

"Most Urgent"

Office of the Engineer-in-Chief(AW)
I & CAD Department ,Hyderabad.

Circular Memo No.RC/ENC/AW/G1/Misc/2017

Dt: 01.11.2017

Sub:- Estt:- I& CAD Dept-Office procedure-Annual Inspection of Circles/
Divisions/Sub-Divisions by the CE's/SE's/EE's-Certain instructions-Issued.

Ref:- T.O.Circular Memo. No. RC/ENC/G1/Misc/2017 Dt: 05-05-2017

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The attention of all Unit /Circle /Division Officers of this Department is invited to T.O. Circular Memo read above, wherein the Unit/Circle/Divisional Officers were instructed to conduct annual inspection of Circles/Divisions/Sub-Divisions functioning under their control for smooth functioning of office administration and further requested to submit compliance report in this regard. But even after lapse of five months, no action seems to have been taken so far.

The Unit /Circle /Division Officers are once again informed that as per Codal Rules, it is mandatory to conduct Annual Inspection of Circles/Divisions/Sub-Divisions yearly once by the respective Unit /Circle /Divisional Officers

In view of the above, all Unit /Circle /Divisional Officers are once again requested to bestow their personal attention on the above subject and **conduct the Annual Inspection at once without awaiting further reminder from this office. Separate orders will be issued shortly for conducting Annual Inspection of circles by the other unit officers**, after conducting the Annual Inspection by the present administrative unit officers as ordered in the reference cited.

This may be treated as **"Most Urgent"**

B.Nagendra Rao,
Engineer in Chief(AW)

To

All the Unit/Circle/Divisional Officers of I & CAD Department, Telangana.

Copy to ADA O/o the Engineer in Chief(AW), Hyderabad

✓ Copy to Dy.EE (Computers) to place the Circular memo in the departmental website.

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For Engineer in Chief(AW)
