GOVERNMENT OF TELANGANA

FINANCE (HRM.VII) DEPARTMENT

& & &

Cir. Memo No. 3818703-A/152/A2/HRM.VII/2026, dated: 18.05.2026.

Sub: Establishment – Human Resources Management System (HRMS) – Digitalization of Employee Service Register (S.R.) and uploading in IFMIS portal through DDO login – Orders - Issued - Reg.

Ref: Minutes of the Review Meeting on implementation of Human Resources Management System (HRMS)), dated: 13.05.2026.

& & &

Government intends to implement the Human Resources Management System (HRMS) through the IFMIS portal with an objective to modernize the administrative framework and maintain employee records in digital format.

02. The HRMS platform is intended to improve transparency, accountability and real-time access to employee information. The system will also support implementation of future modules such as e-Pensions, payroll processing, leave management and employee career tracking. As a first step towards implementation of HRMS, Government has decided to digitize the Service Registers of all regular employees.

03. Accordingly, all Secretariat Departments and Heads of Departments are requested to take immediate necessary action for uploading the scanned copies of Service Registers of all regular employees working under their administrative control in the IFMIS-HRMS module through the Drawing and Disbursing Officers (DDOs) logins, on or before 31.05.2026 without fail.

04. The detailed procedure for digitization of Service Registers is made available in the IFMIS portal. All Departments shall ensure that the scanned copies uploaded in the portal are clear, complete and properly verified.

05. The Administrative Departments of Dr. B.R. Ambedkar Telangana Secretariat, Hyderabad, are also requested to nominate a senior officer as Nodal Officer for HRMS for monitoring and follow-up of the process, and upload the details of the Nodal Officer in the IFMIS portal.

06. This may be treated as "Most Important".

SIKTA PATNAIK,
SPECIAL SECRETARY TO GOVERNMENT

To,
All Departments, Dr.B.R.Ambedkar Telangana Secretariat, Hyderabad.

Copy to:

The Director of Treasuries & Accounts, Telangana, Hyderabad.
The Director of Works and Accounts, Telangana, Hyderabad.
The Director of State Audit, Telangana, Hyderabad.
The Pay and Accounts Officer, Hyderabad.
The Registrar General, Hon'ble High Court for the State of Telangana, Hyderabad.
All Examiner of Accounts of Municipalities, Telangana, Hyderabad.
All Financial Officers of Universities, Telangana, Hyderabad.
All Financial Advisors/ Managers/ Accounts Officers of all Corporations / Societies /Grant-in-Aid Institutions, Telangana, Hyderabad.
The O.S.D./ P.S. to Hon'ble Deputy Chief Minister for Finance, Planning & Energy, Government of Telangana, Hyderabad.
The O.S.D. to Chief Secretary, Government of Telangana, Hyderabad.
The P.S. to Principal Finance Secretary/ Secretary/ Special Secretary/ All Desk Officers, Finance Department, Dr.B.R.Ambedkar Telangana Secretariat, Hyderabad.
SF/SCs.

//FORWARDED::BY ORDER//

SECTION OFFICER