

Circular Memo.No./Rc/ENC/DEE(C)/AEE6/2020

Dt:12.08.2020

Sub:- Estt. – I&CAD – HRMS – Updating of data of the Employees in HRMS Website through Office logins – Req. – Reg.

Ref:- Circular memo No. ENC(AW)/EE(AW)/DEE(C)/AEE6/2018 Dt:19.06.2018

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It is observed by the undersigned that some of the Units/Circles are not updating the data in respect of the employees working under their control in regard to Transfers, Promotions, Long Leave, Surrendered, Suspension and Expired etc., from time to time in the HRMS website.

In this regard, the Unit/Circle officers are requested to instruct the concern NTPA/Superintendents to update the required data of the employees through their respective office logins in the HRMS web site.

If any of the employee details, which are to be updated by the HOD, the concerned Unit/Circle offices are requested to send the proposals with supporting documents.

Further, vide this office circular memo cited above, all the Unit/Circle officers are requested to instruct the Concern NTPA/Superintendent to upload the Photographs of employees working under their control whose photos are not uploaded in HRMS website, duly mentioning the details of the procedure to be followed for uploading the photos of the employees. But even after lapse of two years period the photographs of certain employees are not uploaded till the date.

In view of the above, all the Unit officers/ Superintending Engineers are requested to ensure that the updating and uploading of the employees data shall be completed by **31.08.2020** positively. Failing which the NTPA/Superintendents concerned will be held responsible and action will be initiated against them as per CCA rules. Treat this as most urgent.

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

To
All the Chief Engineers / Superintending Engineers,


12/8/2020
For Engineer-in-Chief (A.W)

M. Q. Q.
12/08/2020