

बिहार सरकार  
ग्रामीण कार्य विभाग

पत्रांक-12/अ0प्र0-30-02/2018  
प्रेषक,

2560175

पटना/दिनांक- 4.3.25

कुमार अनिल सिन्हा,  
सरकार के संयुक्त सचिव  
सेवा में,  
सभी अधीक्षण अभियंता/  
सभी कार्यपालक अभियंता  
ग्रामीण कार्य विभाग, बिहार।

विषय:- CFMS/HRMS पर Office Admin Tagging/ User Creation हेतु प्रस्ताव के साथ पूर्ण एवं सुस्ट भरा हुआ KYU फार्म एवं वांछित अभिलेख संलग्न करने के संबंध में।

प्रसंग:- विभागीय पत्रांक-4533 अनु0 दिनांक-09.08.2024।

महाशय,

निदेशानुसार उपर्युक्त विषय के संबंध में कहना है कि CFMS/HRMS पर Office Admin Tagging/ User Creation हेतु प्रस्ताव के साथ KYU फार्म संलग्न नहीं किया जाता है या आधा अधुरा भरा हुआ KYU फार्म जिसमें समान्यतः HRMS Employee No./ HRMS ID, Official E-mail ID/ Mob No./ Aadhar No./ PAN No./ GPF No./ PRAN No. आदि विवरण अंकित नहीं होता हैं। जिसके कारण CFMS/HRMS पर Office Admin Tagging/ User Creation करने में असुविधा होती है तथा अनावश्यक विलंब होता है।

अतः अनुरोध है कि CFMS/HRMS पर Office Admin Tagging/ User Creation हेतु प्रस्ताव के साथ पूर्ण एवं सुस्ट भरा हुआ KYU फार्म एवं वांछित अभिलेख यथा Aadhar/ PAN/ प्रभार प्रतिवेदन आदि का प्रति संलग्न करने की कृपा की जाय।

अनु०:- विहित प्रपत्र

विश्वासभाजन

(कुमार अनिल सिन्हा)

सरकार के संयुक्त सचिव

ज्ञापांक:-12/अ0प्र0-30-02/2018

2560175

पटना/दिनांक:- 4.3.25

E-mail/Website

प्रतिलिपि:- सभी मुख्य अभियंता/आई0 टी0 मैनेजर ग्रामीण कार्य विभाग, बिहार, पटना को सुचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।

सरकार के संयुक्त सचिव

**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\*: *Sr/Ms/Dr*.....
- EMPLOYEE ID NUMBER\*: .....
- DATE OF BIRTH\*: ..... GENDER\*: .....
- DEPARTMENT\*: ..... CADRE\*: ..... PRESENT POST\*: .....
- DATE OF JOINING\*: ..... ORDER NO. ....
- OFFICE ADDRESS\*: .....
- PERMANENT ACCOUNT NUMBER (PAN)\*: .....
- AADHAR 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 under take who inform you of any changes therein Immediately. In case an information is found to be false or untrue or misrepresenting or misleading . I am aware that I may be held liable for it. I accept all the Terms and Conditions mentioned herewit and hereby submit my recent photograph and self attasted photocopy of the following.

PROOF OF ADDRESS\*: .....

PROOF OF IDENTITY\*: .....

**CONSENT FOR AUTHENTICATION**  
**GOVERNMENT OF BIHAR**

I hereby give my cosent 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, delation of key pairs after applying signatures (S), I have no objection in the use of my Aadhaar number for authenticating my self with Aadhaar based authentication system for the purposes of availing of the services under Comprehensive Financial Management System(CFMS) Application Form 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 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) Psoudonym (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 nased authentication.

(Signature/Thumb Impression)

NAME:  
DATE:

**FOR OFFICE USE ONLY**

Request Received Date: ..... Request Accepted By: .....  
Forwarded to HOO/HOD ..... Post/Designation: ..... Signature: .....

**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-Aadhar 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-YY 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)'*