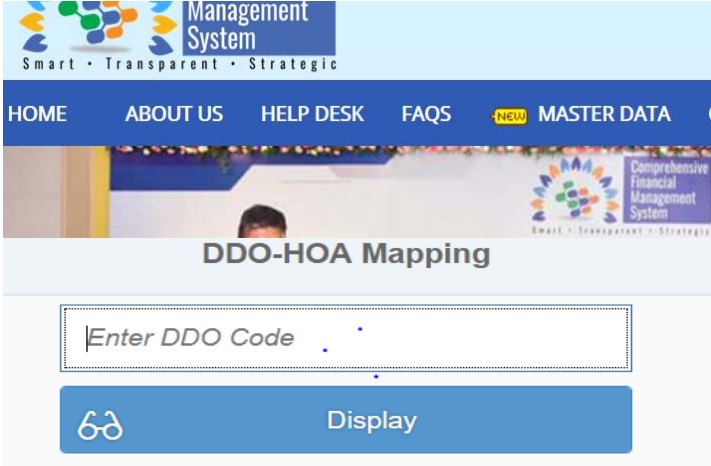


GOVERNMENT OF ANDHRA PRADESH
FINANCE (IT) DEPARTMENT
COMPREHENSIVE FINANCIAL MANAGEMENT SYSTEM (CFMS)

CFMS Circular – 14


Dt.25.08.2018

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	Verification of DDO-HoA Mapping	<p>Provision for verification of DDO – HoA mapping is available on CFMS website. To know the HoAs that are mapped to particular DDO, one can click on “Master Data” which leads to opening of DDO – HoA mapping screen where DDO code can be entered to get the list of HoAs which are mapped to that specific DDO in CFMS.</p>  <p>The users have to keep in mind that just because DDO – HoA mapping exists in the system , that HoA will not be available to the maker automatically to create bills without configuring the workflow. On confirmation that DDO – HoA mapping exists, Head of the Office has to configure the workflow for that HoA so that maker can create the bill and Treasury workflow for that DDO- HoA combination is also a pre-requisite for that DDO to submit the bill, Otherwise DDO will get error message of “ Approver not Maintained”</p>

2	Rationalization of Treasuries Jurisdiction	Vide G.O Ms. No 65 Fin Dt. 25.04.2017 and G.O.Ms. No 184 Fin Dt. 14.11.2017, The Govt. has issued orders to rationalise jurisdiction of Sub treasuries based on geographical locations. Due to this rationalization 2480 DDOs are effected and their treasury jurisdiction will be changed. To implement this change i.e. moving DDO from one treasury to another treasury in CFMS there should not be any pending bills which are in approval process w.r.to that particular DDO. Duly considering this, till now 2264 DDOs are assigned to respective new treasuries in CFMS in 5 phases, which were communicated by DTA and the rest of 216 DDOs will be done shortly whenever the bill process is stopped and this fact is communicated to CFMS.
3	Rationalization of DDO Codes	Some departments have taken decision to rationalize the no. of DDOs in their departments by centralising drawing powers at different levels. Eg. Social Welfare, Tribal Welfare and B.C. Welfare departments. In Social welfare department, the DDO powers of Hostel welfare Officers are rescinded and now vested with ASWOs. Hence the DDO codes of HWOs are delimited and Org. Unit of that HWO is assigned to ASWO's Org. Unit as Sub Org unit under that. The cadre strength of that HWO's office is moved to ASWO's office in HRMS so that ASWO can prepare and submit pay bills of the staff of HWO's office. This process is same for all the departments where ever rationalization of DDO codes has been taken up.
4	9000 Series DDO Codes	Going forward there is no smart coding w.r.to DDO Codes in CFMS. All the New DDO codes will be created in series of 9000. In case of existing DDO codes, the same DDO code will not be changed even if the office of particular DDO changes from one treasury jurisdiction to another treasury jurisdiction.
5	Cancellation Request for Bills	<p>There are several requests for cancellation of bills from treasury officers / PAOs and in some cases directly from DDOs with reasons like wrong selection of vendor code / HoA etc., sometimes with a reason that instead of return button, approval button was clicked and sometimes with unexplained reasons. While it is advised that concern staff should take additional precautions in bill preparation / bill submission/bill processing, the process of returning / cancelling the bill while the bills are at maker / checker/ submitter / auditor / verifier levels depend upon the nature of request and also on reason for return / cancellation. This activity has to be carried out at DDO / T.O levels without creating an incident or reaching out to the CFMS Helpdesk.</p> <p>In respect of cases where the bill has already been approved and there is a request to return / cancel that bill, it is to be noted that this cannot be performed in CFMS by the team, the process that is to be followed in all such cases is approval of the finance department may be obtained for cancellation. The reason for approval action sent to finance department is because it is an exception action which can only be authorised by finance department. However it may have to be noted that such cases should be avoided as the payment may get released immediately after the approval by T.O. based on the timings of pay release cycle run. Therefore such practice needs to be adopted only in extreme circumstances and the DDOs / T.Os are required to exercise extra caution ensuring right beneficiaries / HoAs are selected.</p>
7	Work Charged Estd – TA / DA	As per G.O. Ms No 43 Fin (Budget-I) Dept. Dt. 27.03.2018, the SDH 270-273, 530-534 have become No Treasury Control (NTC) HoAs from which the salaries of work charged establishment are drawn. Since these two are

	and Other Allowances	treated as NTC HoAs, the practice of using these HoAs for work charged establishment as omnibus HoAs to capture salaries as well as TA /DA and other allowances will cease. To accommodate the TA, creation of a new HoA under the standard travelling allowance has been proposed and DH 110-SDH 116 Travelling allowance for work charged establishment will be used for this purpose. It is also stated that concern departments may propose re-appropriations to this new HoA. Hence all T.Os are requested to note that no other expenses other than salaries should be met from DH 270- SDH273 and DH 530- SDH 534.
8	Automatic Return of Work bills	From Sept. 1 st onwards, the physical M-Book should be received by PAO and the receiver should also confirm this receipt of physical M-Book in CFMS by 5 PM of the next day of the online bill submission date. Otherwise the bill will be automatically returned to concern submitter / DDO and also will be removed from the seniority as well as FIFO. Once it is returned to DDO, the bill can either be re-submitted by DDO or returned to maker for cancellation.
9	Edit Option for Works Master	There is NO Edit option available in CFMS to make changes in works master, once it is created. But it has been observed that several requests are coming for edit option due to the following circumstances: <ul style="list-style-type: none"> • Wrong selection of HoA / Authorities • Mistakes in data entry of previous payment details • Typo errors in entry of Agreement Validity period / BG details etc. However CFMS helpdesk cannot make a judgement about the correctness of the requests, hence these requests should be routed through concern HOD and DWA and such cases will not be handled through helpdesk tickets.
10	Refund of EMD / FSD	A provision to prefer the bill for refund of EMD / FSD is available in CFMS. To facilitate the bill submission, the balances against each DDO – HoA combination is loaded into the system as per the data provided by DWA. DDO has to configure the workflow for the corresponding HoA for preparation of the refund bill. Maker can create the bill by selecting Workbill – Refund of EMD / FSD option. But entry of AS – TS details is a pre-requisite for creation of this refund bill. Along with this pre-requisite, there are certain validations which are incorporated in the system as per the rules in vogue.
11	HoA – A.S. Creation	There are several incidents recorded stating that HoAs are not displayed for selection, while creating Administrative Sanction (AS). It is observed that this problem arised due to wrong selection of administrative sanctioning department in AS creation. By selecting the correct department which is competent to issue administrative sanction, the problem of non-display of HOAs can be avoided.
12	Distribution of BRO	As soon as BRO issued by Finance Department, DDOs are trying to prefer the bill and several calls are being received complaining that the bills couldn't be preferred. But for the DDOs, to prefer the bills, the budget should be distributed by concern HOD. Once Finance department issues BRO, the work item to distribute the budget will be triggered and it is available in HODs login for distribution either to SCOs or directly to DDOs.
13	Employee- ID Creation	A provision has been given to DDO to hire an employee and to generate a CFMS ID through CFMS Hiring Event. To do this, DDO has to login and click on CFMS Hiring Event tile which will open Proforma on request for new employee / CFMS- ID.

		<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;">Reports Common Tasks</p> <div style="border: 1px dashed black; padding: 5px; text-align: center;"> <p>CFMS Hiring Event</p>  </div> </div> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; color: blue;">PROFORMA ON REQUEST FOR NEW EMPLOYEE ID/ CFMS ID</p> <p style="text-align: right; color: red; font-size: small;">* fields are mandatory</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Title: *</td> <td style="width: 25%;"> SELECT Kr Smt Sri Prof Ms Dr </td> <td style="width: 25%;">First Name: * <small>(as per Service Register of the Employee)</small></td> <td style="width: 25%;"><input type="text"/></td> </tr> <tr> <td></td> <td></td> <td>Last Name: * <small>(as per Service Register of the Employee)</small></td> <td><input type="text"/></td> </tr> <tr> <td>Father Name: *</td> <td><input type="text"/></td> <td>Date of Birth: * <small>(DD/MM/YYYY)</small></td> <td><input type="text"/></td> </tr> <tr> <td>Gender: *</td> <td>SELECT</td> <td>Date of Joining into Service: * <small>(DD/MM/YYYY)</small></td> <td><input type="text"/></td> </tr> <tr> <td>Marital Status: *</td> <td>SELECT</td> <td>If Married, Spouse Name :</td> <td><input type="text"/></td> </tr> <tr> <td>DDO Code: *</td> <td>SELECT</td> <td>Unit/ Office Name: *</td> <td>SELECT</td> </tr> <tr> <td>Position Name: *</td> <td>SELECT</td> <td></td> <td></td> </tr> <tr> <td>Payroll Area: *</td> <td>SELECT</td> <td>Need CFMS ID : <small>(New 8 Digit ID), Provide HRMS Employee ID</small></td> <td><input type="text"/></td> </tr> </table> </div> <p>Once DDO completes the data entry, he/she has to authenticate with biometrics to submit employee data to create CFMS ID. DDOs are sending Letters along with data entry input forms to APCFSS requesting creation of Employee Code, No action will be taken on these letters. All requests to create CFMS / HRMS employee ID have to come through DDOs login in CFMS.</p>	Title: *	SELECT Kr Smt Sri Prof Ms Dr	First Name: * <small>(as per Service Register of the Employee)</small>	<input type="text"/>			Last Name: * <small>(as per Service Register of the Employee)</small>	<input type="text"/>	Father Name: *	<input type="text"/>	Date of Birth: * <small>(DD/MM/YYYY)</small>	<input type="text"/>	Gender: *	SELECT	Date of Joining into Service: * <small>(DD/MM/YYYY)</small>	<input type="text"/>	Marital Status: *	SELECT	If Married, Spouse Name :	<input type="text"/>	DDO Code: *	SELECT	Unit/ Office Name: *	SELECT	Position Name: *	SELECT			Payroll Area: *	SELECT	Need CFMS ID : <small>(New 8 Digit ID), Provide HRMS Employee ID</small>	<input type="text"/>
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14	Transfers – CTC – Specimen sign. Communication	There is a provision in CFMS – Help Desk to generate a ticket to give effect to the transfers in the system and these tickets have to be supported by proper attachments. But some of the DDOs are sending physical copies of CTCs and specimen signatures to APCFSS, No action will be taken on these.																																
15	Encashment of EL Bill.	Provision for EEL Bill is available in CFMS and All EEL bills shall be preferred directly in CFMS.																																

PRINCIPAL FINANCE SECRETARY TO GOVT. (FAC)