

**GOVERNMENT OF ANDHRA PRADESH**  
**ABSTRACT**

Finance Department – Comprehensive Financial Management System (CFMS) – Human Resources Management under CFMS - Issue of Health Cards to State Government Employees – Online Collection of Employees' data through Web-based application for implementation of HRMS Module and issue of Health Cards –Instructions to furnish the Data – Orders – Issued – Further instructions – Issued.

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**FINANCE (SMPC.II) DEPARTMENT**

**G.O.Ms.No. 16**

**Dated: 18.01.2014**  
**Read the following:**

1. G.O.Ms.No.334, Finance (SMPC.II) Department, dated: 13.12.2013.
2. Circular Memo No. 32708-A/333/A2/SMPC.II/2013, Dated: 28.12.2013.

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**ORDER:**

In the Government Order read above, Government issued instructions to all the Drawing and Disbursing Officers (DDOs) to collect and upload data of all categories of employees including contract employees and outsourced personnel through the web based application by 5<sup>th</sup> January, 2014. In the Circular Memo second read above Government have issued clarifications and also extended the time for online submission of data up to 18<sup>th</sup> January, 2014.

2. Several Drawing and Disbursing Officers have brought to the notice of the Government certain technical difficulties in uploading the data and have requested for extension of time.

3. After reviewing the progress and the technical difficulties, Government hereby extend the time for submission of data up to 27<sup>th</sup> January, 2014.

4. Government also here by direct all the DDOs that they should enter the data of all categories of employees including the Contract and Outsource personnel irrespective of the source from where the salaries are drawn. They shall invariably enter the data even where the salaries or remuneration is paid from the funds released directly from the Government of India or drawn from the funds locally generated by the respective units. Necessary changes have been made in the software for this purpose.

5. Government has taken action to make necessary changes in the software to enable all the District Collectors, District Treasury Officers, Pay and Accounts Officers (Works) and the PAO, Hyderabad to add new DDOs and also to reset the passwords for the DDOs where ever required by the DDOs under their jurisdiction. Necessary changes are also been made in the software to enable all the Treasury Officers to review the progress of the data entry under their audit jurisdiction. They have to submit an online report to the District Collector every day regarding the progress made by the DDOs.

(P.T.O.)

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6. Government hereby order that in view of the extension of the time up to 27<sup>th</sup> January, 2014 the pay bills for the month of January, 2014 may be admitted without linking it to the submission of data. However, the pay bill of the employees for the month of February, 2014 may be passed only after the submission of their data.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

Dr. P.V.RAMESH  
PRINCIPAL SECRETARY TO GOVERNMENT

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All Special Chief Secretaries / Principal Secretaries / Secretaries to Government  
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All Heads of Departments including Collectors, Superintendents of Police and District Judges.  
The Principal Secretary to Governor of Andhra Pradesh, Hyderabad.  
The Principal Secretary to the Chief Minister and Private Secretaries to all Ministers.  
The Registrar General, A.P. High Court, Hyderabad (with a covering letter).  
The Registrar, A.P. Administrative Tribunal, Hyderabad (with a covering letter).  
All the Drawing and Disbursing Officers through the STO/DTO/PAO concerned.  
The Director of Treasuries & Accounts, AP, Hyderabad  
The Director of State Audit, A.P., Hyderabad  
The Pay & Accounts Officer, A.P., Hyderabad.  
The Director of Works Accounts, A.P., Hyderabad  
The Secretary, A.P. Public Service Commission, Hyderabad (with a covering letter).  
All the Joint Directors of Works Projects.  
All the District Treasury Officers.  
All the Chief Executive Officers of all Zilla Parishads.  
All the District Educational Officers.  
All the Secretaries to Agricultural Market Committees through the Commissioner and Director of Agricultural Marketing, A.P., Hyderabad.  
All the Secretaries of Zilla Grandhalaya Samsthas through the Director of Public Libraries, A.P. Hyderabad.  
All the Commissioners/Special Officers of the Municipalities/Corporations.  
All the Recognized Service Associations.  
The Registrar of all the Universities.

Copy to:

The Principal Accountant General (Audit – I), A.P., Hyderabad.  
The Principal Accountant General (Audit – II) AP, Hyderabad.  
The Accountant General (A & E) A.P., Hyderabad.  
Director General, Centre for Good Governance(CGG).  
Project Manager, M/s NIIT Technologies Ltd.  
Project Manager, PMU of CFMS.  
SF/SCs.

//FORWARDED :: BY ORDER//

SECTION OFFICER