

**Circular Memo No. RC/ENC/C2/23061376/2023**

**Dated: 16.04.2024.**

- Read**
1. Govt.Memo.No.2143/Ser.II.A2/2020, I&CAD (Ser.II) Dept., Dated: 12.05.2022.
  2. This office circular memo.no.RC/ENC/C1/22031260/2022 Dated: 28.05.2022.
  3. This office circular memo.no.Rc/ENC/B3/20071595/2020 Dated: 14.06.2023.
- Subject** Estt - I&CAD Dept – Alternate Arrangement proposals to be submitted to the Government through ENC(Admn), well in advance for appropriate orders – Certain instructions issued.

\*\*\*\*\*

The Government in the reference 1<sup>st</sup> read above, has directed to issue specific instructions to all the territorial ENCs/CEs to submit FAC/look after duties proposals for the categories of DEE & above to Government through Engineer-in-Chief (Admn) well in advance for appropriate orders and not to make any FAC arrangements on their own here after, as they are not appointing authorities for those categories.

In this office circular 2<sup>nd</sup> & 3<sup>rd</sup> read above, all the territorial ENCs/CEs were requested to follow the above instructions of the Government scrupulously and submit the alternate arrangement proposal 15 days well in advance to this office for obtaining appropriate orders from the Government.

In spite of clear instructions from this office, it is noticed by the undersigned that, most of the incumbents in the cadre of DEE, EE, SE and CE are proceeding on leave by submitting their leave applications just before 01 - 02 days of their leave without waiting for alternate arrangement orders from ENC(Admn)/ Government. Further, they are proceeding on leave without proper relief from the post.

Further, it is noticed that, in certain cases unit/circle officers are placing Full Additional Charge to the vacant post without prior permission from the Government and submitting the ratification proposals to this office for obtaining orders from the Government.

In view of the above, it is once again reiterated that, all the Unit/Circle officers are hereby directed to adhere to the following instructions regarding alternate arrangements in the cadre of DEE & above scrupulously and if any deviations are observed, the proposals shall deemed to be rejected.

1. The incumbent in the cadre of DEE, EE, SE and CE who ever wants to proceed on leave has to submit his/her leave application 15 days well in advance to the

AEEB  
21/4/24

- immediate controlling officer for obtaining alternate arrangement orders from ENC(Admn)/ Government.
2. The incumbent has to proceed on leave after receipt of alternate arrangement orders from ENC(Admn)/ Government and proper relief from the post.
  3. The unit officers has to forward the leave applications to this office on the same day of receipt of leave application duly proposing the name of the officer within their unit to whom the alternate arrangements is to be made. Further, it is the responsibility of the unit officer to see that the leave proposals should be sent through mail and hard copy through special messenger duly informing the same on phone to this office immediately for obtaining orders in advance.
  4. The unit officers has to relieve the officer proceeding on leave only after the receipt of orders from ENC(Admn)/ Government.
  5. If the leave proposals are not received before 15 days of proceeding on leave, Alternate Arrangements will not be made and shall treat that the leave applied is deemed to be rejected, except incases where necessary medical or other documents are provided in the event of medical or other emergency situation.

Sd/-G. Anil Kumar, Dt:16.04.2024,  
Engineer-in-Chief (Admn)

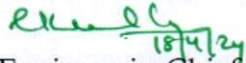

To  
The All Unit/Circle Officers of I & CAD Dept., Telangana for necessary action.

Copy submitted to Chief Secretary to Govt., I & CAD Dept., Telangana.

Copy to Superintendent B-Section for necessary action.

✓ Copy to DEE (C) to place in HRMS website.

Copy to file.

  
for Engineer-in-Chief (Admn)  
  
16/04/24