

Circular Memo.No./Rc/ENC/DEE(C)/AEE6/2020

Dt:16.07.2020

**Sub:-** Estt-I&CAD-HRMS-Update of Contact Details, Email ID and Present Residential address of all the Employees in HRMS Website through their individual logins – Req –Reg.

**Ref:-** Circular memo No. ENC(AW)/EE(AW)/DEE(C)/AEE6/2018 Dt:6.03.2018

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It is observed by the under signed that, most of the employees working in the department are not updating their individual HRMS Data, i.e. Contact Details, Individual Email IDs and Present Residential address in the HRMS website.

The procedure for updating the above details through individual logins of the employees working in Irrigation& CAD Department are already Prescribed vide T.O Circular Memo reference 1<sup>st</sup> cited.

Therefore, all the Unit Officers and Superintending Engineers are requested to instruct all the employees working under their control to update their data (i.e. Contact Numbers (Official/Personnel), Email ID and Present Residential address) in HRMS website without fail on or before **31.07.2020**.

All the Unit officers/ Superintending Engineers are requested to ensure that the employees working under their control are updated their data in HRMS Website.

B.Nagendra Rao  
Engineer-in-Chief (A.W)

To  
All the Chief Engineers / Superintending Engineers.

*B.Nagendra Rao*  
17/7/2020  
For Engineer-in-Chief (A.W)

*M. Deet*  
17/07/2020