

Office of The Engineer-In-Chief (R&B) Admn & Q.C.,  
Errummanzil, Hyderabad-82, T.S.

Circular Memo No. 609/OP-I(1)/T.S./2014

Dated:29.04.2016

**Sub:** Establishment (R&B) Department – office of the Engineer-in-Chief (R&B) Admn., & Q.C., Hyderabad, Telangana State – Certain Instructions regarding **entries in the service registers** of employees – Regarding.

**Ref:** - Arising.

@@@@@

It is to inform that, it has come to the notice that pensioner benefits, regularisation of service etc. are being delayed abnormally due to improper entries in the Service Register .Further litigation is also cropping due to non-entry /improper entries of family members, leave periods etc.

In view of above all Superintending Engineers ,Executive Engineers are directed to ensure that entries of the followings shall essentially be made in the Service Register's.

- 1) List of Family Members, 2) Local Status, 3)Caste, 4) FBF, 5)GIS (Total service entries & deductions), 6) GPF, 7) APGLI, 8) CPS account numbers entries,9) Long terms Loans /HBA 10) Promotions entries, 11) Regularization & Declaration of Completion of Probation of service in each cadre, Service Verification entries every year and also 12) all kinds of leaves (like E.L, H.P.L, E.O.L,M.C, Abroad etc.,) 13)suspension details along with subsistence allowance paid 14).Automatic Advancement Scheme details.

All the above entries may be updated along with service verification entry at the time of the release of Annual Increments.

The concerned caseworkers & Superintendents are held responsible for any of such lacuna.

The above guidelines shall scrupulously be followed to alleviate delay in service matters.

**K.BIKSHAPATHI**  
Engineer-in-Chief (R&B) Admn & Q.C.

To  
All the Superintending Engineer's(R&B) & Executive Engineer's (R&B)  
Telangana State.

Copy to Deputy Executive Engineer (R&B) e. governance, Telangana to place in website.

Copy to the Non Technical Personal Assistants (Ser.I) (Ser.II) (Accounts) T.S. for immediate necessary action.

Copy to all the Superintendents of (R&B), (Ser.I) (Ser.II)(Ser.III) & OP-I/sections o/o the Engineer-in-Chief (R&B), Admn & Q.C., Telangana State with a direction to make necessary entries in the service registers of the employees at time to time.

Spare/Stock file.

//t.c.f.b.o//

*K. B. Kishapathi*  
SUPERINTENDENT

*29/4/16*

SA  
Upload in  
web site  
M  
20/4