

Sub:- Updation of sanctioned posts information in the cadre of AEEs/AEs in HRMs-Reg.

The attention of the Superintending Engineers and Deputy Chief Engineers is invited to the subject cited. The sanctioned strength and working strength information has been updated on several occasions by the Circle / unit offices and still the desired accuracy in the data has not been achieved. It is once again brought to the notice of the SEs and Dy.CEs, that ensuring accuracy in the information of Sanctioned posts and working strength is essential. Further, the list of around 1150 Assistant Executive Engineers is likely to be received in a couple of days from APPSC and their postings shall be completed in four weeks time.

In this connection, to get the data updated in the HRMS, initially in the cadre of AEEs/AEs a new service has been developed and placed in Master Data module. The service is available at Master Data → Data Entry → Post Type Updation. Under this service the following features of the post are given:

1. Hierarchy of the post up to section level along with Head Quarter
2. Employee presently working in that post or Vacant if none is posted
3. Parameters of the post
  - a. Deals with: Major Irrigation / Medium Irrigation /Minor irrigation or common post to all sectors like posts in ENC(AW) etc.
  - b. Nature of work in that post: Designs post / office post/ Execution post / O&M / Quality Control etc.
  - c. Skill set required : Civil Engineering / Mechanical Engineering/ Electrical Engineering etc.

The Superintending Engineers / Dy. Chief Engineers shall get the above data filled up in HRMS and then take a print out in PDF format through the service under reports menu (Reports → Post Details ). In case of any corrections in the data of hierarchy, as the user does not have the facility to correct the same, shall be brought to the notice of the ENC(AW) computer wing and get them corrected. In case, corrections have to be made at less than five places, the same shall be got done through mail and phone. In case of corrections exceeding 5, concerned establishment person may be sent to this office along with the corrections made with black pen in the print out in PDF format along with the signature of DY.SE/ DY.CE. The Dy.SEs and Dy.CES are informed that this is the last chance being given for getting the posts data updated. Any deviations from this signed copy observed at a later date will be viewed

seriously. This information shall be got updated in the system by 6<sup>th</sup> July without fail. The service to update the data will be disabled after 6<sup>th</sup> July and the defaulters will not be able to update.

It is also decided to assign the posting to new Assistant Executive Engineers based on the vacancies available in the HRMS database only. Therefore, the Superintending Engineers / Dy.Chief Engineers shall ensure that the data pertaining to vacant posts is 100% accurate.

L.Narayan Reddy  
Engineer-in-Chief(AW)

## **Procedure to update sanctioned post strength and working strength information through HRMS**

1. Type the following address into your web browser “ <http://irrigationhrms.cgg.gov.in>” and press enter. The following screen will pop-up:

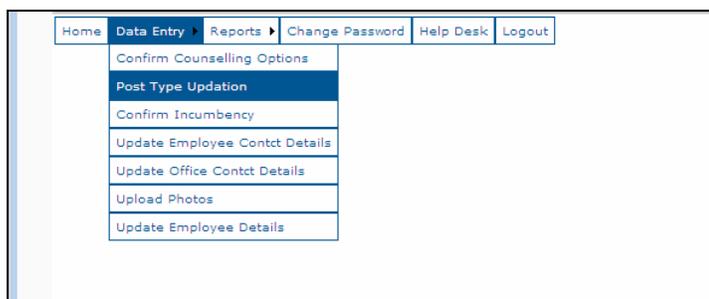


The screenshot shows the login page of the Human Resource Management System. At the top left is the logo of the Irrigation & CAD Department. The main heading is "HUMAN RESOURCE MANAGEMENT SYSTEM" with "Irrigation & CAD Department" below it. A message reads: "PLEASE CONTACT ENGINEER-IN-CHIEF(ADMN.WING) ON PH:040-23322451 FOR ANY CLARIFICATIONS." Below this is a "LOGIN" section with a rounded rectangular box containing "Username" and "Password" input fields and a "LOGIN" button.

2. By furnishing username and password in the respective text boxes and pressing the login button the following page will be displayed.



3. On clicking the Master Data icon in the above screen, and on clicking the data entry menu item, the following screen will pop-up:



4. By clicking the “Post Type Updation “ sub-menu item under Data Entry Menu-item, in the above screen, you will be presented the following Post Details screen:

Home | Data Entry | Reports | Change Password | Help Desk | Logout

Confirm Counselling Options  
**Post Type Updation**  
 Confirm Incumbency  
 Update Employee Contct Details  
 Update Office Contct Details  
 Upload Photos  
 Update Employee Details

**POST DETAILS**

Unit : ENC ( A.W)  
 Circle : PMU

5. On pressing the "Get Form" button in the above screen, the following screen containing post details with the current available information in the database in the cadre of AEE/AE will be displayed. In case, the post is filled up, the employee in that post is shown or else shown as vacant. Further, the Unit, Circle, Division, Sub Division, Section, Head Quarter of the post is also displayed. The users shall ensure that the hierarchy of each post is checked and make necessary corrections in the printout of the posts information as detailed in later sections of this document.

The screen also displays newly introduced column namely irrigation category of the post, nature of the post and specialization required for the post. The users shall update the above three columns for all the posts as detailed below:

**POST DETAILS**

Unit : ENC ( A.W)  
 Circle : PMU

S.No	Unit	Circle	Division	Sub Division	Section	Head Quarter	Post Holder	Post ID	Irrigation Category of the Post	Work Nature of the Post	Specialization of the Post
1	ENC ( A.W)	PMU	--	--	--	Hyderabad	Manjula Nandala	9259	All(Maj-Mer)	Office Work	Civil
2	ENC ( A.W)	PMU	--	--	--	Hyderabad	Anitha Vankudothu	9260	All(Maj-Mer)	Office Work	Civil
3	ENC ( A.W)	PMU	--	--	--	Hyderabad	Pavani Gattadi	9261	All(Maj-Mer)	Office Work	Civil
4	ENC ( A.W)	PMU	--	--	--	Hyderabad	Vishnukala Lavanya Karuru	9265	All(Maj-Mer)	Office Work	Civil
5	ENC ( A.W)	PMU	--	--	--	Hyderabad	Veeranjaneyulu Kanikaram	9263	All(Maj-Mer)	Office Work	Civil
6	ENC ( A.W)	PMU	--	--	--	Hyderabad	Ramesh Katla	9264	All(Maj-Mer)	Office Work	Civil

POST DETAILS

Unit : ENC ( A.W)  
Circle : PMU

S.No	Unit	Circle	Division	Sub Division	Section	Head Quarter	Post Holder	Post ID	Irrigation Category of the Post	Work Nature of the Post	Specialization of the Post
1	ENC ( A.W)	PMU	--	--	--	Hyderabad	Manjula Nandala	9259	All(Maj-Med)	Office Work	Civil
2	ENC ( A.W)	PMU	--	--	--	Hyderabad	Anitha Vankudothu	9260	All(Maj-Med-Minor)	Office Work	Civil
3	ENC ( A.W)	PMU	--	--	--	Hyderabad	Pavani Gattadi	9261	All(Maj-Med)	Office Work	Civil
4	ENC ( A.W)	PMU	--	--	--	Hyderabad	Vishnukala Lavanya Karuru	9265	All(Maj-Med)	Office Work	Civil
5	ENC ( A.W)	PMU	--	--	--	Hyderabad	Veeranjaneyulu Kanikaram	9263	All(Maj-Med)	Office Work	Civil
6	ENC ( A.W)	PMU	--	--	--	Hyderabad	Ramesh Katla	9264	All(Maj-Med)	Office Work	Civil

6. Drop box in column " Irrigation category of the post" in the above screen has options like Major Irrigation, Medium Irrigation, Minor Irrigation and All (Maj, Med, Minor). Select appropriate option based on the work load of the post.

**POST DETAILS**

Unit : ENC ( A.W)

Circle : PMU

S.No	Unit	Circle	Division	Sub Division	Section	Head Quarter	Post Holder	Post ID	Irrigation Category of the Post	Work Nature of the Post	Specialization of the Post
1	ENC ( A.W)	PMU	--	--	--	Hyderabad	Manjula Nandala	9259	All(Maj-Mer	Office Work	Civil
2	ENC ( A.W)	PMU	--	--	--	Hyderabad	Anitha Vankudothu	9260	All(Maj-Mer	--Select-- Construction Designs Investigation O&M	Civil
3	ENC ( A.W)	PMU	--	--	--	Hyderabad	Pavani Gattadi	9261	All(Maj-Mer	Office Work Quality Control Research Software	Civil
4	ENC ( A.W)	PMU	--	--	--	Hyderabad	Vishnukala Lavanya Karuru	9265	All(Maj-Mer	Office Work	Civil
5	ENC ( A.W)	PMU	--	--	--	Hyderabad	Veeranjaneyulu Kanikaram	9263	All(Maj-Mer	Office Work	Civil
6	ENC ( A.W)	PMU	--	--	--	Hyderabad	Ramesh Katla	9264	All(Maj-Mer	Office Work	Civil

7. Drop box in column " Work Nature of the post" in the above screen contains options like Construction, office work, designs etc. Users shall select appropriate option based on the work load of the post.

**POST DETAILS**

Unit : ENC ( A.W)  
Circle : PMU

Get Form

S.No	Unit	Circle	Division	Sub Division	Section	Head Quarter	Post Holder	Post ID	Irrigation Category of the Post	Work Nature of the Post	Specialization of the Post
1	ENC ( A.W)	PMU	--	--	--	Hyderabad	Manjula Nandala	9259	All(Maj-Mer)	Office Work	Civil
2	ENC ( A.W)	PMU	--	--	--	Hyderabad	Anitha Vankudothu	9260	All(Maj-Mer)	Office Work	Civil Mechanical Electrical and Electronics Instrumentation
3	ENC ( A.W)	PMU	--	--	--	Hyderabad	Pavani Gattadi	9261	All(Maj-Mer)	Office Work	Civil
4	ENC ( A.W)	PMU	--	--	--	Hyderabad	Vishnukala Lavanya Karuru	9265	All(Maj-Mer)	Office Work	Civil
5	ENC ( A.W)	PMU	--	--	--	Hyderabad	Veeranjaneyulu Kanikaram	9263	All(Maj-Mer)	Office Work	Civil
6	ENC ( A.W)	PMU	--	--	--	Hyderabad	Ramesh Katla	9264	All(Maj-Mer)	Office Work	Civil

Submit

Disclaimer

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- Drop box in column " Specialization of the post" in the screen above contains specializations like Civil, Mechanical, Electrical etc. Users shall select appropriate option based on the work involved in the post. Please ensure that suitable option is selected so that candidates with corresponding specialization will be posted in the respective posts.
- After furnishing all the desired information for all the posts in the respective fields, press the submit button at the bottom of the screen. System prompts the row number in case any of the three options for any post is not selected by the user.

## Procedure to view the information furnished through Reports Menu

1. By clicking the "Post Details " sub-menu item under Report Menu-item, in the above screen, the following screen gets displayed:

S.No	Unit	Circle	Division	Sub Division	Section	Head Quarter	Post Holder	Irrigation Category of the Post	Work Nature of the Post	Specialization of the Post	Location Status of the Post
1	ENC (A.W)	PMU	--	--	--	Hyderabad	Manjula Nandala	All(Maj-Med-Minor)	Office Work	Civil	
2						Hyderabad	Anitha Vankudothu	All(Maj-Med-Minor)	Office Work	Civil	
3						Hyderabad	Pavani Gattadi	All(Maj-Med-Minor)	Office Work	Civil	
4						Hyderabad	Vishnukala Lavanya Karuru	All(Maj-Med-Minor)	Office Work	Civil	
5						Hyderabad	Veeranjanyulu Kanikaram	All(Maj-Med-Minor)	Office Work	Civil	
6						Hyderabad	Ramesh Katta	All(Maj-Med-Minor)	Office Work	Civil	

The users shall check the above information right from Unit to Specialization of the post for all the posts. In case of any corrections in the Unit, circle, Division, Sub Division, Section, Head Quarter, Post holder the same should be done in the hard copy of the printout taken from the above reports. The print shall be taken in PDF format only. The duly scanned corrected PDF shall be sent by mail to Computer Center, Office of ENC(AW) on the following mail id with subject as "AEE/AE posts correction".

icadhrms@gmail.com

However, necessary changes may also be made in the excel format downloaded from the above report, and mailed along with the scanned copy of the PDF report. The Excel will be accessed for reference in case the corrections are not legible to the Computer centre staff.