

**GOVERNMENT OF TELANGANA
IRRIGATION & C A D DEPARTMENT**

From
Sri B.Nagendra Rao, M.Tech.,
Engineer-in-Chief (A.W) ,
I & CAD Department,
Jalasoudha Building, Errummanzil,
Hyderabad, Telangana.

To
All the ENC's / CE's
and SE's of I&CAD Department

Lr.No.RC/ENC/ G1/S.B/2018,

Dated: 06-09-2018

Sir,

Sub: Public Service – I&CAD Department – Maintenance of Service Book – Replacing the existing Service Book with New Format – Suggestions – Invited – Regarding.

Ref: 1) G.O.Ms.No.200, Finance & Planning (FW.FR.I) Dept.,
Dated :10-12-1999.

2) Office Memo.No. F.No.21011/15/2010-Estt. (Allowance). GOI,
Ministry of Personnel Public Grievance & Pensions
Department of Personnel & Training, New Delhi,
Dated 05-04-2016.

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It is to be informed that under Rule 1 and 2, Annexure II, Part III read with Fundamental Rule 74 (a) (iv), Service Book as prescribed in Form No.10 of Fundamental Rules as amended in the orders first read above has to be opened for Gazetted and Non – Gazetted employees of the Government.

The Government of India in their circular Memo. F.No. 21011/15/2010.Estt (Allowance), GOI, Ministry of Personnel, Public Grievance & Pensions Department of Personnel & Training, New Delhi, Dt 05-04-2016, proposed to modernize the Service Book to make it user friendly.

Accordingly the O/o the Engineer-in-Chief (A.W)., I & CAD Department, Hyderabad prepared New Format of "Service Book" (copy enclosed) with all update entries to make it user friendly.

In this regard all the ENC's / CE's and SE's are requested to entrust this subject to the DCE/DSE with a direction to discuss with the staff who are well versed with the subject and make necessary suggestions / changes if any in the new format of Service Book to this office with in 15 days for taking further necessary action in the matter.

Yours faithfully,
B. Nagendra Rao,
Engineer-in-Chief (A.W)

Sure Moha
for Engineer-in-Chief (A.W)
Son 02/09

✓ Copy to the DEE (Computers)
with a request to place the letter in the website.

AEEG
CBRL
10.09.18

