

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

CFMS Circular – 8

Dt. 26.04.2018

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	Extension of due date for presentation of pay bills	<p>Most of the HODs have confirmed their Organisation Structure in Finance Department portal during the 2nd and 3rd weeks of April, 2018 and, that data is loaded into CFMS for generation of User Credentials. The credentials so created are communicated to the users for preferring bills in CFMS.</p> <p>Keeping in view the progress in presentation of bills and the requests of various departments to extend the due date for presentation of PAY bills from 25th to 28th for the month of April, 2018, the DDOs are permitted to present their pay bills and salary related claims under Detailed head 020- Wages, 280- Professional Services and 300 – Other Contractual Services upto 28th April, 2018. They are also permitted to present those bills from 02-05-2018 onwards instead of from 05-05-2018.</p>
2	PD bill Submission process - Narration	<p>PD Administrators shall configure the workflow by assigning roles of maker – checker (optional) - authoriser to his/her users for conducting PD Account operations.</p> <p>Once workflow configuration is done, the maker is</p>

		<p>allowed to create PD disbursement bill / PD adjustment bill / PD Work's bill. There is a provision for disbursement tracking. PD bill on its creation moves through the defined workflow and Authoriser shall submit the bill.</p> <p>Once authorised, the PD bills of certain categories which do not require treasury scrutiny automatically gets pushed directly to the payment .</p> <p>In case of bills requiring treasury scrutiny, the bills flow into auditor login of respective treasury. The Treasury Office shall audit the PD bills as per guidelines and the bill flows through the defined workflow in CFMS. The bills ones passed by the Treasury will be pushed to payment process mechanism.</p> <p>If the bill is rejected by treasury, it gets pushed back to PD Administrator's login and the PD administrator shall make necessary corrections and resubmit the bill to the treasury.</p>
3	1 st payment of pension	<p>An interface is in place to pull the bills pertaining to 1st payment of pension, Gratuity and CVP (of new pensioners) into CFMS and process them for audit and payment in CFMS. All Treasury Officers are required to fill in the data in Pension system and generate Treasury Bill Registers. Bills are automatically pulled by the CFMS system in a schedule of half an hour to one hour into Submitter login of respective Treasury Office. The Treasury Officer has to attach necessary documents like certificate of non drawal of Anticipatory Pension and Gratuity and original GPOs/CVPs as passed by the treasury officer and submit the same to Treasury for audit and payment.</p> <p>Detailed instructions on the process of returning original authorisations to AG/LF or any other procedure as required, will be issued by the competent authorities shortly.</p>
4	Life Time Arrears and Obsequies Charges bills:	<p>Bill form for payment of Life time arrears and Obsequies charges in respect of deceased pensioners is enabled in CFMS under HR bills with title "Pensionary Charges" . All Treasury Officers can prepare bills in the said form and complete audit in CFMS.</p>
5	Beneficiary Account Statement	<p>A new service is provided in CFMS login of each</p>

		<p>employee to generate Beneficiary Account statement. This statement shall provide the payments made to the payee (beneficiary) in a given period along with the status of transactions.</p> <p>All the users can check their payments status using this service. They need not approach treasury or any other office for this purpose.</p>
6	Bill Status	<p>The users are provided with a service to track or know the status of a bill. This service is enabled in “expenditure reports” option under “citizen services” link in https://cfms.ap.gov.in</p> <p>All the users can make use of this facility to know the status of their bills.</p>

PRINCIPAL FINANCE SECRETARY TO GOVT. (FAC)