

Office of the Engineer-in-Chief (Admn.Wing),  
Irrigation & CAD Department, Errummanzil, Hyderabad.

Circular Memo No. Rc/ENC/A2/1504169/2017

Dated: 22.12.2017

Sub: Establishment - I & CAD Deptt. – TSESS –Service Particulars of Technical Assistants / Junior Technical Officers / Assistant Technical Officers/ Work Inspectors of all Grades for appointment by transfer to the post of Assistant Engineers for the panel year 2017-18 – Particulars - Called for- Reg.

Ref: G.O.Ms.No.134, I&CAD (Ser.III) Department dt: 08-09-2015.

-0\_o\_0

It is informed that since the panel year 2017-2018 is under currency, it is proposed to examine and consider the applications for appointment by transfer to the post of Assistant Engineers, who acquired diploma through ICE, IME, IGNOU & SBTET. Hence, all the Unit / Circle officers are requested to furnish the service particulars (as per the proforma enclosed)/ documents in r/o the employees under their control for appointment by transfer to the post of A.E for the panel year 2017-18 as follows:-

- 1) Techl. Assts/Jr.Techl. Officers/Asst. Techl: Officers who have completed 6 years of service and **who acquired diploma through IGNOU & SBTET and diploma acquired ICE&IME those, who were enrolled in ICE & IME prior to 30-06-2013.**
- 2) Provincialised Work Inspector of all grades who completed six years of service and who are treated as Government servants as per G.O.Ms.No.130, Irrigation Department, Dt.18-03-1981, **who acquired diploma through IGNOU & SBTET and diploma acquired through ICE&IME those who were enrolled prior to 30-06-2013.**

Documents required:

- a) All original study certificates.
- b) Genuiness of Diploma submitted by the applicant after ascertaining the confirmation from the concerned Universities.
- c) Annual Confidential Reports / Appraisal reports for the last 3 years.
- d) Filled-in Proforma (all service details with counter signature of Circle / Unit officer)
- e) Service Book with updated entries.
- f) No charges pending certificate

All the Superintending Engineers and Chief Engineers are requested to furnish the above particulars along with the filled-in prescribed proforma and documents to this office on or before **06.01.2018**, duly deputing the concerned Superintendent of the office, failing which it will be construed that there is no information to be furnished and the Unit / Circle officers will be held responsible for any further claims by the individuals. It is also informed that the particulars of employees received partially will not be considered for appointment by transfer as Assistant Engineers.

Sd/- 22.12.2017, B. Nagendra Rao,  
Engineer-in-Chief(Admn.Wing)

To

All the Unit / Circle officers, Copy to Deputy Executive Engineer, Computers with a request to place the above circular and proforma on the web site.

for Engineer-in-Chief(A.W)  
22/12

**BIO – DATA**

1	Name	:	
2	Date of Birth	:	
3	Qualification Acquired ( L.C.E/ L.M.E ) and University	:	
4	Caste	:	
5	Zone to which allotted	:	
6	Details of initial appointment	:	
7	Present designation	:	
8	Details of subsequent promotions	:	
9	Date of Joining as TAs /JTOs/ATOs / W.Is./	:	
10	Commencement of Probation ( Initial Post / Present Post)	:	
11	Declaration of Probation ( Initial Post / Present Post)	:	
12	Total period of service from the initial cadre	:	
13	C.Rs / Record Sheets for the last (3) years	:	
14	Circle / Unit which lien and seniority are now maintained	:	
15	Whether any charges or disciplinary cases are pending	:	
16	Ref. No. & Date in which permission was accorded for prosecuting higher studies ie., LCE/LME., (Copy enclosed)	:	
17	Recognition of College/University	:	
18	Quote the Ref.No. & Date along with the copy of genuinity of Diploma/ LCE/LME certificate furnished by the concerned University	:	
19	Study Certificate from 1 <sup>st</sup> Class to Xth class.	:	

Certified that the above particulars have been verified from the Service Book and other documents and found correct.

EXECUTIVE ENGINEER

// COUNTERSIGNED BY //

SUPERINTENDING ENGINEER