



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/182/2025, dt.19.02.2025.

Sub: TGTRANSCO – Stationery & Furniture – Certain – Instructions –
on maintenance of the Xerox machines– Reg.

It is noticed the evidence of rat activity particularly where photocopying machines are placed and sensitive parts are damaged causing financial expenditure over and above the regular maintenance of machines.

Given the importance of optimal condition we would like to request the Chief Engineer/Civil/TGTransco/Vidyut Soudha/Hyderabad to arrange to remove the rats to prevent on future damage.

The HODs and sections having photocopying machines under their control are requested to take necessary action to keep the machine in safe place and also to monitor the staff taking copies with utmost care and responsibility and not to cause any expenditure on physical damage which is not covered by company terms and conditions.

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.

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.
The Chief Engineer/Civil/TGTRANSCO/Vidyut Soudha/Hyderabad- **to take appropriate steps to eradicate rate menace**
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//

Ch. Madhavi
PERSONNEL OFFICER