

**GOVERNMENT OF TELANGANA**

**OFFICE OF THE  
COMMISSIONER OF TECHNICAL EDUCATION  
TELANGANA :: HYDERABAD**

Sub:- Technical Education –Pensions Retirements – Superannuation Retirements during the calendar Year **2021** – Particulars of employees working in the Officers/Institutions – Information called for – Regarding.

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As per rule 42 of the T.S. Revised pension Rules, 1980, read with the relevant provisions in the FR as amended from time to time, all Government employees appointed under Telangana State and Subordinate Service, including Last Grade Service shall compulsorily retire from Government Service on attaining the age of superannuation of (58) or (60) Years, as the case may be.

2 The Principals of Government 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 (58) or (60) years, as the case may be, during the calendar year 2021, in the annexure enclosed, so as to enable this office to issue necessary orders of retirements.

3 Further, 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.

4 While preparing the list of employees due to retire from Government Service during the year 2021, 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.

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5. Further, the Principals are advised to certify the following:
- 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.
  - That no recoveries are due / not due against the loans / advances drawn by them while in service.
  - 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.

6. In view of the above, the Principals are requested to furnish the information in a named cover address to **Sri.Syed Abdul Hamed, Assistant Director (NT), O/o the Commissioner of Technical Education, 2<sup>nd</sup> Floor, Vidya Bhavan Opp:Latha Talkies, Nampally, Hyderabad, Telangana** positively by 10.10.2020 so as to enable this office to take necessary further action. The same may also be sent through e-office to **Sri.Syed Abdul Hamed, AD(NT3)-CTE** or by email to **ad.dtetelangana@gmail.com** on or before **10/10/2020** if the information is Nil, a Nil report may invariably be furnished without fail.

7. Receipt of this circular Memo may please be acknowledged.

Encl:- Annexure.

Signature valid

Digitally signed by PULLAIAH  
Date: 2020.09.11 15:00:41 IST  
Reason: Approved

for Commissioner

To  
The Principals of all Government Polytechnics / Institutions under the control of this Department.

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

Copy to Estt.-1,2,3 & 4 Sections in the Commissionerate to furnish particulars of the employees due to retire during the year 2021 in the Commissionerate and on deputation in the Board and also details of the employees working on the duty under vocational scheme and in autonomous bodies etc.,

11T.C.F.B.011

For Commissioner

**ANNEXURE**

STATEMENT SHOWING PARTICULARS OF THE EMPLOYEES DUE TO RETIRE FROM GOVERNMENT SERVICE DURING THE CALENDER YEAR **2021** ON ATTAINING THE AGE OF SUPERANNUATION

**Name of the Government Polytechnic / Institution / Office :**

SL. No.	Name of the Employee Sarva/sri.	Designation	Date of Birth as per service Register (Xerox copy to be enclosed )	Date of Retirement	Remarks as per the para 5 in the Circular memo		
					A	B	C

Signature valid

Digitally signed by KUTU  
PULLAIAH  
Date: 2020.09.15 15:18:44 IST  
Reason: Approved

for Commissioner

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for commissioner  
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