

OFFICE OF THE ENGINEER-IN-CHIEF(Admn)
IRRIGATION & CAD DEPARTMENT, HYDERABAD-82.

Circular Memo.No.ENC(Admn)/DyEnC/EE(T)/AEE2/Digitization/SB/WC/2022 Dt. 28.05.2022.

Sub: I&CAD Department - Digitization of Service Books of Work charged Employees of Irrigation and CAD Department -Certain instructions to all the ENC/CEs - Reg.

Ref : Circular Memo. No. ENC(Admn)/DyEnC/EE(T)/AEE2/Scannings/2022
Dt 28.01.2022.

In continuation of this Office Circular Memo vide reference cited, the following schedule is allotted to the units as detailed below for Digitization of Service books of **Work Charged Employees** working in their unit and requested to adhere the program without any deviation duly following the guidelines issued in the earlier circular.

Sl. No.	Name of the Unit	Presently working Work charged employees	Dates allotted	
			From	To
1	CE / Nalgonda	221	13.06.2022 to 16.06.2022	
2	CE / Wanaparthy	182	17.06.2022 to 20.06.2022 (Except 19.06.2022(Sunday))	
3	CE / Khammam	154	21.06.2022 to 23.06.2022	
4	CE / Mulugu	24	23.06.2022	
5	CE / Suryapet	78	24.06.2022 to 25.06.2022	
	CE / Kamareddy	40		
6	CE / Jagityal	61	27.06.2022	
7	CE / Kothagudem	17	28.06.2022	
	CE / Sangareddy	41		
8	ENC / Karimnagar	59	29.06.2022	
9	ENC / O&M, QC	54	30.06.2022	
	CE / Nagarkurnool	5		
10	ENC / Ramagundem	46	01.07.2022	
	CE / Hyderabad	13		
11	CE / Mahabubnagar	21	02.07.2022	
	CE / Adilabad	35		
12	CE / Nizamabad	45	04.07.2022	
	CE / Quality Control	7		
13	ENC / Gajwel	28	05.07.2022	
	CE / Warangal	18		

Further it is also informed that the concerned DDO has to attend the ENC(Admn) office in time along with Service books of working Work Charged staff in their jurisdiction and get the Digitization work done properly. Any missing SB's and damage to the SB's during this process, the DDO concerned will be held responsible.

Hence all the ENCs/CEs are requested to instruct their DDO's to bestow their efforts to complete the process of Digitization of Service books as per the schedule allotted to their unit and also note that absent of anybody a day, the whole program will get hampered. So kindly adhere the program and instruct the DDO's to follow the schedule strictly without fail so that the task will be completed in time.

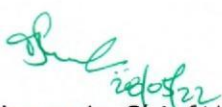
Sd/- G. Anil Kumar 28.05.2022
Engineer-in-Chief(Admn)
Irrigation & CAD Department

To

The Unit officers (ENCs/CEs) of I&CAD Department for information and necessary action.

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

G. Anil Kumar
Engineer-in-Chief(Admn)
I&CAD Department


for Engineer-in-Chief(Admn)


28/05