

Office of the Engineer-in-Chief(AW)
I & CAD Department ,Hyderabad.

Circular Memo. No. RC/ENC/G1/Misc/2017

Dt: 05-05-2017

Sub:- Estt:- I& CAD Dept-Office procedure-Annual Inspection of Circles/Divisions/Sub-Divisions by the CE's/SE's/EE's-Certain instructions –Issued.

It has come to the notice of the undersigned that most of the Unit Officers/Circle Officers/Divisional Officers are not conducting Annual Inspection of Circles/Divisions/Sub-Divisions after formation of Telangana State. As seen from the proposals received from the Unit Officers/Circle Officers for processing pension papers, sanction of leaves and sanction of Automatic Advancement Scheme etc., it is observed that the Unit/Circle Officers are sending proposals to the ENC(AW) without updating the Service Book's and without following the due procedure due to which much inconvenience is being experienced in according sanction, causing undue delay in processing the pension papers and other service matters etc.

The Unit Officers/Circle Officers/Division Officers are informed that as per codal rules, the Circles, Divisions and Sub-Divisions will have to be inspected by the concerned superior authorities for smooth functioning of office administration.

In view of the above, all the CE's/SE's EE's are requested to conduct the annual inspection of the Circles/ Divisions and Sub-Divisions under their control regularly so that the office procedure would be followed properly avoiding inordinate delay in processing any proposals pertaining to service matters, budgetary provision, and other Technical matters etc.

Sl.No	Name of the Office	Competent Authority to conduct the Annual Inspection
1	Circle Office	Concerned CE under whose administrative control the circle is functioning
2	Division Office	Concerned SE under whose administrative Control the Division is functioning
3	Sub-Division Office	Concerned EE & DAO under whose administrative control the Sub-Divisions are functioning.

Hence all the CE's/SE's/EE's are requested to conduct the Annual Inspection of the Circle/Divisions/Sub-Divisions under their control yearly once and submit compliance report to this office.


These instructions may be followed scrupulously.

Sd/- J.Vijaya Prakash,05-05-2017
Engineer-in-Chief(AW)

To

All the Unit/Circle/Divisional Officers of I & CAD Department, Telangana.

Copy to Dy.EE (Computers) to place the circular memo in the department web site.


for Engineer-in-Chief(AW)
6/5