

**GOVERNMENT OF ANDHRA PRADESH
SCHOOL EDUCATION DEPARTMENT**

Memo.No.11021/422/2020-EST 1-CSE

Dt:18/08/2020

Sub:School Education – CFMS- Implementation of Human Capital -Management Module - Instructions to all the Directors, Additional Directors, Joint Directors, Regional Joint Directors Principal of IASEs, DEOs and DDs in the State to expedite the filing of Service events (SR) in e-SR module – Instructions – Issued.

Ref:1.G.O.Ms.No.99(Finance HR-II-FR) Dept., Dt:27.06.2018.

-2.D.O.Lr.No.2207/PFS/PESHI, Dated: 31-07-2020 of the Principal Secretary to Government, Finance Department, Government of Andhra Pradesh, Amaravati.

The attention of all the under mentioned officers is invited to the references read above and they are informed that the Phase II of Comprehensive Financial Management System (CFMS), being implemented by the Finance Department covers the Human Capital Management (HCM) & Works Management modules. The HCM module covers the total life cycle of employees & pensioners, right from entry into service to exit on superannuation including conversion to a pensioner through Employee Self Service (ESS) & includes Standard Pay roll run process of SAP.

Further informed that as the Employee Self Service & Employee Life Cycle Management sub-modules are dependent on past events, converting existing physical Service Registers into digital form (e-SR) is the key to run ESS and ELCM processes in HCM. Therefore, it is imperative to capture all past events as recorded in physical Service Registers. Further, the digitalized e-SR, with which the pay bills are now being generated in HRMS (DDO request application).

Hence, all the officers are requested to visit <https://apesr.apcfss.in/> and

1. Submit their service details from part 1 to part 12 (sub menus) under e-Service Book Entry menu.
2. After submitting the details, these are available at one place under view and confirm sub-menu. Employee need to confirm the service

details through Bio-metric.

3. The confirmed details will be available in their respective DDOs login for further confirmation process.

Therefore they are hereby instructed to complete the above process duly following the guidelines issued by the Government in the reference 1st cited, at an early date without fail.

CHINAVEERABHADRUDU VADREVVU
DIRECTOR, SCHOOL EDUCATION

To

The Additional Director (MDM), O/o. DSE, A.P., Vijayawada

The Director, A.P. Public Libraries, Guntur.

The Secretary, KGBV, O/o. SPD, SS, A.P., Vijayawada

The Director, Govt. Examinations, A.P., Vijayawada

The Director, SCERT, A.P., Vijayawada

The Secretary, A.P.R.E.I.S. Guntur

All the Joint Directors, O/o. DSE, A.P.,

All the Regional Joint Director of School Education in the State

All Principal, IASEs / CTEs in the State.

All the District Educational Officers in the State.

Copy to the State Project Director, O/o. SS,A.P., Vijayawada