



FINANCE DEPARTMENT
GOVT. OF ANDHRA PRADESH

USER MANUALS- PENSION

Better Systems for Better Governance

APCFSS

ANDHRA PRADESH
Centre for Financial
Systems and Services

Designed &
Developed by



APCFSS

Andhra Pradesh Centre for Financial Systems and services

USER MANUAL – PENSION APPLICATION FOR EMPLOYEES



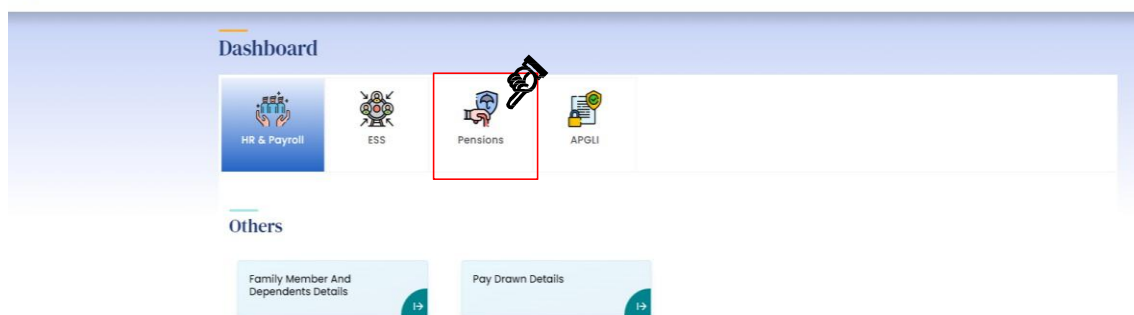
1. Login

Login to the **nidhi.apcfss.in** with the employee **CFMS ID** and password and click on **sign in** after entering valid credentials.

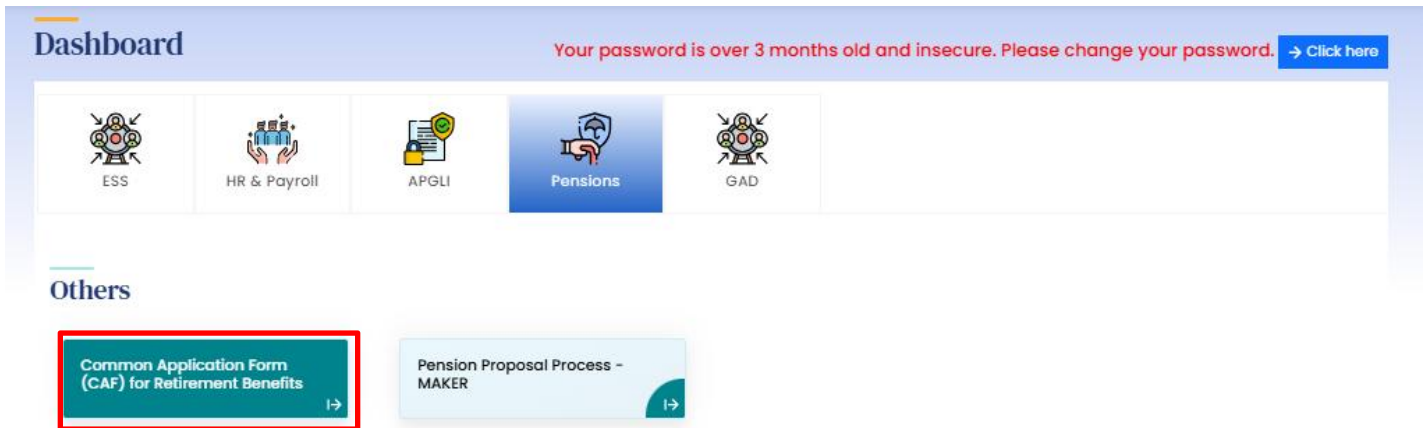
The screenshot shows the login interface for the APCFSS system. The page has a header with the Finance Department logo and navigation links. The main content area contains a login form with fields for 'User ID' (containing '14146664') and 'Password' (masked with dots). A 'Sign in' button is located below the password field. Annotations include: a box around the 'Sign in' button with a 'Click' arrow; a box around the 'User ID' field with an arrow pointing to it from the text 'Enter CFMS ID here'; and a box around the 'Password' field with an arrow pointing to it from the text 'Enter password here'. The background features a large, stylized map of India with the text 'Better' and 'APCFSS' overlaid.

2. Dashboard

A dashboard will appear and select '**Pensions**' tile to access pension application.



3. Click on ‘Pension Proposal Application’



4. A screen displaying the instructions will appear. Carefully read the instructions and confirm whether the pension application has already been applied manually.

If the pension application has been applied manually, you cannot apply for the case in this system.

The screenshot shows the "Common Application Form (CAF) for Retirement Benefits" instructions screen. It contains the following text:

Instructions

1. **Common Application Form (CAF)** is a single window application for:

- **Pensionary benefits:**
 - Service Pension / Family Pension
 - Commuted Value of Pension
 - Gratuity
- **Other retirement benefits:**
 - APGPF Final Withdrawal
 - Final Claims of APGLI
 - Final Claims of APGIS
 - Final Leave Encashment

2. If a retiring employee has already submitted a manual pension application and it is under process as on **14-02-2026** (G.O. Ms. No.10 Finance (HR-III-Pension & GPF) Department, Dated: 14.02.2026), there is no need to apply again through CAF. Such applications will be processed through **offline mode only**.

3. Employees retiring on or after **14-02-2026** and who have not submitted a manual pension application may apply for pensionary benefits through **CAF**.

Have you already submitted the manual pension application?

If the pension application has not been applied manually, click “No”.

Upon clicking “No”, you will be redirected to the Pension Application screen.

Common Application Form (CAF) for Retirement Benefits

Back

Employee Name పేరు SAMPATH KUMAR SAMMETALA	Employee ID (CFMS ID) ఉద్యోగి గుర్తింపు సంఖ్య 14261418	Designation ప్రస్తుత ఉద్యోగం Attender-cum-Gardener/Lab. Attender
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[Employee Details](#)
[Pension Proposal](#)
[APGLI Claim Application](#)
[EL Encashment](#)
[GIS Refund](#)
[APGPF Final Withdrawal](#)
[Preview & Confirm](#)

Employee Details

[Basic Details](#)
[Address](#)
[Family Details](#)
[Nominations](#)
[Witnesses](#)

Personal Details

Date of Birth పుట్టిన తేదీ(DD/MM/YYYY) 09/05/1968	Date of Joining ఉద్యోగంలో చేరిన తేదీ(DD/MM/YYYY) 03/10/2000	Aadhaar Number ఆధార్ సంఖ్య xxxxxxxx0359	PAN Number పాన్ సంఖ్య xxxxxx974K
* Religion Select Religion	Marital Status Married		

Office Details

Name of the Department శాఖ పేరు Women Development & Child Welfare Depart...	DDO Description డిడిఓ వివరాలు ICDS PROJECT OFFICE SINGANAMALA	DDO Code డిడిఓ కోడ్ 10152702001
Office Name కార్యాలయం పేరు Na	STO Description & Code STO వివరాలు మరియు కోడ్ STO - Singanamala(8109)	

Bank Account Details

Bank Account Number బ్యాంకు ఖాతా సంఖ్య 3026xxx4797	Bank Name బ్యాంక్ పేరు STATE BANK OF INDIA	IFS Code IFS కోడ్ SBIN0000806	Branch Name ANANTPUR MAIN BR.
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Retirement Details

*Mode of Retirement / Pension పదవీ విరమణ విధానం Superannuation	Date of Superannuation పదవీ విరమణ తేదీ 31/05/2030	*Upload Retirement Order ఆధారపత్రాలు Choose File No file chosen
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Note: In case of any additions / deletions in the above details, corrections can be made through Employee Self Service(ESS). The submitted data is to be certified by the Drawing and Disbursing Officer.

గమనిక: పై ఉద్యోగి వివరాలలో ఏదైనా మార్పులు / చేర్పులు ఉన్నట్లు అయితే, ఎంప్లొయీ సెల్వ్ సర్వీసెస్ (ఇఎస్ఎస్) లింకు ద్వారా సరిచేయండి. ఇచ్చిన వివరాలను డ్రాయింగ్ అండ్ డిస్బర్సింగ్ ఆఫీసర్ (DDO) ధృవీకరించాలి.

Disagree

Save & Proceed

A screen will appear with the details of employee, select the ‘Type of Pension’ and ‘Mode of Retirement’ and Upload Retirement Order.

Retiring (Voluntary Retirement)/Medical Invalidation/Compulsory retirement/Compensation/Compassionate Allowance

If the ‘Mode of Retirement’ is ‘Retiring (Voluntary Retirement)/Medical Invalidation/Compulsory retirement/Compensation/Compassionate Allowance’, then you can enter the ‘Date of Retirement’ manually by clicking on the DD/MM/YYYY tile.

*Mode of Retirement
పదవీ విరమణ

Retiring (Voluntary Retire... X | v

Superannuation

Retiring (Voluntary Retirement)

Medical Invalidation

Compulsory retirement

Compensation

Compassionate Allowance

*Date of Retirement
పదవీ విరమణ తేదీ

DD/MM/YYYY

*Pension Disbursing Authority (STO)
where he desires to draw his pension
పెన్షన్ పంపిణీ అధికారి

Select... | v

Er... ted data is to be confirmed by the

- 4.1 To select the Date of Retirement, calendar will appear on screen and you can manually select the date.
- 4.2 Click on '**Save & Proceed**' to proceed.

Note: In case of any additions / deletions in the above details, corrections can be made through Employee Self Service(ESS). The submitted data is to be certified by the Drawing and Disbursing Officer.

గమనిక: పై ఉద్యోగి వివరాలలో ఏదైనా మార్పులు / చేర్పులు ఉన్నట్లు అయితే, ఎంప్లొయీ సెల్ఫ్ సర్వీసెస్ (ఇఎస్ఎస్) లింకు ద్వారా సరిచేయండి. ఇచ్చిన వివరాలను డ్రాయింగ్ అండ్ డిస్బర్సింగ్ ఆఫీసర్ (DDO) ధృవీకరించాలి.

Disagree

Save & Proceed

- 4.3 The following screen will appear with the details of Address for correspondence and Permanent-address.

Common Application Form (CAF) for Retirement Benefits

Back

Employee Name పేరు SAMPATH KUMAR SAMMETALA	Employee ID(CFMS ID) ఉద్యోగి గుర్తింపు సంఖ్య 14261418	Designation ప్రస్తుతి ఉద్యోగం Attender-cum-Gardener/Lab. Attender
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Employee Details Pension Proposal APGLI Claim Application EL Encashment GIS Refund APGPF Final Withdrawal Preview & Confirm

Employee Details

Basic Details **Address** Family Details Nominations Witnesses

Address for Correspondence

*House/Flat No ఇల్లు/ఫ్లాట్ నం S	*Street వీధి S	*Landmark మైలురాయి SX	*State రాష్ట్రం Andhra Pradesh
*District జిల్లా PARVATHIPURAM ...	*Mandal మండలం PALAKONDA (URB...	*Village గ్రామం 20TH WARD	*Pincode పిన్ కోడ్ 522503

Type of Address Proof
చిరునామా రుజువు
Aadhaar Card

*Address Proof Document
చిరునామా రుజువు పత్రం జతచేయండి
Choose File digit...).pdf AddressProof_17713234144 23.pdf

Permanent Address

☒ Same as Correspondence

*House/Flat No ఇల్లు/ఫ్లాట్ నం S	*Street వీధి S	*Landmark మైలురాయి SX	*State రాష్ట్రం Andhra Pradesh
*District జిల్లా PARVATHIPURAM ...	*Mandal మండలం PALAKONDA (URB...	*Village గ్రామం 20TH WARD	*Pincode పిన్ కోడ్ 522503

Type of Address Proof
చిరునామా రుజువు
Aadhaar Card

*Address Proof Document
చిరునామా రుజువు పత్రం జతచేయండి
Choose File No fil...osen AddressProof_17713234144 23.pdf

Contact Details

*Mobile Number మొబైల్ నంబర్	Email ID ఇమెయిల్ ఐడి
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Previous Save & Proceed

5.

6. If the employee wish to change the correspondence address, tick on the box to edit the address in the respective fields. If the employee wish to add different Permanent address for Correspondence address, then uncheck the ‘**Click here if permanent address is the same as correspondence address**’ and upload the Address Proof Document. And click on ‘**Save**’ to proceed further.

Address for Correspondance (సంప్రదించడాల్సిన చిరునామా)

☒ **Want to Change Address**
(చిరునామా మార్చాలనుకుంటున్నాను)

*C/O,W/O,S/O tes	*House/Flat No (ఇల్లు/ఫ్లాట్ నం) 345	*Street/Lane No (పేదీ/లేన్ నం) test
Landmark (ప్రభుదాయి) 	*State (రాష్ట్రం) Andhra Pradesh X v	*District (జిల్లా) VIZIANAGARAM X v
*Mandal (మండలం) RAJAM (URBAN) X v	*Village (గ్రామం) 16th Ward X v	*Pincode (పిన్ కోడ్) 523354
*Mobile Number (మొబైల్ నంబర్) 9052623437	Email ID (ఇమెయిల్ ఐడీ) 	Address Proof (if any) (చిరునామా రుజువు) Select... v
Address Proof Document (if any) (చిరునామా రుజువు పత్రం) Choose File No file chosen		

Permanent Address (శాశ్వత చిరునామా)

☐ **Click here if permanent address is the same as correspondence address**
(శాశ్వత చిరునామా సంప్రదించడాల్సిన చిరునామాతో సమానమైనట్లయితే ఇక్కడ క్లిక్ చేయండి)

*C/O,W/O,S/O 	*House/Flat No (ఇల్లు/ఫ్లాట్ నం) 	*Street/Lane No (పేదీ/లేన్ నం)
Required Landmark (ప్రభుదాయి) 	Required *State (రాష్ట్రం) Select... v	Required *District (జిల్లా) Select... v
*Mandal (మండలం) Select... v	Required *Village (గ్రామం) Select... v	*Pincode (పిన్ కోడ్)
*Mobile Number (మొబైల్ నంబర్) 	Address Proof (if any) (చిరునామా రుజువు) Select... v	Required Address Proof Document (if any) (చిరునామా రుజువు పత్రం) Choose File No file chosen

Previous

Save

7. The following screen will appear to add family members.

- If there are no family members, select “No” in the “Do you have a Family?” dropdown field.
- If family members are present, select “Yes”.

If family member details were already added previously, the existing family details will be displayed.

Carefully verify the displayed information. If any additions or corrections are required, click on “Update” to modify the details.

Common Application Form (CAF) for Retirement Benefits

[Back](#)

Employee Name
పేరు
SAMPATH KUMAR SAMMETALA

Employee ID(CFMS ID)
ఉద్యోగి గుర్తింపు సంఖ్య
14261418

Designation
ప్రస్తుత ఉద్యోగం
Attender-cum-Gardener/Lab. Attender

Employee Details

Pension Proposal

APGLI Claim Application

EL Encashment

GIS Refund

APGPF Final Withdrawal

Preview & Confirm

Employee Details

Basic Details

Address

Family Details

Nominations

Witnesses

Details of Family Members (కుటుంబ సభ్యుల వివరాలు)

*Do you have a family?
Yes X Confirm

View Details

Add Spouse Details

Add Children Details

Add Father Details

Add Mother Details

Add Brother Details

Add Sister Details

Add Children Of A Predeceased Son

Add Paternal Grand Father

Add Paternal Grand Mother

Add Widow Of Predeceased Son

Instruction:
Please add your family members, where applicable, including those who are deceased in the order the order of decease family members first and living family members next.

Sl.No	Name of the Family Member	Type of Relation	Marital Status	eKYC Status	Update	Delete
1	Bathula Rakin Samrat	Son	Single	Completed	Update	Delete
2	Thota Rakesh Kumar	Spouse	Single	Completed	Update	Delete

[Previous](#)[Next](#)

8. Make the necessary changes, ‘**Select the DOB Document Type**’ to upload the ‘**DOB Document Proof**’, Click on ‘**Choose File**’ to upload the file. After finishing the upload, click on ‘**Update**’ button of the page. Click on ‘**Yes**’ to proceed

Click on ‘Ok’ to go back to the previous screen.

iv) Married daughter and children of a pre-deceased son.

Sl.No	Name of the Family Member	Type of Relation	Marital Status	eKYC Status	Update	Delete
1	Bathula Rakin Samrat	Son	Single	Completed	Update	Delete

*Living Status(Alive/Deceased):

☒ Alive ☐ Deceased

*Is citizen of India? :

---- Select ----

*Name :

Bathula Rakin Samrat

*Date of Birth :

14/05/2011

*Is Children Adopted?:

☐ Yes ☒ No

*DOB Document Type :

----Select----

*DOB Document Proof :

[Choose File](#) No file chosen

*Mobile Number :

9440867001

Email :

Enter Email

*Employment Status :

Unemployed

*Marital Status :

Single

*Disability Category :

----select----

[Update](#)

9. Click on ‘Next’ to proceed for the ‘Nomination’

Details of Family Members (కుటుంబ సభ్యుల వివరాలు)

*Do you have a family?

Yes

View Details

Instruction:
Please add your family members, where applicable, including those who are deceased in the order the order of decease family members first and living family members next.

Sl.No	Name of the Family Member	Type of Relation	Marital Status	eKYC Status	Update	Delete
1	Bathula Rakin Samrat	Son	Single	Completed	Update	Delete
2	Thota Rakesh Kumar	Spouse	Single	Completed	Update	Delete

10. A screen will appear with the list of ‘Nominations’, if the employee wish to Add/Update Nomination Details-Click on ‘Add/Update Details’.

Common Application Form (CAF) for Retirement Benefits

Back

Employee Name పేరు SAMPATH KUMAR SAMMETALA	Employee ID (CFMS ID) ఉద్యోగి గుర్తింపు సంఖ్య 14261418	Designation ప్రస్తుత ఉద్యోగం Attender-cum-Gardener/Lab. Attender
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Employee Details Pension Proposal APGLI Claim Application EL Encashment GIS Refund APGLI Final Withdrawal Preview & Confirm

Employee Details

Basic Details Address Family Details **Nominations** Witnesses

[View Details](#) [Add / Update Details](#)

SL.No	Benefit Type	Name Of The Nominee	Address Of The Nominee	Relationship With The Govt Servant	Date Of Birth	Amount Or Share Payable To Each In Col.2	Contingencies On The Happening Of Which The Nomination Shall Become Invalid(Death Need Not Be Mentioned)	Alternative Nominee(S) In Col.2 Shall Pass In The Event Of The Nomination To Him/Her/Them Becoming Ineffective	Witness	Delete
1	APGLI	Ajjada Yamini	2-49,Main street,D.r. n. Valasa,Srikakulam, 532127	Spouse	27/01/2001	100%	----	-----	-----	

SL.No	Benefit Type	Name Of The Nominee	Address Of The Nominee	Relationship With The Govt Servant	Date Of Birth	Amount Or Share Payable To Each In Col.2	Contingencies On The Happening Of Which The Nomination Shall Become Invalid(Death Need Not Be Mentioned)	Alternative Nominee(S) In Col.2 Shall Pass In The Event Of The Nomination To Him/Her/Them Becoming Ineffective	Witness	Delete
1	CVP	Ajjada Yamini	2-49,Main street,D.r. n. Valasa,Srikakulam, 532127	Spouse	27/01/2001	100%	----	-----	-----	

SL.No	Benefit Type	Name Of The Nominee	Address Of The Nominee	Relationship With The Govt Servant	Date Of Birth	Amount Or Share Payable To Each In Col.2	Contingencies On The Happening Of Which The Nomination Shall Become Invalid(Death Need Not Be Mentioned)	Alternative Nominee(S) In Col.2 Shall Pass In The Event Of The Nomination To Him/Her/Them Becoming Ineffective	Witness	Delete
1	Life Time Arrear	Ajjada Yamini	2-49,Main street,D.r. n. Valasa,Srikakulam, 532127	Spouse	27/01/2001	100%	----	-----	-----	

SL.No	Benefit Type	Name Of The Nominee	Address Of The Nominee	Relationship With The Govt Servant	Date Of Birth	Amount Or Share Payable To Each In Col.2	Contingencies On The Happening Of Which The Nomination Shall Become Invalid(Death Need Not Be Mentioned)	Alternative Nominee(S) In Col.2 Shall Pass In The Event Of The Nomination To Him/Her/Them Becoming Ineffective	Witness	Delete
1	GIS	Ajjada Yamini	2-49,Main street,D.r. n. Valasa,Srikakulam, 532127	Spouse	27/01/2001	100%	----	-----	-----	

SL.No	Benefit Type	Name Of The Nominee	Address Of The Nominee	Relationship With The Govt Servant	Date Of Birth	Amount Or Share Payable To Each In Col.2	Contingencies On The Happening Of Which The Nomination Shall Become Invalid(Death Need Not Be Mentioned)	Alternative Nominee(S) In Col.2 Shall Pass In The Event Of The Nomination To Him/Her/Them Becoming Ineffective	Witness	Delete
1	Death Relief	Ajjada Yamini	2-49,Main street,D.r. n. Valasa,Srikakulam, 532127	Spouse	27/01/2001	100%	----	-----	-----	

SL.No	Benefit Type	Name Of The Nominee	Address Of The Nominee	Relationship With The Govt Servant	Date Of Birth	Amount Or Share Payable To Each In Col.2	Contingencies On The Happening Of Which The Nomination Shall Become Invalid(Death Need Not Be Mentioned)	Alternative Nominee(S) In Col.2 Shall Pass In The Event Of The Nomination To Him/Her/Them Becoming Ineffective	Witness	Delete
1	Retirement Gratuity	Ajjada Yamini	2-49,Main street,D.r. n. Valasa,Srikakulam, 532127	Spouse	27/01/2001	100%	----	-----	-----	

SL.No	Benefit Type	Name Of The Nominee	Address Of The Nominee	Relationship With The Govt Servant	Date Of Birth	Amount Or Share Payable To Each In Col.2	Contingencies On The Happening Of Which The Nomination Shall Become Invalid(Death Need Not Be Mentioned)	Alternative Nominee(S) In Col.2 Shall Pass In The Event Of The Nomination To Him/Her/Them Becoming Ineffective	Witness	Delete
1	Gpf Providend Fund	Ajjada Yamini	2-49,Main street,D.r. n. Valasa,Srikakulam, 532127	Spouse	27/01/2001	100%	----	-----	-----	

☒ I hereby nominate the person/persons mentioned above and confer on him/her/they the right to receive Life Time Arrears of Pension, Retirement Gratuity that may be sanctioned by the Government, in the event of my death while in service and right to receive on my death Life Time Arrears of pension, Retirement Gratuity, commuted value of pension, Death Relief which having become admissible to me on retirement which may remain unpaid at my death.

నేను ఇందుమూలంగా పైన పేర్కొన్న వ్యక్తి/వ్యక్తులను నామినేట్ చేస్తూను మరియు అతని/ఆమె/నా-రి జీవిత కాలపు పెన్షన్ బాకాయలను సాంధే హక్కున అందజేస్తున్నాను. నేను సర్టిఫైడ్ ఉన్నప్పుడు మరణించిన సందర్భంలో ప్రభుత్వం మంజూరు చేసే వందనీ విరమణ గ్రాంటు మరియు నా మరణానంతరం జీవిత కాలపు పెన్షన్ బాకాయలు, రిటైర్మెంట్ గ్రాంటు, పెన్షన్ యొక్క కమ్యూటేడ్ విలువ సాంధే హక్కు. వందనీ విరమణపు నాకు అమారరాగతమైన ఆతి రిలీఫ్, ఇది నా మరణం సమయంలో చెల్లించబడదు.

Previous

eKYC

11. The following screen will appear with option of ‘**Nomination Type**’,
Select the Nomination Type.

Employee Details

Basic Details

Address

Family Details

Nominations

Witnesses

View Details

Add / Update Details

APGLI

CVP

Life Time Arrear

GIS

Death Relief

Retirement Gratuity

Gpf Providend Fund

Regular Nominee

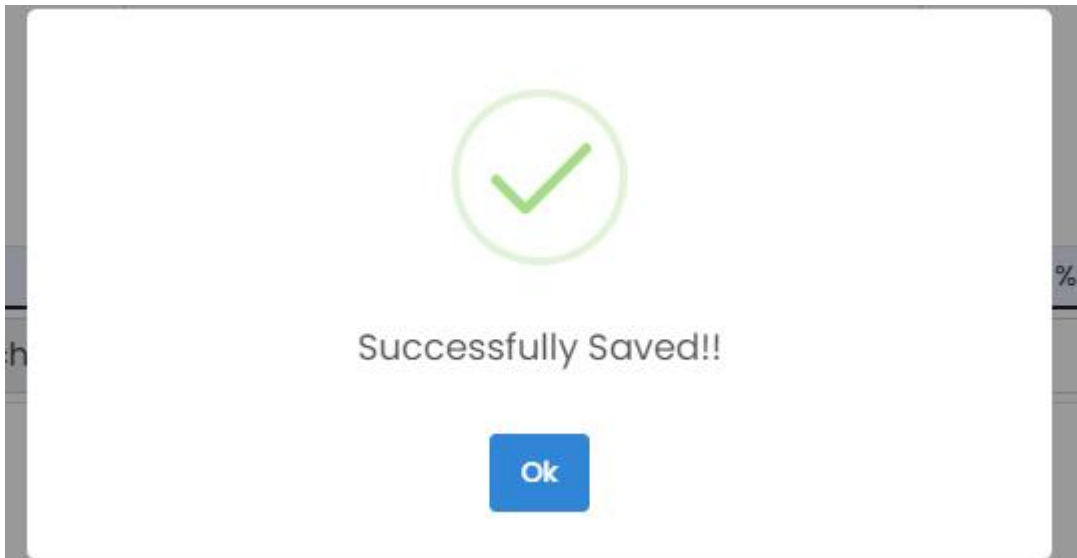
Relation	Name	Address	Date Of Birth	Share %	Delete
Spouse	Ajjada Yamini	2-48,MAIN STREET,D.R. n. Valasa,Srikakulam,	27/01/2001	100	

☐ Do you want to add Alternate Nominee

Save & Update

After selecting the nomination type, Add the details of nominees by clicking ‘+’ on the right side. After entering the details of ‘**Relation**’, ‘**Name**’, ‘**Address**’, ‘**Date of Birth**’, ‘**Share%**’, ‘**Aadhar Number**’, ‘**Contingencies**’-Click on ‘**Save & Update**’.

12. Click on 'Ok' to proceed further.



13. Tick the declaration and click on eKYC to proceed further

☒ I hereby nominate the person/persons mentioned above and confer on him/her/them the right to receive Life Time Arrears of Pension, Retirement Gratuity that may be sanctioned by the Government, in the event of my death while in service and right to receive on my death Life Time Arrears of pension, Retirement Gratuity, commuted value of pension, Death Relief which having become admissible to me on retirement which may remain unpaid at my death.

నేను ఇందుమూలంగా పైన పేర్కొన్న వ్యక్తి/వ్యక్తులను నామినేట్ చేస్తాను మరియు అతనికి/ఆమె/వారికి జీవిత కాలపు పెన్షన్ బకాయలను పొందే హక్కును అందజేస్తున్నాను. నేను సర్వీసులో ఉన్నప్పుడు మరణించిన సందర్భంలో ప్రభుత్వం మంజూరు చేసే పదవీ విరమణ గ్రాంటులో మరియు నా మరణానంతరం జీవిత కాలపు పెన్షన్ బకాయలు, రిటైర్మెంట్ గ్రాంటు, పెన్షన్ యొక్క కమ్యూటేడ్ విలువ పొందే హక్కు. పదవీ విరమణపై నాకు ఆమోదయోగ్యమైన డెత్ రిలీఫ్, ఇది నా మరణం సమయంలో చెల్లించబడదు.

Previous eKYC Next

14. A window will open, to generate Aadhar OTP, Click on 'Generate – OTP' to receive OTP on Aadhar regesitered mobile number.

e-KYC

Select e-KYC Mode :

☐ Bio-Metric ☒ Aadhaar OTP

Please Click on Generate OTP to receive OTP to your Aadhaar registered mobile number

Generate-OTP

*** Please Click on Close Button for Further Process ***

Close

View Details Add / Update Details

Download

15. Enter the OTP and click on 'Verify OTP'

e-KYC

OTP Validation

Check your Phone

Please enter Aadhaar OTP received on your Aadhaar registered mobile number.

*Enter the OTP :

8 0 4 2 7 6 |

Verify-OTP

OTP expires in 00:30 min. 2 Attempts remaining

Resend OTP Available in 00:31 min.

*** Please Click on Close Button for Further Process ***

Close

15. Verify the details and click on 'Confirm'

e-KYC

Aadhaar Details

Name	Komatikunta Rama Devi
DOB (yyyy-mm-dd)	03-07-1999
Gender	Female

Successfully Authenticated!



*** Please Click on Confirm or Close Button for Further Process ***

Confirm Close

16. Click on 'Yes' to proceed further.

Aadhaar Details

Name	Komatikunta Rama Devi
DOB (yyyy-mm-dd)	03-07-1999
Gender	Female
Successfully Authenticated!	

*** Please Click on Confirm or Close Button for Further Process ***

Confirm **Close**

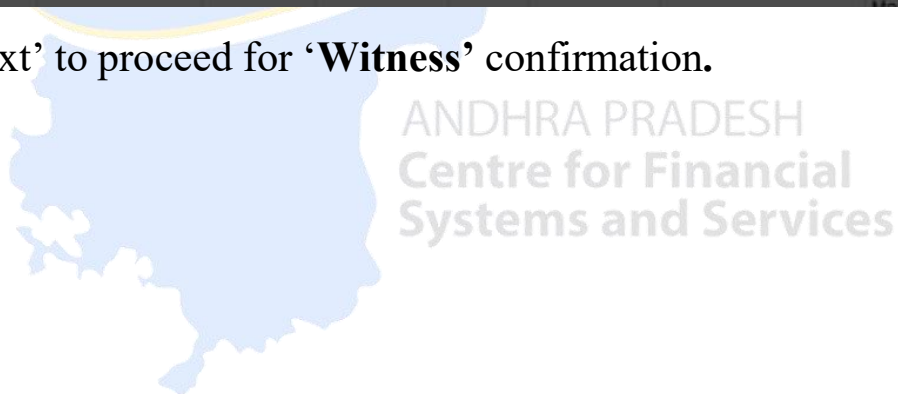
Retirement Gratuity	Komatikunta Rama Devi	6-46, Santhamagulur, Santhamaguluru, Prakasam, 523302	Spouse	03/07/1999	100%	----	Relationship : Daughter Address : 2-66, Alluru, Krishna, 521181 Share: 100%	674888 Name : Komatikunta Rama Devi Mobile Number : 7896457488
CVP	Komatikunta Rama Devi	6-46, Santhamagulur, Santhamaguluru, Prakasam, 523302						Name : Ajjada Yamini Mobile Number : 8945674888 Name : Komatikunta Rama Devi Mobile Number : 7896457488
Death Relief	Komatikunta Rama Devi	6-46, Santhamagulur, Santhamaguluru, Prakasam, 523302						Name : Ajjada Yamini Mobile Number : 8945674888 Name : Komatikunta Rama Devi Mobile Number : 7896457488 Name : Ajjada Yamini Mobile Number : 8945674888

Are you sure Want to confirm

Yes **Cancel**

17. Click on 'Next' to proceed for 'Witness' confirmation.

Next



18. To add the first witness, if the employee is a government employee, enter the Employee ID - click on 'First witness save' to save the details of witness and click on 'First witness eKYC' to proceed with eKYC process.

Employee Details

Basic Details

Address

Family Details

Nominations

Witnesses

CVP

Sl.No	Benefit Type	Name Of The Nominee	Address Of The Nominee	Relationship With The Govt Servant	Date Of Birth	Amount Or Share Payable To Each In Col.2	Contingencies On The Happening Of Which The Nomination Shall Become Invalid(Death Need Not Be Mentioned)	Alternative Nominee(S) In Col.2 Shall Pass In The Event Of The Nomination To Him/Her/Them Becoming Ineffective	Witness
1	CVP	Ajjada Yamini	2-49,Main street,D.r. n. Valasa,Srikakulam, 532127	Spouse	27/01/2001	100%	----	-----	-----

LIFE TIME ARREAR

Sl.No	Benefit Type	Name Of The Nominee	Address Of The Nominee	Relationship With The Govt Servant	Date Of Birth	Amount Or Share Payable To Each In Col.2	Contingencies On The Happening Of Which The Nomination Shall Become Invalid(Death Need Not Be Mentioned)	Alternative Nominee(S) In Col.2 Shall Pass In The Event Of The Nomination To Him/Her/Them Becoming Ineffective	Witness
1	Life Time Arrear	Ajjada Yamini	2-49,Main street,D.r. n. Valasa,Srikakulam, 532127	Spouse	27/01/2001	100%	----	-----	-----

DEATH RELIEF

RETIREMENT GRATUITY

First Witness

Employee Category(ఉద్యోగి వర్గం)

☒ Government Employee
 ☐ Other

*Employee ID (ఉద్యోగి గుర్తింపు సంఖ్య)

14146662

*First Name (మొదటి పేరు)

SURESH DETA

*Aadhaar Number (అధార్ సంఖ్య)

295754100092

*Mobile Number (మొబైల్ సంఖ్య)

9182231775

☒ He/She has signed in my presence on Date 26/09/2023.
 అతను/ఆమె 26/09/2023 తేదీలో నా సమక్షంలో సంతకం చేశారు

WITNESSID168_ESIGNED.pdf

First Witness Save

First Witness Ekyo

First Witness ESign

Second Witness

Employee Category(ఉద్యోగి వర్గం)

☐ Government Employee
 ☒ Other

*First Name (మొదటి పేరు)

Komatikunta Rama Devi

*Aadhaar Number (అధార్ సంఖ్య)

295754100092

*Mobile Number (మొబైల్ సంఖ్య)

7896457488

☒ He/She has signed in my presence on Date 26/09/2023.
 అతను/ఆమె 26/09/2023 తేదీలో నా సమక్షంలో సంతకం చేశారు

WITNESSID169_ESIGNED.pdf

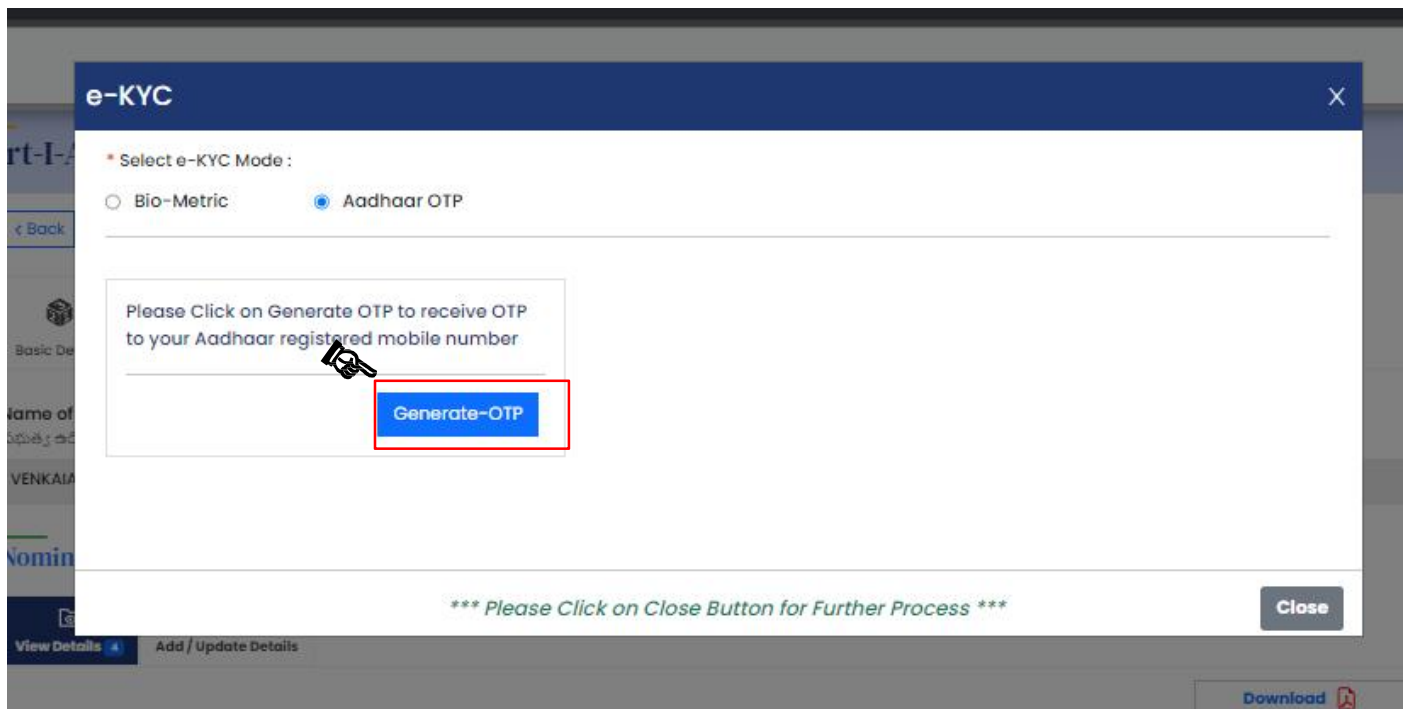
Second Witness Save

Second Witness Ekyo

Second Witness ESign

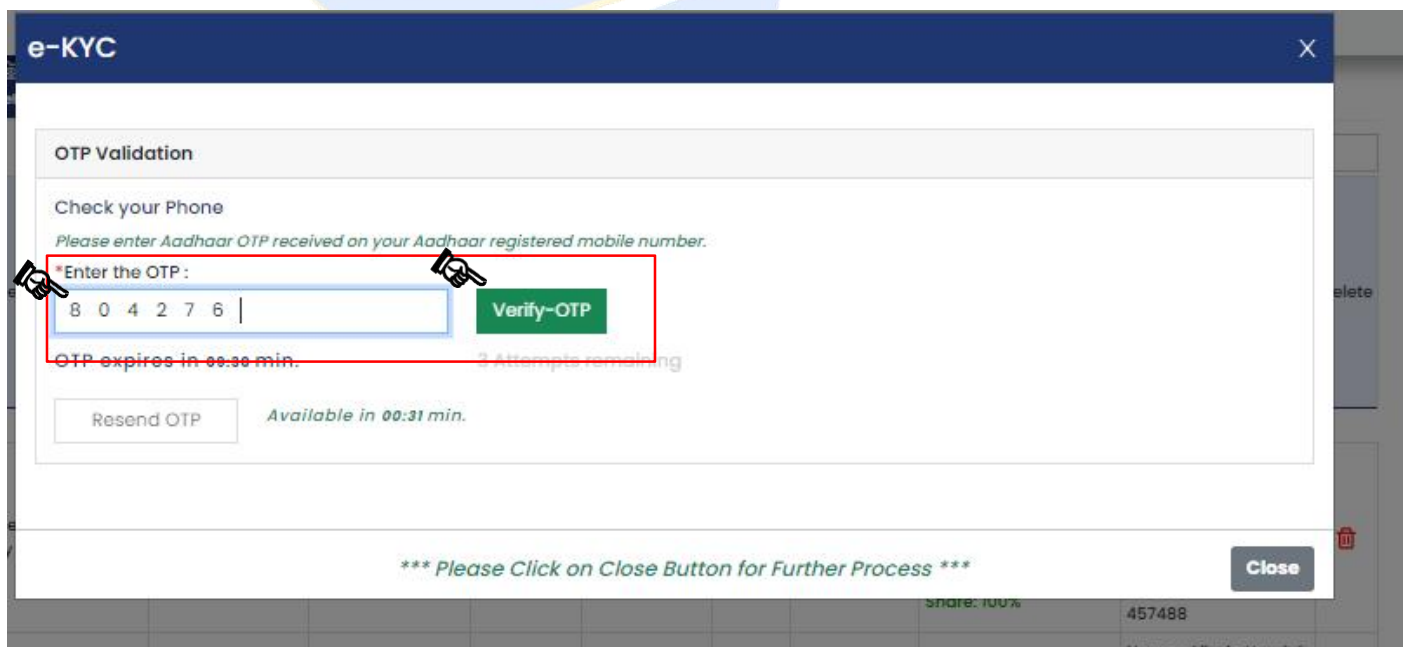
16

19. A window will open, to generate Aadhar OTP, Click on '**Generate –OTP**' to receive OTP on Aadhar registered mobile number.



The screenshot shows a modal window titled "e-KYC" with a close button (X) in the top right corner. Inside the window, there is a section "Select e-KYC Mode :" with two radio buttons: "Bio-Metric" and "Aadhaar OTP". The "Aadhaar OTP" option is selected. Below this, a message states: "Please Click on Generate OTP to receive OTP to your Aadhaar registered mobile number". A red box highlights a blue button labeled "Generate-OTP". A hand icon points to this button. At the bottom of the window, there is a green text prompt: "*** Please Click on Close Button for Further Process ***" and a "Close" button. The background shows a blurred view of a web application with various menu items like "View Details", "Add / Update Details", and "Download".

20. Enter the OTP and click on '**Verify OTP**'.



The screenshot shows the same "e-KYC" modal window, now in the "OTP Validation" section. It prompts the user to "Check your Phone" and "Please enter Aadhaar OTP received on your Aadhaar registered mobile number:". Below this, there is a text input field with the label "*Enter the OTP :". The field contains the digits "8 0 4 2 7 6" followed by a cursor. A red box highlights this input field and a green button labeled "Verify-OTP". A hand icon points to the "Verify-OTP" button. Below the input field, there is a red text prompt: "OTP expires in 00:30 min." and a green text prompt: "3 Attempts remaining". At the bottom left, there is a "Resend OTP" button and a green text prompt: "Available in 00:31 min.". At the bottom of the window, there is a green text prompt: "*** Please Click on Close Button for Further Process ***" and a "Close" button. The background shows a blurred view of a web application with various menu items like "View Details", "Add / Update Details", and "Download".

21. Verify the details and click on 'Confirm'

e-KYC

Aadhaar Details	
Name	Komatikunta Rama Devi
DOB (yyyy-mm-dd)	03-07-1999
Gender	Female
Successfully Authenticated!	



*** Please Click on Confirm or Close Button for Further Process ***

Confirm

Close

6-46, Santhamag
Relationship : Daughte
674888

22. Click on 'First Witness ESign' to proceed for ESign

First Witness

Employee Category (ఉద్యోగి వర్గం)

☒ Government Employee ☐ Other

*Employee ID (ఉద్యోగ గుర్తింపు నంబర్)

14146662

*First Name (మొదటి పేరు)

SURESH DETA

*Aadhaar Number (అధార్ నంబర్)

295754100092

*Mobile Number (మొబైల్ నంబర్)

9182231775

☒ He/She has signed in my presence on Date 26/09/2023.

అతను/ఆమె 26/09/2023 తేదీలో నా సమక్షంలో సంతకం చేశారు

WITNESSID168_ESIGNED.pdf



First Witness Save

First Witness Ekyc

First Witness ESign

23. Click on 'Ok' to open Esign Portal



24. Enter the employee aadhar number to generate otp and enter the otp in the following field. Click on submit to proceed.



You are currently using C-DAC eSign Service and have been redirected from



CDAC's e-Sign Service

View Document Information

☒ Aadhaar Number ☐ Virtual ID ☐ UID Token [Get Virtual ID](#)

☐ Aadhaar TOTP ☒ Aadhaar OTP [How to generate TOTP?](#)

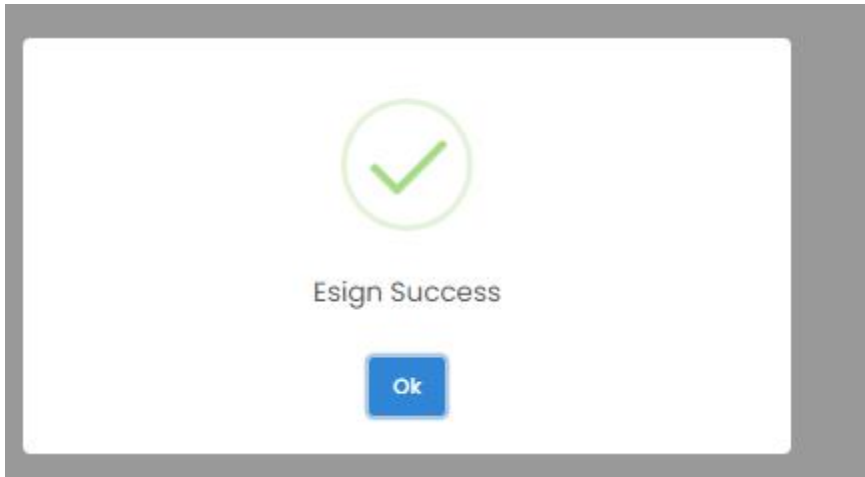
☒ I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number/VID/UID Token and One Time Pin (OTP)/Time-based One Time Password (TOTP) data for Aadhaar based authentication. I understand that the OTP/TOTP I provide for authentication shall be used only for authenticating my identity through the Aadhaar Authentication system and for obtaining my e-KYC through Aadhaar e-KYC service only for the purpose of esigning.

[▶ Listen to Consent](#) [English ▼](#)

OTP has been sent to mobile number <*****3437>

[Submit](#) [Cancel](#) [Not Received OTP? Resend OTP](#)

25. A banner will appear with 'Esign Success' and click on 'Ok'



26. To enroll the second witness, enter the First name, Aadhar number and Mobile number – Click on '**Second witness Save**' to save the details of second witness, Click on '**Second witness Ekyc**' to proceed with eKYC process.

Second Witness

Employee Category (ఉద్యోగి వర్గం)
☐ Government Employee ☒ Other

*First Name (మొదటి పేరు) *Aadhaar Number (అదార్ నంబర్)

Komatikunta Rama Devi 295754100092

*Mobile Number (మొబైల్ నంబర్)

7896457488

☒ He/She has signed in my presence on Date 26/09/2023.
అతను/ఆమె 26/09/2023 తేదీలో నా సమక్షంలో సంతకం చేశారు

WITNESSID169_ESIGNED.pdf 

 **Second Witness Save**  **Second Witness Ekyc** **Second Witness ESign**

27. A window will open, to generate Aadhar OTP, Click on ‘**Generate –OTP**’ to receive OTP on Aadhar regesitered mobile number.

The screenshot shows a web application window titled 'e-KYC'. At the top, there is a header bar with the title and a close button. Below the header, there is a section titled 'Select e-KYC Mode :'. Under this section, there are two radio buttons: 'Bio-Metric' and 'Aadhaar OTP'. The 'Aadhaar OTP' option is selected. Below the radio buttons, there is a text box that says 'Please Click on Generate OTP to receive OTP to your Aadhaar registered mobile number'. A red box highlights the 'Generate-OTP' button. At the bottom of the window, there is a footer bar with a 'Close' button and a message: '*** Please Click on Close Button for Further Process ***'.

28. Enter the OTP and click on ‘**Verify OTP**’

The screenshot shows the same 'e-KYC' window, but now it is in the 'OTP Validation' section. The text 'Check your Phone' is displayed. Below it, there is a text box that says 'Please enter Aadhaar OTP received on your Aadhaar registered mobile number.' A red box highlights the 'Enter the OTP :' text box, which contains the digits '8 0 4 2 7 6'. To the right of the text box is a green button labeled 'Verify-OTP'. Below the text box, there is a red text box that says 'OTP expires in 00:30 min.' and a green text box that says '2 Attempts remaining'. At the bottom of the window, there is a footer bar with a 'Close' button and a message: '*** Please Click on Close Button for Further Process ***'.

29. Verify the details and click on ‘Confirm’

e-KYC

Aadhaar Details	
Name	Komatikunta Rama Devi
DOB (yyyy-mm-dd)	03-07-1999
Gender	Female
Successfully Authenticated!	



*** Please Click on Confirm or Close Button for Further Process ***

Confirm

Close

6-46, Santhamag

Relationship : Daughte

674888

30. Click on ‘Second Witness Esign’ to proceed for ESign

Second Witness

Employee Category (ఉద్యోగి వర్గం)

☐ Government Employee ☒ Other

*First Name (మొదటి పేరు)

Ajjada Yamini

*Aadhaar Number (ఆధార్ నంబర్)

573281369294

*Mobile Number (మొబైల్ నంబర్)

9879789878

☒ He/She has signed in my presence on Date 26/09/2023.

అతను/ఆమె 26/09/2023 తేదీలో నా సమక్షంలో సంతకం చేశారు

WITNESSID159_ESIGNED.pdf 

Second Witness Save

Second Witness Ekyc

 Second Witness Esign

31. Click on 'Ok' to open Esign Portal



32. Enter the employee aadhar number to generate otp and enter the otp in the following field. Click on submit to proceed.



You are currently using C-DAC eSign Service and have been redirected from



CDAC's e-Sign Service

View Document Information

☒ Aadhaar Number ☐ Virtual ID ☐ UID Token [Get Virtual ID](#)

☐ Aadhaar TOTP ☒ Aadhaar OTP [How to generate TOTP?](#)

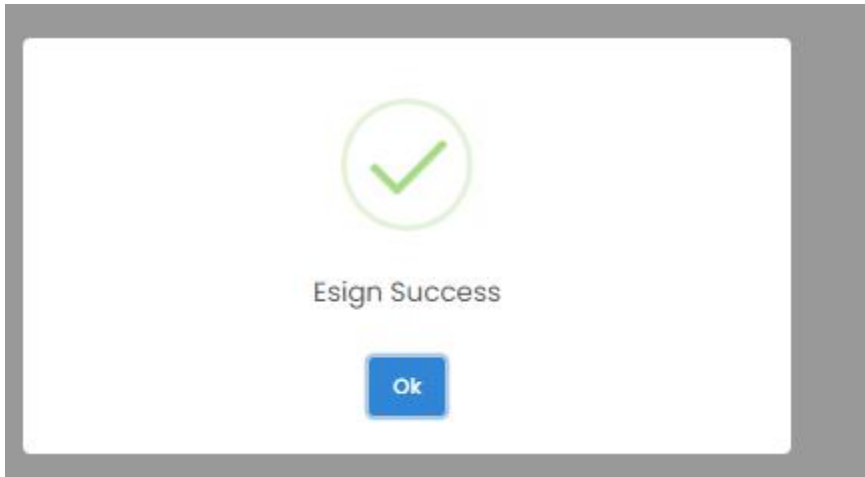
☒ I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number/VID/UID Token and One Time Pin (OTP)/Time-based One Time Password (TOTP) data for Aadhaar based authentication. I understand that the OTP/TOTP I provide for authentication shall be used only for authenticating my identity through the Aadhaar Authentication system and for obtaining my e-KYC through Aadhaar e-KYC service only for the purpose of esigning.

[▶ Listen to Consent](#) [English ▼](#)

OTP has been sent to mobile number <*****3437>

[Submit](#) [Cancel](#) [Not Received OTP? Resend OTP](#)

33. A banner will appear with 'Esign Success' and click on 'Ok'



34. Click on 'Next' to proceed for the Pension Proposal window.

Next

35. The Pension Proposal screen will be displayed with the required details.

Select the "Type of Pension" as either Normal or Provisional, as applicable.

- Choose whether to opt for Commutation of Pension.
- If opting for commutation, select the desired percentage of commutation, up to a maximum of 40%.

Carefully review the selected options before proceeding to the next step.

The image shows a "Pension Proposal" screen. At the top, there is a horizontal progress bar with seven steps: "Employee Details" (green with a checkmark), "Pension Proposal" (blue with a document icon), "APGLI Claim Application" (light red with a list icon), "EL Encashment" (light red with a line graph icon), "GIS Refund" (light red with a hand icon), "APGPF Final Withdrawal" (light red with a document icon), and "Preview & Confirm" (light red with a checkmark icon). Below the progress bar, the "Pension Proposal" section is active. It contains several form fields: "Type Of Retirement" (with a dropdown menu showing "Voluntary Retirement"), "Date of Retirement" (with a text input field showing "17/02/2026"), "Class Of Pension" (with a dropdown menu showing "Voluntary Retirement Pension"), and "*Type of Pension (పెన్షన్ రకం)" (with radio buttons for "Normal" and "Provisional"). There are also two sections for commutation: "*Whether Willing to Opt Commutation (పెన్షన్ కమ్యూటేషన్ ని ఎంచుకోవడానికి ఇష్టపడుతున్నారా)" with radio buttons for "Yes" and "No" (where "No" is selected), and "*Specify Commutation Percentage (కమ్యూటేషన్ శాతాన్ని పేర్కొనండి)" with a text input field showing "0". At the bottom left is a "Previous" button, and at the bottom right is a "Save & Proceed" button.

36. After completing all the required fields and verifying the entered details, click "Save and Proceed".

You will be redirected to the APGLI screen, where the policy details and loan details will be displayed.

The employee must upload the required documents in the respective fields and then click “Save & Proceed” to continue.

Common Application Form (CAF) for Retirement Benefits

Back

Employee Name
పేరు
SAMPATH KUMAR SAMMETALA

Employee ID (CFMS ID)
ఉద్యోగి గుర్తింపు సంఖ్య
14261418

Designation
ప్రస్తుత ఉద్యోగం
Attender-cum-Gardener/Lab. Attender

Employee Details Pension Proposal APGLI Claim Application EL Encashment GIS Refund APOPF Final Withdrawal Preview & Confirm

APGLI Claim Application

Application for Claim Settlement (APGLI)

APGLI SUBSCRIPTION DETAILS

Policy Number:
పాలసీ నంబర్
1704219

APGLI Monthly Premium:
బీమా చందా
850

DBO Address :
డిడిఓ చిరునామా
ICDS PROJECT OFFICE SINGANAMALA

DETAILS OF POLICY

Download

S.NO	POLICY NO-SUFFIX	MONTHLY PREMIUM (₹)	SUM ASSURED	AGE OF ENTRY	DCR	LPD	DOM	POLICY STATUS	DATE OF EXIT
1	1704219-A	100	27,480	35	01/05/2003	30/04/2026	08/05/2026	Not Matured	-
2	1704219-B	750	60,645	49	01/08/2016	31/07/2025	08/05/2028	Not Matured	-
Total		850	88,125						

Note: Please Check Credits [Policy Account View](#)

PREVIOUS LOAN DETAILS

View

Download

S.NO	POLICY NO	LOAN STATUS	AMOUNT SANCTIONED (₹)	LOAN APPLICATION NUMBER	NUMBER OF INSTALMENTS	MONTHLY RECOVERY AMOUNT (₹)	SANCTION DATE
1	1704219	Closed	7,660	1	20	383	08/10/2012
2	1704219	Ongoing	21,384	2	36	684	26/08/2016

Claim Application Details

*Nature of claim:

క్రైము స్వభావము

Surrender

*Voluntary/dismissal/Removal Proceeding Upload:

స్వచ్ఛంద విరమణ డాక్యుమెంట్ అప్‌లోడ్

Choose File

No file chosen

* Voluntary/dismissal/Removal Date:

స్వచ్ఛంద విరమణ తేదీ

17/02/2026

*Voluntary/dismissal/Removal Proceeding Upload:

స్వచ్ఛంద విరమణ డాక్యుమెంట్ అప్‌లోడ్

DocumentType - RetirementTypeSupportingDoc_1771323179273.pdf

Upload Policy Bond

S.No	Policy Number	Suffix	Uploads	
1	1704219	A	Choose File	No file chosen
2	1704219	B	Choose File	No file chosen

☐ *Declaration : I hereby certify that the details provided in the claim application are accurate.
నిర్ధారణ: క్లెయిమ్ దరఖాస్తు కోరకు సమర్పించు వివరాలు నాకు సంబంధించినవి అని ధ్రువీకరిస్తున్నాను.

Previous

Save & Next

37. A banner will appear and Click on 'Ok' to proceed to EL encashment window



APGLI Claim Details Successfully Updated

Ok

44. Verify the details and tick the confirmation box for encashment of leaves. Click on 'Next' to proceed to the GIS refund window.

Back

Employee Name పేరు	Employee ID(CFMS ID) ఉద్యోగి గుర్తింపు సంఖ్య	Designation ప్రస్తుత ఉద్యోగం
SAMPATH KUMAR SAMMETALA	14261418	Attender-cum-Gardener/Lab. Attender



EL Encashment

EL Encashment

Sl.No.	Type of Leave	Balance as on Date	Deficit in encashable leaves
1.	Earned Leave	0	300
2.	Half Pay Leave	150	Not Applicable

No. of Earned Leaves considered for Final Encashment 0
No. of Half Pay Leaves considered for Final Encashment 150

Note : The numbers mentioned above are the leave balances as on date. These numbers shall be subject to change at the time of processing final leave encashment based on the utilisation by the employee before the date of retirement.

☒ I request that I may be sanctioned the final encashment of leaves based on balances available as on the date of my retirement.

Previous

Save & Proceed

45. The following screen will appear with the details of GIS refund, verify the details and tick the option for requesting the sanction of the APSEGIS funds. Click on 'Save &Next' to proceed further.

Back

Employee Name పేరు	Employee ID (CFMS ID) ఉద్యోగి గుర్తింపు పంఖ్య	Designation ప్రస్తుత ఉద్యోగం
SAMPATH KUMAR SAMMETALA	14261418	Attender-cum-Gardener/Lab. Attender

✓

✓

✓

✓

✗

✗

✓

Employee Details

Pension Proposal

APGLI Claim Application

EL Encashment

GIS Refund

APGPF Final Withdrawal

Preview & Confirm

GIS Refund

GIS Refund

GIS Group:

D

Group Subscription Amount:

15

☐ I request that I may kindly be sanctioned Savings Fund, Interest and Insurance under APSEGIS, 1984.
APSEGIS, 1984 కింద నాకు సేవింగ్స్ ఫండ్, వడ్డీ మరియు బీమా మంజూరు చేయాలని నేను అభ్యర్థిస్తున్నాను.

Previous

Save & Next

46. Verify the details and tick the confirmation box for GIS refund.
Click on 'Next' to proceed to the GPF final withdraw window.

Common Application Form (CAF) for Retirement Benefits

Back

Employee Name పేరు SAMPATH KUMAR SAMMETALA	Employee ID (CFMS ID) ఉద్యోగి గుర్తింపు సంఖ్య 14261418	Designation ప్రస్తుత ఉద్యోగం Attender-cum-Gardener/Lab. Attender
--	--	--

✓ Employee Details	✓ Pension Proposal	✓ APGLI Claim Application	✓ EL Encashment	✓ GIS Refund	APGPF Final Withdrawal	Preview & Confirm
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APGPF Final Withdrawal

APGPF Final Withdrawal

APGPF Account Number: 0120820176	Current Monthly Subscription Amount: 0
Balance As On 31st March Of The Completed Financial Year: (A) 0	Credits (From 1st April Of The Current Financial Year To Till Date): (B) 0
Withdrawals (From 1st April Of The Current Financial Year To Till Date): (C) 0	Final Balance As On Date: (D = A + B - C) 0

Attachments

Sl.No	Document	Upload	Download
1	GPF Slip	Choose File No file chosen	
2	Calculation sheet	Choose File No file chosen	

Comments:

Particulars of Last 3 years working station

Sl.No	Department	DDO CODE	Designation	Name of the Office Address	From Date	To Date	Delete
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Certificates

- ☐ I Have Not Resigned From Government Service To Take Up Appointment In Another Department Of State Government/ Central Government Or Under A Body Corporate Owned Or Controlled By The State Or Central Government.
- ☐ This Certificate Is To Be Furnished Only By A Subscriber Who Resigned From Government Service. If Resigned To Take Up Appointment Elsewhere, The Information Regarding Transfer Of Balance May Be Given In The Form Prescribed In The Annexure.
- ☐ I Hereby Undertake That No Appeal Shall Be Preferred By Me Against My Dismissal/Removal/Compulsory Retirement/Invalidation)
- ☐ I Hereby Undertake To Refund Any Excess Payment Arising Out Of Clerical Error In The Settlement Of G.P.F. Claim.

Note: The amounts mentioned above are based on the balance/withdrawal/credit records available as on date. These amounts shall be subject to change at the time of processing final withdrawal based on the balance/ withdrawal/ credit records updated as on the date of retirement.

☐ *Declaration :I request that I may kindly be sanctioned the final withdrawal amount, as per the final balance available in my G.P.F account at the time of my retirement, as per the relevant rules and executive instructions in force.

Previous

Save

47. Verify all the details in the preview.

Back

Employee Name
పేరు

Employee ID (CFMS ID)
ఉద్యోగ నిర్వహణ పంక్తి

Designation
ప్రస్తుత ఉద్యోగం

SAMPATH KUMAR SAMMETALA

14261418

Attender-cum-Gardener/Lab. Attender

✓

✓

✓

✓

✓

✓

✓

Employee Details

Pension Proposal

AFOU Claim Application

SL Encashment

GIS Refund

AFOFF Final Withdrawal

Preview & Confirm

Preview & Confirm

Personal Details

Date of Birth
పుట్టిన తేదీ (DD/MM/YYYY)

Date of Joining
ఉద్యోగంలో చేసిన తేదీ (DD/MM/YYYY)

Aadhaar Number
అధార్ నంబర్

PAN Number
పాన్ నంబర్

09/05/1968

03/10/2000

xxxxxxxx0359

xxxxxx974K

Religion

Marital Status

Hindu

Married

Office Details

Name of the Department
శాఖ పేరు

DDO Description
డి.డి.ఓ. వివరాలు

DDO Code
డి.డి.ఓ. కోడ్

Women Development & Child Welfare Department

ICDS PROJECT OFFICE SINGANAMALA

10152702001

Office Name
అధికారాలయ పేరు

STO Description & Code
STO వివరాలు మరియు కోడ్

Na

STO - Singanamala (8109)

Bank Account Details

Bank Account Number
బ్యాంకు అకౌంట్ నంబర్

Bank Name
బ్యాంక్ పేరు

IFS Code
IFS కోడ్

Branch Name

3026xxx4797

STATE BANK OF INDIA

SBIN000806

ANANTPUR MAIN BR.

Retirement Details

Date of retirement/Death
పదవీ విరమణ తేదీ/మరణించిన తేదీ

Mode of Pension
పదవీ విరమణ విధానం

% of Pension to be Commuted
పెన్షన్‌లో % ముమ్మడి రేషమే

17/02/2026

Voluntary Retirement

39

Family Details

Sl.No	Name of Family Member	Type of Relation	Living Status (Alive / Deceased)	Marital Status	eKYC Status	View
1	Bathula Rakini Samrat	Son	Alive	Single	Completed	View
2	Thota Rakesh Kumar	Spouse	Alive	Single	Completed	View

29

48. Tick the declarations and Click on 'Submit with eSign'

PREVIOUS LOAN DETAILS

Download

S.NO	POLICY NO	LOAN STATUS	AMOUNT SANCTION	LOAN APPLICATION NUMBER	NUMBER OF INSTALLMENTS	MONTHLY RECOVERY AMOUNT
1	2205275	Closed	7400	385572	20	370
2	2205275	Closed	17400	385573	20	870
3	2205275	Ongoing	33000	385574	25	1483

☒ I solemnly affirm that the particulars given above are correct and true to the best of my knowledge. If found false in future, I may be liable for any action that may be taken by the Government.
మైన జవ్వబడిన వివరాలు నాకు తెలిసినంత వరకు సరైనవని మరియు నిజమైనవని నేను గంభీరంగా ధృవీకరిస్తున్నాను. భవిష్యత్తులో తప్పు అని తేలితే, ప్రభుత్వం తీసుకునే ఏదైనా చర్యకు నేను బాధ్యత వహించవచ్చు.

☒ I undertake to refund the amount of Pension, Gratuity and Commutation, if it is found subsequently to be in excess of the amount to which I was entitled under the Rules.
పెంషన్, గ్రాట్యుటీ మరియు కమ్యూటేషన్ మొత్తాన్ని తిరిగి చెల్లించడానికి నేను వ్యూహంబాను. అది నిబంధనల ప్రకారం నేను పొందవలసిన మొత్తానికి మించి ఉన్నట్లు కనుగొనబడింది.

Previous

Submit with eSign

49. Click on 'Ok' to open Esign Portal

use 03/07/1999 100% ----

✓

Proceed for Digital Signature

Ok

e Number (మొబైల్ నంబర్)

*Mobile Number (మొబైల్ నంబర్)

231775

7896457488

50. Enter the employee aadhar number to generate otp and enter the otp in the following field. Click on submit to proceed.



You are currently using C-DAC eSign Service and have been redirected from



CDAC's e-Sign Service

View Document Information

☒ Aadhaar Number ☐ Virtual ID ☐ UID Token [Get Virtual ID](#)

☐ Aadhaar TOTP ☒ Aadhaar OTP [How to generate TOTP?](#)

☒ I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number/VID/UID Token and One Time Pin (OTP)/Time-based One Time Password (TOTP) data for Aadhaar based authentication. I understand that the OTP/TOTP I provide for authentication shall be used only for authenticating my identity through the Aadhaar Authentication system and for obtaining my e-KYC through Aadhaar e-KYC service only for the purpose of esigning.

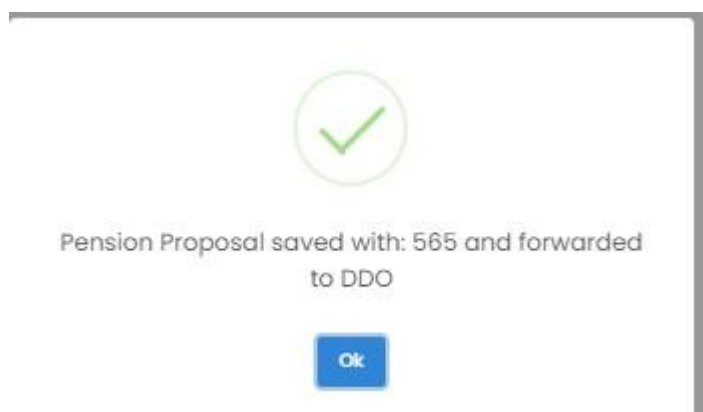
[Listen to Consent](#) [English](#)

OTP has been sent to mobile number <*****3437>

[Submit](#) [Cancel](#) [Not Received OTP? Resend OTP](#)



51. A banner will appear with 'Esign Success' and click on 'Ok'



52. Click on ‘View’ to preview the application, click on ‘Status’ to preview the status of the application.

Part-I-Application for Pension / Gratuity

1

File Number
HOM20/HQ/565/2023/SP

Registration ID / Year
565 / 2023

Name & Designation
VENKAIAH RAVURI-(14146664)
Police Constable

Status
Pending at DDO

[View](#)
[Status](#)

[Employee Esigned PDF](#)

[Appli Application](#)

[GIS Application](#)

[EL Encashment Application](#)

53. A banner will appear with the details of the status of proposal.

Proposal Status					
Name	Action By	Action	Start Date	End Date	Comments
VENKAIAH RAVURI	(14146664)Employee	Proposal Requested	25/09/2023 23:35:26	26/09/2023 17:52:12	
ABDUL QUADEER MD	(14406869)DDO	In Process	26/09/2023 17:52:12		

Close