

Office of the Engineer-in-Chief (Admn)  
Irrigation & C A D Dept, Errum Manzil, Hyderabad.

**Circular Memo. No./Rc/ENC/DEE(C)/AEE6/2023 Dated:23.08.2023**

**Sub:-** Estt – I&CAD-HRMS –Updation of Monthly Returns of IFMS and HRMS Data in HRMS website -Certain Instructions issued-Regarding.

**Ref:-** Arising

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It is noticed that, some of the DDOs are not adhering to the timely submission of monthly returns of IFMS and HRMS in HRMS website and also, the Employees Status such as Retirement Date, Long Leave, Expire, Suspension and Surrendered etc., are not being kept up to date in HRMS website even after several reminders.

Therefore, all the DDOs working in I&CAD Department are hereby directed to submit the monthly returns of IFMS and HRMS in every month as a regular practice on or before **10<sup>th</sup> of every month. Further the access will be closed in HRMS website after completion of due date.**

In Light of this, all the Unit officers are requested to monitor and ensure that, all the DDOs under their jurisdiction shall submit monthly returns of HRMS and IFMS data on or before **10<sup>th</sup> of every month promptly without any exceptions.**

Further, all the Unit officers are requested to **approve the Employee status of Regular/Contract/Out Sourcing in HRMS website** as submitted by the DDOs under their control on every month through HRMS unit office logins.

In view of the above, it is informed that, if any of the DDO has failed to submit the monthly **returns from August ,2023 onwards**, it will be viewed seriously and necessary disciplinary action will be initiated as per Rules in force.

Sd:/G.Anil Kumar,Dt:23.08.2023  
Engineer-in-Chief(Admn)

**To**  
All the Unit officers of Irrigation & CAD Department  
All the DDOs of Irrigation & CAD Department

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24/8/23  
for Engineer-in-Chief(Admn)

*M. Qu*  
24/08/23