

**GOVERNMENT OF ANDHRA PRADESH
DIRECTORATE OF TREASURIES AND ACCOUNTS, MANGALAGIRI**

Cir.Memo.No.FIN02-160134/5/2023-F SEC-DTA Dt:28/06/2023

Sub: T & A Dept.,- DTA-NPS-New PRAN Generation Tile in HERB portal
-Instructions-Reg.

Ref:- Documentation of New PRAN generation Tiles, received from APCFSS
Authorities.

Personal attention of all DTAO's, ATO's & STO's in the state is drawn to the subject and reference cited. It is to inform you that as a part of roll out of HERB portal, a new module is developed for the generation of PRAN Accounts for the New Employee and Existing Employee in the State Government who have not obtained PRAN Account.

In this connection, the new procedure for the generation of new PRAN numbers for the new employee and existing employee is enclosed below for ready reference. Further, in this regard, the existing offline procedure for generation of New PRAN through Annexure-S1 to CRA facilitation centers is no longer needed and acceptance of Annexure-S1 form the Drawing and Disbursement Officers in physical mode should not be entertained at Treasury offices in the state from now onwards.

Hence, all the District Treasury Accounts officers of DTAO in the State are hereby instructed to adopt the New procedure for PRAN Account generation developed in Herb Portal and shall take necessary action to communicate these instructions to all the Divisional Sub Treasuries / Sub Treasuries / Drawing and Disbursing Officers under their jurisdiction by prominently displaying in their Notice Board as well as by way of any other possible communication and see that these instructions are strictly complied with.

N. Mohana Rao
Director of Treasuries and Accounts

Encl:As above
To

All the DTAOs/ Assistant Treasury Officers / Sub Treasury Officers in the State (through FTP), with a request **to direct the same to all the Drawing and Disbursing Officers under their jurisdiction** by prominently displaying in their Notice Board as well as by way of any other possible communication.

Copy

to

- 1). The Pay and Accounts officer, Mangalagiri, AP for information and necessary action.
- 2). All the Resource persons at the District Treasuries (through FTP) for their personal attention.

USER MANNUAL

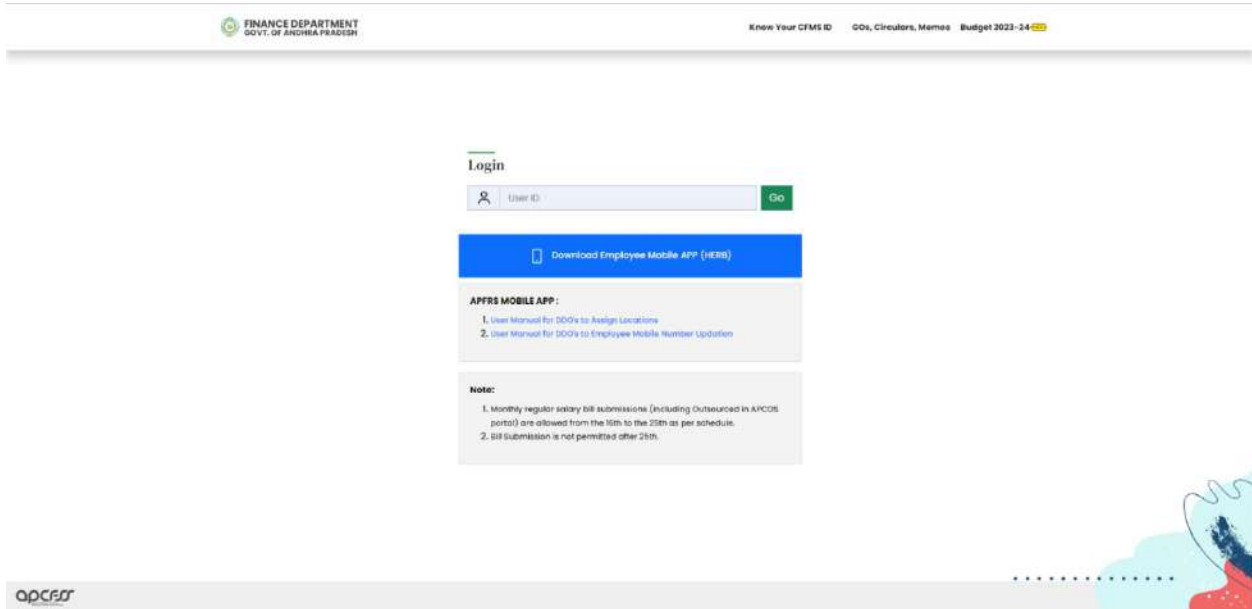
FOR

New Employee

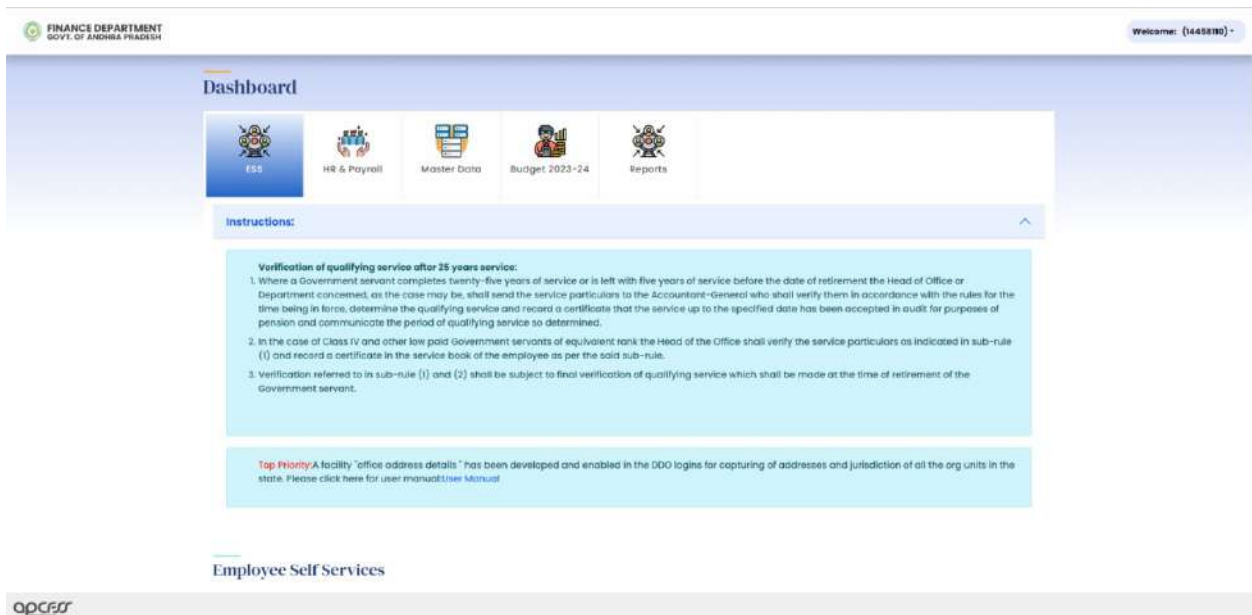


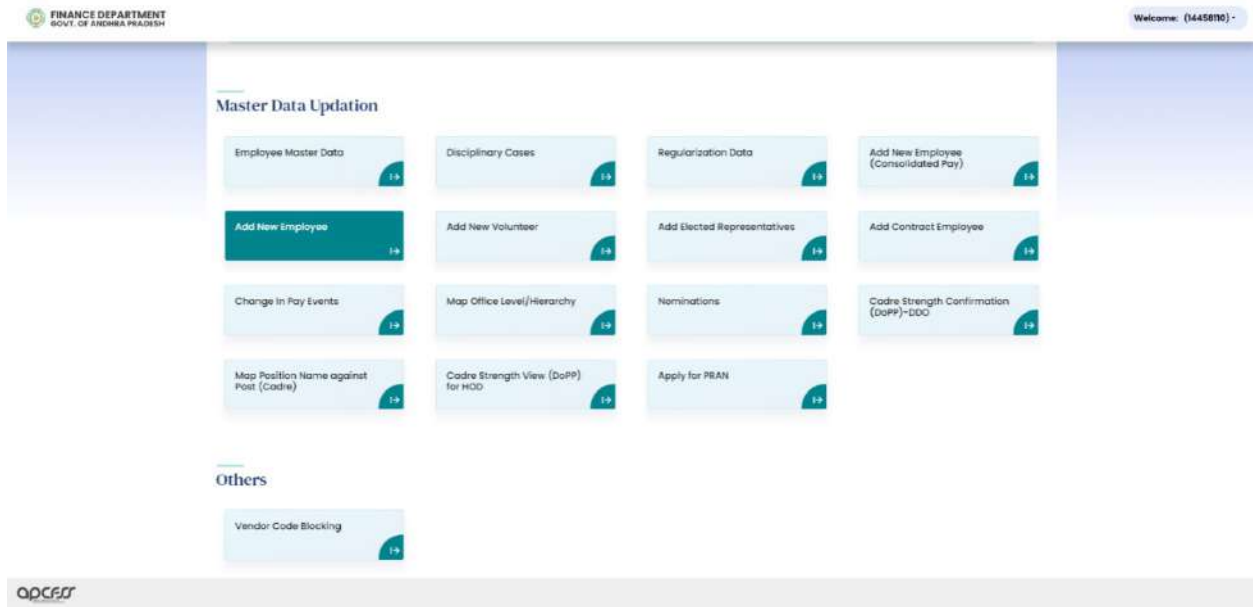
APPLYING FOR ALL SERVICES AND ONE TIME REGISTRATION FOR
APGLI, EHS AND PRAN NUMBER

The DDO will log in to HERB Portal, by giving the URL www.herb.apcfss.in in the address bar. The DDO will give the Username and will click on 'Go' button, now a new field will be shown below asking for the Password. Once the DDO enters the validated password he/she successfully navigates to the 'Dashboard'.

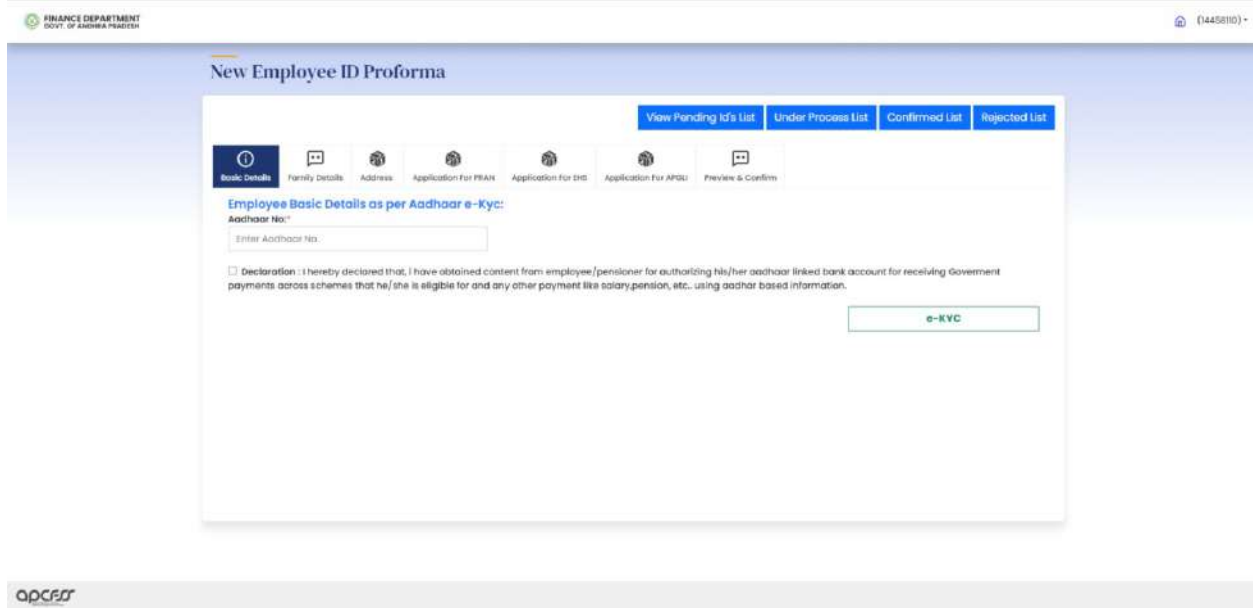


In the Dashboard, the DDO selects the 'Master Data' tab. After scrolling down under the 'Master Data Update' sub head, he/she will click on 'Add New Employee' tile.

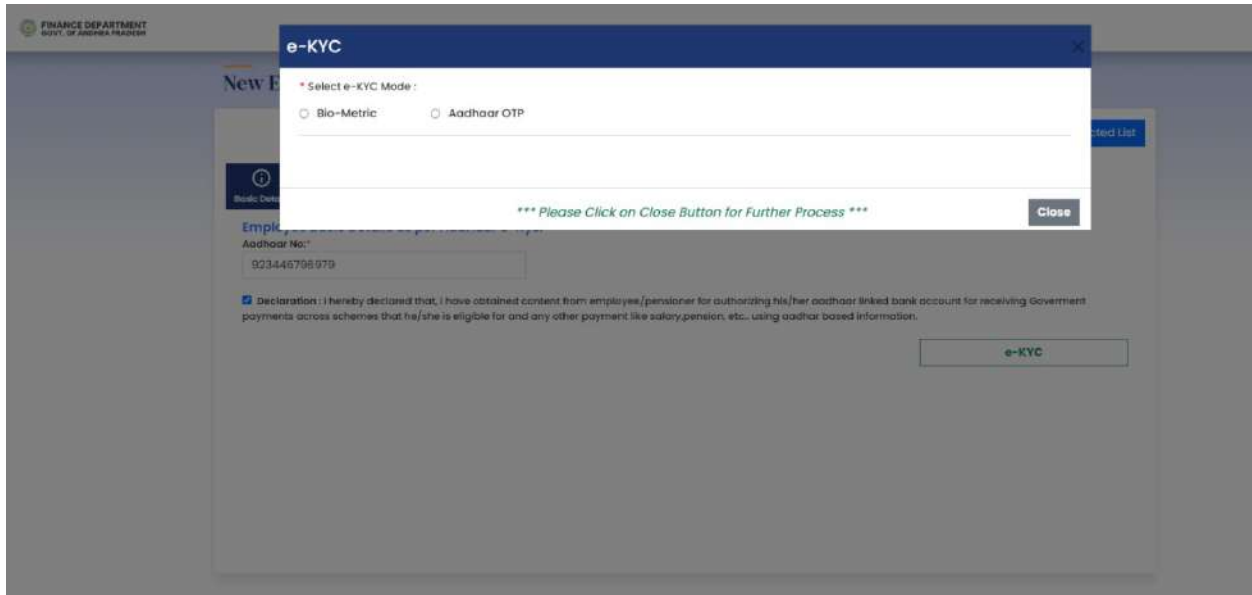




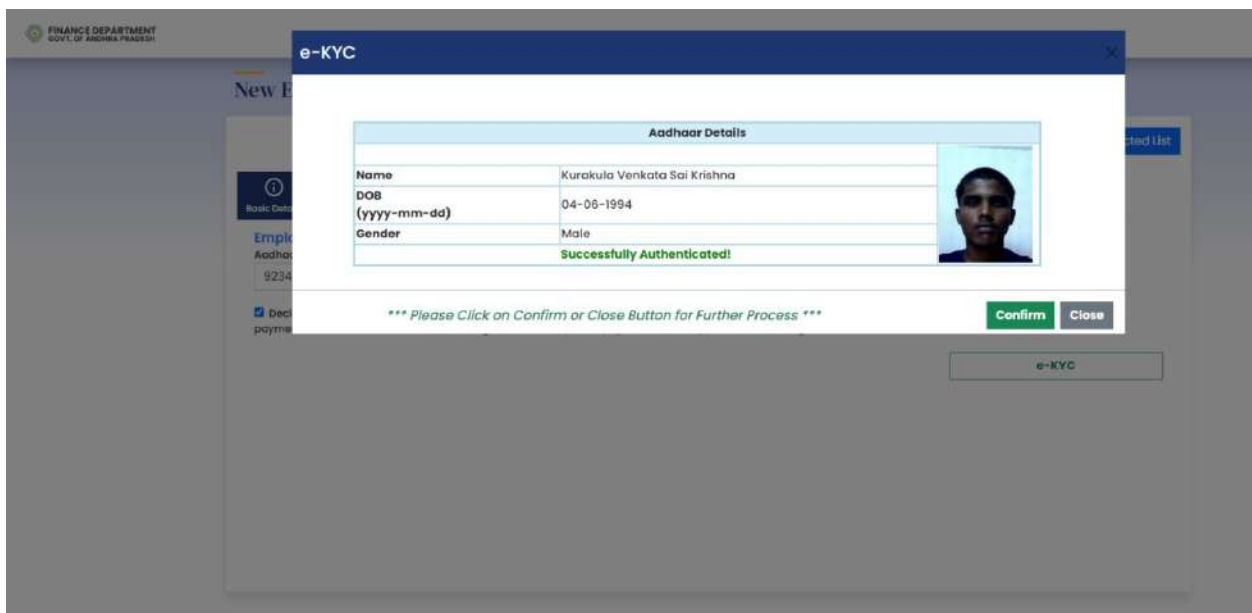
Now the DDO is redirected to 'New Employee ID Proforma' page. Under basic details, Aadhar number is asked for e-kyc process. The DDO will enter the employee 'Aadhar Number' and will check mark the declaration and proceeds for E-Sign.



The DDO will ask for two modes of e-sign, one is biometric based and the other is 'e-astakshari' Aadhar OTP based. The DDO will select the comfortable feature and will proceed further.



After successful 'e-kyc' employee data will populate as below, the DDO will verify the Aadhar details of the employee and will click on 'Confirm' button.



Now under the basic details tab in the application, user will add the valid details of the employee like the name, date of birth, surname, community details etc., under the personal details. The above details are followed by employment and pay details like employee group, PRC category, pay scale group etc., this is followed by File uploads like photo, pan card copy, bank passbook upload etc.

New Employee ID Proforma

[View Pending Id's List](#)
[Under Process List](#)
[Confirmed List](#)
[Rejected List](#)

[Basic Details](#)
[Family Details](#)
[Address](#)
[Application For PAN](#)
[Application For IIS](#)
[Application For APIS](#)
[Preview & Confirm](#)

Employee Basic Details as per Aadhaar e-Kyc:

Aadhaar No.:" 923446796979
 Employee First Name:" Kurukula Venkata Sai Krishna
 Community:" Select...
 Title:" Select...
 Surname:" Enter surname
 Date Of Birth(DD/MM/YYYY):" 04/06/1994
 Is Caste Certificate Scanned Copy Available :"
 Yes No

[Check Community Details](#)

FINANCE DEPARTMENT GOVT. OF ANDHRA PRADESH 14458110 (14458110) -

Office Details

DDO Code:" 0210307001---GOVT JUNIOR COLLEGE PA... X
 Org Unit| Office Name:" 20072344---GOVT JUNIOR COLLEGE PAYA... X
 Position:" 30658046---COMMERCE X
 HOA:" Select...
 Designation:" Select...

Employment & Pay Details

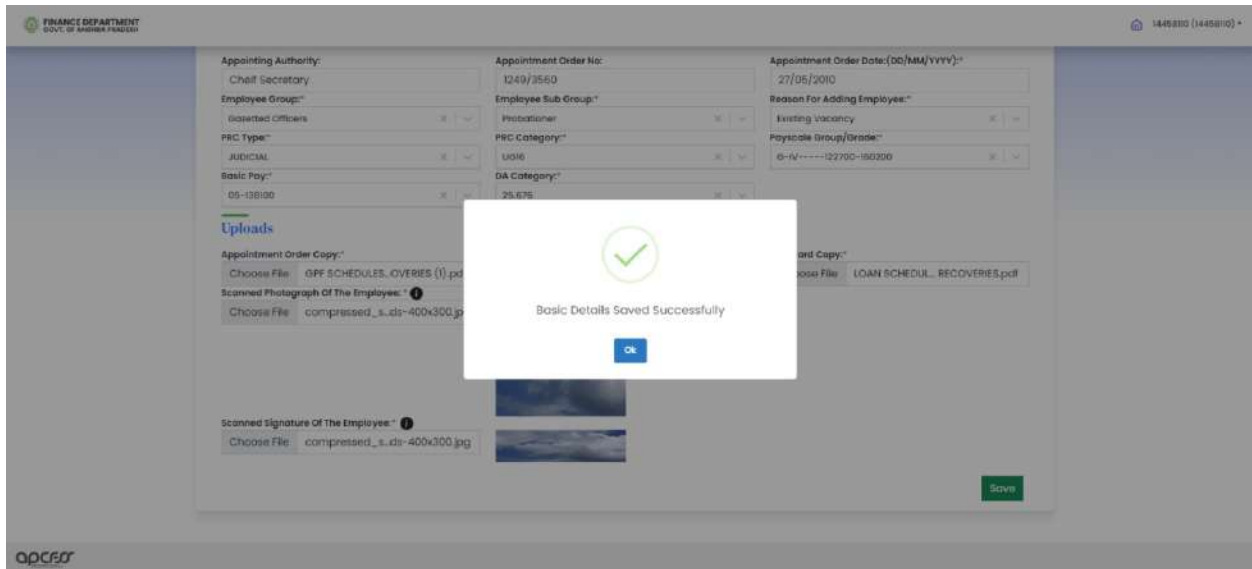
Appointing Authority: Enter Appointing Authority
 Appointment Order No: Enter Appointment order no
 Appointment Order Date:(DD/MM/YYYY):" Select Date
 Employee Group:" Select...
 Employee Sub Group:" Select...
 Reason For Adding Employee:" Select...
 PRC Type:" Select...
 PRC Category:" Select...
 PayScale Group/Grade:" Select...
 Basic Pay:" Select...

Uploads

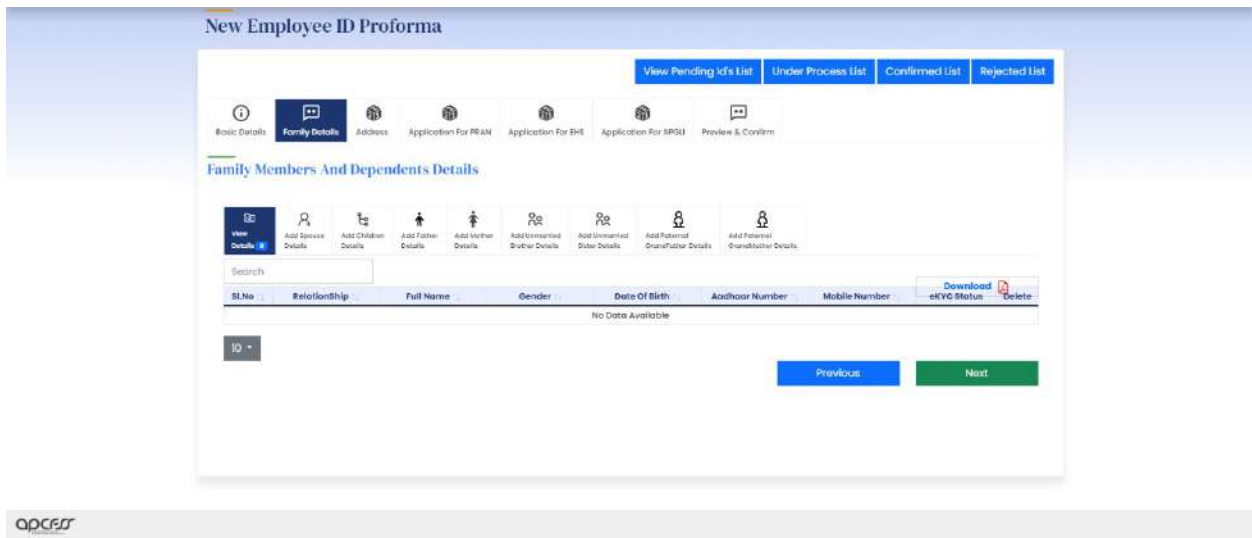
Appointment Order Copy:" Choose File No file chosen
 Bank Pass Book Copy:" Choose File No file chosen
 PAN Card Copy:" Choose File No file chosen
 Scanned Photograph Of The Employee:" Choose File No file chosen
 Scanned Signature Of The Employee:" Choose File No file chosen

[Save](#)

After entering all the mandatory fields and furnishing all the details of the employee, the DDO will click on the save button.



Now the DDO is redirected to the family details tab in the 'New Employee ID Proforma' page. The DDO will collect the family details of the employee like spouse, children, father, mother, un-married brother, grand parents' details etc. And after capturing all the relevant information, the DDO will click on 'Next' button.



Now in the 'Address' tab, the DDO insert the communication details like mobile no, place of birth, mail id, hamlet. Communication details are followed by correspondence address details, here the address of the employee is captured. The DDO asks the employee for address proof and uploads it.

New Employee ID Proforma

View Pending Id's List Under Process List Confirmed List Rejected List

Basic Details Family Details **Address** Application For PRAN Application For DHS Application For APRU Previous & Confirm

Communication Details

Mobile No.*
Enter telephone No

Email.*
Enter email

Place/City Of Birth.*
Place of Birth

Hamlet.*
Enter Hamlet

Correspondence Address

Address Type.*
Residential

District.*
Select...

House No./Flat No.*
Enter House No

Pincode.*
Enter Postal Code

Address Proof.*
Select...

Core Of.*
Core of...

Mandol.*
Select...

Road/Street.*
Enter Street name

Nearest Airport.*
Enter Nearest Airport...

State.*
Andhra Pradesh

Village.*
Select...

Landmark.*
Enter Landmark

Nearest Railway Station.*
Enter Nearest Railway Station...

opcess

Correspondence address is followed by permanent address and hometown address. Once all the details are entered correctly user will click on 'Save' button.

FINANCE DEPARTMENT
GOVT. OF ANDHRA PRADESH

1449880 (1449810)

Some As Correspondance Address

Address Type.*
Residential

District.*
SRIRAJULAM

House No./Flat No.*
123

Pincode.*
520090

Address Proof.*
AACHAR CARD

Core Of.*
K. Thirupathiiah

Mandol.*
AMADALAVALESA

Road/Street.*
12

Nearest Airport.*

State.*
Andhra Pradesh

Village.*
GARMILLA KOTHAVAIAS

Landmark.*
teja complex

Nearest Railway Station.*
Srikulom

ADDRESS DETAILS SAVED SUCCESSFULLY

OK

Home Town Address

Some As Correspondance Address

Address Type.*
Residential

District.*
SRIRAJULAM

House No./Flat No.*
123

Pincode.*
520090

Road/Street.*
12

Nearest Airport.*
vilog

State.*
Andhra Pradesh

Village.*
BELLIA KOTHAVAIAS

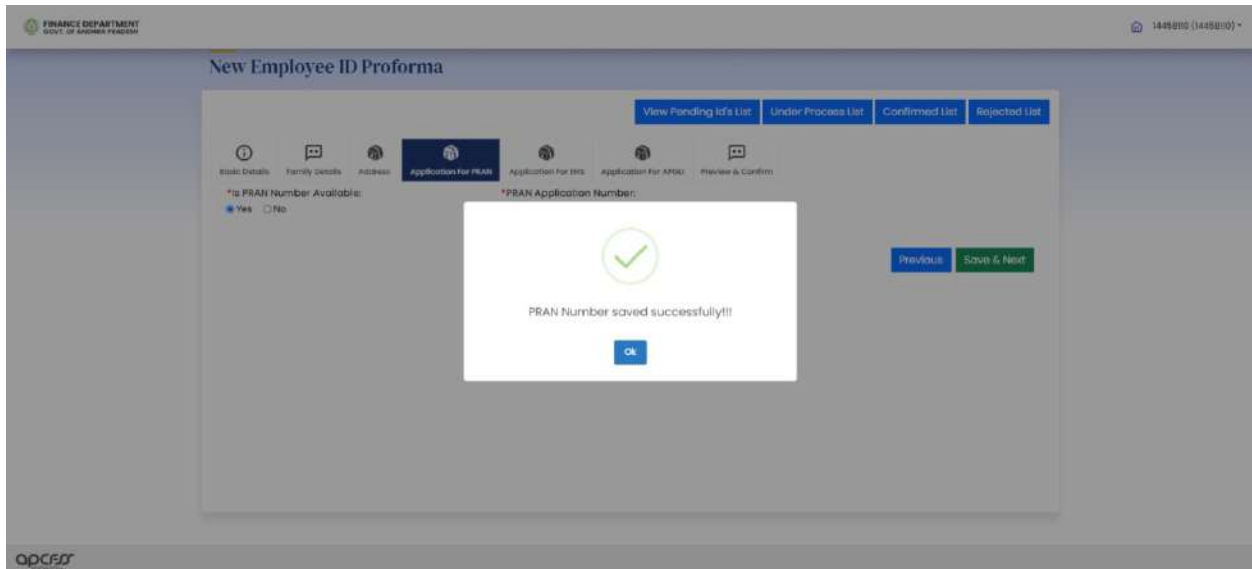
Landmark.*
teja complex

Nearest Railway Station.*
srikulom

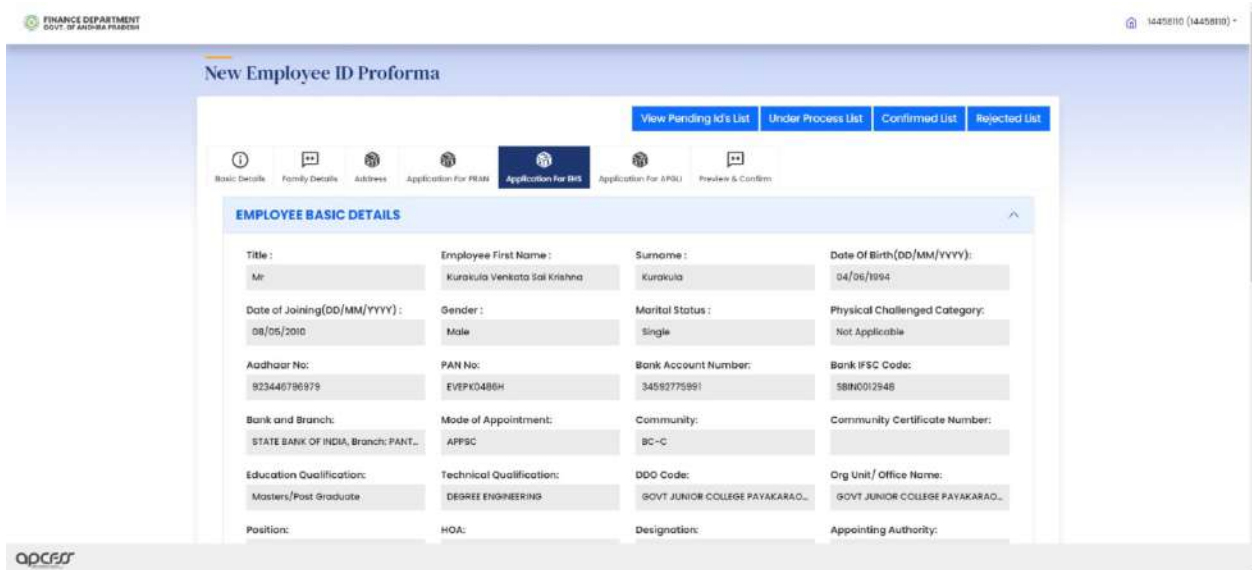
Previous Save

opcess

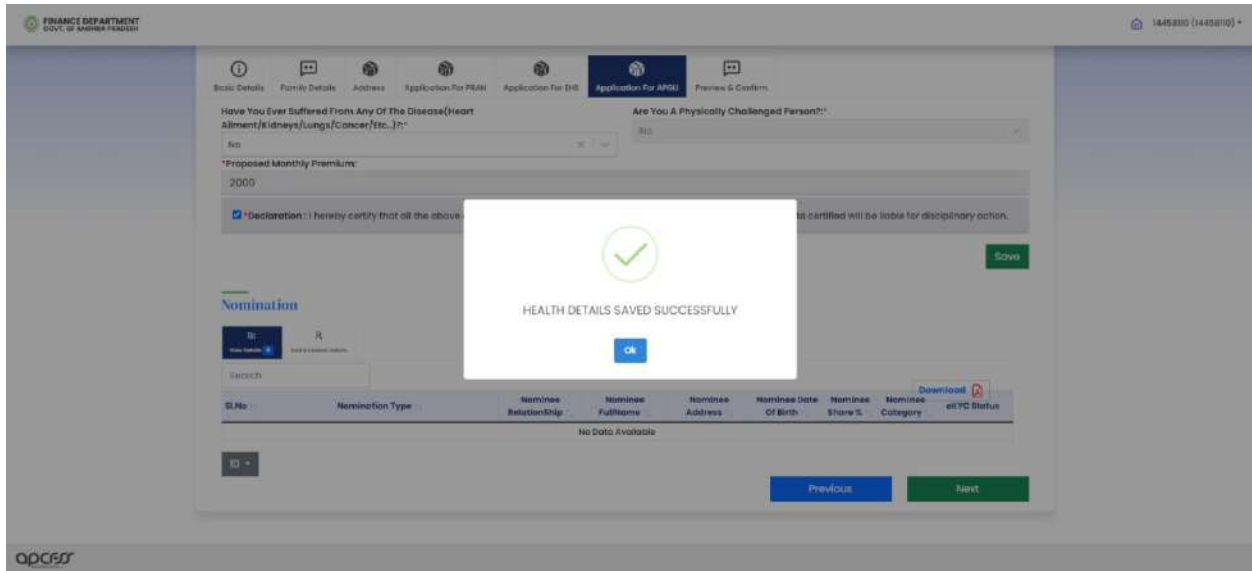
Now the user is re-directed to 'Application for PRAN' tab, in the same page. Here the DDO have to take confirmation from the employee whether the employee have PRAN Number already or not. If 'yes' details of the PRAN Application number must be entered. If 'No' fields in the PRAN application form must be filled. After successful completion of PRAN process the DDO will click on 'Save & Next' button.



Now the DDO is re-directed to 'Application for EHS' tab in the same page, here all the before mentioned details are displayed for cross-verification. If the employee needs EHS Facility the DDO will check all the details and will click on 'Save' button. Then the EHS application details are successfully saved.

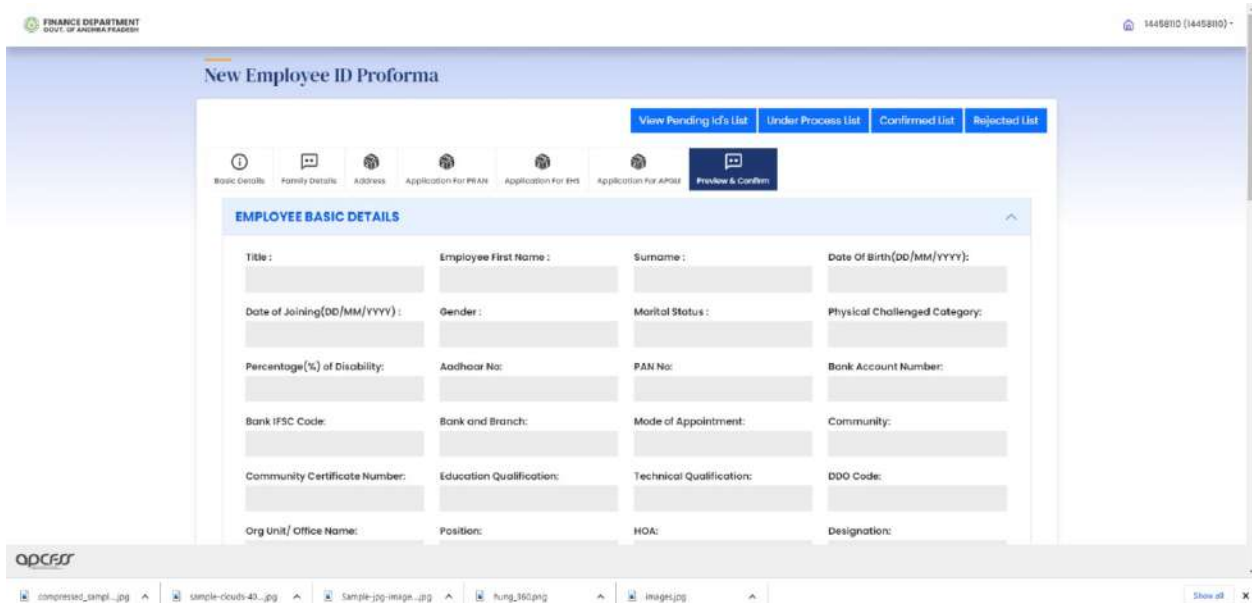


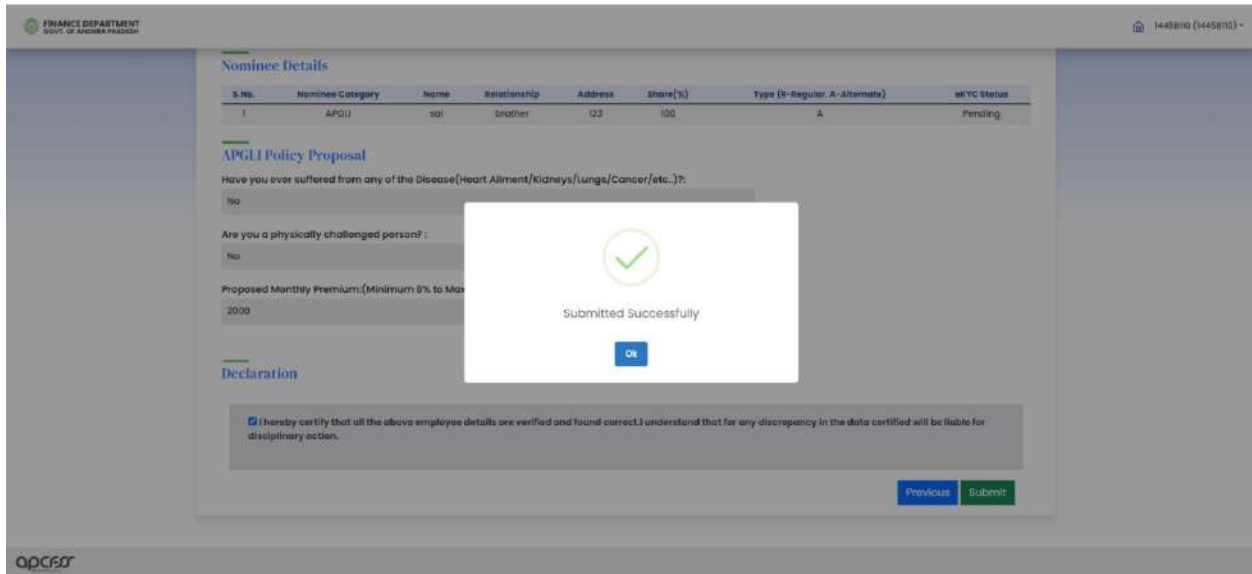
This was followed by 'Application for APGLI' process. Here the DDO selects the nominee from the family members as requested by the employee. In this page the data regarding to employee health and disability is captured. Information regarding the proposed monthly premium is displayed and declaration is checked and saved.



The DDO clicks on 'Next' button after selecting the nominee's and their respective share percentages.

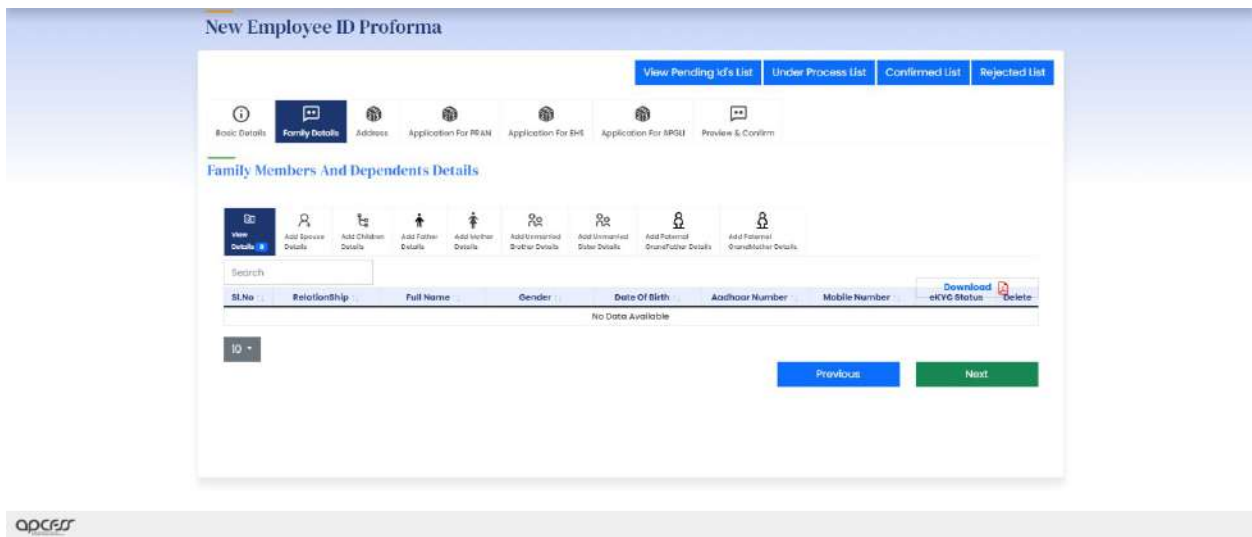
Now in the last tab, all the details entered by the DDO with respect to the employee from the first tab is displayed. Then the DDO will verify all the details and accept the declaration at the end of the page and will click on 'Submit' button.





Now the DDO after biometric authentication will forward the applications to the STO. The concerned STO mapped to the DDO Code office will verify all the details and, on his discretion, and validity binding to the service rules will approve or reject the application.

The current status is reflected to the concerned DDO on a real-time basis. The DDO will have four tabs at the first page.



By clicking on the 'View Pending ID's List' button. Pending applications list is displayed.

List of New Employees Pending for CFMS ID

1. DDO has to submit New Proforma Basic details, Address details, Family details, Nominee details in Application for PRAN (CPS), Health details in Application for APQU and Nominee details in Application for APQL After submitting all these details, DDO is allowed to confirm New Proforma with Biometric Authentication and forward it to STO/PAO.
 2. Select the check box against the employee and click on Biometric button to confirm. Once Confirmed the data will be forwarded to respective STO/PAO.
 3. To check the status for submitted employees, click on Under process list/Confirmed list/Rejected List. DDO has to resubmit the data if STO/PAO rejected the request.

[Back](#)

<input type="checkbox"/>	Check Status	Sl.No	Request Id	DDO Code	Org Id	Position Id	Designation	Name	Surname	Edit Details	Delete
<input type="checkbox"/>		1	165676	0380307008	20072344	30558057	Typist	Anandara Bama Narasimha	Anandara		
<input type="checkbox"/>		2	165708	0380307008	20072344	30558045	Jl In Electr and Electric Technician	Naga Sasimya	Ravutha		
<input type="checkbox"/>		3	165686	27000702001	20000028	300808H	Senior Accountant	Sriparvathi	Ravutha		

Items per page: 10 | 1-3 of 3 |

[Biometric](#)

Before biometric authentication, facility is provided to the DDO to edit or delete the records.

By clicking on the 'Under Process list' tab, list of applicants pending at STO for verification and confirmation will be displayed.

FINANCE DEPARTMENT
SOFT. OF ANDHRA PRADESH

1445880 (1445880) -

Under Process List

[Back](#)

S.No	Request Id	DDO Code Id	Employee Name	DDO Code	Org Name	Position Name	HEMS Id	Ticket No	PayScale	STO CFMS Id	STO Name	View
1	165568	1445880	Igthlgr sdhd	27000702001	20000028-DIRECTORATE OF TREASURES AND ACCOUNTS	30001507-null	2585753	TKCET0000165568	UGC	0		
2	165568	1445880	Igthlgr sdhd	27000702001	20000028-DIRECTORATE OF TREASURES AND ACCOUNTS	30001507-null	2585753	TKCET0000165568	UGC	1445880	Radhika Thu pakula	
3	165569	1445880	Abdulra Patta	27000702001	20000028-DIRECTORATE OF TREASURES AND ACCOUNTS	30001507-null	123457	TKCET0000165569	State	0		
4	165569	1445880	Abdulra Patta	27000702001	20000028-DIRECTORATE OF TREASURES AND ACCOUNTS	30001507-null	123457	TKCET0000165569	State	1445880	Radhika Thu pakula	
5	165570	1445880	test test	27000702001	20000028-DIRECTORATE OF TREASURES AND ACCOUNTS	30001507-null	1447201	TKCET0000165570	JUDICIAL	0		
6	165570	1445880	test test	27000702001	20000028-DIRECTORATE OF TREASURES AND ACCOUNTS	30001507-null	1447201	TKCET0000165570	JUDICIAL	1445880	Radhika Thu pakula	
7	165571	1445880	Sriparvathi Ravutha	27000702001	20000028-DIRECTORATE OF TREASURES AND ACCOUNTS	30001507-null	7000069	TKCET0000165571	JUDICIAL	0		
8	165571	1445880	Sriparvathi Ravutha	27000702001	20000028-DIRECTORATE OF TREASURES AND ACCOUNTS	30001507-null	7000069	TKCET0000165571	JUDICIAL	1445880	Radhika Thu pakula	
9	165574	1445880	Chaitu Gollapalli	27000702001	20000028-DIRECTORATE OF TREASURES AND ACCOUNTS	30001507-null	7000061	TKCET0000165574	State	0		
10	165574	1445880	Chaitu Gollapalli	27000702001	20000028-DIRECTORATE OF TREASURES AND ACCOUNTS	30001507-null	7000061	TKCET0000165574	State	1445880	Radhika Thu pakula	
11	165576	1445880	Saima Shaik	27000702001	20000028-DIRECTORATE OF TREASURES AND ACCOUNTS	30001507-null	7000069	TKCET0000165576	State	0		
12	165576	1445880	Saima Shaik	27000702001	20000028-DIRECTORATE OF TREASURES AND ACCOUNTS	30001507-null	7000069	TKCET0000165576	State	1445880	Radhika Thu pakula	

By clicking on the 'Confirmed list' button, list of applications confirmed by the STO is displayed.

Confirmed List

[Back](#)

S.No	Request Id	DDO Cms Id	Employee Name	DDO Code	Org Name	Position Name	PayScale	HEMS Id	Ticket No	CFMS Id	View
1	165543	1445810	VENKATESWARA RAO BODDAPATI	270007020	20000028-DIRECTORATE OF TREASURES AND ACCOUNTS	30001506-null		2704099	TICKET0000165543	15095208	
2	165543	1445810	VENKATESWARA RAO BODDAPATI	270007020	20000028-DIRECTORATE OF TREASURES AND ACCOUNTS	30001506-null		2704099	TICKET0000165543	15095208	
3	165552	1445810	ghis ghgh	270007020	20000028-DIRECTORATE OF TREASURES AND ACCOUNTS	30001506-null		2704099	TICKET0000165552	15095211	
4	165552	1445810	ghis ghgh	270007020	20000028-DIRECTORATE OF TREASURES AND ACCOUNTS	30001506-null		2704099	TICKET0000165552	15095211	
5	165553	1445810	ghgh ghgh	270007020	20000028-DIRECTORATE OF TREASURES AND ACCOUNTS	30001501-null		1412953	TICKET0000165553	15095206	
6	165553	1445810	ghgh ghgh	270007020	20000028-DIRECTORATE OF TREASURES AND ACCOUNTS	30001501-null		1412953	TICKET0000165553	15095206	
7	165554	1445810	first name one one	270007020	20000028-DIRECTORATE OF TREASURES AND ACCOUNTS	30001499- JUNIOR ACCOUNTANT		2704099	TICKET0000165554	15095208	
8	165554	1445810	first name one one	270007020	20000028-DIRECTORATE OF TREASURES AND ACCOUNTS	30001499- JUNIOR ACCOUNTANT		2704099	TICKET0000165554	15095208	
9	165560	1445810	chandra Yamamsetti	270007020	20000028-DIRECTORATE OF TREASURES AND ACCOUNTS	30001554-null	Consolidated Pay		TICKET0000165560	12345678	
10	165560	1445810	chandra Yamamsetti	270007020	20000028-DIRECTORATE OF TREASURES AND ACCOUNTS	30001554-null	Consolidated Pay		TICKET0000165560	12345678	
11	165565	1445810	aruna aruna	270007020	20000028-DIRECTORATE OF TREASURES AND ACCOUNTS	30001507-null	Consolidated Pay	2589753	TICKET0000165565	12345678	
12	165565	1445810	aruna aruna	270007020	20000028-DIRECTORATE OF TREASURES AND ACCOUNTS	30001507-null	Consolidated Pay	2589753	TICKET0000165565	12345678	



By clicking on the 'rejected list' tab, applicants rejected by the STO are displayed along with the remarks of the STO.

Rejected List

[Back](#)

S.No	Request Id	DDO Cms Id	Employee Name	DDO Code	Org Name	Position Name	PayScale	HEMS Id	Ticket No	Remarks	View
1	165540	1445810	Nagaraju Yamamsetti	270007020	20000028-DIRECTORATE OF TREASURES AND ACCOUNTS	30001497-null			TICKET0000165540	Adhior and Pan Number one n of valid for this employee	
2	165540	1445810	Nagaraju Yamamsetti	270007020	20000028-DIRECTORATE OF TREASURES AND ACCOUNTS	20001497-null			TICKET0000165540	Adhior and Pan Number one n of valid for this employee	
3	165541	1445810	Marjarama Pendra	270007020	20000028-DIRECTORATE OF TREASURES AND ACCOUNTS	20001501-null			TICKET0000165541	tested by aruna today	
4	165541	1445810	Marjarama Pendra	270007020	20000028-DIRECTORATE OF TREASURES AND ACCOUNTS	20001501-null			TICKET0000165541	tested by aruna today	
5	165551	1445810	first name sumama	270007020	20000028-DIRECTORATE OF TREASURES AND ACCOUNTS	30001506-null	Consolidated Pay	7800543	TICKET0000165551		
6	165551	1445810	first name sumama	270007020	20000028-DIRECTORATE OF TREASURES AND ACCOUNTS	30001506-null	Consolidated Pay	7800543	TICKET0000165551		
7	165554	1445810	sdhjd sdhjd	270007020	20000028-DIRECTORATE OF TREASURES AND ACCOUNTS	20001507-null	Consolidated Pay	1445810	TICKET0000165554		
8	165554	1445810	sdhjd sdhjd	270007020	20000028-DIRECTORATE OF TREASURES AND ACCOUNTS	20001507-null	Consolidated Pay	1445810	TICKET0000165554		
9	165557	1445810	aruna Sumama	270007020	20000028-DIRECTORATE OF TREASURES AND ACCOUNTS	30001507-null	UDC	1445810	TICKET0000165557	Sufficient Data Not Available	
10	165557	1445810	aruna Sumama	270007020	20000028-DIRECTORATE OF TREASURES AND ACCOUNTS	30001507-null	UDC	1445810	TICKET0000165557	Sufficient Data Not Available	



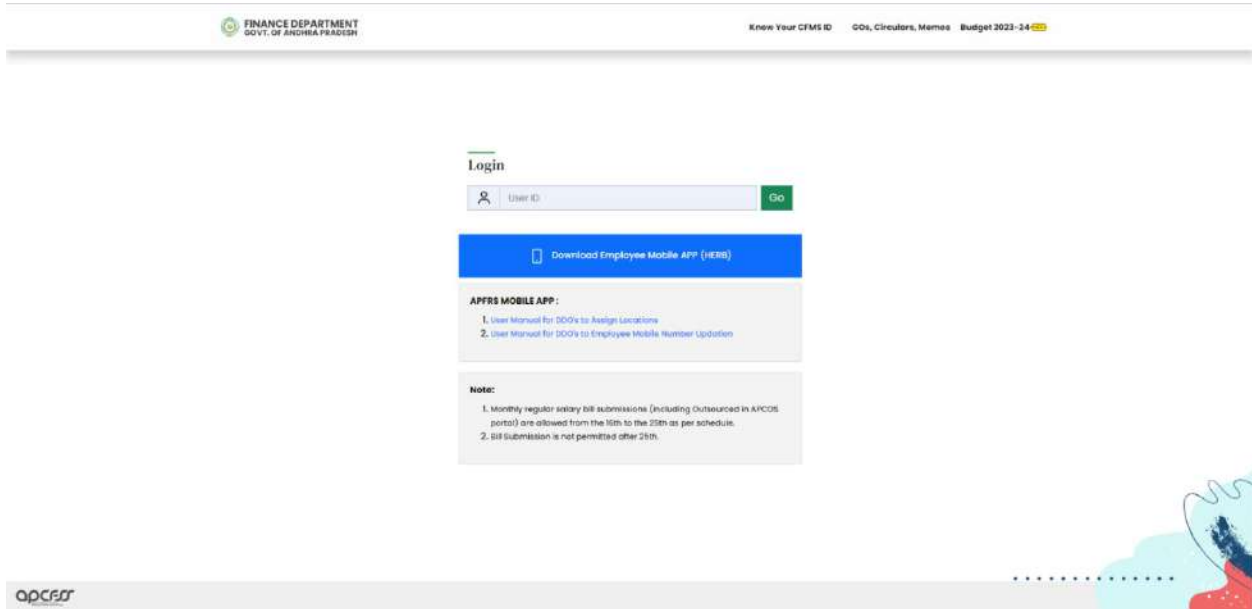
Thank you.

USER MANNUAL
FOR
Existing Employee

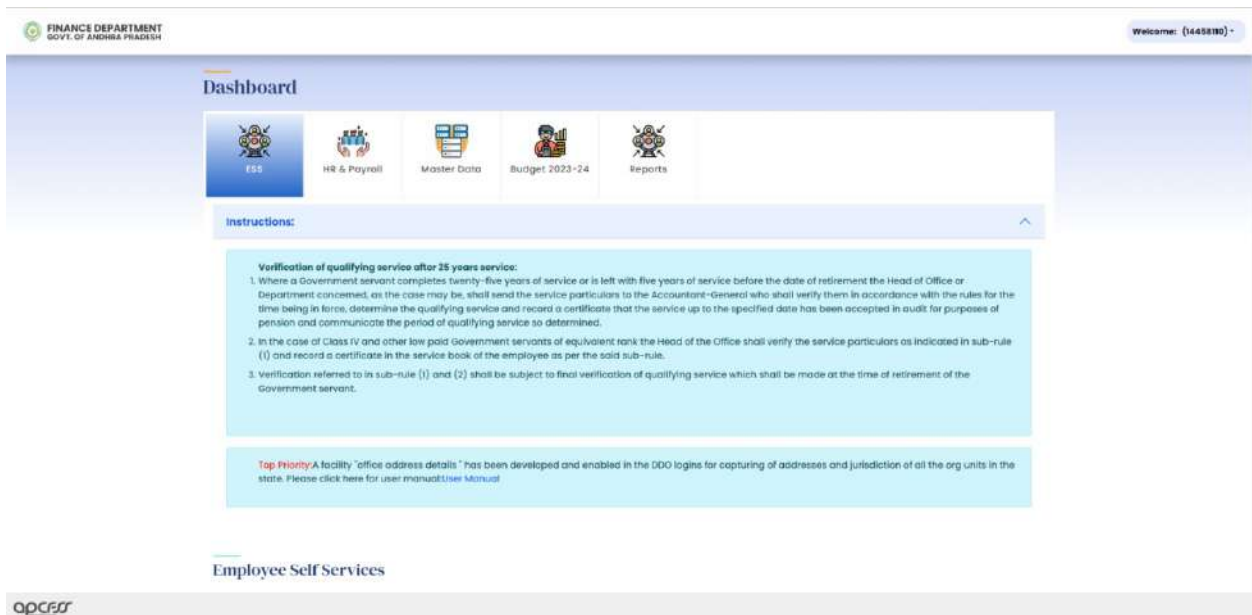


APPLYING FOR PRAN

The Drawing and Disbursement Officer (DDO) will log in to HERB Portal, by giving the URL www.herb.apcfss.in in the address bar. The DDO will give the Username and will click on 'Go' button, now a new field will be shown below asking for the Password. Once the DDO enters the validated password he/she successfully navigates to the 'Dashboard'.

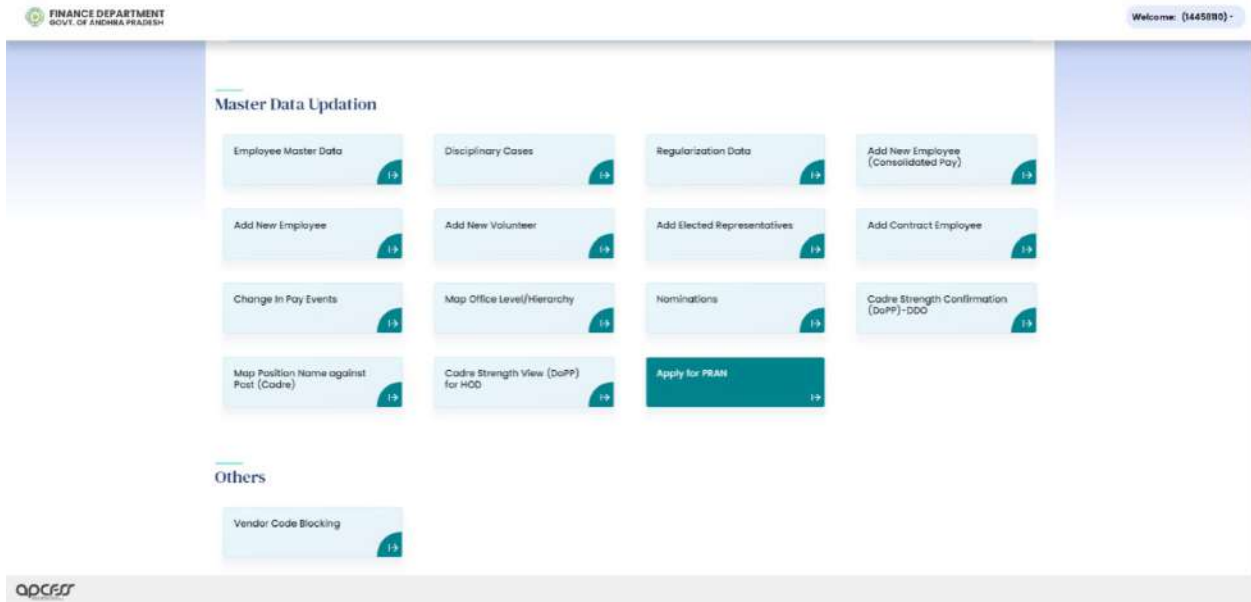


In the Dashboard, the DDO selects the 'Master Data' tab. After scrolling down under the 'Master Data Update' sub head, he/she will click on 'Apply for PRAN' tile.

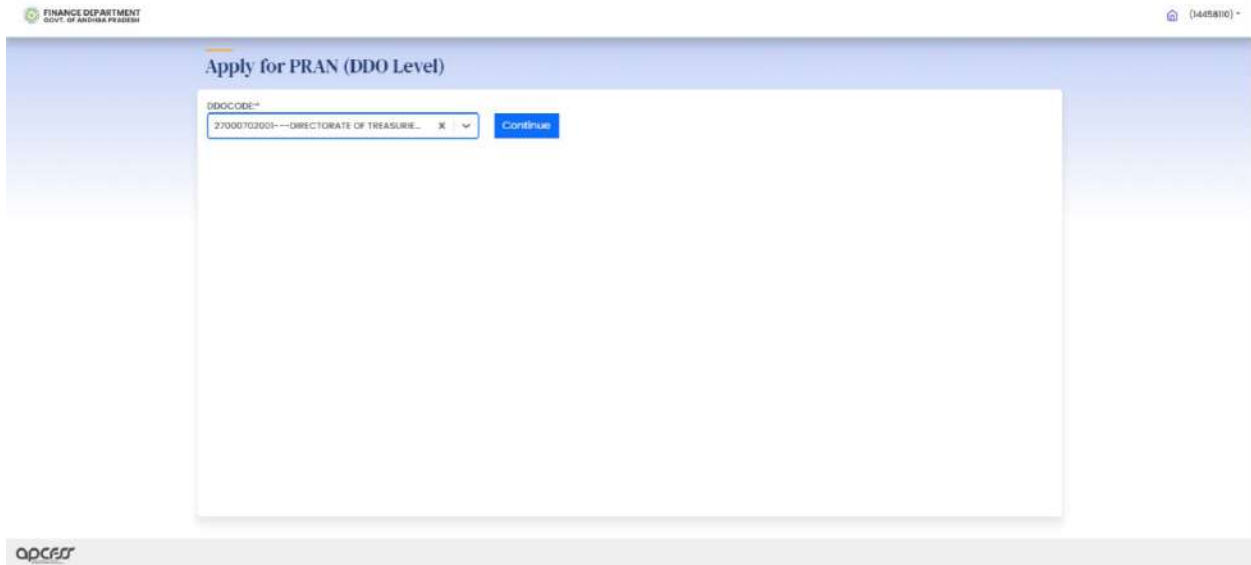


For applying for PRAN Account in respect of existing employees, the employee has to submit photo and signature to the DDO for processing his/her request in HERB LOGIN.

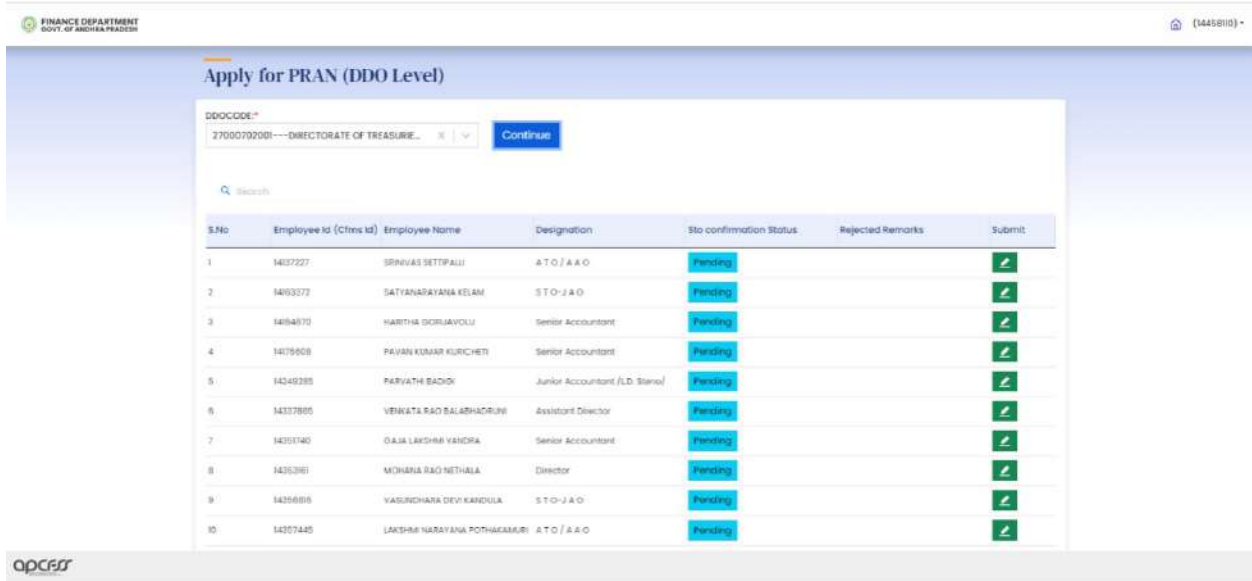
DDO User will click on 'Apply for PRAN' in the master data update page.



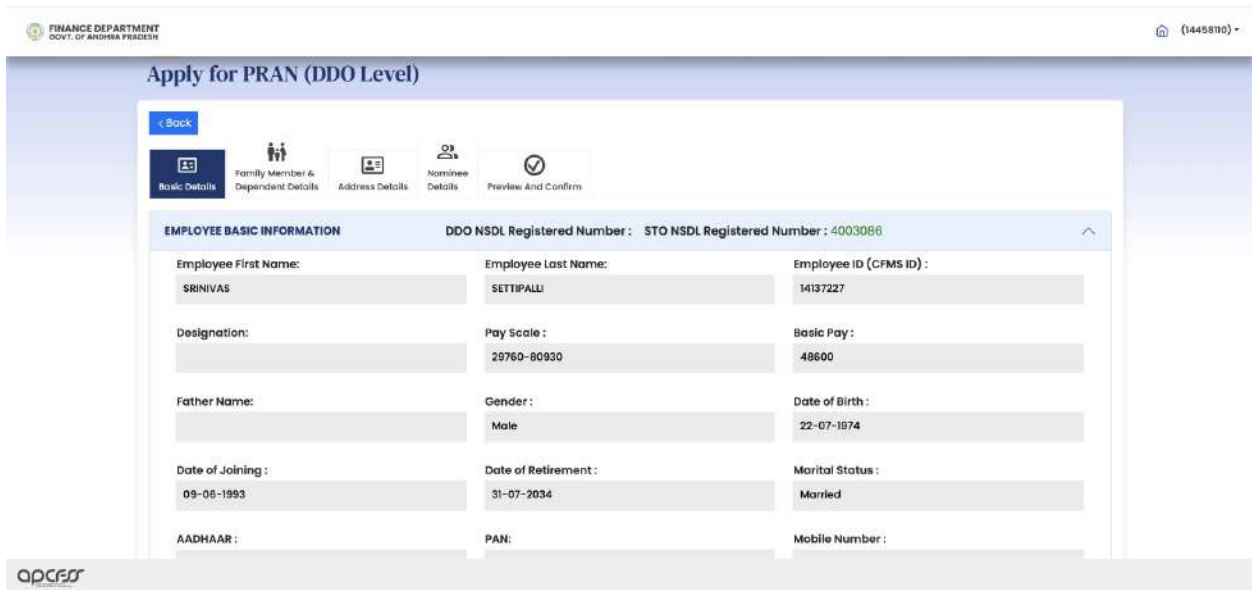
Here the DDO will select the DDO Code and will click on 'Continue' button.



All the employees under this specific DDO Code will list accordingly.



The DDO have to click on 'Submit' button against the employee for whom PRAN has to be applied. Then all the details of employee will be displayed along with the DDO NSDL Registered Number and STO NSDL Registered Number.



Then the DDO has to upload the scanned documents of photo and signature in .jpg format (Max 100 kb). Then the DDO has to click save and next button.

FINANCE DEPARTMENT
GOVT. OF ANDHRA PRADESH

http://pranodentry.in

(14458110)

Bank Account Details

IFSC code :	Account Number :	Bank Name :
SBIN0018876	33093832323	STATE BANK OF INDIA
Branch Name:	Branch Address :	City :
TREASURY BRANCH IBRAHIMPATNAM	'ANJANEYA TOWERS,1ST FLR'	IBRAHIMPATNAM

Photo And Signature Uploads

*Photo Upload (maximum 100kb):	*Signature Upload (maximum 100kb):
Choose File 195250.jpg	Choose File 195250.jpg
Required	Required

Save & Next

apcfsr

As per the procedure mentioned in PRAN process for 'New Employee', the DDO will navigate through all the details of family members, nominee and address.

The DDO will preview and confirm it. Now the request shall be forwarded to the mapped Treasury officer for verification.

The concerned STO mapped to the DDO Code office will verify all the details and, on his discretion, he/she will approve or reject the application.

Approved PRAN Details will be reflected in the respective log in of employee and DDO for download, where the rejected list is pushed back to the DDO with remarks for correction.

After correcting the mentioned remarks in the rejection list, DDO will once again push the details for the STO for his approval.

Thank you.

