

OFFICE OF THE CHIEF ENGINEER
LOCAL SELF GOVERNMENT DEPARTMENT
3RD FLOOR, REVENUE COMPLEX
PUBLIC OFFICE COMPOUND,
THIRUVANANTHAPURAM –33

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CIRCULAR

Sub:- Updation of Contact Details of Engineers – reg.

It is proposed to update the contact details of all Engineers of this Department (Details required are Name, PEN No, Designation, Official e-mail ID, Mobile Number etc). Contact details of Heads of Engineering Wing of Block Panchayaths (Assistant Executive Engineers), Municipalities (Executive Engineers / Assistant Executive Engineers / Assistant Engineer) and Municipal Corporations (Superintending Engineer) have already been updated and enclosed as Annexure I. All the officers concerned are directed to verify the above details and corrections if any shall be done in the Google Sheet No. 1020 and enter "Verified / Corrected" as the case may be, in the Remarks column.

The details of all Assistant Engineers and above are also to be updated. For this, the Heads of Engineering Wing are directed to enter the details of other Engineers under their jurisdiction in the above google sheet. If any Assistant Engineer has additional charge of any other Local Self Government Institution, he should enter the details in the respective columns of the Local Self Government Institution and shall type Additional charge 1, Additional charge 2 etc. in the Additional Charge column. If there is Engineers on contract basis or daily wages, the details shall be entered with entry of "Contract / Daily wage" in the Remarks column.

Block Panchayat Assistant Executive Engineer shall co-ordinate the entry of details / (Assistant Engineers of Gramapanchayat) under his jurisdiction. They shall make sure that no column is left unfilled.

The details have to be entered before 8th February 2018 after which the sheet, will be closed. All the Engineers are directed to treat the matter very seriously.


Chief Engineer