

GOVERNMENT OF TELANGANA

**OFFICE OF THE
COMMISSIONER OF TECHNICAL EDUCATION
TELANGANA : : HYDERABAD**

Circular Memo No. F/4076/2018

Dated: 26.05.2018

Sub:- TECHNICAL EDUCATION - ESTABLISHMENT – TSTES / TSTESS / TSMS - GENERAL TRANSFERS – 2018 –Particulars of Staff working in the Institutions / Polytechnics – Called for – Regarding.

Ref:- 1 G.O.Ms.No.61, Finance (HRM.I) Department,
Dated:24.05.2018.
2 Govt. Circular Memo No. 4555/Ser.II/A1/2018, Dated:
25.05.2018.

Adverting, the references cited, all the Principals/OSDs of Government Polytechnics in the State are hereby requested to submit the staff data in Annexure-I,II,III and IV appended to this memo.

The Principals/OSDs of Government Polytechnics are requested to send The above data in Hard/Soft copy (Excel format) by special messenger on or before 29.05.2018 by 03:00 PM.

Suppression of any information in this regard will be viewed seriously and liable for disciplinary proceedings.

The receipt of the memo shall be acknowledged.

**Sd/- NAVIN MITTAL
COMMISSIONER**

To,
The Principals of Government Polytechnics in the State.
Copy to the RJDTE, Hyderabad.
Copy to the Secretary, SBTET, T.S., Hyderabad.

For COMMISSIONER

[Handwritten signature]

ANNEXURE – I

**LIST OF THE STAFF MEMBERS WHO HAVE COMPLETED 5 YEARS OF
STAY AT THE PRESENT STATION AS ON 31/5/2018**

(INCLUDING ALL POLYTECHNICS IN THE PRESENT STATION)

Name of the Polytechnic:

Sl.No.	Name of the staff Member	Designation & with Specific Branch/ Trade	Working		Completed period			Remarks / date of Birth
			From	To	Y	M	d	

Date :

PRINCIPAL

Separate Annexure should be furnished as detailed below to the Assistant Directors Concerned

Principal/ Head of Section/ A.Os - C Section

Lecturers and Senior Lecturers in Engineering & Non Engineering - G Section

Ministerial Staff OS/HM/Sr. Asst/ Jr. Asst/Typist
PD/Librarians / Sr. P.D/ Sr. Lib/Work shop Staff
(Excluding Lab Attenders and Work shop Attenders
and other Class -IV) - F-Section

**Sd/- NAVIN MITTAL
COMMISSIONER**

For COMMISSIONER




ANNEXURE -II

Statement showing vacancy Position in the Institutions as on 31/5/2018

Name of the Polytechnic:

Sl. No.	Name of The Post	Sanctioned	Working	No. of Vacancies	Remarks
Branch Wise (Teaching) /Office/Technical					

Date:

PRINCIPAL

Separate Annexure should be furnished as detailed below to the Assistant Directors Concerned

Principal/ Head of Section/ A.Os - C Section

Lecturers and Senior Lecturers in Engineering & Non Engineering - G Section

Ministerial Staff OS/HM/Sr. Asst/ Jr. Asst/Typist
PD/Librarians / Sr. P.D/ Sr. Lib/Work shop Staff
(Excluding Lab Attenders and Work shop Attenders
and other Class -IV) - F-Section

**Sd/- NAVIN MITTAL
COMMISSIONER**

For COMMISSIONER

Sd/

ANNEXURE-III

**STATEMENT SHOWING PARTICULARS OF STAFF MEMBERS WHO ARE
WORKING AGAINST THE POST AS ON DATE 31.05.2018**

Name of the Polytechnic:

Sl.No	Name of the staff member & Designation of in the incumbent	Post against which the incumbent is working	Date from which working	Remarks
1				
2				
3				

Date:

PRINCIPAL

Separate Annexure should be furnished as detailed below to the Assistant Directors Concerned

Principal/ Head of Section/ A.Os - C Section

Lecturers and Senior Lecturers in Engineering & Non Engineering - G Section

Ministerial Staff OS/HM/Sr. Asst/ Jr. Asst/Typist
PD/Librarians / Sr. P.D/ Sr. Lib/Work shop Staff
(Excluding Lab Attenders and Work shop Attenders
and other Class -IV) - F-Section

**Sd/- NAVIN MITTAL
COMMISSIONER**

For COMMISSIONER

ANNEXURE – IV

**LIST OF THE TAFF MEMBERS WHO ARE ABSENT FOR DUTIES
(UNAUTHORISED) FOR MORE THAN SIX MONTHS AS ON 31.05.2018**

Name of the Polytechnic:

Sl.No.	Name of the staff Member	Designation & with Specific Branch/ Trade	Remarks

Date :

PRINCIPAL

Separate Annexure should be furnished as detailed below to the Assistant Directors Concerned

Principal/ Head of Section/ A.Os - C Section

Lecturers and Senior Lecturers in Engineering& Non Engineering - G Section

Ministerial Staff OS/HM/Sr. Asst/ Jr. Asst/Typist
PD/Librarians / Sr. P.D/ Sr. Lib/Work shop Staff
(Excluding Lab Attenders and Work shop Attenders
and other Class -IV) - F-Section

**Sd/- NAVIN MITTAL
COMMISSIONER**

For COMMISSIONER