

Instructions for Uploading Scanned Service Register

1. The scanned Service Register can be uploaded in the following ways:

- From the **Employee Master List**, click on "**Upload SR**" against the respective employee, **OR**
- Open the **Employee Details** page and click on the "**Upload**" button at the top right corner.
- To **re-upload** a corrected or revised Service Register, click on the **pencil (edit) icon** against the previously uploaded record.

The screenshot displays the 'Employee Details' page in the IFMIS system. At the top, there is a header with a 'Tutorial and instructions for Uploading Scanned Service Register' link, a 'VIEW SR' button, and a pencil icon. Below this, a navigation bar contains three tabs: 'BASIC DETAILS' (selected), 'PAY DETAILS', and 'EARNINGS & DEDUCTIONS'. The main content area shows employee details for 'KADAPURU'. The details are as follows:

Employee Code : 4005700	Designation : Police Constables/Reserve PC
Cader : Non-Gazetted	Department : DIRECTOR GENERAL & INSPECTOR GENERAL OF POLICE, HOD
Scale Type : State Scales	DDO Code : 25001002018
Bill ID : 1	Bill ID HOA : 2055001080005010011NVN

Below the details, an 'IMPORTANT NOTICE' section contains the following text:

1. DDO is responsible of employee's Earning OR Deduction related changes(Add/Edit/Delete).
2. DDOs will not be able to update Telangana Increment. For any changes, please contact your STO/DTO.

2. Ensure the Service Register being uploaded belongs to the correct employee. Verify the Employee Code before proceeding.

The screenshot shows a scanned form with the following fields and instructions:

8. If member of Scheduled Casts/Schedeld Tribe/Backward Classes. Particulars of Caste Tribe Group and Sl.No. Sub-Caste (పే.కు/పె.జా / వెనుక బడిన కులము)

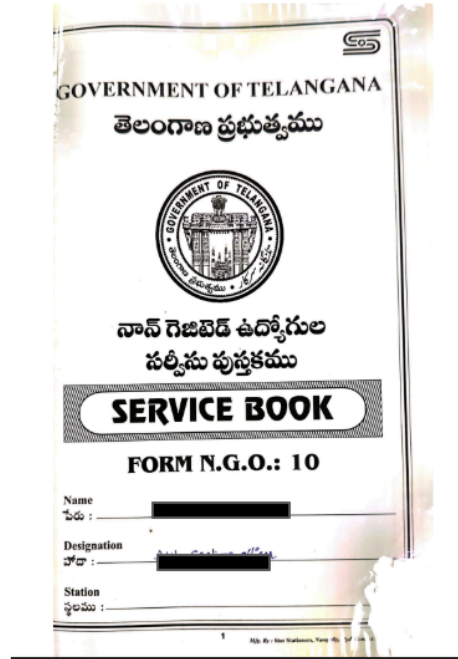
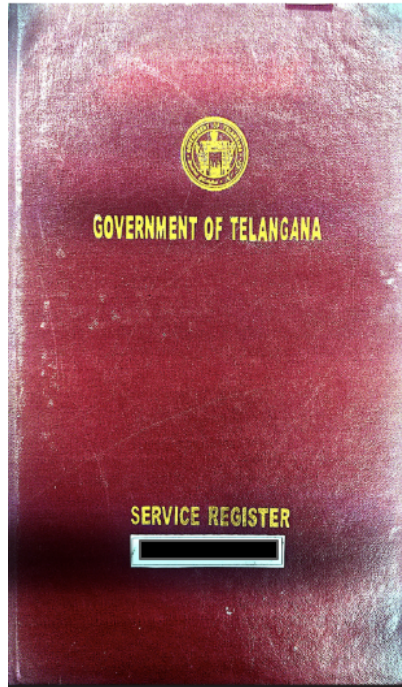
Service
Post Catgeory
c) Employee Identificate Number ఉద్యోగి గుర్తింపు సంఖ్య 3

Name of the Bank	Branch Name A/cNo.	IFFC Code
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e) CFMS Employee ID
Have to type in Telugu
j) Bank details of Salary drawn : జీతము ఖాతా సంఖ్య

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3. Scan all pages of the Service Register, including the front cover, index, and the last used page, last cover. Blank pages in between may be skipped only if they contain no entries. Scan in the correct sequence - first page to last page - without missing or reordering any page.



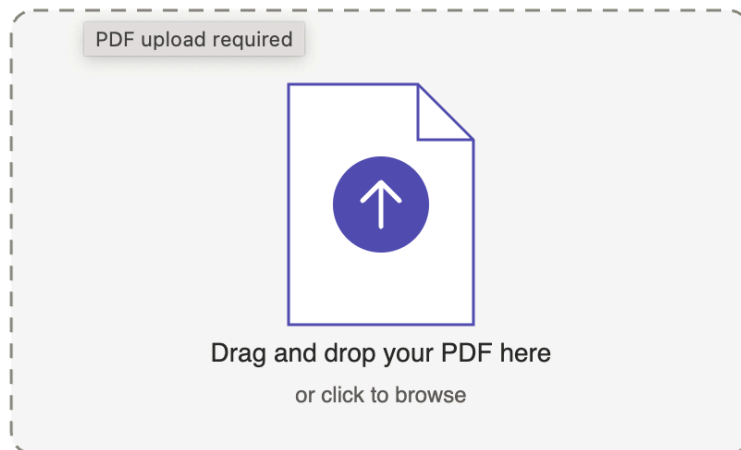
Government of Telangana తెలంగాణ ప్రభుత్వము రాజ సర్వీసు SERVICE REGISTER / BOOK సర్వీసు పుస్తకము						
<p>(This form shall be filled by the candidate or Head of the office or any other attending officer of Government Officer only. At the Time/Date of joining into service) (ఇప్పటికే చేసిన పని తీసి వేయడం లేదా పాస్ పోర్టు చేయడం, కార్యకర్తలను చేరడం లేదా పని చేయడం, అధికారులను తప్పిపోయిన వారిని తిరిగి పని చేయడం లేదా పని చేయడం)</p>						
1. Full Name (in Block Letters) పూర్ణ పేరు (పేరు అక్షరాలలో)	[Redacted]					
2. (a) Father Name (అంధే పేరు) (b) Husband Name (కన్య పేరు) (In case of Married Women) (మహిళల కేసులలో మాత్రమే) (c) Sex (d) Residence of Father/Husband (అంధే లేదా కన్య పేరు)	<p>(a) [Redacted]</p> <p>(b) [Redacted]</p> <p>(c) Sex: Male <input checked="" type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/></p> <p>(d) [Redacted]</p>					
3. Date of Birth by Christian Era (In words and figures as determined By the competent authority) As per T.S. Public Employment rules alteration of Date of Birth Rules 1984 (అక్షరాలలో మరియు సంఖ్యలలో తేలికగా నిర్ణయించబడినది)	Date: [Redacted] Month: [Redacted] Year: [Redacted]					
4. Nationality Religion (If not a citizen of India, number and date of the certificate of Eligibility granted by the government of India)	NATIONALITY: INDIAN RELIGION: HINDU					
5. Place of Birth	[Redacted]					
6. Marital Status of Employee మహిళల కేసులలో మాత్రమే	UNMARRIED					
7. Permanent House Address (in Full) నిరంతర నివాస చిరునామా	[Redacted]					
<p>8. If member of Scheduled Caste/Scheduled Tribe/Backward Classes, Particulars of Caste Tribe Group and S.No. Sub-Group (ఉదాహరణ / కులం అంశం)</p> <p>Service Post Category సేవ పోస్టు వర్గం</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Employee Identification Number సేవ పోస్టు వర్గం నెంబర్</td> <td>[Redacted]</td> <td>Name of the Bank బ్యాంకు పేరు</td> <td>Branch Name A/C No. శాఖ పేరు</td> <td>IFSC Code IFSC కోడ్</td> </tr> </table> <p>9. (a) CPMS Employee ID Here to type in Telugu (b) Bank details of Salary drawn : శాఖ పోస్టు వర్గం (c) Income Tax Permanent Account No. ఆదాయపు పన్ను శాఖ పోస్టు వర్గం (d) Author Number Here to type in Telugu (e) PFAN Number (CPF Number) పెన్షన్ నెంబర్ (f) GPF A/c No మనదాని కులం పోస్టు వర్గం (g) TSGLJ Account Number [Redacted]</p>		Employee Identification Number సేవ పోస్టు వర్గం నెంబర్	[Redacted]	Name of the Bank బ్యాంకు పేరు	Branch Name A/C No. శాఖ పేరు	IFSC Code IFSC కోడ్
Employee Identification Number సేవ పోస్టు వర్గం నెంబర్	[Redacted]	Name of the Bank బ్యాంకు పేరు	Branch Name A/C No. శాఖ పేరు	IFSC Code IFSC కోడ్		

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4. Upload the document in PDF format only. Combine all pages into a single PDF file - do not upload individual page images.

Upload PDF



PDF format only · Max 50 MB

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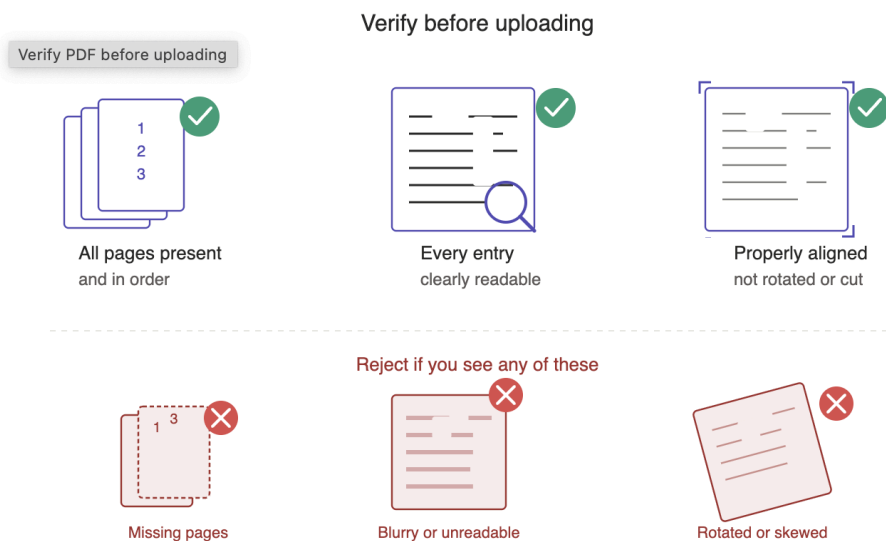
5. The file size should not exceed 50 Mb. Compress the PDF if required, but do not compromise legibility.



6. Name the file in the format: SR_<EmployeeCode>_<EmployeeName>.pdf (e.g., SR_1234567_RameshKumar.pdf).

7. Before uploading, open the PDF and verify that:

- All pages are present and in order,
- Every entry is clearly readable,
- No page is rotated, skewed, or partially cut.

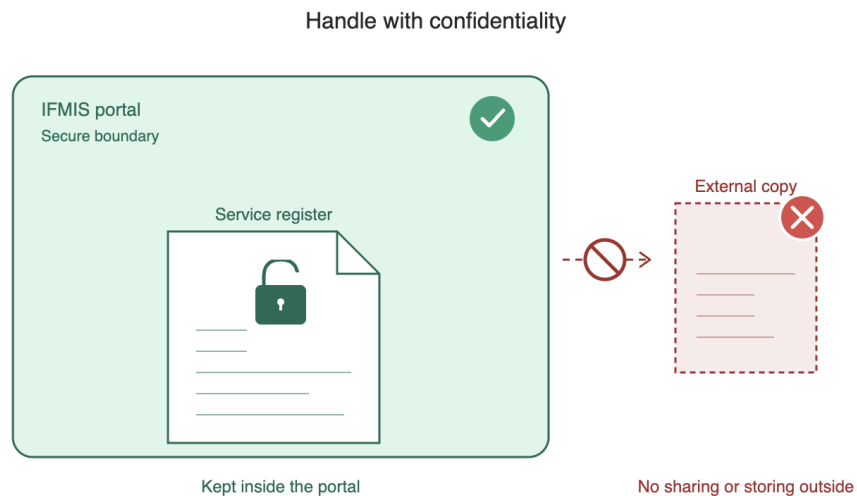


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6. Once uploaded, the document cannot be deleted. Corrections can only be made by uploading a revised version, which will be retained alongside the original for audit purposes.

8. The DDO is personally responsible for the authenticity and completeness of the uploaded Service Register.

9. Sensitive personal information (e.g., medical records, if any) present in the Service Register should be handled with due confidentiality. Do not share or store copies outside the IFMIS portal.



10. For any technical issues during upload, contact the IFMIS helpdesk.

IFMIS Hotline Number
11AM-5PM On all working days

7042420033