

Office of the Engineer-in-Chief(AW)  
Irrigation & CAD Department, Errum Manzil,  
Telangana, Hyderabad

**Circular Memo.No:RC/ENC(AW)/DEE(C)/AEE6(C) Dt. 09.06.2016**

**Sub:** Esst-I&CAD-Submission of Property Returns for newly recruited AEEs/AEs of 2016 batch-Online Submission-Instructions-Regarding

**Ref:** Arising


All the Unit officers/Superintending Engineers are requested to instruct the newly recruited AEEs/AEs of 2016 batch under their control to submit the Property Returns through online. All the newly recruited AEEs/AEs shall login to Human Resources Management System with their Individual User ID and Password already provided to them and submit their property details in online as it is mandatory for all the employees at the time of joining into Government service. The online facility will be available up to **15.07.2016** only.

Further, all the newly recruited AEEs/AEs are instructed to take out a print out of the property returns in duplicate and submit to their concerned Circle/Unit offices duly signed on or before **20.07.2016**.

In respect of AEEs/AEs , the Dy.SE/Dy.CE shall generate the acknowledgement from the HRMS and hand over the same to the AEEs/AEs on or before **27.07.2016**.

Sd/- J.Vijaya Prakash,Dt:09.06.2016  
Engineer-in-Chief(AW)

To  
All the Unit Officers  
All the Superintending Engineers

  
09.06.2016  
for Engineer-in-Chief (AW)  
M. Pruthi  
09/06/2016