

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

Circular Memo No.02/A1/HRM-VI/2017-B, Dated:17-02-2017

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

Ref:- 1. Circular Memo No.02/A1/HRM-VI/2017, dt.19-01-2017.
2. Circular Memo No.02/A1/HRM-VI/2017-A, dt.31-01-2017.

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In the references cited, all the Drawing and Disbursing Officers (DDOs) were directed to furnish the data relating to all Government employees in the format prescribed (Employee Data Sheet) 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. Instructions were also issued to all District Collectors 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.

2. As the information received through Employee Data Sheets furnished by the DDOs, along with the pay bills for the month of February 2017, has to be entered in the finance department portal at all Treasury Offices in multiple locations, Government hereby issue following instructions.

- i. The District Collectors concerned shall review the progress of work in furnishing the employee data sheets by the DDOs, along with the pay bills for the month of February 2017, with the unit officers of all the departments in the district, concerned Treasury Officers and Pay and Accounts officers and find out the volume of data entry to be done in the district.
- ii. After identifying the volume of work, the District Collector concerned shall identify the agencies with technical capabilities to entrust the task of data entry of employee Data Sheet, by way of obtaining quotations from the agencies.
- iii. In respect of the Secretariat Departments and Heads of Departments located in twin cities, the PAO shall review the progress of work with the APAOs and find out the volume of data entry to be done.
- iv. The PAO shall identify the agencies with technical capabilities to entrust the task of employee data entry, by way of obtaining quotations from the agencies.
- v. All District Collectors are requested to fix the rates for data entry of each record (Employee Data Sheet), at the earliest, by way of obtaining quotations from the agencies and drop programme for completion of Data Entry by 10-03-2017.

(P.T.O.)

- vi. To meet the expenses for data entry and other related issues, Finance (EBS-VII) Department is requested to release an additional amount of Rs.60.00 lakhs @ Rs.2.00 lakh per each District Collector excluding the Hyderabad. In respect of Hyderabad District Rs.4.00 lakh may be released to the PAO, Hyderabad, by Finance (EBS-I) Department.
- vii. All Departments of Secretariat and Heads of Department shall supervise and monitor the entire data collection and data entry process closely and see that particulars of all employees under their control have been collected and entered in the portal.
- viii. The Director of Treasuries and Accounts, the Director of Works Accounts and the Pay and Accounts Officer, Hyderabad shall monitor the data entry and report the progress on daily basis to the Secretary Finance.

K.RAMAKRISHNA RAO
PRINCIPAL SECRETARY TO GOVERNMENT

To
 All Departments of Secretariat.
 All Heads of Departments.
 All District Judges.
 All District Collectors.
 All Superintendents of Police.
 The Principal Secretary to Governor of Telangana, Hyderabad.
 The Principal Secretary to Government, ITE&C Department.
 The Registrar, High Court of Judicature at Hyderabad for the State of Telangana and the state of Andhra Pradesh.
 The Managing Director, TSTS, Hyderabad.
 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.
 Copy to:
 P.S. to Chief Secretary
 P.S. to PFS/Secretary (Finance)/Secretary (IF).
 The Director (IT), Finance Department
 (with a request to provide user names and passwords to all Treasury Officers and PAOs concerned so as to start the Data Entry immediately).
 The Finance (EBS.I) Department and Finance (EBS-VII) Department
 (to release the amount as stated at point vi above.)
 S.F./S.Cs.

//FORWARDED :: BY ORDER//


SECTION OFFICER