# **Local Bodies DDO Bifurcation Updation**

Department	Government of Tamil Nadu	Accounts	Department-of
	CPS FOR LO	CALBODY DEPARTMENTS	
	🐡 Subscriber A	Account statement : Click Here Credit User Manual : Click Here	
	For the attention of the - The benefits of the Pensioners <b>New Health Insuran</b> Retirees by opting for the scheme before at least one m	Contributory Pension Scheme Retirees 20 Scheme 2022 can be availed by the contributory Pe onth of their retirement.	vision Scheme
		Login	
		User name1	
		Password	
	Sub	mit Cancel	
	LB Head o	f Account Recipts and Outgo 🖪	
		Help File	
	Рорс	ip Enable : Read me	
	( Kindly Use Browsers IE Version. 11.0 a Versio	and Above, Chrome Version.30.0 and Above , Firefox on.30.0 and Above )	

**Step-1:** Go to Local Body website <u>http://cps.tn.gov.in/lb\_cps</u>

Step-2: In login Page, Enter Department's Region Username and password



De	Bartment of Trea	of Tamil Nadu Asuries and A	ccounts		Departme	Government of nt-of-Treas
Dashboard	Reports Miscellaneous DDO Bifurcati	Logout			Welcome! addtp	
Dashboard						
	2 Treasury	8 16 DDO		280 Live Subscribers	Current Mon	th Retirees
Missing Credit		_	_			
	5858	1808		2933	11	17
	No Of MCs	DDO Level		LF Pending	MC Aut	orised
						2
Balance						
-						10.50
S.No	Treasury		No of DDOs	Employee Balance	Employer Balance	Total
2	KRISHNAGIRI (3001)		6	859715	3454819	4314534
No of Reporting DF	20's : 15					

### **Step-3:** After login, please select DDO Bifurcation in Menu

### **Step-4:** Home page of the DDO Bifurcation

Departme	Government of Tennil Nadu nt-of-Treasuries and Ad	ccounts	Department	Government of Tamil Nad
Dashboard Reports Mis	DDO Bifurcation Logout		Welcome! addtp	
DD0 Billiocation (Uperante DD0				DTP -
DDO BIOCADOR ODDIADE DDO				
		Treasury		
	Select			
© 2014 Scheme (CPS) of the Government	of Tamil Nadu			

## **Step-5:** under this treasury selection, please select the treasury

Departme	Government of Tamil Nadu		Government of famil Na rtment of Treasuries
Dashboard Reports N	fiscellaneous DDO Bifurcation Logout	Welcome! av	ddtp
DDO Bifurcation / Unerade DDO			DTP -
		Treasury	
	Select		
	Select		
	DHARMAPURI		
	KRISHNAGIRI		
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**Step-6:** After selecting the treasury, it shows the list of the DDOs under the Departmental regions.

						Treasury					
				DHARMAPURI							
¢ Existing Subtreasu	iry ¢ Existing DDO ¢	Existing DEPT.	Type of Transfer	Existing DDOs last for Audit	month & year ¢	Transferred Treasury / Subtreasury	• Transferred DEPT. •	Transferred DDO	Transferred     Commencement n	DDOs 10nth & year	o Ot
STO PALACODE (0304)	Executive Officer KARIAMANGALAM (0304_DTP_TK405)	DTP	Transfer Select 🗸	Month Select ¥	Year Select ¥	Treasury / Subtreasury Select	Department     Select •	DDO Code Select ¥	Month Select 👻	Year Select ¥	
STO PALACODE	EXECUTIVE OFFICER PALACODE TP	DTP	Transfer	Month	Year	Treasury / Subtreasury	Department	DDO Code Select ¥	Month	Year	
(0304)	DHARMAPURI DT (0304_DTP_TK414)	011	Select ¥	Select ¥	Select ¥	Select	✓ Select ✓	bbo cost butt	Select 👻	Select ¥	
STO PALACODE	EXECUTIVE OFFICER MARANDAHALLI	DTP	Transfer	Month	Year	Treasury / Subtreasury	Department	DDO Code Select 💙	Month	Year	
(0304)	(0304_DTP_TK416)		Select *	select *	Select *	Select	- Select -		Select	Select *	-
STO PENNAGARAN (0305)	M PAPPARAPATTI (0305_DTP_TK417)	DTP	Transfer Select ¥	Month Select ¥	Year Select ¥	Treasury / Subtreasury Select	Department     Select	DDO Code Select ¥	Month Select ¥	Year Select ¥	
STO PENNAGARAJ	Executive Officer	DTP	Transfer	Month	Year	Treasury / Subtreasury	Department	DDO Code Select ¥	Month	Year	
(0305)	(0305_DTP_TK418)	DIF	Select 👻	Select 👻	Select ¥	Select	✓ Select ✓	bbo code beect	Select ¥	Select ¥	
STO PAPPIREDDIP/ (0306)	ATTI Executive Officer KAMBAINALLUR	DTP	Transfer Select V	Month Select 👻	Year Select ¥	Treasury / Subtreasury Select	Department Select *	DDO Code Select 🗸	Month Select ¥	Year Select ¥	
	Executive Officer		Transfer	Marath	Vezz	Transmit (Culture and	Decentering		Marsh	Vere	
(0306)	KADATHUR (0306 DTP TK407)	DTP	Select ¥	Select ¥	Select ¥	Select	✓ Select ✓	DDO Code Select ¥	Select ¥	Select ¥	l
STO PAPPIREDDIR	EXECUTIVE OFFICER,		Transfer	Month	Year	Treasury / Subtreasury	Department		Month	Year	
(0306)	B.MALLAPURAM (0306_DTP_TK408)	DTP	Select 👻	Select 👻	Select ¥	Select	▼ Select ▼	DDO Code Select ¥	Select 👻	Select ¥	l
CTO 04000052000	ATTI Executive Officer HARUR	DTP	Transfer Select ¥	Month Select 👻	Year Select ¥	Treasury / Subtreasury Select	Department	DDO Code Select ¥	Month Select V	Year Select ¥	I
(0306)	(0306_DTP_TK409)					Tease in / Cubbeau in	Department		Month	Vear	

**Step-7:** Please select the Transfer Type, in case you selected Bifurcation/Nothing means, Transferred DEPT. cannot be changed.

	Dashboard	Reports Miscelland	Governme Of Tr DDO Bit	ent of Tan easu urcation Lo	nil Nadu ries~i	and-	Ac	Courts	7		Welcome! addtp	mei	Gove	Trea	an tanti
DDO Bifur	cation / Upgrade DDO														DIP-
								Treasury							
					DHARMAPU	IRI									
S.No ¢	Existing Subtreasury	Existing DDO	e Existing e DEPT. e	Type of Transfer	Existing DDG	Os last month a	l year o	Transferred Treasury / Subtreasury	•	Transferred DEPT.	Transferred DDO	٠	Transferred Commencement n	DDOs nonth & year	Option +
		][													
	STO PALACODE	Executive Officer	DTP	Transfer	Month	Ye	ar	Treasury / Subtreasury		Department	DDO Code Select ¥		Month	Year	Saut
10	(0304)	(0304_DTP_TK405)	UIT	Select •	Select	✓ Sele	ect 🕶	Select	~	Select ¥	bbb con sect	-	Select 👻	Select ¥	- ave
	STO PALACODE	EXECUTIVE OFFICER		Select Bifurcation	Month	Ye	ar	Treasury / Subtreasury		Department			Month	Year	
2	(0304)	DHARMAPURI DT (0304_DTP_TK414)	DTP	Upgrade Nothing	Select	♥ Sele	ect 🕶	Select	•	Select ¥	DDO Code Select ¥	4	Select 🗸	Select ¥	Save
	STO PALACODE	EXECUTIVE OFFICER		Transfer	Month	Ye	ar	Treasury / Subtreasury		Department	ppp cut cut a		Month	Year	
3	(0304)	(0304_DTP_TK416)	DIP	Select 👻	Select	✓ Sele	ect 🕶	Select	~	Select ¥	DDO Code Select •		Select 🗸	Select ¥	Save
	STO PENNAGARAM	Executive Officer		Transfer	Month	Ye	ear	Treasury / Subtreasury		Department			Month	Year	
4	(0305)	(0305_DTP_TK417)	OTP	Select 🗸	Select	✓ Sele	ect 🕶	Select	۲	Select ¥	DDO Code Select *	5	Select 🗸	Select ¥	Save
	STO PENNAGARAM	Executive Officer		Transfer	Month	Ye	har	Treasury / Subtreasury		Department			Month	Year	
5	(0305)	(0305_DTP_TK418)	DTP	Select 👻	Select	✓ Sele	ect 🕶	Select	~	Select 👻	DDO Code Select ¥		Select 👻	Select 🛩	Save

**Step-7(a):** if transfer type is upgrade, transferred DEPT, automatically selected based on the following aspects, if you want change it you can choose from the selection

DDO Bifur	cation / Upgrade DDO												DTP -
					DHARMAPURI		Treasury						
S.No ¢	Existing Subtreasury ¢	Existing DDO 🛛 🗢	Existing DEPT. +	Type of Transfer +	Existing DDOs las for Aud	t month & year ting	Transferred Treasury / Subtreasury	÷	Transferred DEPT. +	Transferred DDO	Transferred     Commencement r	DDOs nonth & year 🕈	Option ¢
1	STO PALACODE (0304)	Executive Officer KARIAMANGALAM (0304_DTP_TK405)	DTP	Transfer Bifurcation ¥	Month April 🗸	Year 2024 ▼	Treasury / Subtreasury 0304 - STO PALACODE	~	Department	DDO Code Add New ¥ DDO Code TK411 DDO Name TEST DDO NAME	Month May V	Year 2024 ¥	Save
2	STO PALACODE (0304)	EXECUTIVE OFFICER PALACODE TP DHARMAPURI DT (0304_DTP_TK414)	DTP	Transfer Upgrade ¥ Select	Month Select 🛩	Year Select ♥	Treasury / Subtreasury Select	~	Department	DDO Code Select 🗸	Month Select 🗸	Year Select ♥	Save
3	STO PALACODE (0304)	EXECUTIVE OFFICER MARANDAHALLI (0304_DTP_TK416)	DTP	Bifurcation Upgrade	Month Select 👻	Year Select ¥	Treasury / Subtreasury Select	•	Department Select ¥	DDO Code Select 🛩	Month Select 🗸	Year Select ¥	Save
4	STO PENNAGARAM (0305)	Executive Officer PAPPARAPATTI (0305_DTP_TK417)	DTP	Transfer Select ¥	Month Select ¥	Year Select ¥	Treasury / Subtreasury Select	~	Department Select ¥	DDO Code Select 🗸	Month Select ¥	Year Select ¥	Save

(RDBD ->DTP, DTP -> MPLA, MPLA ->CORP)

**Step-7(b):** if transfer type is Nothing, nothing will be update, you can directly save the Updation.

DDO BI	urcation / Upgrade DDO												DTP -
							Treasury						
					DHARMAPURI								
S.No	Existing Subtreasury	Existing DDO	• Existing DEPT.	• Type of • Transfer •	Existing DDOs las for Aud	t month & year of ting	Transferred Treasury / Subtreasury	٠	Transferred DEPT.	Transferred DDO	Transfe     Commencem	erred DDOs ent month & year	Option e
	CTO DU 40005	Executive Officer		Transfer	Month	Vear	Treacury / Subtreasury		Department	DDO Code Add New Y	Month	Vear	_
1	(0304)	KARIAMANGALAM (0304 DTP TK405)	DTP	Bifurcation ¥	April 🗸	2024 ~	0304 - STO PALACODE	٠	DTP -	TK411 DDO Name	May	✓ 2024 ✓	Save
										TEST DDO NAME			
	STO PALACODE	EXECUTIVE OFFICER PALACODE TP	-	Transfer	Month	Year	Treasury / Subtreasury		Department		Month	Year	
2	(0304)	DHARMAPURI DT (0304_DTP_TK414)	DTP	Upgrade 👻	April 🗸	2024 🛩	0302 - STO DHARMAPURI	*	MPLA 🛩	DDO Code MW301 V	May	✓ 2024 ✓	Save
	STO PALACODE	EXECUTIVE OFFICER		Transfer	Month	Year	Treasury / Subtreasury		Department		Month	Year	-
3	(0304)	(0304_DTP_TK416)	DIP	Nothing 👻	Select 👻	Select ¥	Select	٠	Select 🛩	DDO Code Select •	Select	✓ Select ✓	Save
	STO PENNAGARAM	Executive Officer		Select	Month	Year	Treasury / Subtreasury		Department	DDD Code Coloria	Month	Year	
4	(0305)	(0305_DTP_TK417)	DTP	Upgrade	Select 👻	Select 🛩	Select	٠	Select 🛩	DD0 Code Select •	Select	✓ Select ✓	Save
120	STO PENNAGARAM	Executive Officer		Nothing	Month	Year	Treasury / Subtreasury		Department		Month	Year	
5	(0305)	(0305_DTP_TK418)	DTP	Select 👻	Select 🗸	Select ¥	Select	٠	Select 🕶	DDO Code Select ¥	Select	✓ Select ✓	Save
	STO PAPPIREDDIPATTI	Executive Officer		Transfer	Month	Year	Treasury / Subtreasury		Department		Month	Year	
6	(0306)	(0306_DTP_TK406)	DTP	Select 👻	Select 👻	Select 🗸	Select	*	Select 🛩	DDU Code Select V	Select	▼ Select ▼	Save

**Step-8:** After selecting the Transfer, please select Existing DDO's Last month & year before bifurcation / upgradation Done.

	Deshboard	artment Reports Miscellane	Governm Of Tr ous DDO 8	easur furcation	ni Nadu 'les-ar	nd-Ac	COUTS	7		Welcome! addtp	ment-of	-Trea	at Tami
DDO Bifun	ation / Upgrade DDO												DTP -
							Treasury						
					DHARMAPURI								
S.No e	Existing Subtreasury	Existing DDO	• Existing • DEPT. •	Type of Transfer ©	Existing DDOs las	it month & year iting	Transferred Treasury / Subtreasury	۰	Transferred DEPT. *	Transferred DDO	© Transferre Commencemen	ed DDOs t month & year	Option e
1	STO PALACODE (0304)	Executive Officer KARIAMANGALAM (0304 DTP TK405)	DTP	Transfer Bifurcation ¥	Month Select Y	Year Select ❤	Treasury / Subtreasury Select	v	Department	DDO Code Select 👻	Month Select 🛩	Year Select ¥	Save
2	STO PALACODE (0304)	EXECUTIVE OFFICER PALACODE TP DHARMAPURI DT (0304_DTP_TK414)	DTP	Transfer Select 👻	Select January Feburary March	Year Select ▼	Treasury / Subtreasury Select	~	Department Select 🗸	DDO Code Select 🗸	Month Select 🛩	Year Select 🗸	Save
з	STO PALACODE (0304)	EXECUTIVE OFFICER MARANDAHALLI (0304_DTP_TK416)	DTP	Transfer Select V	April May	Year Select ¥	Treasury / Subtreasury Select	~	Department Select ¥	DDO Code Select 👻	Month Select ¥	Year Select ¥	Save
4	STO PENNAGARAM (0305)	Executive Officer PAPPARAPATTI (0305_DTP_TK417)	DTP	Transfer Select 🛩	July August	Year Select ♥	Treasury / Subtreasury Select	~	Department Select ¥	DDO Code Select 🗸	Month Select 🛩	Year Select ♥	Save
5	STO PENNAGARAM (0305)	Executive Officer PENNAGARAM (0305_DTP_TK418)	DTP	Transfer Select 🗸	October November	Year Select ♥	Treasury / Subtreasury Select	~	Department Select 🗸	DDO Code Select 👻	Month Select ¥	Year Select 🗸	Save
		Executive Officer		Transfor	December	Voor	Tennesini / Culstennesini		Donostmont		Month	Voor	-



DO Bifur	rcation / Upgrade DDO										DTP -
							Treasury				
					DHARMAPURI						
S.No q	Existing Subtreasury	Existing DDO	Existing     DEPT.	Type of Transfer	Existing DDOs for A	last month & year aditing	Transferred Treasury / Subtreasury	• Transferred • DEPT. •	Transferred DDO	Transferred DDOs     Commencement month & yea	r e Option e
	STO PALACODE	Executive Officer		Transfer	Month	Year	Treasury / Subtreasury	Department		Month Year	
1	(0304)	(0304_DTP_TK405)	DTP	Bifurcation ~	April	✓ Select ✓	Select	♥ DTP ♥	DDO Code Select *	Select 👻 Select	<ul> <li>Save</li> </ul>
	570 DU 4 5005	EXECUTIVE OFFICER		Transfer	Month	Select 2025	Treasury / Subtreasury	Denartment		Month Vear	
2	(0304)	DHARMAPURI DT	DTP	Select ¥	Select	2024	Select	Select	DDO Code Select ¥	Select ¥ Select	- Save
		(0304_DTP_TK414)		Jerece	Jeleet	2023	Jucci	Select		Joiece	
	STO PALACODE	EXECUTIVE OFFICER	070	Transfer	Month	2022	Treasury / Subtreasury	Department	DDD Cade Select M	Month Year	
3	(0304)	(0304_DTP_TK416)	DIF	Select ¥	Select	2021	Select	✓ Select ✓	bbb code select -	Select Y Select	-
	STO PENNAGARAM	Executive Officer		Transfer	Month	2020	Treasury / Subtreasury	Department	assessed Received	Month Year	
4	(0305)	(0305_DTP_TK417)	DTP	Select 👻	Select	✓ Select ✓	Select	▼ Select ▼	DDO Code Select ¥	Select 🗸 Select	✓ Save
	STO PENNAGARAM	Executive Officer		Transfer	Month	Year	Treasury / Subtreasury	Department		Month Year	
5	(0305)	PENNAGARAM	DTP	Select 👻	Select	✓ Select ✓	Select	✓ Select ✓	DDO Code Select ¥	Select V Select	<ul> <li>Save</li> </ul>

S.No e	Existing Subtreasury	e Existing DDO e	Existing DEPT. 0	Type of Transfer Ø	Existing DDOs for A	last month & year Auditing	Transferred Treasury / Subtreasury	• Transferred DEPT. •	Transferred DDO	Transferred DDOs     Commencement month & ye	e Option e
ĩ	STO PALACODE (0304)	Executive Officer KARIAMANGALAM (0304_DTP_TK405)	DTP	Transfer Bifurcation ¥	Month April	¥ear ▼ 2024 ▼	Treasury / Subtreasury Select	Department	DDO Code Select 🗸	Month Yea May V 2024	- Save
2	STO PALACODE (0304)	EXECUTIVE OFFICER PALACODE TP DHARMAPURI DT (0304_DTP_TK414)	DTP	Transfer Select 🗸	Month Select	Year ▼ Select ▼	0111 - STO VALPARAI 0112 - STO SULUR 0113 - STO ANNUR 0201 - CUDDALORE	Department Select V	DDO Code Select 💙	Month Yea Select ¥ Select	▼ Save
3	STO PALACODE (0304)	EXECUTIVE OFFICER MARANDAHALLI (0304_DTP_TK416)	DTP	Transfer Select 👻	Month Select	Year  Vear  Select	0202 - STO CHIDAMBARAM 0203 - STO CUDDALORE 0204 - STO VIRUDACHALAM	Department Select ~	DDO Code Select -	Month Yea Select • Select	• Save
4	STO PENNAGARAM (0305)	Executive Officer PAPPARAPATTI (0305_DTP_TK417)	DTP	Transfer Select 👻	Month Select	Year ✓ Select ✓	0205 - STO VITODACHADAM 0205 - STO TITTAGUDI 0206 - STO KATTUMANNAR KOIL	Department Select •	DDO Code Select ¥	Month Yea Select • Select	✓ Save
5	STO PENNAGARAM (0305)	Executive Officer PENNAGARAM (0305_DTP_TK418)	DTP	Transfer Select 👻	Month Select	Year  Select	0207 - STO NEYVELI TOWNSHIP 0208 - STO PANRUTTI 0209 - STO KURINCHIPADI	Department Select ~	DDO Code Select ¥	Month Year Select V Select	• Save
6	STO PAPPIREDDIPATTI (0306)	Executive Officer KAMBAINALLUR (0306_DTP_TK406)	DTP	Transfer Select ¥	Month Select	Year ▼ Select ▼	0301 - DHARMAPURI 0302 - STO DHARMAPURI 0303 - STO HARUR	Department Select ~	DDO Code Select ¥	Month Vea Select Vea	▼ Save
7	STO PAPPIREDDIPATTI (0306)	Executive Officer KADATHUR (0306_DTP_TK407)	DTP	Transfer Select 👻	Month Select	Year  Select	0304 - STO PALACODE 0305 - STO PENNAGARAM 0306 - STO PAPPIREDDIPATTI	Department Select V	DDO Code Select ~	Month Yea Select V Select	▼ Save
8	STO PAPPIREDDIPATTI (0306)	EXECUTIVE OFFICER, B.MALLAPURAM (0306_DTP_TK408)	DTP	Transfer Select 🛩	Month Select	Year ▼ Select ▼	0401 - DINDIGUL 0402 - STO DINDIGUL	Department Select ~	DDO Code Select ¥	Month Yea Select • Select	▼ Save
9	STO PAPPIREDDIPATTI (0306)	Executive Officer HARUR (0306_DTP_TK409)	DTP	Transfer Select 🛩	Month Select	Year  Vear  Select	Treasury / Subtreasury Select	Department     Select	DDO Code Select ~	Month Yea Select ¥ Select	- Save
10	STO PAPPIREDDIPATTI (0306)	Executive Officer PAPPIREDDIPATTI (0306_DTP_TK410)	DTP	Transfer Select ¥	Month Select	Year  Select	Treasury / Subtreasury Select	✓ Select ✓	DDO Code Select ¥	Month Vea Select V Select	• Save

**Step-9:** Then select the Treasury/Subtreasury/PAO.

**Step-10:** Then select the DDO Code [DDO Code list will be based on the selection of Transferred Treasury and Department existing].

S.No ¢	Existing Subtreasury ¢	Existing DDO \$	Existing DEPT. +	Type of Transfer $\Rightarrow$	Existing DDOs for A	last month & year uditing	Transferred Treasury / Subtreasury	٠	Transferred DEPT. •	Transferred DDO	Transferred DI Commencement mo	DOs nth & year 🕈	Option ¢
1	STO PALACODE	Executive Officer	DTD	Transfer	Month	Year	Treasury / Subtreasury		Department	DDO Code Select X	Month	Year	Carro
	(0304)	(0304_DTP_TK405)	DIP	Bifurcation ¥	April	✓ 2024 ✓	0304 - STO PALACODE	×	DTP 👻	Select	May 💙	2024 👻	Save
	STO BALACODE	EXECUTIVE OFFICER		Transfer	Month	Year	Treasury / Subtreasury		Department	TK405	Month	Year	
2	(0304)	DHARMAPURI DT (0304_DTP_TK414)	DTP	Select 👻	Select	▼ Select ▼	Select	*	Select ¥	DDO Cod TK414 TK416	Select 👻	Select ¥	Save
	STO PALACODE	EXECUTIVE OFFICER		Transfer	Month	Year	Treasury / Subtreasury		Department	Add New	Month	Year	-
3	(0304)	(0304_DTP_TK416)	DTP	Select 👻	Select	✓ Select ✓	Select	~	Select 🛩	DDO Code Select V	Select 👻	Select ¥	Save
	STO PENNAGARAM	Executive Officer		Transfer	Month	Year	Treasury / Subtreasury		Department		Month	Year	
4	(0305)	PAPPARAPATTI (0305_DTP_TK417)	DTP	Select 👻	Select	✓ Select ✓	Select	*	Select 🛩	DDO Code Select •	Select 👻	Select ¥	Save
	STO PENNAGARAM	Executive Officer	070	Transfer	Month	Year	Treasury / Subtreasury		Department		Month	Year	-
5	(0305)	(0305_DTP_TK418)	DIP	Select ¥	Select	▼ Select ▼	Select	*	Select ¥	DDO Code Select •	Select 👻	Select ¥	Save
	STO PAPPIREDDIPATTI	Executive Officer		Transfer	Month	Year	Treasury / Subtreasury		Department		Month	Year	
6	(0306)	(0306_DTP_TK406)	DIP	Select Y	Select	▼ Select ▼	Select	*	Select ¥	DDO Code Select •	Select 💙	Select ¥	Save
_	STO PAPPIREDDIPATTI	Executive Officer		Transfer	Month	Year	Treasury / Subtreasury		Department		Month	Year	
	(0306)	(0306_DTP_TK407)	DIP	Select ¥	Select	✓ Select ✓	Select	*	Select ¥	DD0 Code Select •	Select 💙	Select ¥	Save
	STO PAPPIREDDIPATTI	EXECUTIVE OFFICER,	070	Transfer	Month	Year	Treasury / Subtreasury		Department	DDO Code Coloritar	Month	Year	
8	(0306)	(0306_DTP_TK408)	DIP	Select ¥	Select	▼ Select ▼	Select	*	Select ¥	DDO Code Select *	Select 👻	Select ¥	Save
9	STO PAPPIREDDIPATTI	Executive Officer HARUR	DTP	Transfer	Month	Year	Treasury / Subtreasury		Department	DDO Code Select ¥	Month	Year	Save
	(0306)	(0306_DTP_TK409)	511	Select ¥	Select	✓ Select ✓	Select	*	Select ¥		Select 🗸	Select ¥	Sare
10	STO PAPPIREDDIPATTI	Executive Officer	DTP	Transfer	Month	Year	Treasury / Subtreasury		Department	DDO Code Select ¥	Month	Year	Save
10	(0306)	(0306_DTP_TK410)	DIF	Select ¥	Select	✓ Select ✓	Select	~	Select ¥	bbo code Belett	Select 👻	Select ¥	Jave

**Step-11:** If existing DDO Code will be the transferred DDO Code means, select from the list

DDO Bifu	cation / Upgrade DDO										DTP -
					DHARMAPURI		Treasury				
S.No d	Existing Subtreasury	Existing DDO 🛛 🔶	Existing DEPT. •	Type of Transfer Ø	Existing DDOs la for Au	ast month & year ¢ iditing	Transferred Treasury / Subtreasury	♦ Transferred DEPT. ♦	Transferred DDO	Transferred DDOs Commencement month & year	Option
1	STO PALACODE (0304)	Executive Officer KARIAMANGALAM (0304_DTP_TK405)	DTP	Transfer Bifurcation 🛩	Month April	Year 2024 ❤	Treasury / Subtreasury 0304 - STO PALACODE	Department	DDO Code TK405 V	Month Year May V 2024 V	Save
2	STO PALACODE (0304)	EXECUTIVE OFFICER PALACODE TP DHARMAPURI DT (0304_DTP_TK414)	DTP	Transfer Select 🛩	Month Select	Year ✓ Select ✓	Treasury / Subtreasury Select	Vepartment	TK405 DDO Cod TK414 TK416	Month Year Select V Select V	Save
3	STO PALACODE (0304)	EXECUTIVE OFFICER MARANDAHALLI (0304_DTP_TK416)	DTP	Transfer Select ¥	Month Select	Year Select ❤	Treasury / Subtreasury Select	Department     Select	DDO Code Select V	Month Year Select V Select V	Save
4	STO PENNAGARAM (0305)	Executive Officer PAPPARAPATTI (0305_DTP_TK417)	DTP	Transfer Select ¥	Month Select	Year Select ¥	Treasury / Subtreasury Select	Cepartment ✓ Select ✓	DDO Code Select ¥	Month Year Select ¥ Select ¥	Save
5	STO PENNAGARAM (0305)	Executive Officer PENNAGARAM (0305_DTP_TK418)	DTP	Transfer Select ¥	Month Select	Year Select ¥	Treasury / Subtreasury Select	Cepartment ✓ Select ✓	DDO Code Select ¥	Month Year Select • Select •	Save
6	STO PAPPIREDDIPATTI (0306)	Executive Officer KAMBAINALLUR (0306_DTP_TK406)	DTP	Transfer Select ¥	Month Select	Year Select ¥	Treasury / Subtreasury Select	Department     Select •	DDO Code Select 🗸	Month Year Select • Select •	Save
7	STO PAPPIREDDIPATTI (0306)	Executive Officer KADATHUR (0306_DTP_TK407)	DTP	Transfer Select ¥	Month Select	Year Select ¥	Treasury / Subtreasury Select	Department     Select	DDO Code Select 🗸	Month Year Select V Select V	Save

**Step-12:** If transferred DDO Code not in the list, please select the Add New form the selection

DDO Bifuro	ation / Upgrade DDO												DTP -
					DHARMAPURI		Treasury						
S.No ¢	Existing Subtreasury \$	Existing DDO \$	Existing DEPT. +	Type of Transfer \$	Existing DDOs las for Aud	t month & year ting	Transferred Treasury / Subtreasury	٠	Transferred ¢	Transferred DDO	Transferred     Commencement m	DDOs sonth & year 🕈	Option ¢
1	STO PALACODE	Executive Officer KARIAMANGALAM	DTP	Transfer	Month	Year	Treasury / Subtreasury		Department	DDO Code TK414 🗸	Month	Year	Save
	(0304)	(0304_DTP_TK405)		Bifurcation ¥	April 👻	2024 👻	0304 - STO PALACODE	×	DTP 👻	Select	May 👻	2024 👻	
2	STO PALACODE (0304)	EXECUTIVE OFFICER PALACODE TP DHARMAPURI DT	DTP	Transfer	Month	Year Select ¥	Treasury / Subtreasury	~	Department	TK405 DDO Cod TK414	Month	Year Select ¥	Save
	()	(0304_DTP_TK414)		Sciect	Science	JUICEL	Secce		Jerect	TK416	Jereet	Sciect	
3	STO PALACODE (0304)	EXECUTIVE OFFICER MARANDAHALLI (0304_DTP_TK416)	DTP	Transfer Select 🛩	Month Select 🗸	Year Select 🗸	Treasury / Subtreasury Select	~	Department	Add New DDO Code Select ✓	Month Select ¥	Year Select ¥	Save
4	STO PENNAGARAM (0305)	Executive Officer PAPPARAPATTI (0305_DTP_TK417)	DTP	Transfer Select 🗸	Month Select 🗸	Year Select ¥	Treasury / Subtreasury Select	~	Department Select ¥	DDO Code Select 🛩	Month Select ¥	Year Select ¥	Save
5	STO PENNAGARAM (0305)	Executive Officer PENNAGARAM (0305_DTP_TK418)	DTP	Transfer Select 🗸	Month Select 🗸	Year Select ♥	Treasury / Subtreasury Select	~	Department Select ¥	DDO Code Select ¥	Month Select 👻	Year Select ¥	Save
6	STO PAPPIREDDIPATTI (0306)	Executive Officer KAMBAINALLUR (0306_DTP_TK406)	DTP	Transfer Select ¥	Month Select ¥	Year Select ¥	Treasury / Subtreasury Select	~	Department Select ¥	DDO Code Select 🗸	Month Select ¥	Year Select ¥	Save

	Dashboard	Reports Miscellaneo	DDO B	ifurcation Log	gout						Welcome! addtp			
00 Bilfuro	cation / Upgrade DDO													DTP
								Treasury						
					DHARMAPU	JRI								
.No e	Existing Subtreasury ¢	Existing DDO ¢	DEPT. 0	Type of Transfer ¢	Existing DD fo	Os last mor or Auditing	nth & year 👳	Transferred Treasury / Subtreasury	٠	Transferred DEPT. ¢	Transferred DDO	Transferred     Commencement m	DDOs ionth & year	Option
1	STO PALACODE	Executive Officer	DTR	Transfer	Month		Year	Treasury / Subtreasury		Department	DDO Code Add New Y	Month	Year	Sav
1	(0304) KJ	(0304_DTP_TK405)	DIF	Bifurcation ¥	April	*	2024 👻	0304 - STO PALACODE	~	DTP 👻	NEW DDO NAME	May 👻	2024 👻	Jav
	STO PALACODE	EXECUTIVE OFFICER PALACODE TP	010	Transfer	Month		Year	Treasury / Subtreasury		Department	DDO Colt Schutz	Month	Year	
2	(0304)	DHARMAPURI DT (0304_DTP_TK414)	DIP	Select 👻	Select	*	Select 🛩	Select	~	Select ¥	DUO Code Select •	Select 👻	Select $\checkmark$	Save
2	STO PALACODE	EXECUTIVE OFFICER	070	Transfer	Month		Year	Treasury / Subtreasury		Department	DDO Code Salad M	Month	Year	
3	(0304)	(0304_DTP_TK416)	DIP	Select 👻	Select	*	Select 🛩	Select	*	Select ¥	DDO Code Select *	Select ¥	Select ¥	Sav
4	STO PENNAGARAM	Executive Officer	DTP	Transfer	Month		Year	Treasury / Subtreasury		Department	DDO Code Select ¥	Month	Year	Sav
-	(0305)	(0305_DTP_TK417)	011	Select 👻	Select	*	Select 🛩	Select	*	Select ¥	bbo code belede	Select 🗸	Select ¥	Jav
c	STO PENNAGARAM	Executive Officer	DTD	Transfer	Month		Year	Treasury / Subtreasury		Department	DDO Code Select X	Month	Year	Sau
5	(0305)	(0305_DTP_TK418)	JIF	Select ¥	Select	*	Select 🛩	Select	~	Select ¥	boo code belett -	Select ¥	Select ¥	
6	STO PAPPIREDDIPATTI	Executive Officer	DTD	Transfer	Month		Year	Treasury / Subtreasury		Department	DDO Code Select ¥	Month	Year	Sau
0	(0306)	(0306_DTP_TK406)	DIP	Select ¥	Select	*	Select ¥	Select	*	Select ¥	bbb code Belett -	Select ¥	Select ¥	Sav
	STO PAPPIREDDIPATTI	Executive Officer		Transfer	Month		Year	Treasury / Subtreasury		Department		Month	Year	

**Step-13:** If Add New selected it shows the two Text boxes.

**Step-14:** Then mention the NEW DDO Code and Name of the DDO in the text boxes.

	Dashboard	Reports Miscellaneo	us DDO Bi	furcation Log	out					Welcome! addtp				
IDO Bituro	cation / Upgrade DDO													DTP -
							Treasury							
				ſ	DHARMAPURI									
S.No ¢	Existing Subtreasury ¢	Existing DDO \$	Existing DEPT. +	Type of Transfer 🗢	Existing DDOs last for Audi	t month & year ¢	Transferred Treasury / Subtreasury	¢	Transferred DEPT. ¢	Transferred DDO	٠	Transferred Commencement n	DDOs 10nth & year	Option ¢
	STO BALACODE	Executive Officer		Transfer	Month	Year	Treasury / Subtreasury		Department	DDO Code Add New Y		Month	Year	
1	(0304)	KARIAMANGALAM (0304_DTP_TK405)	DTP	Bifurcation ¥	April 👻	2024 ¥	0304 - STO PALACODE	~	DTP ¥	TK411 TEST DDO NAME		May 👻	2024 👻	Save
2	STO PALACODE (0304)	EXECUTIVE OFFICER PALACODE TP DHARMAPURI DT (0304, DTP, TK414)	DTP	Transfer Select 🗸	Month Select ¥	Year Select ❤	Treasury / Subtreasury Select	~	Department Select ¥	DDO Code Select 🗸	:	Month Select 🗸	Year Select ¥	Save
3	STO PALACODE (0304)	EXECUTIVE OFFICER MARANDAHALLI (0304_DTP_TK416)	DTP	Transfer Select ¥	Month Select ¥	Year Select ¥	Treasury / Subtreasury Select	~	Department	DDO Code Select 🗸		Month Select ¥	Year Select ¥	Save
4	STO PENNAGARAM (0305)	Executive Officer PAPPARAPATTI (0305_DTP_TK417)	DTP	Transfer Select ¥	Month Select ¥	Year Select ♥	Treasury / Subtreasury Select	*	Department Select ¥	DDO Code Select 🗸	:	Month Select 🗸	Year Select ❤	Save
5	STO PENNAGARAM (0305)	Executive Officer PENNAGARAM (0305_DTP_TK418)	DTP	Transfer Select ¥	Month Select ¥	Year Select ¥	Treasury / Subtreasury Select	~	Department	DDO Code Select 🗸		Month Select 👻	Year Select ¥	Save
6	STO PAPPIREDDIPATTI (0306)	Executive Officer KAMBAINALLUR (0306_DTP_TK406)	DTP	Transfer Select ¥	Month Select ¥	Year Select ¥	Treasury / Subtreasury Select	*	Department Select ¥	DDO Code Select 🗸	:	Month Select 👻	Year Select ¥	Save
	STO PAPPIREDDIPATTI	Executive Officer		Transfer	Month	Year	Treasury / Subtreasury		Department			Month	Year	

**Step-15:** Transferred DDO's Commencement month & year automatically selected from the existing DDOs last month & year selection.

	Dashboard	Reports Miscellaneo	DDO Bit	lurcation Log	out						Welcome! addtp				
IDO Bifurc	ation / Upgrade DDO														DTP -
								Treasury							
				C.	DHARMAPUE	RI									
S.No ¢	Existing Subtreasury \$	Existing DDO 🛛 🗢	Existing DEPT. +	Type of Transfer ¢	Existing DDO for	)s last month & r Auditing	year ¢	Transferred Treasury / Subtreasury	¢	Transferred DEPT. ¢	Transferred DDO	e Tra	isferred l	DDOs ionth & year 🗘	Option ¢
	STO PALACODE	Executive Officer		Transfer	Month	Ye	ar	Treasury / Subtreasury		Department	DDO Code Add New Y	Month		Year	
1	(0304)	(0304_DTP_TK405)	DTP	Bifurcation $\checkmark$	April	✓ 202	4 ¥	0304 - STO PALACODE	~	DTP ¥	TK411 TEST DDO NAME	May	*	2024 ¥	Save
2	STO PALACODE	EXECUTIVE OFFICER PALACODE TP	DTD	Transfer	Month	Ye	ar	Treasury / Subtreasury		Department	DDO Code Solart ¥	Month		Year	Caulo
2	(0304)	DHARMAPURI DT (0304_DTP_TK414)	DIP	Select 👻	Select	✓ Sele	ect 🛩	Select	~	Select 🛩	bbo code Belett -	Select	~	Select $\checkmark$	Save
	STO PALACODE	EXECUTIVE OFFICER		Transfer	Month	Ye	ar	Treasury / Subtreasury		Department		Month	1	Year	
3	(0304)	(0304_DTP_TK416)	DTP	Select 👻	Select	✓ Sele	ect 🛩	Select	۲	Select ¥	DDO Code Select ¥	Select	*	Select ¥	Save
4	STO PENNAGARAM (0305)	Executive Officer PAPPARAPATTI	DTP	Transfer	Month	Ye	ar	Treasury / Subtreasury	~	Department	DDO Code Select ~	Month	~	Year	Save
	()	(0305_DTP_TK417)		Jerect	Jerect	Jen	64 -	Select		Jelect		Jerect		Jelect	_
5	STO PENNAGARAM (0305)	PENNAGARAM (0305_DTP_TK418)	DTP	Select ¥	Select	✓ Sele	ect 💙	Select	~	Select ¥	DDO Code Select 🗸	Select	~	Year Select ¥	Save
6	STO PAPPIREDDIPATTI (0306)	Executive Officer KAMBAINALLUR	DTP	Transfer	Month	Ye Ye	ar	Treasury / Subtreasury	*	Department	DDO Code Select 🗸	Month	~	Year Select ¥	Save
	STO PAPPIREDDIPATTI	(0306_DTP_TK406) Executive Officer		Transfer	Month	Ye	ar	Treasury / Subtreasury		Department		Month	1	Year	

#### **Step-16:** Then finally click save button for the Updation of single DDO.

	Dashboard	Reports Miscellaneo	DDO Bi	furcation Log	out					Welcome! addtp					
IDO Bifur	cation / Upgrade DDO														DTP -
							Treasury								
				1	DHARMAPURI										
S.No ¢	Existing Subtreasury ¢	e Existing DDO ¢	Existing DEPT. +	Type of Transfer 🕈	Existing DDOs las for Aud	t month & year ¢	Transferred Treasury / Subtreasury	÷	Transferred DEPT. +	Transferred DDO	٠	Transfe	rred DE ent mor	DOs nth&year <sup>¢</sup>	Option ¢
1	STO PALACODE	Executive Officer	DTP	Transfer	Month	Year	Treasury / Subtreasury		Department	DDO Code Add New Y		Month		Year	Save
	(0304)	(0304_DTP_TK405)	bir	Bifurcation ¥	April 🗸	2024 ¥	0304 - STO PALACODE	~	DTP 👻	TEST DDO NAME		May	~	2024 ¥	Juve
2	STO PALACODE (0304)	EXECUTIVE OFFICER PALACODE TP DHARMAPURI DT	DTP	Transfer Select ¥	Month Select ¥	Year Select ¥	Treasury / Subtreasury Select	~	Department Select ¥	DDO Code Select ¥		Month Select	~	Year Select 🛩	Save
3	STO PALACODE (0304)	(0304_DTP_TK414) EXECUTIVE OFFICER MARANDAHALLI	DTP	Transfer Select V	Month Select V	Year Select ¥	Treasury / Subtreasury	~	Department	DDO Code Select 🗸		Month Select	~	Year Select ¥	Save
4	STO PENNAGARAM (0305)	Executive Officer PAPPARAPATTI (0305_DTP_TK417)	DTP	Transfer Select V	Month Select 🗸	Year Select 🗸	Treasury / Subtreasury Select	~	Department Select ¥	DDO Code Select 🗸		Month Select	*	Year Select ¥	Save
5	STO PENNAGARAM (0305)	Executive Officer PENNAGARAM (0305_DTP_TK418)	DTP	Transfer Select ¥	Month Select ¥	Year Select ¥	Treasury / Subtreasury Select	~	Department Select ¥	DDO Code Select ¥		Month Select	~	Year Select ¥	Save
6	STO PAPPIREDDIPATTI (0306)	Executive Officer KAMBAINALLUR (0306_DTP_TK406)	DTP	Transfer Select ¥	Month Select ¥	Year Select ¥	Treasury / Subtreasury Select	*	Department Select ¥	DDO Code Select ¥		Month Select	*	Year Select ♥	Save
	STO PAPPIRED DIPATTI	Executive Officer		Transfer	Month	Year	Treasury / Subtreasury		Department			Month		Year	_

**Step-17:** After Clicking save button, it will shows updated successfully message.

	Dashboard	Reports Miscellanec	DDO Bi	furcation Log	out	<b>cps.tn.gov.in say</b> Updated Successfully	ok			Welcome! addtp				
DDO Bifur	cation / Upgrade DDO				-			-						DTP -
							Treasury							
				t I	DHARMAPURI									
S.No e	Existing Subtreasury ¢	Existing DDO e	Existing DEPT. 0	Type of Transfer ¢	Existing DDOs I for Au	last month & year euditing	Transferred Treasury / Subtreasury	٠	Transferred DEPT. *	Transferred DDO	٠	Transferred Commencement m	DDOs onth & year \$	Option e
1	STO PALACODE	Executive Officer KARIAMANGALAM	DTP	Transfer	Month	Year	Treasury / Subtreasury		Department	DDO Code Add New ¥	4	Month	Year	Save
	(0304)	(0304_DTP_TK405)		Bifurcation ¥	April	<b>2024</b> ▼	0304 - STO PALACODE	~	DTP 👻	TEST DDO NAME	- 1	May 💙	2024 👻	
		EXECUTIVE OFFICER		Transfer	Month	Year	Treasury / Subtreasury		Department			Month	Year	
2	(0304)	DHARMAPURI DT	DTP	Select ¥	Select	▼ Select ▼	Select	۲	Select ¥	DDO Code Select ¥	-	Select ¥	Select ¥	Save
		EXECUTIVE OFFICER		Transfer	Manth	Veer	Tennes yr / Culatenas yr		Deserterent			Manth	Vees	
3	STO PALACODE (0304)	MARANDAHALLI	DTP	Select V	Select	✓ Select ✓	Select	*	Select ¥	DDO Code Select ¥		Select V	Select ¥	Save
	STO DENINACADANA	Executive Officer		Transfer	Month	Year	Treasury / Subtreasury		Department			Month	Year	_
4	(0305)	PAPPARAPATTI (0305_DTP_TK417)	DTP	Select 👻	Select	✓ Select ✓	Select	*	Select ¥	DDO Code Select ¥	5	Select 🗸	Select ¥	Save
	STO PENNAGARAM	Executive Officer		Transfer	Month	Year	Treasury / Subtreasury		Department			Month	Year	
5	(0305)	PENNAGARAM (0305_DTP_TK418)	DTP	Select 👻	Select	▼ Select ▼	Select	۲	Select ¥	DDO Code Select ¥		Select 🗸	Select ¥	Save
6	STO PAPPIREDDIPATTI	Executive Officer	DTD	Transfer	Month	Year	Treasury / Subtreasury		Department	DDO Code Select V		Month	Year	<b>C</b> -112
0	(0306)	(0306_DTP_TK406)	DIP	Select 👻	Select	▼ Select ▼	Select	۲	Select ¥	DDO Coue Belect *	\$	Select 🗸	Select ¥	Save

**Step-18:** if you clicking preview button, it will show the all modification done by you in the present list.

furcat	ion / Upgrade DDO												1
							Treasury						
					DHARMAPURI		neaday						
٠	Existing Subtreasury	Existing DDO 🛛 🗢	Existing DEPT. •	Type of Transfer	Existing DDOs las for Aud	t month & year o	Transferred Treasury / Subtreasury	٠	Transferred +	Transferred DDO	Transferred Commencement me	DOs onth & year	Op
][													
										DDO Code Add New ~			
140	STO PALACODE	Executive Officer	DTD	Transfer	Month	Year	Treasury / Subtreasury		Department	DDO Code	Month	Year	
1	(0304)	(0304_DTP_TK405)	DIF	Bifurcation ¥	April 👻	2024 🛩	0304 - STO PALACODE	۲	DTP 👻	DDO Name	May 👻	2024 🛩	-
										TEST DDO NAME			
T		EXECUTIVE OFFICER		T		Marca	Town of the second				11	No. 1	
1	STO PALACODE	PALACODE TP	DTP	Transfer	Month	Year	Treasury / Subtreasury		Department	DDO Code MW301 👻	Month	Year	
1	(0004)	(0304_DTP_TK414)		opgrade +	April	2024	0302 - STO DHARMAPORI		WIPLA T		iviay •	2024 +	
-	STO PALACODE	EXECUTIVE OFFICER		Transfer	Month	Year	Treasury / Subtreasury		Department		Month	Year	
1	(0304)	(0304_DTP_TK416)	DTP	Nothing ¥	Select 👻	Select ¥	Select	~	Select ¥	DDO Code Select	Select 👻	Select ¥	4
	TO RENNAGARAM	Executive Officer		Transfer	Month	Year	Treasury / Subtreasury		Department		Month	Year	
1	(0305)	PAPPARAPATTI	DTP	Select 👻	Select 👻	Select 🛩	Select	~	Select ¥	DDO Code Select *	Select 🗸	Select 🛩	
		Executive Officer		Transfer	Manth	Mana	Terrer ( Cubberrer		Descetance		Manak	Mana	
1	STO PENNAGARAM (0305)	PENNAGARAM	DTP	Select *	Select *	Select ¥	Select	~	Select ¥	DDO Code Select ~	Select V	Select ¥	
		(0305_DTP_TK418)											
41.14	STO PAPPIREDDIPATTI	KAMBAINALLUR	DTP	Transfer	Month	Year	Treasury / Subtreasury		Department	DDO Code Select 🗸	Month Colort	Year	
1	(0300)	(0306_DTP_TK406)		Select •	Select •	Select *	select	*	Select •		Select	Select *	
1	STO PAPPIREDDIPATTI	Executive Officer	DTP	Transfer	Month	Year	Treasury / Subtreasury		Department	DDO Code Select Y	Month	Year	
1	(0306)	(0306_DTP_TK407)		Select 👻	Select ¥	Select ¥	Select	¥	Select ¥		Select 👻	Select ¥	-
4	STO PAPPIREDDIPATTI	EXECUTIVE OFFICER,		Transfer	Month	Year	Treasury / Subtreasury		Department		Month	Year	
1	(0306)	B.MALLAPURAM (0306_DTP_TK408)	DTP	Select 👻	Select 🗸	Select ¥	Select	*	Select ¥	DDO Code Select •	Select 👻	Select ¥	
	STO PAPPIREDDIPATTI	Executive Officer HARUR		Transfer	Month	Year	Treasury / Subtreasury		Department		Month	Year	
1	(0306)	(0306_DTP_TK409)	DTP	Select 👻	Select 👻	Select 🛩	Select	~	Select ¥	DDO Code Select ¥	Select 👻	Select ¥	
	STO PAPPIREDDIPATTI	Executive Officer		Transfer	Month	Year	Treasury / Subtreasury		Department		Month	Year	
- 13	(0306)	PAPPIREDDIPATTI	DTP	Select ¥	Select ¥	Select ~	Select	~	Select ~	DDO Code Select Y	Select 👻	Select ¥	

**Step-19:** you can check it and download by clicking download button.

5.No e	Existing Subtra	easury o Existing	DDO + Existing	Type of Existing DD	Os last month & year	Transferred Treasury / Subtreasury	Transferred	Transferred DDO	¢ _ Trans	sferred DDOs o Og
	Bifurcat	ion Updated Li	st							×
3 ( 4 (	S.No	Existing Subtreasury	Existing DDO	Existing DEPT.	Type of Transfer	Existing DDOs last month & year for Auditing	Transferred Treasury / Subtreasury	Transferred DEPT.	Transferred DDO	Transferred DDOs Commencement month & year
5	1	STO PALACODE [0304]	Executive Officer KARIAMANGALAM [0304_DTP_TK405]	DTP	Bifurcation	04/2024	STO PALACODE [0304]	DTP	TEST DDO NAME [0304_DTP_TK411]	05/2024
5 (	2	STO PALACODE [0304]	EXECUTIVE OFFICER PALACODE TP DHARMAPURI DT [0304_DTP_TK414]	DTP	Upgrade	04/2024	STO DHARMAPURI [0302]	MPLA	MUNICIPAL COMMISSIONER DHARMAPURI [0302_MPLA_MW301]	05/2024
	3	STO PALACODE [0304]	EXECUTIVE OFFICER MARANDAHALLI [0304_DTP_TK416]	DTP	Nothing		[-]		[-]	
(										
; (									<b>±</b> D	ownload Close
) (I	STO PAPPIRED (0306)	DIPATTI PAPPIREDDI (0306_DTP_1	PATTI DTP	Iranster Month Select V Select	Year Select Select	Ireasury / Subtreasury	Vepartment	DDO Code Selec	t ¥ Month Select	Year     Select
				I HEREBY CER	TIFY that the information	n provided in this form is complete,	true and correct			
					Preview	Forward to DEPT HOD				

**Step-20:** by clicking download button, it will give the output of PDF Document like shown below.

		DHA	RMAPUR	I District - B	ifurcation Updated L	ist by ADDTP4 a	as on 03-02-20	25	
S.No	Existing Subtreasury	Existing DDO	Existing DEPT.	Type of Transfer	Existing DDOs last month & year for Auditing	Transferred Treasury / Subtreasury	Transferred DEPT.	Transferred DDO	Transferred DDOs Commencement month & year
1	STO PALACODE [0304]	Executive Officer KARIAMANGALAM [0304_DTP_TK405]	DTP	Bifurcation	04/2024	STO PALACODE [0304]	DTP	TEST DDO NAME [0304_DTP_TK411]	05/2024
2	STO PALACODE [0304]	EXECUTIVE OFFICER PALACODE TP DHARMAPURI DT [0304_DTP_TK414]	DTP	Upgrade	04/2024	STO DHARMAPURI [0302]	MPLA	MUNICIPAL COMMISSIONER DHARMAPURI [0302_MPLA_MW301]	05/2024
3	STO PALACODE [0304]	EXECUTIVE OFFICER MARANDAHALLI [0304_DTP_TK416]	DTP	Nothing	-	[-]	-	[-]	-

**Step-21:** After updating all the listed DDOs, then proceed to Forward to Dept HOD by clicking the bottom of the check box.

	Dashboard	Reports Miscellaneous	DDO Bit	furcation Logo	put					Welcome! addtp			
Bilfurc	ation / Upgrade DDO												D
							Treasury						
					DHARMAPURI								
•	Existing Subtreasury	Existing DDO 0	Existing DEPT. 4	Type of Transfer	Existing DDOs last for Audi	t month & year ting	Transferred Treasury / Subtreasury	•	Transferred DEPT. 0	Transferred DDO	Transferred     Commencement m	DDOs onth & year	Opti
	[]									(			
	STO PALACODE	Executive Officer		Transfer	Month	Year	Treasury / Subtreasury		Department	DDO Code Add New ¥ DDO Code	Month	Year	
	(0304)	(0304_DTP_TK405)	DIP	Bifurcation ¥	April 👻	2024 🛩	0304 - STO PALACODE	~	DTP 👻	TK411 DDO Name	May 👻	2024 🛩	
										TEST DDO NAME			
	STO PALACODE	EXECUTIVE OFFICER		Transfer	Month	Year	Treasury / Subtreasury		Department		Month	Year	
	(0304)	DHARMAPURI DT (0304_DTP_TK414)	DTP	Upgrade 👻	April 👻	2024 🗸	0302 - STO DHARMAPURI	~	MPLA ¥	DDO Code MW301 ¥	May 👻	2024 🛩	2
	STO PALACODE	EXECUTIVE OFFICER	OTO	Transfer	Month	Year	Treasury / Subtreasury		Department DDD Code Sel	DDD Carls Calast M	Month	Year	
	(0304)	(0304_DTP_TK416)	DIP	Nothing ¥	Select ¥	Select ¥	Select	~	Select ¥	bbo code select	Select 👻	Select ¥	-
	STO PENNAGARAM	Executive Officer	DTD	Transfer	Month	Year	Treasury / Subtreasury		Department	DDO Code Select ¥	Month	Year	
	(0305)	(0305_DTP_TK417)	DIP	Select 🛩	Select 👻	Select ¥	Select	*	Select $\checkmark$	DDO Code Select ·	Select 👻	Select ¥	-
	STO PENNAGARAM	Executive Officer	070	Transfer	Month	Year	Treasury / Subtreasury		Department	DOD Code Coleman	Month	Year	
	(0305)	(0305_DTP_TK418)	DIP	Select 👻	Select 👻	Select ¥	Select	۲	Select ¥	DDO Code Select •	Select 👻	Select ¥	-
	STO PAPPIREDDIPATTI	Executive Officer		Transfer	Month	Year	Treasury / Subtreasury		Department		Month	Year	
	(0306)	(0306_DTP_TK406)	DIP	Select 🗸	Select 👻	Select ¥	Select	*	Select ¥	DDO Code Select V	Select 👻	Select ¥	2
	STO PAPPIREDDIPATTI	Executive Officer		Transfer	Month	Year	Treasury / Subtreasury		Department		Month	Year	
	(0306)	KADATHUR (0306_DTP_TK407)	DTP	Select 👻	Select ¥	Select ¥	Select	~	Select ¥	DDO Code Select •	Select 👻	Select ¥	s
		EXECUTIVE OFFICER,		Transfer	Month	Year	Treasury / Subtreasury		Department		Month	Year	
	(0306)	B.MALLAPURAM (0306_DTP_TK408)	DTP	Select 👻	Select 👻	Select 🛩	Select	*	Select 🛩	DDO Code Select 🗸	Select 👻	Select ¥	S
	STO PAPPIREDDIPATTI	Executive Officer HARUR		Transfer	Month	Year	Treasury / Subtreasury		Department	page of the second	Month	Year	
	(0306)	(0306_DTP_TK409)	DTP	Select 👻	Select 👻	Select ¥	Select	*	Select ¥	DDO Code Select ¥	Select 👻	Select ¥	S
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	(0306)	(0306_DTP_TK410)	UIP	Select 👻	Select 👻	Select $\checkmark$	Select	~	Select 🛩	DDD Code Select *	Select 👻	Select $\checkmark$	2