

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

**Memo No. Rc/ENC/P2/07126/2006 Dated: 07-02-2014**

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

Ref:- 1. T.O. Circular Memo.No.RC/ENC/P1/07126/2006 dt: 02-01-2013  
2. T.O. Memo No Rc/ENC/P2/07126/2006 Dated: 09-01-2014  
3. T.O. Memo No Rc/ENC/P2/07126/2006 Dated: 22-01-2014

In continuation to this office memo vide reference 3<sup>rd</sup> cited, the updation status is above 80% in the technical cadres and the efforts put forth by the individuals are appreciated. Further, in view of the feedback received from the field staff, the following further instructions are issued:

- The employees in the cadres of DEEs and above including NTPAs shall:
  - Update the property returns online. Take a print out, verify the contents and make necessary corrections in the system, take the final printouts. The final printouts in two sets duly signed, shall be handed over in ENC(AW) office on or before 22-02-2014.
  - The APRs which were already received by the circle/unit office, shall be sent through special messenger to ENC(AW) office and get the necessary acknowledgements from the ENC(AW) office.
  - Acknowledgements for the APRs received before 3.00 PM in ENC(AW) office, will be delivered on the same day at 4.30PM. by the Executive Engineer-II(Vig).
- All other employees, shall:
  - Update the property returns online. Take a print out, verify the contents and make necessary corrections if any required. The final printouts duly signed in two sets shall be handed over in their respective Circle / unit offices on or before 22-02-2014.
  - Instances have come to the notice of the undersigned that, in certain divisions/ circle, the employees are being forced to submit through proper channel. In this connection, it is once again informed that the employee need not submit through proper channel and they can submit directly as mentioned above.

The Circle / Unit officers shall submit the list of AEEs/AEs who have submitted the APRs, and the list of defaulters through mail to [encaw1@gmail.com](mailto:encaw1@gmail.com) on 24-02-2014 duly mentioning the subject of the mail as “**APRs Submission Status of AEEs/AEs**”.

Sd/- L.Narayan Reddy 07-02-2014  
Engineer-in-Chief(A.W)

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