

GOVERNMENT OF ANDHRA PRADESH
FINANCE (IT) DEPARTMENT
COMPREHENSIVE FINANCIAL MANAGEMENT SYSTEM (CFMS)

CFMS Circular – 11

Dt. 08.05.2018

Comprehensive Financial Management System (CFMS) is launched on 02.04.2018 and currently being stabilized. One of the main objectives of CFMS, in addition to establishing a Single Source of Truth, is to promote efficiency and effectiveness in public financial management activities. APCFSS is the nodal agency for the implementation, sustenance and support of the CFMS program. Towards this, APCFSS aims at providing seamless services to all the users of CFMS in a structured and focused manner. Every effort has been made to address the requirements of all the diversified departments and individuals. However, during the course of operationalization, users have been reporting issues. While some issues require a change to the design, majority of the issues are related to understanding, adoption, data related and above all patience. Attention, of all the HODs and users is invited to GO MS 40, wherein the Help Desk and issue resolution process is explained in detail. Based on the issues reported so far, the following resolutions and clarifications are being provided and all departmental users are required to make sure that they understand and disseminate the information to all users.

S. No.	Issue Reported	Requirement/Clarification
1	Schedule for submission of Bills	Schedule for Presentation and Payment of various bills, as prescribed in G.O. Ms. No. 62 Fin (Cash Management) Dept., Dt.16.04.2016 and amendments there on, is kept on hold until further orders, i.e. there is no restriction on the dates when the bills can be presented to the treasury and/or paid.
2	Bio Metric Authentication of Bills @ DDO Level	As stated in Circular 9, Dt. 28.04.2018, the exception in case of biometric authentication @ DDO level was given for April month salaries. This exemption is now extended till end of May, 2018 to ensure compliance with all. Also, it is to be noted that this exception relates to all types of bills under DH-010; i.e. Pay, Supplementary bills, Arrear bills etc.
3	Workflow Configuration Issues	CFMS – Expenditure module is used by all the departments directly to submit the pay bills, DA arrear bills etc. for the first time. In this process certain errors like - “Object Not Found / Position not found” etc., are being encountered by the users. These errors occur when users are making undesirable changes in the Workflow Configurator in the middle of bill cycle, to circumvent the original process, thereby compromising the integrity of the workflow. Ex.: Head of the Office configured the workflow and defined an Auditor, Verifier and Approver. After the bill traversed the path and is with Approver, he/she decided to return the bill. In the meantime, in the workflow configurator the Verifier is changed or removed. In such cases, the workflow cannot determine where to send the workflow item and since

		<p>therefor gives an error like Object Not Found / Position not found.</p> <p>For the maker to create the bill, first workflow must be configured in his own office, as well as, in treasury office for that DDO and HOA combination. Once the bill is created and it is submitted to treasury, it will flow to Auditors login. In the meantime, if the workflow changed, i.e. either auditor delimited or verifier deleted and there is no connection between these two levels and Approver, the bills will get stuck at auditor level and these won't flow to Approver level and will display errors like Object Not Found / Position Not Found.</p> <p>It is also observed that instead of using the workflow configurator based on the office work allocations, it is being used to just flow the bills somehow. This is not a good practice and should be avoided as this will lead to integrity and also misuse. Further, in some cases it is observed when a change is needed in the workflow, the existing bill is being left as it is and a new bill is being created after changing the workflow. In the meantime, the original bill that was left behind is also being processed separately leading to duplicate bills. It is advised that, Treasuries/PAOs are required to use prudence and appropriate judgement in the scrutiny process to avoid duplicates (without subjecting the users/DDOs to any additional inconvenience).</p> <p>If the workflow is maintained correctly, these errors can be avoided.</p>
4	Pay Bills of Forest / Fire / R&B / Fisheries dept. etc.	<p>In Some departments like Forest, Fire, Fisheries, R&B, Education etc., the District heads of respective departments are drawing bills in all Sub Treasuries of respective district with separate DDO code in each Treasury. Thus, the district headquarters office of each department has multiple DDO codes equivalent to number of Treasuries in that district to draw funds from each treasury, which is inappropriate and not required. In CFMS, it is decided to draw the funds centrally at District headquarters / Mandal headquarters in case of school education department, as the district head is drawing funds currently in legacy system also. All unnecessary DDO codes will be discarded and Single DDO Code will be maintained either at District or Mandal levels as per department's preference and Pay and Other Bills will be preferred with the District/Divisional level DDO code. If the departments so desire, they can leverage the feature in workflow configurator and assign maker/checker in the lower level offices and submit them at the</p>

		common DDO level (exactly simulating the paper based process albeit).
5	Usage of Passwords	Sharing and misuse of User IDs and Passwords is being observed. All users are requested to note that such misuse is being currently recorded at the database level and tracked through IP Addresses. Where needed and also in cases of disputes, this data will be made available. The responsibility of such misuse will be with the original user and also the IP address owner for misusing/facilitating the misuse.

PRINCIPAL FINANCE SECRETARY TO GOVT. (FAC)