

**Office of the Engineer-in-Chief(AW),  
I&CAD Deptt., Errumanzil, Hyderabad.**

**Circular Memo No.Rc/ENC/H3/2018**

**Dated: 01.12.2018.**

Sub:- Estt- I & CAD Department – Information regarding the employees who have proceeded on prolonged/ unauthorized absence -Verify the Service Books- Regarding.

Ref:- arising

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Instances have come to the notice of the undersigned that some of unit officers have not surrendered the employees, who have proceeded on prolonged/ unauthorized absence. After lapse of years, when the prolonged/unauthorizedly absent employees expressing their interest to join duty **or** requesting for sanction of pension, the unit/circle officers are addressing the issue to this office duly stating that after thorough verification of the records that the service book and other records of such long absent employees are found/not found now and requesting for suitable instructions in the matter, due to which this office is facing much difficulty in initiating disciplinary action against them.

In view of the above, all the Unit/ Circle Officers are requested **to direct/ appoint a special team to verify all the service books available in their offices and also in the Division Offices under their jurisdiction in respect of all cadre employees (retired/working) and fill the information as requested in the proforma attached to this circular memo and furnish to this office by 29.12.2018.**

**Further, it is also directed that during the verification of all personal files/service books of all employees, ensure that whether they are retired from service on attaining the age of superannuation from their unit/circle. If any, service books/ Personnel files of the officers (AE/AEE and above cadre), who are presently not working/on leave beyond 180 days/not retired from the respective units are traced out, submit the same with detailed report to this office. If the service books/Personnel files of employees pertaining to Circle scale establishment are identified, then the same may be transmitted to the concerned circle offices for taking further necessary action, duly intimating the same to this office.**

**Further, all the Unit/ Circle Officers are also informed that no further correspondence will be entertained in future regarding tracing out of SBs/ personal files and if any of the employee who is not identified by the respective office comes at a later dates stating that he worked in so and so**

division/ circle /unauthorized absent to duty etc, disciplinary action will be initiated against all the erring employees, who failed to trace out the records now.

**Encl: proforma**

Sd/- B.Nagendra Rao, dt 01.12.2018  
Engineer-in-Chief(AW)

To

All the Unit Officers/SEs  
I&CAD Department  
Hyderabad, TS

*Pawar*  
14/12/18

for Engineer-in-Chief(AW)

*b*  
14/12/18

**Annexure**

S.No	Name of the Employee	Designation	Date of Birth	Date of joining in the Department	Date of joining in the unit/circle	Place/Unit from which he/she transferred from	whether retired from service (YES/NO)	If yes, date of retirement with page number of entry in SB	If no, whether he has on leave or any other such as left the department and details of leave	Remarks

Sd/- B.Nagendra Rao, dt 01.12.2018  
Engineer-in-Chief(AW)

*(Signature)*  
For Engineer-in-Chief(AW)

*(Signature)*