

Most Urgent

Office of the Engineer-in-Chief (Admn. Wing)
Irrigation & C A D Dept, Errum Manzil, Hyderabad
Government of Telangana

Circular Memo No: ENC(AW)/EE(Admn)/DEE(C)/AEE6/2018 Dated: 06-03-2018

Sub: Estt- I&CAD-HRMS –Updation of Contact details of all the Employees in the HRMS website – Req-Reg.

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It is observed that, the contact details of most of the employees of I&CAD Department are not updated in HRMS website and it is causing very inconvenience to Administration. The online service for updating the contact details (Phone nos) in HRMS Website through individual Logins is available all the time. Hence, all the Employees are hereby directed to follow the procedure as detailed below for updating the contact details and Email ID.

1. Log on to <http://irrigationhrmstg.cgg.gov.in> with individual user ID and password.
2. Click on the Human Resource Management system icon.
3. Under self services tab click on My contact service.
4. Enter the Official Contact Number, Personnel contact number and Email ID.
5. Click on the Submit button and Click OK.
6. Details will be updated successfully.

Therefore, all the Unit Officers and Superintending Engineers are requested to instruct all the employees working under their control to update their Contact details (i.e. Official Contact Number, Personal Contact Number and Email ID) in HRMS website without fail on or before **15.03.2018**.

All the Unit officers/ Superintending Engineers are requested to ensure that the employees under their control are updated their contact details. Further they are requested to furnish the list of official contact no's of the staff to whom department has provided SIMs and E-mail the soft copy to encawtg@gmail.com.

B.Nagendra Rao
Engineer-in-Chief(A.W)

To

All the Unit Officers
All the Superintending Engineers


07.03.2018
for Engineer-in-Chief (A.W)

M. Qutub
07/03/18