

**GOVERNMENT OF ANDHRA PRADESH
MUNICIPAL ADMINISTRATION DEPARTMENT**

O/o Commissioner & Director of
Municipal Administration, A.P., Guntur.

Roc.No. 3482500/2020/B1,

Dated. 15/05/2020

C I R C U L A R

Sub: Municipal Administration Department- Service Register -
Replacing the existing Service Register with e-service Register
Implementation of HCM module- for automated management of
Employee Life Cycle Events” - Instructions - issued.

- Ref: 1. G.O.M.S.No.99 dated 27.06.2018 of Finance (HR-II-FR)
Department.
2. Lr.Roc.No.2207/PPS/Peshi dated 01.05.2020 of
the Principal Secretary to Government, Finance Department.

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The attention of all the Commissioners of the Urban Local Bodies in the State is invited to the references cited, wherein the Principal Secretary to Government, Finance Department conducted a meeting with the officials in-charge of Administration, Pay roll and Accounts of all Heads of the Departments. During the meeting it was proposed to roll out a module for automated management of “**Employee Life Cycle Events**” right from entry into service to exit on superannuation and conversion to a pensioner through an automated mechanism of Employee Self Service (ESS) and HR Manager Service (HRMS) and Pay Roll Management. As such the HCM (Human Capital Management) module is on a pilot run in five departments under administrative control of the Finance Department from 1st April, 2020 and is proposed to be rolled out to all the Government Departments from 1st June, 2020.

2. In this regard, all the Commissioners are further informed that in order to ensure the implementation of the above module, an application with a repository of employee service record and departmental service rules has to be built and embedded.

3. In view of the above, all the Commissioner of the ULBs in the State are requested to enter the data of all the employees in the E-SR portal on or before 15th June, 2020 and the details of the link for E-SR is as follows.

**[http:// apesr.apcfss.in/login.do](http://apesr.apcfss.in/login.do)
Login User Id is DDO CFMS ID
Next click on generate OTP**

**Next enter OTP
Next click on Proceed**

4. Please treat this as **MOST URGENT**

Commissioner & Director

To

The Commissioners of the ULBs in the State.

Signature Not Verified

Digitally signed by G S R K R
Vijay Kumar
Date: 2020.05.15 11:26:14 IST
Reason: Approved

