

**GOVERNMENT OF ANDHRA PRADESH  
FINANCE (PENSION-I) DEPARTMENT**

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**CIRCULAR MEMO NO.1306/54/Pen.I/A2/2011**

**Dated:23.07.2011**

Sub:- Public Service – Furnishing of particular of the employees through on line – Instructions to all the Drawing and Disbursing Officers through respective HODs' concerned - Regarding.

- Ref:-
1. Cir. Memo No.16047-C/22/NPS/2009,dt.12.10.2010
  2. Govt. Memo No.78/15/A2/Pen.I/2011 dt.21.05.2011.
  3. DTA Letter No. D2/10393/2009-11 dt.06.06.2011 & 25.06.2011
  4. Cir. Memo. No. 15926/40/A2/NPS/Pen.I/2011. dt.11.07.2011
  5. DTA Letter No. D2/10593/2009-11, dt. 18.07.2011.
  6. Cir. Memo No.15926/40/A2/NPS/Pen.I/2011,dt.18.07.2011.
  7. DTA Lr.No.D2/10393/2009-11, dated 20-07-2011.

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The attention of all the Departments of Secretariat and all Heads of Departments is invited to the references cited. In the reference 6<sup>th</sup> cited, circular instructions were issued to furnish the following data of the employee covered under New Pension Scheme in **PROFORMA-I**, in the DTA's website: [www.treasury.ap.gov.in](http://www.treasury.ap.gov.in)

**PROFORMA-I**

- 1 Employee ID :
- 2 PRAN (CPS No) : (if covered under CPS)
- 3 PAN (IT) No :
- 4 Insurance A/c No. (APGLI) :
- 5 GPF No. Class-IV GPF No :
- 6 Cell Phone No. :
- 7 i) Name of the Bank :
- ii) Account No. :
- iii) IFSC Code :
8. Ration Card No. :

2. In the reference 7<sup>th</sup> cited, the DTA has requested to issue further instructions that the Proforma-I information has to be entered for all the State Government employees.

3. Therefore, in continuation of the instructions issued in the reference 6<sup>th</sup> cited, all the DDOs are hereby directed to furnish the data of all the State Government employees including the employees covered under New Pension Scheme in the **PROFORMA -I** by **30.07.2011** without fail.

4. The DDOs who are not aware of their user IDs and Passwords shall log in to the DTA web site with their existing DDO code. The default Password is "123456". They may have to reset the password immediately so that there should not be any mischief in the data entry. The respective DDOs would be individually responsible for handling their log in accounts properly. It is their responsibility to maintain the secrecy of the password.

5. Therefore, all the Departments of Secretariat and all Heads of Departments shall ensure that all the Drawing and Disbursing Officers under their control shall comply with the above instructions. The DDOs shall also be informed that the DTO/STO/PAO will not be in a position to pass salary bills of the DDO unless the instructions are followed meticulously.

**RANJEEV R. ACHARYA**  
**PRINCIPAL SECRETARY TO GOVERNMENT (FP)**

To  
All the Departments of Secretariat  
All the HODs concerned.  
The DTA, A.P., Hyderabad.  
The PAO, AP, Hyderabad.  
The Joint Director, PPO, AP, Hyderabad.  
The Director of State Audit, A.P., Hyderabad.

//FORWARDED::BY ORDER//

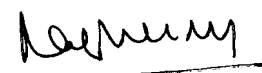
  
SECTION OFFICER ..

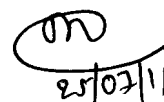
**D.T.A. A.P. HYD.**

**Sl. No. Dy / 10393 / 2011 Dt. 25/07/2011**

**Copy Communicated for Information  
and Necessary Action.**

To,  
All The Deputy Directors of  
District Treasuries in the State

  
DEPUTY DIRECTOR 26.07.11  
Directorate of Treasuries & Accounts  
**HYDERABAD**

  
25/07/11