

Office of the Engineer-in-Chief (Admn. Wing)  
Irrigation & C A D Dept, Errum Manzil, Hyderabad  
Government of Telangana

Circular Memo No: Rc/ENC/A.W/E.E(Admin)/DEE(C)/AEE7(C)/2015 Dated: 21 - 08 -2015

Sub: Estt- I & CAD Department – Submission of direct applications by employees to Engineer-in-Chief(A.W) - Certain guidelines to the Employees - issued - Reg.

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It has been noticed that number of employees are coming to the O/o the Engineer-in-Chief(A.W) I & CAD and submitting direct applications regarding transfers, deputations and related to other service matters. In this regard, all employees of this department are informed that no action will be taken on the direct application of the individuals except in case of candidates who have been surrendered by concerned unit officer. Therefore all the employees are directed to send their applications through proper channel only.

Further it is noticed that most of the employees are approaching this office for various clarifications and to know the stage of various proposals of their claim and there by hampering the work of staff and officers of this office, which is very unfair.

Further it is informed that any employee comes to Engineer-in-Chief(A.W) office without prior permission from their officers and proper reason, the matter will be viewed seriously and necessary disciplinary action will be initiated against them.

It is informed that a grievance cell headed by Executive Engineer(Admin) is already formed and an email ID [encawtsgc@gmail.com](mailto:encawtsgc@gmail.com) is created to send any issues/ problems in O/o the Engineer-in-Chief(A.W). Therefore, all the employees of the department are advised to send their grievances, if any, with relevant particulars and reference no. of circle office/Unit office in which their proposals are submitted to Engineer-in-Chief(A.W).

All the Unit officers/SEs are requested to inform all the employees under their control accordingly.

Sd/-J.Vijaya Prakash, Dt.21.08.2015  
Engineer-in-Chief(A.W)

To

All the Unit officers/SEs

Copy to the DEE(Computers) to place the Circular memo in the department web site.

  
21.08.2015  
for Engineer-in-Chief(A.W)  
  
21.08.15