

Most Urgent

Office of the Engineer-in-Chief (Admn)
Irrigation & CAD Dept, Government of Telangana
Jalasoudha Building, Errummanzil, Hyderabad.

Circular Memo No. RC/ENC(ADMN)/ADA/AEE2/2021-2

Dt. 15-12-2021

Sub :- Irrigation & CAD Dept. –Telangana Public Employment Order 2018 – Organization of Local Cadres – Zonal Cadre – Calling for options on online from the cadre of TA to ATO – Assigning Local Cadre to each employee in respective Zones – Regarding.

Ref: G.O Rt No.317, GA(SPF-I)D Dept, Dt.06.12.2021

The Government vide reference cited have ordered that allot the persons holding in the existing local cadres to new local cadres as per the Telangana Public Employment Order 2018.

In compliance of the Government instructions vide reference cited, it is decided to **take options from the employees in Zonal cadre of TA, JTO & ATO on online through HRMS website** from their personal logins **for the purpose of assigning local cadre to employees.**

In view of the above, all the employees in the **cadre of TA, JTO & ATO** are requested to exercise their option through **online** through their **HRMS** personal logins by 16.12.2021, as per the procedure stipulated below.

The employees shall opt to the Zones, as per Presidential Order 2018 against in their erstwhile Zone.

After submission of option form online, they have to download the hardcopy of the option form from the website and the employee has to sign the option form duly verifying the contents in it and get it counter signed by the Executive Engineer/Deputy Superintending Engineer/Deputy Chief Engineer and submit to Engineer-in-Chief(Admn) through their respective Superintending Engineer/Unit officers.

After receiving the option forms from all Zonal cadre employees, the ENC (Admn) will allocate the zone to the individuals as per their options duly considering their seniority and guidelines issued vide reference cited. If any employee does not exercise the option within the stipulated time, they will be allotted to any of the zone as per guidelines vide reference cited.

The following is the procedure for exercise the option through HRMS Login.

1. Login into **IrrigationHRMSTG** website (<http://irrigationhrmstg.cgg.gov.in>) with personal login credentials.
2. Next click on **MasterData -> Self Services ->Employee Preference Form.**

