

**Office of the Engineer-in-Chief(AW),  
First Floor, Jalasoudha Building, Hyderabad**

**Circular Memo ENC/AW/HRMS/2013-3 – Dt.31-08-2013**

Sub:- HRMS – Updation of joining dates of Newly recruited AEEs- Service information- Reg.

In continuation to the instructions during video conference on 23<sup>rd</sup> August, 2013, service to update the joining dates of newly recruited Assistant Executive Engineers has been enabled in the logins of the Unit offices / Circle offices. The service is available at

Master Data → Data Entry → Entry for Joining Date.

The service displays the data of employee selected and requires to fill up the date of joining along with AN/FN . The Dy. Superintending Engineers/ Dy. Chief Engineers are requested to get the data updated so as to arrange of the one week training at WALAMTARI. Completion of the training at WALAMTARI will facilitate early assigning of duties to the new AEEs.

L. Narayan Reddy.

Engineer-in-Chief (AW)