

SURA SRINIVAS REDDY,
REGISTRAR (ADMINISTRATION)

HYDERABAD
DL.30-06-2026

ROC.No.1494/2026-C-6

To

All the Unit Heads in the State of Telangana.

Sir/Madam,

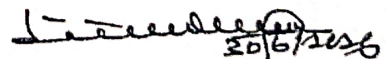
Sub:-High Court for the State of Telangana – HRMS Module – Creation of Office Master and Entry of Service Register (SR) Details – Instructions to all Heads of Departments and Drawing & Disbursing Officers – Updation of Employees Information in the IFMIS Portal – Circular Memo Issued by the Finance Department, Government of Telangana – Forwarding for taking necessary steps - Regarding.

Ref:-Circular Memo No.1789-A/164/A2/HRM.VII/2026-3, dt.17.06.202 issued by the Special Secretary to Government, Finance Department, Government of Telangana, Hyderabad.

Adverting to the subject and reference cited, I am herewith forwarding a copy of the Circular Memo received through the reference cited and request you to take all necessary steps in updating the required information as sought by the Government with regard to the Scanning and Digitization of physical Service Registers (SRs) of employees, Creation of Office Master, Mapping of Sanctioned posts in the cadre strength module, Assigning employees to their respective sanction posts and further mapping employees to their appropriate Sections/Wings within the Office, working under your control, in the HRMS Module, IFMIS Portal immediately under intimation to this Registry.

This may kindly be treated as MOST URGENT/ TOP PRIORITY

Yours faithfully,


20/6/2026

REGISTRAR (ADMINISTRATION)

OFFICE OF THE PRINCIPAL DISTRICT AND SESSIONS JUDGE::
NALGONDA

Endt. Dis.No. 2650 /2026/B2.

Dated: 01.07.2026

“Communicated for compliance” and intimation
to this Office immediately.

PRL.DISTRICT JUDGE,
NALGONDA
Prl. District & Session's Judge
NALGONDA.

To
All the Judicial Officers in Nalgonda District Unit.
Copy to download in the below website
<https://nalgonda.dcourts.gov.in/document-category/circular-notice>

GOVERNMENT OF TELANGANA
FINANCE (HRM.VII) DEPARTMENT

Circular Memo No.1789-A/164/A2/HRM.VII/2026-3, dated:17.06.2026

Sub: HRMS Module - Creation of Office Master and Entry of Service Register (SR) Details - Instructions to all Heads of Departments and Drawing & Disbursing Officers - Reg.

- Ref: 1. Minutes of the Review Meeting on implementation of Human Resources Management System (HRMS), dated:13.05.2026.
2. Circular Memo No.3818703-A/152/A2/HRM.VII/2026, Finance (HRM.VII) Department, dated:18.05.2026.
3. Circular Memo No.1789-A/164/A1/HRM.VII/2026-2, Finance (HRM.VII) Department, dated:02.06.2026.

& & &

The Government of Telangana is implementing the Human Resource Management System (HRMS) with a view to enhancing employee service delivery, ensuring accurate maintenance of service records, and strengthening personnel management across all Departments.

2. As part of the first phase of HRMS implementation, the scanning and digitization of physical Service Registers (SRs) of employees is being undertaken. In continuation of this initiative, the following additional functionalities have been enabled in the HRMS portal for use by all Heads of Departments (HODs) and Drawing & Disbursing Officers (DDOs):

• **Creation of Office Master:**

- The primary objective of the Office Master is to create and maintain a comprehensive organizational structure of all offices functioning under the administrative control of each Head of Department.
- Accordingly, each HOD shall ensure creation of all offices under their jurisdiction by capturing details such as:

Sec.
VERIFIED BY

- Name of the Office
 - Type of Office (Secretariat / Head of Department / Regional / Zonal / District / Division / Mandal / Village / Other)
 - Head of the Office
 - Parent Office and Reporting Office
 - Other relevant organizational details as prescribed in the HRMS portal
- Upon successful creation of the Office Master, the concerned offices shall undertake entry of other details in the HRMS portal.
- Further, each office shall:
- Create Sections / Wings functioning under the office.
 - Map sanctioned posts available in the Cadre Strength Module.
 - Assign employees to their respective sanctioned posts.
 - Map employees to the appropriate Sections/Wings within the office.
- This exercise will facilitate the creation of a comprehensive digital organizational structure (Organogram) covering all offices under the control of the respective Head of Department, from the Village level to the Secretariat level. The same will enable effective personnel management, employee tracking, service record maintenance, and efficient delivery of HR-related services through the HRMS platform.
- All Heads of Departments and DDOs are therefore requested to complete the above activities by 30.06.2026 and ensure accuracy of the data entered in the HRMS portal.

SIKTA PATNAIK
SPECIAL SECRETARY TO GOVERNMENT

To,

All Departments of Secretariat, Telangana, Hyderabad.

✓ The Registrar General, High Court for the State of Telangana, Hyderabad.

The Director of Treasuries and Accounts, Telangana, Hyderabad.

The Director of Works and Accounts, Telangana, Hyderabad.

The Director of State Audit, Telangana, Hyderabad.

The Pay and Accounts Officer, Telangana, Hyderabad.

Copy to:

The P.S. to Principal Secretary to Hon'ble Chief Minister,
Government of Telangana, Hyderabad.

The P.S. to Hon'ble Deputy Chief Minister for Finance, Planning & Energy,
Government of Telangana, Hyderabad.

The P.S. to Chief Secretary, Government of Telangana, Hyderabad.

The P.S. to Principal Finance Secretary / Secretary (GU) / Special Secretary (SP/RR)

All the Desk Officers, Finance Department,

Dr.B.R.Ambedkar Telangana Secretariat, Hyderabad.

SF/SCs.

//FORWARDED::BY ORDER//

[Signature]
SECTION OFFICER

HIGH COURT FOR THE STATE OF TELANGANA :: HYDERABAD

Endt. Roc.No.1494/SO/2026

Dt.29.06.2026

"COMMUNICATED"

[Signature]
REGISTRAR GENERAL

To

1. The Prl. Secretary to the Hon'ble the Chief Justice, High Court for the State of Telangana, Hyderabad.
2. All the Registrars, High Court for the State of Telangana, Hyderabad.
3. All the Unit Heads in the State of Telangana.
4. The Member Secretary, Telangana State Legal Services Authority, Hyderabad.
5. The Secretary, High Court Legal Services Committee, Hyderabad.
6. The Director, Telangana State Judicial Academy, Secunderabad.
7. The Section Officers, D I (Budget) Section, Establishment Section, E-Section and C-Section.