text"/>
- Save:** A green button at the bottom of the Probation Details section.
- Close:** An orange button at the bottom right of the form.

The bottom status bar shows the user's details: '13 21/06/1993 Change in Pay Pay Type: Pay Revision Commission Pay Scale: 2195-4560'.

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Probation Details			
1	Probation From Date (DD/MM/YYY	Select box	Select Probation From (DD/MM/YYYY)
2	Probation To Date (DD/MM/YYYY)	Select box	Select Probation To (DD/MM/YYYY)
3	Date of declaration of prob. (DD/MM/YYYY)	Select box	Select Date of declaration of prob. (DD/MM/YYYY)
4	Department	Drop down	Select Nature of Increment/ Incentive
5	Service Rule	Drop down	Select Service Rule
6	Class / Branch	Drop down	Select Class / Branch
7	Post	Drop down	Select Post
8	Proceeding number	Data entry	Proceeding number
9	Extension If any.	Drop down	Extension If any.
10	Reason for extension	Drop down	Reason for extension
11	Remarks	Data entry	Remarks

➤ Change-in-pay: Annual Increment

Employee has to enter the annual increment details by selecting the Annual increment in Type of Pay drop down. In this dialogue box, details like PRC type, year, scale, increment, Actual pay, effective date, date on which increment is due, date of monetary benefit are to be filled. Once all the details are filled up in this section, employee should save the data.

The screenshot displays the 'SR Events - Change in Pay' dialog box. At the top, the 'Type of Pay' dropdown menu is set to 'Annual Increment'. Below this, the 'Annual Increment' form is visible, containing the following fields:

- PRC Type:** A dropdown menu currently showing 'SELECT'.
- PRC Year:** A dropdown menu currently showing 'SELECT'.
- Pay Scale:** A dropdown menu currently showing 'SELECT'.
- Basic Pay:** A text input field.
- Increment:** A text input field.
- Actual Pay:** A text input field.
- Effective Date:** A date picker field.
- Date on which next increment due:** A date picker field.
- Date of monetary benefit:** A date picker field.

A green 'Save' button is located at the bottom center of the form. To the right of the form, there is a vertical list of 'Action' buttons, each labeled 'Edit / View'. The background interface includes a sidebar with various navigation options and a footer with system information.

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Annual Increment			
1	PRC Type	Drop down	Select PRC Type
2	PRC Year	Drop down	Select PRC Year
3	Pay Scale	Drop down	Select Pay Scale
4	Basic Pay	Drop down	Select Basic Pay
5	Increment	Read only	Auto Populated
6	Actual Pay	Read only	Auto Populated
7	Effective Date	Select box	Select Effective Date
8	Date on which next increment due	Select box	Select Date on which next increment due
9	Date of monetary benefit	Select box	Select Date of monetary benefit

b) Revised on pay fixation			
1	Effective Date	Select box	Select Effective Date
2	PRC Type	Drop down	Select PRC Type
3	Year	Drop down	Select Year
4	Pay Scale	Drop down	Select Pay Scale
5	Basic pay	Drop down	Select Basic pay
6	Remarks	Data entry	Enter Remarks

➤ **Change-in-pay: Automatic Advancement Scheme**

Next option in Type of pay is Automatic advancement scheme. In this, details like type of automatic advance, post, time scale and other details are to be filled by the employee. Once all the details are filled up in this section, employee should save the data.

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Automatic Advancement Scheme			
1	Type of Automatic Advance	Drop down	Select Type of Automatic Advance
b) Automatic Advancement Scheme From /To			
1	Department	Drop down	Select Department
2	Service Rule	Drop down	Select Service Rule
3	Class / Branch	Drop down	Select Class / Branch

4	Post	Drop down	Select Post
5	PRC Type	Drop down	Select PRC Type
6	PRC Year	Drop down	Select PRC Year
7	Pay scale	Drop down	Select Pay scale
8	Basic Pay	Drop down	Select Basic Pay
9	To Effective Date	Select box	Select To Effective Date
b) Revised on pay fixation			
1	Effective Date	Select box	Select Effective Date
2	PRC Type	Drop down	Select PRC Type
3	Year	Drop down	Select Year
4	Pay Scale	Drop down	Select Pay Scale
5	Basic pay	Drop down	Select Basic pay
6	Remarks	Data entry	Enter Remarks

➤ **Change-in-pay: Step Up**

Likewise, step up and step down options are also available. For both the options, same type of fields is available to enter the data. The related screen shots are shown below. Once all the details are filled up in this section, employee should save the data.

The screenshot shows the 'SR Events Change in Pay' form. The 'Type of Pay' is set to 'Step Up'. The form is divided into 'From' and 'To' sections. The 'From' section has 'Department' (PRR02-PANCHA), 'Post' (VILLAGE DEVEL), 'PRC Type' (State), 'PRC Year' (1986), 'Pay scale' (Pay Scale: 950-), and 'Basic Pay' (980). The 'To' section has 'Department' (SELECT), 'Post' (SELECT), 'PRC Type' (SELECT), 'PRC Year' (SELECT), 'Pay scale' (SELECT), and 'Basic Pay' (SELECT). Below these is a section 'With whom the pay is stepped up:' with fields for 'Employee HRMS ID', 'Employee Name', and 'Designation'. A 'Save' button is at the bottom. The form is part of a larger application with a sidebar menu and a top navigation bar.

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Step Up From /To			
1	Department	Drop down	Select Department
2	Service Rule	Drop down	Select Service Rule
3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post

5	PRC Type	Drop down	Select PRC Type
6	PRC Year	Drop down	Select PRC Year
7	Pay scale	Drop down	Select Pay scale
8	Basic Pay	Drop down	Select Basic Pay
b) With whom the pay is stepped up : (If Employee HRMS ID not exists, then enter all 9's. Ex: 99999999)			
1	Employee HRMS ID	Data entry	Enter Employee HRMS ID
2	Employee Name	Data entry	Enter Employee Name
3	Designation	Data entry	Enter Designation
4	Remarks	Data entry	Enter Remarks
c) Revised on pay fixation			
1	Effective Date	Select box	Select Effective Date
2	PRC Type	Drop down	Select PRC Type
3	Year	Drop down	Select Year
4	Pay Scale	Drop down	Select Pay Scale
5	Basic pay	Drop down	Select Basic pay
6	Remarks	Data entry	Enter Remarks

➤ **Change-in-pay: Step Down**

SR Events **Change in Pay**

Type of Pay:

Step Down

From		To	
Department	PRR02-PAM	Department	SELECT
Post	VILLAGE D	Post	SELECT
Time Scale		Time Scale	
PRC Type	State	PRC Type	SELECT
PRC Year	1986	PRC Year	SELECT
Pay scale	Pay Scale: Basic Pay 980	Pay scale	SELECT
Basic Pay			

With whom the pay is stepped down:

Employee HRMS ID	Employee Name	Designation

Save

Close

19 30/05/1995 Probation Probation Type: Probation Proceeding No. CM/753/09, dated 23.01.1996 of DTA

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Step Up From /To			
1	Department	Drop down	Select Department
2	Service Rule	Drop down	Select Service Rule
3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post
5	PRC Type	Drop down	Select PRC Type
6	PRC Year	Drop down	Select PRC Year
7	Pay scale	Drop down	Select Pay scale
8	Basic Pay	Drop down	Select Basic Pay

b) Revised on pay fixation			
1	Effective Date	Select box	Select Effective Date
2	PRC Type	Drop down	Select PRC Type
3	Year	Drop down	Select Year
4	Pay Scale	Drop down	Select Pay Scale
5	Basic pay	Drop down	Select Basic pay
6	Remarks	Data entry	Enter Remarks

➤ **Change-in-pay: Specific Order**

Specific Order is another type of Pay in which details like nature of increment, PRC type, year, pay scale, basic pay, no. of increments, rate of increment, effective from and to dates are to be filled. Once all the details are filled up in this section, employee should save the data.

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Specific order			
1	Nature of Increment/Incentive	Drop down	Select Nature of Increment/Incentive
2	Service Rule	Drop down	Select Service Rule

3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post
5	PRC Type	Drop down	Select PRC Type
6	PRC Year	Drop down	Select PRC Year
7	Pay scale	Drop down	Select Pay scale
8	Basic Pay	Drop down	Select Basic Pay
9	No. of Increments	Drop down	Select No. of Increments
10	Rate of Increment	Data entry	Enter Rate of Increment
11	Effective From	Select box	Select Effective From
12	To Date	Read only	31/12/9999
13	Remarks	Data entry	Enter Remarks
b) Revised on pay fixation			
1	Effective Date	Select box	Select Effective Date
2	PRC Type	Drop down	Select PRC Type
3	Year	Drop down	Select Year
4	Pay Scale	Drop down	Select Pay Scale
5	Basic pay	Drop down	Select Basic pay
6	Remarks	Data entry	Enter Remarks

➤ **Change-in-pay: Pay Revision Commission**

Pay revision commission details like department, post name, time scale are to be filled under this section. Once all the details are filled up in this section, employee should save the data.

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Pay Revision Commission From / To			
1	Department	Drop down	Select Nature of Increment/Incentive
2	Service Rule	Drop down	Select Service Rule
3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post
5	PRC Type	Drop down	Select PRC Type
6	PRC Year	Drop down	Select PRC Year
7	Pay scale	Drop down	Select Pay scale
8	Basic Pay	Drop down	Select Basic Pay

b) Pay Revision Commission To			
1	Date of Option	Select box	Select Date of Option
2	Date of Next Increment	Select box	Select Date of Next Increment
3	PRC Effective Date	Select box	Select PRC Effective Date
4	Date of monetary benefit	Select box	Select Date of monetary benefit
c) Revision of pay fixation			
1	Effective Date	Select box	Select Effective Date
2	PRC Type	Drop down	Select PRC Type
3	Year	Drop down	Select Year
4	Pay Scale	Drop down	Select Pay Scale
5	Basic pay	Drop down	Select Basic pay
6	Remarks	Data entry	Enter Remarks

Depending upon the type of pay fixation, relevant type has to be selected. i.e, FR-22 a(i), FR-31(2), FR-22 a(iv), Preponement of Increment, FR- 22(B), FR-22 (b), 6 g(i) etc.. and the pay fixation details shall be entered in the relevant fields.

➤ **Change in Pay: FR -22 a(i)**

SR Events [Change in Pay](#) Close

Type of Pay:

FR-22 a(i)/FR-22 a(iv)/FR-31 (2)/Preponement of Increment/FR-22 (B)/ FR-22 (b)/ 6 (a)(i)

Department	<input type="text" value="PRR02-PANCHAYAT RAJ DEPARTMENT"/>	Service Rule	<input type="text" value="SELECT"/>
Class/ Branch	<input type="text" value=""/>	Post	<input type="text" value="SELECT"/>
PRC Type	<input type="text" value="State"/>	PRC Year	<input type="text" value="2010"/>
Pay scale	<input type="text" value="Pay Scale: 14860-39540 Grade: XVII"/>	Basic Pay	<input type="text" value="16150"/>
Effective date	<input type="text" value=""/>		

Revised on pay fixation

Effective Date	PRC Type	Year	Revised pay Pay Scale	Basic pay	Add Row
<input type="text" value=""/>	<input type="text" value="SELECT"/>	<input type="text" value="SELECT"/>	<input type="text" value="SELECT"/>	<input type="text" value=""/>	

Remarks

Save

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Specific order			
1	Department	Drop down	Select Nature of Increment/Incentive
2	Service Rule	Drop down	Select Service Rule
3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post
5	PRC Type	Drop down	Select PRC Type
6	PRC Year	Drop down	Select PRC Year
7	Pay scale	Drop down	Select Pay scale

8	Basic Pay	Drop down	Select Basic Pay
9	Effective date	Select box	Select Effective date
b) Revision of pay fixation			
1	Effective Date	Select box	Select Effective Date
2	PRC Type	Drop down	Select PRC Type
3	Year	Drop down	Select Year
4	Pay Scale	Drop down	Select Pay Scale
5	Basic pay	Drop down	Select Basic pay
6	Remarks	Data entry	Enter Remarks

➤ **Change in Pay: FR -26 (aa)-Notional Increment**

SR Events
Change in Pay
Close

Type of Pay
FR26(aa) - Notional Increment

Notional Increment

PRC Type

State

PRC Year

2010

Pay Scale

Pay Scale: 14860-39540 Grade: XVII

Basic Pay

SELECT

Increment

Actual Pay

Effective Date

Date on which next increment due

Date of monetary benefit

Revised pay due to notional fixation

Effective Date	PRC Type	Year	Pay Scale	Basic pay
	SELECT	SELECT	SELECT	

Add Row

Remarks

Save

Sl. No	Column (Field) Name	Type of Field	Remarks
a) FR -26 (aa)-Notional Increment			
1	PRC Type	Drop down	Select PRC Type
2	PRC Year	Drop down	Select PRC Year
3	Pay Scale	Drop down	Select Pay Scale
4	Basic Pay	Drop down	Select Basic Pay
5	Increment	Read only	Auto Populated
6	Actual Pay	Read only	Auto Populated
7	Effective Date	Select box	Select Effective Date
8	Date on which next increment due	Select box	Select Date on which next increment due
9	Date of monetary benefit	Select box	Select Date of monetary benefit
b) Revised on pay fixation			
1	Effective Date	Select box	Select Effective Date
2	PRC Type	Drop down	Select PRC Type
3	Year	Drop down	Select Year
4	Pay Scale	Drop down	Select Pay Scale
5	Basic pay	Drop down	Select Basic pay
6	Remarks	Data entry	Enter Remarks

Change in Pay: Pay change (undefined)

Here details of consolidated pay, if any, drawn by the employee in the initial period of the service / apprentice period etc.. shall be entered.

SR Events [Change in Pay](#) [Close](#)

Type of Pay Pay change (undefined)

Pay change (undefined)

PRC Type

SELECT

PRC Year

SELECT

Pay

Effective Date

Revised on pay fixation

Effective Date	PRC Type	Year	Pay Scale	Basic pay	Add Row
	SELECT	SELECT	SELECT		

Remarks

Save

Sl. No	Column (Field) Name	Type of Field	Remarks
a) FR -26 (aa)-Notional Increment			
1	PRC Type	Drop down	Select PRC Type
2	PRC Year	Drop down	Select PRC Year
3	Pay	Data entry	Enter Pay
4	Effective Date	Select box	Select Effective Date
b) Revised on pay fixation			
1	Effective Date	Select box	Select Effective Date
2	PRC Type	Drop down	Select PRC Type

3	Year	Drop down	Select Year
4	Pay Scale	Drop down	Select Pay Scale
5	Basic pay	Drop down	Select Basic pay
6	Remarks	Data entry	Enter Remarks

➤ **Change in Pay: Conversion from Apprenticeship to Regular Timescales**

When the employee is migrated into regular time scale from consolidated pay etc., relevant details are to be filled here.

SR Events Change in Pay Close

Type of Pay Conversion from Apprenticeship to Regular Timescales

Conversion from Apprenticeship to Regular Timescales

From Apprenticeship Pay

PRC Type SELECT

PRC Year SELECT

Pay

Effective Date

To Regular Pay

Department SELECT

Class/ Branch

Service Rule

Post SELECT

Time Scale

PRC Type SELECT

Pay scale SELECT

Effective Date

PRC Year

Basic Pay

Revised on pay fixation

Effective Date

PRC Type SELECT

Year SELECT

Pay Scale SELECT

Basic pay

Add Row

Remarks

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Conversion from Apprenticeship to Regular Timescales From / To			
1	PRC Type	Drop down	Select PRC Type

2	PRC Year	Drop down	Select PRC Year
3	Pay	Data entry	Enter Pay
4	Effective Date	Select box	Select Effective Date
b) To Regular Pay			
1	Department	Drop down	Select Nature of Increment/Incentive
2	Service Rule	Drop down	Select Service Rule
3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post
c) Revised on pay fixation			
1	Effective Date	Select box	Select Effective Date
2	PRC Type	Drop down	Select PRC Type
3	Year	Drop down	Select Year
4	Pay Scale	Drop down	Select Pay Scale
5	Basic pay	Drop down	Select Basic pay
6	Remarks	Data entry	Enter Remarks

➤ **Change in Pay: Career Advancement Scheme**

The details of CAS sanctioned to the employees drawing UGC / AICTE / JUDICIAL OFFICERS need to be entered here.

SR Events [Change in Pay](#) Close

Type of Pay: Career Advancement Scheme

Career Advancement Scheme

Number of years of Service completed: Number of years relaxed for CAS:

From				To			
Department	SELECT	Service Rule	SELECT	Department	SELECT	Service Rule	SELECT
Class / Branch	SELECT	Post	SELECT	Class / Branch	SELECT	Post	SELECT
PRC Type	SELECT	PRC Year	SELECT	PRC Type	SELECT	PRC Year	SELECT
Pay scale	SELECT	Basic Pay	SELECT	Pay scale	SELECT	Basic Pay	SELECT

Effective Date:

Revised on pay fixation

Effective Date	PRC Type	Year	Pay Scale	Basic pay	Add Row
<input type="text"/>	SELECT	SELECT	SELECT	<input type="text"/>	

Remarks:

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Career Advancement Scheme			
1	Number of years of Service completed	Drop down	Select PRC Type
2	Number of years relaxed for CAS	Drop down	Select PRC Year
b) Career Advancement Scheme From / To			
1	Department	Drop down	Select Nature of Increment/Incentive
2	Service Rule	Drop down	Select Service Rule
3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post
5	PRC Type	Drop down	Select PRC Type
6	Year	Drop down	Select Year

7	Pay Scale	Drop down	Select Pay Scale
---	-----------	-----------	------------------

8	Basic pay	Drop down	Select Basic pay
9	Effective Date	Select box	Select Effective Date
c) Revised on pay fixation			
1	Effective Date	Select box	Select Effective Date
2	PRC Type	Drop down	Select PRC Type
3	Year	Drop down	Select Year
4	Pay Scale	Drop down	Select Pay Scale
5	Basic pay	Drop down	Select Basic pay
6	Remarks	Data entry	Enter Remarks

SR Event>> Leaves Availed:

Employee has to enter his/her Leaves Availed details as per the service register. He/she has to add the leave availed details in this eService register from time to time. There are eleven types of leaves available in “**Leave Type**” like EL, HPL, EOL, Maternity, Paternity, Study, Child care, Commuted, Leave not due, Special Disability, and Special Casual leave.

Employee selects the Leave Type and enter the leave availed from date, to date, total no. of days, no. of days prefix/suffix and reasons for leave. Once all the details are filled up in this section, employee should save the data

The screenshot displays the 'Leaves Available' form within the e-Service Book interface. The form is titled 'SR Events Leaves Available'. It contains the following fields:

- Leave Type:** A dropdown menu with 'EL' selected.
- Surrender / Availed:** A dropdown menu with '---SELECT---' selected.
- Availed From Date (DD/MM/YYYY):** A text input field.
- Availed To Date (DD/MM/YYYY):** A text input field.
- Total no. of days:** A text input field.
- No. of days Prefix/Suffix:** A dropdown menu with 'SELECT' selected.
- Total leaves availed (in days):** A text input field.
- Reasons/Remarks:** A text area for entering remarks.

A green 'Save' button is located at the bottom of the form. The interface also includes a sidebar with navigation options and a search bar on the right.

Sl. No	Column (Field) Name	Type of Field	Remarks
1	Leave Type	Drop down	Select Leave Type
2	Availed From Date	Select box	Select Availed From Date
3	Availed To Date	Select box	Select Availed To Date
4	Total no. of days	Read only	Auto populateTotal no. of days
5	No. of days Prefix	Drop down	SelectNo. of days Prefix
6	No. of days Suffix	Drop down	Select No. of days Suffix
7	Total leaves availed (in days)	Read only	Auto populateTotal leaves availed days)
8	Reasons/Remarks	Data entry	Enter Reasons/Remarks

ii. SR Event>>Transfers:

Employee has to enter his/her Transfer details as per the service register. There are four options available in “**Type of Transfer**” like General Transfer, Foreign Service, Transfer on promotion and Transfer of Reversion. If employee selects any “Type of Transfer” from the drop down, then the respective fields will be visible for data entry.

➤ **Transfers: General Transfer**

Employee has to enter the general transfer details by selecting the General Transfer in Type of Transfer drop down. In this dialogue box, details like district, mandal, village, date of relief, date of joining are to be filled. Once all the details are filled up in this section, employee should save the data.

The screenshot displays a web application interface for 'SR Events Transfers'. The main dialog box is titled 'General Transfer details'. At the top, 'Type of Transfer' is set to 'General Transfer'. Below this, there are several input fields: 'Transfer Type' (a dropdown menu), 'Order No.' (a text field), and 'Order Date (DD/MM/YYYY)' (a date picker). The 'From' and 'To' sections each contain 'Location' fields for 'State', 'District', 'Mandal', and 'Village'. The 'From' section has pre-filled values: State: Andhra Pradesh, District: WEST GODAVARI, Mandal: NIDADAVOLE, Village: MUHPALLE. The 'To' section has empty fields. Below these are 'Date of Relief' and 'Date of Joining' (both date pickers). A 'Transit Period' section follows, with three rows: 'Joining Time Available' (dropdown), 'Eligible transit period Available' (dropdown), and 'Available transit period' (dropdown). Each dropdown has a conditional instruction: 'If joining Time Available then, No. of days', 'If Eligible transit period Available then, No. of days', and 'If Available transit period then, No. of days' respectively. A green 'Save' button is at the bottom of the dialog. The background shows a sidebar with a list of menu items and a search bar.

Sl. No	Column (Field) Name	Type of Field	Remarks
a) General Transfer details			
1	Transfer Type	Drop down	Select Transfer Type
2	Order No.	Data entry	Enter Order No.

3	Order Date	Select box	Select Order Date
b) General Transfer details From / To			
1	State	Drop down	Select State
2	District	Drop down	Select District
3	Mandal	Drop down	Select Mandal
4	Village	Drop down	Select Village
5	DDOCODE If DDOCODE does not exists, then all 1's (11-digit)	Data entry	Enter DDOCODE
6	Position	Drop down	Select Position
7	Date of Relief / Date of Joining	Select box	Select Date of Relief / Date of Joining
c) Transit Period			
1	Joining Time Aailed	Drop down	Select Joining Time Aailed
2	Eligible transit period Aailed	Drop down	Select Eligible transit period Aailed
3	Aailed transit period	Drop down	Select Aailed transit period
4	Remarks	Data entry	Enter Remarks

➤ **Transfers: Transfer On Promotion**

The screenshot shows the 'Transfer On Promotion' form within the 'SR Events' module. The form is divided into several sections: 'Type of Transfer' (set to 'Transfer On Promotion'), 'Order No.' and 'Order Date (DD/MM/YYYY)', 'From' and 'To' details (Department, Post, Location), 'State', 'District', 'Mandat', 'Village', 'Nature', 'Date of Relief', and 'Date of joining in new post'. There is also a 'Transit Period' section with 'Joining Time Available', 'Eligible transit period', and 'Availed transit period' options. A 'Save' button is at the bottom.

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Transfer On Promotion			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
b) Transfer On Promotion From / To			
1	Department	Drop down	Select Nature of Increment/Incentive

2	Service Rule	Drop down	Select Service Rule
3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post
5	State	Drop down	Select State
6	District	Drop down	Select District
7	Mandal	Drop down	Select Mandal
8	Village	Drop down	Select Village
9	DDOCODE If DDOCODE does not exists, then all 1's (11-digit)	Data entry	Enter DDOCODE
10	Org. Unit	Drop down	Select Org. Unit
11	Position	Drop down	Select Position
12	Nature	Drop down	Select Nature
13	Date of Relief / Date of Joining in post	Select box	Select Date of Relief / Date of Joining in new post
c) Transit Period			
1	Joining Time Aailed	Drop down	Select Joining Time Aailed
2	Eligible transit period Aailed	Drop down	Select Eligible transit period Aailed

➤ **Transfers: Transfer On Reversion**

The screenshot shows the 'SR Events Transfers' interface. The 'Type of Transfer' is set to 'Transfer On Reversion'. The form is divided into several sections:

- Order No.:** A text field for the order number.
- Order Date:** A date picker field.
- From/To Details:** Fields for Department, Post, Location, State, District, Mandal, and Village.
- Nature:** A dropdown menu for the nature of the transfer.
- Date of Relief:** A date picker field.
- Transit Period:** Fields for Joining Time Availled, Eligible transit period Availled, and Availled transit period.

A sidebar on the right contains a search bar and a list of actions: Add, View, Edit, etc.

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Transfer On Reversion			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
b) Transfer On Reversion From / To			
1	Department	Drop down	Select Nature of Increment/Incentive

2	Service Rule	Drop down	Select Service Rule
3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post
5	State	Drop down	Select State
6	District	Drop down	Select District
7	Mandal	Drop down	Select Mandal
8	Village	Drop down	Select Village
9	DDOCODE If DDOCODE does not exists, then all 1's (11-digit)	Data entry	Enter DDOCODE
10	Org. Unit	Drop down	Select Org. Unit
11	Position	Drop down	Select Position
12	Nature	Drop down	Select Nature
13	Date of Relief / Date of Joining in post	Select box	Select Date of Relief / Date of Joining new post
c) Transit Period			
1	Joining Time Aailed	Drop down	Select Joining Time Aailed
2	Eligible transit period Aailed	Drop down	Select Eligible transit period Aailed
3	Aailed transit period	Drop down	Select Aailed transit period
4	Remarks	Data entry	Enter Remarks

SR Event>>Promotions:➤ Promotions: Appointment by Transfer

The screenshot shows the 'SR Events Promotions' form. The 'Type of promotion' is set to 'Appointment by Transfer'. The 'Date of promotion order' is a date picker. The 'Department' is 'PRR02-PANCHMATH RAI DEPARTMENT'. The 'Service Rule' is 'SELECT'. The 'Post' is 'VILLAGE DEVELOPMENT OFFICER, GRADE.I'. The 'PRC Type' is 'SELECT'. The 'PRC Year' is '1986'. The 'Pay scale' is 'Pay Scale: 950-1670 Grade: VI'. The 'Basic Pay' is '950'. The 'Date of Relief' is a date picker. The 'Date of joining' is a date picker. The 'Relief Time' is 'SELECT'. The 'Joining Time' is 'SELECT'. A 'Close' button is at the bottom right.

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Appointment By Transfer			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
b) Appointment By Transfer From / To			
1	Department	Drop down	Select Nature of Increment/Incentive
2	Service Rule	Drop down	Select Service Rule

3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post
5	State	Drop down	Select State
6	District	Drop down	Select District
7	Mandal	Drop down	Select Mandal
8	Village	Drop down	Select Village
9	DDOCODE If DDOCODE does not exists, then all 1's (11-digit)	Data entry	Enter DDOCODE
10	Org. Unit	Drop down	Select Org. Unit
11	Position	Drop down	Select Position
12	Nature	Drop down	Select Nature
13	Date of Relief / Date of Joining in post	Select box	Select Date of Relief / Date of Joining new post
c) Transit Period			
1	Joining Time Aailed	Drop down	Select Joining Time Aailed
2	Eligible transit period Aailed	Drop down	Select Eligible transit period Aailed
3	Aailed transit period	Drop down	Select Aailed transit period
4	Remarks	Data entry	Enter Remarks

➤ **Promotions: Appointment by Transfer**

When the employee is promoted which involves change of service of rules from lower post to promoted post, It is called Appointment by transfer and the employee has to choose Appointment By Transfer option.

SR Events Promotions Close

Type of promotion Appointment by Transfer If it is Appointment by Transfer, then With in Time Scale
 Date of promotion order

	From	TO
Department	PRR02-PANCHAYAT RAJ DEPARTMENT	SELECT
Service Rule	PRR02902-A.P. PANCHAYAT SUBORDINATE SERVICE RULES	
Class/ Branch	SELECT	
Post	VILLAGE DEVELOPMENT OFFICER	SELECT
Time scale	PRC Type	PRC Type
	State	SELECT
	PRC Year	PRC Year
	2010	SELECT
	Pay scale	Pay scale
	Pay Scale: 14860-39540 Grade: XVII	SELECT
	Basic Pay	Basic Pay
	16150	

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Apointment by Transfer From / To			
1	If it is Appointment by Transfer, the	Drop down	Select If it is Appointment by Tran then
2	Date of promotion order	Drop down	Select Date of promotion order
3	Department	Drop down	Select Nature of Increment/Incentive
4	Service Rule	Drop down	Select Service Rule
5	Class / Branch	Drop down	Select Class / Branch
6	Post	Drop down	Select Post

7	PRC Type	Drop down	Select PRC Type
8	PRC Year	Drop down	Select Year
9	Pay Scale	Drop down	Select Pay Scale
10	Basic Pay	Drop down	Select Basic Pay
11	Date of Relief /Date of Joining	Select box	Select Date of Relief /Date of Joining
12	Relief Time	Select box	Select Relief Time
13	Joining Time	Select box	Select Joining Time
14	State	Drop down	Select State
15	District	Drop down	Select District
16	Mandal	Drop down	Select Mandal
17	Village	Drop down	Select Village
19	DDOCODE If DDOCODE does not exists, then all 1's (11-digit)	Data entry	Enter DDOCODE
20	Org. Unit	Drop down	Select Org. Unit
21	Position	Drop down	Select Position
22	Pin code	Data entry	Enter pin code
23	Joining Time Aailed	Drop down	Select Joining Time Aailed
24	Eligible transit period Aailed	Drop down	Select Eligible transit period Aailed
25	Aailed transit period	Drop down	Select Aailed transit period
26	Remarks	Data entry	Enter Remarks
27	Pay Fixation Date	Select box	Select Pay Fixation Date
28	Next Increment Date	Select box	Select Next Increment Date

➤ **Promotions: Promotion as such and Notional Promotion**

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Promotion as Such From / To			
1	Department	Drop down	Select Nature of Increment/Incentive

2	Service Rule	Drop down	Select Service Rule
3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post
5	PRC Type	Drop down	Select PRC Type
6	PRC Year	Drop down	Select Year
7	Pay Scale	Drop down	Select Pay Scale
8	Basic Pay	Drop down	Select Basic Pay
9	Date of Relief /Date of Joining	Select box	Select Date of Relief /Date of Joining
10	Relief Time	Select box	Select Relief Time
11	Joining Time	Select box	Select Joining Time
12	State	Drop down	Select State
13	District	Drop down	Select District
14	Mandal	Drop down	Select Mandal
15	Village	Drop down	Select Village
16	DDOCODE If DDOCODE does not exists, then all 1's (11-digit)	Data entry	Enter DDOCODE
17	Org. Unit	Drop down	Select Org. Unit
18	Position	Drop down	Select Position
19	Pin code	Data entry	Enter pin code
20	Joining Time Aailed	Drop down	Select Joining Time Aailed
21	Eligible transit period Aailed	Drop down	Select Eligible transit period Aailed
22	Aailed transit period	Drop down	Select Aailed transit period

23	Remarks	Data entry	Enter Remarks
24	Pay Fixation Date	Select box	Select Pay Fixation Date
25	Next Increment Date	Select box	Select Next Increment Date

SR Event>>Deputation:

➤ Deputation: Foreign Service

The screenshot displays the 'SR Events > Deputation' interface. The 'Type' dropdown is set to 'Foreign Service'. The form contains the following sections and fields:

- Foreign Service details**
 - Organisation name: [Text Field]
 - Order No.: [Text Field] | Order Date (DD/MM/YYYY): [Text Field]
 - Period of Foreign Service**
 - From: [Text Field] | To: [Text Field] | Upload Orders Scanned Copy: [Browse... No file selected.]
 - Date of Relieving (DD/MM/YYYY): [Text Field] | Date of Completion (DD/MM/YYYY): [Text Field]
 - Extension Date, if any (DD/MM/YYYY): [Text Field] | Extension orders, if any (upload scanned file): [Browse... No file selected.]
 - Leave salary contribution: [SELECT] | Pension Contribution: [SELECT] | Date of Rejoining (DD/MM/YYYY): [Text Field]
- Transit Period**
 - Joining time availed?: [SELECT] | If joining time availed, then no. of days: [Text Field]
 - Eligible for transit: [SELECT] | If Eligible, then no. of days: [Text Field]

A 'Close' button is located at the bottom right of the form. The left sidebar shows the navigation menu with 'e-Service Book Entry' selected. The right sidebar shows a list of actions (Edit, View) for each entry.

Sl. No	Column (Field) Name	Type of Field	Remarks
--------	---------------------	---------------	---------

a) Foreign Service			
1	Organisation name		
2	Order No.	Data entry	Enter Order No.
3	Order Date	Select box	Select Order Date
b) Period of foreign service			
1	From	Select box	Select From Date
2	To	Select box	Select To Date
3	Date of relieving (DD/MM/YYYY)	Select box	Select Date of relieving (DD/MM/YY
4	Extension date, if any (DD/MM/YYYY)	Select box	Select Extension date, if any (DD/MM/YYYY)
5	Date of rejoining (DD/MM/YYYY)	Select box	Select Date of rejoining (DD/MM/Y
6	Date of completion (DD/MM/YYYY)	Select box	Select Date of completion (DD/MM/YYYY)
c) Transit period			
1	Joining time availed?	Drop down	Select Joining time availed?
2	If joining time availed, then no. of days	Drop down	Select If joining time availed, then no. of days
3	Eligible for transit period?	Drop down	Select Eligible for transit period?
4	If Eligible, then no. of days	Drop down	Select If Eligible, then no. of days
5	Transit period availed?	Drop down	Select Transit period availed?
6	If transit availed, then no. of days	Drop down	Select If transit availed, then no. of days
d) Foreign Service Period Details			
1	Whether LSC/PC applicable?	Drop down	Select Whether LSC/PC applicable?

2	If Yes, Whether LSC/PC exempted	Drop down	Select (Yes / No). If Yes, Whether LSC/PC exempted?
3	Remarks	Data entry	Enter Remarks

➤ **Deputation: Govt. of India**

The screenshot displays the 'SR Events Deputation' form within the 'e-Service Book Entry' interface. The 'Type' dropdown is set to 'Govt. of India'. The form contains several input fields and dropdown menus for entering deputation details, including dates, order numbers, and contribution amounts. A 'Close' button is located at the bottom right of the form.

Sl. No	Column (Field) Name	Type of Field	Remarks
--------	---------------------	---------------	---------

a) Govt. of India			
1	Organisation name		
2	Order No.	Data entry	Enter Order No.
3	Order Date	Select box	Select Order Date
b) Period Details			
1	From	Select box	Select From Date
2	To	Select box	Select To Date
3	Date of relieving (DD/MM/YYYY)	Select box	Select Date of relieving (DD/MM/YY
4	Extension date, if any (DD/MM/YYYY)	Select box	Select Extension date, if (DD/MM/YYYY)
5	Date of rejoining (DD/MM/YYYY)	Select box	Select Date of rejoining (DD/MM/Y
6	Date of completion (DD/MM/YYYY)	Select box	Select Date of compl (DD/MM/YYYY)
c) Transit period			
1	Joining time availed?	Drop down	Select Joining time availed?
2	If joining time availed, then no. of d	Drop down	Select If joining time availed, then n days
3	Eligible for transit period?	Drop down	Select Eligible for transit period?
4	If Eligible, then no. of days	Drop down	Select If Eligible, then no. of days
5	Transit period availed?	Drop down	Select Transit period availed?
6	If transit availed, then no. of days	Drop down	Select If transit availed, then no. of
d) Foreign Service Period Details			
1	Whether LSC/PC applicable?	Drop down	Select Whether LSC/PC applicable

2	If Yes, Whether LSC/PC exempted	Drop down	Select (Yes / No). If Yes, Whether LSC/PC exempted?
3	Remarks	Data entry	Enter Remarks

➤ **Deputation: Central PSU**

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Central PSU			

1	Organisation name		
2	Order No.	Data entry	Enter Order No.
3	Order Date	Select box	Select Order Date
b) Period Details			
1	From	Select box	Select From Date
2	To	Select box	Select To Date
3	Date of relieving (DD/MM/YYYY)	Select box	Select Date of relieving (DD/MM/YY
4	Extension date, if any (DD/MM/YYYY)	Select box	Select Extension date, if (DD/MM/YYYY)
5	Date of rejoining (DD/MM/YYYY)	Select box	Select Date of rejoining (DD/MM/Y
6	Date of completion (DD/MM/YYYY)	Select box	Select Date of compl (DD/MM/YYYY)
c) Transit period			
1	Joining time availed?	Drop down	Select Joining time availed?
2	If joining time availed, then no. of d	Drop down	Select If joining time availed, then n days
3	Eligible for transit period?	Drop down	Select Eligible for transit period?
4	If Eligible, then no. of days	Drop down	Select If Eligible, then no. of days
5	Transit period availed?	Drop down	Select Transit period availed?
6	If transit availed, then no. of days	Drop down	Select If transit availed, then no. of
d) Foreign Service Period Details			
1	Whether LSC/PC applicable?	Drop down	Select Whether LSC/PC applicable

2	If Yes, Whether LSC/PC exempted	Drop down	Select (Yes / No). If Yes, Whether LSC/PC exempted?
3	Remarks	Data entry	Enter Remarks

➤ **Deputation: State PSU**

The screenshot displays the 'SR Events Deputation' form for 'State PSU'. The form is divided into several sections:

- Foreign Service details:** Includes 'Organisation name' (SELECT), 'Order No.', 'Order Date (DD/MM/YYYY)', 'Date of Relieving (DD/MM/YYYY)', 'Date of Completion (DD/MM/YYYY)', 'Extension Date, if any (DD/MM/YYYY)', 'Extension orders, if any (upload scanned file)', 'Leave salary contribution' (SELECT), 'Pension Contribution' (SELECT), and 'Date of Rejoining (DD/MM/YYYY)'.
- Period of Foreign Service:** Includes 'From' and 'To' date fields, and an 'Upload Orders Scanned Copy' button.
- Transit Period:** Includes 'joining time availed?' (SELECT) and 'Eligible for transit' (SELECT) fields.

A sidebar on the left contains navigation links: 'e-Service Book Entry', 'PART 1: Personal Details', 'PART 2: Certificate Details', 'PART 3.4.6.5: SR Events', 'PART 6: Leave Travel Concession Details', 'PART 7: Interest Bearing Advanced Details', 'PART 8: Group Insurance Scheme Details', 'PART 9: Service Verification Details', 'PART 10: Departmental Tests & Training Details', 'PART 11: Incentives', 'PART 12: Pension Proposals', 'Leave Ledger', 'View & Confirm', 'Reports', and 'Logout'. A table on the right lists actions for various data entries, such as 'Edit / View' for 'Organisation name', 'Order No.', 'Order Date', 'Date of Relieving', 'Date of Completion', 'Extension Date', 'Extension orders', 'Leave salary contribution', 'Pension Contribution', 'Date of Rejoining', 'joining time availed?', and 'Eligible for transit'.

Sl. No	Column (Field) Name	Type of Field	Remarks
a) State PSU			

1	Organisation name		
2	Order No.	Data entry	Enter Order No.
3	Order Date	Select box	Select Order Date
b) Period Details			
1	From	Select box	Select From Date
2	To	Select box	Select To Date
3	Date of relieving (DD/MM/YYYY)	Select box	Select Date of relieving (DD/MM/YYYY)
4	Extension date, if any (DD/MM/YYYY)	Select box	Select Extension date, if any (DD/MM/YYYY)
5	Date of rejoining (DD/MM/YYYY)	Select box	Select Date of rejoining (DD/MM/YYYY)
6	Date of completion (DD/MM/YYYY)	Select box	Select Date of completion (DD/MM/YYYY)
c) Transit period			
1	Joining time availed?	Drop down	Select Joining time availed?
2	If joining time availed, then no. of days	Drop down	Select If joining time availed, then no. of days
3	Eligible for transit period?	Drop down	Select Eligible for transit period?
4	If Eligible, then no. of days	Drop down	Select If Eligible, then no. of days
5	Transit period availed?	Drop down	Select Transit period availed?
6	If transit availed, then no. of days	Drop down	Select If transit availed, then no. of days
d) Foreign Service Period Details			
1	Whether LSC/PC applicable?	Drop down	Select Whether LSC/PC applicable?

2	If Yes, Whether LSC/PC exempted	Drop down	Select (Yes / No). If Yes, Whether LSC/PC exempted?
3	Remarks	Data entry	Enter Remarks

➤ **Deputation: Local Body**

The screenshot shows the 'SR Events Deputation' form in the e-Service Book Entry system. The 'Type' dropdown is set to 'Local Body'. The form is divided into three main sections: 'Foreign Service details', 'Period of Foreign Service', and 'Transit Period'. The 'Foreign Service details' section includes fields for 'Organisation name', 'Order No.', 'Order Date (DD/MM/YYYY)', and 'Upload Orders Scanned Copy'. The 'Period of Foreign Service' section includes fields for 'From', 'To', 'Date of Relieving (DD/MM/YYYY)', 'Date of Completion (DD/MM/YYYY)', 'Extension Date, if any (DD/MM/YYYY)', 'Extension orders, if any (upload scanned file)', 'Leave salary contribution', 'Pension Contribution', 'Date of Rejoining (DD/MM/YYYY)', and 'Date of Rejoining'. The 'Transit Period' section includes fields for 'Joining time availed?' (SELECT), 'If joining time availed, then no. of days', 'Eligible for transit' (SELECT), and 'If Eligible, then no. of days'. The form also has a 'Close' button at the bottom right.

Sl. No	Column (Field) Name	Type of Field	Remarks
a)	Local Body		

1	Organisation name		
2	Order No.	Data entry	Enter Order No.
3	Order Date	Select box	Select Order Date
b) Period Details			
1	From	Select box	Select From Date
2	To	Select box	Select To Date
3	Date of relieving (DD/MM/YYYY)	Select box	Select Date of relieving (DD/MM/YY
4	Extension date, if any (DD/MM/YYYY)	Select box	Select Extension date, if (DD/MM/YYYY)
5	Date of rejoining (DD/MM/YYYY)	Select box	Select Date of rejoining (DD/MM/Y
6	Date of completion (DD/MM/YYYY)	Select box	Select Date of compl (DD/MM/YYYY)
c) Transit period			
1	Joining time availed?	Drop down	Select Joining time availed?
2	If joining time availed, then no. of d	Drop down	Select If joining time availed, then n days
3	Eligible for transit period?	Drop down	Select Eligible for transit period?
4	If Eligible, then no. of days	Drop down	Select If Eligible, then no. of days
5	Transit period availed?	Drop down	Select Transit period availed?
6	If transit availed, then no. of days	Drop down	Select If transit availed, then no. of
d) Foreign Service Period Details			
1	Whether LSC/PC applicable?	Drop down	Select Whether LSC/PC applicable

2	If Yes, Whether LSC/PC exempted	Drop down	Select (Yes / No). If Yes, Wh LSC/PC exempted?
3	Remarks	Data entry	Enter Remarks

➤ **Deputation: State Autonomous Body**

Sl. No	Column (Field) Name	Type of Field	Remarks
a) State Autonomous Body			
1	Organisation name	Data entry	Enter Organisation name

2	Order No.	Data entry	Enter Order No.
3	Order Date	Select box	Select Order Date
b) Period Details			
1	From	Select box	Select From Date
2	To	Select box	Select To Date
3	Date of relieving (DD/MM/YYYY)	Select box	Select Date of relieving (DD/MM/YYYY)
4	Extension date, if any (DD/MM/YYYY)	Select box	Select Extension date, if (DD/MM/YYYY)
5	Date of rejoining (DD/MM/YYYY)	Select box	Select Date of rejoining (DD/MM/YYYY)
6	Date of completion (DD/MM/YYYY)	Select box	Select Date of completion (DD/MM/YYYY)
c) Transit period			
1	Joining time availed?	Drop down	Select Joining time availed?
2	If joining time availed, then no. of days	Drop down	Select If joining time availed, then no. of days
3	Eligible for transit period?	Drop down	Select Eligible for transit period?
4	If Eligible, then no. of days	Drop down	Select If Eligible, then no. of days
5	Transit period availed?	Drop down	Select Transit period availed?
6	If transit availed, then no. of days	Drop down	Select If transit availed, then no. of days
d) Foreign Service Period Details			
1	Whether LSC/PC applicable?	Drop down	Select Whether LSC/PC applicable?
2	If Yes, Whether LSC/PC exempted?	Drop down	Select (Yes / No). If Yes, Whether LSC/PC exempted?

3	Remarks	Data entry	Enter Remarks
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➤ **Deputation: Other Govt. Departments / Office**

SR Events Deputation Close

Deputation Type Other Govt. Departments/ Office

Other Govt. Departments/ Office

Organisation name

Order no.

Order date (DD/MM/YYYY)

Period Details

From

To

Date of relieving (DD/MM/YYYY)

Date of completion (DD/MM/YYYY)

Extension date, if any (DD/MM/YYYY)

Date of rejoining (DD/MM/YYYY)

Transit period

Joining time availed?

SELECT

If joining time availed, then no. of days

Eligible for transit period?

SELECT

If Eligible, then no. of days

Transit period availed?

If transit availed, then no. of days

Foreign Service Period Details

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Other Govt. Departments / Office			
1	Organisation name	Data entry	Enter Organisation name
2	Order No.	Data entry	Enter Order No.
3	Order Date	Select box	Select Order Date
b) Period Details			
1	From	Select box	Select From Date
2	To	Select box	Select To Date
3	Date of relieving (DD/MM/YYYY)	Select box	Select Date of relieving (DD/MM/YY

4	Extension date, if any (DD/MM/YYYY)	Select box	Select Extension date, if (DD/MM/YYYY)
5	Date of rejoining (DD/MM/YYYY)	Select box	Select Date of rejoining (DD/MM/Y
6	Date of completion (DD/MM/YYYY)	Select box	Select Date of compl (DD/MM/YYYY)
c) Transit period			
1	Joining time availed?	Drop down	Select Joining time availed?
2	If joining time availed, then no. of d	Drop down	Select If joining time availed, then n days
3	Eligible for transit period?	Drop down	Select Eligible for transit period?
4	If Eligible, then no. of days	Drop down	Select If Eligible, then no. of days
5	Transit period availed?	Drop down	Select Transit period availed?
6	If transit availed, then no. of days	Drop down	Select If transit availed, then no. of
d) Foreign Service Period Details			
1	Whether LSC/PC applicable?	Drop down	Select Whether LSC/PC applicable
2	If Yes, Whether LSC/PC exempted	Drop down	Select (Yes / No). If Yes, Wh LSC/PC exempted?
3	Remarks	Data entry	Enter Remarks

SR Event>>Reversion:

Please select the Reason for Reversion (Admin grounds / at Request) in the drop down menu and proceed with the filling up of the relevant fields

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Reversion on Administrative Grounds From / To			
1	Department	Drop down	Select Nature of Increment/Incentiv
2	Service Rule	Drop down	Select Service Rule

3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post
5	State	Drop down	Select State
6	District	Drop down	Select District
7	Mandal	Drop down	Select Mandal
8	Village	Drop down	Select Village
9	Date of Relieving / Date of Joining		
b) Change in pay			
10	PRC Type	Drop down	Select PRC Type
11	PRC Year	Drop down	Select Year
12	Pay Scale	Drop down	Select Pay Scale
13	Basic Pay	Drop down	Select Basic Pay
14	Remarks	Data entry	Enter Remarks

SR Event>>Compulsory Wait:

➤ **Compulsory Wait:**

Whenever there is a delay in issue of posting / re-posting orders to the employee due to administrative delays, such period Will be regularized through sanction of compulsory wait by the Government on application by the employee.

The screenshot displays the 'Compulsory Wait' form within the e-Service Book system. The form is titled 'Compulsory Wait' and is part of the 'SR Events' section. It contains the following fields and sections:

- Order No.:** A text input field.
- Order Date:** A date selection field.
- Upload Order:** A button with a file upload icon and a 'Browse...' link.
- From:** A section containing:
 - Department:** A dropdown menu with 'PRR02-PANCHAYAT RAJ DEPAF' selected.
 - Post:** A dropdown menu with 'VILLAGE DEVELOPMENT OFFICER, GRAD' selected.
 - Date:** A date selection field.
- To:** A section containing:
 - Department:** A dropdown menu with 'SELECT' selected.
 - Post:** A dropdown menu with 'SELECT' selected.
 - Date:** A date selection field.
- Save:** A green button at the bottom of the form.

The background shows a sidebar with navigation options like 'eService Book Entry', 'PART 1: Personal Details', 'PART 2: Certificate Details', 'PART 3, 4 & 5: SR Events', 'PART 6: Leave Travel Concession Details', 'PART 7: Interest Bearing Advances Details', 'PART 8: Group Insurance Scheme Details', 'PART 9: Service Verification Details', 'PART 10: Departmental Tests & Training Details', 'PART 11: Incentives', 'PART 12: Pension Proposals', 'Leave Ledger', 'View & Confirm', 'Reports', and 'Logout'. The top header displays 'Finance Department, Gov. of Andhra Pradesh' and a welcome message for 'ATCIRAJA RAMAYYA GARAPATI (14359246)' with a 'Log-Out' link.

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Compulsory Wait			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
b) Compulsory Wait From / To			

3	Department	Drop down	Select Nature of Increment/Incentiv
4	Service Rule	Drop down	Select Service Rule
5	Class / Branch	Drop down	Select Class / Branch
6	Post	Drop down	Select Post
7	Date	Select box	Select Box
8	Remarks	Data entry	Enter Remarks

SR Event>>Punishments:

Details of Major_/ minor punishments awarded to the employee are to be entered under this column.

➤ **Punishments:** Minor Punishment>Censure

The screenshot displays the 'SR Events Punishments' form. The 'Type of Punishment' is set to 'Minor Punishment' and the 'Name of the Punishment' is set to 'Censure'. The form includes fields for 'Order No.' and 'Order Date'. Below these is the 'Appeal/Revision/Review' section with a dropdown menu set to 'Select'. A green 'Save' button is located at the bottom of the form. The left sidebar shows the navigation menu with 'SR Events' selected. The right sidebar shows a list of actions with 'Edit' and 'View' buttons.

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Censure			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
b) Appeal/Revision/Review			
1	Appeal/Revision/Review	Drop down	Select Appeal/Revision/Review
2	Remarks	Data entry	Enter Remarks

➤ **Punishments:** Minor Punishment>Recovery of loss

The screenshot displays the 'SR Events Punishments' form within the e-Service Book interface. The form is divided into two main sections. The first section, 'Minor Punishment - Recovery of loss', contains three input fields: 'Order No.', 'Order Date', and 'Amount'. The second section, 'Appeal/Revision/Review', features a dropdown menu labeled 'Select'. A green 'Save' button is positioned below the second section. The left sidebar lists various service categories, with 'e-Service Book Entry' currently selected. The top right corner of the interface shows the user's name, 'ATC/BJTA RAMA/TA GADAPATI (14/05/2016)', and a 'Log Out' button.

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Recovery of loss			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
3	Amount	Data entry	Enter Amount
b) Appeal/Revision/Review			
1	Appeal/Revision/Review	Drop down	Select Appeal/Revision/Review
2	Remarks	Data entry	Enter Remarks

➤ **Punishments:** Minor Punishment>Suspension as penalty

The screenshot displays the 'Punishments' section of the e-Service Book. The main form is titled 'Minor Punishment - Suspension as penalty'. It contains the following fields and controls:

- Type of Punishment:** A dropdown menu set to 'Minor Punishment'.
- Name of the Punishment:** A dropdown menu set to 'Suspension as penalty'.
- Order No.:** A text input field.
- Order Date:** A date selection field.
- Suspension Period:** A section containing 'From Date' and 'To Date' date selection fields.
- Appeal/Revision/Review:** A dropdown menu set to 'Select'.
- Save:** A green button at the bottom of the form.
- Close:** An orange button at the bottom right of the form.

The left sidebar shows the navigation menu with 'Punishments' selected. The right sidebar shows a list of actions with 'Edit / View' buttons.

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Suspension as penalty			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
b) Suspension Period			
3	From Date	Select box	Select From Date
4	To Date	Select box	Select To Date

c) Appeal/Revision/Review			
1	Appeal/Revision/Review	Drop down	Select Appeal/Revision/Review
2	Remarks	Data entry	Enter Remarks

➤ **Punishments:** Minor Punishment>Stoppage of increment without cumulative effect

Sl. No	Column (Field) Name	Type of Field	Remarks
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a) Stoppage of increment without cumulative effect			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
3	No. of increments stopped	Data entry	Enter No. of increments stopped
b) Period			
1	From Date	Select box	Select From Date
2	To Date	Select box	Select To Date
c) Time Scale			
1	PRC Type	Drop down	Select PRC Type
2	PRC Year	Drop down	Select Year
3	Pay Scale	Drop down	Select Pay Scale
4	Basic Pay	Drop down	Select Basic Pay
5	Rate of Increment	Data entry	Enter Rate of Increment
d) Appeal/Revision/Review			
1	Appeal/Revision/Review	Drop down	Select Appeal/Revision/Review
2	Remarks	Data entry	Enter Remarks

➤ **Punishments:** Minor Punishment>Reduction of pay without effect on future increments

SR Events **Punishments**

Type of Punishment: Minor Punishment Name of the Punishment: Reduction of pay without cumulat

Minor Punishment - Reduction of pay without cumulative effect

Order No. Order Date No. of increments stopped

Period

From Date To Date

Time Scale

From

PRC Type PRC Year Pay Scale Basic Pay

SELECT SELECT SELECT

To

PRC Type PRC Year Pay Scale Basic Pay

SELECT SELECT SELECT

Close

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Reduction of pay without cumulative effect			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
3	No. of increments stopped	Data entry	Enter No. of increments stopped
b) Period			
1	From Date	Select box	Select From Date
2	To Date	Select box	Select To Date
c) Time Scale			
1	PRC Type	Drop down	Select PRC Type

2	PRC Year	Drop down	Select Year
3	Pay Scale	Drop down	Select Pay Scale
4	Basic Pay	Drop down	Select Basic Pay
5	Remarks	Data entry	Enter Remarks

➤ **Punishments: Major Punishment>Stoppage of increments with cumulative effect**

The screenshot shows the 'SR Events Punishments' form in the e-Service Book system. The form is titled 'Major Punishment - Stoppage of increments with cumulative effect'. It includes the following fields and sections:

- Type of Punishment:** Major Punishment (dropdown)
- Name of the Punishment:** Stoppage of increments with (dropdown)
- Major Punishment - Stoppage of increments with cumulative effect:**
 - Order No.:** [Text field]
 - Order Date:** [Date field]
 - No. of increments stopped:** [Text field]
- Period:**
 - From Date:** [Date field]
 - To Date:** [Date field]
- Time Scale:**
 - From:**
 - PRC Type:** SELECT (dropdown)
 - PRC Year:** SELECT (dropdown)
 - Pay Scale:** SELECT (dropdown)
 - Basic Pay:** [Text field]
- To:**
 - PRC Type:** SELECT (dropdown)
 - PRC Year:** SELECT (dropdown)

The form is part of a larger application with a sidebar menu and a search bar. The sidebar menu includes options like 'e-Service Book Entry', 'PART 1: Personal Details', 'PART 2: Certificate Details', 'PART 3 & 3.1: SR Events', 'PART 4: Leave Travel Concession Details', 'PART 5: Interest Bearing Advances Details', 'PART 6: Group Insurance Scheme Details', 'PART 7: Service Verification Details', 'PART 8: Departmental Tests & Training Details', 'PART 9: Incentives', 'PART 10: Pension Proposals', 'Leave Ledger', 'View & Confirm', 'Reports', and 'Logout'. The search bar is located on the right side of the form.

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Stoppage of increments with cumulative effect			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
3	No. of increments stopped	Data entry	Enter No. of increments stopped
b) Period			
1	From Date	Select box	Select From Date
2	To Date	Select box	Select To Date
c) Time Scale From / To			
1	PRC Type	Drop down	Select PRC Type
2	PRC Year	Drop down	Select Year
3	Pay Scale	Drop down	Select Pay Scale
4	Basic Pay	Drop down	Select Basic Pay
5	Rate of Increment	Data entry	Enter Rate of Increment
d) Appeal/Revision/Review			
1	Appeal/Revision/Review	Drop down	Select Appeal/Revision/Review

➤ **Punishments:** Major Punishment>Reduction of pay with effect on future increments

The screenshot shows the 'SR Events Punishments' form. The 'Type of Punishment' is set to 'Major Punishment' and the 'Name of the Punishment' is 'Reduction of pay with effect'. The form is titled 'Major Punishment - Reduction of pay with effect on future increments'. It contains the following fields:

- Order No.:** A text input field.
- Order Date:** A date selection field.
- No. of stages Reduced:** A text input field.
- Period:** A section containing 'From Date' and 'To Date' date selection fields.
- Time Scale:** A section containing 'From' and 'To' date selection fields.
- PRC Type:** A dropdown menu with 'SELECT' as the current value.
- PRC Year:** A dropdown menu with 'SELECT' as the current value.
- Pay Scale:** A dropdown menu with 'SELECT' as the current value.
- Basic Pay:** A text input field.

The form is displayed in a modal window with a 'Close' button at the bottom right. The background shows a sidebar with navigation options like 'e-Service Book Entry', 'PART 1: Personal Details', 'PART 2: Certificate Details', 'PART 3 & 4: SR Events', 'PART 5: Leave Travel Concession Details', 'PART 6: Interest Bearing Advances Details', 'PART 7: Group Insurance Scheme Details', 'PART 8: Service Verification Details', 'PART 9: Departmental Tests & Training Details', 'PART 10: Incentives', 'PART 11: Pension Proposals', 'Leave Ledger', 'View & Confirm', 'Reports', and 'Logout'.

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Reduction of pay with effect on future increments			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
3	No. of increments stopped	Data entry	Enter No. of increments stopped
b) Period			
1	From Date	Select box	Select From Date

2	To Date	Select box	Select To Date
c) Time Scale From / To			
1	PRC Type	Drop down	Select PRC Type
2	PRC Year	Drop down	Select Year
3	Pay Scale	Drop down	Select Pay Scale
4	Basic Pay	Drop down	Select Basic Pay
5	Rate of Increment	Data entry	Enter Rate of Increment
d) Appeal/Revision/Review			
1	Appeal/Revision/Review	Drop down	Select Appeal/Revision/Review

➤ **Punishments:** Major Punishment>Reversion to Lower Rank

The screenshot shows the 'SR Events Punishments' form in the Finance Department system. The form is titled 'Major Punishment - Reversion to Lower Rank'. It includes the following fields:

- Type of Punishment:** Major Punishment (selected)
- Name of the Punishment:** Reversion to Lower Rank (selected)
- Order No.** (text input)
- Order Date** (date input)
- FROM** section:
 - Department** (SELECT dropdown)
 - Post** (SELECT dropdown)
- TO** section:
 - Department** (SELECT dropdown)
 - Post** (SELECT dropdown)
- Time Scale** section:
 - From** section:
 - PRC Type** (SELECT dropdown)
 - PRC Year** (SELECT dropdown)
 - Pay Scale** (SELECT dropdown)
 - Basic Pay** (text input)
 - To** section:
 - PRC Type** (SELECT dropdown)
 - PRC Year** (SELECT dropdown)

At the bottom right of the form is a 'Close' button. The sidebar on the left shows the navigation menu with 'e-Service Book Entry' selected. The right sidebar shows a search bar and a list of actions (Edit / View) for each entry.

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Reversion to Lower Rank			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date

b) <i>From / TO</i>			
1	Department	Drop down	Select Nature of Increment/Incentiv
2	Service Rule	Drop down	Select Service Rule
3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post
c) Time Scale From / To			
1	PRC Type	Drop down	Select PRC Type
2	PRC Year	Drop down	Select Year
3	Pay Scale	Drop down	Select Pay Scale
4	Basic Pay	Drop down	Select Basic Pay
5	Pay Fixed at	Data entry	Enter Pay Fixed at
6	Date of Effect	Select box	Select Date of Effect
7	Restoration Date	Select box	Select Restoration Date
d) Appeal/Revision/Review			
1	Appeal/Revision/Review	Drop down	Select Appeal/Revision/Review

➤ **Punishments: Major Punishment>Compulsory Retirement**

The screenshot shows a web application interface for 'SR Events Punishments'. The main form is titled 'Major Punishment - Compulsory Retirement'. It contains several sections with dropdown menus and text input fields:

- Type of Punishment:** Major Punishment (selected)
- Name of the Punishment:** Compulsory Retirement (selected)
- Major Punishment - Compulsory Retirement:**
 - Order No.:** [Text input field]
 - Order Date:** [Date selector]
 - Date of Relief / Compulsory Retirement:** [Date selector]
 - Department:** [SELECT dropdown]
 - Post:** [SELECT dropdown]
- Time Scale:** [Section header]
- From:** [Text input field]
- PRC Type:** [SELECT dropdown]
- PRC Year:** [SELECT dropdown]
- Pay Scale:** [SELECT dropdown]
- Basic Pay:** [Text input field]
- Appeal/Revision/Review:** [Section header]
- Appeal/Revision/Review:** [SELECT dropdown]

The form is displayed in a web application interface with a sidebar menu on the left and a search bar on the right. The sidebar menu includes options like 'e-Service Book Entry', 'PART 1: Personal Details', 'PART 2: Certificate Details', 'PART 3 & 5: SR Events', 'PART 6: Leave Travel Concession Details', 'PART 7: Interest Bearing Advances Details', 'PART 8: Group Insurance Scheme Details', 'PART 9: Service Verification Details', 'PART 10: Departmental Tests Training Details', 'PART 11: Incentives', 'PART 12: Pension Proposals', 'Leave Ledger', 'View & Confirm', 'Reports', and 'Logout'. The search bar on the right has a 'Search:' label and a list of 'Edit / View' buttons. At the bottom of the form, there is a 'Close' button and a status bar indicating 'Showing 1 to 16 of 16 entries'.

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Major Punishment - Compulsory Retirement			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
3	Date of Relief / Compulsory Retirement	Select box	Select Date of Relief / Compulsory Retirement

4	Department	Drop down	Select Nature of Increment/Incentiv
5	Service Rule	Drop down	Select Service Rule
6	Class / Branch	Drop down	Select Class / Branch
7	Post	Drop down	Select Post
b) Time Scale From / To			
1	PRC Type	Drop down	Select PRC Type
2	PRC Year	Drop down	Select Year
3	Pay Scale	Drop down	Select Pay Scale
4	Basic Pay	Drop down	Select Basic Pay
c) Appeal/Revision/Review			
1	Appeal/Revision/Review	Drop down	Select Appeal/Revision/Review

➤ Punishments: Major Punishment>Removal

The screenshot shows the 'SR Events Punishments' interface. The main form is titled 'Major Punishment - Removal'. It contains the following fields:

- Type of Punishment:** Major Punishment (dropdown)
- Name of the Punishment:** Removal (dropdown)
- Order No.:** Text input field
- Order Date:** Date selection field
- Date of Relief / Removal:** Date selection field
- Department:** SELECT dropdown
- Post:** SELECT dropdown
- Time Scale:** Section header
- PRC Type:** SELECT dropdown
- PRC Year:** SELECT dropdown
- Pay Scale:** SELECT dropdown
- Pay:** Text input field
- Appeal/Revision/Review:** Section header
- Appeal/Revision/Review:** Select dropdown

A sidebar on the right shows a list of actions (Edit / View) for each entry. The bottom of the form has a 'Close' button.

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Major Punishment - Removal			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
3	Date of Relief / Compulsory Retirement	Select box	Select Date of Relief / Compulsory Retirement

4	Department	Drop down	Select Nature of Increment/Incentiv
5	Service Rule	Drop down	Select Service Rule
6	Class / Branch	Drop down	Select Class / Branch
7	Post	Drop down	Select Post
b) Time Scale From / To			
1	PRC Type	Drop down	Select PRC Type
2	PRC Year	Drop down	Select Year
3	Pay Scale	Drop down	Select Pay Scale
4	Basic Pay	Drop down	Select Basic Pay
c) Appeal/Revision/Review			
1	Appeal/Revision/Review	Drop down	Select Appeal/Revision/Review

➤ **Punishments: Major Punishment>Dismissal**

The screenshot shows a web application interface for 'SR Events Punishments'. The main form is titled 'Major Punishment - Dismissal'. It contains several sections with input fields and dropdown menus. The left sidebar lists various menu items under 'Finance Department'. The right sidebar shows a list of actions for each record, including 'Edit', 'View', and 'Delete'.

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Major Punishment - Dismissal			
1	Order No.	Data entry	Enter Order No.
2	Order Date	Select box	Select Order Date
3	Date of Relief / Compulsory Retirement	Select box	Select Date of Relief / Compulsory Retirement
4	Department	Drop down	Select Nature of Increment/Incentive
5	Service Rule	Drop down	Select Service Rule

6	Class / Branch	Drop down	Select Class / Branch
7	Post	Drop down	Select Post
b) Time Scale From / To			
1	PRC Type	Drop down	Select PRC Type
2	PRC Year	Drop down	Select Year
3	Pay Scale	Drop down	Select Pay Scale
4	Basic Pay	Drop down	Select Basic Pay
c) Appeal/Revision/Review			
1	Appeal/Revision/Review	Drop down	Select Appeal/Revision/Review

SR Event>>Suspensions:

There are two columns under this

- a) Suspension Ordered
- b) Suspension Regularised

The employee has to select any one of the above two options in the drop down menu and proceed to enter the relevant data relating to Suspension.

➤ **Suspensions: Suspension Ordered.**

SR Events Deputation Close

Deputation Type Other Govt. Departments/ Office

Other Govt. Departments/ Office

Organisation name

Order no. Order date (DD/MM/YYYY)

Period Details

From To

Date of relieving (DD/MM/YYYY) Date of completion (DD/MM/YYYY)

Extension date, if any (DD/MM/YYYY)

Date of rejoining (DD/MM/YYYY)

Transit period

Joining time availed? SELECT If joining time availed, then no. of days

Eligible for transit period? SELECT If Eligible, then no. of days

Transit period availed? If transit availed, then no. of days

Foreign Service Period Details

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Suspension Ordered			
1	Department	Drop down	Select Nature of Increment/Incentiv
2	Service Rule	Drop down	Select Service Rule
3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post
5	Order No.	Data entry	Enter Order No.
6	Order Date	Select box	Select Order Date
7	Order issuing Authority	Data entry	Enter Order issuing Authority
8	Date of Relief from Duty (DD/MM/Y	Select box	Select Date of Relief from (DD/MM/YYYY)

9	Remarks	Data entry	Enter Remarks
---	---------	------------	---------------

➤ **Suspensions: Suspension Regularised.**

The screenshot shows the 'SR Events - Suspensions' form. The form is divided into several sections:

- Suspension Details:** Includes a 'Suspension Date' field and a 'Suspension Period' section with 'From Date' and 'To Date' fields.
- Reason for suspension:** A text area for providing details.
- Is it Regularized?:** A dropdown menu with 'SELECT' as the current option.
- If Regularized, then:** A dropdown menu with 'SELECT' as the current option.
- If Not On Duty, whether regularized as Leave?:** A dropdown menu with 'SELECT' as the current option.
- Subsistence Allowance:** A table with columns 'From' and 'To' for recording allowance periods. It includes rows for 'Subsistence Allowance paid 50%', 'Subsistence Allowance paid 75%', and 'Subsistence Allowance paid 25%'.

At the bottom of the form, there is a green 'Save' button and an orange 'Close' button.

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Suspension Details			
1	Suspension Type	Drop down	Select Nature of Increment/Incentiv
b) Suspension Period			

1	Suspension Date	Select box	Select Suspension Date
2	From Date	Select box	Select From Date
3	To Date	Select box	Select To Date
4	Reason for suspension	Data entry	Enter Reason for suspension
5	Is it Regularized?	Drop down	Select Is it Regularized?
6	If Regularized, then	Drop down	Select If Regularized, then
7	Proceeding No.	Data entry	Enter Proceeding No.
8	Proceeding Date (DD/MM/YYYY)	Select box	Select Proceeding Date (DD/MM/Y
9	If Not On Duty, whether regularize Leave?	Radio button	Click (yes / no) If Not On Duty, wh regularized as Leave?
10	If Not on Duty, then Suspension period treated as	Check box	Check leave category.If Not on then Suspension period treated as
c) Subsistence Allowance			
1	Subsistence Allowance paid 50%	Select box	Select Subsistence Allowance paid
2	Subsistence Allowance paid 75%	Select box	Select Subsistence Allowance paid
3	Subsistence Allowance paid 25%	Select box	Select Subsistence Allowance paid
4	Remarks	Data entry	Enter Remarks

SR Event>>Relief:

There will be different reasons for relief like Discharge, Termination, Resignation, others (like long leave, training etc..)

Employee / DDO has to select the relevant reason and proceed with the data entry.

➤ Relief:

The screenshot displays the 'SR Events - Relief' form within the e-Service Book interface. The form is titled 'Relief to take New Post in Government'. It includes the following fields:

- Date of Relief:** A date picker field.
- Department:** A dropdown menu with 'SELECT' as the placeholder.
- Post:** A dropdown menu with 'SELECT' as the placeholder.
- Reason:** A text input field.
- PRC Type:** A dropdown menu with 'SELECT' as the placeholder.
- PRC Year:** A dropdown menu with 'SELECT' as the placeholder.
- Pay Scale:** A dropdown menu with 'SELECT' as the placeholder.
- Pay:** A text input field.

A green 'Save' button is located at the bottom of the form. The interface also features a sidebar with navigation options and a top bar with user information.

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Relief Details			
1	Department	Drop down	Select Nature of Increment/Incentiv
2	Service Rule	Drop down	Select Service Rule
3	Class / Branch	Drop down	Select Class / Branch
4	Post	Drop down	Select Post
5	Reason	Data entry	Enter Data entry

b) Time Scale			
1	PRC Type	Drop down	Select PRC Type
2	PRC Year	Drop down	Select Year
3	Apprenticeship (Yes or No)	Drop down	Select Yes or No
4	Remarks	Data entry	Enter Remarks

Reappointment :

When an employee working in department is selected to another post through APPSC / Other Govt. recruiting agency and joins the new Post after relief from the old post, the details relating to change to new job are to be entered under this module.

SR Events Re-Appointment Close

ReAppointment Details

Order No.

Order Date (DD/MM/YYYY)

Date of Joining (DD/MM/YYYY)

Joining Time

Nature Permanent

Selection by

Department PRR02-PANCHAYAT RAJ DEPARTMENT

Service Rule

Class/ Branch

Post

Post Category

Time scale

PRC Type State

PRC Year 2010

Apprenticeship (Yes or No)

Remarks

Save

Sl. No	Column (Field) Name	Type of Field	Remarks
a) ReAppointment Details			
1	Order No.	Data entry	Enter Order No.

2	Order Date	Select box	Select Order Date
3	Date of Joining (DD/MM/YYYY)	Select box	Select Date of Joining (DD/MM/YY)
4	Joining Time	Select box	Select Joining Time
5	Nature	Read only	Select Nature
6	Selection by	Drop down	Select Selection by
7	Department	Drop down	Select Department
8	Service Rule	Drop down	Select Service Rule
9	Class/ Branch	Drop down	Select Class/ Branch
10	Post Category	Drop down	Select Post Category
11	Post	Drop down	Select Post
b) Time Scale			
12	PRC Type	Drop down	Select PRC Type
13	PRC Year	Drop down	Select PRC Year
14	Apprenticeship (Yes or No)	Drop down	Select Apprenticeship (Yes or No)
15	Remarks	Data entry	Enter Remarks

EL Surrendered

The details of annual Surrender leave availed by the employee every year needs to be entered here. Similarly additional surrender leave Availed by Police Personnel also need to entered here.

SR Events EL Surrender Close

No. of days Surrender	Date of Surrender (DD/MM/YYYY)	Year (YYYY) in which EL Surrendered		Leave Type to be deducted from
		Leave Availed Period	Year (YYYY)	
		SELECT		SELECT
<div>Remarks</div> <div></div>				
Save				

Sl. No	Column (Field) Name	Type of Field	Remarks
a) EL Surrender			
1	No. of days Surrender	Data entry	No. of days Surrender
2	Date of Surrender (DD/MM/YYYY)	Data entry	Date of Surrender (DD/MM/YYYY)
3	Leave Availed Period	Drop down	Leave Availed Period
4	Year (YYYY)	Data entry	Year (YYYY)
5	Leave Type to be deducted from	Drop down	Leave Type to be deducted from
6	Remarks	Data entry	Remarks

Repatriation / Surrender

Employees working in foreign service deputation will be either repatriated / surrendered by the foreign employer. Similarly Collector or Other HODs may surrender some of the officers working under them. Such details need to be entered here.

SR Events ➔ Repatriation / Surrender
Close

Repatriation / Surrender Details

Type SELECT

Order No.

Order Date (DD/MM/YYYY)

From

Location

State : Andhra Pradesh District : VIZIANAGARAM

Mandal: PUSAPATIREGA Village: KONADA

If DDOCODE does not exists, then enter all 1's (11-digit)

DDOCODE

Org. Unit SELECT Position SELECT

Date of Relief

To

Location

State: SELECT District:

Mandal: Village:

If DDOCODE does not exists, then enter all 1's (11-digit)

DDOCODE

Org. Unit SELECT Position SELECT

Date of joining

Remarks

Save

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Repatriation / Surrender Details			
1	Type	Drop down	Select Type
2	Order No.	Data entry	Enter Order No.
3	Order Date	Select box	Select Order Date
b) Repatriation / Surrender Details From / To			
1	State	Drop down	Select State
2	District	Drop down	Select District

3	Mandal	Drop down	Select Mandal
4	Village	Drop down	Select Village
5	DDOCODE If DDOCODE does not exists, then all 1's (11-digit)	Data entry	Enter DDOCODE
6	Position	Drop down	Select Position
7	Date of Relief / Date of Joining	Select box	Select Date of Relief / Date of Joini
8	Remarks	Data entry	Enter Remarks

Re-instatemnet: Suspension Revoked

When the suspension of the employee is revoked and re-instated to duty, such details need to entered here.

SR Events Re-instatement Close

Re-Instatement Details

Reinstatement Type

Suspension Revoked

Department

PRR02-PANCHAYAT RAJ DEPARTMENT

Service Rule

PRR02S02-A.P. PANCHAYAT SUBORDINATE SERVICE RULES

Class/ Branch

SELECT

Post

VILLAGE DEVELOPMENT OFFICER

Order No.

Order Date (DD/MM/YYYY)

Order issuing Authority

Office of joining

Location Details

State :

SELECT

District :

Mandal:

Village:

PinCode

Post Details (If DDOCODE does not exists, then enter all 1's (11-digit))

DDOCODE

Org. Unit

SELECT

Position

SELECT

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Suspension Revoked			
1	Reinstatement Type	Drop down	Select Reinstatement Type
2	Department	Drop down	Select Department
3	Service Rule	Drop down	Select Service Rule
4	Class/ Branch	Drop down	Select Class/ Branch
5	Post	Drop down	Select Post
6	Order No.	Data entry	Enter Order No.
7	Order Date	Select box	Select Order Date
8	Order issuing Authority	Text area	Enter Order issuing Authority
b) Location Details			
1	State	Drop down	Select State

2	District	Drop down	Select District
3	Mandal	Drop down	Select Mandal
4	Village	Drop down	Select Village
5	DDOCODE If DDOCODE does not exists, then all 1's (11-digit)	Data entry	Enter DDOCODE
6	Org unit	Drop down	Select Org unit
6	Position	Drop down	Select Position
7	Date of Relief / Date of Joining	Select box	Select Date of Relief / Date of Joini
8	Remarks	Data entry	Enter Remarks

Re-instatemnet:Punishment Revoked

When the punishment awarded to an employee is reviewed and revoked / rescinded by the appellate authority, the details need to be Entetred here.

SR Events
Re-instatement
Close

Re-Instatement Details

Reinstatement Type

Punishment Revoked

Punishment Type

SELECT

Authority which issued Punishment orders

Order No.

Order Date (DD/MM/YYYY)

Authority which issued revocation orders

Order No.

Order Date (DD/MM/YYYY)

Office of joining

Location Details

State :

SELECT

District :

Mandal:

Village:

PinCode

Post Details (If DDOCODE does not exists, then enter all 1's (11-digit))

DDOCODE

Org. Unit

SELECT

Position

SELECT

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Suspension Revoked			
1	Reinstatement Type	Drop down	Select Reinstatement Type
2	Punishment Type	Drop down	Select Punishment Type
	Authority which issued Punishment orders	Data entry	Enter Authority which issued Punishment orders
3	Order No.	Data entry	Enter Order No.
4	Order Date	Select box	Select Order Date
5	Authority which issued revocation or	Text area	Enter Order issuing Authority
b) Location Details			
1	State	Drop down	Select State

2	District	Drop down	Select District
3	Mandal	Drop down	Select Mandal
4	Village	Drop down	Select Village
5	DDOCODE If DDOCODE does not exists, then all 1's (11-digit)	Data entry	Enter DDOCODE
6	Org unit	Drop down	Select Org unit
7	Position	Drop down	Select Position
8	Date of Relief / Date of Joining	Select box	Select Date of Relief / Date of Joini
9	Remarks	Data entry	Enter Remarks

Reporting back to Duty

Whenever employee reports back to duty after training, return from long leave, the details need to entered here.

SR Events
Reporting back to Duty
Close

Reporting back to Duty Details

Reporting back to Duty From

Long leave

Department

SELECT

Service Rule

Class / Branch

Post

SELECT

From date

To Date

Date of Reporting

Order No.

Order Date

Remarks

Save

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Reporting back to Duty			
1	Reporting back to Duty From	Drop down	Select Reporting back to Duty From
2	Department	Drop down	Select Department
3	Service Rule	Drop down	Select Service Rule
4	Class/ Branch	Drop down	Select Class/ Branch
5	Post	Drop down	Select Post
6	From date	Select box	Select From date
7	To Date	Select box	Select To Date
8	Date of Reporting	Select box	Select Date of Reporting
9	Order No.	Data entry	Enter Order No.

10	Order Date	Select box	Select Order Date
11	Remarks	Text area	Enter Remarks

Regularisation of absence

When the absence period of the employee arising due to un authorised absence / Strike is regularised as eligible leave / Dies Non
The details need to be entered here.

SR Events
Regularisation of Absence
Close

Regularisation of Absence

Absence Type
SELECT

Department
SELECT

Class/ Branch

Service Rule

Post

Period

From Date (DD/MM/YYYY)

To Date (DD/MM/YYYY)

Type of Regularisation
SELECT

Remarks

Save

Sl. No	Column (Field) Name	Type of Field	Remarks
a) Regularisation of Absence			
1	Absence Type	Drop down	Select Absence Type

2	Department	Drop down	Select Department
3	Service Rule	Drop down	Select Service Rule
4	Class/ Branch	Drop down	Select Class/ Branch
5	Post	Drop down	Select Post
6	From date	Select box	Select From date
7	To Date	Select box	Select To Date
8	Type of Regularisation	Drop down	Select Type of Regularisation
9	Remarks	Data entry	Enter Remarks

Others (No Impact on Pay)

Miscellaneous entries which does not fit into any of the above events and which does not effect pay are to be entered under this module.

SR Events

Others (No Impact on Pay)

Close

Header

Description

Save

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

Part 4: Leave Travel Concessions (Last availed only):

Finance Department
Govt. of Andhra Pradesh

eService Book Entry

> PART 1. Personal Details
 > PART 2. Nomination Details
 > PART 3. SR Entries
 > **PART 4. Leave Travel Concession Details**
 > PART 5. Departmental Tests & Training Details
 > PART 6. Incentives
 > PART 7. Document Uploads
 > PART 8. Leave Ledger
 > PART 9. ESR Confirmation
 > Contact Us

Logout

Last Login: First Time Login Welcome! ABDULLA SHAIK (14467103) / Log-Out

Note: First Complete Part -1: Employee details and Family details and then submit LTC details
For Column Upload Orders: Extract of SR entry may be uploaded upto 30.06.2020. Orders may be uploaded w.e.f.01.07.2020 i.e future cases

IS Anywhere in the country availed?: Yes
If Availed Period: 1985-1986

Leave Travel Concession Details

Block Period	Home Town / Any Where	Whether leave availed	Availed during		Total Days	Family Details
			From	To		
--Select--	SELECT	SELECT				Name SELECT

Save

Sl. No	Column (Field) Name	Type of Field	Remarks
1	IS Anywhere in the country availed	Drop down	Select IS Anywhere in the co availed (YES / NO)
2	If Availed Period	Drop down	Select Availed Period Year
3	Block Period	Drop down	Select Block Period
4	Home Town / Any Where	Drop down	Select Home Town / Any Where
5	Whether leave availed	Drop down	Select Whether leave availed (YES / NO)
6	Availed during From	Select Box	Select Availed during From
7	Availed during To	Select Box	Select Availed during To
8	Availed during Total Days	Read only	Auto Populate value

9	Family Details	Drop down	Select Family Member Details
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Part 5: Departmental Tests & Training:

i. Tests :

The screenshot shows the 'eService Book Entry' interface for the Finance Department, Govt. of Andhra Pradesh. The left sidebar contains a menu with options: eService Book Entry, PART 1. Personal Details, PART 2. Nomination Details, PART 3. SR Events, PART 4. Leave Travel Concession Details, PART 5. Departmental Tests & Training Details (highlighted), PART 6. Incentives, PART 7. Document Uploads, PART 8. Leave Ledger, PART 9. ESR Confirmation, and Contact Us. The main content area has tabs for 'Tests' and 'Training Details'. A note states: 'Note: Tests Extract of SR entries may be uploaded upto date. For future cases on or after 01.07.2020, Orders must be uploaded. Trainings Extract of SR entry relating to training may be uploaded upto 30.06.2020. For further cases, i.e on or after 01.07.2020, Orders must be uploaded. However, compulsory training and Govt. sponsored trainings only may be entered.' Below the note is a table titled 'A. Tests' with columns: Sl. No., Name of the Test, Name of the Exam, Hall Ticket Number, Exam Date, and Date of Passing. The first row is partially filled with the number '1' in the Sl. No. column. There is an 'Add Row' button and a 'Save' button.

Sl. No	Column (Field) Name	Type of Field	Remarks
A. Tests			
1	Name of the Test	Data Entry	Enter Name of the Test
2	Name of the Exam	Data Entry	Enter Name of the Exam
3	Hall Ticket Number	Data Entry	Enter Hall Ticket Number
4	Exam Date	Select Box	Select Exam Date
5	Date of Passing	Select Box	Select Date of Passing

ii. Training Details :

Finance Department
Govt. of Andhra Pradesh

eService Book Entry

PART 1. Personal Details
PART 2. Nomination Details
PART 3. SR Events
PART 4. Leave Travel Concession Details
PART 5. Departmental Tests & Training Details
PART 6. Incentives
PART 7. Document Uploads
PART 8. Leave Ledger
PART 9. ESR Confirmation
Contact Us
Logout

Tests Training Details

Note: Tests Extract of SR entries may be uploaded upto date. For future cases on or after 01.07.2020, Orders must be uploaded.
Trainings Extract of SR entry relating to training may be uploaded upto 30.06.2020. For further cases, i.e on or after 01.07.2020, Orders must be uploaded. However, compulsory training and Govt. sponsored trainings only may be entered.

B. Training Details

SL.no	Name of the Training	Name of the Training Institute	Location			Period of Training		Remarks, if any	Add Row
			Country	State	District	From Date (DD/MM/YYYY)	To Date (DD/MM/YYYY)		
1			Select						

Save

Sl. No	Column (Field) Name	Type of Field	Remarks
B. Training Details			
1	Name of the Training	Data Entry	Enter Name of the Training
2	Name of the Training Institute	Data Entry	Enter Name of the Training Institut
3	Country	Drop down	Select Country
4	State	Drop down	Select State
5	District	Drop down	Select District
6	Period of Training From Date	Select Box	Select Period of Training From Dat
7	Period of Training To Date	Select Box	Select Period of Training To Date
8	Remarks, if any	Data Entry	Enter Remarks, if any

Part 6: Incentives/Awards/Rewards/Seva Patakam:

The screenshot displays the 'eService Book Entry' interface for the Finance Department, Govt. of Andhra Pradesh. The sidebar on the left lists various service categories, with 'PART 6: Incentives' highlighted. The main area shows the 'Incentives/Awards/Rewards/Seva Patakam' form. At the top, there's a header with the user's name 'ABDULLA SHAIK (14467103)' and a 'Log-Out' button. Below this, the form title 'Incentives/Awards/Rewards/Seva Patakam' is displayed. The main form area contains a table with columns for 'Sl.no', 'Sanctioned Date', 'Type of Incentive/Awards/Seva Patakam', 'Amount (Amount in Rupees)', 'Period' (subdivided into 'From Date' and 'Till date (Yes/No)' with 'To Date'), 'Details about the Incentive/Awards', 'Upload Orders', and an 'Add Row' button. A 'Save' button is located at the bottom right of the table.

Sl. No	Column (Field) Name	Type of Field	Remarks
1	Sanctioned Date	Select box	Select Sanctioned Date
2	Type of Incentive/Awards/ Seva Patakam	Drop down	Select Type of Incentive/Awards/ Seva Patakam
3	Amount	Data Entry	Enter Amount
4	Period From Date	Select box	Select Period From Date
5	Period Till date (Yes/No)	Drop down	Select Period Till date (Yes/No)
6	Period To Date	Select box	Select Period To Date
7	Details about the Incentive/Awards	Data Entry	Enter Details about the Incentive/Awards

Part 7: Employee Uploads:

User has to click on '**Employee Uploads**' sub menu item under e-Service Book entry menu item to upload Latest Photo, Aadhar card Scanned Copy, SSC certificate or SR extract page for proof of Date of Birth, Caste Certificate(if Otherthan OC), Medical Certificate (if employee disabled) as shown below.

User can made any correction in Employee First name, surname displayed as per HRMS. (note: first name, surname can update as per SR only)

Sl. No	Column (Field) Name	Type of Field	Remarks
1	SSC Certificate Copy/SR extract Copy (per DOB proof)	Choose File	Upload SSC Certificate Copy/SR extract Copy (per DOB proof)
2	Aadhar Card	Choose File	Upload Aadhar Card
3	Latest Photo	Choose File	Upload Latest Photo
4	Caste Certificate (Other than OC)	Choose File	Upload Caste Certificate (Other than OC)

5	Medical Certificate (Disabled persons only)	Choose File	Upload Medical Certificate (Disabled persons only)
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Part 8: Leave Ledger

Leave accounts relating to different types of leaves are to be entered manually and finally the leave balance appearing in the leave ledger
Need to be tallied with the leave balance displayed in the physical SR.

e-Service Book Guidelines

The screenshot displays the 'Leave Ledger' form in the e-Service Book. The 'Leave Type' dropdown is open, showing a list of leave types including 'EL', 'SELECT', 'Compensatory EL for Vacation', 'Samalkyandhra Leave for Teachers', 'Child Care Leave for Female Employees', 'Additional Leave for Police', 'HPL', and 'Child Care Leave'. The form also includes a 'From Date' field and a 'Save' button at the bottom.

Sl. No	Column (Field) Name	Type of Field	Remarks
I) EL			
1	SR Entry Date	Select Box	Select SR Entry Date
2	Leaves Earned From Date	Select Box	Select Leaves Earned From Date
3	Leaves Earned To Date	Select Box	Select Leaves Earned To Date
4	Leave Type	Drop down	Select Leave Type
5	No. of days Leaves Earned	Data Entry	Enter No. of days Leaves Earned
6	Leaves at Credit	Data Entry	Enter Leaves at Credit
7	Leaves Availed From Date	Select Box	Select Leaves Availed From Date
8	Leaves Availed To Date	Select Box	Select Leaves Availed To Date
9	EL Type	Drop down	Select EL Type

10	No. of days	Data Entry	Enter No. of days
11	No. of days Leaves Balance	Data Entry	Enter No. of days Leaves Balance
2) Samaikyandhra Leave for Teachers			
1	Date of Sanction / SR Entry date	Select Box	Select Date of Sanction / SR Entry date
2	No. of days Worked From Date	Select Box	Select No. of days Worked From Date
3	No. of days Worked To Date	Select Box	Select No. of days Worked To Date
4	No. of days Leave Credit	Data Entry	Enter No. of days Leave Credit
5	No. of days Leave Availed	Data Entry	Enter No. of days Leave Availed
6	No. of days Balance	Data Entry	Enter No. of days Balance
3) Addition Leave for police			
1	Date of Sanction / SR Entry date	Select Box	Select Date of Sanction / SR Entry date
2	Working Period	Drop down	Select Working Period
3	No. of days Leave Sanctioned	Data Entry	Enter No. of days Leave Sanctioned
4) Child Care Leave for Female Employees			
1	Working Period From Date	Select box	Select Working Period From Date
2	Working Period To Date	Select box	Select Working Period To Date
3	No. of days CCL Sanctioned	Data Entry	Enter No. of days CCL Sanctioned
4	Date of Sanction / SR Entry date	Select box	Select Date of Sanction / SR Entry date
5)HPL			
1	LENGTH OF SERVICE From Date	Select box	Select LENGTH OF SERVICE From Date
2	LENGTH OF SERVICE To Date	Select box	Select LENGTH OF SERVICE To Date
3	NO.OF COMPLETED YEARS OF SERVICE	Data Entry	Enter NO.OF COMPLETED YEARS OF SERVICE
4	LEAVES EARNED (IN DAYS)	Data Entry	Enter LEAVES EARNED (IN DAYS)

5	LEAVES AT CREDIT (IN DAYS)	Data Entry	Enter LEAVES AT CREDIT (IN DAYS)
6	LEAVE ON PRIVATE AFFAIRS OR ON MEDICAL CERTIFICATE From Date	Select box	Select LEAVE ON PRIVATE AFFAIRS OR ON MEDICAL CERTIFICATE From Date
7	LEAVE ON PRIVATE AFFAIRS OR ON MEDICAL CERTIFICATE To Date	Select box	Select LEAVE ON PRIVATE AFFAIRS OR ON MEDICAL CERTIFICATE To Date
8	LEAVE ON PRIVATE AFFAIRS OR ON MEDICAL CERTIFICATE No. of days	Data Entry	Enter LEAVE ON PRIVATE AFFAIRS OR ON MEDICAL CERTIFICATE No. of days
9	COMMUTED LEAVE ON M.C ON FULL PAY From Date	Select box	Select COMMUTED LEAVE ON M.C ON FULL PAY From Date
10	COMMUTED LEAVE ON M.C ON FULL PAY To Date	Select box	Select COMMUTED LEAVE ON M.C ON FULL PAY To Date
11	COMMUTED LEAVE ON M.C ON FULL PAY No. of days	Data Entry	Enter COMMUTED LEAVE ON M.C ON FULL PAY No. of days
12	COMMUNTED LEAVE CONVERTED INTO HALF PAY LEAVE TWICE OF COL.7	Data Entry	Enter COMMUNTED LEAVE CONVERTED INTO HALF PAY LEAVE TWICE OF COL.7

Confirm SR Data:

Finance Department
Govt. of Andhra Pradesh

eService Book Entry

- PART 1. Personal Details
- PART 2. Nomination Details
- PART 3. SR Events
- PART 4. Leave Travel Concession Details
- PART 5. Departmental Tests & Training Details
- PART 6. Incentives
- PART 7. Document Uploads
- PART 8. Leave Ledger
- PART 9. ESR Confirmation
- Contact Us
- Login

Last Login: First Time Login Welcome! ABDULLA SHAIK (14467103) / Log-Out

Employee Status

Name	ABDULLA SHAIK
Date of Birth	07/06/1994
Date of Joining	07/05/2018
CFMS ID	14467103
Status	Active
Department	Director General & Inspector General of Police

Employee ESR Final Confirmation

ESR Data Entry Not Completed / Confirmation Pending / Service Book Copy not uploaded

Upload Service Book Copy

Choose File No file chosen Upload Service Book Copy Click to View Uploaded Service Book Copy

Employee ESR Part Wise Confirmation

Verify from Part 1 to Part 11 and Confirm the ESR Details

PART NO.	PART NAME	Action	Confirmed	Not Confirmed
1	Personal Details	Basic Details Photo Details Family Details Education Details	Address Details Home Town Details Account Details	
2	Certificate Details	Immutable Certificates Mutable Certificates	Properties	

Sl. No	Column (Field) Name	Type of Field	Remarks
Upload Service Book Copy			
1	Upload Service Book Copy	Choose File	Upload Service Book Copy

- In this sub menu, employee can view all the filled parts in a tabular form. Employee has to visit each tab and confirm the details Part wise. Respective screens are shown below.
- If any field is unfilled, system throws an alert stating the employee to fill the respective fields. Then employee has to add the service details through eService register parts and save the data.
- The employee can edit the service details any point of time only before his / her details are being confirmed by the respective DDO. If DDO & Head Office confirms the service details of the employees then no modifications are allowed at any given

