

Office of the Engineer-in-Chief (Admn),
I & CAD Deptt., Errum Manzil, Hyderabad, Telangana.

Circular Memo. No. RC.ENC(Admn)/E1/2024-1,

Dt.02-04-2024.

Sub:- Estt - I & CAD Deptt- TSMS-TSLGS-TSGS- Certain instructions - issued - Reg.

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It is brought to the notice of undersigned that, certain Unit Officers are simply forwarding the representations/ proposals without any specific remarks/ recommendations to the Head of the Department for further necessary action in the matter. This is causing much inconveniences in disposing of administrative work at HoD level leading to prolonged correspondence and delay in disposing of currents.

In view of the above, all the Unit Officers of Irrigation & CAD Department are requested to ensure the following before forwarding proposals / representations to HoD for further necessary action in the matter.

- 1) To verify the contents of the representation of individuals furnishing specific remarks/ recommendations along with relevant rule position, if any.
- 2) To verify whether the HRMS of the individual was updated till date, otherwise the same shall be updated before forwarding proposals to HoD.
- 3) To furnish the proposals in the prescribed format in respect of Commencement, Declaration and SGP etc.,
- 4) During ban on transfers, the representation of individuals for transfers shall not be entertained.
- 5) To submit the proposals well in advance for NOC to obtain VISA/ Abroad permission i.e., one month before the effective date.
- 6) To discourage specific instructions/clarifications from HoD for the issues relating to TSMS/TSLGS/TSGSS cadre for which concerned Unit Officers (Engineer-in-Chief/ Chief Engineer) are competent as an appointing authority and shall be disposed at their unit level as per prevailing rule position/ guidelines in the matter. If any clarification required which is not directly reflect in specific rule position can be approached to this office.

All the Unit/Circle Officers of Irrigation & CAD Department are requested to follow the above instructions scrupulously and take necessary action in the matter accordingly.

Sd/- G. Anil Kumar, Dt:02.04.2024
Engineer-in-Chief(Admn)

Copy to:

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

for Engineer-in-Chief(Admn)

PSA
31/4/24

1/1/24