

GOVERNMENT OF ANDHRA PRADESH  
FINANCE (Budget.I) DEPARTMENT

Cir. Memo No. 59/3/Budget.I/A1/2016

Dt.19-10-2016

Sub: Budget 2017-18 . Online submission of Number Statements . Instructions Issued .  
Reg.

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According to Para 13.2.1 of the A.P. Budget Manual, the Heads of Departments and the Other Estimating Officers have to submit Number Statements to the Finance Department giving particulars of posts of Permanent, Temporary and Supernumerary establishment (both Gazetted and Non Gazetted), the sanctioned monthly pay, the Special pay if any and the fixed allowances attached to the posts or individuals that will be drawn on the 1<sup>st</sup> April of the following year and Number of Officers at the each rate of pay for whom provision will be made in the Departmental Estimates.

2) The Heads of Departments and the other estimating officers are requested to scrupulously follow the guidelines given below while furnishing number statements for the year 2017-18 to the Government:

- (i) When a post is upgraded and orders issued by Finance SMPC/HR Department to this effect, the departments are requested to take action to reduce the post in the lower cadre and increase in the higher cadre.
- (ii) When posts are created in the department in addition to the existing sanction strength, the departments are requested to take action to include the newly created posts in the Number Statements.
- (iii) The cadre strength indicated in the Number Statements should be in conformity with the continuation orders issued by Finance SMPC/HR Department duly indicating the G.O. numbers where continuation orders were issued by Finance SMPC/HR Department invariably in the Proforma-I.
- (iv) The Number statements in respect of posts under Plan and Non-plan shall be clubbed under respective Major, Minor and Sub-Heads of Accounts in the Proforma-I provided On-line, in view of the merger of Plan and Non-Plan from the year 2017-18 onwards. However, Group Sub head code, whenever required is to be indicated for the expenditure except for the Group Sub head 11 (State Development Schemes), in order to identify the nature of expenditure (i.e. EAP, Centrally Assisted State Development etc.). Number Statements, now on, are to be shown distinctly under Revenue and Capital sections. Salaries for the staff created for the construction of a specific project, which is not yet operational (or opened for the service), need to be treated as Capital expenditure and not as Revenue expenditure.
- (v) In respect of posts for which salaries paid from Grants-in-Aid towards salaries, the Heads of Departments shall submit the Number Statements, including the name of the employee with all details separately under respective Major, Minor and Sub-Heads of Accounts in the Proforma-II provided online.
- (vi) Public works Engineering Departments shall submit Number Statements for Work-Charged Establishment including the name of the Employee with all details under various schemes, projects and who are being paid on par with the regular Government Employees in Proforma-III provided online.
- (vii) The details of the appointments made on Contract / Outsourcing through an agency, category wise, including the name of the Employee with all details shall be furnished along with the provisions required for full year under the detailed Head 800- Other Contractual Services in the Proforma-IV provided on line.
- (viii) Information regarding number of Anganwadi Workers and Home guards, Daily wage employees and Full time / Part time Contingent Employees, including the name of the employee with all details, engaged by the respective HODs shall be furnished in the Proforma-VI provided on-line.

- (ix) The number of posts and scale of pay attached to the post shall be furnished in the Appendix- Aq(Proforma-V) provided online.
- (x) The Estimating Officers/HODs shall not include the vacant posts in Number Statements and in estimates for salaries.
- 3) The HODs are informed that the expenditure under all Heads of Accounts including Salaries shall be regulated with reference to Budget provisions. In the absence of Number Statements, the responsibility for any shortfall or excess in the estimates fixed by Finance Department lies with the HODs concerned.
- 4) All Heads of Departments and other Estimating Officers are therefore requested to furnish the Number Statements in the Proforma provided online by 05-11-2016 at the latest to the concerned FMU Sections in Finance Department.
- 5) On-line Submission: All Heads of Departments and other Estimating Officers are requested to visit Finance Department web-site on the Internet using the URL: <http://www.apfinance.gov.in/> and click on the web link tab %login on the main page. The HODs are informed that the information already furnished by them on-line last year can be viewed and they shall make only required changes by following the steps given below
- This Link will open a pop-up box for %login
  - Please login using your Username and Password.
  - All necessary Proforma are provided to be filled in.
  - Saving of Proforma can be done in the middle using %SaveqButton.
  - After completion of entries click on %Final Save & Submit to FD %button.
  - After final submission, no more editing is allowed.
  - You can take the print-out and signed & stamped copies must be sent to Finance Department.
- Note: Only print outs taken from the on-line system should be sent to Finance Department with Signature, Stamp and phone number of HOD.
- 6) The Departments are requested to contact Joint Secretary to Government (Budget) (9010011138) / Chief Technology Officer, Finance Department (9100060606) for any further guidance on the Online System.

**AJEYA KALLAM**  
**SPECIAL CHIEF SECRETARY TO GOVERNMENT**

To  
All the Departments of Secretariat.  
All Heads of Departments and Estimating Officers.  
The Secretary, APPSC, Hyderabad.  
The Registrar General, High Court Judicature at Hyderabad.

Copy to :  
All Officers in Finance Department.  
All Finance (FMU) Sections.  
PS to Spl. CS/Secy.(R&E)/Secy.(B&IF)/Spl. Secretary to Government, Finance Department.  
SF/SCs

// FORWARDED :: BY ORDER//



SECTION OFFICER







**NUMBER STATEMENT  
PROFORMA -IV**

**CONTRACT APPOINTMENTS(300)**

Estimating Officer :  
Major Head :  
Sub-Major Head :  
Minor Head :  
Groupsub Head :  
Sub Head :

( Rs. In thousands)

| Sl.No | Item               | No. of posts outsource through Agencies / Contract basis - category wise | G.O. No. and Date for appointment on outsourcing contract | Remuneration per month for each category | Total Amount required for the year for each category for full year ( No. of persons X monthly remuneration X 12 months) | Remarks |
|-------|--------------------|--|---|--|---|---------|
| (1)   | (2)                | (3)  | (4)   | (5)                                      | (6)   | (7)     |
|       |                    |  |   |  |   |         |
|       | <b>TOTAL</b>       |  |   |  |   |         |
|       | <b>GRAND TOTAL</b> |  |   |  |   |         |

# PROFORMA -V

## APPENDIX - A

| Strength<br>2014-15 | Strength<br>2015-16 | Permanent | Temporary | HEAD OF THE DEPARTMENT |                  |  |
|---------------------|---------------------|-----------|-----------|------------------------|------------------|--|
|                     |                     |           |           | No. of<br>Posts        | Name of the Post | Scale of Pay allowed to<br>the post (RPS 2010) |
|                     |                     |           |           |                        |                  |  |

**NUMBER STATEMENT  
PROFORMA -VI**

**Payments to Home Guards(280/282)/Anganwadi Workers(280/283)/  
Full Time/Part Time Contingent Employees (020/021,022)**

Estimating Officer :  
Major Head :  
Sub-Major Head :  
Minor Head :  
Groupsub Head :  
Sub Head :

( Rs. In thousands)

| Sl.No | Item(Home Guards/Anganwadi workers) | No. of Posts sanctioned | G.O. No. and Date | No. of Persons engaged | Remuneration per month for each category | Total Amount required for the year for each category for full year ( No. of persons X monthly remuneration X 12 months) | Remarks |
|-------|-------------------------------------|-------------------------|-------------------|------------------------|--|---|---------|
| (1)   | (2)                                 | (3)                     | (4)               | (5)                    | (6)                                      | (7)   | (8)     |
|       | <b>TOTAL</b>                        |                         |                   |                        |  |   |         |
|       | <b>GRAND TOTAL</b>                  |                         |                   |                        |  |   |         |