

Office of the Engineer-in-Chief (Admn Wing),
Irrigation & CAD Dept., Errum Manzil, Telangana, Hyderabad.

Circular Memo. No. Rc/ENC/F3/Retirements/2020

Dt. 05.12.2020.

SUB:- Estt-Irrigation & CAD Deptt-TSMS-TSLGS- Due to retire from service in the calendar year 2021- Particulars Called for- Reg.

Read:- Arising.

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According to clause -I Section II or T.S.Public employment (Regulation of age of Superannuation) Act of 1948, every Government employee shall retire from service on the afternoon of the last day of the month in which he/she attains the age of 58 years .In the case of Last Grade service the Retirement age of superannuation is 60 years.

Therefore all the Circle/Unit Officers are informed that a notification regarding the retirement from the cadre of Superintendent to Office Subordinate including Work Charged Employees on reaching the age of superannuation during the calendar year 2021 is to be communicated before 15th January 2021.

Hence all the Circle/Unit Officers are requested to verify the date of birth of the individual who are working under their control as per the entries made in the Service Book and furnish the list from the cadre of Superintendent to Office Subordinate including Technical Assistant ,ATO, JTO, T.O and also Work Charged Employees who are due to retire in the calendar year 2021 in the prescribed proforma(A) duly counter signed, so as to reach this office by 24.12.2020 for necessary action. If no proposals are received it will be construed that no person is due to retire in their Circle/Unit in the above mentioned cadres and they will be held responsible for any lapse in the matter. If no officers under their circle are retiring in the calendar year 2021 a NIL report may be furnished to this office.

If any employee from the cadre of Technical Assistant ,ATO, JTO, T.O and from Superintendent to Office Subordinate cadres including Work Charged Employees working under them are on leave or absconding from duty, their particulars may also be furnished in the prescribed Proforma (B) duly indicating the dates from which they have proceeded on leave or absconding from duty for taking further necessary action.

PROFORMA (A)

List of the Employees including Work Charged Employees. Due to retire from service in the Year 2021.

S. No.	Circle	Division	Sub Division	Name of the Employee	Date of Birth	Date of Retirement	Zone
1	2	3	4	5	6	7	8

PROFORMA (B)

LIST of the Employees including Work Charged Employees Who are on leave or Absconding from duty.

S. No.	Name & Designation	Date of Birth	Date of Retirement	Date of Proceeding on Leave OR Absconding from duty	Place of working from where proceeded on leave	Remarks
1	2	3	4	5	6	7

Yours Faithfully,
Sd/-B.Nagendra Rao,05/12/2020.
Engineer-in-Chief (A.W.).

To

All Circle/Unit Officers of this Deptt.,

Copy to DG.,WALAMTARI, Hyderabad.

✓ Copy to Dy. Executive Engineer Computer to place the same in Website.

Copy to File.


for Engineer-in-Chief (A.W.).
