GOVERNMENT OF ANDHRA PRADESH

**OFFICE OF THE
DIRECTOR OF TECHNICAL EDUCATION,
ANDHRA PRADESH :: MANGALAGIRI**

Circular Memo.No.G/Contract Staff/2024.   **Dated: 24.01.2024**

Sub: TECHNICAL EDUCATION – Contract employees – Regularisation of Contract employees – Certain instructions issued to upload the data and for Ekyc activity in Nidhi portal – Reg.

Ref: 1. G.O.Ms.No.114, Finance (HR-I Plg. & Policy) Dept., dt.21.10.2023.
     2. Circular Memo No.2099702/FIN01-HR0PDPP(OCE)82/2023, dated 13.12.2023 of Finance (HR-I Plg. & Policy) Dept.

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The attention of the Principals of Govt. Polytechnics is invited to the references cited (copies enclosed for ready reference) in respect of regularisation of Contract employees working in the Department of Technical Education.

While processing the data in Nidhi portal, it is observed that the data of the many contract employees have not been uploaded in "Nidhi" portal https://nidhi.apcsff.in (earlier HERB portal) by the concerned Principal/DDO till today. This will adversely affect on the processing of the regularisation proposals by the Head of the Department as the data is not available for many of the Contract Employees in the portal and Ekyc activity of the Contract employees is pending at the institution level.

Hence, the Principals/DDOs of all Govt. Polytechnics are instructed to upload the data of the contract employees (Contract Lecturers and Contract Workshop Attendants) and complete the Ekyc activity of the Contract employees which is pending at the institution level , whose salaries are drawing through their institution immediately. This will be **completed by today (24.01.2024) itself by 5.00 p.m. without fail and submit the compliance to this Office.**

The operational guidelines/instructions for uploading the contract employees' data and updating the Ekyc activity in Nidhi portal (https://nidhi.apcsff.in) are herewith attached as Annexure for your guidance.

Encl: 1. Copies of references.
      2. Annexure

Sd/- C. NAGA RANI
DIRECTOR

DEPUTY DIRECTOR (TECH)

To
The Principals of all Govt. Polytechnics in the State.
Copy to the Regional Joint Directors of Technical Education, Kakinada/Tirupati
     -- with request to coordinate with the Principals/DDOs to ensure that the data of the Contract employees be uploaded by today itself.

Annexure

Operational guidelines/instructions for uploading the contract employees' data and updating the Ekyc activity in Nidhi portal

1. Open the web browser and go to the Nidhi Portal URL(https://nidhi.apcfss.in.).

2. Enter the provided Username and Password (Please use forgot password service to generate new password).

3. Click 'LOGIN' for access.

4. After login, you'll be on the Employee Dashboard.

5. Switch to the 'Master Data' tab.

6. Open 'Add Contract Employee (Ekyc, office Details) tile. The data of Contract employees is available if entered previously in CFMS or HERB portal. If the details are not found for any Contract Employee, we need to add the data.

7. Complete the Ekyc activity for all the Contract Employees working in the Polytechnics.

8. Finally, two options will be shown as follows:

    a. Pending for Biometric Confirmation(Biometric/ OTP)

    b. Confirmed Employees

9. The pending for Biometric Confirmation shall be resolved by using edit button for each Contract Employee, enter/update the data in the text boxes provided. Finally see that all the contract employees shall have to be in "Confirmed employee" tab.

10. For any technical issues, call 7901620003 for assistance.

Sd/- C. NAGA RANI
DIRECTOR

DEPUTY DIRECTOR (TECH)