



TRANSMISSION CORPORATION OF TELANGANA LIMITED  
VIDYUT SOUDHA :: HYDERABAD - 82.

Circular Memo.No.JS/DS(Per.I)/AS(L,P,S&F)/PO(S&F)/JPO/18/2024, dt.22.06.2024.

Sub: TGTRANSCO – Stationery & Furniture – Certain – Instructions –  
on usage of Foolscap size paper – Reg.

Ref: 1.Note Approved Reg No.2279, Dt.15.06.2024.

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It is notified for the information of all the HODs and their concerned sections that keeping in view of the environmental hazards and the process of digitalization the paper usage has to be reduced.

2. It is directed to minimize the usage of foolscap/legal size papers as "it is likely to reduce its consumption by about 2.4 crore sheets every year, saving over 2,800 trees and conserving over 1 crore liters of water, according to estimates."

3. Therefore, all the staff working under the HODs is requested to cut down the usage of Foolscap paper instead, advised to use A4 size paper judiciously while using the paper for office work as a whole.

C. SRINIVASA RAO  
JOINT MANAGING DIRECTOR  
(FINANCE, COMML., & HRD)

To  
The Executive Director.  
All the Chief Engineers.  
The Joint Secretary/Dy.Secy's  
The FA & CCA/Dy. CCA  
All the Superintending Engineers  
All the Divisional Engineers/Executive Engineers

TGTRANSCO/VS/Hyderabad.

Copy to:

PS to Chairman & Managing Director/TGTRANSCO/VS/Hyderabad.  
PS to JMD (Fin., Comml., & HRD)/TGTRANSCO/VS/Hyderabad.  
PA to Director (Project)/TGTRANSCO/Vidyut Soudha/Hyderabad.  
PA to Director (Transmission)/TGTRANSCO/Vidyut Soudha/Hyderabad.  
PA to Director (Lift Irrigation Schemes)/TGTRANSCO/VS/Hyderabad.  
PA to Director (Grid Operation)/TGTRANSCO/Vidyut Soudha/Hyderabad.  
All Senior Accounts Officers/ TGTRANSCO/Vidyut Soudha/Hyderabad.  
The Pay Officer /TGTRANSCO/Vidyut Soudha/Hyderabad.  
The Company Secretary/TGTRANSCO/Vidyut Soudha/Hyderabad.  
All the Asst. Secretaries/TGTRANSCO/Vidyut Soudha/Hyderabad.  
All Sections in P&G Services/TGTRANSCO/Vidyut Soudha/Hyderabad.

//FORWARDED::BY ORDER//

*V. Jayaram*  
22/06/24  
PERSONNEL OFFICER