

Circular Memo No. Rc/ENC/A4/20062019/ 2019

Dt 03-07-2019

Sub: Establishment - I&CAD Department- TSES and TSESS - AEE's/AE's -
Verification of Character and Antecedents of candidates selected for
appointment to the post of AEE's /AE's- Submission of Attestation
form on online- Instructions- Issued- Regarding.

Ref: 1.Government (GA.SC.B) Department Circular memo. No.
132/SC.B/A1/201 Dt 15-11-2012.

2. Intelligence Department Letter No. ID.1400/VI/2005-12
Dt 03-12-2012.

3. T.O.Circular Memo.No. Rc/ENC/A4/110/2012, Dt 07-12-2012.

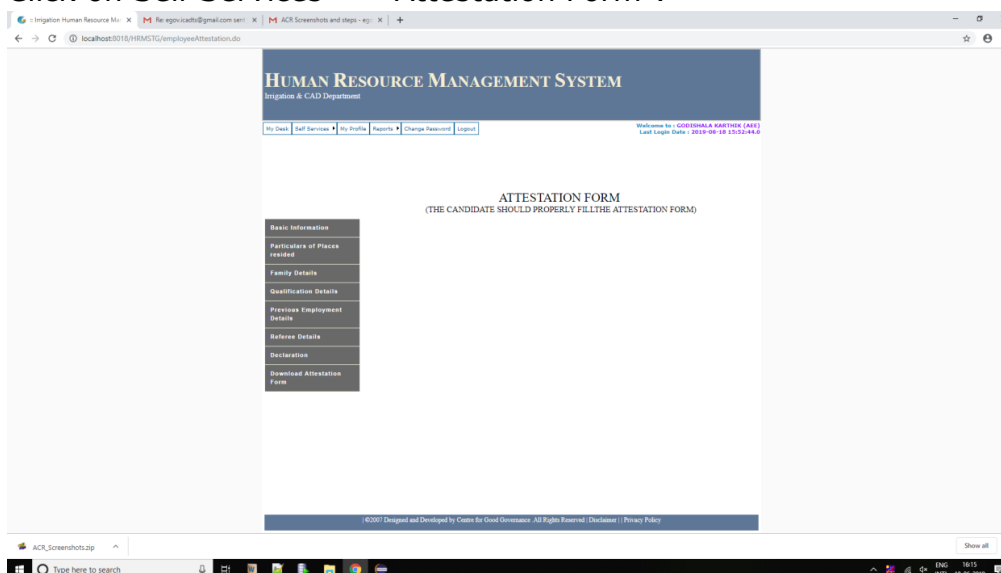
All the Circle / Unit officers are hereby informed that it is decided to adopt
the procedure of submission of Attestation Forms pertaining to verification of
character and antecedents in respect of Assistant Executive Engineer/ Assistant
Engineer on online.

Hence, all the Circle / Unit officers are requested to submit Attestation forms
for the verification of character and antecedents of the candidates appointed from
the year 2018 onwards on online through HRMS Website, duly following the
procedure stipulated below.

Further it is informed that the Assistant Executive Engineers of 2018 batch
shall invariably submit the Attestation forms for the verification of character and
antecedents on online only, even they have submitted earlier to this office in old
method.

The Individual shall 1st login to their HRMS login using their User ID and
Password.(as done in case of submission of APRs/ACRs)

a) Click on Self Services -> "Attestation Form".



- b) Click on "Basic Information" tab and fill in all details. Fill "-" for any non-applicable fields. Upload supporting documents in PDF format wherever required. All are mandatory fields. Click on "Submit" after filling up all details.

The screenshot shows a web browser window displaying the 'ATTESTATION FORM' for the Irrigation & CAD Department. The 'Basic Information' tab is active, showing a form with the following fields:

- Employee ID (As Per PAFD Records): 1355867
- Employee Name: GUDGHALA KAJATHIK
- Name: [Field]
- Date of Birth: 12/04/1981
- Present Age: 29
- Place of Birth: [Dropdown]
- Religion: [Dropdown]
- Sex: Male
- Date of Entry into Service or Date of Appointment: 31/05/2018 FN
- Designation: JAG
- Select Type of Recruitment: [Radio buttons: Direct recruitment, Ex-serviceman, Compassionate]
- Mobile Number: 7987368922
- Landline Residence (with STD code): [Field]
- Landline office (with STD code): [Field]
- Email ID: gaj.kajathik@gmail.com
- Upload Appointment Order (uploading certified documents): [Choose File / No file chosen]
- Unit: Engineer - in - Charge
- Project: Kalyanpur
- Division: SVP Division No.2, L.M.D.Colony
- Sub-Division: Sub-Division No.3, Kalyan

Below the main form is an 'Address Details' section with a table for recording previous residences:

| House No. | Flat No. | Name of the Apartment | Street & Road | Village | Mandal / Taluk | Town / City | District | State | PinCode |
|-----------|----------|-----------------------|---------------|---------|----------------|-------------|----------|-------|---------|
| | | | | | | | | | |

- c) After successful submission of "Basic Information", click on "Next" button to fill further details in other screens. For filling up data in any other screen, Basic Information form submission is mandatory.
- d) Click on "Particulars of Places resided" tab and provide data where you have resided during the preceding five years from the date of filling up of Attestation form.

The screenshot shows the 'Particulars of Places Resided' tab of the 'ATTESTATION FORM'. It displays a table for recording residential addresses over the last five years:

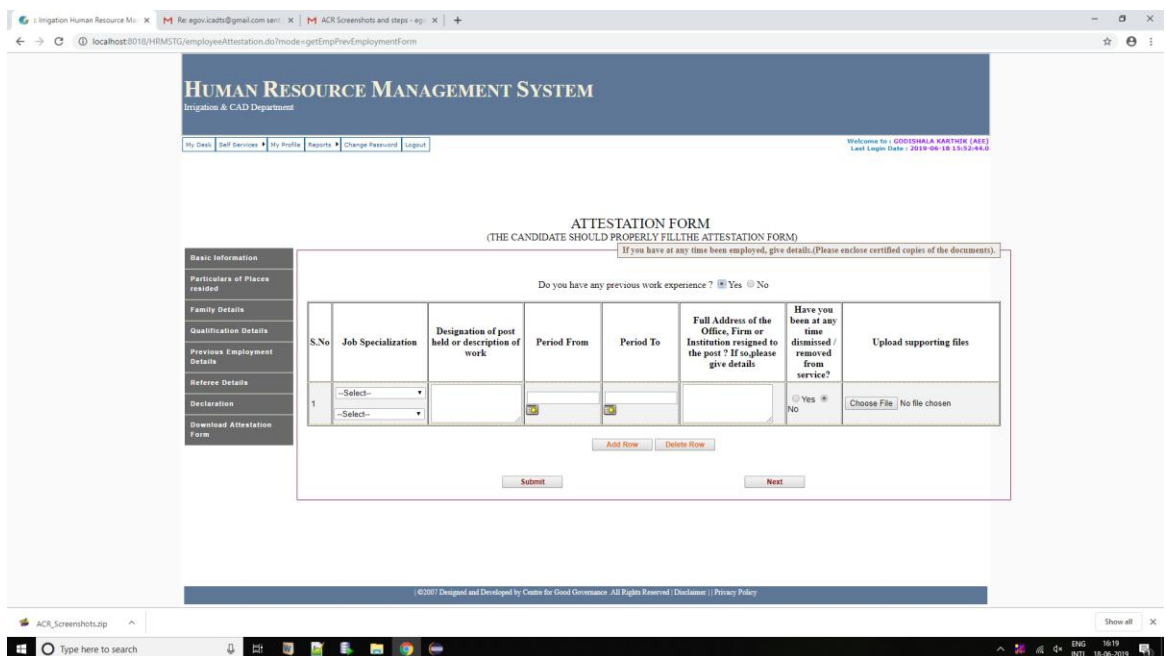
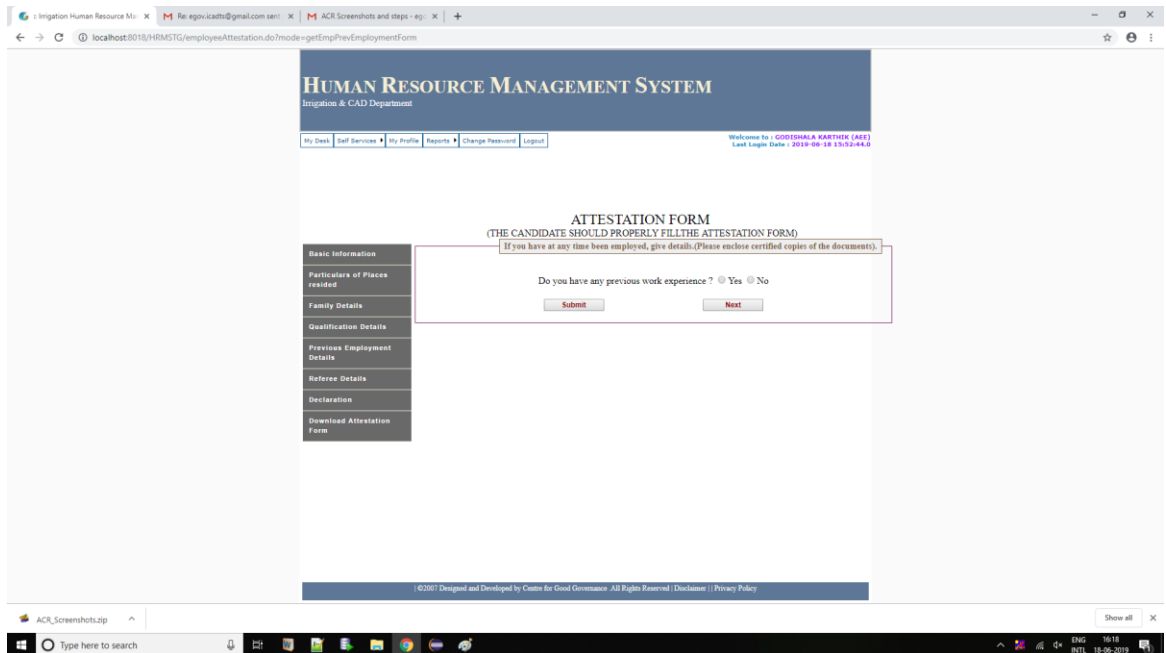
| S.No | From (Month/Year) | To (Month/Year) | Residential Address in full (i.e., House / Apartment / Flat Number, Apartment / Complex / Lane / Street / Colony and Road, Village, Mandal and District / City) | Police Station and District |
|------|-------------------|-----------------|---|-----------------------------|
| 1 | | | | |

Buttons for 'Add Row' and 'Delete Row' are located below the table. A 'Submit' button and a 'Next' button are also visible.

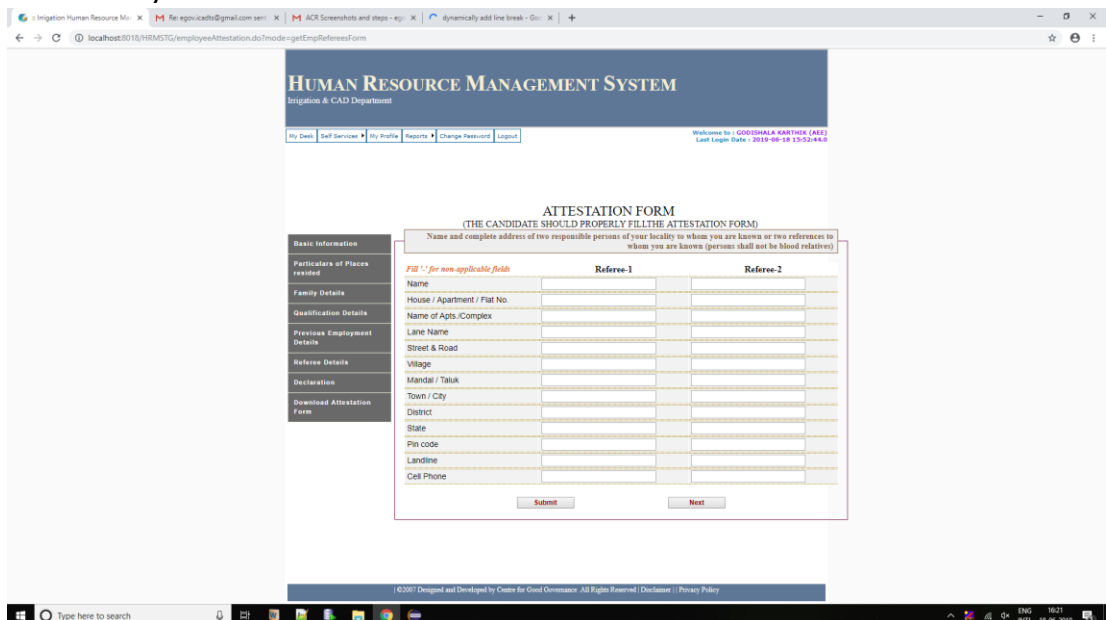
- e) Click on "Family Details" like Father/ Mother /Spouse (If married) details. Fill "-" for any non-applicable fields.

f) Click on "Qualification Details" tab and provide study details along with supporting documents in PDF respectively in a chronological order. Also provide Police station details appropriately. All are mandatory fields.

g) Click on "Previous Employment Details" tab and fill in data if you have any job experience before joining the department with respective Service Experience file in PDF format.



h) Click on "Referee Details" tab and provide data as required. All are mandatory fields.



- i) Click on "Declaration" tab and fill in details as required. Download "Declaration form" as provided and fill in all the details with signatures at the places provided. Upload the signed declaration form and certificate signed by the Gazetted officer and click on "Submit" button.

- j) On successful submission of all forms (Total 7 tabs), a link is provided under "Download Attestation Form" tab to download the submitted Attestation form.

The Services of submission of online Antecedents Attestation Proforma is readily available in HRMS Website.

The AE's/AEE's who have already submitted attestation forms by conventional method are also directed to submit now through online in HRMS Website, since the earlier submitted forms have not been processed in view of proposed implementation of online system.

Once the candidate submits the attestation form, it will go the logins of the concerned officers as detailed below.

| | | |
|---|---|--|
| 1 | In respect of candidates working in Sub-divisions and Division office | Login of Executive Engineer concerned |
| 2 | In respect of candidates working in Circle office | Login of Superintending Engineer concerned |
| 3 | In respect of candidates working in Unit office (ENC/ CE office) | Login of Deputy Chief Engineer concerned (incharge of administration, where more than one DCE post is available) |

Further it is informed that in respect of Assistant Executive Engineers/ Assistant Engineers working in Divisions, the Executive Engineer concerned have to submit the attestation forms to the concerned Superintending Engineer.

On submission of attestation forms by the Superintending Engineer and Deputy Chief Engineer in their logins, the forms will be submitted to Engineer-in-Chief (AW). The same shall be downloaded in o/o the Engineer-in-Chief (AW) and processed.

Therefore all the Unit Officers and Superintending Engineers are requested to download this circular from the Department website and circulate among all the AEEs who were recruited in 2018 and complete the process of submission of Antecedents as per above procedure.

This may be treated as Most Urgent. This process of submission to Engineer-in-Chief (AW) shall be completed by 31.08.2019 positively.

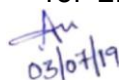
Sd/- B. NAGENDRA RAO, Dt: 03.07.2019
Engineer-in-Chief (Admn. Wing)

To
The Circle/ Unit Officers,

Copy to the Deputy Executive Engineer (Computers) and she is requested to place the circular in Website.


31/7/2019

for Engineer-in-Chief (Admn.Wing)


03/07/19