

Office of the Engineer-in-Chief, (Admn. Wing),  
I&CAD Dept, Errum Manzil, T.S, Hyderabad.

**Circular Memo No. RC/ENC/E1/18071385/2018,**

**Dated: 24.09.2018.**

**Read:** Arising.

**Sub:** Estt – I&CAD Dept – TSMS/TSESS/TSLGS – Direct Representations  
for transfer/deputation – Certain instructions issued.

**-:ooOoo:-**

It is informed that, most of the employees of this department are making direct representations to this office, for transfer/deputation of services without proper channel of the concerned Unit/Circle Office, which is causing much inconvenience to this office in discharging day to day administrative activities.

In this regard, it is directed that, no incumbent shall approach/represent to this office and other authorities directly by way of making representations in their personal Grievances/service matters, specially regarding transfer/deputation, and it should be made through proper channel from the Unit/Circle concerned.

Further, the Unit/ Circle officers are requested to inform the above instructions to all the employees to follow the instructions, scrupulously. Further they may be informed that any deviations, in the above instructions, it will be viewed seriously and necessary disciplinary action will be initiated against them as per rules in vogue.

B. Nagendra Rao,  
Engineer-in-Chief(Admn.Wing)

To

All the Unit/Circle Officers, of Irrigation & CAD Department, Telangana.

✓ Copy to Deputy Executive Engineer (Computers) to place in the website.

Copy to Superintendents of A-Section, B-Section, C-Section, and D-Sections.

MAR 25/9/18  
for Engineer-in-Chief(A.W)

25/9/18