

TRANSMISSION CORPORATION OF TELANGANA LIMITED &
 TELANGANA POWER GENERATION CORPORATION LIMITED
 VIDYUT SOUDHA ;; HYDERABAD

(Website: www.tstransco.in CIN No.U40102TS2014SGC094248)

Circular No. CMD/JMD(HRD)/JS/DS(Per.II)/AS(IR&R)/PO(Reg.)/190/2020 dt.23.06.2020

Sub:- TSTRANSCO – Regulation Section – Epidemic Diseases Act. 1897 – Covid-19
 - Preventive Measures – Instructions – Issued.

Ref:- Cir.Memo.No.2938/OP.I/2020, dt.20.06.2020.

In view of the Sporadic cases of Covid-19 being reported in GHMC area, the following guidelines are issued for implementation in the Head Quarters of TSTRANSCO & TSGENCO, Vidyut Soudha, Hyderabad:

- a. The employees equivalent and above to the cadre of Divisional Engineer in all Services shall attend the office on regular basis.
- b. The employees equivalent and below the cadre of Asst.Divisional Engineer in all Services to attend the office on alternate day basis. This will be decided by the HOD concerned.
- c. During the above period, all the employees shall be available in Head Quarters and attend any urgent duties for which they may be called.
- d. SLDC shall work in Two shifts.
- e. All the employees must ensure compliance with physical distancing norms at all times including lunch breaks.
- f. In addition, all the infection prevention protocols like regular hand washing / sanitization, wearing of masks etc., to be strictly adhered to by the employees, as per the established protocol.
- g. All the Officers are advised to refrain from using air conditioners in their respective rooms wherever possible and ensure adequate ventilation in the room.
- h. Any employee having vulnerabilities like Pregnancy or Comorbidities can stay at home by applying eligible Leave by producing Medical Certificate.
- i. All drivers shall sit in their concerned peshi's / section and not together near parking area.
- j. The Vidyut Soudha Canteen shall be closed and all the employees are instructed to bring their food from home.
- k. Vidyut Soudha Main Gate shall be closed from 12 P.M to 3 P.M, employees shall not leave office during this period, except for emergencies/ official work, to arrest spread of Covid-19.
- l. No visitor(s) shall be permitted to enter the office unless there is authorization from concerned Director's Peshi.
- m. Maximum of 3 persons in addition to the lift operator to be allowed in the lift at a time.

2. The Civil wing shall take urgent action on the following:
 - a. Replace the existing Taps with Sensor Mechanism Taps in all the common Toilets of Vidyut Soudha.
 - b. Regular disinfection of the office premises and vehicles to be ensured.
3. These orders are not applicable to the employees working in Field Offices and at Substations and Generating Stations and they shall follow the existing procedure.
4. If any Employee or his / her family member (s) are diagnosed as COVID-19 positive, such employees shall not attend the office and inform the same to their immediate Superior Officer. The Superior Officer in-turn should inform the same to the concerned HOD/Chief Vigilance Officer.
5. These orders shall come into effect from 23-06-2020 and shall be in force till further orders.
6. These orders are also available on TSTRANSCO website and can be accessed at the address www.tstransco.in

D.PRABHAKAR RAO
CHAIRMAN & MANAGING DIRECTOR

To
All HODs of TSTRANSCO & TSGENCO

Copy to:

PS to Chairman & Managing Director/TSTRANSCO/VS /Hyderabad.
PS to JMD(Finance, Comm., HRD & Vigilance)/TSTRANSCO/VS/Hyderabad.
PS to Director (Projects) /TSTRANSCO/VS/Hyderabad.
PS to Director (Grid Operation) /TSTRANSCO/VS/Hyderabad.
PS to Director(Lift Irrigation Schemes)/TSTRANSCO/VS/Hyderabad.
PS to Director(Transmission)/TS TRANSCO/VS/Hyderabad.
PS to Director(HR)/TSGENCO/VS/Hyderabad.
The PS to Chairman and Managing Director/TSSPDCL, Hyderabad.
The PS to Chairman and Managing Director/TSNPDCL, Warangal
All Chief General Managers (HRD)/TSSPDCL & TSNPDCL.
The Chief Vigilance Officer/TSTRANSCO/Vidyut Soudha/Hyderabad.
The stock file.

// FORWARDED BY ORDER //


PERSONNEL OFFICER