

**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/AEE2/2021-2**

**Dt. 16-12-2021**

Sub :- Irrigation & CAD Dept. –Telangana Public Employment Order 2018 –  
Organization of Local Cadres – Assigning Local Cadre to each employee  
– Information Called for – Regarding.

Ref: 1. Circular Memo No. RC/ENC(ADMN)/ADA/AEE2/2021 Dt:14.12.2021  
2. Circular Memo No. RC/ENC(ADMN)/ADA/AEE2/2021-1 Dt:15.12.2021  
3. Circular Memo No. RC/ENC(ADMN)/ADA/AEE2/2021-2 Dt:15.12.2021  
4. Circular Memo No. RC/ENC(ADMN)/ADA/AEE2/2021-3 Dt:15.12.2021  
5. Circular Memo No. RC/ENC(ADMN)/ADA/AEE2/2021-4 Dt:15.12.2021  
6. Circular Memo No. RC/ENC(ADMN)/ADA/AEE2/2021 Dt:16.12.2021

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Kind attention is invited to the references cited, wherein, the employees in the cadre of District, Zonal and Multi zonal were requested to submit their options online for assigning local cadre as per P.O.2018 by 16.12.2021 and further it was requested to submit the option forms of the employees to this office through concerned Unit/Circle Officers.

In this regard it is requested to submit the information pertains to Seniorities of ministerial staff and options exercised by the employees along with other details cadre wise & seniority wise in their unit in the proforma enclosed as annexure to this circular.

Further, all the unit officers shall ensure that the list has to be furnished, cadre wise & seniority wise in the annexure enclosed and requested to submit the same along with the option forms by tomorrow 12.00PM without fail.


This may be treated as most urgent.

Encl:Annexure

Sd/- G Anil Kumar, dt: 16.12.2021  
Engineer-in-Chief (Admn)

To,  
All the Unit/Circle Officers of this Department.

Copy to Deputy Executive Engineer, Computers to place in the Website.

  
16.12.2021  
For Engineer-in-Chief (Admn)

  
16/12/21

### Annexure

Name of the Unit:

Cadre Name:

Existing Seniority in the Local cadre pertaining to .....Unit

S.No.	Erstwhile local cadre(District/Zone/Multizone)	Name of the District/Zone	Department	Designation	Employee name	Date of Birth	Gender	Employee ID	Category (SC/ST)	Mobile Number	Seniority Number	Preferences of New Local cadres				Claim under special category if any
												1	2	3	4	
1	2	3	4	5	6	7	8	9	10	11	12	13				14