

PHASE-1

TRAINING PERIOD DATE 18.02.2019, 20.02.2019 & 21.02.2019

प्रशिक्षण स्थल:— JIS, बिहार कौशल विकास केन्द्र, किशनगंज प्रखंड (भेड़ियाडांगी प्रखंड)

SI No	Department Name	Office Name	Treasury Code	DDO Code
1	Water Resources Department	Flood Control And Drainage Division, Kishanganj	KSJ	KSJWAT001
2	Urban Development and Housing Department	NAGAR PANCHAYAT THAKURGANJ	KSJ	KSJURB006
3	Urban Development and Housing Department	NAGAR PANCHAYAT BAHADURGANJ	KSJ	KSJURB008
4	Urban Development and Housing Department	KISHANGANJ NAGAR PARISHAD	KSJ	KSJURB005
5	Transport Department	District Transport Office, Kishanganj	KSJ	KSJTRA003
6	SC & ST Welfare Department	DWO KISHANGANJ	KSJ	KSJSCW002
7	Rural Development Department	DDC KISHANGANJ	KSJ	KSJRUR032
8	Rural Development Department	B.D.O. THAKURGANJ	KSJ	KSJRUR011
9	Rural Development Department	B.D.O. POTHIA	KSJ	KSJRUR003
10	Rural Development Department	B.D.O. KOCHADHAMAN	KSJ	KSJRUR021
11	Rural Development Department	B.D.O. KISHANGANJ	KSJ	KSJRUR034
12	Rural Development Department	B.D.O. DIGHALBANK	KSJ	KSJRUR006
13	Rural Development Department	B.D.O. BAHADURGANJ	KSJ	KSJRUR029
14	Rural Development Department	B.D.O., Terhagachh ROAD CONSTRUCTION DEPARTMENT, ROAD DIVISION KISHANGANJ	KSJ	KSJRUR035
15	Road Construction Department	KISHANGANJ	KSJ	KSJROA001
16	Revenue and Land Reforms Department	D.C.L.R. KISHANGANJ	KSJ	KSJREV005
17	Law Department	DLSA KISHANGANJ	KSJ	KSJLAW004
18	Law Department	DDO CIVIL COURT KISHANGANJ	KSJ	KSJLAW001
19	Home Department	Superintendent Police Office Kishanganj BIHAR HOME GUARD DISTRICT COMMANDANT KISHANGANJ	KSJ	KSJHOM005
20	Home Department	KISHANGANJ	KSJ	KSJHOM006

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TRAINING PERIOD DATE 22.02.2019, 23.02.2019 & 25.02.2019

प्रशिक्षण स्थल:— JIS, बिहार कौशल विकास केन्द्र, किशनगंज प्रखंड (भंडियाजंगी प्रखंड)

SI No	Department Name	Office Name	DDO Code
1	Revenue and Land Reforms Department	CIRCLE OFFICER, THAKURGANJ	KSIREV025
2	Revenue and Land Reforms Department	CIRCLE OFFICER, TERHAGACH	KSIREV007
3	Revenue and Land Reforms Department	CIRCLE OFFICER, POTHIA	KSIREV019
4	Revenue and Land Reforms-Department	CIRCLE OFFICER, KOCHADHAMAN	KSIREV024
5	Revenue and Land Reforms Department	CIRCLE OFFICER, KISHANGANI	KSIREV022
6	Revenue and Land Reforms Department	CIRCLE OFFICER, DIGHALBANK	KSIREV029
7	Revenue and Land Reforms Department	CIRCLE OFFICER, BAHADURGANJ	KSIREV020
8	Public Health Engineering Department	PHED Division, KISHANGANI	KSJPPUB001
9	Planning and Development Department	EXE.ENGG.LAEO WORKS DIV-1, KISHANGANI	KSJPLA016
10	Planning and Development Department	DISTRICT PLANNING OFFICE, KISHANGANI	KSJPLA006
11	Panchayati Raj Department	District Panchayat Raj Office, Kishanganj	KSJRUR004
12	Minorities Welfare Department	District Minority Welfare Office, Kishanganj	KSJMIW002
13	Labour Resource Department	DISTRICT EMPLOYMENT EXCHANGE, KISHANGANI	KSJLAB005
14	Information and Public Relation Department	DISTRICT PUBLIC RELATION OFFICE, KISHANGANI	KSJINF001
15	General Administration Department	Sub Division Office KISHANGANI	KSJGEN008
16	Home Department	Dist Fire Officer Kishanganj	KSJHOM017
17	General Administration Department	Dist. Nazarat, Kishanganj	KSJPER002
18	General Administration Department	Dist.E.D.C., Kishanganj	KSJPER004
19	General Administration Department	Sub Divisional Office, Kishanganj	KSJPER007
20	Urban Development and Housing Department	DDC Cum Ceo Zila Parishad, Kishanganj	KSJRUR026

PHASE-3**TRAINING PERIOD DATE 26.02.2019, 27.02.2019 & 28.02.2019****प्रशिक्षण स्थल:- JIS, बिहार कौशल विकास केन्द्र, किशनगंज प्रखंड (भड़ियाडांगी प्रखंड)**

Sl No	Department Name	Office Name	DDO Code
1	Health Department	SADAR HOSPITAL, KISHANGANI	KSJHEA040
2	Health Department	REFERRAL HOSPITAL, POTHIA, KISHANGANI	KSJHEA041
3	Health Department	PHC, THAKURGANJ, KISHANGANI	KSJHEA016
4	Health Department	PHC, TERHAGACHH, KISHANGANI	KSJHEA004
5	Health Department	PHC POTHIA, KISHANGANI	KSJHEA011
6	Health Department	PHC, KOCHADHAMAN, KISHANGANI	KSJHEA001
7	Health Department	PHC KISHANGANI	KSJHEA003
8	Health Department	PHC DIGHALBANK, KISHANGANI	KSJHEA002
9	Health Department	PHC, BAHADURGANI, KISHANGANI	KSJHEA008
10	Health Department	CS CUM CMO OFFICE, KISHANGANI	KSJHEA005
11	Health Department	A.N.M, SCHOOL, KISHANGANI	KSJHEA039
12	Health Department	ACMO, KISHANGANI	KSJHEA010
13	General Administration Department	District Magistrate Office, Kishanganj	KSJGEN019
14	Education Department	District Education Office, Kishanganj	KSJEDU377
15	Education Department	DIET, KISHANGANI	KSJEDU077
16	Building Construction Department	EXECUTIVE ENGINEER, BUILDING DIVISION, KISHANGANI	KSJBU1004
17	Health Department	I/C-M.O.R.H. CHATTARGACH	KSJHEA018
18	Home Department	District Commandant, Bihar Home Guard, Kishanganj	KSIHOM007

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SI No	Department Name	Office Name	DDO Code
1	Social Welfare Department	DPO OFFICE, ICDS, KISHANGANJ	KSJSOC031
2	Social Welfare Department	District Social Security Cell, Kishanganj	KSJSOC013
3	Social Welfare Department	District Child Protection Unit, Kishanganj	KSJSOC036
4	Social Welfare Department	CDPO OFFICE THAKURGANJ, KISHANGANJ	KSJSOC003
5	Social Welfare Department	CDPO OFFICE TERHAGACHEE KISHANGANJ	KSJSOC010
6	Social Welfare Department	CDPO OFFICE POTHIA KISHANGANJ	KSJSOC021
7	Social Welfare Department	CDPO OFFICE KOCHADHAMAN KISHANGANJ	KSJSOC016
8	Social Welfare Department	CDPO OFFICE KISHANGANJ KISHANGANJ	KSJSOC015
9	Social Welfare Department	CDPO OFFICE DIGHALBANK KISHANGANJ	KSJSOC019
10	Social Welfare Department	CDPO OFFICE BAHADURGANJ KISHANGANJ	KSJSOC014
11	Social Welfare Department	Assistant Director Empowerment of Persons with Disabilities Cell, Kishanganj	KSJSOC037
12	Science and Technology Department	GOVT POLYTECHNIC, KISHANGANJ	KSJSCI001
13	Revenue and Land Reforms Department	DY. DIRECTOR CONSOLIDATION KISHANGANJ	KSJREV018
14	Planning and Development Department	DISTRICT STATISTICAL OFFICE KISHANGANJ	KSJPLA014
15	Home Department	DISTRICT PROBATION OFFICE KISHANGANJ	KSJHOM003
16	Home Department	DISTRICT JAIL KISHANGANJ	KSJHOM004
17	Food and Consumer Protection Department	DISTRICT CONSUMER FORUM, KISHANGANJ	KSJFOO001
18	Co-operative Department	District Cooperative Officer, Kishanganj	KSJCOO005
19	Co-operative Department	District Audit Officer Kishanganj	KSJCOO006

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प्रशिक्षण स्थल:- IIT, बिहार कौशल विकास केन्द्र, डे-मार्केट, किशनगंज

Sl No	Department Name	Office Name	DDO Code
1	Rural Works Department	RWD, WORKS DIVISION, KISHANGANI-2	KSJRWD009
2	Rural Works Department	RWD,WORKS CIRCLE,KISHANGANI	KSJRWD007
3	Rural Works Department	RWD, WORK DIVISION, KISHANGANI-1	KSJRWD008
4	Revenue and Land Reforms Department	SETTLEMENT OFFICE, KISHANGANI	KSJREV037
5	Revenue and Land Reforms Department	ADDITIONAL COLLECTOR (REVENUE) KISHANGANI	KSJREV035
6	Prohibition, Excise and Registration Department	SUB REGISTRATION OFFICE,THAKURGANI	KSJREG012
7	Prohibition, Excise and Registration Department	SUB REGISTRATION OFFICE, BAHADURGANI	KSJREG002
8	Prohibition, Excise and Registration Department	OFFICE OF THE EXCISE SUPERINIENDENT, KISHANGUNI	KSJREG011
9	Prohibition, Excise and Registration Department	DISTRICT SUB-REGISTRY OFFICE, KISHANGANI	KSJREG005
10	Minor Water Resources Department	EXECUTIVE ENGINEER, MINOR IRRIGATION DIVISION, KISHANGANI	KSJMI004
11	Agriculture Department	ASSISTANT DIRECTOR (CHEMISTRY) SOIL TEST, KISHANGANI	KSJAGR025
12	Labour Resource Department	women industrial training institute kishanganj	KSJLAB006
13	Labour Resource Department	Labour Superintendent Office, Kishanganj	KSJLAB001
14	Labour Resource Department	INDUSTRIAL TRAINING INSTITUTE THAKURGANI, KISHANGANI	KSJLAB004
15	Industries Department	Mulberry Extention cum Training Centre, Dheksara, Kishanganj	KSJIIND004
16	Industries Department	DIC, Kishanganj	KSJIIND001
17	Finance Department	Treasury Office, Kishanganj	KSJFIN001

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प्रशिक्षण स्थल:- IIT, बिहार कौशल विकास केन्द्र, डे-मार्केट, किशनगंज

Sl No	Department Name	Office Name	DDO Code
1	Co-operative Department	Assistant Registrar Cooperative Societies, Kishanganj Circle Kishanganj	KSJCO0001
2	Commercial Tax Department	JCST Kishanganj Circle Kishanganj	KSJCOM001
3	Art, Culture and Youth Department	DY. SUP. PHY. EDU., KISHANGANJ	KSJYOU001
4	Animal and Fisheries Resource Department	Veterinary Surgeon Office, Kishanganj	KSJANI002
5	Animal and Fisheries Resource Department	Sub-Divisional Animal Husbandry Office, Kishanganj	KSJANI003
6	Animal and Fisheries Resource Department	DISTRICT FISHERIES OFFICE, KISHANGANJ	KSJANI011
7	Animal and Fisheries Resource Department	DISTRICT DAIRY DEVELOPMENT OFFICE, KISHANGANJ	KSJANI012
8	Animal and Fisheries Resource Department	District Animal Husbandry Office, Kishanganj	KSJANI001
9	Agriculture Department	Sub-Divisional Agriculture Office, Kishanganj	KSJAGR023
10	Agriculture Department	DISTRICT HORTICULTURE OFFICE, KISHANGANJ	KSJAGR026
11	Agriculture Department	DISTRICT AGRICULTURE OFFICE, KISHANGANJ	KSJAGR024
12	Agriculture Department	Asst Director Plant Protection, Kishanganj	KSJAGR022
13	ELECTION	Deputy Election Officer, Kishanganj	KSJELC003
14	ELECTION	Dist. Election Officer, Kishanganj	KSJELC001
15	Revenue and Land Reforms Department	Dist. Land Acquisition Officer, Kishanganj	KSJREV038
16	Urban Development and Housing Department	Executive Eng., DUDA, Kishanganj	KSJURB009
17	Social Welfare Department	Welfare Officer (Sc Residential H.S.), Kishanganj	KSJSOC009

**CFMS USER CREATION FORM
KYU - Government Staff**

New OR Change Request (Please tick as appropriate)

In case of change request please tick the box in the left margin where change / correction is required and provide details in the corresponding row.

OFFICE DETAILS

DISTRICT: _____ OFFICE NAME & DDO CODE : _____ DATE : _____

All fields marked * are mandatory

EMPLOYEE NAME* : Sriv/Dr

EMPLOYEE ID NUMBER* : _____

DATE OF BIRTH* : _____ GENDER* : _____

DEPARTMENT* : _____ CADRE* : _____ PRESENT POST* : _____

DATE OF JOINING* : _____ ORDER NO. : _____

OFFICE ADDRESS* : _____

PERMANENT ACCOUNT NUMBER (PAN)* : _____

AADHAAR NUMBER* : _____

MOBILE NUMBER* : _____ TELEPHONE (R) : _____ TELEPHONE (O) : _____

EMAIL ID : _____

DECLARATION

I do hereby solemnly declare that the information provided above is upto date and correct and I undertake to inform you of any changes therein immediately, in case any information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it. I accept all the Terms and Conditions mentioned herewith and hereby submit my recent photograph and self attested photocopy of the following

PROOF OF ADDRESS* : _____
PROOF OF IDENTITY* : _____

**CONSENT FOR AUTHENTICATION
GOVERNMENT OF BIHAR**

I hereby give my consent for using my identity and address data received from e-KYC provider to generate and submit the electronic Digital Signature Certificate (DSC) application form to Certifying Authority (CA), creation of key pairs by eSign Service Provider (ESP) on my behalf, submission of certificate to CA for certification, one time creation of signature on the hash along with this request, deletion of key pairs after applying signature(s). I have no objection in the use of my Aadhaar number for authenticating myself with Aadhaar based authentication system for the purposes of availing of the services under Comprehensive Financial Management System (CFMS) application from Finance Department, Government of Bihar. I understand that the Biometrics and/or OTP I provide for authentication shall be used only for authenticating my identity through the Aadhaar Authentication system, for obtaining my e-KYC through Aadhaar e-KYC service and for the issuance of Digital Signature Certificate (DSC) for this specific transaction and for no other purposes. For the creation of DSC, I understand that the options that I have chosen are the ones that shall be populated in the DSC generated by the CA and I provide my consent for the same. I also understand that the following fields in the DSC generated by the CA are mandatory and I give my consent for using the Aadhaar provided e-KYC information to populate the corresponding fields in the DSC: (i) Common Name (name as obtained from e-KYC), (ii) Unique Identifier (hash of Aadhaar number), (iii) Pseudonym (unique code sent by UIDAI in e-KYC response), (iv) State (state as obtained from e-KYC), (v) Postal Code (postal code as obtained from e-KYC). I understand that Finance Department, Government of Bihar shall ensure security and confidentiality of my personal identity data provided for the purpose of Aadhaar based authentication.

(Signature/Thumb impression)
NAME: _____
DATE: _____

FOR OFFICE USE ONLY

Request Received Date: _____ Request Accepted By: _____
Forwarded to HOO/HOD _____ Post/Designation: _____ Signature _____
Office Name & Date: _____

VALID LIST OF DOCUMENTS FOR EMPLOYEES

- Documents for establishing proof of identity and address: (submit any one)
1. Pan Card (separate address proof required)
 2. Aadhaar card issued by government of India/E-Aadhaar letter downloaded from UIDAI site
 3. Valid Government ID/Employee ID
 4. Election Card/Voter's ID card

GENERAL INSTRUCTIONS

1. Fields marked with (*) are mandatory
 2. Tick wherever applicable
 3. Please fill the Form in English and in BLOCK letters
 4. Please fill the dates in DD-MM-YYYY Format
 5. For Present Post: Attach copy of Posting Order or Additional Detail Form
- Clarification/Guidelines for providing 'Proof Of Identity (PoI)'**
1. One certified copy of any one of the mentioned Proof of Identity [PoI] needs to be submitted.
- Clarification/Guidelines for providing 'Proof Of Address (PoA)'**

Annexure-E

USER ACTIVITY MAPPING (TEMPLATE FOR USER DATA COLLECTION FOR USER ROLE MATRIX MAPPING)

कार्यालय का नाम:

ADMIN का नाम:

Sl. No.	NAME OF FUNCTION	BUDGET CODE	UNIT CODE	MAKER	CHECKER	APPROVER
	2	3	4	5	6	7
1	EMPLOYEE MAINTAINANCE					
2	BUDGET ESTIMATION					
	BUDGET ESTIMATION					
3	ALLOTMENT REQUEST					
	ALLOTMENT REQUEST					
4	BUDGET ALLOTMENT (FOR SUB ALLOTMENT)					
5	EXPENDINATURE SANCTION					
	EXPENDINATURE SANCTION					
	EXPENDINATURE SANCTION					
6	BILL PREAPRATION INCLUDING PAY BILL					
	BILL PREAPRATION INCLUDING PAY BILL					
	BILL PREAPRATION INCLUDING PAY BILL					
7	PAYEE MANAGEMENT					

SIGNATURE OF ADMIN

- नोट: 1) क्रम संख्या 2-7 के लिए अलग-अलग H.O.A. (13-digit) एवं Primary Head (4-digit) के लिए Maker, Checker एवं Approver बनाया जा सकता है।
- 2) वेतन विपत्र एवं बकाया मँहगाई भत्ता (वर्तमान) को छोड़कर अन्य सभी विपत्रों के लिए Expenditure Sanction की आवश्यकता है। बकाया वेतन के लिए भी Expenditure Sanction की आवश्यकता है।
- 3) Payee Management के अंतर्गत कार्यालय में की गई व्यय, छात्रवृत्ति मद, सब्सिडी, मुआवजा या अनुदान मद इत्यादि के लिए अलग-अलग Maker, Checker एवं Approver बनाया जा सकता है।
- 4) Annexure-E भरने हेतु उदाहरण स्वरूप Annexure-E1 देखें।

Annexure-E1

(उदाहरण)

USER ACTIVITY MAPPING (TEMPLATE FOR USER DATA COLLECTION FOR USER ROLE MATRIX MAPPING)

कार्यालय का नाम :

Admin का नाम :

SL NO	NAME OF FUNCTION	BUDGET CODE	UNIT CODE	MAKER	CHECKER	APPROVER
1	Employee maintenance	ANIL KUMAR	AMRENDRA KUMAR SINHA	RITA SINGH
2	Budget estimation	N2054000970001	01-01	ANIL KUMAR	ANIL KUMAR	MANISH KUMAR
	Budget estimation	N2054000970001	13-01 Other CNC	ARVIND KUMAR	ANIL KUMAR	MANISH KUMAR
3	Allotment request	N2054000970001	01-01	ANIL KUMAR	AMRENDRA KUMAR SINHA	MANISH KUMAR
	Allotment request	N2054000970001	13-01 and other CNC	ARVIND KUMAR	ANIL KUMAR	MANISH KUMAR
4	Budget allotment (for sub allotment)	NA	NA	NA	NA	NA
	Expenditure sanction	N2054000970001	01-01 (Only for Arrear)	ANIL KUMAR	AMRENDRA KUMAR SINHA	MANISH KUMAR
	Expenditure sanction	N2054000970001	13-01 and other CNC	ARVIND KUMAR	ANIL KUMAR	MANISH KUMAR
	Expenditure sanction	N2054000970001	11-01	ANIL KUMAR	AMRENDRA KUMAR SINHA	MANISH KUMAR
5	Bill preparation including pay bill	N2054000970001	01-01	ANIL KUMAR	ANIL KUMAR	MANISH KUMAR
	Bill preparation including pay bill	N2054000970001	13-01 and other CNC	ANIL KUMAR	AMRENDRA KUMAR SINHA	MANISH KUMAR
	Bill preparation including pay bill	N2054000970001	13-01 and other CNC	ARVIND KUMAR	ANIL KUMAR	MANISH KUMAR
7	Payee management	N2054000970001	13-01 and other CNC	ARVIND KUMAR	ANIL KUMAR	MANISH KUMAR

SIGNATURE OF ADMIN

- नोट : 1) क्रम संख्या 2-7 के लिए अलग-अलग H.O.A. (13-Digit) एवं Primary Head (4-Digit) के लिए Maker, Checker एवं Approver बनाया जा सकता है।
- 2) वेतन विपत्र एवं बकाया महंगाई भत्ता (वर्तमान) को छोड़कर अन्य सभी विपत्रों के लिए Expenditure Sanction की आवश्यकता है। बकाया वेतन के लिए भी Expenditure Sanction की आवश्यकता है।
- 3) Payee Management के अन्तर्गत कार्यालय में की गई व्यय, छात्रवृत्ति मद, सबसिडी, मुआवजा या अनुदान मद इत्यादि के लिए अलग-अलग Maker, Checker एवं Approver बनाया जा सकता है।

Annexure-F

HEAD OF ACCOUNTS MAPPING

कार्यालय का नाम :

Admin का नाम :

विपत्र कोड माँग संख्या सहित	आवंटन निर्गत करने वाले विभाग का नाम

Signature of Admin

Example :

कार्यालय का नाम : अंचल कार्यालय, किशनगंज।

Admin का नाम : अंचलाधिकारी, किशनगंज।

विपत्र कोड माँग संख्या सहित	आवंटन निर्गत करने वाले विभाग का नाम
40-2029001040001	राजस्व विभाग
39-2245021010001	आपदा विभाग

Signature of Admin

Note : जिन बजट शीर्ष पर आपके कार्यालय में कार्य/निकासी की जाती है उसे कॉलम 1 में भरना है एवं संबंधित शीर्ष में आवंटन जिस विभाग से प्राप्त होता है उसे बगल के कॉलम 2 में भरा जाना है।