

**MOST URGENT
TIME LIMIT**

**Office of Engineer-in-Chief(AW),
First Floor, Jalasoudha, Errummanzil, Hyderabad.**

Circular Memo No. ENC(AW)/eGW/2014/ 11

Dt.18-03-2014.

Sub:- AP Reorganization Act 2014- Preparatory works for establishment of the Govt of Telangana and Government of Andhra Pradesh on the appointed Day June 2,2014- Preparatory activities – operational guidelines – instructions issued – Reg.

Ref;- 1. Chef Secretary to Govt. Cir. Memo No. 7164/SR/A1/2014 Dt.12-03-14
2. Govt. Memo No. 5632/Genl.1(1)/2014-1 Dt.14-03-2014

All the Chief Engineers are requested to download the guidelines for the operationalization of A.P. Reorganization Act 2014 from the website <http://reorganisation.ap.gov.in>.

Certain guidelines have been issued by the Government along with target dates for various activities to be compiled by the heads of departments.

Details of activities and actions to be taken by the Heads of Department are elaborately discussed in the Annexure I. However, to emphasize the importance of activity, brief description actions to be taken by each HOD along with target dates are shown below for ready reference and compliance.

S.No	Item No	Description	Target date
1	Sl.No.I Management of files	Self explanatory	25 th March,2014
2	Sl.No.II Management of disposed file	Self explanatory	Categorisation of files : 25 th March,2014 Digitization 30 th April 2014
3	Sl.No.III Moveable Assets	Annexure C and Annexure D	25 th March,2014
4	Sl.No.IV Immoveable assets	Annexure E	25 th March,2014
5	Sl.NoV	1. All the HODs are	29 th March,2014

S.No	Item No	Description	Target date
	Departmental Architectures and HR Management	<p>requested to prepare proposals required for right sizing the department duly considering the efficiency effectiveness and improved responsiveness.</p> <p>2. Based on the exercise each department will prepare a detailed organogram indicating the existing and proposed structure of the department at various levels.</p> <p>3. Work load is to be assessed for each post and job description / work allocation be made.</p>	
6	Sl.No VI Management of legal matters	Self explanatory	29 th March,2014
7	Sl.No.VII Management of contracts	The details are to be entered by all the HODs after due verification consolidated reports are to be furnished to ENC(I) by 22 nd March,2014.	22 nd March,2014.
8	Sl.No.VIII Management of Schemes, Programs	Detailed budget exercise for 2014-15 and 2015-16 financial years are to be prepared by critically reviewing all ongoing schemes / programs. A detailed note on the expected outcomes of each scheme / program and project shall be prepared and furnished to the ENC(IW) for compilation.	This shall be studied and prepared by Chief Engineers' personal supervision

Wherever instructions are given for manual preparations of Registers/ Records, it should be followed strictly and no other method is to be used. Suitable committees / nodal officers may be designated in their offices for the timely preparations of all the activities.

All the Chief Engineers shall submit the consolidated progress on the above issues, to this office by every Thursday evening to enable submission of reports to Government on every Friday. **(Reports from other than Chief Engineers will not be entertained)**

This shall be treated as MOST IMPORTANT and shall be constantly monitored by the Chief Engineers.

Sd/- 18-3-2014
Engineer-in-Chief(AW)

To
All the Chief Engineers