

TIME BOUND

**GOVERNMENT OF TELANGANA
IRRIGATION & CAD(OP) DEPARTMENT**

Memo No.8956/OP/2023-2

DATED:16-12-2023.

**Sub:- I&CAD - Files and Disposals in the Department -
Inventory and Safe Custody - Instructions - Issued.**

**Ref:Cir.Memo No.8687/Ser.C/A1/2023-1, Genl.Admn.(Ser.C)
Dept., dated 15.12.2023.**


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A copy of the reference cited is herewith enclosed to all the HoDs under Administrative Control of Irrgn. & CAD Department and they are requested to follow and comply strictly with the instructions issued therein within the stipulated time.

**N.SHANKAR
ADDL.SECRETARY TO GOVERNMENT**

To
All the HoDs under control of Irrgn.&CAD Dept.,(we).
Copy to:
The Genl.Admn.(Ser.C)Dept.,
The PS to Secy.to Govt.,(FAC), I&CAD Dept.,
SF/SC.

//FORWARDED::BY ORDER//


SECTION OFFICER.

Office of the Engineer-in-Chief (Admn.),
Irrigation & CAD Deptt., Errummanzil, Telangana, Hyderabad.

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Endt.No. RC/ENC/AEE2/161223

Dated: 16-12-2023.

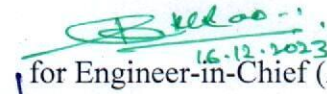

Copy of Government Memo No. 8956/OP/2023-2, Dt.16-12-2023 alongwith enclosure is herewith communicated to all the Unit Officers with a request to take necessary action immediately and report compliance.

Sd/- G.ANIL KUMAR, 16-12-2023,
Engineer-in-Chief (Admn.).

To
All the Unit Officers.

Copy to the Deputy Executive Engineer (computers) with a request to place the above Government Order in the official web site of the Department.

Copy to File / Stock file.


16.12.2023
for Engineer-in-Chief (Admn.).


**GOVERNMENT OF TELANGANA
GENERAL ADMINISTRATION (SERVICES.C) DEPARTMENT**

Cir.Memo.No.8687/Ser. C/A1 /2023-1

Dated: 15.12.2023

Sub: Files and Disposals In Secretariat and HoDs- Inventory and Safe Custody - Circular Instructions - Regarding.

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There have been certain reports in the last few days regarding alleged attempts to remove, take away, or destroy files, disposals and electronic storage devices in some government offices in the context of formation of the new Government in the State. Government have taken serious view of the same. The existing instructions and office manuals have clear procedural instructions and safeguards as regards maintenance and custody of files and disposals in the Secretariat, HoDs and other offices. There would be no scope for such incidents if the Secretaries to Government and HoDs ensure compliance with the said instructions.

2. Government observed that it is, therefore, imperative to step up vigilance and strengthen office order and systems to prevent recurrence of such incidents in future. Accordingly, the following instructions are issued to all the Secretaries to Government and HoDs in this regard.

1. All the Secretaries to Government shall immediately cause compilation of section wise inventory of all current files, as also disposals from 2014, including those processed and stored in electronic form.
2. The Secretaries to Government shall personally review the availability and safeguarding of important and sensitive files, disposals and electronic storage devices such as computers, etc., in which files are processed, in their respective departments.
3. Responsibility shall be duly fixed on the concerned Section Officer and/or circulating officer, as the case may be, for any missing file or disposal or electronic storage device.
4. Necessary departmental and criminal proceedings shall be initiated immediately against the concerned, if any important, sensitive file or disposal or electronic storage device is found to be missing or damaged or tampered with, after duly arriving at the responsibility.
5. No file or disposal or electronic storage device shall be allowed to be taken out of office by any employee, except for an official purpose such as production before courts, which shall be with specific written permission of the Secretary/HoD/Head of Office concerned.
6. Instructions shall be issued and adequate arrangements made for watch and ward during non working hours at all offices, particularly in the offices of HoDs and other subordinate offices, utilizing the available manpower for this purpose.
7. The Secretaries to Government shall also at once review this subject with their HoDs and ensure similar compliance with the above instructions, *mutatis mutandis*, in offices of HoDs and subordinate offices.
8. All the Secretaries to Government are requested to complete the above exercise without any loss of time and submit their compliance and action taken report to the Chief Secretary by 18.12.2023.

**SANTHI KUMARI
CHIEF SECRETARY TO GOVERNMENT**

To
All the Special Chief Secretaries/Principal Secretaries/Secretaries to Govt.,
All the HoDs through the concerned Special Chief Secretaries/Principal Secretaries/
Secretaries to Govt.,

Copy to:

The OSD to Chief Secretary to Government
The PS to Secretary to CM (VS)
All the Circulating Officers of General Administration Department
Sc/sf

//FORWARDED: BY ORDER//

[Handwritten Signature]
SECTION OFFICER