

Circular. Memo. No. RC/ENC/AEE2/230120242,

Dt: 24.01.2024.

Sub: Estt Irrigation & CAD Deptt - TSES - Directions to all the employees update their contact numbers and personal email IDs in the Human Resource Management System (HRMS) by 31-01-2024 - Reg

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It is to inform that as part of our ongoing efforts to enhance communication and ensure the swift dissemination of important information, it is to request all unit officers/employees to update their contact numbers and personal email IDs in the Human Resource Management System (HRMS).

In cases of urgent communication, it is very important to have up-to-date contact information to reach you promptly. Additionally, it is imperative that each employee acts immediately upon receiving any communication on their contact number or email ids from higher authorities.

Please follow the steps below to update your information in HRMS:

*Log in to the HRMS portal using your personal credentials.*

*Navigate to the "Profile" or "Personal Information" section.*

*Update your contact number and personal email ID.*

*Save the changes.*


This process should be completed by 31-01-2024. Failure to update your information in HRMS/act promptly on communications from higher authorities may result in disciplinary action.

This may be treated as Most Important and Immediate.

Sd/- G. Anil Kumar, (Dt. 24.01.2024),  
Engineer-in-Chief(Admn),  
Irrigation & CAD Department.

To,

1. All the Unit officers with a request to instruct all the employees under their control to update the same immediately.
2. All the employees of I&CAD Dept to act accordingly without fail.

  
for Engineer-in-Chief(Admn)  
24/1/24