

**//MOST URGENT//**

**GOVERNMENT OF ANDHRA PRADESH  
MUNICIPAL ADMINISTRATION DEPARTMENT**

O/o the Commissioner and Director of  
Municipal Administration, A.P.,  
Vaddeswaram.

**Roc.No. 21022/3/2022/E1,**

**dated 24.07.2022**

**CIRCULAR**

Sub: MA Dept - Teachers Establishment - Entrustment of  
Administrative responsibilities of the Municipal Schools  
to School Education Department - Certain instructions for  
drawl of salaries to the Municipal Teachers - issued - Regarding

- Ref: 1.G.O.Ms.No.84 MA & UD (D1) Dept., dated 24.06.2022  
2.This office Endt.Roc.No. 21022/2/2022/E1, dated 24.06.2022.  
3. Proceedings RC.No.ESE02-13/262022-EST 3-CSE,  
dated 25.06.2022 of the Commissioner, School Education  
4. Lr.Roc.No.475/2015/A3, dated 27.06.2022 of the  
RDMA, Visakhapatnam.  
5.Lr.Roc.No.664/2022/A6, dated 27.06.2022 of the  
RDMA, Rajamahendravaram  
6.Lr.Roc.No.28901/2022/A1, dated 27.06.2022 of the  
RDMA, Guntur.  
7.Lr.Roc.No.755/2022/A3, dated 27.06.2022 of the  
RDMA, Anantapuramu.  
8.This office Circular Roc No. 21022/3/2022/E1,  
dated 30.06.2022.  
9. Lr.RC.No.ESE02-13/26/2022-EST 3-CSE, of Commissioner School  
Education, dated 11.07.2022, received in this office 14.07.2022.  
10. This office Circular Roc.No. 21022/3/2022/E1, dated 18.07.2022.  
11. Instructions issued to the MCs and to RDMA's by the C&DMA during  
the Video conference dated 20.07.2022  
12. Lr.Rc.No.ESE02-13/26/2022-EST 3-CSE, of Commissioner of School  
Education, dated 24.07.2022

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The attention of all the Commissioners of Urban Local Bodies in the State where  
Municipal Schools exists are invited to the references cited and inform that, in the  
reference 10<sup>th</sup> cited, instructions were issued to all the Commissioners of the ULBs  
where Municipal Schools exists for taking necessary action on –

- i. To give finalized total cadre strength of all categories of Municipal Teachers in  
DTA/CFSS and
- ii. To update the Service Registers with relevant entries and to send them along  
with LPCs of Teachers to the Regional Joint Directors of School Education  
concerned, through the RDMA's concerned.

2. In this regard, it is informed that, in the reference 12<sup>th</sup> cited (copy enclosed), the Commissioner of School Education has informed that, the last date for submission of salary bills is **25<sup>th</sup> of every month** vide G.O.Rt.No.737, Finance (Cash Management) Department, dated 23.03.2020 and requested the following action to be taken for drawl of salaries to the Municipal Teachers for the month of July, 2022.

- i. Cadre strength should be mapped to School Education Department APCFSS Portal
- ii. Updated Service Registers and Last pay Certificates are required.
- iii. Cadre strength of Primary/Upper Primary Schools should be mapped to concerned DDO i.e., M.E.O.
- iv. DDO codes to be created to the HMs of Municipal High Schools

3. Further, the Commissioner of School Education has informed that, on receipt of the cadre strength particulars only the same will be mapped to School Education Department cadre strength in APCFSS portal and it will take time for processing of drawing of salaries in respect of Municipal Teachers due to non receipt of the above required information. In view of the above, the Commissioner of School Education has requested to draw the salaries of Municipal Teachers until completion of the above said process.

4. In view of the circumstances and as per the request of the Commissioner of School Education, Commissioners of the Municipalities and Corporations where Municipal Schools exists are directed to take necessary steps to draw the Salaries of Municipal Teachers for the month of July, 2022 and all the RDMA's in the State are requested to direct the Commissioners and ensure that the above directions are complied with by all the Commissioners in the respective regions without any deviation.

5. This shall be treated as **Most Urgent & Important.**

Sd/- Pravin Kumar  
Commissioner & Director

Encl: As above

To  
All the Commissioners of 59 ULBs (where Municipal Schools exists) in the State.  
All the RDMA's in the State.  
Copy to the Commissioner, School Education, AP, Ibrahimpatnam.  
Copy submitted to the Special Chief Secretary to Govt., MA & UD Dept., AP  
Secretariat, Velagapudi for favour of information.

for Commissioner & Director



**GOVERNMENT OF ANDHRA PRADESH  
SCHOOL EDUCATION DEPARTMENT**

**From**

S. Suresh Kumar, IAS,  
Commissioner of School Education,  
Andhra Pradesh,  
"B" Block, Anjaneya Towers, Ibrahimpatnam, Andhra Pradesh, Vaddeswaram.  
Amaravati.

**To**

The Commissioner &  
Director of Municipal  
Administration,  
Andhra Pradesh, Vaddeswaram.

Sir,

 Letter Rc.No.ESE02-13/26/2022-EST 3-CSE, Dated: 24/07/2022

**Sub: School Education Dept. – Teachers Establishment – Entrustment of supervision and administrative responsibilities of the Municipal Schools to Education Department on par with the system being followed in the respect of Government & Panchayat Raj Schools - Request to draw the salaries for the month of July, 2022 in respect of Municipal teachers - Reg.**

- Ref:**
1. G.O.Ms.No.84, Municipal Administration and Urban Development (D1) Dept., Dated: 24.06.2022.
  2. This office Proceedings Rc.No.ESE02-13/26/2022-EST 3-CSE, Dated: 25.06.2022.
  3. This office Letter Rc.No. ESE02-13/26/2022-EST 3-CSE, Dated: 11.07.2022.

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I wish to submit that, in the reference 3<sup>rd</sup> cited, the Commissioner and Director, Municipal Administration has been requested to furnish the certain information for drawl of salaries to the Municipal Teachers in the state. The information is awaited.

In this regard, I submit that the last date for submission of salary bills is **25<sup>th</sup> of every month** vide G.O.RT.No.737, Finance (Cash Management) Department, dated: 23.03.2020 and the following action is to be taken for drawl of salaries to the Municipal teachers for the month of July, 2022.

- i. Cadre strength should be mapped to School Education Department in APCFSS portal.

- ii. Updated Service Registers and Last Pay Certificates are required
- iii. Cadre strength of Primary school/Upper Primary School should be mapped to concerned DDO i.e, M.E.O.
- iv. DDO codes to be created to the HM of Municipal High Schools.

Further, I submit that on receipt of the cadre strength particulars only the same will be mapped to School Education Department cadre strength in CFSS portal. It will take time for processing of drawing of salaries in respect of Municipal teachers due to the non receipt of the above required information. Hence, on such time it is not feasible to draw the salaries in scheduled date for the month of July, 2022.

In view of the above circumstances, I request you to draw the salaries of Municipal Teachers until unless completion of the above said process at their end and to avoid further complications in the matter.

**Yours faithfully,**

**S Suresh Kumar**  
**COMMISSIONER, SCHOOL EDUCATION.**

Copy submitted to the Special Chief Secretary to Govt., School Education Department, A.P., Secretariat, Velagapudi, Guntur for information.