

**DIRECTORATE OF TRESURIES AND ACCOUNTS
ANDHRA PRADESH – HYDERABAD**

Cir Memo No.N1/16008/2011

Dt. 05 -03-2012

Sub: T&A Dept – Issue of multi purpose cards to all employees –
Certain instructions – Issued – Reg.

Ref: DTA AP Cir Memo No.N1/16008/2012, Dt.23-02-2012

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It is informed that the Deputy Directors of District Treasury, kadapa, Anantapur, Krishna and Rangareddy were instructed to take up the capturing of data in the forms provided in this department website Viz. <http://treasury.ap.gov.in> for issue of multi purpose cards to the employees. However, it was instructed to capture the data for T&A Department employees of their units only. Employees of other treasuries also did some sample uploads.

In this connection, it is informed that the application is running smoothly and hence it is decided to capture the data of all employees.

In view of the above, all Deputy Directors of District Treasuries are hereby requested to take up capturing of data in respect of all employees of T&A Department in their units. Similarly, the Treasury Officers shall advise the DDOs of all other departments to take necessary steps to capture the said data in respect of employees under their jurisdiction immediately. The Treasury Officers shall encourage all the DDOs to complete the data upload early. In the initial phases, the Treasury Officers shall take the responsibility of guiding all others to facilitate implementation of the project.

The application form can be accessed as follows.

- Go to website <http://treasury.ap.gov.in>
- Click on "Net services to public"
- Click on "employee operations"

- Click on "Multi purpose employee Card"

The instructions to fill up the forms are annexed to this circular memo.

This may be treated as Most Urgent.

Sd/-N.C.Nagarjuna Reddy
DIRECTOR(T&A)

To

The Deputy Directors of all District Treasuries in the state.