OFFICE OF THE SESSIONS JUDGE
GROUND FLOOR, RED HILLS, NAMPALLY, HYDERABAD-04
(hyd.msj-ts@indiancourts.nic.in, msjcourts@gmail.com)
Telephone No. 040 23442467, 04023442469

Dis.No.3657 /2026/Admn/SJ/Hyd Dt 04-07-2026

Communicated to all the Judicial Officers, working in this Unit, copy of Hon'ble High Court vide ROC.No.1494/2026/SO dt 29-06-2026.

Sessions Judge,
Hyderabad.
SESSIONS JUDGE
Hyderabad

To:
All the Judicial Officers } through email
of this unit.

Copy to
The District System Administrator of the Court
Of the Sessions Judge, Hyderabad
(with a direction to place the same in the official website)

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:

Registrar General
24 JUN 2026
Sec.

SESSIONS JUDGE
02 JUL 2026
7944
HYDERABAD

- 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//

SECTION OFFICER

HIGH COURT FOR THE STATE OF TELANGANA :: HYDERABAD

*****

Endt. Roc.No.1494/SO/2026 **Dt.29.06.2026**

"COMMUNICATED"

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.