

**Circular Memo No.Rc/ENC/I2/07126/2018-1**

**Dated: 22 .01.2019**

Sub: T.S. – Irrigation & CAD Department – Submission of Annual Property Returns for the year- 2018 in respect of all the cadres, CE's, SE's, EE's, DEE's and NTPA's- Extension of time period for online submission of APR's -2018-Regarding.

Ref: 1. Govt.Memo No.8350/Ser.II.1/2011-2 dt: 14-12-2011.  
2. T.O.Circular Memo RC/ENC/I2/07126/2018 dt:11-12-2018

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In this office circular 2<sup>nd</sup> cited, instructions were issued to all the staff of Irrigation & CAD Department to submit their APR's by using the HRMS online facility from 01/01/2019 to 20-01-2019. It is noticed by the undersigned with much displeasure that, some of the employees have not submitted the APR-2018 through the online facility for submission of APR's-2018 on or before 20-01-2019, even after giving information from time to time by way of circulars placing in the irrigation website and sending SMS to the individuals employees.

In this regard, it is decided to extend the period for availment of HRMS online facility for submission of Annual Property Statement APR-2018 upto 31-01-2019, based on the representations from the different Quarters/Associations.

In view of the above, all the Unit/Circle officers are requested to ensure that, the staff working under their control submit the APR-2018 on or before 31-01-2019 without fail. Further no extension of time will be granted and defaulters may attract disciplinary action according to CC(A) Rules.

The SE's/CE's are requested to ensure that the staff under their control follow the above schedule and submit the APR's-2018 on or before the due date of 31-01-2019 positively.

**B.Nagendra Rao,**  
**Engineer-in-Chief(AW)**

To

1. All the Chief Engineers and Superintending Engineers
2. Copy to all the Engineers-in-Chief for information and for taking further necessary action.
3. Copy to computers section to place the above circular memo in the I&CAD Department website.
4. Copy to file.

*MNR* 23.1.19  
*23/1*  
for Engineer-in-Chief (AW)