



**ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION**  
**(A Statutory Body of the Government of A.P)**

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**T.V. SRI KRISHNA MURTHY**  
**SECRETARY (FAC) & JOINT DIRECTOR**

**URGENT/PRIORITY**

Dt. 01.05.2025

Lr.No.APSCHE/Ums-C2-1052/FO-Univ.-panel-Univs/2018

To  
The Registrars of

Andhra University	Sri Venkateswara University	Sri Krishnadevaraya University
Dravidian University	Sri Padmavathi Mahila Visvavidyalayam	Dr.B.R. Ambedkar University
Rayalseema University	Acharya Nagarjuna University	Yogi Vemana University
Krishna University	Vikrama Simhapuri University	JNT University, Kakinada
RGUKT, Nuzveedu.	Adikavi Nannayya University	JNT University, Ananthapur
Andhra Kesri University	Cluster University	JNT University-GV
Dr. Abdul Haq Urdu Univ	RJUKT University	

Sir,

Sub: APSCHE – University Matters Section – Appointment of Finance Officer in the Universities – Status Report of the post of Finance Officer in the Universities - Panel of names from the eligible categories who are willing to work as Finance Officers in other than their parent University headquarters — requested – regarding.

Ref: G.O.Ms.No. 22 Higher Education Department dt. 4.4.2013.  
-oOo-

While referring to the subject and reference cited, it is to inform that the AP State Council of Higher Education invites applications from the following eligible categories, with 2 years or more of service left for retirement, who passed Accounts Test Part I and Part-II or Executive Officers Test and service experience in Accounts and Service matters to work as Finance Officer in the Universities.

As per G.O.Ms.No. 22 dt. 4.4.2013, the following category of employees are eligible for the post of the Finance Officer in the Universities.

*Officers of the following Departments who have put in two years of service in the categories shall be considered for appointment to the post of Finance Officer of the University: -*

- Deputy Director of Treasuries & Accounts Service.
- Deputy Director of State Audit Department.
- Dy. Pay & Accounts Officer of Pay & Accounts Office.
- Pay and Accounts Officer of Works Accounts Service.
- Deputy Registrars in the Universities.
- Officers of any other Department who have officiated for more than three years in the rank of Dy. Director and have at least five years experience of working as Accounts Officer/Audit Officers in a Government.

Note (1) Officers with one step down in the eligible categories as mentioned in point (5) of the G.O. in the respective Departments shall also be considered for appointment to the post of Finance Officer of the University if there are no sufficient number of candidates available for Universities with 10 yrs. or less of standing.

Note (2) Officers with one step above in the eligible categories as mentioned in point (5) of the G.O. in the respective Departments shall also be considered for appointment to the post of Finance Officer of the University, for those Universities with more than 10 years of standing.

Note (3) Officers of the eligible categories in the G.O. from Govt. of India Institutions who have accounting experience and belong to this State shall also be considered for appointment to the post of Finance Officer of the University; if sufficient candidates are not available in the State Government Departments. The contents in point (1 & 2) above are also applicable to the Officers of Govt. of India Institutions.

Note (4) To consider candidates with 2 years or more of service left for retirement for selection of Finance Officers.

The Government has issued guidelines vide Memo.No.1303190/MC/2021 HE(MC) Department, dated:03.03.2021. In the said Memo the point 2(8) has requested the Registrars to follow the procedure as defined hereunder for appointment of the Finance Officer:

*"The Universities shall obtain a panel of names of qualified persons from Treasuries Department, State Audit Department, A.G. Audit and Universities as per the eligibility criteria as defined in G.O.Ms.No.22 dated:04.04.2013 and place before the Executive Council to appoint one of them as Finance Officer of the University on tenure basis. No non-teaching staff shall be promoted as Finance Officer since the Finance Officer post is a statutory post created under Universities Act."*

In this background, The Registrars of the Universities are requested to

- (i) Circulate the enclosed format to all Officers as per the eligibility mentioned above and send the names of the applicants willing to work as Finance Officer in other than their parent University at the earliest possible to the address in the letter head and email: jointdirector@apsche.org.
- (ii) To kindly communicate the names of the applicants who passed Accounts Test Part I and Part-II or Executive Officers Test and service experience in Budget, Accounts and Service matters in the format enclosed herewith.
- (iii) To furnish status report on
  - (a) Whether the university appointed Finance Officer? If so, the details of the Government order/Executive Council resolution etc., may be sent and the date of tenure ends in respect of such individual.
  - (b) Whether the post of Finance Officer is sanctioned or not in case of new universities? Pl furnish a copy of the G.O.

(c) Whether the University requires Finance Officer from the panel of Higher Education Department?

The information on the above may kindly be sent by post and also to email; jointdirector@apsche.org by 15.05.2025.

Kindly treat the matter as URGENT and give PRIORITY.

Yours faithfully,

A handwritten signature in green ink, appearing to be 'S. Srinivas', is written over the typed name 'SECRETARY(FAC)'. The signature is fluid and cursive.

SECRETARY(FAC)

Copy to:

1. The Principal Secretary to Govt., Higher Education (UE) Department, AP
2. The Principal Secretary to Govt., Finance Department, Govt.of AP

**Application for the position of Finance Officer in Universities  
(Through proper channel)**

<b>I</b>	<b>General details</b>			
1	Name of the Applicant with contact Number	:		
2	Present Designation and Place of Working	:		
3	Academic Qualifications, Technical expertise, Departmental tests	:		
4	Pay Scale and Pay drawing	:		
5	Service rendered in the present cadre	:		
6	Date of Birth	:		
7	Date of Entry into service	:		
8	Date of Retirement	:		
9	Years of service left for retirement	:		
10	Social background of the applicant	:		
<b>II</b>	<b>Service details</b>			
	Cadre from initial appointment to todate	Date of appointment / promotion	Total service rendered in the cadre	
1				
2				
3				
<b>III</b>	<b>Work Experience – from the initial cadre to present cadre</b>			
	Cadre	Office /Section / Working		Brief Nature of work attended in that cadre
		Name of the Section	Years of experience in that section	
1				
2				
3				
<b>IV</b>	<b>Training Programmes on Financial Management attended</b>			
	Title of the Program	Period of the Training	Conducted by	
1				
<b>V</b>	<b>Best procedures / practices introduced (if any) during service in financial administration in the respective Department.</b>			
<b>VI</b>	<b>Enquiries, if any, i.e. ACB, Vigilance, Lokayukta etc., If so, details</b>			
	Name of the Agency	Details and present status of the case		
1				
2				

I hereby declare that the information furnished by me is correct to the best of my knowledge.

Dt.

Signature of the Applicant