

**Office of the Engineer-in-Chief(AW),
I&CAD Dept., Errumanzil, Hyderabad.**

Memo No.Rc/ENC/H3/2018

Dated: 22.04.2019.

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

Ref:- 1.The ENC(AW), I&CAD Dept Hyderabad Circular Memo No.Rc/ENC/H3/2018 dd: 01.12.2018.
2.The ENC(AW), I&CAD Dept Hyderabad Circular Memo No.Rc/ENC/H3/2018 dd: 06.02.2019.

The Attention of the Circle officers is invited to reference 1st and 2nd 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 20.02.2019 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. But some of the circle officers have not yet submitted any information regarding their circle, which is not appreciated..


Therefore, the Circle officers, who have not submitted the requested information 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 30.04.2019** and also requested to **furnish soft copy to “encawtg@gmail.com”, otherwise disciplinary action will be initiated against erring official as per rules in force.**

This may be treated most immediate and important.

Encl: Proforma- 1 No

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

To
All the Circle Officers
I&CAD Department
Hyderabad, TS


22.04.2019
For Engineer-in-Chief(AW)