

**Office of the Engineer-in-Chief(AW)  
Irrigation & CAD Department, Govt of Telanaga  
Errum Manzil, Hyderabad**

**Circular Memo No: ENC(AW)/EE(AW)/DEE(C)/AEE6(C)/2017 Date: 20-02-2017**

**Sub:** I&CAD-HRMS –Updation of details of all the Employees in HRMS Website- Further Schedule Communicated-Regarding.

**Ref:** T.O.Circular Memo NO:ENC(AW)/EE(AW)/DEE(C)/AEE6(C)/2017  
Date:23-01-2017

-o0o-

In continuation of this office Circular memo under reference cited, the following Unit Officers/Superintending Engineers of I&CAD Department are requested to depute the concerned NTPA/ Superintendent along with the details of all the Employees working under their control (Engineering and Circle Scale Establishment) in the prescribed Proforma for updation in HRMS website ,in view of the recent Reorganization of the Department, Transfers and Promotions of the employees in the I&CAD Department,as per the Schedule enclosed.

Further the information/Particulars shall be submitted along with the following data.

1.Consolidated data of the employees Unit/Circle/Division/SubDivision/ Section wise in the following Excel format.

S.No	Employee ID	Name of the Employee	Designation	D.O.B	Place of working				Working Since(Date)	Contact No official/ Personnel	Qualification with Branch/Specilization	Remarks
					Unit/Circle	Division	Sub division	Section				
1	2	3	4	5	6	7	8	9	10	11	12	13

2.Cadre wise Sanctioned Strength, Working Strength and Vacancy Position as per the proforma(Enclosed).



