

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SU.I) DEPARTMENT

Circular.Memo.No.GAD01-SU0MISC/31/2019-SU-I Dated:21.07.2020

Sub:- APCOS – Payment of remuneration to the Outsourced manpower engaged through APCOS – Instructions issued – Reg.

Ref:- 1. G.O.MS.No. 126, General Administration (SU.I) Department, dated:18.10.2019.
2. G.O.MS.No. 136, General Administration (SU.I) Department, dated:04.11.2019.
3. Circular Memo. No. GAD01-SU0MISC/31/2019-SU-I, dated:20.11.2019 of General Administration (SU.I) Department

The attention of all Departments of Secretariat / Heads of Department / District Collectors / Organisations in the State is invited to the references 1st and 2nd cited, wherein Government have established Andhra Pradesh Corporation for Outsourced Services (APCOS) under the administrative control of General Administration Department to meet the requirement of Outsourced manpower in all the Government Departments/ Organizations by completely doing away with the private outsourcing agencies. It is further informed that in the reference 3rd cited, certain operational guidelines have been issued regarding process and procedures to be followed for engagement of manpower through APCOS.

2. In accordance with the said operational guidelines, manpower requirement indents were placed on the APCOS website (apcos.ap.gov.in), by various indenting Organisations, i.e. the Secretariat Departments, Heads of Departments and District Collectors and other Organisations. About 47,000 'Placement Intimation Letters' have been generated and sent to various client Organisations so far as part of candidates placement process.

3. Now, in continuation of the operational guidelines, following instructions are issued with regard to the payment of remuneration to the manpower engaged through APCOS:

- i) All the Secretariat Departments, State Head of Departments, PSUs/ Government aided Institutions / Organizations / Universities / Societies / Autonomous bodies / Semi-autonomous

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bodies, District level Offices, etc., are requested to migrate their outsourced employees to the APCOS, by 25-07-2020, duly following guidelines issued in the reference (3) cited above.

- ii) As communicated in the said guidelines, all the private outsourcing agencies will cease to supply outsourced manpower to any Department / Organization of the Government of Andhra Pradesh, from July 2020 onwards.
- iii) With regard to capturing the monthly attendance of the placed candidates, the following instructions are to be followed:
 - a. The monthly attendance of the placed candidates should be captured by their DDO concerned in the prescribed screen on the APCOS website.
 - b. The monthly attendance cycle is from 21st of the previous month to 20th of the current month.
- iv) With regard to the payment process, the following instructions are to be followed:
 - a) As a one-time exercise, the client organization (Secretariat Departments, State Head of Departments, PSUs/ Government aided Institutions/ Organizations/ Universities/ Societies/ Autonomous bodies/ Semi-autonomous bodies, District level Offices, etc.) should enter the Drawing & Disbursing Officer (DDO) code and the Head of Account (HoA) concerned in their login in the APCOS portal, so as to enable integration of the payment process with CFMS.
 - b) The DDO concerned should check and ensure by 15th of every month that sufficient budget is available in the HoA concerned, for submitting the bill in CFMS, for payment to the manpower engaged through APCOS.
 - c) Upon entry of the monthly attendance of the placed candidates, an Invoice, digitally signed by the designated authority of APCOS will be generated in the APCOS portal.
 - d) The connected bill will also auto-generated and is available for submission in the DDO log-in concerned in the CFMS portal.

- e) The DDO concerned should complete the bill submission process by 25th of every month. The bill submission will not be allowed after 25th.
- f) All the Client Organizations are requested to make payments to APCOS in time as per the Invoice raised, for the manpower engaged through APCOS, so that APCOS will be in a position to make payments to the respective candidates from the month of July, 2020 onwards.

4. If any client organization that has now engaged manpower through APCOS is currently not processing their outsourced manpower pay bill through CFMS, then they should immediately get on-boarded in CFMS by adopting the following process:

- a) Open a PD Account in CFMS, by raising a request to the respective FMU, Cash and Debt Management, Finance Department.
- b) Ensure every month that required balances are maintained in the PD account, once created.

5. The DTA / PAO and all the Drawing & Disbursing Officers shall ensure that the above instructions are scrupulously implemented so as to enable APCOS to make timely payments to the outsourced manpower engaged through APCOS.

SHASHI BHUSHAN KUMAR
SECRETARY TO GOVERNMENT (SER. & HRM)

To

All Spl C.Ss/Prl Secretaries/Secretaries of Departments of A.P.
Secretariat.

All Heads of the Departments.

All the District Collectors.

The Accountant General (A&E), A.P., Vijayawada.

Copy to:

The Executive Director, APCOS, 2nd Floor, APSRTC Administrative Block,
P.N. Bus Station, A.P., Vijayawada.

The Finance(HR) Department.

The Finance(BG) Department.

The PS to Secretary to Government. (Ser.).

SF/SCs.

//FORWARDED :: BY ORDER//

D. Lakshmi
SECTION OFFICER
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