

**GOVERNMENT OF TELANGANA
FINANCE (HRM-VI) DEPARTMENT**

Circular Memo No.02/A1/HRM-VI/2017, Dated:19-01-2017

Sub: Finance Department – Human Resources Management –
Employee Data sheet information - Online Collection of
Employees data through Web-based application –
Instructions to furnish the Data – Regarding.

Ref:- Circular Memo No.01/A1/HRM-VI/2017, dt.19-01-2017.

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Government has decided to collect the data of all Government Employees online through a Web-based application developed by the Finance Department, in order to have a comprehensive data base of all Government employees of the state and to use the data for various purposes i.e., to answer LAQs, LCQs, Parliamentary Questions and to provide information under RTI Act etc. This will also facilitate the Government in making decisions relating to the monetary and non-monetary entitlements of the employees, assessment of vacancies, recruitment authorisation and preparation of panels for promotion, issues relating to pay fixations, revisions of Pay Scales, etc., and timely payment of retirement benefits, sanction of leave, timely release of increments, etc.

2. In this context, the Government hereby direct all the Drawing and Disbursing Officers (DDO) in the state shall furnish the data relating to all Government employees to the concerned Treasury Officer /PAO in hard copy duly signed by the concerned employee and attested by the Drawing Officer along with the pay bills for the month of February 2017. The relevant Employee Data sheet forms and user manual are available in the website "<https://finance.telangana.gov.in>".

3. While the individual employee shall be responsible for providing the entire information relating to himself / herself by certifying the datasheet that would be provided by the DDO, the principal responsibility for validating the information with reference to the Service Register and attesting the information in the Employee Data sheet duly ensuring its correctness is vested with the concerned DDO.

(P.T.O.)

4. The Head of the Office (HODs) of all Government Departments shall ensure that the data relating to regular employees is submitted by the Drawing and Disbursement Officers (DDO) at all operational levels. They should ensure that the details of all employees including those who are on long leave, deputation, under suspension or unauthorised absence shall also be furnished. The details of employees who are on deputation on Foreign Service shall also be submitted to the Treasury Officer / PAO by the drawing officer of the parent department without reference to the pay bills. In such cases the DDOs may furnish the available details based on the information contained in the Service Register.

5. The DDOs shall complete the submission of information on or before February 3rd 2017. All DDOs shall ensure that the required data-forms are printed and supplied to all employees and other functionaries for whom they are drawing and disbursement officers, including subordinate offices and staff.

6. The Government directs that head of all departments (HODs) shall coordinate, supervise and monitor the entire data collection and data entry processes closely. The Pay and Accounts Officer (PAO), Director of Treasuries and Accounts (DTA) and the Director of Work Accounts shall instruct their staff to liaise with the concerned departmental heads at the state and district levels and the DDOs and provide necessary logistic and operational support.

7. The Government hereby instruct that the pay and allowances for the month of February 2017 of the employees who fail to submit their data to the DDOs by February 3rd 2017 and the pay and allowances of DDOs who fail to submit the data to the concerned Treasury Officer / PAO along with the pay bills for the month of February 2017, will be claimed only after they submit their data.

8. The Administrative Departments and the Heads of the Department shall issue necessary instructions to the subordinate officers under their control to complete the data entry within the stipulated time.

9. The Registrar, High Court of Judicature at Hyderabad for the State of Telangana and the state of Andhra Pradesh is requested issue necessary instructions to all the subordinate courts/tribunals under their control to complete the data entry within the stipulated time.

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10. The District Collectors are instructed to convene meeting of the unit officers of all the departments in the district and review the progress and issue necessary instructions for timely completion of the data entry.

11. After receipt of the hard copies of data entry forms from the DDOs concerned, the Treasury Officer and the Pay and Accounts Officer shall enter the information through web based application by logging into the Finance Department Portal.

12. It is the responsibility of the DDOs to see all the information of the employees furnished by him is entered in the online application in coordination with the concerned Treasury Officer / PAO.

13. All the secretariat Departments, Heads of Department shall intimate these orders to all the DDOs under their control and take necessary further action in the matter.

K.RAMAKRISHNA RAO
PRINCIPAL SECRETARY TO GOVERNMENT

To

All Departments of Secretariat.

All Heads of Departments including Collectors, Superintendents of Police and District Judges.

The Principal Secretary to Governor of Telangana, Hyderabad.

The Registrar, High Court of Judicature at Hyderabad for the State of Telangana

and the state of Andhra Pradesh.

The Director of Treasuries & Accounts, Telangana, Hyderabad

The Director of State Audit, Telangana, Hyderabad

The Pay & Accounts Officer, Telangana, Hyderabad.

The Director of Works Accounts, Telangana, Hyderabad

The Secretary, TSPSC, Hyderabad.

All the Joint Directors of Works Projects.

All the District Treasury Officers.

All the District Educational Officers.

S.F./S.Cs.

//FORWARDED :: BY ORDER//


SECTION OFFICER

