

Office of the Engineer-in-Chief, Admin, I & CAD Deptt.,
1st floor, Jalasoudha building, Errum Manzil, Hyderabad

Circular Memo No. RC/ENC/F3/23032310/2023

Dt:- 13-04-2023

Sub:- Pensions – TIES/TIESS/TSIGS/TSMS/TSLGS – Verification of service books of employees who are going to be retired during 2024- Certain instructions issued – Reg.

All the Engineer-in-Chief's/Chief Engineers are hereby informed that as per Revised pension rules 1980, the pension proposals of the individuals shall be submitted to the Engineer-in-Chief /Accountant General /Audit officer/ Local fund officer 8 months before the date of retirement.

In view of the above, to enable smooth processing of pension proposals, all the Unit officers are hereby directed to prepare the list of employees who are due to retire during the year 2024 and instruct the concerned DDOs to verify the service books of the individuals and ensure that all the necessary entries are made. After making all the necessary entries / year wise service verifications and after thorough verification only, forward the Service books of those employees who's SBs are not pre verified by the AG earlier.

Further the Unit officers are also requested to instruct the concerned DDOs to update service book data in HRMS (online) of the employees who are going to retire in 2024 immediately, in the order of their date of retirement, before sending service book.

Hence all the Unit Officers are requested follow the above guidelines scrupulously, if any lapse in the matter the concerned the Unit Officer/DDOs will be held responsible.

Sd/- G. Anil Kumar

Dt. 13.04.2023

Engineer-in-Chief (Admn)

To,
All the Engineer-in-chiefs, Chief Engineers /Superintending Engineers of I & CAD Deptt.
2.Copy to the Computer section to place the above circular memo in the ENC(Admin) website.
Copy to the G section O/o the ENC (Admn), Hyderabad for information

MSP
13/4/2023
For Engineer-in-Chief (Admn)
13/4