

Most Urgent

Office of the Engineer-in-Chief (Admn)
Irrigation & CAD Dept, Government of Telangana
Jalasoudha Building, Errummanzil, Hyderabad.

Memo No. RC/ENC(ADMN)/ADA/AEE2/Seniority/2020

Dt.04-02-2021

Sub :- Irrigation & CAD Dept. –Reorganization of I&CAD Department –Circle Scale Establishment- Calling for options from the concerned staff for adjustment and allocation- Procedure for entry of options of Record Assistant and LGS employees by unit office-Reg

Ref: T.O. Circular Memo No. RC/ENC(ADMN)/ADA/AEE2/Seniority/2020
Dt. 28 -01-2021

In the circular memo cited, options have been called for from the employees of ministerial staff and last grade service staff working under the jurisdiction of Territorial Engineers-in-chief/Chief Engineers including Quality control division and Quality control circles.

Among other things, the employees in the cadre of Record Assistants and Last Grade Service such as, Office Subordinates, Sweeper, Watchman etc., shall submit the option forms manually in the prescribed format duly giving options in the order of preference of their choice of posting.

The territorial Engineers-in-Chief/Chief Engineers were requested to collect the option forms from all the Record Assistants and Last Grade Employees working under their control and shall enter the options on online through the logins allotted to them in **HRMS website from 05.02.2021 to 08.02.2021.**

Hard copies along with consolidated report must be submitted to Engineer-in-Chief (Admn) by territorial Engineers-in-Chief/Chief Engineers through a special messenger **on or before 10.02.2021 up to 5.00 PM.**

The Deputy Chief Engineer has to sign on the downloaded PDFs duly verifying the correctness of the options entered on online as given by the employee in manual copy and submit to the Engineer-in-Chief (Admn) duly preparing a consolidated report along with supporting documents for preferential claim, if any, such as Spouse employment certificate, Physically challenged certificate and Medical certificates along with prescriptions. The original optional form signed by the employee shall be submitted along with above.

If any discrepancy is observed in the data furnished by the DCE, then the DCE will be held responsible.

