

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SU-I) DEPARTMENT

From

Shashi Bhushan Kumar, IAS
Secretary (Services), GAD &
Chairman, APCOS

To

All Special Chief Secretaries, Principal
Secretaries, Secretaries,
All Heads of the Departments,
All District Collectors

Letter No. GAD01-SU0MISC/31/2019-SU-I

Dated:21.09.2020

Sir,

Sub. : APCOS — Timely Submission of attendance details to process salaries of
'Outsourced Personnel' in CFMS portal — Important instructions issued — Reg.

- Ref. : 1. G.O.MS.No. 126, General Administration (SU.I) Department,
Dated: 18.10.2019.
2. G.O.MS.No. 136, General Administration (SU.I) Department,
Dated: 04.11.2019.
3. Circular Memo No. GAD01-SU0MISC/31/2019-SU-I, Dated: 20.11.2019 of
the General Administration (SU.I) Department.
4. Circular .Memo. No.GAD01-SU0MISC/31/2019-SU-I, Dated:21.07.2020 of the
General Administration (SU.I) Department.

As you are aware, the Government have established A P Corporation for Outsourced Services (APCOS) under the administrative control of General Administration Department, vide the reference (1) and (2) cited above, to meet the requirement of outsourced manpower for all the Government Departments / Organizations, by completely doing away with the private outsourcing agencies. Subsequently, operational guidelines as to the processes and procedures to be followed for engagement of manpower through APCOS were intimated vide the reference (3) cited above. Vide the reference (4) cited detailed guidelines were issued for the timely payment process for the Outsourced manpower.

2. In accordance with the said operational guidelines, manpower requirement indents were placed on the APCOS website (apcos.ap.gov.in), by the Secretariat Departments, Heads of Departments and District Collectors and about 63,000 'Placement Intimation Letters' were generated so far as part of the candidates' sponsorship process.

3. As a pre-requisite to the processing of the salaries of personnel engaged on outsourcing basis, the DDOs concerned are required to enter their attendance details in the CFMS portal. Based in the experience of the two last months, it is found that there is a delay in the entry if attendance details in the CFMS portal in respect of the personnel engaged on outsourcing basis, thereby resulting in delayed processing of their Salaries.

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4. Therefore, in order to ensure timely submission of the attendance details in the CFMS portal, beginning from September, 2020, **the CFMS portal shall process the salaries of the regular employees only after the attendance-details of the personnel engaged on outsourcing basis have been submitted.**

5. The Secretariat Departments, Heads of Departments and District Collectors are requested to take note of the above instructions and ensure that the DDOs submit the attached details of personnel engaged on outsourcing basis latest by 20th calendar of every month.

6. The CEO, APCFSS is instructed to make necessary changes in CFMS portal to operationalize the above instructions.

Yours faithfully,

for Secretary (Services), GAD & Chairman, APCOS