

**Circular Memo No.Rc/ENC/I2/07126/2006/14**

**Dated: 17.01.2015**

Sub: Submission of Annual Property Returns for the year 2014-Online  
-submission-Instructions- Regarding.

- Ref: 1. Govt.Memo No.8350/Ser.II.1/2011-2, dt: 14-12-2011.  
2. T.O. Proc. No. Rc/ENC/P2/07126/2006 dt: 16.01.2012.  
3. T.O.Circular Memo RC/ENC/P2/07126/06, dt:16-12-2013.  
4.T.O.Circular Memo No.Rc/ENC/I2/07126/2006 DT.05.12.2014

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In order to facilitate effective monitoring of the submission of Annual Property Returns and to ensure effective record maintenance, it is decided to facilitate online submission of Annual Property Returns for the year ending 2014. As every employee of the department is provided with User Id for accessing the Human Resources Management System, the service to upload the Property information online has been enabled in their personal login. The detailed guidelines for uploading the data are attached as annexure. The online submission of APR facility will be automatically terminated on 31.01.2015, further time extension will not be granted, treat this as final Circular.

Hence all the employees shall login and feed the data and take a print out of the property Return. The signed copies in two sets shall be submitted to the office of the Engineer-In-Chief (Admn), Hyderabad through post for the cadres of NTPAs, DyEEs and above. Similarly in respect of AEEs/AEs the same shall be submitted to Circle/Unit.

In respect of AEEs/AEs and other circle scale establishment staff, the Dy.SE/ Dy.CE shall generate the receipt from HRMS and hand over the same to all the employees. Similarly, Executive Engineer (vig) shall generate the acknowledgement from the HRMS in respect of the cadres NTPAs, DEEs and above.

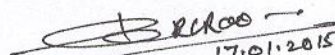
The following time lines have been prescribed for submission of APRs 2014.

Data uploading by the employees and taking a print out and submission in Circle / Unit Office/ ENC office	31-01-2015
Issue of acknowledgements to employees by respective Unit/ Circles	07-02-2015
Submission of list of defaulters in the cadres of AEE/AEs to ENC(AW)	09-02-2015

The Superintending Engineers/Chief Engineers are requested to ensure that the staff under their control follow the above schedule and submit the reports as detailed above.

J.Vijaya Prakash,  
Engineer in Chief (AW)

- To
1. All the Chief Engineer and Superintending Engineers
  2. Copy to all the Engineers-in-Chief for information and for taking further necessary action.
  3. Copy submitted to the Principal Secretary to Government, I&CAD Department for favour of information.

  
17.01.2015  
for Engineer-in-Chief (AW)