

बिहार सरकार
ग्रामीण कार्य विभाग

पत्रांक-12/अ0प्र0-06-05/2025
प्रेषक,

8050 (क३)

/पटना, दिनांक- 24.7.25

प्रभाष चन्द्र सिंह 'प्रबल'
सरकार के अवर सचिव
सेवा में,

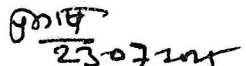
अधीक्षण अभियंता,
ग्रामीण कार्य विभाग,
कार्य अंचल, सीवान/मुजफ्फरपुर/औरंगाबाद/मुंगेर/आरा/बेगूसराय
कार्यपालक अभियंता,
ग्रामीण कार्य विभाग,
कार्य प्रमंडल, पालीगंज/आरा/पीरो/जहानाबाद/शेखपुरा/बलिया/गोपालगंज-
1/रोसड़ा/दाउदनगर/तेघड़ा/अररिया/वारसोई/मनिहारी/बाँका-2/दरभंगा
-01/हाजीपुर/बेतिया/महनार/मसौढ़ी/गोगरी
कार्यपालक अभियंता,
ग्रामीण कार्य विभाग,
जाँच एवं गुणवत्ता नियंत्रण प्रमंडल-मुंगेर/पटना/सीतामढ़ी/सीवान/मधुबनी
/आरा/सहरसा/बेतिया

विषय:- CFMS/HRMS पर संबंधित कार्यालय का Admin Tagging हेतु विहित प्रपत्र में
सूचना उपलब्ध कराने के संबंध में।
प्रसंग:- विभागीय ज्ञापांक 6941 दिनांक 30.06.2025
महाशय,

निदेशानुसार उपर्युक्त विषय के संबंध में कहना है कि विभागीय अधिसूचना ज्ञापांक
6941 दिनांक 30.06.2025 के द्वारा माह जून-2025 में विभिन्न कार्य अंचल, कार्य प्रमंडल एवं जाँच
एवं गुणवत्ता नियंत्रण प्रमंडल कार्यालयों में स्थानांतरण पदस्थापन होने के उपरांत अब तक आपके
द्वारा उक्त कार्यालय का CFMS/HRMS Portal पर Admin Tag हेतु विहित प्रपत्र में सूचना
उपलब्ध नहीं कराया गया है।

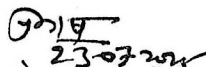
वर्णित परिप्रेक्ष्य में अनुरोध है कि CFMS/HRMS Portal पर Admin Tag हेतु
विहित प्रपत्र में सूचना एवं आवश्यक अभिलेख यथा पैन की अभिप्रमाणित छायाप्रति यथाशीघ्र
उपलब्ध कराया जाय।

विश्वासभाजन


(प्रभाष चन्द्र सिंह 'प्रबल')
सरकार के अवर सचिव
पटना/दिनांक 24.7.25

ज्ञापांक:-12/अ0प्र0-06-05/2025 8050 (क३)

प्रतिलिपि:- आई0 टी0 मैनेजर, ग्रामीण कार्य विभाग, बिहार, पटना को सूचनार्थ एवं आवश्यक
कार्रवाई हेतु प्रेषित।


सरकार के अवर सचिव
Am

**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*: Sri/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 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 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) 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 HOC/HOD Signature:
Office Name & Date: Post/Designation:

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-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)'