

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

**Circular No: ENC(AW)/EE(AW)/DEE(C)/AEE6/2018      Dated: 19.06.2018**

**Sub:** Estt-I&CAD - Uploading of photos of the Employees in HRMS Website - Request - Reg.

**Ref:** Arising

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It is observed that, some of the employees have not uploaded their passport size photographs in HRMS Website. The service is available for uploading the photos in HRMS Website through Circle Logins. Hence, the Concern NTPA/Superintendent are hereby directed to follow the procedure as detailed below for uploading the photos of the employees working in the circle.

1. Log on to <http://irrigationhrmstg.cgg.gov.in> with circle user ID and password.
2. Click on the Master Data system icon.
3. Under self services tab click on Upload Photos button.
4. Select Each Division and then click on the Get Employees(s) button.
5. The employees list will be displayed whose photos were not uploaded.
6. Select the Browse button and then select the photo.
7. Click on the Upload Photo(s) button, the photos will be uploaded successfully.

Therefore, all the Unit Officers and Superintending Engineers are requested to instruct the concern NTPA/ Superintendent to upload the photos of the employees working under their control and whose photos are not uploaded in HRMS website to upload on or before 30.06.2018.

To,  
All the Chief Engineers  
All the Superintending Engineers

B.Nagendra Rao,  
Engineer-in-Chief(AW)

  
20.06.2018  
for Engineer-in-Chief(AW)

M. Datta  
20/06/18