

**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 ENC's / Chief Engineer's
I & CAD Department,
Telangana State,
Hyderabad.

Lr.No.RC/ENC/ G1/Misc/2019,

Dated: 29-01-2019

Sir,

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.

Ref: 1) T.O. Circular Memo.No.Rc/ENC/G.1/Misc/2017,
Dated 05-05-2017.
2) T.O. Circular Memo.No.Rc/ENC/G.1/Misc/2017,
Dated 05-11-2017

I invite kind references to this office cir. memos., 1st and 2nd where in the Unit/Circle/Divisional Officers were directed to conduct annual inspection of Circles/Division/Sub-Divisions functioning under their control for smooth functioning of office administration and further requested to submit compliance report in this regard. But even after lapse of five months, no action seems to have been taken so far.

On verification, of 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.

Further it is informed that the Government while enclosing V&E report, directed to issue necessary instructions to the concerned to take necessary action such that there should be periodical office inspections by the Head of the Departments and such inspections should invariably cover financial aspects, accounts and cases of misappropriation of funds etc.,

(P.T.O)

In view of the above, all the Chief Engineer's are requested to conduct the annual inspection of the Circles/ Divisions and Sub-Divisions under their control regularly in respect of establishment matters, financial aspects, accounts, misappropriation of funds, technical sanctions, revised estimates etc., 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.

Hence all the Chief Engineer's are requested direct the concerned to conduct the Annual Inspection of the Circle/Divisions/Sub-Divisions under their control yearly once and submit compliance report to this office. Further it is informed that a team from O/o the Engineer-in-Chief (A.W), will inspect the circles. Starting from next financial year with prior intimation of one day before inspection. Hence it is requested to direct the concerned to keep the records updated.

These instructions may be followed scrupulously.

Yours faithfully,
Sd/- B. Nagendra Rao, 29/01/2019
Engineer-in-Chief (A.W)

Copy to all the Superintending Engineer's of I&CAD Dept., T.S., for necessary action.

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

Copy to file.


for Engineer-in-Chief (A.W)
29/01/19