

**Most Urgent**

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

**Circular Memo No. RC/ENC(ADMN)/ADA/AEE2 /2021 - 4**

**Dt. 15 -12-2021**

Sub :- Irrigation & CAD Dept. –Telangana Public Employment Order 2018 – Organization of Local Cadres – Circular issued for Calling for options on online from the concerned staff – Further instructions for obtaining option forms in respect of employees who are under leave, suspension & Unauthorized absence- issued- Regarding.

- Ref:
1. G.O Rt No.45, I&CAD(Ser-II) Dept, Dt.28.12.2020
  2. G.O Ms No. 01, I&CAD(Ser.II) Department, Dt.09.01.2021.
  - 3.T.O Proceedings RC/ENC (ADMN) /ADA/AEE2/Restructure/2020  
Dt:01.03.2021
  - 4.G.O Rt No.317, GA(SPF-I)D Dept, Dt.06.12.2021.
  5. ENC (Admn) Circular Memo No. RC/ENC(ADMN)/ADA/AEE2 /2021  
Dt.14-12-2021.
  6. ENC (Admn) Circular Memo No. RC/ENC(ADMN)/ADA/AEE2 /2021-1  
Dt.14-12-2021
  7. ENC (Admn) Circular Memo No. RC/ENC(ADMN)/ADA/AEE2 /2021  
Dt.14-12-2021-2
  8. ENC (Admn) Circular Memo No. RC/ENC(ADMN)/ADA/AEE2 /2021  
Dt.14-12-2021-3

\*\*\*\*\*

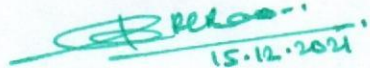
Instructions were issued to all the cadres of employees to submit option forms though their unit/ personal logins in terms of reference 4<sup>th</sup> cited.

In continuation, all the unit officers are requested to obtain option forms from the employees who are on leave, under suspension & unauthorized absence and also allot them to the concerned district as per their eligibility in respect of district cadre employees and submit the option form to this office in respect of zonal and multi Zonal employees for allotting them to their eligible zone and multi Zone.

If any discrepancy found in IFMIS & HRMS, the same may be intimated to this office immediately for taking necessary action, otherwise the DDO's will be held responsible.

Sd/- G Anil Kumar, dt 15.12.2021  
Engineer-in-Chief (Admn)

To  
All the unit officers /Superintending Engineers

  
15.12.2021  
For Engineer-in-Chief (Admn)

  
15/12/21