

Read: Arising

Sub: Estt- I & CAD- Service particulars of O.S/Typist/RAs/JAs for appointment by transfer as BPO/ TA/ JTO –called for.

@@@

It is noticed that the unit/ Circle officers are simply forwarding the representations of the office subordinates/ Typists/ Record Assistants/ Junior Assistants for appointment by transfer to the post of TA/JTO without examining the case in detail as per rules in force, and without furnishing vacancy position, roster points and other related documents.

It is also noticed that the Unit officers/ Superintending Engineers at their level have issued orders permitting the individuals to study Diploma in Civil Engineering /ITI Courses/ Intermediate etc.for which head of the Department is competent.

They are informed that the powers have been delegated by the Government to the Head of the Department only to accord permission for Gazetted and Non Gazetted officers for Higher Studies. As such, they are not competent for according permission for higher studies.

In view of the above, all the Unit officers/ Superintending Engineer, are requested to furnish consolidated information with specific remarks/ recommendation in respect of office subordinates/ Typists/Record Assistants/ Junior Assistants who acquire ITI Civil/ Mech/ Diploma/ Degree etc, and requested for appointment by transfer to the post of TA/JTO with the following particulars along with attested copies of related references/ documents to this office for further action in the matter.

- 1 Bio data and service particulars
2. Details of educational qualifications possessed by the individual and date of admission into the course.
- 3 .Pass Certificate and marks memo
4. Whether the individual has taken prior permission to higher studies from the competent authority? If so furnish copy of permission order along with a copy of recognition of the College/ University.
5. Genuineness of the pass certificate submitted by the applicant after ascertaining confirmation from the concerned authorities.
6. Certificate to the effect that no eligible person in the feeder category is left over.
- 7 . Vacancy position of BPO/TA/JTO along with roster points.

Above information should reach this office on or before 15-02-2014.

L.Narayana Reddy,
Engineer-in-Chief (AW)

To

- 1) All the Superintending Engineers/ Unit officers
I&CAD Department.
- 2) Copy to all ENC s/ Chief Engineers with a similar request.
- 3) Copy to file General Secretary, TNGO.s Union , Khammam Branch for information.