

**OFFICE OF THE ENGINEER-IN-CHIEF(Admn),
IRRIGATION & CAD DEPARTMENT, HYDERABAD-82.**

Circular Memo No. ENC(Admn)/DyEnC/EE(T)/DEE.1/AEE2/Scannings/2022 Dt.26.03.2022

Sub: I&CAD Department - Digitization of Service Books of Employees of Irrigation and CAD Department - Revised schedule of Dates from 11.04.2022 onwards - Communicated - Reg.

Ref : 1. Circular Memo. No. ENC(Admn)/DyEnC/EE(T)/AEE2/Scannings/2022 Dt 18.02.2022.

2. Circular Memo. No. ENC(Admn)/DyEnC/EE(T)/AEE2/Scannings/2022 Dt 25.03.2022.

In continuation of this office circular memo reference 2nd cited, the following revised schedule is allotted to the units as detailed below for Digitization of Service books of employees in their unit.

Sl. No.	Name of the Unit	Presently working employees	Dates allotted	
			From	To
1	CE / Nizamabad	205	11.04.2022	13.04.2022
2	CE / Sangareddy	190	18.04.2022	20.04.2022
3	CE / Adilabad	245	21.04.2022	23.04.2022
4	CE / Nagarkurnool	257	25.04.2022	27.04.2022
5	CE / Kothagudem	267	28.04.2022	30.04.2022
6	CE / Mulugu	206	05.05.2022	07.05.2022
7	EnC / Ramagundem	400	09.05.2022	13.05.2022
8	CE / Nalgonda	571	16.05.2022	24.05.2022 Except Sunday (22.05.2022)
9	CE / Wanaparthi	377	25.05.2022	30.05.2022 Except Sunday (29.05.2022)
10	CE / Mahabubnagar	402	31.05.2022	04.06.2022
11	CE / Suryapet	205	06.06.2022	08.06.2022

Further it is also informed that the concerned DDO has to attend the ENC(Admn) office in time along with Service books of working staff in their jurisdiction and get the Digitization work done properly. Any missing SB's and damage to the SB's during this process, the DDO concerned will be held responsible.

Hence all the ENCs/CEs are requested to instruct their DDO's to bestow their efforts to complete the process of Digitization of Service books as per the schedule allotted to their unit and also note that absent of anybody a day, the whole program will get hampered. So kindly adhere the program and instruct the DDO's to follow the schedule strictly without fail so that the task will be completed in time.

Sd/- G. Anil Kumar 26.03.2022
Engineer-in-Chief(Admn)
I&CAD Department

To

All the Unit officers (ENCs/CEs) of I&CAD Department for information and necessary action.

✓ Copy to the Deputy Executive Engineer (Computers) to place in Irrigation Website.

Sd/- G. Anil Kumar 26.03.2022
Engineer-in-Chief(Admn)
I&CAD Department

 26/03/22

for Engineer-in-Chief(Admn)

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