

**PERSONAL ATTENTION**

No. Vig.4- 8049/2012

Office of the Chief Engineer,  
P.W.D. Administration,  
Thiruvananthapuram,  
Date: 19-07-2012.

From

Chief Engineer.

To

The Project Director, KSTP, Thiruvananthapuram.  
The Chief Engineer, PWD, Roads & Bridges, Thiruvananthapuram.  
The Chief Engineer, PWD, Buildings, Thiruvananthapuram.  
The Chief Engineer, PWD, National Highway, Thiruvananthapuram.  
The Managing Director, KSCC, Thiruvananthapuram.  
The *Chief Operating Officer*, KRFB, Thiruvananthapuram.

Sir,

Sub:- PWD- PAC – 2006–2008 Report on Para 4.12 and 4.49 –  
Disciplinary proceedings – Non-reporting of incumbency – Reg.

Ref:- 1. Circular No. 289/F1/12/PWD dated: 12/01/12.  
2. Circular No. 13322/F2/12/PWD TVPM dated 28/05/12.  
3. Govt. Lr. No. 24841/F2/06/PWD dated Tvpm. 26/06/2012.

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Government in the Circular referred 1<sup>st</sup> above has directed to maintain the incumbency details of all staff including their permanent residential address, contact numbers etc. This is essential for the official correspondence including disciplinary proceedings. This office is unable to furnish the details required by Government in respect of the officers whenever called for, by the Government. The details are to be obtained from the subordinate officers but they inform that the files are not traceable, whereabouts of officers are not known or the initial or name of officers are different etc. Government considers this, as an action to protect the culprits from disciplinary action. It is a fact that most of the reports are kept dragging till the retirement of the officers.

In view of the above it is requested that all heads of offices shall maintain an incumbency register in the proforma attached. The head of office shall be responsible for the maintenance of the above register.

Since all the officers have now access to computer as well as internet facilities this register shall be maintained in the computer also with yearly periodical back up as on 31<sup>st</sup> of December every year. The backup shall be kept as hard copy and duly certified by the head of office. A copy of the Division and Circle and Chief Engineer's Office wise incumbency register shall be submitted to HRD Wing of Chief Engineer's office online on or before 5<sup>th</sup> of every month.

Government have also directed to write the name of the officers in files and official correspondences invariably, so as to identify the officers in charge, in future.

Yours faithfully,  
Sd/-  
Chief Engineer,  
PWD (Administration).

/Approved for issue/



Deputy Chief Engineer,  
PWD (Vigilance).

Copy to Senior Administrative Officer, PWD  
Copy to Senior Finance Officer, Roads & Bridges  
Copy to Senior Finance Officer, Buildings  
Copy to Senior Finance Officer, National Highway } with instruction to properly  
maintain all relevant details of the officers while processing pension papers.  
Copy to Administrative Assistant, PWD, (Buildings & Roads).  
Copy to Chief Engineer's [PWD (Administration)] table.  
Copy to Deputy Chief Engineer, PWD (Vigilance).  
✓ Copy to I.T. Cell for publishing.



**INCUMBENCY DETAILS OF TECHNICAL AND MINISTERIAL STAFF IN PWD**

Sl. No.	Name of incumbent with PEN	Present Post/ Designation	Name of office	District	Date of birth	Date of retirement	Date of joining in the office	Date of relief from the office	Office posted to	Office relieved from	Order date (including LWA)	Category (Gen/OBC/SC/ST)	Preferences for transfer (widow/physically handicapped/dependent of jawan etc.)	Present address/ Permanent address Land line No. Mobile No.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)

sd/-  
Chief Engineer,  
PWD (Administration).

Accompaniment to Sr No Vc 4/ 8049/2012 dt 19/07/12 of CE(Adm). Appond Probina .