

OFFICE OF THE ENGINEER-IN-CHIEF (ADMN.),
I & CAD DEPT, ERRUM MANZIL, T.S., HYDERABAD

Circular Memo No: RC/ENC/C1/21081461/2021/21317

Dated: 13.08.2021.

Read: Govt Memo No: 4472/Ser.II.1/2021, I&CAD (Ser.II) Dept, Dated: 10.08.2021.

Sub: Estt – I&CAD Dept – TSES –Leaving the Headquarters without prior permission – Certain Instructions – Regarding.

Government in the reference cited, has informed that some of the Engineer-in-Chief/ Chief Engineers are leaving the headquarters without prior permission of the Special Chief Secretary to Govt., I&CAD Department and further said that, the ENC (Admn.) is aware that we are striving hard on different issues/ flagship items on daily basis. Thus, absence of any ENCs/CEs would dislocate the work and requested to inform the same to all ENCs/CEs.

Further, it is noticed by the undersigned that, some of the Engineer-in-Chief/ Chief Engineers are applying for Casual Leave to the Engineer-in-Chief(Admin.) without any intimation to the Special Chief Secretary to Govt., I&CAD Department.

In View of the above, all Engineer-in-Chief/ Chief Engineers of the I&CAD Department are requested to take prior permission of the Special Chief Secretary to Govt., I&CAD Department, before applying for any kind of leave & permission to leave Head Quarters under intimation to the ENC (Admn).

Sd/- G. ANIL KUMAR,
Engineer-in-Chief (Admn.)

To

1. All the Unit Officers of I&CAD Dept.
2. Copy to the DEE (Computers) of this office to place this circular in the website.
Copy to file.

exactly
16/8/21
for Engineer-in-Chief (Admn.)

[Signature]
16/8/21