

**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 – Extension of time to upload the data - Orders – Issued.

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**FINANCE (SMPC.II) DEPARTMENT**

**G.O.Ms.No. 22**

**Dated: 28.01.2014  
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.
3. G.O.Ms.No.16, Finance (SMPC.II) Department, dated: 18.01.2014.

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**ORDER:**

In the Government Order first 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 certain clarifications on the data being collected and also extended the time for online submission of data up to 18<sup>th</sup> January, 2014. The Government has further reviewed the progress and technical difficulties and issued orders in the reference third read above extending the time for submission of data upto 27<sup>th</sup> January, 2014.

2. Several Drawing and Disbursing Officers and employees associations have brought to the notice of the Government that certain DDOs in the rural areas are experiencing internet connectivity problems and that they have to go to the district head quarters to upload the information. They have, therefore, requested for extension of time.

3. After reviewing the progress and considering the request for extension of time, Government hereby extend the time for uploading the data upto 1<sup>st</sup> February, 2014 with a clear indication that no further extension of time will be given in any circumstances.

4. Government also reiterate that the data of all categories of employees including the contract employees and the persons hired on outsourcing basis shall be entered without fail. All the DDOs and the appointing authorities shall note that the any claims relating to the persons whose details are not entered, will not be admitted in the PAO or the Treasuries and therefore they should ensure that the data of all employees of all types of employment is entered accurately and failure in this regard will lead to disciplinary action being initiated against them.

5. The other instructions issued in the references read above hold good and the pay bill of the employees for the month of February, 2014 shall be passed only after the submission of their data.

(P.T.O.)

6. All the DDOs and the departmental officers and unit officers of all the departments should adhere to the above instructions.
7. The District Collectors shall review the progress with all the unit officers in the district and ensure that the data is uploaded before 1<sup>st</sup> February, 2014.

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

Dr. P.V.RAMESH  
PRINCIPAL SECRETARY TO GOVERNMENT

To

All Special Chief Secretaries / Principal Secretaries / Secretaries to Government  
All Departments of Secretariat.  
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 Commissioners/Special Officers of the Municipalities/Corporations.  
All the Recognized Service Associations.

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