

GOVERNMENT OF ANDHRA PRADESH
FINANCE (IT) DEPARTMENT
COMPREHENSIVE FINANCIAL MANAGEMENT SYSTEM (CFMS)

CFMS Circular – 12

Dt.: 03.07.2018

Comprehensive Financial Management System (CFMS) is launched on 02.04.2018 and currently being stabilized. One of the main objectives of CFMS, in addition to establishing a Single Source of Truth, is to promote efficiency and effectiveness in public financial management activities. APCFSS is the nodal agency for the implementation, sustenance and support of the CFMS program. Towards this, APCFSS aims at providing seamless services to all the users of CFMS in a structured and focused manner. Every effort has been made to address the requirements of all the diversified departments and individuals. However, during the course of operationalization, users have been reporting issues. While some issues require a change to the design, majority of the issues are related to understanding, adoption, data related and above all patience. Attention, of all the HODs and users is invited to GO MS 40, wherein the Help Desk and issue resolution process is explained in detail. Based on the issues reported so far, the following resolutions and clarifications are being provided and all departmental users are required to make sure that they understand and disseminate the information to all users.

S. No.	Issue Reported	Requirement/Clarification/Solution/New Process
1	Failure Transactions handling in CFMS going forward	<p>To ease the process of handling of failure transactions and to reduce the time lag, some modifications are introduced and the treasury role is eliminated in this process as there is no audit involved in processing of failed payments and it is the responsibility of the DDO to identify the right beneficiary and correct the bank account details of such beneficiary. The process of failure transactions handling is detailed below: HOO shall configure the workflow to authorise one person for failed payment request access in OTHERS tab under BLM Submitter Workflow. This configuration is pre-requisite to get the display of failure transactions.</p> <p>In case of regular vendors i.e. employees / DDO vendors / some third party vendors who were registered, the corrections to the Bank Account number and IFSC code are to be carried out first in Beneficiary Master through Beneficiary creation request and Master Records have to be updated first. In case of Other one time vendors who were not registered, e.g. Scholarship Beneficiaries, corrections can be made in the screen available to authorised person who has access to failed payment request function.</p> <p>Once Bank account number and IFSC code details are updated, authorised person will save and submit these details. All such submitted transactions are processed for payment by CFMS automatically. Once payment is done, the status will be updated both in beneficiary account statement and in bill status.</p>

		For any reason, if the transaction is failed again, the same will be communicated to the authorized person who deals with failure transactions handling process and the same procedure as above shall be adopted for reprocess.
2	Encashment of Earned Leave (EEL) in case of Retired / Deceased employees	<p>Provision for EEL Bill in case of Retired employees as well as Deceased employees is available in CFMS. The detailed procedure for creation and submission of EEL bill is detailed below:</p> <p>In Case of Retired Employee: The provision for creation of EEL bill is available in HR Bills category under “Encashment of EL”. The Maker who is assigned with relevant HOAs under MH 2071 can create the bill duly selecting the Retired employee as Beneficiary.</p> <p>In Case of Deceased Employee: The provision for creation of EEL bill is available in HR Bills category under “DA Arrears and Encashment of EL for deceased employees”. In this the maker can select any beneficiary i.e. employee / pensioner / third party beneficiary.</p>
3	GPF final payment	GPF/Class-IV GPF Final payment in respect of employees died while in service has to be paid to the nominees or legal heirs of the deceased employee. To facilitate this, a provision is available to pay the amount to third party beneficiaries as well as employee/pension vendors. Therefore, the DDOs can make these payments under GPF final payments in HR bill type by selecting loans and advances category.
4	Gratuity Payments	<p>In Case of Retired Employees : Gratuity payment payable to retired Government employees shall be prepared in IMPACT-Pension system and migrated to CFMS for processing and payment.</p> <p>In case of Deceased Employees : Gratuity in case of deceased Govt. employees has to be paid to legal heirs/nominees. These payments are facilitated directly in CFMS. The Treasury Officers can prepare Gratuity bills by selecting Pensionary charges category under HR Bill type. The DDOs can pay the Gratuity amount to any type of beneficiary i.e., employee/pensioner/third parties.</p>
5	Remittance of GPF/APGLI Challans	The employees working in foreign Service have to pay their GPF/APGLI/CPS/AIS GPF/ZPPF deductions through challans. The remitters have to pay these challans under “employee challan” option in CFMS. The remitter should fill in the employee wise and month wise subscription details in the challan in order to generate challan number. Further the form validates the availability of subscriber category and account numbers i.e. GPF, APGLI account numbers etc. in CFMS. If the Employee’s Master record doesn’t have these Account numbers and Remitter tried to generate the challan, System will give message that particular employee

		is not assigned to that specific service. Such of the employees have to update their GPF/APGLI/Class IV GPF/CPS account numbers in CFMS before remitting these challans.
6	Changing of employee positions due to transfers/promotions	Whenever, there is change in position for any employee due to transfer/ transfer by promotion, such requests have to be made to CFMS via helpdesk. The CFMS team would incorporate such changes in the system.
7	Working arrangements/ FAC/Deputations	CFMS central team has been receiving several requests to accommodate working arrangements made by respective departments in CFMS. It is noticed that the departments are issuing orders of FAC on a position where another employee, who is deputed to some other office, is drawing salary. Further the employees who are kept FAC to a position are relieved from his original position (post), whereas FAC is meant for discharging duties on a vacant position along with the duties of original position to avoid dislocation of work due to vacant position. Such working arrangements cannot be accommodated in CFMS as these are against to the rules in vogue.
8	Procedure for Preparation and Presentation of R & R (Rehabilitation and Re-settlement) Bills	<p>R&R is a major component of the Capital Expenditure of the state as it relates to the rehabilitation and resettlement in relation to the major infrastructure projects undertaken by the state. Works related to R&R are part of the irrigation projects like Dams, Canals and Barrages; power projects; major industry etc. R & R bills fall into the following categories:</p> <ul style="list-style-type: none"> ➤ R&R Cash Awards/Benefits; ➤ R&R Works; ➤ R&R related Land Acquisition Charges; and ➤ R & R Establishment Charges. <p>Prior to the introduction of CFMS, all R&R bills were being presented to PAO/APAO (Works) in the BMS portal by the Joint Collectors (JCs), who are the designated Project Administrators of all the R & R activities, through the Joint Collector's office login IDs provided in BMS portal.</p> <p>With the implementation of CFMS, a Workflow process has been introduced through which every DDO office is given an opportunity to define their Maker, Checker and Submitter for preferring bills to the PAO/Treasury. While bringing a level of accountability as well as transparency in to the process, this configurable workflow also provides flexibility and transaction security. Considering the huge volume of the expenditure it is very essential to ensure the integrity and the security of the transactions. This process has posed certain limitations from the perspective of the R&R as the JCs cannot prefer the bills in this process due to the way they are positioned in the organizational structure as they are part of the District Collectorate and not independent offices.</p>

		<p>During the meeting held on 26.06.2018 with the Special Commissioner, R&R; Jt. Collector, West Godavari; CEO, APCFSS and Director, Works Accounts; the need for a smooth process was discussed. It was noted that the pace of the R&R works is picking up and a major project in this is Polavaram project. Considering the reimbursable nature of the Polavaram project, the need for a smooth and a seamless process in preferring the bills was discussed. Towards this, a modified procedure for presentation of the R&R bills to PAO/APAO was proposed to and agreed to by the Finance Department is as under:</p> <ul style="list-style-type: none">• R&R activities have been approved to be a separate office structure in every district and a separate cadre strength is provided for such offices. These will be referred to as R&R units in each district.• R&R Units will be headed by the R&R Project Administrators, who are Jt. Collectors of the districts.• Therefore, in CFMS new Org Units (OU) under the R&R Spl. Commissioner will be created in each district. These OUs will be headed by the Project Administrators. Jt. Collectors will be assigned this position in an I/c capacity,• R&R Spl. Commissioner will request the government to allot separate DDO codes for all these 13 R&R units in the districts.• R&R cash benefit bills will be presented by the DDO of the R&R Unit (New offices to be created). In this context, the current procedure of certain RDOs acting as R&R officers and preferring R&R cash benefits bills has to be studied and ascertained whether that should continue as well or that should also be routed through the R&R units being created in each district.• Creation of R&R (Works) bill in the CFMS system has certain prerequisites such as creation of Work Masters - Administrative Sanction details, Technical Sanction details and Agreement details. The scanned copies of these original documents have to be uploaded against the respective Work Masters.• R&R (Works) bills will be preferred by the Executing Agencies as Maker, Checker and Submitter. R&R Project Administrators will be set up as mandatory Pre-Auditors for all R&R (Works) bills, therefore ensuring that the R&R Administrators (Jt. Collectors) have complete visibility into the activities. Since the preferring of Works bills as Submitter is a tedious activity owing to the various documents that are needed like mBook etc., it is discussed and agreed that JCs need not be asked to submit bills, but will be asked to do pre-audit thereby ensuring the integration of their role as well as ensuring the smooth/seamless operation.
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9	310-312 and 500-503 Works and Salaries.	Salaries to be moved to 310-311 and Works to 310-319. Salaries expenditure under DH 310- SDH 312 should not be admitted by Treasury. Works sanctioned under 500-503 to be moved to 530-531 (like ROB works) and works expenditure under DH 500 – SDH 503 should not be admitted by PAO.

PRINCIPAL FINANCE SECRETARY TO GOVT. (FAC)