

MOST URGENT

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

Circular Memo No. Rc/ENC/A1/3008/2018

Dated: 04.12.2018.

Sub:- Presidential order- Telangana Public Employment (Organization of Local Cadres and Regulation of Direct Recruitment) Order-2018- Local Cadre of existing Employees of Irrigation & CAD Department as per New Presidential Order- Circle Scale Establishment -Online submission of local status – Regarding.

Read: 1. GSR No. 820(E), Ministry of Home Affairs, Government of India, Dt.29-08-2018.
2. G.O.Ms.No.124, G.A (SPF-MC) Deptt., Dt.30-08-2018.
3. T.O.Circular Memo No. RC/ENC/A1/3008/2018, Dt.19-10-2018.

-o0o-

The attention of all the Circle/ Unit Officers is invited to this Office Circular Memo 3rd cited, where in it was requested to fill up the Annexure-I appended to the Circular Memo by the all the employees and submit to their respective Circle/ Unit Officers along with the supported documents.

Further the Circle/ Unit Officers were requested to tabulate the particulars submitted by all the employees in excel format in the proforma given in Annexure-II duly get it verified by the Deputy Superintending Engineer/ Deputy Chief Engineer and submit to this Office on or before 05-11-2018 positively. They are also requested to send the typed excel sheet soft copy through email to this Office encawtg@gmail.com.

In this regard, the Circle/Unit officers are informed that online service is provided in HRMS login to the Unit/Circle Officers for filling up the data pertains to the local status of **Circle Scale Establishment** under their control, including all Divisions/Sub Divisions.

Therefore all the unit/circle officers are requested to fillup the individual data of the employees working under their control duly login through (Circle/Unit Office) their HRMS ID and password. Following are the steps to be followed for filling the required data.

- Click on self services.
- Click on employee local cadre input form.
- Select unit/circle office
- Select cadre.
- Name of the employees working in the unit/circle in that cadre will be displayed.
- Against the each name an update button appears. Click on update button.

- NGO employee local cadre input form appears. Fill all the columns carefully and upload the relevant documents wherever necessary, then click on save/submit button.
- Before click on submit button ensure that the particulars filledup are correct. (Once submitted the data cannot be edited).
- Finally click on submit button.
- After submission download button appears against the employee name. Download the copy and keep in record of Circle/Unit office.
- The same procedure shall be adopted to all the employees of circle scale establishment under their control.
- If any wrong entry is found after submission, the downloaded copy with corrections may be submitted to this office through a covering letter for making necessary corrections.

In this regard all the Circle/unit officers are informed that Deputy Superintending Engineer/ Deputy Chief Engineer and NTPA/DDOs are jointly responsible for uploading the above information in respect of Circle Scale establishment under their control.

This process shall be completed by 15.12.2018 and a completion report along with details of correction to be made, if any, shall be submitted to this office by 17.12.2018 positively.

This may be treated as **Most Urgent** as consolidated report has to be submitted to the Government on Finance portal which is being reviewed by Chief Secretary to the Government. In case of any clarification, the following Officers may be contacted.


1. Assistant Director Administration, Contact No. 8008500239.
2. Deputy Director (Administration), Contact No. 9989997903.

In case of any software problems, Ms. Lalitha, AEE, Contact No. 9030040576 may be contacted.

Sd/- B. NAGENDRA RAO,
Engineer-in-Chief (Admn.Wing)

To
All the Circle/Unit Offices.

Copy to the Deputy Executive Engineer (computers) to place in the website.
Copy to G-Section of this office for collecting the details of staff of this office.


04.12.2018
for Engineer-in-Chief (Admn.)
