

MOST IMPORTANT

Office of the Engineer-in-Chief(Admn.Wing),
Irrigation & CAD Department, Errummanzil, Hyderabad, T.S.,

Circular Memo.No.Rc/ENC/A1/Reforms/2019

Dated: 28-12-2019.

Sub:- Estt., - I&CAD Deptt., - TSES/TSESS/TSMS/TSLGS Correspondence on Service matters of the individuals - Mention Employee ID, Name, Designation of the individual compulsory – Certain instructions – Issued.

Ref:- This office Circular Memo.No.Rc/ENC/A1/Reforms/2019, dated 15-06-2019.

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The attention of the Superintending Engineers / Unit Officers is invited to the Circular Memo. cited, where in it was requested to mention Employee ID, Name, Designation of the employees compulsory regarding their correspondence of service matters to this office. But, it is observed that most of the Unit/Circle officers are not following the instructions issued in the said Circular Memo.

In this regard, it is informed that it is decided to enter the currents in the Inward Register through online duly allocating subject wise numbering from 1st January, 2020 onwards.

Hence, all the Unit/Circle officers are hereby requested to instruct the concerned staff while addressing the Letter to Engineer-in-Chief(Admn.Wing) pertaining to the Service matters to indicate clearly the Name, Designation and Employee ID., and the type of proposal in the subject of the covering letter which will facilitate to enter subject wise in Inward Register.

All the Unit/Circle officers are requested to direct the concerned staff to follow the above instructions scrupulously with effect from 01-01-2020, otherwise the proposals received after 1st week of January, 2020 without superscription of the above in the subject of covering letter, the proposals will not be processed and returned.

B.NAGENDRA RAO,
Engineer-in-Chief (Admn.Wing).

To

All the Unit/Circle Officers

Copy to the Deputy Executive Engineer(Computers) with a request to place the Circular Memo. in the Departmental Website.

Copy to all the Superintendents/Sections of this office for information. They are requested to process all the existing files duly mentioning above particulars in the files.

Copy to the Inward Section for necessary action.

Copy to file.


for Engineer-in-Chief (Admn.Wing).
