

Circular Memo No: ENC(AW)/DEE(C)/AEE7/2016/2

Dated: 13 - 05 - 2016

Sub: Estt- I&CAD-HRMS –Updation of Present Residential Address and Contact details of all the Employees in the HRMS website. – Reg.

Ref: Arising

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It is observed that, the residential address and the contact details of most of the employees of I&CAD Department are not updated in HRMS website. The service is available for updating the present residential address, email ID and contact details(Phone nos) in HRMS Website in individual Logins. Hence, all the Employees are hereby directed to follow the procedure as detailed below for updating the present residential address and contact details.

1. Log on to <http://irrigationhrmstg.cgg.gov.in> with individual user ID and password.
2. Click on the Human Resource Management system icon.
3. Under self services tab click on My contact service.
4. The following field can be updated by the employee.
 - a). Present Residential Address,
 - b). Official Contact Number & Personal Contact Number,
 - c). Email ID
5. Click on the Submit button and Click OK.
6. Details will be updated successfully.

Therefore, all the Unit Officers and Superintending Engineers are requested to instruct all the employees working under their control to update their present residential address and Contact details (i.e. Official Contact Number & Personal Contact Number) in HRMS website. The updation is mandatory and on updation of the details, the same may be informed to this office.

Further on transfer of the employee, the residential address and contact details shall be updated immediately.

To

All the Unit Officers
All the Superintending Engineers

J.Vijay Prakash.
Engineer-in-Chief(AW)


for Engineer-in-Chief(AW)


13/5/2016