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 / TSTEES / 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.

***

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

[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:

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Name of the staff Member</th>
<th>Designation &amp; with Specific Branch/Trade</th>
<th>Working</th>
<th>Completed period</th>
<th>Remarks / date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td></td>
<td>From</td>
<td>To</td>
<td>Y M d</td>
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Date :

**PRINCIPAL**

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

Principal/ Head of Section/ A.Os

Lecturers and Senior Lecturers in Engineering & Non Engineering

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)

**Sd/- NAVIN MITTAL**

**COMMISSIONER**

For COMMISSIONER
ANNEXURE -II
Statement showing vacancy Position in the Institutions as on 31/5/2018

Name of the Polytechnic:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of The Post</th>
<th>Sanctioned</th>
<th>Working</th>
<th>No. of Vacancies</th>
<th>Remarks</th>
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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-III

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

Name of the Polytechnic:

<table>
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<tr>
<th>Sl.No</th>
<th>Name of the staff member &amp; Designation of in the incumbent</th>
<th>Post against which the incumbent is working</th>
<th>Date from which working</th>
<th>Remarks</th>
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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**

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Name of the staff Member</th>
<th>Designation &amp; with Specific Branch/Trade</th>
<th>Remarks</th>
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**Date:**

PRINCIPAL

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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