

**Circular Memo No:** ENC(AW)/EE(AW)/DEE(C)/2015/1

**Dated:** 28-02-2015

**Sub:** Estt- I&CAD-HRMS –upadation of Contact details of all the Employees - Reg.

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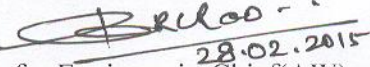
It is observed that, most of the phone/mobile numbers of the employees in HRMS are not updated. Hence it is hereby directed to update the contact details/phone/mobile numbers of the employees from their individual login.

All the unit officers and Superintending Engineers are requested to ensure that, all the employees under their control to update their contact details i.e phone/mobile numbers.

To

All the Unit Officers  
All the Superintending Engineers

J.Vijay Prakash  
Engineer-in-Chief(AW)

  
28.02.2015  
for Engineer-in-Chief(AW)

