

**GOVERNMENT OF ANDHRA PRADESH
SCHOOL EDUCATION DEPARTMENT**

CSE Memo No.11022/115/2020-EST.1 Dated:08/01/2021

Sub: School Education Department – HR Data confirmation by all the DDOs in the State – Uploading of data of all the teachers and other field level staff – completion of work in 3 days – Instructions issued – Regarding.

Read:1.Lr.Rc.No.FIN02-18069-56-2020-H-SEC-DTA, Dt.04.12.2020 of the Director of Treasuries and Accounts, A.P., Ibrahimpatnam.

2.Procs.Rc.No:11022/115/2020-EST 1, Dt:11.12.2020 of this office.

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In continuation of this office proceedings reference 2nd read above, as per the Director of Treasuries 5417 DDOs are working under School Education Department at various levels. They all have to upload the HR data of each and every employee irrespective of cadre and place of working. Besides, uploading data the Government Orders, in which the posts were sanctioned, too are to be uploaded.

Necessary instructions were already issued to all the RJDSEs and DEOs for completion of uploading of HR data. But, on verification of the portal it is observed that still a few DDOs have not yet completed the uploading process. Out of 5417 DDOs under School Education Department 5315 DDOs have completed data uploading process and still 102 DDOs have to complete data(List enclosed).

Besides, all the RJDSEs/DEOs are informed that as per Finance Department's guidelines copies of the Government Orders (G.Os), in which the posts were originally sanctioned, are also to be uploaded in the web-portal meant for it.

The 102 DDO, who are yet to upload data, have to upload data and all the 5417 DDOs have to keep the G.Os ready for uploading, for which facility in web-portal will be given within 2 or 3 day.

All the Regional Joint Directors and the District Educational Officers in the State are, therefore, once again directed to ensure that the HR data of all the employees is uploaded by those 102 DDOs in the web-portal of APCFSS (<https://apbudget.apcfss.in>) and all the 5417 DDOs to keep the said G.Os ready within 2 days for uploading in the web-portal.

For any doubts and clarifications if any, in uploading HR data the helpline number.9985980996 (Sri.Balakrishna, Technician of CFMS) shall be contacted.

This must be treated as "**MOST URGENT**".

VADREVVU CHINAVEERABHADHRUDU
DIRECTOR, SCHOOL EDUCATION

To
All the Regional Joint Directors and the District Educational Officers in the State.
All the District Educational Officers in the State
Copy to CAO of this office.
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