

**Circular Memo No. Rc/ENC/A2/A4/ AEE's/2018 PSC / 2020 Dt: 21-04-2020.**

Sub: Establishment - I&CAD Department- TSES & TSESS - AEE's/AE's – Online submission of Proposals for Commencement of Probation in respect of AEEs/AEs from 2018 PSC onwards - Guidelines - Issued-Regarding.

Ref T.O Circular Memo No.Rc/ENC/A4/20062019/2019, Dated: 03.07.2019.

\*\*\*\*\*

In the reference cited, all the Circle/Unit Officers were requested to submit the Attestation Forms pertaining to verification of character and antecedents in respect of Assistant Executive Engineers/ Assistant Engineers from 2018 PSC batch onwards through online from HRMS website, as it has been decided to adopt the procedure of submission of Attestation Forms/ commencement of probation and declaration of probation in respect of Assistant Executive Engineers/ Assistant Engineers from 2018 PSC batch onwards through online.

Accordingly, the attestation forms submitted online were downloaded and processed by this office.

Further it is informed that, on receipt of the Verification of character and antecedent report from the Intelligence Department, the status of receipt of antecedent report in respect of concerned individual is updated and the individual, whose antecedent report is received, is given access to submit the proposals for the commencement of probation through online from HRMS website. The status of receipt of the antecedent report is sent to the individual through SMS to the mobile number registered in the HRMS or can be checked by the individuals in their HRMS login.

Further it is informed that the Assistant Executive Engineers of 2018 batch shall submit the proposals for commencement of probation through online only, even though they have submitted earlier to this office manually/ physically.

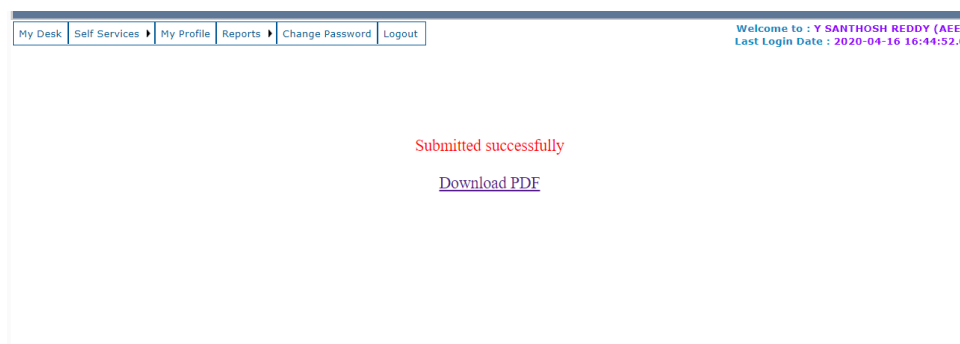
Hence, all the Circle / Unit officers are requested to submit the proposals for commencement of probation of the Assistant Executive Engineers/Assistant Engineers appointed from the year 2018 onwards on online through HRMS website.

The step by step procedure for submission of proposals for Commencement of Probation through HRMS website by the individuals and by the concerned officers is stipulated below.

**I. Steps to fill the Commencement form by the individual is as follows**

1. The Individual shall 1st login to their HRMS login using their User ID and Password. (same as while submission of Attestation forms)
2. Under "Self Services" -> Click on Probation-> Submit Commencement. The following screen is shown :

3. The Employee has to fill the necessary details in the above screen and click on "Submit" button (All are mandatory fields except "Remarks" field).
  - Under 7<sup>th</sup> point, the Employee shall fill in the previous Government service details if applicable or select "NO" option.
  - Under 11<sup>th</sup> point, the Employee has to enter the Roster points same as provided in their respective Appointment order.
  - The "**Appointment order copy**" can be viewed by default (the same which has been uploaded during submission of Attestation forms online).
  - The Employee has to upload the **Physical Fitness Certificate** (submitted during his/her joining).
  
4. On successful submission of Commencement details, the PDF can be downloaded, and keep it with them for reference.



The Service for online submission of proposals for Commencement of Probation is readily available in HRMS Website, and can be accessed now.

Once the candidate submits the proposals, it will go to 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 Deputy Superintending Engineer concerned (Superintending Engineer in case if there is no post of Dy.SE)

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)
---	--	--

**II. Steps to approve proposals for Commencement of Probation submitted by Employee through Online :**

1. The concerned first level/immediate higher officer of the Employee (the officer as shown in the above table) shall login into Irrigation HRMS website with their individual login credentials.
2. Under "Self Services"->Click on Probation -> Approve Commencement.
3. The Officer shall select the appropriate post under "Select Post". On selection of his/her post, the screen appears as detailed below:

Select Post :

[Get Employees](#)

S.No	Check Employee	Employee Id	Employee Name	Cadre	Dob	Doj	Recruitment Year	Commencement Online Status	Commencement Reference	Commencement Date	Declaration Online Status	Action	Reversion remarks
1	<input type="checkbox"/>	2800243	NAVEEN BIKUMANDLA	AEE	12/10/1993	14/06/2018	2018	Employee Submitted Form	-	-	-	<a href="#">Edit Commencement</a>	
2		2800240	NEHA	AEE	17/01/1995	25/05/2018	2018		-	-	-		
3		2800239	D GAUTHAM REDDY	AEE	11/03/1994	25/05/2018	2018		-	-	-		

[Revert Commencement](#)

4. Click on "Edit Commencement" link across the respective Employee name.
5. The screen as shown below appears:

The screenshot shows a web browser window displaying a form titled "FORM OF APPLICATION FOR COMMENCEMENT OF PROBATION IN THE CATEGORY OF ASSISTANT EXECUTIVE ENGINEER". The form is pre-filled with the following details:

- 1. Disposition: AEE
- 2. Name of Employee: NAVEEN BIKUMANDLA (2800243)
- 3. Date of Birth: 12/10/1993
- 4. Present place of working: Unit - Chief Engineer, Palamur-Rangareddy LL, Hyderabad Circle - Palamur Rang Reddy LL Circle No.1, Nagarjuna Sagar Division - HRD Division No.1, Nagarjuna Sagar
- 5. Date of first appointment in Govt. service in any capacity: 08/04/2018
- 6. Date of regular appointment as A.E.E. (Date of joining in I.R.C.A.D Dept): 14/06/2018
- 7. Date of commencement of Probation in the category of A.E.E.: 14/06/2018
- 8. Remarks: [Empty]
- 9. Remarks: [Empty]
- 10. Remarks: [Empty]
- 11. Remarks: [Empty]
- 12. Copy of appointment order: [View File](#)
- 13. Copy of Physical Fitness Certificate: [View File](#)
- 14. Upload Service Book Entries: Replace the file?  Yes  No
- 15. Service Book Entries from till date of joining, duly attested by EO/DOO:  No file chosen

6. The concerned officer has to verify the details filled by the employee.
  - If all details are found correct, then the concerned officer shall upload the scanned copies of "Service Book" (the pages containing Name, Qualification, Date of joining entries) of that particular individual and shall click on **approve** button.
  - In case, if the officer is not satisfied with the details provided by the employee, then the officer can reject the commencement of that employee. Revert option is provided as shown in previous (i.e. in point no.3) screen. The Officer has to go back to the first screen and shall select the employee through check box and click on "Revert Commencement" button along with the appropriate remarks for reversion in the space provided.

Select Post : Executive Engineer-->Chief Engineer, Palamur ▼

Get Employees

S.No	Check Employee	Employee Id	Employee Name	Cadre	Dob	Doj	Recruitment Year	Commencement Online Status	Commencement Reference	Commencement Date	Declaration Online Status	Action	Reversion remarks
1	<input type="checkbox"/>	2800243	NAVEEN BIKUMANDLA	AEE	12/10/1993	14/06/2018	2018	Employee Submitted Form	-	-	-	<a href="#">Edit</a> <a href="#">Commencement</a>	
2		2800240	NEHA	AEE	17/01/1995	25/05/2018	2018		-	-	-		
3		2800239	D GAUTHAM REDDY	AEE	11/03/1994	25/05/2018	2018		-	-	-		

Revert Commencement

7. After successful approval by the first level/immediate officer (i.e., The Executive Engineer Level officer in respect of field division and circle office), It will go to the login of the concerned Superintending Engineer.
8. The Superintending Engineer has the option of either reversion of the proposals or approving the commencement proposals. If the proposals are in correct shape, the Superintending Engineer shall approve the proposals. Then it goes to the Engineer-in-Chief (AW) office. If any lapses are observed in the proposals, then it can be reverted to the concerned Executive Engineer with the remarks to be attended.
9. In case of reversion from the Superintending Engineer, the Executive Engineer can attend the remarks and resubmit or it can be reverted to the candidate to attend the remarks, depending upon the nature of remarks. The above process shall be followed for resubmission.
10. This completes the submission of proposals for Commencement of Probation through online.
11. Further it is informed that in respect of Assistant Executive Engineers/ Assistant Engineers working in unit offices, the Deputy Chief Engineer concerned have to submit the proposals of commencement of probation directly to the the Engineer-in-Chief (AW) office.

On submission of proposals by the Superintending Engineer / Deputy Chief Engineer in their logins, it will be received to Engineer-in- Chief (AW). The same, if found correct, will be downloaded by this office and further processing will be taken up otherwise it will be reverted with remarks.

Therefore all the Unit/Circle Officers are requested to circulate this circular among all the concerned officers and the Assistant Executive Engineers of 2018 PSC batch and shall complete the process as per above procedure for submitting the proposals of commencement of probation through HRMS website.

Sd/- B. Nagendra Rao, dt.21-04-2020,  
Engineer-in-Chief(Admn.Wing).

To  
All the Circle/ Unit Officers,

  
For Engineer-in-Chief (Admn.Wing)  
21/4/2020