

GOVERNMENT OF ANDHRA PRADESH

OFFICE OF THE  
SPECIAL COMMISSIONER OF TECHNICAL EDUCATION  
ANDHRA PRADESH :: VIJAYAWADA

Cir. Memo. No: EHE02-15021/51/2018-AD-LEGAL-CTE

Dated: 08.08.2018

Sub: Technical Education – Establishment – Certain issues pending in  
Government Polytechnics – Issue of instructions - Reg.

Ref: 1. This office Procs. No. FI-5/10237/2012, dt: 10.12.2013.  
2. Cir. Memo.No. CTE-13037/17/2017-C SEC –CTE, dt: 28.11.2017.

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With ref to the 1st cited, Commissioner of Technical Education has delegated the powers of sanctioning of regular leave, i.e. Earned Leave, Half Pay Leave, Half Pay Leave on M.C (commuted to Full Pay) on medical certificate up to the level of Head of section up to 180 days to both the Regional Joint directors of Technical Education.

2. In the ref 2nd cited, Principals, Regional Joint Directors of Technical Education, Tirupati and Kakinada were instructed to surrender the services of all those staff members, who absented to duties with or without leave applications for more than 180 days to issue re-posting orders. But it has been observed that, the Principals are surrendering the staff members who were on leave or absent for more than 180 days without submitting the action taken report against the employee by them during the absent period, which is causing lot of ambiguity to the office of the Commissioner of Technical Education for taking decision against the erring staff. The Principals and Regional Joint Directors of both regions are requested to provide the required information on action taken against the employee who was on prolonged absence / leave while surrendering the services of employee for issuing re-posting orders.

3. It is further observed that the Principals or Drawing and Disbursing Officers are not releasing the annual increments / Advanced increments under Automatic Advancement Scheme to the members of staff especially for the class - IV staff without any proper reason / intimation, which is highly objectionable. The Special Commissioner of Technical Education has emphasized the issues pending for release annual increments and Advance increments under Automatic Advancement Scheme of staff working in Government Polytechnics. All the Principals and Regional Joint Directors are once again instructed to bestow their special attention and see that the annual increments and Advance increments under Automatic Advancement Scheme are released regularly except in the cases where disciplinary actions are pending. They are further instructed that the DDO's / Principals have to draw their increments / benefits only after releasing the benefits to all the members of staff under their control.

4. It is also observed that the service registers of the staff members are not updated. The Regional Joint Directors and Principals are once again instructed to instruct the concerned to update the service registers immediately. The Regional Joint Directors are hereby instructed to make sudden surprise visits to the Polytechnics under their control and verify the maintenance and updation of records and issue necessary circular memos to the erring officials for non-maintenance of records.

5. All the Principals are also informed that the office of the Commissioner of Technical Education will also conduct surprise inspections to all the Polytechnics. All the Principals are instructed to keep all the records and accounts in updated condition else action will be initiated on erring officials as per CCA rules in vogue.

Sd/- G.S. PANDA DAS  
SPECIAL COMMISSIONER

To  
The Principals of all Government Polytechnics and Government Aided  
Polytechnics under the administrative control of this Department.  
Copy to Regional Joint Director of Technical Education, Kakinada and Tirupati.  
Copy to the Stock file/ Spare copy.

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*P. Raja*  
SUPERINTENDENT 09/8/18