

GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT

Assignment of Code to each and every employee of the Government - Issue of guidelines - Orders - Issued.

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FINANCE (IOC & IT) DEPARTMENT

G.O.Ms.No.80

Dated:19 -03-2008,  
Read the following:-

Lr.No.N1/ 3898 /2007, dt.13-11-2007 of DTA, AP, Hyderabad.

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**ORDER:**

In the reference read above, the Director of Treasuries and Accounts has informed that all Government employees have been assigned a unique 7 digit code by all the DTOs and PAO, Hyderabad. All the DDOs have been requested to maintain the respective code for all employee related claims. The subject has been viewed in detail and the following guidelines are issued.

1. Each and every employee has been issued a unique 7 digit code. All new entrants into Government service also shall be assigned a code at the station where he gets his/her first appointment by the concerned D.T.O.
2. After a code has been assigned to an employee, it remains the same throughout the service.
3. Even after an employee retires from service, the code shall not be assigned to any one else and continues as his unique number.
4. All the transactions pertaining to an employee shall be recorded with that code only.
5. At the time of transfer of an employee, the code shall be written against the employee in the LPC, failing which his salary cannot be paid in the new station.
6. The employee code shall be recorded in the individuals Service Register on the first page.
7. All employees related claims like Salary, Loans and Advances, T.A Bills, Medical Reimbursements etc., shall contain this number. The code shall be noted against each employee in all pay bills and the deduction schedules also.
8. All financial sanctions in favour of an employee and administrative orders like transfers, etc. shall bear the code of the employee along with the name.

9. The following employee details shall be captured into a database at the Treasury/PAO, Hyderabad.

- (a) Department Code
- (b) DDO Code
- (c)
  - i) First name
  - ii) Middle name
  - iii) Surname
- (d) Gender (Male / Female)
- (e) Marital Status
- (f) Spouse Name
- (g) Employment of spouse
- (h) Sector code with description
- (i) Date of Birth
- (j) Date of Joining into service
- (k) Category

10. There are different account numbers for the following employee related transactions

- i) All accounts of Loans and Advances
- ii) GPF Accounts
- iii) Contributory Pension Accounts
- iv) Insurance Policies, etc.

Steps shall be taken by all concerned including DDOs to maintain the above accounts and transaction with the unique employee code.

11. The employee codes shall be given to all Government employees. A separate code will be given to all employees working on grants – in – aid. All the employees who are on Foreign Service shall obtain a code immediately after they are repatriated to Government jurisdiction.

12. **Roles and Responsibilities:-**

- a) All the DDOs shall use the employee code for all the employee related claims like
  - i) Salaries
  - ii) TA bills
  - iii) LTC
  - iv) All Loans and Advances
  - v) GPF Loans/Deductions/Part-final and Final Withdrawals
  - vi) All deductions of Contributory Pension Scheme etc.

The DDOs shall note this code on all the deduction schedules also.

- b) The DTOs / PAO, Hyderabad shall be responsible for allocating the codes to the employees in their respective districts. Whenever a new employee is recruited, the concerned DTOs / PAO, Hyderabad shall obtain the details of the employee from the DDO and a new code shall be assigned. Audit of all employee related claims shall be with respect to the employee codes.
- c) DTA shall be responsible for monitoring the scheme of allocation of employee codes as per the guidelines of the Government. He shall be responsible to coordinate with all concerned and ensure that no two employees get the same code. No employee shall get two codes. He shall be responsible to look into the software needs for smooth implementation of the scheme.

These orders come into force with immediate effect.

**(BY ORDER AND IN THE NAME OF GOVERNOR OF ANDHRA PRADESH)**

**I.Y.R.KRISHNA RAO  
PRINCIPAL SECRETARY TO GOVERNMENT**

To  
The Director of Treasuries and Accounts, A.P., Hyderabad.  
All the Deputy Directors of the District Treasuries in Andhra Pradesh.  
The Pay & Accounts Officer, Hyderabad.  
The Director, Works Accounts & Projects, A.P., Hyderabad.  
All the Drawing and Disbursing Officers in the state through D.T.A., Hyderabad.  
All District Collectors.  
All Special Principal Secretaries to Government, Secretariat, Hyderabad.  
The Accountant General, A.P., Hyderabad.  
Finance (Claims) Department.  
Stock File.

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