

## CIRCULAR MEMO

Circular Memo No. Rc/ENC/DDA/2013

dated 21.12.2013

Sub: -Establishment – I&CAD Dept. – Instructions on staying at Head Quarters and prompt attendance to office – Instructions issued – Reg.

It is observed that the employees located in Circle and Division offices are not attending to offices regularly. The Superintending Engineers / Executive Engineers / Dy. Executive Engineers / Assistant Executive Engineers are also not available at the Head Quarters, thereby pendency accumulated in all the offices and lot of complaints are being received on the performance of the employees.

Therefore, the Chief Engineers are requested to closely monitor the attendance and functioning in Circle / Division levels. The Chief Engineers are requested to immediately shift their Head Quarters to their designated places so as to ensure close monitoring of the work progress, performance and functioning of the subordinate offices.

Further, it is noticed that most of the employees are not staying at their Head Quarters and operating from elsewhere. Therefore, the Chief Engineers' are requested to send a detailed report on the employees of their units duly indicating their residential addresses and residential phone numbers before 10.01.2014.

It is also decided to depute Vigilance teams to make surprise checks on the availability of staff at the Head Quarters and their stay at the Head Quarters. **Further, it is informed that stringent action will be initiated on the officers who did not stay in the Head Quarters and not attending offices regularly as per CCA rules.**

Action also will be initiated against the officers for not reporting the defaulters and proper monitoring of attendance of their staff.

It is also proposed to introduce centralized biometric system upto division level to monitoring the availability of employees.[

This circular is placed in the website [www.icad.cgg.gov.in](http://www.icad.cgg.gov.in).

**Sd/-L.Narayan Reddy, dt: 21-12-2013**  
**Engineer-in-Chief(Admn.Wing).**

To  
All the Engineers- in-Chief for necessary action.  
Chief Engineers for necessary action.  
Superintending Engineers for necessary action.  
Executive Engineers for necessary action.

Copy to: The Principal Secretary to Government for Information.

Copy to : OSD to Hon'ble Minister for Major and Medium Irrigation for information.