




## User Manual for Probation declaration process.

 Grama-Ward Sachivalayam

 Sri.Y.S Jagan Mohan Reddy  
Hon'ble Chief Minister Of Andhra Pradesh



[FAQs](#) • [User Manual](#)

**Welcome to Grama-Ward Sachivalayam**

**HRMS Login**

All Village/Ward Secretariat staff are requested to login with **Aadhar** in place of username, and password is old one which you are using.


Enter Username

Enter Password


Keep Me Logged In [Forgot Password](#)

**SUBMIT**


**Login in the HRMS site and enter your username & password. You can use UID or use name for login.**



**Grama-Ward Sachivalayam**



**Sri.Y.S Jagan Mohan Reddy**  
Hon'ble Chief Minister Of Andhra Pradesh




Dashboard ▾
My Profile ▾
My Tasks ▾
Probation Declaration ▾
Tagging ANM/Mahila Police Approver ▾
LOGOUT

District : NTR
Mandal : VIJAYAWADA RURAL
Secretariat : Testing1
User : 389286920118

### Leave Balance

Casual Leave



■ Availed
■ Approval Pending
■ Balance




### Leave Category Balance

Category	Total Leaves	Applied Leaves	Balance
Optional Holiday	0	0	0
Maternity Leave	180	0	90
Casual Leave	20	10	8
Sick Leave	1	1	0
<b>Total Leaves</b>	<b>201</b>	<b>11</b>	<b>98</b>

### Leave/Regularization History

From	To	No.	Employee	App

**After login in the home page of HRMS site click on the Probation declaration option.**

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District : NTR Mandal : VIJAYAWADA RURAL Secretariat Testing1 User : 389286920118

#### Probation Declaration

<b>District*</b>	<b>Mandal*</b>	<b>Secretariat*</b>	<b>Secretariat Code*</b>
ALLURI SITHARAMA RAJU ▾	ADDATEEGALA ▾	ADDATEEGALA1 ▾	10490852
<b>Revenue Division*</b>	<b>Department*</b>	<b>Current Designation*</b>	<b>Functionary Name*</b>
Rampachodavaram ▾	Panchayat Raj and Rural Dev ▾	Panchayat Secretary ▾	Sazid Abdul
<b>CFMS ID*</b>	<b>Date of Joining*</b>	<b>Mobile Number*</b>	<b>Email ID*</b>
12345678	10-10-2019	1212121212	hrms@gmail.com

One you click on the probation declaration the above page appears the functionary need to fill his/her details.

- a) District: Need to select as per new district bifurcation.**
- b) Mandal: Select your Secretariate Mandal.**
- c) Secretariate: Select your secretariate name**
- d) Revenue division: Select your Revenue division.**
- e) Department: Select Your concern Department.**
- f) Current Designation: Need to select your current designation.**
- g) Functionary name: Enter your Name**
- h) CFMS ID: Enter your CFMS ID**
- i) Date of joining: Enter your date of joining \* Please refer the FAQ document before entering the Date of joining. The date format is Month-Date – Year ( DD-MM-YYYY)**

- j) **Mobile Number: Enter your mobile phone number.**
- k) **Email ID : Enter your email id.**

Question	Response by Self
<b>* 1 Is there any Break in the Service period (Leaves availed other than Casual leaves, Optional Holidays And Suspension)?</b>	<input type="radio"/> Yes <input type="radio"/> No
<b>1.a Nature of Break</b>	<input type="radio"/> Maternity Leave <input type="radio"/> Medical Leave <input type="radio"/> Other Extraordinary leave <input type="radio"/> Suspension
<b>1.b Duration of break</b>	<input type="text"/>
<b>* 2 Date of completion of 2 years of continuous service (excluding Break if availed)</b>	<input type="text" value="dd/MM/yyyy"/>
<b>* 3 Whether All prescribed Departmental Test Papers Passed?</b>	<input type="radio"/> Yes <input type="radio"/> No
<b>* 3.a Paper Name &amp; Code</b>	<input checked="" type="checkbox"/> 146 - Accounts Test for the Employees of Local Bodies, Paper-I <input checked="" type="checkbox"/> 148 - Accounts Test for the Employees of Local Bodies, Paper-II <input checked="" type="checkbox"/> Computer Proficiency Test

**After filling of personal details need to fill the required details**

### **Question 1**

**Is there any Break in the service period (Leave availed other than casual leaves, optional holidays and Suspension)**

**Ans: Select appropriate answer Yes or no**

**Question 1a. If you selected the option as yes then you need to mention nature of break ex. Maternity leave, medical leave, other extraordinary leave and Suspension.**

**Question 1b. Duration of break?**

**Ans: Need to mention number of days only for example 35,45 etc.;**

**Question 2. Date OF Completion of 2 years continuous service (Excluding break if availed)**

**Ans: Dear Functionary please make sure the select the exact date your probation date where you have completed the 2 years of continuous service refer the FAQ document before entering the details. Select as Month-Date-Year (MM-DD-Year)**

**Question 3 a. Whether ALL prescribed Departmental Test Papers Passed?**

**Ans: If you passed in ALL test papers then select as Yes if you failed any test paper it will be consider as failed only.**

**Question 3 b. Hall ticket number?**

**Ans: Enter Hall ticket numbers one after one example 123456,78910 mention comma in between hall ticket numbers.**

**Question 4. Whether any Disciplinary Cases pending?**

**Ans: Select appropriate answer as yes or no**

**Question 5. Whether Service Register Opened or Not?**

**Ans: Select appropriate answer as yes or no**

**Question 6. Antecedents Verification completed or Not**

**Ans: Select appropriate answer as yes or no**

**Question 6a.If yes, Remarks given by Police department during Antecedents verification.**

**Ans: Select the appropriate answer as Nothing Adverse or Adverse**

**Question 7 Whether Eligible for Declaration of Probation?**

**Ans; If the all the above given criteria satisfied then select as yes or else no.**

**Question: 8 Remarks:**

**Ans: You can mention any remarks if required.**

***Once all the details entered you can click on the submit button.***

**Note \* Before click on submit button check thoroughly whether you have fill all the appropriate details then click on submit.**

Once you submit it will be forwarded to next approver level if it is in Rural it will be forwarded to your concern MPDO if it is urban then it will be forwarded to Municipal commissioner.

uat.gramawardsachivalayam.ap.gov.in says

Probation under process currently its pending with7454887-MPDO

OK