Circular Memo No. RC/ENC/ B1/31129/2017

Dt: 08-03-2017.


Ref: Arising

-0-

All the Circles / Unit officers of this Department are hereby requested to furnish the particulars of Assistant Engineer’s / Assistant Executive Engineer’s / Deputy Executive Engineer’s in the prescribed proforma enclosed, who are working on longstanding i.e., more than (5) years in their Circles / Units, i.e.,

1) Employees working in same office in different cadres since (5) years.
2) Employees working in same unit / different units in same Head Quarters for 5 years.
3) Employees working in same Unit / Circle in different cadres more than 5 years.

The above particulars should reach this office on or before 31-03-2017 without fail. Separate statement shall be furnished for Deputy Executive Engineer and Assistant Executive Engineer / Assistant Engineer cadre.

This may be treated as MOST URGENT.

Encl: Proforma

Sd/- J. Vijaya Prakash, Dt: 8-3-2016,
Engineer-in-Chief (A.W)

To,

All the Circle / Unit Officers of I&CADD Department.

Copy to the Deputy Executive Engineer (computers) to place this circular in the official website.

Copy to file.
**PROFORMA**

**LONG STANDING PARTICULARS OF AEs/AEEs/DEEs**

<table>
<thead>
<tr>
<th>Name of the employee</th>
<th>Designation</th>
<th>Date of Birth</th>
<th>Zone</th>
<th>Present place of working</th>
<th>Date of first joining in the Circle/Unit</th>
<th>Date of joining in the present working station in the present cadre</th>
<th>Length of service in the present station in all the cadres/units put together as on 01-03-2017</th>
<th>Length of service in Unit/Circle in different cadres</th>
<th>Remarks</th>
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The persons working on diversion in other unit shall be included in the working strength of parent unit only.

Sd/- J. Vijaya Prakash, Dt: 8-3-2017,
Engineer-in-Chief (A.W)

[Signature]

9/3/2017