

GOVERNMENT OF TELANGANA

OFFICE OF THE
COMMISSIONER OF TECHNICAL EDUCATION
TELANGANA :: HYDERABAD

CIRCULAR MEMO

Sub:- Technical Education –Establishment – Closure of Polytechnics in
Telangana State till 31/08/2020 due to prevailing Covid-19 pandemic
situation – Continuation of academic and other office works –certain
instructions - Issued – Reg.

Ref: 1) FileNo. CTE-EST2 /SMSL/73/2020, dated:13/07/2020
2) File No. CTE-EST-3/EST3/32/2020-EST3, dated:22/07/2020
3) File No. CTE-ACD1/ACAD/66/2020-Academic I, dt. 30/07/2020

The attention of the Principals/OSDs of Government Polytechnic is invited
to the subject and references.

During the closure of Government Polytechnics in the State due to
prevailing Covid-19 pandemic situation till Dt.31.08.2020, it is directed to ensure
that the Principals/OSDs of Government Polytechnics shall ensure that the staff
of respective GPTs are engaged with the academic /Office/Library/Housekeeping
duties related duties as shown in the Annexure appended herewith, so as to gear
up for smooth functioning of GPTs during the ensuing Academic Year 2020-21
and report compliance.

The receipt of this Circular Memo shall be acknowledged.

(This has the approval of the Commissioner of Technical Education)

Signature valid

Digitally signed by
AKUTIPULAI
Date: 2020.07.31 12:51:36 IST
Reason: Approved

For Commissioner

Encl: Annexure

To

The Principals/OSDs of Government Polytechnics in the State for compliance
Copy to the Secretary, SBTET, Hyderabad for information

Pending works to be completed
during the closure of Government Polytechnics due to Covid-19

| S No | Staff | Works to be attended |
|-------------|---|--|
| 1 | Head of Sections, Sr. Lecturers & Lecturers | Apart from Video lessons / FDPs /SBTET related works, Annual stock verification of Labs and workshops. |
| 2 | Librarian | Updating library books, stock verification of books/ computerization / digitalization of books in library |
| 3 | Physical Director | Total campus cleaning, building maintenance. Play- grounds preparation for indoor and outdoor games. |
| 4 | Establishment & Accounts | Up-dation of Service Registers and Leave accounts of the staff and up-dation of Leave Register etc. |
| 5 | Accounts | Up-dation of Cash Books, Ledgers, Subsidiary Registers, and all the records pertaining to Accounts section |
| 6 | Scholarship Section | Up-dation of Cash Book, Acquittance Register, up-dation of disbursed and undisbursed amounts particulars of students and all records pertaining to Scholarship Section |
| 7 | Academic Section | Preparation of Students Key lists, Admission Register and up-dation of all the records of academic section |
| 8 | Pay Bills Section | Pay bills, supplementary bill arrears Bills, medical bills' reimbursement, reconciliation of treasury and bank accounts |
| 9 | Contract Lecturers | Preparation of video Lectures, PPT e-lessons and attending online full day FDPs |

Signature valid

Digitally signed by
AKUTIPURAIAN
Date: 2020.07.31 12:52:27 IST
Reason: Approved

For Commissioner