

GOVERNMENT OF ANDHRA PRADESH

**OFFICE OF THE
COMMISSIONER OF TECHNICAL EDUCATION
ANDHRA PRADESH::VIJAYAWADA**

Memo.No. B/HCM/2020

Dated:11.05.2020

Sub: Implementation of HCM Module in the Department of Technical Education from May 2020- Entering the details of employees to generate e-Service book in e-Service book portal by DDOs-Reg.

Ref: 1) G.O. Ms. No. 99 (Finance HRII: FR) Department dated 27-06-2018.
2) Lr. No. 2207/PFS/Peshi dated 01-05-2020 of Principal Finance Secretary
3) Instructions of PFS in the meeting held on 06-05-2020.

The attention the RJDs and Principals of all the Government Polytechnics is invited to the subject and reference cited. They are hereby informed that the Government is in the process of developing Human Capital Management Module in Comprehensive Financial Management System (CFMS), which is a new application for managing organisation structure and Human resources. Its primary focus is on creating a well-knit horizontal and vertical work flows among all the units of Governance for ensuing a comprehensive and uniform Human resource management and facilitates automated management of 'Employee Life Cycle Events' right from entry into service to exit on superannuation and conversion to a pensioner through as automated mechanism of Employee Self-Service (ESS), Human Resource Management Service (HRMS) and Pay-roll management.

In order to ensure this the Government is building and embedding the application with a repository of 'Employee Service Record' and 'Departmental Service Rules'. The Government has created two portals for these two components and directed to enter the details of the employees working in the respective departments by 31st May 2020 (for HOD Office) and 15th June 2020(Other offices/institutions under the control of the department).

In this context, to accomplish the above works in the department, the Commissioner of Technical Education is pleased to appoint Dr. B. Kalyan, Deputy Director(Technical) [Mobile: 7901620003, e-Mail: ddt.dteap@gmail.com] as a Nodal Officer to coordinate these activities between Department of Technical Education and HCM team in CFMS office.

As per the instructions of the Government cited in ref (3), it is instructed that the DDO is responsible for the preparation e-Service Book of the employees in each office under the control of this department. It is further instructed that the details of all the employees in the service registers are to be updated immediately and then enter all the details in employee's e-Service register in the portal ([https:// apesr.apcfss.in](https://apesr.apcfss.in)) on or before 15th June 2020.

Sd/- M.M.Nayak
Commissioner (FAC)

To
The RJDTEs, Kakinada and Tirupathi.
All the Principals of the Government Polytechnics.


For Commissioner