GOVERNMENT OF ANDHRA PRADESH
FINANCE (HR.I-PLG&POLICY) DEPARTMENT

Circular Memo.HROPDPP/49/2021(COMP NO 1389438)-1   **Dated:7.4.2021**

Sub: Finance Department -Human Resources - Directory of Posts & Personnel (DoPP)-Reg.

Ref: Meeting held by the Chief Secretary to Government with all Special Chief Secretaries /Principal Secretaries/Secretaries to Government on 7-4-2021

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Human resources represent the most significant asset of the Government of Andhra Pradesh and the necessity for a competent, trained and disciplined workforce is paramount for ensuring efficient service delivery to the citizens.

2. In the above context, a repository of all posts, positions & personnel, which is updated on a real-time/near real-time basis, is essential for purpose of planning, recruitment, career progression & training. Due to varied priorities, post-bifurcation of the State, this matter was relegated to the background & need for the repository is acutely perceived by all the stakeholders.

3. To bridge the above gap, the Finance Department, has taken the initiative for creation of the Directory of Posts & Personnel (DoPP) & a web application is developed & hosted at htpps://apbudget.apcfss.in,with the following process flow.

a) CFMS
   CFMS pre-populates the HR data available in HRMS/HCM to all the DDOs in their respective log-ins.

b) DRAWING & DISBURSING OFFICERS (DDOs)
   DDO verify the CFMS data & confirms all the Posts & Persons with reference to the DDO's records. DDOs can modify the data, if variation is noticed by the DDO vis-à-vis the CFMS data, duly mentioning the basis for the same, and confirms the same with biometric authentication.

c) STO/PAO
   STO's in Districts/APAO/Dy.PAO Ibrahimpatnam/Dy/Joint PAO Secretariat/ AP Bhavan Delhi) for HOD offices verify the data confirmed by the DDO with reference to the SLO. The STO/PAO can modify the data, if variation is noticed by the STO/PAO vis-à-vis the DDO data, duly mentioning the basis for the same, and confirms the same with biometric authentication.

d) HOD/SECRETARIAT UNITS
   HOD verify the data confirmed by the DDOs with reference to the Government Orders pertaining to the sanction of the post, duly uploading the Government Order. The HOD can modify the data, if variation is noticed by the HOD vis-à-vis the STO/PAO data, duly mentioning the basis for the same, and confirms the same with biometric authentication. The Secretariat Units shall also verify & upload the Department.

e) DTA/PAO
   DTA/PAO verify the data confirmed by the HoDs with reference to SLO & the Government Orders uploaded by the HoDs The DTA/PAO also settle all the variations noticed in the data at all levels & finally confirms the data with biometric authentication.

f) FINANCE DEPARTMENT
   Finance Department verifies & confirms the data uploaded by the DTA/PAO.

4. After completion of the above exercise, the database will be uploaded to the Repository and published as the Directory of Posts & Personnel(DoPP) & will be available for view & use by all the stakeholders through dashboards & will be the single source of truth for Posts and Personnel for the entire state of Andhra Pradesh.

5. The Directory of Posts & Personnel (DoPP) software application duly incorporating all functionalities relating to creation/upgradation/abolition/etc. of posts will provide real-time/near real-time data relating to all Posts & Personnel in the Government of Andhra Pradesh & is integrated with the HCM application of CFMS.

6. The status regarding the uploading of the data is as follows:

a) Pendency at DDO Level: Out of the total 22,528 DDOs, 22,154 DDOs have uploaded the data & the balance is as follows;

Department	Total DDOs	No of DDOs pending
PR&RD	10,294	70
Revenue	1,233	59
Higher Education	273	58
Secondary Education	5,964	46
MAUD	171	41
HM&FW	2,112	40
Water Resources	204	16
SW	147	6
Law	573	6
Agriculture	324	5
TR&RB	77	5
Finance	118	4
TW	448	4
Food & Civil Supplies	28	4
Labour, Factories, Boilers, IMS	223	2
Skill Development	110	2
YAT&C	49	2
BCW	94	1
GAD	2	1
Home	36	1
WCD	48	1
Grand Total	**22,528**	**374**

b) Pendency at HOD/SECRETARIAT Unit Level: Out of the total 167 HoDs, 17 HODs have uploaded the data & the balance is as follows.

Department	Total HoDs/Secretariat Units	Nos pending
Water Resources	21	20
Home	15	13
Revenue	9	9
GAD	15	8
Labour & Factories Dept	8	8
Finance	7	7
HM&FW	7	7
PR&RD	7	7
Secondary Education	8	6
Agriculture	6	6
I&C	5	5
YAT&C	5	5
Food & Civil Supplies	4	4
Law	4	4
MA&UD	4	4
TR&RB	4	4
WCD	5	4
AH&DDF	3	3
Skill Dev	3	3
SW	4	3
BCW	2	2
Energy	2	2
EFS&T	2	2
HE	3	2
Housing	2	2
IT&EC	2	2

I&I	2	2
RTGS	1	1
GV/WV/GS/WS	1	1
Legislature	1	1
PE	1	1
MW	2	1
Planning	2	1
TOTAL	**167**	**150**

7. A Help Desk is setup to resolve any technical issues faced by the HODs while filling the application. The details are as follows:

a) Help Desk for Technical Issues

Name	Contact Number
Abdulla, Project Manager (APCFSS)	9849596029
Rizwan, Project Lead (APCFSS)	9963922376

b) Help Desk for Domain / Functional Issues

Name	Contact Number
Teja, Senior Accountant, DTA	8096332290
Savan Teja, JAO, DTA	8125479653
Mareddy, APAO, PAO	9052217259

8. All the HODs & Secretariat Departments can login to the above web-application using their budget finance code as login credentials – Contact the Technical Help Desk mentioned above, for any queries regarding login credentials.

9. The above instructions are applicable to all the HODs, Secretariat Units Corporations, Universities, Boards, Societies, & any other Grant-in-Institutes of the Government of Andhra Pradesh.

10. As per the deliberations held during the review meeting on 7-4-2021 in the reference read above, all Special Chief Secretaries/ Principal Secretaries/Secretaries to Government are requested to ensure that the data is related to the Directory of Posts & Personnel is obtained wherever pending, the data verified, confirmed and uploaded by all the HoDs latest by **12.00 Noon on 12-4-2021**. A follow-up review meeting will be held at **3.00 pm on 12-04-2021** with all Special Chief Secretaries/ Principal Secretaries/Secretaries of the Departments where all the HoDs have not uploaded the information.

ADITYA NATH DAS
CHIEF SECRETARY TO GOVERNMENT

To,
All the Special Chief Secretaries/Principal Secretaries/Secretaries to Government.
The Secretary, Services, G.A. Department.
The Secretary, APPSC.
All Heads of Departments.
The Director of Treasuries and Accounts, A.P, Ibrahimpatnam.
The Pay and Accounts Officer, A.P, Ibrahimpatnam.

Copy to
The CEO,APCFSS, A.P, Ibrahimpatnam.
The P.S. all Secretaries/Special Secretaries/Additional Secretaries in Finance Department.
The P.S. to Hon'ble Chief Minister.
The P.S. to Hon'ble Finance Minister.
The P.S. to Chief Secretary.
Copy S.F.

//FORWARDED::BY ORDER//

SECTION OFFICER