

**Circular No: ENC(Admn)/EE(A)/DEE(C)/AEE6/2021**      **Dated: 17.11.2021**

**Sub:** I&CAD – Updation of RTI Officers information in HRMS Website –  
Reg.

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It is decided to capture the information of RTI Officers i.e., Appellate Authority, Public Information Officer, Asst Public Information Officer of each Unit/Circle/Division to be published in the Irrigation Website of I&CAD Department at an early date.

In view of the above, the software programme is developed in HRMS website to capture the details of the designated RTI officers working in each Unit/Circle/Division offices of I & CAD Department.

In this regard, the Deputy Chief Engineer/NTPA in unit offices are requested to upload the details of designated RTI officers under the unit (i.e., Appellate Authority, Public Information Officer, Asst Public Information Officer) with Unit login credentials in HRMS website on or before 22.11.2021 without fail.

The procedure to be followed for uploading the details in respect of Appellate Authority, Public Information officer and Asst. Public Information officer in HRMS website is as shown below:

1. Login into IrrigationHRMSTG website (<http://irrigationhrmstg.cgg.gov.in>) with UNIT LOGIN Credentials.
2. Next click on MasterData -> Self Services -> Add/Edit RTI Officers.
3. Select an Office (Circle / Division) to which RTI officers to be added. Click on "Add RTI Officers Details" button to add new officers to the selected office as shown below.



# HUMAN RESOURCE MANAGEMENT SYSTEM

Irrigation & CAD Department

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Welcome to :

Office Wise RTI Officers

Select Office

Unit : Chief Engineer(Irrigation), Adilabad

Circle :

Division :

[View RTI Officers Details](#)   [Add RTI Officers Details](#)

RTI Officer Designation	Employee Present Designation	Employee Name	Joined/Confirmed Date
PUBLIC INFORMATION OFFICER	<input type="text" value="--Select Designation--"/>	<input type="text" value="--Select Employee--"/>	<input type="text"/>
ASST. PUBLIC INFORMATION OFFICER	<input type="text" value="--Select Designation--"/>	<input type="text" value="--Select Employee--"/>	<input type="text"/>
APPELATE AUTHORITY	<input type="text" value="--Select Designation--"/>	<input type="text" value="--Select Employee--"/>	<input type="text"/>

[Submit Details](#)

4. Select Employee Present Designation against each RTI Officer cadre then a list of employees is populated under "Employee Name" column.

Office Wise RTI Officers

Select Office

Unit : Chief Engineer(Irrigation), Adilabad

Circle :

Division :

[View RTI Officers Details](#)   [Add RTI Officers Details](#)

RTI Officer Designation	Employee Present Designation	Employee Name	Joined/Confirmed Date
PUBLIC INFORMATION OFFICER	<input type="text" value="DEE"/>	<input type="text" value="--Select Employee--"/>	<input type="text"/>
ASST. PUBLIC INFORMATION OFFICER	<input type="text" value="--Select Designation--"/>	<input type="text" value="--Select Employee--"/>	<input type="text"/>
APPELATE AUTHORITY	<input type="text" value="--Select Designation--"/>	<input type="text"/>	<input type="text"/>

[Submit Details](#)

5. Select an employee against respective RTI Post and also the date since when they have taken up that post.
6. Click on submit button after entering all details. "Submitted successfully" message will be displayed.
7. To view RTI officers under each office, click on "View RTI Officers Details" button.

Select Office

Unit : Chief Engineer(Irrigation), Adilabad

Circle : Irrigation Circle, Adilabad

Division : --ALL DIVISIONS--

[View RTI Officers Details](#) [Add RTI Officers Details](#)


Officer Details which are entered wrongly can be deleted within 24 hrs.

Sl.no	Unit	Circle	Division	RTI Cadre	Employee ID	Employee Name	Designation	Confirmed Date	Contact No.	Action
1	Chief Engineer(Irrigation), Adilabad	Irrigation Circle, Adilabad	Irrigation Division No.1, Adilabad	PIO			DEE			

8. If any officer details are entered wrong then the changes can done within 24hrs of submitted date.
9. After successful submission, the entered RTI Officers details will be displayed in " Irrigation & CAD Department, Govt. of Telangana " website (<https://irrigation.telangana.gov.in> ) under "RTI ACT " .

Sd/-G. Anil Kumar Dt:17.11.2021  
Engineer-in-Chief(Admn)

To  
All the Unit Officers of I & CAD Department.

  
17.11.2021  
For Engineer-in-Chief(Admn)

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17/11