

MUNICIPAL ADMINISTRATION DEPARTMENT
Mission for Elimination of Poverty in Municipal Areas, MEPMA,
Telangana, Hyderabad

From
Dr.N.Satyanarayana, IAS.,
Mission Director,
MEPMA Telangana,
Hyderabad.

To
All Project Directors,
Municipal Commissioners
DPMU.,MEPMA,
Telangana State.

Lr.No.466/2014/MEPMA/E1, dated: -12-2020

Sir/Madam,

Sub: - Establishment – MEPMA Telangana – Implementation of HR
Policy
to the employees (contract and outsourced) working in MEPMA
Attendance and performance report called for – Reg.

- Ref: -
- 1) Circular Resolution of the Executive Committee, dt: 16-01-2019.
 - 2) This office Lr.No.466/2014/MEPMA/E1, dt: 28-05-2019
addressed to all Project Directors, DPMU-MEPMA.
 - 3) This office Lr.No.466/2014/MEPMA/E1, dt: 19-10-2019
addressed to all Project Directors, DPMU-MEPMA.
 - 4) This office Lr.No.466/2014/MEPMA/E1, dt: 26-11-2019
addressed to all Project Directors, DPMU-MEPMA.
 - 5) This office Lr.No.466/2014/MEPMA/E1, dt: 22-05-2020
addressed to all Project Directors, DPMU-MEPMA.
 - 6) This office Lr.No.466/2014/MEPMA/E1, dt: 09-11-2020
addressed to all Project Directors, DPMU-MEPMA.
 - 7) This office Proc.Roc.No.2039 MEPMA-G2/BUDG/1/2017
-SA Dated: 04-11-2020 and 7-12-2020.

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I invite your attention to the references 1st to 6th cited, where in this office has requested to all the Project working in Directors of DPMUs to submit attendance particulars of MEPMA staff of all categories of DPMU MEPMA office by 21st of every month along with their performance report under clause 5.2 of HR policy and also Non HR Employees, inspite of issue several reminders and requested over

phone, the above particulars not received in this office promptly.

Further, in the references 7th cited, also requested to submit cadre strength and vacancy position of employees for release of Budget to the Project Director offices. The Same is also awaited, so it is difficulty to process the pay & allowances in time and also reflect on others.

Therefore, all the Project Directors are once again requested to send the attendance details all MEPMA staff to this office by 21st of every month along with performance reports as mentioned under clause 5.2 of HR Policy of the individuals covered under HR policy in the prescribed format communicated and subsequent months, also cadre strength working and vacancy position in DPMU, MEPMA, and ULB THE level for release of Budget to Project Director offices and also requested Project Directors to submit the utilization certificates for the Budget amount released for the year 2019-20 & 2020-21, indicating balance amount as on date.

This may please be treated an important item of work, and furnish the above information immediately through mail and also hard copies, duly attested by Project Directors.

DR N SATYANARAYANA IAS
MISSION DIRECTOR

Copy to all the SMCs for information and n/a.

Copy to the Finance Wing O/o MEPMA.

Copy to the Admin wing for follow up. of all

Copy to the Additional Collectors (Local Bodies) of all districts for information.

Signature valid

Digitally signed by Dr.
Satyanarayana IAS
Date: 2020.12.09 23:21:27 IST
Reason: Approved