

Office of the Engineer-in-Chief (Admn. Wing)  
Irrigation & C A D Dept, Errum Manzil, Hyderabad  
Government of Telangana

**Circular Memo No: ENC(AW)/EE(AW)/DEE(C)/2015**

**Dated: 05-03-2015**

**Sub: Estt- I&CAD-Grievance Cell- Information to all the Employees-Reg.**

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It is observed that, most of the employees approaching O/o. the Engineer-in-Chief(Admn.Wing) without prior permission from their higher officers and hampering the work of ENC(AW) office staff. Hence it is decided to form a grievance cell headed by Executive Engineer (Administration) in O/o. the Engineer-in-Chief(Admn.Wing). All the employees of Irrigation & CAD Dept. are here by directed to send any query/their representation to the grievance cell of any subject matter pertains to O/o. the ENC(AW), I&CAD, so as to avoid approaching this office. Hence all the employees of I&CAD Telangana are hereby directed to send any issues/problems to ENC(AW) Grievance Cell E.Mail ID: [encawtsgc@gmail.com](mailto:encawtsgc@gmail.com)

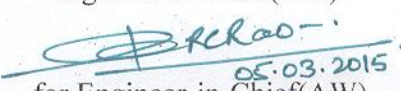
Based on the mail sent by the employees, the day to day action will be initiated by the Executive Engineers(Administration) and the individuals will be replied through return mail. If any person wish to meet the staff of O/o. the ENC(AW) on official or personal matters, they should enter their details in the register placed at the entrance of the office, including the person whom to contact, on visiting hours from 3.00PM to 5.00PM on working days.

Further it is informed that any employee comes to ENC(AW) office without prior permission from their officers and proper reason, the matter will be viewed seriously and necessary disciplinary action will be initiated against them.

All the unit officers and Superintending Engineers are requested to inform to all the employees under their control to follow the above instructions.

To  
All the Unit Officers  
All the Superintending Engineers  
for circulation among the staff of their unit.

Sd/- J.Vijay Prakash.Dt.05.03.2015  
Engineer-in-Chief(AW)

  
for Engineer-in-Chief(AW)

Amr  
05/3/15