

**GOVERNMENT OF TELANGANA**

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

**Cir. Memo No. A1-2 /7823/ 2018**

**Dated: 20.09.2018**

**Sub:-**Technical Education – Pensions – Retirements – Superannuation Retirements during the calendar year 2019 – Particulars of employees Working in the Offices / Institutions– Information called for – Reg.

**\*\*\***

As per Rule 42 of the A.P. Revised Pension Rules, 1980, read with the relevant provisions in the FR as amended from time to time, all Government employees appointed under Telangana State and Subordinate Service, including Last Grade Service shall compulsorily retire from Government Service on attaining the age of superannuation of (58) or (60) Years, as the case may be.

**2.** The Regional Officer and Principals of Government Polytechnics and other Institutions under the administrative control of this Department, are therefore, requested to furnish particulars of the Government employees due to retire from Government Service on attaining the age of Superannuation of (58) or (60) years, as the case may be, during the calendar year 2019, in the Annexure enclosed, so as to enable this Office to issue necessary orders of retirements. Being appointing authorities, the Principals of Government Polytechnics are advised to take action in retiring employees in the category of Junior Assistants / Typists / Record Assistant / Roneo Operators, etc. in subordinate services and Attenders etc., in the Last Grade Services. However, in all such cases also, particulars of such employees shall be furnished in the Annexure enclosed, so as to enable this Office to furnish the total number of employees retiring from Government service as and when review meetings on retirements and pensions are convened by Government.

**3.** While preparing the list of employees due to retire from Government Service during the year 2019, the Principals are advised to check the date of birth as recorded in the S.R. of each employee and furnish details, duly indicating the nature of Departmental / Disciplinary Proceedings, if any, pending against each such employee, including the enquires contemplated by the Departmental and advised to certify against each case to the effect that no disciplinary or department enquires are pending and indicating the loans and advances sanctioned to them together with the orders in which such loans and advances were sanctioned and the amount of advances that will be outstanding as on the date of retirement of the individual.

**4.** Further, the Principals are advised to certify the following:

- a)** That no Audit paras both Departmental and Accountant Generals relating to financial aspects such as Pay fixations, Irregular stepping up of pay or release of increments etc. are pending against the incumbent.
- b)** That no recoveries are due / not due against the loans / advances drawn by them while in service.
- c)** That no shortage of stores (in cases where Government Servants are in charge of stores including Students' Co-operative Stores) is found against them during the tenure of their service.

**5.** Further, the Principals are requested to furnish the information in a named cover address to Smt. L. Vijaya Sarada, Assistant Director (NT) in the Commissionerate positively by **30.09.2018** so as to enable this office to take necessary further action. The same may also be sent to **adnt3-te@telangana.gov.in** by email. If the information is nil, a nil report may invariably be furnished without fail.

**6.** Receipt of this Circular Memo may please be acknowledged.

**Encl: Annexure**

**Sd/- Navin Mittal  
Commissioner**

To

The Principals of all Government Polytechnics / Institutions  
under the control of this Department.

Copy to the Regional Joint Director of Technical Education, Hyderabad  
for information and similar action in respect of the staff of their office.

Copy to the Secretary, SBTET, TS., Hyderabad for information and to  
submit details of the staff working in the Board on foreign Service.

Copy to C,G,F1 & F-II Sections in the Commissionerate to furnish particulars  
of the employees due to retire during 2019 in the Commissionerate and  
on deputation in the Board and also details of the employees working on  
other duty under Vocational Scheme and in autonomous bodies etc.

Copy to Stock file / spare

**//F.B.O//**

**Sd/- Superintendent**

**ANNEXURE**

**STATEMENT SHOWING PARTICULARS OF THE EMPLOYEES DUE TO RETIRE  
FROM GOVERNMENT SERVICE DURING THE CALENDER YEAR 2019 ON  
ATTAINING THE AGE OF SUPERANNUATION**

**Name of the Government Polytechnic / Institution / Office:**

Sl. No.	Name of the Employee SarvaSri	Designation	Date of Birth as per Service Register (Xerox Copy to be enclosed)	Date of Retirement	Remarks as per the para 4 in the circular memo		
					A	B	c

**Sd/- Navin Mittal  
Commissioner**

**//F.B.O//**

**Sd/- Superintendent**