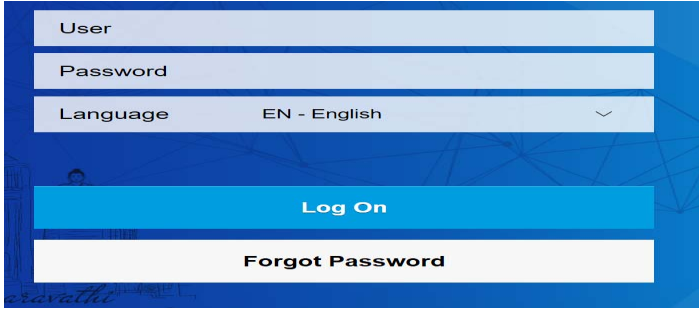
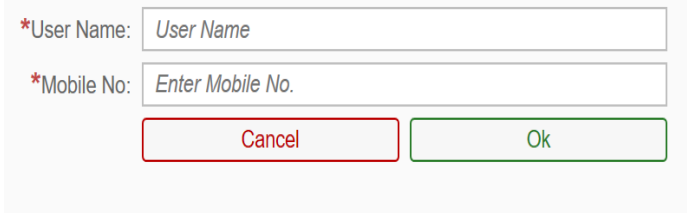


**GOVERNMENT OF ANDHRA PRADESH  
FINANCE (IT) DEPARTMENT  
COMPREHENSIVE FINANCIAL MANAGEMENT SYSTEM (CFMS)**

**CFMS Circular – 13**

**Dt. 17.07.2018**

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   |
|-------|-------------------------------|---|
| 1     | Password Reset Option in CFMS | <p>Provision for password reset is now made available in CFMS through “FORGOT PASSWORD” button on the Login page. The system will prompt for USERID and Mobile Number of the User when this button is clicked. Upon providing these details, New Password will be sent to the mobile number provided, with a request to change the password at the first login into the system after that.</p>   <p>The users should note that this feature will work only if there is a Mobile number registered against the User Name and Name. If in any case, the provided Mobile number is not correct or it was not maintained against the User Name or EmplID, then please approach the CFMS Help Desk in the respective Districts to resolve the issue or raise a ticket.</p> |
| 2     | Depository Contribution       | All the works which are sanctioned by the competent authorities (Admin Dept./Secretariat Dept./HOD, as the case may be; will be executed by the   |

| <p>Works – Procedure in CFMS</p> | <p>executing agencies such as Government departments eg. R&amp;B, Irrigation etc. themselves or/and PSUs/Societies/Corporations like APEWIDC, APMSIDC etc.</p> <p>Prior to CFMS, these Corporations used to tap the consolidated fund directly and receive payments on par with regular government departments. This practice is not in sync with the guidelines from the Government in Finance Department regarding the use/assignment of DDO codes. Therefore, the need for re-engineering.</p> <p>A detailed study is undertaken with the help of Finance Department and AG and a process is defined for handling the budget distribution to the non-government departments like Corporations/Agencies/Authorities/Societies etc. when they are handling government works.</p> <ul style="list-style-type: none"> <li>• Corporations/Societies will not be allowed to directly tap the consolidated fund of the state</li> <li>• Budget will be held by the CCO (i.e. the budget owning department) in the original BE HOA itself and not distribute or allow the 3<sup>rd</sup> party agencies to tap it/prefer bills against it</li> <li>• The DCW HOA will be treated as a Direct Debit Head, by which the tapping of the fund to the HOA will be done after the approval of the bill to ensure state level seniority is maintained</li> <li>• Based on the work and invoices preferred by the executing agency, the DDO of the budget owning department will prefer an adjustment bill (Work Adjustment bill), through which the required budget will be transferred to the DCW account of the executing agency</li> <li>• On approval of the bill by the concerned PAO/Treasury, the budget will be transferred/adjusted to the DCW account of the concerned executing agency</li> <li>• Executing agency will prefer bills against their deposit account</li> <li>• For the purpose of getting the budget into DCW works, Government, created five(5) different Public Deposit Works Heads of Account duly bifurcating the old Head of Account</li> </ul> <table border="1" data-bbox="548 1270 1377 1900"> <thead> <tr> <th data-bbox="548 1270 768 1346">DCW HoA in Legacy</th> <th colspan="2" data-bbox="768 1270 1377 1346">New DCW HoAs on CFMS</th> </tr> </thead> <tbody> <tr> <td data-bbox="548 1346 768 1455">844300108000100000VN</td> <td data-bbox="768 1346 1073 1455">8443001080001001000VN</td> <td data-bbox="1073 1346 1377 1455">Cash Deposit of the Subordinates as security</td> </tr> <tr> <td data-bbox="548 1455 768 1602">844300108000100000VN</td> <td data-bbox="768 1455 1073 1602">8443001080001002000VN</td> <td data-bbox="1073 1455 1377 1602">Cash Deposit of the Contractors as security(EMD/ASD/FS D</td> </tr> <tr> <td data-bbox="548 1602 768 1711"></td> <td data-bbox="768 1602 1073 1711">8443001080001003000VN</td> <td data-bbox="1073 1602 1377 1711">Deposits for the works to be Done (DCW)</td> </tr> <tr> <td data-bbox="548 1711 768 1820"></td> <td data-bbox="768 1711 1073 1820">8443001080001004000VN</td> <td data-bbox="1073 1711 1377 1820">Sum due to contractors on closed accounts</td> </tr> <tr> <td data-bbox="548 1820 768 1900"></td> <td data-bbox="768 1820 1073 1900">8443001080001005000VN</td> <td data-bbox="1073 1820 1377 1900">Miscellaneous</td> </tr> </tbody> </table> | DCW HoA in Legacy  | New DCW HoAs on CFMS |  | 844300108000100000VN | 8443001080001001000VN | Cash Deposit of the Subordinates as security | 844300108000100000VN | 8443001080001002000VN | Cash Deposit of the Contractors as security(EMD/ASD/FS D |  | 8443001080001003000VN | Deposits for the works to be Done (DCW) |  | 8443001080001004000VN | Sum due to contractors on closed accounts |  | 8443001080001005000VN | Miscellaneous |
|----------------------------------|--|--|----------------------|--|----------------------|-----------------------|--|----------------------|-----------------------|--|--|-----------------------|---|--|-----------------------|---|--|-----------------------|---------------|
| DCW HoA in Legacy                | New DCW HoAs on CFMS   |  |                      |  |                      |                       |  |                      |                       |  |  |                       |   |  |                       |   |  |                       |               |
| 844300108000100000VN             | 8443001080001001000VN  | Cash Deposit of the Subordinates as security             |                      |  |                      |                       |  |                      |                       |  |  |                       |   |  |                       |   |  |                       |               |
| 844300108000100000VN             | 8443001080001002000VN  | Cash Deposit of the Contractors as security(EMD/ASD/FS D |                      |  |                      |                       |  |                      |                       |  |  |                       |   |  |                       |   |  |                       |               |
|                                  | 8443001080001003000VN  | Deposits for the works to be Done (DCW)                  |                      |  |                      |                       |  |                      |                       |  |  |                       |   |  |                       |   |  |                       |               |
|                                  | 8443001080001004000VN  | Sum due to contractors on closed accounts                |                      |  |                      |                       |  |                      |                       |  |  |                       |   |  |                       |   |  |                       |               |
|                                  | 8443001080001005000VN  | Miscellaneous  |                      |  |                      |                       |  |                      |                       |  |  |                       |   |  |                       |   |  |                       |               |

|  |  |  |
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|  |  | <ul style="list-style-type: none"> <li>• Prerequisites to be followed in CFMS to prepare and submit bills - <ul style="list-style-type: none"> <li>- In order to claim bills against the DCW HoA, i.e 8443001080001003000VN, the PD accounts need to be created with the combination of DDO code of the Corporation division/office and the DCW HOA</li> <li>- Workflow must be configured both at DDO and Treasury levels to submit and process the bills</li> </ul> </li> <li>• Once above prerequisites are met, the executing agency can adopt the following steps to prefer the bill against the funds received by them into their DCW account - <ul style="list-style-type: none"> <li>- <b>Step 1:</b> Executing agency shall create work by using the tile AS/TS &amp; Agreement and should select the category of work as DCW so that the HOA will be defaulted as 8443001080001003000VN from which budget will be consumed</li> <li>- <b>Step 2:</b> After successful creation of the work, the users need to create the work bills by selecting the DCW Bill (bill type) in the login of the maker, based on the work flow already configured. DCW bill will be just like a regular work bill</li> <li>- <b>Step 3:</b> After creation of the DCW bills, the executing agency shall prefer the bills against the funds which are adjusted to the DCW account</li> </ul> </li> <li>• Points to be noted by the PAO/APAO while processing these bills - <ul style="list-style-type: none"> <li>- The work adjustment bill i.e. the bill preferred by the fund owner/CCO of the regular department to transfer budget from consolidated fund to the respective DCW accounts must invariably contain sanction proceeding given by the fund owner/CCO</li> <li>- Unless otherwise stated, care must be taken to ensure that the entire budget or a huge portion of budget is not being transferred from consolidated fund to the Deposit Work Account, like reviewing the pending bills that were raised against the DCW account</li> <li>- As the budget was already passed by the state legislature and released by the finance department, the primary owner of the budget is the CCO/HOD of the regular government department. Hence the proceeding issued by them is sufficient, and further concurrence of finance department for every work adjustment bill is not necessary.</li> </ul> </li> <li>• As part of continuous improvement, further additions like automatic drawl of budget like a Direct Debit Head to the extent of the pending expenditure; disbursement tracking to ensure the source of fund and the unit of expenditure are in sync etc. will be implemented in due course of time.</li> </ul> |
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**PRINCIPAL FINANCE SECRETARY TO GOVT. (FAC)**