

**Circular Memo No.Rc/ENC/I2/07126/2019**

**Dated:18.07.2019**

**Sub:-** T.S.E.S .-Irrigation & CAD Department- furnishing of Annual Property Returns of DEE's and above cadre and Annual Confidential Reports of DEE's and above cadre – certain instructions – Issued –Reg.

**Ref:-** 1) T.O.Proc.No. Rc/ENC/P2/07126/06 Dt: 16-01-2012.  
2) T.O.Circular Memo.No.RC/ENC/I2/07126 Dt:- 22-11-2017  
3) T.O.Circular No. RC/ENC/L1/Annual/2941-1/2013  
Dt:- 6-2-2013  
4)T.O.CircularMemo.No.RC/ENC/F3/15071025/2017  
Dt:- 14-02-2017

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In the references 1<sup>st</sup> and 2<sup>nd</sup> cited (copy enclosed) , powers were delegated to record the Annual Property Returns in respect of the AEE/AE to the respective ENC's/CE's/SE's where they are working. As per the guidelines issued in the said proceedings if any AEE/AE got transferred outside the circle , one copy of the Annual Property Returns should be forwarded to the new circle/unit duly retaining other copy in their office and if any AEE's/AE's got promotion as DEE or placed as I/c DEE, the personal file of the individual containing the Annual Property Returns shall be transmitted to the ENC(AW) duly keeping one copy of the record of Annual Property Returns pertaining to AEE/AE in their office. In the reference 2<sup>nd</sup> cited (copy enclosed), similar instructions were issued to all the circle/unit officers regarding Annual Confidential Reports of DEE cadre vide reference 3<sup>rd</sup> cited and issued instructions to maintain the Annual Confidential Reports of DEE's at circle office only.

In spite of the clear instructions from time to time it is observed by the undersigned that, the above particulars of Annual Property Returns in respect of certain AEE's/AE's who got promotion as DEE are not being received in this office. similarly the Annual Confidential Reports in respect of DEE's who got promotion as I/c EE are also not being received in this office.

Hence all the Circle/unit officers are hereby directed to instruct concerned NTPA's & Superintendents to trace out the Annual Property Returns of AEE/DEE who got respective promotions as DEE/EE and furnish the Annual Property Returns in respect of DEE and above cadres to this office immediately. Further it is also requested to furnish the Annual Property Returns if any of DEE and above cadre now working in their circle/unit along with the copies of their Annual Property Returns from their date of joining in the cadre of AEE/AE to 12/2018 to this office. It is further informed that if the Annual Property Returns of the employees pertaining to their previous working stations are not available, the same may be obtained from the concerned offices and furnish them to this office for administrative convenience within one month from the date of issue of this circular.

The above similar instructions shall also be followed in regard to Annual Confidential Reports.

This may be treated as a special assignment and the ENC's/CE's/SE's are requested to see that the task is assigned to the respective NTPA's/Superintendent's and direct them complete the above process within the stipulated time frame as fixed . For any lapse or slackness otherwise in this issue, action will be initiated against concerned official by this office as per CCA Rules.

**Encl:** 1)copies of references cited.

Sd/- B.Nagendra Rao,18-07-2019  
Engineer-in-Chief(AW)

To

All the Engineer-in-Chief's, Chief Engineers and Superintending Engineers with a request to communicate the above orders to all the unit officers under their control and necessary directions may also be issued to complete the above assignment in time.

2.Copy to Dy.EE Computers to place the circular in the departmental website.

3.Copy to F Section.

  
for Engineer-in-Chief(AW) 18/7  


