

Memo.No.RC/ENC/H2/24066/2014

dt:- 12.12.2014

Sub: Estt.,- Irrigation &CAD Deptt - Prolonged unauthorized absence from duty – Furnishing of report in the prescribed proforma – Information called for – Regarding.

Ref : 1. T.O. Circular Memo.No.RC/ENC/CV2/24066/2003,
dt:17.03.2004.

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In continuation of this office Circular Memo cited, all the Superintending Engineers and unit officers are hereby directed to furnish the list of the AEs/AEEs/DEEs/EEs and above cadre officials who un authorizedly absent to duty and who have proceeded on leave for more than 90 days in the prescribed proforma for taking further necessary action in the matter.

Encl:
Proforma

Sd/-K.VijayPrakash,dt:12.12.2014
Engineer-in-Chief(AW)

TO

All the Superintending Engineers and Unit officers.

Copy to Executive Engineer(Admn) of this office.

✓ Copy to the Dy. Executive Engineer,(computers) with a request to place the above circular in the web site.

Copy to file.

for Engineer-in-Chief(AW)

AEE6(C)
Free
20/12

19/12

Statement showing the Long Un-authorized absence of Employees

Sl.No	Name & Desingation	Period of absence		Total Period	Remarks
		From	To		

Station:

Date:

Sd/-**J. Vijay Prakash**,dt:12.12.2014,
Engineer-in-Chief(AW)


for Engineer-in-Chief(AW)

