

Most Urgent

Office of the Engineer-in-Chief (Admn Wing)
Irrigation & CAD Dept, Government of Telangana
Jalasoudha Building, Errummanzil, Hyderabad.

Circular Memo No. RC/ENC(AW)/ADA/AEE2/MisI/2020

Dt:11-09-2020

Sub Estt-Irrigation & CAD Dept. –Updation of Entries in Service Book of all
Employees-Instructions-Reg
Ref: Arising

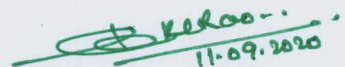
In wake of the Government Decision to take up the reorganization of Irrigation & CAD Department, all the Unit/Circle/Division officers are hereby directed to direct the DDOs under their control to update the entries in all aspect viz. GIS, Service Verification Certificate, EL/HPL., etc in Service Books in respect of all the employees working under their control.

Further, it is also directed to instruct the concerned DDOs, to enter the no dues and no charges of the individuals in the Service Book for the tenure in the office who are going to retire within a span of 4 years. If the last 4 years period is not available in the present Circle/Division, address the DDO of the previous working place of the individual and obtain the information and see that the same is entered in the Service Book, as the existing Divisions/Circles/Units may convert into other establishments duly losing their present existence due to reorganization.

This may be treated as most urgent.

Sd/- B.Nagendra Rao, Dt.11.09.2020
Engineer-in-Chief (AW)
Irrigation &CAD Department

To
All the Unit/Circle/Divisions officers


11.09.2020
for Engineer-in-Chief (AW)

Copy to Deputy Executive Engineer (Computers) for information and requested to place in Irrigation Website.