GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Finance Department – Comprehensive Financial Management System (CFMS) –Instructions to furnish Data and administrative hierarchies and implementation of budget distribution through CFMS– Orders – Issued.

FINANCE (OP.II-CFMS) DEPARTMENT

G.O.MS.No. 45   **Dated:21.04.2015**
                                                               Read the following:

ORDER:

The Government is in the process of operationalizing Comprehensive FinancialManagement System (CFMS) in order to establish state-of-the art IT applications foreffective public financial management. It will provide seamless and dynamic interface withall stakeholders and facilitate real-time resources management, both financial and human.It will fundamentally change the way government manages its public finances with real time management of funds. CFMS uses the Commercial off-the-Shelf (COTS) based SAP platform forcomplete integration of all activities like Budget, Expenditure, HRMS, Revenue,Accounts, Ways & Means and Debt management.

2.   The Government hasselected the following three modules for the first phase roll out of CFMS:

> ➢ Human Resource Management –Leave and loan approvals and payments; payroll and Employee Self Service
> ➢ Budget distribution and Control – budget distribution till the lastfunctional/operational unit
> ➢ Expenditure Management – Non-works – expenditure proposals and sanctions, bill processing and bill payments

3.   The prerequisites for roll out include putting in place the relevant master and other basic data besides capturing the administrative and financial decision hierarchies. The matter was discussed in the Secretaries conference as well as in the Heads of Departments (HoDs) conference on 10th April, 2015 and it has been decided that the date for state-wide roll out of the CFMS would be the 1st of July, 2015. In the meantime the above mentioned prerequisites need to be fulfilled for which the Secretariat Department / HoDsshall take proactive measures for successful data capture and eventual roll out.

4.   In this context the Government hereby direct all the Heads of Departments of all Government departments and District Collectors to ensure the following for well-coordinated implementation of CFMS:

a. Constitution of a dedicated team (CFMS Implementation Team)headed by a senior officer not below the rank of Deputy Secretary to the Government, in case of a Secretariat Department or a Joint Director/Joint Commissioner in case of Heads of Departments, who shall be empowered to report only to the Principal Secretary/ Secretary to Government/Head of the Department, as the case may be on implementation issues.

b. Constitution of district level teams by each department for overseeing project implementation within the district. These teams shall report to the District Collector on the progress of data capture.

c. The CFMS team of a department with the help of the district teams shall map out the offices in the departmental organization chart to the last mile including those offices which do not have DDOs.Only such detailed mapping would facilitate budget preparation and distribution to each and every functional unit of the department, which is an important objective of CFMS implementation.

d. All the DDOs are assigned the task of entry and/or validation of data relating to the employees, hierarchies and workflow for all employees/ offices linked to them. To facilitatethis "DDO Self registration process" has been incorporated on the CFMS Portal the detailed procedure is indicated in the Annexure to this order. The DDO shall complete the data entry/validation process using the new User ID created in the DDO Self registration process.

e. The data available in the Treasury "Integrated Management of Pay and Accounts and Treasuries department" (IMPACT) package and other information collected and available with the Finance Department has already been uploaded into the CFMS system to facilitate the data capture process. Detailed instructions for data entry/validation are indicated in the annexure.

f. To further facilitate the process the Finance Department will hold trainings in the video conference mode for the benefit of departmental users across the state on dates to be informed in due course.User manuals, video tutorials and helpline numbers for the support are made available on the CFMS portal for the benefit of the users. **www.apmbts.com**

g. The DDO has to print the validated data and get approval of the Heads of Offices and send a copy to the Treasury/PAO concerned and one copy to the HoD concerned.

h. The expenditure module will be operationalized for all the departments by 1st July, 2015. Thereforeall the HoDs shall, immediately after completion of data entry including the hierarchy, distribute budget to all the Heads of District offices of the departments (SCOs) and thereafter the District Heads of the departments shall further distribute to all functional units under their jurisdiction.

i. The expenditure module requires that the financial delegations are defined in the CFMS for all the departments. Departments are requested to submit proposals for inclusion of items of expenditure not covered by the GOs in vogue with a view to bring the list up to date. The values for the items of expenditure in the delegations were also defined atleast 15 years ago and need to be revised to make them more realistic. Also for routine items of expenditure like electricity bills and rents, departments are requested to recommend norms for adequate budgeting. These proposals may reach the Finance Department by 30th April, 2015.

j. CFMS envisages enhanced security of operations and information. In the first phase of roll out, all authorizing officers in the approval hierarchies would have Aadhar based biometric authentication facility.Necessary instruction in this regard will be issued in the due course in consultation with the IT&C Department.

k. As the implementation of 10th PRC recommendation is to be done through CFMS, the HoDsshall ensure completion of data entry/validation through the data capture module by 30th April, 2015. It shall be ensured that the data from 01.07.2013 required for pay fixations in 10th Pay Revision Commission be taken from the service registers of the employees.They shall send a completion report in this regard to the administrative department concerned by 5th May, 2015

l. For any clarification on matters contained in this GO, the following officials of the Finance Department may be approached:

   i) Ms. Hema Munivenkatappa, IA&AS Special Secretary

   ii) Sri. K.N. Malleswara Rao, Joint Secretary
   iii) CFMS PMU team

5.   If any difficulty is experienced in uploading the data, the same may be brought to the notice of the Treasury Officers/PAO concerned and also the following CFMS team memberswho will make necessary arrangements for uploading of data by the DDOs.

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6.   The Director of Treasuries & Accounts,A.P,The Director of Works and Accounts A.P, and Pay and Accounts Officer, A.P, Hyderabadshallliaise with the HODs, Deputy Directors and Pay and Accounts Officersconcerned and use the resources at their disposal to ensure that the data capture by the DDOs is carried out smoothly.

7.   The District Collectors with the help of the District heads of Departments shall ensure that the data capture and validation by all the functional units of all the departments in their respective district is completed before the due dates in the para No.6 above.

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

Dr. P.V. RAMESH
PRINCIPAL SECRETARY TO GOVERNMENT (R&E)

To
The Principle Secretaries/ Secretaries, A.P. Hyderabad.
The Head of the Departments, A.P. Hyderabad.
TheDistrict Collectors.
The Director of Treasuries & Accounts, AP, Hyderabad
The Pay & Accounts Officer, A.P., Hyderabad.
The Director of Works Accounts, A.P., Hyderabad
All the Drawing and Disbursing Officers through the STO/DTO/PAO concerned.
All the Joint Directors of Works Projects.
All the District Treasury Officers.

Copy to: www.apmbts.com
The Principal Accountant General (G&SSA)Andhra Pradesh and Telangana, Hyderabad.
The Principal Accountant General (E&RSA) Andhra Pradesh and Telangana, Hyderabad.
The Accountant General (A & E) A.P., Hyderabad.
Project Manager, M/s NIIT Technologies Ltd.
Project Manager, PMU of CFMS.

//FORWARDED::BY ORDER//

SECTION OFFICER

1. The DDOs have to login to the website "**http://cfms.apfinance.gov.in**" by usingtheir existing log-in ID (DDO code) issued by the Director of Treasuries and Accounts (DTA) using the default password "ddocode@1" (e.g. for DDO code 10102345 the password would be "10102345@1").

2. After the first login the DDO has to select his details from the employees list available under his login for automatic generation of user id in CFMS within four hours.

3. After generation of user id in CFMS, DDO has to login with the new user id using the default password employee number followed by date of birth in ddmm format. For eg if the employee number is 12345 and the DoB is 16th of July the password will be 123451607. DDO has to change the password and set a new password. The system has been designed to provide for change of password by the DDOs. They may remember the password and should not disclose toanyone to maintain integrity in dataentry. The DDOs will be held responsiblefor any errors in dataentry if any passwords are misused or the data is enteredwithout the knowledge of the DDOs.

4. After setting the new password, the DDO has to first enter/validate the details of his own office and the details of the subordinate offices if any and also the details of the next higher office to which the unit office in which the DDO works will report.

5. After finishing the entry of the above data, the DDO has to go through the user manual available on the website for a better understanding of all the fields of different screens intended to capture the data of different modules in CFMS.

6. After go through the user manual, the following have to be entered by the DDO:

S. No.	Name of the Task	Details of the Task
a.	Cadre strength	Providing the details of Sanctioned strength and working strength for each post under Regular employees.
b.	Assign employees	Validation of list of employees working in DDO office and in the subordinate offices for whom he /she is acting as DDO.
c.	Create sections	Creation of sections available in the DDO office and in the subordinate offices for whom he /she is acting as DDO*.
d.	Assign posts to sections	Mapping of all posts to the relevant sections
e.	Leave approval hierarchy	Creation of workflow for recommendation and sanction of all types of leaves.
f.	Leave balances	Entering the leave balances as on 18th April 2015 for all leave types for all employees.
g.	Loan approval hierarchy	Creation of workflow for recommendation and sanction of all types of loans.
h.	Loan balances	Entering the outstanding balances (as on 1st April 2015, i.e. before the submission of pay bill for 1st

		April 2015) for all types of loans for all employees.
i.	PRC details	Details of pay scale, EoL, Suspension etc.

* - whereas the sections in his own office are to be created with their existing names, subordinate offices located at other places, the letter "SFU"followed by the station in which it is located shall be entered. (for ex: where MEO,Movva is the DDO for an primary/upper primary school and the school is located in Kuchipudi village, The MEO,Movva (DDO) for capturing the school as a subordinate functional office under MEO, Movva (DDO) will create a section with the name "SFU" Kuchipudi)

7. The DDO has to verify the details of employees available in his login and authenticate the data tobe uploaded. After entry of the details in CFMS, he should save the details in each screen. After completion of the data entry the DDO has to take a printout through theCFMS and duly signed and submit to HOO for verification and countersign it duly verifying with the relevant office orders, Service Registers etc. Then DDO can submit the details in CFMS by using the option "final submit". The copies of countersigned forms have to be submitted to the Treasury Officer/PAO along with the pay bill. With a copy marking to HoDs

8. DDOsshall complete the above within 10 working days, in any case not laterthan 30.04.2015.