

Circular Memo No. Rc/ENC/A1/3008/2018

Dated: 08-11-2018

Sub:- Presidential order- Telangana Public Employment (Organization of Local Cadres and Regulation of Direct Recruitment) Order-2018- Local Cadre of existing Employees of Irrigation & CAD Department as per New Presidential Order- Online submission of local status – Instructions – Regarding.

Read: 1. GSR No. 820(E), Ministry of Home Affairs, Government of India, Dt.29-08-2018.
2. G.O.Ms.No.124, G.A.(SPF-MC) Deptt., Dt.30-08-2018.
3. T.O. Circular Memo No. RC/ENC/A1/3008/2018, Dt.19-10-2018.

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In continuation of this office circular memo 3rd cited, it is decided to facilitate online submission of local status of existing employees in the cadre of Assistant Engineers / Assistant Executive Engineers / Deputy Executive Engineers / Executive Engineers / Superintending Engineers /Chief Engineers / Engineer-in-Chief 's and Non-Technical Personal Assistants of Irrigation & CAD Department as per the Para (7) of New Presidential order 2018 i.e., place of the study from class-I to Class-VII is considered for defining the local area.

As every employee of the Department is provided with user ID for accessing the Human Resource Management System (HRMS), the service to upload the local status information as per new Presidential Order i.e., from Class-I to Class-VII has been enabled in their personal login (The login is same as given for uploading APR). The steps to be followed for uploading the Local status data in HRMS is as detailed below.

⇒ Login in HRMS vide URL irrigationhrmstg.cgg.gov.in.

⇒ Login into personal ID with username :

Password:

Click on Human Resources Management System

⇒ Click on Self Services

⇒ Employee Local Cadre entry.

⇒ On the screen, employee basic information details will appear.

⇒ Next, click on either "YES" or "NO" for the question "ARE YOU NATIVE OF TELANGANA".

⇒ If "YES", Details of study in tabular form will be displayed. The same shall be filled as per study.

⇒ Upload the relevant documents in support of nativity by clicking on the space provided for the purpose.

⇒ Upload the service details & additional qualification details in respective boxes available on the screen.

⇒ If "NO",

1. Select the state which you belong to.
2. Enter the details of completed years of service.
3. Select the district of preference.
4. Upload the additional qualification details.

