



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

Website: <https://www.tgtransco.in> CIN No: U40102TG2014SGC094248

Memo No.Jt.Secy/DS(Per-II)/AS(IR,R&RTI)/PO(IR)/JPO/256/2026, dt.26.02.2026

Sub: TGTRANSCO – IR - Retention of Original Certificates of Artisans submitted at the time of Joining after their absorption into TGTRANSCO – Instructions - Issued.

- Ref: 1. T.O.O.(Jt.Secy-Per) Ms.No.114, dt.29.07.2017.
2. Memo.No.Jt.Secy/DS(Per-II)/AS(IR&Reg)/PO(IR)/JPO/920/18,Dt.26.02.2020
3. Memo.No.Jt.Secy/DS(Per-II)/AS(IR&Reg)/PO(IR)/JPO/5215/2021, Dt.06.01.2022.
4. Lr.No.SE/OMC/Metro-East/PO-I/JPO-I&II/F.Gen/D.No.800/25,Dt.12.1.2026

In T.O.O.1st cited guidelines for absorption of Artisans into TGTRANSCO were issued, and at Para 10 (xv) it was ordered that "the outsourced personnel shall submit original certificates along with two sets of attested copies thereof, at the time of their joining".

2. In Memo 2nd cited, the Chief Engineer/Zones, Joint Secretary, Chief Engineer/Civil & Chief Engineer /Training were directed to obtain the original certificates of Academic/Technical Qualifications certificates from Artisan Grade-I, II, & III working under their control and send the same to the concerned Universities / Boards / Technical Institutions for obtaining Genuinity.

3. In memo 3rd cited, CGM(HRD), CE/Zones & SE/OMCs were directed to take necessary action for Declaration of Probation Commencement and Completion to Artisans Grade- I, II & III on receipt of Genuinity of certificates and Antecedents without fixing the seniority.

4. Recently, in letter 4th cited, a clarification was sought for whether the Original Academic/ Technical certificates of Artisans should be retained by their office or to be returned to the Artisans whose Declaration of probation commencement & Completion orders were issued.

5. After careful examination, TGTRANSCO hereby instructs all the Heads of Departments (HODs) to return the original certificates of the Artisans whose Commencement and Completion of probation were issued upon receipt of a formal written request from the concerned Artisans. Further, the Artisans shall return the acknowledgement receipt issued to them at the time of deposit of their original certificates, for collecting the Original Certificates.

**D.KRISHNA BHASKAR, IAS
CHAIRMAN & MANAGING DIRECTOR**

To

The Chief General Manager/HRD/TGTRANSCO/VS/Hyderabad.
The Chief Engineer/Telecom/TGTRANSCO/VS/Hyderabad.
The Chief Engineer/Civil/TGTRANSCO/VS/Hyderabad.
The Joint Secretary/ TGTRANSCO/VS/Hyderabad.
All Chief Engineers/Zones & All Superintending Engineer/OMCs of TGTRANSCO
All Superintending Engineer/Telecom/TGTRANSCO

Copy to:

PS to Chairman & Managing Director/TGTRANSCO/VS/Hyderabad.
PS to Director (Grid & Transmission Management)/TGTRANSCO/VS/Hyderabad.
PS to Director (Projects)/TGTRANSCO/VS/Hyderabad.
PS to Director (Finance)/TGTRANSCO/VS/Hyderabad.
The Central Record Section. & Stock File.

// FORWARDED :: BY ORDER //


PERSONNEL OFFICER *1/c*