

**GOVERNMENT OF ANDHRA PRADESH**

**OFFICE OF THE  
DIRECTOR OF TECHNICAL EDUCATION  
ANDHRA PRADESH: MANGALAGIRI.**

**Cir Memo No.C/ 1992/2023**

**Dated: 28-04-2023**

Sub: - TECHNICAL EDUCATION – Establishment – Regular Principals and Principals(FAC/)/OSDs while availing any leave – Hand over the official Mobile to immediate In-charges – Instructions – Reg.

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The Principals/Principals(Full Additional Charge)/OSDs of Government Polytechnics while availing the leave, they are not handing over the official mobile phone of the Institution to the immediate In-charge which is causing lot of inconvenience to the higher officials.

Hence, the Principals/Principals(Full Additional Charge)/OSDs of Government Polytechnics are hereby instructed to

- (i) hand over the official cell phone of the Institution to the next immediate In-charges while availing any leave to avoid administration delay; and
- (ii) whenever the Principals or Head of the Institutions is applying leave, mark a copy of leave letter to office of the CTE without fail.

All the Principals/ Principals(Full Additional Charge)/OSDs are hereby instructed to adhere the above instructions scrupulously.

Sd/- C.NAGA RANI  
DIRECTOR

To  
The Principals/Principal<sup>s</sup>(FAC)/OSDs of all Govt. Polytechnics.  
Copy to the RJDTE, Kakinada and Tirupathi.

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

*K. P. Bherappa*  
SUPERINTENDENT  
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