

TELANGANA STATE HOUSING CORPORATION LTD., URDUGALLY,  
HIMAYATHNAGAR, HYDERABAD.

CIRCULAR

Lr.No.A2/2094/Genl/2016

Date:28.09.2016

Sub:- TSHCL – New District Formation – appointment of OSDs of 2  
BHK – guidelines for maintenance of records – Management  
of assets – Instructions – issued – Reg.

Ref:- 1. U.O.Note,8993-C/4/A1/HRM.VII/16. Dt.22.07.2016 (Minutes  
of the meeting held by the Chief Secretary to Govt. on 14.07.2016).  
2. U.O.Note No.135/Cabinet/2016-9. DT.09.09,2016 of Chief Secretary  
Govt.(Minutes communicated)  
3. This office circular instructions vide Circular even number  
Dt.05.08.2016.

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It is to inform that, vide reference 2<sup>nd</sup> cited, the Govt. have taken  
a decision to retain core staff for 2 BHK Housing in all (27) Districts to  
function as District Project Monitoring unit (DPMU) to assist the District  
Collector with the following staffing pattern.

1. Officer on Special Duty (EE/Senior Dy.EE) : One post
2. Asst. Manager (Accounts) : one post
3. Asst. Manager : one post
4. Office subordinate(Attender) : one post

The above staff have to be accommodated as additional section in  
the Collectorate or as decided by the District Collector.

Further it is decided by the Govt. to redeploy all the remaining  
staff working in the Districts to other Departments / Corporations on  
deputation basis and the redeployment is under process.

In view of the reorganization of Districts and redeployment of  
TSHCL staff to other depts./Corporations, the following instructions are  
hereby issued in continuation to the instructions issued in the reference  
3<sup>rd</sup> cited, for safe guarding of records and assets.

1. The mandal level records i.e., M.Books, Form 30, Documentation (Patta & Possession Certificates Etc.), stock registers of godowns etc., and other files if any, shall be noted down in Mandal level Record Stock Register (MRSR) and handed over to the one of the Asst. Manager of the New District in which the mandal falls. **The OSD shall take a decision whether to keep the records along with the copy of Record stock Register in the nearest Nirmithi Kendra or in the District office of the new district concerned.**
2. All the Division & sub-Division office records i.e., Form 24, Colony wise files, Bank Books, passbooks, Loan ledgers, Denomination loan receipt books, pay bill registers, Cement consolidated registers and other Statutory records, NK material registers (including charge handed over by the Asst. Engineers relieved on deputation) shall properly be recorded in the sub-Divisional level Record stock registers (SDRSR), and Divisional level Record stock Register (DRSR) and kept in record at the nearest available Corporation premises/NK or new District office.
3. The Godowns and offices if any accommodated in rental buildings at mandal level/Sub-Division level/Division level, the same shall be vacated immediately duly shifting the material if any to the nearby Nirmithi kendras/ TDH Buildings, under proper recording and with prior intimation.
4. All the electronic gadgets i.e., computers, printers, UPS, Xerox machines, Laptops, Tabs, Cameras, Govt.Vehicles shall be numbered taken stock and shall be handed over to the Asst. Manager of the New District under proper acknowledgement. The laptops, Tablets, Cell phones if any issued to the staff shall be taken back and taken in to stock entry.

The OSDs are permitted to utilize (3) computers/ Laptops for the office use and the remaining should be kept in safe custody of OSDs concerned.



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5. All the rented premises of Division offices, Sub-Division offices shall be vacated immediately by 30.09.2016 with prior intimation to the building owners, duly shifting the entire record, furniture & fixtures as stated above.
  6. The Cell Phone (CUG) connections of the staff deputed to other departments, discontinued forth with , and no payment should be made since date of their relief from Corporation.
  7. The OSDs should take care of User ID and Password earlier provided to the Dy.EEs/EEs shall be got changed by the addressing the CGG.
  8. The usage of Telephone land lines shall be limited to one connection for the purpose of internet connection with minimum tariff. All other telephone connections, data cards etc., shall be disconnected immediately, and no payment should be allowed beyond 30.09.2016.
  9. The Govt. vehicles which are in running condition shall be kept under control of OSD concerned, and the vehicles which are in idle condition shall be kept in the Nirmithi Kendras of jurisdiction concerned under proper record entry.

The Project Directors are requested to ensure proper implementation of above guidelines and smooth transfer of records and assets in coordination with the designated OSDs. The Asst. Managers should be kept responsible for follow up action for implementation of above guidelines.

Sd/-  
Managing Director.

To,

All the Project Directors (H)  
Copy to the GM(F) for information.

// Attested //

*Clawseed*  
General Manager(Adm)

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