



ANDHRA PRADESH UNITED TEACHERS' FEDERATION

ఆంధ్రప్రదేశ్ ఐక్య ఉపాధ్యాయ ఫెడరేషన్

DDO instructions

I. Step 1: Submit Applications

- Login with the user ID of employee or pensioner in their presene.
- Submit the applications on behalf of computer illiterate employees/pensioners. Get the data entry done in presence of the employee. All needed documents will be uploaded.

II. Step 2: Approve Applications

- Login with DDO user id and password. Password will be provided to you by your HOD.
- Verify the submitted application and compare with Aadhar data of each member, as well as the Service Register of the employee.
- If there are minor errors, make corrections.
- If there are major errors, reject the application with reasons.
- Approve the application after through scrutiny. Note that you are responsible for any unauthorised persons being enrolled as employees or pensioners.
- The Sub-Treasury Officer (STO)/Assistant Pension Payment Officer(APPO)will act as the DDO for all pensioners. Necessary validations shall be done by the STO/APPO concerned in the IT portal.

III. Step 3: Provide Posts Data (before enrolment begins)

- List out all the categories of posts that exist in your office along with the number sanctioned.
- Provide the Table 5 information at to your District Head (see annexure 2).

About

EHF
Aarogyasri Health Care Trust

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Action and Medical Audit
NWH Obligations
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Web portal and online
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Documents

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Notifications

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Grievances

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