

Office of the Engineer-in-Chief (Admin.)
I & C A D Department, Telangana, Hyderabad.

Circular Memo No. RC/ENC/E1/22011482/2022

Dated: 04.03.2022

Sub: Esst.,- I & CAD. Deptt.,-TSMS- Appointment by transfer from the category of Office Subordinate to Typist/ Junior Assistant - Irregular Promotions noticed - Instructions - Issued.

Ref: CE(I),Mahabubnagar Lr.No. CE(I)/MBNR/Supdt.1 /SA2 /1389 /2021 / 11, dt. 5.1.2022.

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It is to inform that, certain cases have come to the notice of under signed that, some of the individuals in the Department were appointed by transfer from the post of Office Subordinate to Junior Assistant, Assistant -cum- Typist, Typist, i.e., TSLGS/TSGSS to TSMS without following mandatory service rules/ qualification etc.,

In this regard, it is informed that, **as per the TSMS Rule (4) Record Assistants and members of equivalent categories in other services and members of Telangana State Last Grade Services as specified in Rule 3 shall not be eligible for appointment by transfer to the posts of Junior Assistant, Assistant-cum-Typist, Typist and Junior Stenographer in the Subordinate Offices, viz., Offices other than the Heads of Departments and Directorates, unless they possess the qualification of pass in Intermediate Examination/Type writing Higher in Telugu and put in not less than five years of regular service in such categories.**

As per the above rule position, all the Unit Officers of Irrigation & CAD Department are requested to verify the details of Appointment by Transfer/ promotions so far taken up under their jurisdiction from TSLGS/TSGSS to TSMS, i.e., from the post of Office Subordinate/ Record Assistant to Junior Assistant / Typist and directed to revise the promotions of such defaulting individuals if any, immediately, and report compliance in the matter accordingly.

Further, the pay fixations of above such individuals shall be revised notionally, without effecting monetary benefits under FR 26(a), since they have performed duties in the higher posts, and necessary entries shall be made in their service books. In respect of the employees who have already retired from



the service, action to be taken duly revising their pay and pension and action taken report (ATR) in the matter shall be furnished to the undersigned accordingly.

It is also informed that any deviations noticed in this regard will be viewed seriously and the concerned Unit/ Circle Officers shall be held responsible for any lapses, found in the matter at a later date, and liable for disciplinary action as per CCA Rules.

Sd/- G. Anil Kumar, 04.03.2022.
Engineer-in-Chief Engineer

Copy to:

- 1) All the Unit Officers of I & CAD Department, Telangana for information and immediate necessary action in the matter.
- 2) Copy to "G" Section,
- 3) Copy to the Deputy Executive Engineer (Computers) of this office to place the circular in the website.
- 4) Copy to file/spare.


for Engineer-in-Chief (Admin)

7/3/2022