

**Circular Memo: RC/ENC(AW)/EE(AW)/DEE(C)AEE6/2019 Dated: 17-10-2019**

**Sub: -** Estt-Irrigation & CAD-HRMS –Updation of Employee IDs of all the Employees in HRMS Website-Request-Regarding.

**Ref: -** Circular Memo No:Rc/ENC/A1/Reforms/2019 15.06.2019

-o0o-

In the Circular memo cited, it was directed to mention to the Employee ID in all the correspondence addressing to the Engineer-in-Chief (AW) i.e., Head of the Department, pertaining to the service matters of the individual working in I&CAD Department of all the cadres.

Accordingly, all the Proceedings/Orders issued by this office contains name of the employee, DOB, Zone and Employee ID (Given by Finance Department / PAO)

In this regard, it is observed from the data base of HRMS that, the Employee IDs of some employees are incorrect and Employees IDs of some of the employees have not been entered in HRMS website. If any order is given by this office with incorrect ID, may lead to problem for making any payment in PAO office when the Employee ID is incorrect.

In view of the above, all the employees working in the I&CAD Department are requested to login into the HRMS website through individual Logins and verify the correctness of their Employee ID, as detailed below.

1. Log on to <https://irrigationhrmstg.cgg.gov.in> with individual User ID and Password.
2. Click on the Human Resource Management system icon.
3. Click on the My Profile tab, "Employee Detailed Information Report will be displayed".
4. Check your **Employee Id**.

Further it is informed that, if your Employee ID is incorrect or found empty then submit the corrected data to this office through concerned Unit/Circle office for updating in the HRMS website.

All the Unit Officers/Superintending Engineers are requested to ensure that the employees working under their control are verified their Employee IDs in HRMS website. Further it is requested to furnish the correct Employee IDs to this office on or before **31.10.2019** and Email the soft copy to **enchrms@gmail.com**.

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

To

All the Employees of Irrigation & CAD Department.

All the Unit officers/ Superintending Engineers for information and with a request to download the Circular and Communicate to all the Concerned.

*Pawan*  
18/10/19  
for Engineer-in-Chief(AW)  
*MOK*  
18/10/19