

OFFICE OF THE ENGINEER-IN-CHIEF(Admn),
IRRIGATION & CAD DEPARTMENT, HYDERABAD-82.

Circular Memo. No. ENC(Admn)/DyEnC/EE(T)/AEE2/Scannings/2022 Dt. 28.01.2022.

Sub: I&CAD Department - Digitization of Service Books of Employees of Irrigation and CAD department - Certain Instructions to all the ENC/CEs - Reg.

Ref: Arising

It is observed that many retirement benefits got delayed due to improper and missing entries in the Service Books of the employee. Due to Re-organization of the Department the existing offices are renamed, shifted and new offices are formed and at a later stage, the missing entries in the Service Book cannot be entered since the existing offices are shifted/renamed.

Keeping in view of the above and to overcome such experiences, it is decided to digitize all the Service Books of the employees and to store the data in the Irrigation HRMS.

In this connection all the Head Quarter ENC/CEs and Territorial ENC/CEs of the Irrigation & CAD Department are requested to instruct all the DDOs to update the service books without any missing data such as service matters, family particulars, leave particulars and disciplinary proceedings etc, if any and attend the EnC (Admn) office along with the service books under their custody and get the SBs scanned and uploaded into the HRMS Portal under the guidance of e-Governance team as per the following guidelines.

1. Digitize the Service Book with employee name and ID as file name under (4) sections i.e
 - i) Bio-Data & family particulars,
 - ii) Service Particulars Vol. I, II, III... etc.,
 - iii) Leave Particulars,
 - iv) Enclosures.

The Scanned folders are to be uploaded in the HRMS Portal by login with ID, Password of respective DDOs.

2. The DDO's of ENC/CEs units will be allotted specific slots and will be communicated soon.

3. The DDO's are requested to ensure that the working employees SB's shall be digitized as per IFMIS Portal. Further the SB's of retired employees of their unit are also to be digitalized.
4. All the respective DDOs and the concerned staff who are dealing with the Service Books and involved in the scanning shall be held responsible for the correctness of scanning, entries of all the details mentioned in Service Books and uploading in the HRMS Portal.
5. After the process of completion of the scanning, scanned Service Book will be made available in the individual login of each employee for their verification to examine missing entries, if any.
6. The concerned DDO has to attend the ENC(Admn) office along with Service Books of working and retired staff in their jurisdiction and get the digitization work done properly. Any missing SB's and damage to the SB's during this process, the DDO concerned will be held responsible.

Hence all the EnCs/CEs are requested to instruct their DDO's to bestow their efforts to complete the process of digitization of SB's which is very useful and important for every employee.

Sd/- G. Anil Kumar 28.01.2022
Engineer-in-Chief(Admn)

To

All the Engineers-in-Chief/Chief Engineers of I&CAD Department for information and necessary action.

1. Copy submitted to the Spl. Chief Secretary to the Government, I&CAD Dept., for favour of information.
- ✓ 2. Copy to Deputy Executive Engineer (Computers) to place in Irrigation Website.

Sd/- G. Anil Kumar 28.01.2022
Engineer-in-Chief(Admn)



for Engineer-in-Chief(Admn)


28/01