

**Memo.No.RC/ENC/H2/24066/2014**

**dt:- 05 .01.2015.**

**Sub:** Estt.,- Irrigation & CAD Deptt - Prolonged unauthorized absence from duty - Furnishing of report in the prescribed proforma - Information called for - Regarding.

**Ref :** 1. T.O. Circular Memo.No.RC/ENC/CV2/24066/2003, dt:17.03.2004.  
2. T.O.Memo.No.Rc/ENC/H3/24066/2014, dt:12.12.2014.  
3. T.O.Memo.No.Rc/ENC/H3/24066/2014, dt:03.01.2015.

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The attention of all the Superintending Engineers and Unit Officers are invited to the references cited, where in it was directed to furnish the list of the AEs/AEEs/DEEs/EEs and above cadre officials who are unauthorizedly absent to duty and who have proceeded on leave for more than 90 days in the prescribed proforma by 10.01.2015. But the report is still awaited in this regard from many of the Circle/Unit Offices.

The Superintending Engineers/ Unit Officers are therefore once again requested to furnish the above information immediately to this office by 20.02.2015 positively, so as to take necessary further action at this office level as per rules in force. If above said information is not received by 20.02.2015 it will be assumed that no unauthorized absence cases are pending in the jurisdiction of your Circle. If any cases are found later, the Superintending Engineers/Unit Officers will be held responsible and the matter will be viewed seriously.

This may be treated as MOST URGENT.

Sd/-J.Vijaya Prakash,  
dt:05.02.2015  
Engineer-in-Chief(AW)

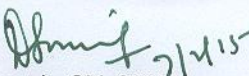
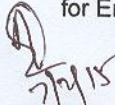
To

All the Superintending Engineers and Unit officers.

Copy to Executive Engineer(Admn) of this office.

✓ Copy to the Dy. Executive Engineer,(computers) with a request to place the above Copy in Irrigation website.

Copy to file

  
for Engineer-in-Chief(AW)  


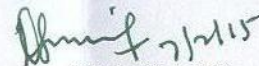
Statement showing the Long Un-authorized absence of Employees

Sl.No	Name & Desingation	Period of absence		Total Period	Remarks
		From	To		

Station:

Date:

Sd/-B. Vijay Prakash, dt:05.02.2015  
Engineer-in-Chief(AW)

  
for Engineer-in-Chief(AW)

