

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

Circular No: ENC(AW)/EE(AW)/DEE(C)/AEE6/2019 **Dated:** 21.06.2019

Sub: I&CAD–Furnishing the Incumbency particulars of the Employees and Vacancy Position report for every month to update in the HRMS Website – Reg.

Ref: T.O.Circular Memo No:Rc/ENC/B2/34595/08 Dt:25.06.20108.
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It is observed that, some of the Unit and Circle Offices are furnishing the Incumbency particulars of their Employees and Vacancy Position report every month to this office.

In this regard, it is informed that in the initial stage of creation of HRMS website, a circular memo was issued vide T.O.Circular Memo No.Rc/ENC/B2/34595/08 Dt: 25.06.2008 to furnish the vacancy position and incumbency particulars of all the cadres every month.

Now the HRMS is being updated regularly, when the transfer of engineers are made duly contacting the concerned officer on phone.

Hence, there is no need to furnish the monthly returns to this office, in future.

However, all the Unit Officers/Superintending Engineers of the I&CAD Department are requested to verify the data in their circle logins, and submit the details of the employees only, in the following scenarios through proper channel for Updation in the HRMS website.

1. If any newly recruited Circle Scale establishment employees joined in the department, then fill the **Basic Employee information sheet**

duly counter signed by the concerned Officer and submit to this office to update the same in HRMS website.

2. The concerned Unit/Circles have to update the Transfers and Promotions of the Circle Scale Establishments employees in the HRMS website by using the logins provided to them. If any problem arises while updation, then only submit the details of such employees to this office.

3. The Employees who proceeded on Long Leave, Surrendered, Suspended or Expired, then the details of such employees along with supporting documents may be furnished to this office to update the same in the HRMS Website.


4. If the individual employees approach the Unit/Circle office for any correction in their details on HRMS, then the same may be submitted to this office duly certifying the same.

In this regard, all the Unit Officers/ Superintending Engineers of the I&CAD Department are informed that, if there are **no changes** in the Incumbency particulars of their Employees working under their control, **then there is no need to submit the Incumbency particulars along with Vacancy position report every month to this office**

B.Nagendra Rao
Engineer-in-Chief (AW)

To
All the Unit Officers
All the Superintending Engineers


22.06.2019
For Engineer-in-Chief (AW)


22/06/19