

Circular Memo. No./Rc/ENC/DEE(C)/AEE6/2023 Dated:12.04.2023

Sub:- Estt – I&CAD-HRMS – Financial Year wise updation of Digitization of Service Books data -Certain Instructions issued-Regarding.

Ref:- Circular Memo ENC(Admn)/DyENC/EE(T)/AEE2/Scanning's/2022
Dt:28.01.2022

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The Service books of all working employees of I&CAD Department are digitalized in the year 2022 as per the instructions issued in the reference cited above.

In continuation to the process all the DDOs of the department are requested to update all the entries i,e AGI,Service Particulars,GIS,Leave details etc in the service books of all employees under their control upto end of the Financial year 2022-23.

Further, it is instructed to verify the last scanned copies of service book entries of each individual and continue scanning upto updated entries to the end of FY:2022-23 in PDF format and upload in HRMS portal from concerned DDO logins in HRMS website as per the procedure mentioned/Shown below.

1. Login into Irrigation HRMSTG Application
(<https://irrigationhrmstg.cgg.gov.in/>) with DDO login.
2. Click on Self Services -> Upload Service book.

HUMAN RESOURCE MANAGEMENT SYSTEM
Irrigation & CAD Department

Welcome to ..

My Desk	Self Services	My Profile	Reports	Change Password	Contact Us	Logout
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My Contact

Attestation Form

Probation

Monthly HRMS Updation Checklist

IFMS Cadre Strength

ServiceBook

Annual Property returns

Tender Digest

ESS Form

Adhoc Employee Services

Update Section Names

Upload Service Book

Annual Confidential Report

Online Relieve/Transfer Employee

Update/View Disciplinary Cases

Update Employee status

Add Family Details

Update Basic Info

Service Book Scan Copies Uploads

REGULAR

--Select--

--ALL--

Get Employees

3. Select post type (Regular/Work Charged) and employee designation. Click on Upload SB button against each employee to upload their respective Service book.

Select DDO Post :

Service Book Scan Copies Uploads

Select Post Type:

Select Employee Designation:

Uploaded Type :

SNo	Employee Name	Employee ID	DOB	Designation	Place of Work	Upload	View SB
1				EE		<input type="button" value="Upload SB for FY 2022-2023"/>	<input type="button" value="View SB"/>

4. If SB copy is being uploaded for the first time, then upload complete SB from bio-data onwards.
5. Upload the respective data in the following folders.
- Bio-Data & Family Particulars
 - Service Entries
 - Leave Account
 - Annexures
6. The uploaded copy can be viewed on clicking the "View SB" button.

Further all the DDOs of I&CAD Department are directed to complete the updating and uploading of updated entries in service book in HRMS website by 10.05.2023 without fail.

This should be attended on Top Priority.

Sd:/G.Anil Kumar, Dt:12.04.2023
Engineer-in-Chief(Admn)

To

- 1.All the Unit Officers / Superintending Engineers of I & CAD Department for necessary action
- 2.All the DDOs of I & CAD Department for information and taking necessary action.

Recd by
15/4/23
for Engineer-in-Chief(Admn)
M. Pat
15/04/23