Office of the Engineer-in-Chief (A.W.), Telangana
Irrigation & CAD Dept., Errum Manzil, Hyderabad.

Memo No.Rc/ENC/12/07126/ 19-A  Dated: 23.02.2019

2) Circular Memo No.Rc/ENC/12/07126  Dated: 22.11.2017

Sub: T.S.-Irrigation & CAD Department-Annual Property Returns of AE/AEE’s and
below cadres including circle scale establishment – Instructions – Issued -Reg.

According to sub-rule (7) of rule 9 of T.S.C.S.(Conduct) Rules, 1964, every
government employee, other than a member of the T.S.L.G.S. and a R.A. in the
T.S.G.S.S., shall on first appointment to the Government services shall submit a
statement of all immovable property, irrespective of its value and movable properties
whose value exceeds Rs.1,00,000/- owned, acquired or inherited by him or held by him
on lease or mortgage either in his own name or in the name of any one member of his
family, in the forms prescribed in Annexure-I (for immovable properties) and Annexure-II
(for movable properties) separately. He shall also submit the APR’s every year ending with
31st December, before 15th January or succeeding year to the Head of the Department
through proper channel.

All the unit /circle officers are directed to follow the guidelines
rules issued in
this office reference 1st & 2nd cited. Powers to record the APR’s in respect of the AE/AE
and below cadres including circle scale establishment are delegated to the respective
ENC’s/CE’s/SE’s where they are working. In connection with the processing the APR’s, the
following guidelines are framed:-

1) The Deputy Superintending Engineer of respective circle office and the Deputy Chief
Engineer of the respective unit offices will function as the officer in charge of the
APR’s in respect of AE/AE’s and below cadres including circle scale establishment.

2) All the AE/AE’s and below cadres including circle scale establishment are directed
to furnish their APR’s regularly for that calendar year ending with 31st December
by 15th Jan of the succeeding year in person directly to their concerned
Dy.CE/Dy.SE in duplicate & obtain the acknowledgement.

3) All the AE/AE’s and below cadres including circle scale establishment are directed
to keep one copy of the APR’s so furnished to their respective Dy.CE/Dy.SE with
them. In case of exigency and if they are required the AE/AE’s should produce
the same along with the acknowledgmet.

4) All the Deputy Chief Engineer / Deputy Superintending Engineer are also directed
that furnish a report positively by end of January of every year both in soft & hard
copy duly listing the names of the employees submitted APR’s i.e., AE/AE’s and
below cadres including circle scale establishment, and the list of defaulters including
action taken report to this office as per CCA Rules 1991 and as per the proforma
enclosed as Annexure*. 
Further, it is observed by the undersigned that, the above particulars from the concerned unit/circle offices are not received in this office since 2014. **Thus all the circle/ unit officers are hereby requested to furnish the list of AEE’s/AE’s and below cadres including circle scale establishment who have submitted their APR’ and list of defaulters in respect of AEE’s/AE’s and below cadres including circle scale establishment both in soft & Hard copy as per proforma enclosed as Annexure to this memo from 2014 to 2018 to this before 08-03-2019 positively. The concerned controlling officers are made accountable for ensuring the filing of APR’s of theirs subordinate officers.**

This circular is available in the department website with prescribed Annexure.

**Encl:** 1) copy of reference cited.
2) Annexure

Sd/- 23-02-2019, B. Nagendra Rao
Engineer-in-Chief (Admn)

To
1. All Circle/Unit Officers for information and necessary action.
2. Copy to Dy. EE Computers to place in the Irrigation web site.
3. Copy to File.
<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Name of the Unit/Circle</th>
<th>Status of APR's Submission</th>
<th>APR's (Submitted)</th>
<th>Individual name is</th>
<th>Whether the APR's is submitted</th>
<th>Submitter's list</th>
<th>[To be furnished by circle] (leave or not)</th>
<th>Disciplinary action is</th>
<th>Remarks</th>
</tr>
</thead>
</table>

Statement showing the year wise status of employees below dy executive engineer cadre including circle scale establishment submission of aprs for the year.

Annexure