

Circular Memo. No./Rc/ENC/DEE(C)/AEE6/2020 **Dated:19.11.2020**

Sub:- Estt. – I&CAD-HRMS – Updating and furnishing the details of all the Employees in HRMS Data Sheet –Reg.

Ref:- 1. Circular memo No. RC/ENC/ADA/AEE2/ Reorganization, Dated: 23.09.2020.
2. Circular memo No. RC/ENC/ADA/AEE2/ Reorganization, Dated: 16.10.2020.

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The attention of the Unit/ Circle Officers are invited to the references cited, where in it was instructed to furnish the details of any missing data/updation in HRMS Data sheet of all the employees working under their control.

In this regard it is observed that, most of the employees in all Units/Circles have not furnished/ filled up the total fields available in HRMS Data sheet, there by having incomplete information of the employees.

In view of the above, the Unit/Circle/Division Officers are requested to instruct the concerned NTPAs/Superintendents to download the HRMS Data sheets of all the employees working under their control and get it filled up all the fields by the individuals without leaving any field blank and it should be Certified by the Concerned Superintendents/NTPAs duly verifying with the Service Books of the individuals. If any incorrect information is found, the Concerned Superintendents/NTPAs will be held responsible.

Further, all the DDOs of all the Units/Circles/Divisions are requested to Counter sign all the filled up HRMS sheets and certified by the Superintendents/NTPAs of all the employees working under their control.

Further the Unit officers/SEs are directed to depute the concerned Superintendents/NTPAs of their Divisions/Circles/Unit Offices along with filled in HRMS sheets as per the schedule, on the dates mentioned against their Circle/Unit name which is enclosed as annexure to this circular memo for verification and updating the same in the HRMS website.

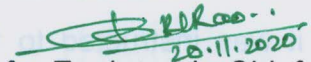
If failed to attend T.O on the scheduled date ,the responsibility will be fixed on concerned officers and staff.

This should be treated as Top Priority.

Sd/- B.Nagendra Rao, Dt:19.11.2020
Engineer-in-Chief (A.W)

To

All the Unit Officers / Superintending Engineers of I& CAD Department.


20.11.2020
for Engineer-in-Chief (A.W)

M. Qutub
20/11/2020

