

**Office of the Engineer-in-Chief (Admin.Wing),  
I & CAD Department, Errum Manzil, Telangana, Hyderabad.**

**Circular Memo No:- RC/ENC/ E2/16121095/2016-6**

**Dated:-31-08-2020**

- Read: 1. This office Circular Memo No:-RC/ENC/E2/16121095/2016, dt:-24.07.2017.  
2. This office Circular Memo No:-RC/ENC/E2/16121095/2016-2, dt:-19.12.2017.  
3. This office Circular Memo No:-RC/ENC/E2/16121095/2016-3, dt:-15.02.2018.  
4. This office Circular Memo No:-RC/ENC/E2/19011070/2019, dt:-28.02.2019.  
5. This office Circular Memo No:-RC/ENC/E2/16121095/2016, dt:-21.10.2019.  
6. This office Circular Memo No:-RC/ENC/E2/16121095/2016-5, dt:-18.02.2020.
- Sub: Estt., – I & CAD Department – TSESS – Revision of promotions in the cadre of Technical Assistant, Junior Technical Officer, Assistant Technical Officer and Technical Officer – Certain Instructions issued – Detailed report called for - Reg.

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As per APSS Rules /TSESS Rules and Government Memo Nos. 52348/Ser.IX(1)/1995-49, dated:-01.01.2008 and 3879/Ser.I(2)/2016-2, dated:-06.08.2016, the Technical Assistant (Tracers) who put in not less than (10) Years experience, in the cadre of Tracer, can be promoted to the category of Junior Technical Officer (DM Grade.III) without insisting the qualifications prescribed for the post. Similarly, the Technical Assistant, who possesses the qualifications prescribed for the post of Junior Technical Officer (i.e., Diploma in Civil/Mechanical Engineering) and completed the minimum service prescribed in State and Subordinate Service Rules, can also be promoted to the said post without insisting for (10) years experience as Technical Assistant.

In this office reference 1<sup>st</sup> to 5<sup>th</sup> read above, clear instructions were already issued and also clarified by conducting meeting in the last week of October, 2019 with all the Unit/Circle officers to review / revise all promotions and after that release the eligible consequential benefits to the individuals, such as Annual Grade Increments, AAS etc., to the individuals, who are working as Technical Assistant / Junior Technical Officer / Assistant Technical Officer / Technical Officer, according to the above said rules.

Further, in the reference 6<sup>th</sup> read above, all the Unit / Circle officers were requested to furnish the cadrewise consolidated detailed report in respect of all Technical Assistant / Junior Technical Officer / Assistant Technical Officer and Technical Officer alongwith cadre strength (Sanctioned Strength, Working Strength and Vacancies) in the prescribed proforma, duly annexed. But the same is awaited, from the most of Unit / Circle offices, even after lapse of more than six months and also it is noticed that, inspite of clear instructions some of the Unit/Circle officers are seeking clarification regarding sanctioning the annual grade increments, AAS etc.

All the Unit/Circle Officers are instructed to complete the process of fixing the pays, release of subsequent benefits to the Engineering subordinate staff as per the said rules as mentioned in the Circulars issued within 10 days. Any clarification may be obtained in person from this office, failure to do the fixation will be viewed seriously and the concerned staff (i.e., Superintendent, Senior Assistant and Junior Assistant) will be held personally responsible and action will be initiated as per CCA rules. The Superintending Engineers and Executive Engineers concerned should bestow their attention on this issue. Negligence on part of them will attract CCA rules.

Sd/-B. Nagendra Rao, Dt:-31.08.2020,  
Engineer-in-Chief(Admin.Wing)

To

All Unit/Circle Officers.

Copy to all Engineer-in-Chiefs for information and necessary action.

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

Copy to file/spare.

MSP  
for Engineer-in-Chief(Admin.Wing)  
30/09/2020