

Urgent

Office of the Engineer-in-Chief (Admn. Wing)
Irrigation & C A D Dept, Errum Manzil, Hyderabad

Sub:- Updation of Photos, Mobile numbers, Email IDs , and address of all the Employees – Requested-reg.

Ref :- 1. Memo No: RC/ENC/ DEE(C)/CGG/2011 Dated: 30-12-2011
2. Memo No RC/ENC/DEE(C)/AEE(C)/2012 Dated:15-05-2012
3. Memo No. RC/ENC/ DEE(C)/AEE (C)/2012 Dated:23-07-2013

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Memo No RC/ENC/ DEE(C)/AEE (C)/2013

Dated: 12-12-2013

It is informed that data of all the employees is being maintained in the HRMS website. However, as seen from the reports, the photos, contact numbers, email ids and office contact details of certain employees are not updated in spite of several reminders. Further it is noticed that the data regarding the transfers and promotions of the circle scale establishment is not getting updated. Hence it is requested to see that the same is updated. In view of the recent transfers and promotions, the Chief Engineers and Superintending Engineers are requested to ensure that the data is **updated on or before 21st of December 2013** including office phone numbers and E-mail Ids which are in use for effective communication from HRMS wing.

The following services are available in HRMS website for data updation and the paths are shown as below:

1. For updation of office contact information:

MASTER DATA>DATA ENTRY>UPDATE OFFICE CONTACT DETAILS

2. For updation of Employee contact details.

MASTER DATA>DATA ENTRY>UPDATE EMPLOYAEE CONTACT DETAILS

3. For uploading photos.

MASTER DATA>DATA ENTRY>UPLOAD PHOTOS

The Chief Engineers / Superintending Engineers are also informed that it is mandatory to enter the official mobile numbers. Further, entry of personal mobile numbers and email ids of the employees will facilitate this office to update the status of disposal of employee related services like probation commencement, declaration, SPP, SGP, additional charge, NOCs etc. through SMS and E-mail.

L.Narayan Reddy
Engineer-in-Chief (Admn.Wing)

To

All The Chief Engineers / Superintending Engineers.