

Office of the Engineer-in-Chief, Admin, I & CAD Deptt.,  
1<sup>st</sup> floor, Jalasoudha building, Errum Manzil, Hyderabad

Circular Memo No. RC/ENC/F3/23032310/2023

Dt:- 20-09-2023

Read:- T.O.Circular Memo.No. RC/ENC/F3/23032310/2023 DT.13.04.2023

Sub:- Pensions – TIES/TIESS/TSIGS/TSMS/TSLGS – Verification of service books of employees who are going to be retired during 2024- pension papers called for – Reg.

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In this Office Circular read above all the Engineer-in-Chief's/Chief Engineers were requested to submit the pension proposals of employees who are due to retire during the year 2024 duly following the guidelines scrupulously to the Engineer-in-Chief /Accountant General /Audit officer/ Local fund officer 8 months before the date of retirement. No proposals are received in this regard till date from any unit.

Hence all the Engineer-in-Chief's/Chief Engineers are once again requested to obtain pension proposals from the individuals who are due to retire during the year 2024 .after making all necessary entries / year wise, service verifications in service book and after thorough verification of service books and pension papers, there after submit the pension proposals along with, service book to the Engineer-in-Chief (Admn)/Accountant General /Audit officer/ Local fund officer as applicable for obtaining the pension verification report.

Further the Unit officers are also requested to instruct the concerned DDOs to enter service book data under pension sections of HRMS in the order of their date of retirement, before submitting the service book.

Timelines for pension papers submission:- to DDO 8 months before retirement

:- to ENC/CE 6 months

Sd/- G. Anil Kumar

Dt. 20.09.2023

Engineer-in-Chief (Admn)

To,

All the Engineer-in-chiefs, Chief Engineers /Superintending Engineers of I & CAD Deptt.

2.Copy to the Computer section to place the above circular memo in the ENC(Admin) website.

Copy to the G section O/o the ENC (Admn), Hyderabad for information.

MSE 21/9/23  
for Engineer-in-Chief (Admn)

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