

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

**Circular Memo.HROPDPP/49/2021(COMP NO 1389438)-2.**

**Dated:7.4.2021**

Sub: Finance Department-Human Resources- H.R. Management- Recruitment Calendar -reg.

Ref: 1. Meeting held by Chief Secretary to Government with all Spl. C.S./ Principal Secretaries/ Secretaries to Government on 7-4-2021.  
2. Lr. No Fin- HROPDPP/49/2021(COMP NO 1389438)-1, dated 07-04-2021

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The Government of Andhra Pradesh is taking consistent and firm steps in its endeavour to decentralise governance & take public service delivery to the doorsteps of the citizens. Towards the aforesaid objective, Government has & recruited 1.34 lakh key village/ward level functionaries for staffing the same. A separate Department & HoD is also established for ensuring proper training of staff and functioning of the Village/Ward Secretariats.

2. Steps are also being taken to re-align service delivery of all Departments of Government by delegating responsibilities/powers to functionaries of Village/Ward Secretariats.

3. Further, as mentioned in the reference 2<sup>nd</sup> cited, the Department of Finance has taken initiative for creating the Directory of Posts & Personnel(DoPP), a repository of all the posts, positions & personnel in the Government which is proposed to be updated on a regular basis for the purpose of planning, recruitment, career progression & training of personnel.

4. The Government is also keenly aware of the necessity for taking up direct recruitment for the essential categories of posts in order to provide employment opportunities to the youth and to induct personnel with the latest skill-sets in the Government.

5. In the above regard, the Hon'ble Chief Minister has issued instructions for preparation of a Recruitment Calendar, so that filling up of essential Direct Recruitment vacancies is taken up in a planned and phased manner, which ensures that the recruitment is made in an orderly and time-bound manner duly drawing highly qualified candidates & protecting career progression of the inductees by avoiding bunching.

6. As discussed in the meeting held on this subject with Special Chief Secretaries/Principal Secretaries/Secretaries to Government on 7-4-2021, the following steps are to be taken by all the Departments as a precursor for the preparation of the Recruitment Calendar.

- 1) Uploading of data relating to the Directory of Posts & Personnel (DoPP), as per the detailed guidelines issued in the reference 2<sup>nd</sup> cited, by 12-4-2021.
- 2) To estimate the existing number of the Direct Recruitment vacancies & determine the essentiality & phasing in context of the Recruitment Calendar, the Department of Finance has developed a proforma & deployed the same in the web application related the Directory of Posts & Personnel (DoPP), which is hosted on the online portal (apbudget.apcfss.in) & the following information is to be filled up by the HoDs/Secretariat Units.

**PART -1**

Sl.	Field	Data To Be Entered
1	Post Name	Auto populated from HRMS(Needs to be entered for Corporations, Societies, GIA & Universities, if salaries are not drawn through HRMS)
2	Scale of Pay	Auto populated from HRMS(Needs to be entered in case of salaries not drawn through HRMS)
3	Recruitment Agency	APPSC/DSC (Education)/DSC (other than Education) / APPRB) & Departmental boards, as permitted by the Government.
4	Service Category	Group I/II/III/IV, etc., as applicable
5	Direct Recruitment %	As per Service rules.
6 (a)	Total Sanctioned Posts	Auto populated from HRMS(Needs to be entered by the Corporations, Societies, GIA, Universities, etc)



6 (b)	Total No. of Vacancies	Auto calculated from HRMS(Needs to be entered by the Corporations, Societies, G.I.A, Universities etc)
7	Total No. of Vacancies	As per the Department records.
8	No. of Direct Vacancies (including backlog)	As per the Department records.
9	No. of Posts notified for recruitment to APPSC (or) other recruitment agencies, as permitted by the Government.	No.of vacancies for which notification is already issued
10	Net DR Vacancies Available	Auto calculated
11	No. of Vacancies in Promotions	Auto Calculated

#### PART – 2

Sl.	Field	Data To Be Entered
12	No of DR Vacancies (Sl. no. 8) presently filled on Contract Basis	As per Department Records
13	No of DR Vacancies(Sl. no. 8) presently filled on Outsourcing Basis	As per Department Records
14	No of DR posts that can be surrendered due to formation of V/W Secretariats.	As per Departments analysis
15	No of Promotion posts that can be surrendered due to formation of V/W Secretariats.	As per Departments analysis
16	No of DR posts that can be surrendered as they are not relevant anymore.	As per Departments analysis
17	No of Promotion posts can be surrendered as they are not relevant anymore	As per Departments analysis

#### PART – 3

Sl.	Field	Data To Be Entered
18	Priority for filling the vacancies	Very High/High/Medium/Low (to be filled by the HoD in consultation the concerned Secretary.
19	Minimum Number of Posts to be filled	Optimal number of posts required. (To be filled by the HoD in consultation the concerned Secretary.
20	Remarks.	As required.

- 3) The above information shall be filled up accurately by all the Heads of Department accurately, duly verifying the records and consulting the concerned Secretaries, for the columns specified and as found necessary.
- 4) Further, the relevance of each & every existing post, as well as necessity for filling up of the Direct Recruitment Post, shall be carefully examined by all the Heads of Departments and the Special Chief Secretaries/Principal Secretaries/Secretaries to Government in context of the following.
  - a) Deployment of Village/Ward Secretariat personnel & Village/Ward Volunteers.
  - b) Proposed delegation of responsibilities/powers to the functionaries of Village/ Ward Secretariats.
  - c) Implementation of citizen services by various e-Service delivery platforms.
  - d) Necessity for the post no longer being there in the present context, due to loss of relevance.
  - e) Reduced work load in certain Departments/HoDs/Field units consequent to the bifurcation of State.



- 5) As part of the above exercise, all the Special Chief Secretaries/Principal Secretaries/ Secretaries to Government shall also examine the necessity and present organisation of the HODs/Boards/Societies/Corporations/Companies/GIA institutions & other units at State/Regional and District levels & propose the necessary changes for seamless service delivery.
- 6) The Principal Secretary, G.A.D., Services shall examine the existing organisation of Secretariat Departments and propose the necessary changes for streamlining the same.
- 7) A Help Desk is setup to resolve any technical issues faced by the HODs while filling the application. The details are as following:

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
Sravan 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 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 uploaded by all the HoDs & Secretariat units 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 the Special Chief Secretaries/ Principal Secretaries/Secretaries of the Departments where all the HoDs/Secretariat units 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//

*C. Manoj Reddy*  
**SECTION OFFICER -**

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