

**Office of the Engineer-in-Chief (Admin Wing)
Irrigation & C A D Dept, Errum Manzil, Hyderabad**

Memo No. Rc/ENC/P2/07126/2006 Dated: 22-01-2014

Sub:- Submission of Annual Property Returns for the year 2013- Online submission
– Instructions –Regarding

Ref:- 1. Govt., Memo.No.8350/Ser.II.1/2011-2, dt: 14-12-2011
2. T.O. Proc.No.RC/ENC/P2/07126/2006 dt: 16-01-2012
3. T.O. Circular Memo.No.RC/ENC/P1/07126/2006 dt: 16-01-2012
4. T.O. Circular Memo.No.RC/ENC/P1/07126/2006 dt: 02-01-2013
5. T.O. Memo No Rc/ENC/P2/07126/2006 Dated: 09-01-2014

In continuation to this office memo vide reference 5th cited, permission to submit the consolidated property returns since entry in to service to 31-12-2013 is also enabled. In this connection, in order to facilitate submission of consolidated returns also through online, the time lines have been revised as follows:

Data uploading by the employees and taking a print out and submission in Circle / unit office	05-02-2014
Issue of acknowledgements to employees by respective unit / Circles	10-02-2014
Submission of two sets of APRs to ENC (AW) for the cadres NTPAs, DEEs and above	15-02-2014
Submission of list of defaulters in the cadres of NTPAs, AEE/AEs and above to ENC(AW)	15-02-2014

Further, several phone calls are received from the field officers regarding entry of "Cash in hand". The same may be entered in Annexure-II, under "Investments and Cash Deposits" duly mentioning as Cash in Hand in "Property Description" column.

The Superintending Engineers/ Chief Engineers are requested to ensure that the staffs under their control follow the above schedule and submit the compliance reports as detailed above.

Sd/- L.Narayan Reddy,(22-01-2014)
Engineer-in-Chief(A.W)

To
All the Engineers-in-Chief
All the Chief Engineers
All the Superintending Engineers