

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

Circular Memo No RC/ENC/H1/10012018/18

Dt:09.03.2018

Sub:- Hyderabad – She teams- Legal awareness Programme/ Work shop on harassment to women on 20-03-2018 from 03:00 Pm to 04:00 Pm – requested to depute all the Lady employees working in their jurisdiction –
Reg

It is proposed to conduct a “Legal awareness Programme/ Workshop on harassment faced by working women” to the lady employees by I&CAD Department in co-ordination with Hyderabad SHE TEAMS on 20.03.2018, from 03:00 Pm to 04:00 Pm at Institute of Engineers, Khairatabad, Hyderabad.

In this regard, all the Engineer-in-Chiefs/Chief Engineers working in I&CAD Department are requested to depute all the women employees (i.e., except those who are on long leave or Maternity leave or any other genuine reason to be certified by the Unit Officers) in all cadres i.e., from Office Subordinate to Superintending Engineer, working under your control, to the above workshop without fail. **This shall be considered as an official duty.**

The Engineer-in-Chiefs/Chief Engineers are requested to send the list of lady employees working in their circle/ Unit by 15.03.2018, duly indicating the name and designation of the staff (remarks if any), who are being deputed for the above workshop (through e-mail to encawtg@gmail.com), so that the attendance will be monitored and necessary attendance certificate will be issued.

Further, all the Unit officers are requested to instruct the participants to be punctual will start sharply at 03:00 PM, and all the participants shall be present at the venue by 02:30 Pm as the main speaker of the workshop is the Assistant Commissioner of Police, Hyderabad SHE-TEAMS. The Participants must sign in the registers placed at the entry gate and should not leave the workshop till it is over and sign in the register placed at the exit, before leaving the hall. Attendance certificates will be issued to the participants who are present for the whole workshop.

All the Engineer-in-Chiefs/Chief Engineers are requested to consider this workshop as a high priority event and take necessary steps to make the event a grand success.

Sd/- B.Nagendra Rao,
Dt: 09.03.2018,
Engineer-in-Chief(AW)

Pavani
12/3/18
For Engineer-in-Chief(AW)

To

- All the Engineer-in-Chiefs/Chief Engineers for circulation among the staff.
- Copy to all the Superintending engineers with a similar request.
- Copy to all the Engineer-in-Chiefs/Chief Engineers of I&CAD Department with a request to make it convenient to attend the above meeting positively.
- Copy to the DEE Computers, the Engineer-in-Chief (AW), Hyderabad for placing the above order in Irrigation Website.