

Most Urgent

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

Circular Memo. No. RC/ENC(Admn.)/D2/Transfers/2024

Dt: 05.07.2024

Sub:	Establishment-Irrigation & CAD Department-Transfer of Non Technical Personal Assistant who have been working beyond 4 years in one Station- Proposals - Sought for — Regarding
Ref:	Govt. Ms No.80 Finance (HRM-I) Department dt 03.07.2024

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The Govt. vide G.O. reference cited has issued orders lifting of ban on transfer of employees during the period from 5th July 2024 to 20th July 2024 with certain guidelines as mentioned there in, All the Unit Officers are requested to submit necessary proposals in terms of above G.O, for transfer of Non Technical Personal Assistants, who have completed 4 years of service at one particular station as on 30.06.2024, in the following proforma, by 12PM on **06.07.2024** duly following guidelines issued in above G.O (Copy enclosed) for taking necessary action in the matter.

Annexure-I

Name of the Cadre: Non Technical Personal Assistant

S l N o	Name & Design ation	D.O.B & Emp. Id.	Station of Working in present category	Date of assuming Charge	Station worked in previous categories	Date of assuming charge	Working/W orked on OD if any duly mentioning the station		Total service in one station	Re mar ks
							From	To		
1	2	3	4	5	6	7	8		9	10

This may be treated as MOST URGENT.

Sd/- G. Anil Kumar, Dt: 05.07.2024
Engineer-in-Chief (Admn.)

To,
All the Unit Officers of I&CAD Department.
Copy to file.

G. Anil Kumar
05/07/2024
for Engineer-in-Chief (Admn.)
@stb2cp