
Sub:- Estt -TS-I & CAD Department – Information regarding the employees who have proceeded on prolonged/ unauthorized absence – Verify the Service Books- Regarding.


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The Attention of the Unit/Circle officers is invited to reference cited wherein they were directed to appoint a special team to verify all the service books/personal files available in their offices and also in the all Division Offices under their control, in respect of all cadre employees i.e. retired & working and requested to furnish the required information in the prescribed proforma attached to the circular memo on or before 29.12.2018 and also directed to ensure that during the verification of all personal files/service books of all employees, ensure that whether they are retired from service on attaining the age of superannuation from their unit/circle. If, any service books/ Personnel files of the officers i.e. AE/AEE and above cadre, who are presently not working/on leave beyond 180 days/not retired from the respective units are traced out, submit the same with detailed report to this office. If, the service books/Personnel files of employees pertaining to circle scale establishment are identified in the circle/divisions, then submit the same with detailed report to the respective circle offices for taking further necessary action, duly intimating the same to this office.

Further, the Unit/Circle officers were also informed that no further correspondence will be entertained in future regarding tracing out of SBs/personal files other than already traced out now. If any of service books/personal files identified at a later dates duly stating that he worked in so and so division/circle /unauthorized absent to duty etc; disciplinary action will be initiated against all the erring employees, who failed to trace out the records now.

In this regard, it is to inform that in response to this circular some of the Unit/Circle officers have submitted only partial details in the prescribed proforma and some of the Unit/Circle officers have not even submitted any required information till now, which is not appreciated and this leads to take disciplinary action against the erring officials, as the above data is highly required to take action against unauthorized absence employees.
Therefore, all the Unit/Circle officers are once again directed to follow the instructions issued by this office in the above reference cited scrupulously and furnish the requested details in full shape in prescribed proforma duly covering all the divisions/circles working under their control to this office by 20.02.2019 and also requested to furnish soft copy to “encawtg@gmail.com”, otherwise disciplinary action will be initiated against erring official as per rules force.

This may be treated most immediate. The Unit/Circle Officers are directed to form a team and see that the SB’s as requested above are traced out.

Encl: Proforma- 1 No

To
All the Unit Officers/SEs
I&CAD Department
Hyderabad, TS

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

for Engineer-in-Chief(AW)
<table>
<thead>
<tr>
<th>Remarks</th>
<th>Details of Leave</th>
<th>If Yes, Date of</th>
<th>Transfer/Retirement from</th>
<th>If Yes, Date of</th>
<th>Place/Unit from</th>
<th>Department Triggered In</th>
<th>Date of Birth</th>
<th>Date of Joining</th>
<th>Designation</th>
<th>Employee Name</th>
<th>S.No</th>
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Annexure