

**Urgent**

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

Memo No RC/ENC/ DEE(C)/AEE ( C)/2012

Dated: 23-07-2013

*Sub:-* Updation of Photos, Mobile numbers, Email IDs ,official , personal and Residential 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

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It is informed that data of all the employees is being maintained in the HRMS website. However, as seen from the reports, the photos of some of the employees, contact numbers, and email ids of certain employees and office contact details 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, the Chief Engineers and Superintending Engineers are requested to ensure that the data is **updated on or before 12<sup>th</sup> of August 2013.**

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.

