

GOVERNMENT OF ANDHRA PRADESH

OFFICE OF THE  
COMMISSIONER OF TECHNICAL EDUCATION  
ANDHRA PRADESH:: HYDERABAD

Cir. Memo No. A1-2/5466/2015

Dated: 26.09.2015.

Sub:- Technical Education – Pension – Retirements – Superannuation Retirements during the calendar year 2016 – Particulars of employees Working in the Institutions – Information called for – Reg.

Ref:- 1.G.O.Ms.No.262, Finance & Planning (FW.PSC) Department, Dt.23.11.1998.  
2.G.O.Ms.No.147, Finance (HRM.IV) Department, dated 30-06-2014.

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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 Andhra Pradesh State and Subordinate Service, including Last Grade Service shall compulsorily retire from Government Service on attaining the age of superannuation of 60 Years.

2. The Regional Officers and Principals of Govt. 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 60 years, as the case may be, during the calendar year 2016, 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 2015, 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. The Principals are requested to furnish the information in a named cover addressed to Sri D. Venkata Rao, Assistant Director (NT) in the Commissionerate positively by 30.09.2015, If the information is nil, a nil report may invariably be furnished without fail.

5. Receipt of this Circular Memo may please be acknowledged.

Encl: Annexure

Sd/- B. UDAYALAXMI,  
COMMISSIONER.

To

The Principals of all Government Polytechnics/ Institutions  
under the control of this Department, Govt. of A.P.

Copy to the Regional Joint Directors of Technical Education,

Tirupati & Kakinada for information and similar action in respect of the staff of their office.

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

Copy to the Statistical Officer in the Commissionerate for information and to furnish particulars of retirees during 2015.

Copy to C,G,F1 & F-II Sections in the Commissionerate to furnish particulars of the employees due to retire during 2016 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 (5).

// F.B.O. //

  
SUPERINTENDENT

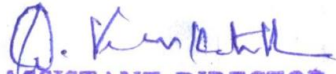
**ANNEXURE**

STATEMENT SHOWING PARTICULARS OF THE EMPLOYEES DUE TO RETIRE FROM GOVERNMENT SERVICE  
DURING THE CALENDER YEAR 2016 ON  
ATTAINING THE AGE OF SUPERANNUATION

NAME OF THE GOVERNMENT POLYTECHNIC/ INSTITUTION / OFFICE. :

S.No.	Name of the Employee	Designation	Date of Birth	Due Date of Retirements	Whether any Departmental / disciplinary Cases are pending and if so details there of, in brief	Whether any Loans and Advances that would be outstanding on the date of Retirement	Remarks
1	2	3	4	5	6	7	8

Sd/- B. UDAYALAXMI,  
COMMISSIONER.

  
**ASSISTANT DIRECTOR**  
Department of Technical Education  
**A.P. HYDERABAD.**