

**Office of the Engineer-in-Chief (Admn. Wing)
Irrigation & C A D Dept, Errum Manzil, Hyderabad
Government of Telangana**

Circular No: ENC(AW)/EE(AW)/DEE(C)/AEE6/2018 Dated: 18.06.2018

Sub: Estt-I&CAD-HRMS -Incumbency particulars of AEEs/AEs-Sub Division Wise -Requested - Reg.

Ref: Arising

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All the Unit officers/Superintending Engineers are requested to intimate the incumbency particulars of all AEEs/AEs Sub Division wise including newly recruited Assistant Executive Engineers (Civil&Electrical) of 2018 PSC batch and recently transferred AEEs/AEs to their Unit/Circles duly mentioning their date of Joining in present station.

In case the candidates recently transferred and posted/appointed have not joined, mention their names in the respective Sub Division post and mention in the remarks column that they have not joined as on date. Similarly, if the candidate, who has been transferred from the present working place and not relieved, the same may be mentioned in the remarks column. The clear vacancies sub division wise also may be mentioned in the Proforma.

The above information in respect of all the divisions under their control as per the prescribed Proforma shall be furnished to this office to update the same in HRMS website. Further, it is also requested to send the same information to the official Email ID encawtg@gmail.com on or before 26.06.2018 positively, duly considering the status as on 23.06.2018 AN.

Encl: Proforma

To,
All the Chief Engineers,
All the Superintending Engineers

B.Nagendra Rao,
Engineer-in-Chief(AW)


for Engineer-in-Chief(AW)

HQLE
18/06/18

Proforma

Incumbency Particulars of AEEs/AEs upto Sub Division Level

Name of the Office: Unit/Circle (including all Divisions)

S.NO	Name of the Unit/Circle	Name of the Division	Name of the Office/Sub Division	Name and Designation of the Employee if working(Other wise fill up as vacant)	Date of Joining in the Present Station	Remarks
1			CE/ENC Office			
2			Circle Office			
3			Division Office			
4			Sub Division No.1			
5			Sub Division No.2			

Separate sheet may be furnished of Unit office and Circle including Divisions



for Engineer-in-Chief(AW)

18/06/18