

Office of the Engineer-in-Chief (Admn.Wing),
Irrigation & CAD Deptt., Errummanzil, Telangana, Hyd.

Circular Memo No. RC/ENC/A1/Reforms/2019

Dated: 15-06-2019.

Sub:- Estt. – I & CAD Deptt. – TSES /TSESS /TSMS /TSLGS – Correspondence on Service matters of the individuals – Mention Employee ID compulsory - Certain Instructions – Issued – Regarding.

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All the Circle / Unit Officers of this Department are informed that all the correspondence addressing to the Engineer-in-Chief (Admn.Wing) i.e., Head of Department, pertaining to the service matters of the individuals working in the Irrigation & CAD Department of all cadres shall be made duly mentioning their, Employee ID, Name, Date of Birth, and Zone. It is mandatory from now onwards. The correspondence without the above details will not be processed.

Sd/- B.NAGENDRA RAO, 15-06-2019,
Engineer-in-Chief (Admn.Wing).

To

All the Unit Officers / Superintending Engineers,

Copy to the Deputy Executive Engineer (Computers) with a request to place the Circular Memo in the Department Website.

Copy to all sections in the office of the Engineer-in-Chief (Admn.Wing) to follow the above instructions. They are requested to process all the existing files duly mentioning above particulars, by verifying from HRMS.

Copy to File.

for Engineer-in-Chief (Admn.Wing).

15/6/19