

**FOLLOWING GUIDELINES ARE ISSUED TO ELIGIBLE EMPLOYEES  
FOR EXERCISING OPTIONS FOR FINAL ALLOCATION BETWEEN  
TS TRANSCO AND APTRANSCO**

**Step I:** The eligible candidates should access the Option form Information system (OFIS) in the TSTRANSCO Website i.e [www.tstransco.in](http://www.tstransco.in) for accessing the On-line Option form for filling up.

**Step II:** Create Account by using new registration option and then fill up Employee ID, email ID, Mobile number in the registration form.

**Step III:** Login with the Employee ID and password which will take you to the On-line Option form.

**Step IV:** Fill up all the relevant fields in the Option form along with necessary attachments if any.

**Step V:** After verifying/checking the particulars entered in the Option form, submit the Option form. A message will be sent to the registered Email/Mobile No., as conveniently that your option form has been submitted successfully.

**Step VI:** Take a print out of the filled in On-line Option form, put your signature and get it countersigned by the Functional Head/Station Head and send a scanned copy to the email: [subcommitteetstransco@tsgenco.co.in](mailto:subcommitteetstransco@tsgenco.co.in) and also to [js@tstransco.in](mailto:js@tstransco.in).

**Step VII:** The hard copy of the Option form duly signed by the individual and countersigned by the Functional Head should be sent to the O/o. Joint Secretary/TSTRANSCO, Room No. 119, 'A' Block, Vidyut Soudha, Hyderabad-82 on or before 20.09.2019 by 5:00 PM.

**Help Lines :**

**For any administrative and IT related queries, please contact the following Officers**  
(during office hours : from 10.30 AM to 5.00 PM)

Type of Queries	Name of the Officers	Designation	Mobile No.	Land line No.
Administrative	M.Sreenivasa Reddy	Personnel Officer	9491045252	040-23396000 Extn: 3647
	P. Aruna Rani	Personnel Officer	—	040-23396000 Extn: 3409
IT Related Issues	G. Praveen Kumar	Divisional Engineer/IT	9490610562	040-23396000 Extn: 3579
	N. Purnachander	Divisional Engineer/SAP-IV (ABAP)	9440817603	—

  
Joint Secretary  
TSTRANSCO,  
Vidyut Soudha,  
Hyderabad