



**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,Reg&RTI.)/PO(IR)/JPO/692/2018, Dt.02.09.2024

Sub:- TGTRANSCO – IR Section – Recovery & Remittance of EPF Contributions of Employees/Artisans to EPF Authorities – Certain instructions to all concerned Officers of TGTRANSCO – Orders – Issued.

Ref:- 1. Memo.No.JS/DS(Per-II)/AS(IR&R)/PO(IR)/JPO(IR)/692/18,
Dt.17.11.2018
2. U.O.No.FA&CCA(A/cs) & CFO /Peshi/D.No.52/24, Dt.02.08.2024

In the reference 1st cited certain instructions were issued to Pay Drawing Officers of TGTRANSCO on remittance of EPF Contribution of Employees to EPF Departments. However, certain difficulties were noticed in implementing the above orders.

02. The Section 38(1) of Employees' Provident Funds Scheme Act, 1952 reads as follows:

"The Employer shall, before paying the member his wages in respect of any period or part of period for which contributions are payable, deduct the employee's contribution from his wages which together with his own contribution as well as administrative charge of such percentage of the pay (basic wages, dearness allowance, retaining allowance, if any and cash value of food concessions admissible thereon) for the time being payable to the Employees".

03. After careful examination, TGTRANSCO in partial modification of the para 6(I) of Memo dated 17.11.2018 hereby directs all the Chief Engineers/Zones, Superintending Engineers/OMC/Circles and Pay Drawing Officers of TGTRANSCO that unless leave is sanctioned, it will not be treated as salary payable to Employee. Therefore, EPF Employee/Employer contribution cannot be deducted/ remitted to EPF authorities during the leave period pending sanction. Hence, the EPF Contribution shall be deducted and remitted to EPF authorities from the duty period/sanctioned leave period salary only.

04. All the other instructions issued in Memo dated 17.11.2018 shall hold good.

05. The Chief Engineer/IT/TGTRANSCO/VS/Hyderabad is hereby directed to develop a proper system in the SAP for remittance of EPF of Employees to EPF Authorities every month as per the above instructions. Further, Chief Engineers/Zones, Superintending Engineers/OMC/Circles and Pay Drawing Officers of TGTRANSCO are hereby directed to follow instructions as per para 3 above scrupulously regarding Recovery & Remittance of EPF Contribution of Employees to EPF Authorities.

06. The above instructions shall be followed in case of Artisans also.

07. Any deviations from the above orders will be viewed very seriously. Further, disciplinary action shall be initiated against the concerned if any deviations are noticed in future in implementing the above orders.

**C.SRINIVASA RAO
JOINT MANAGING DIRECTOR
(Finance, Comml., & HRD)**

To
The FA&CCA(A/cs) & CFO/TGTRANSCO/VS/Hyderabad
The Chief Engineer/IT/TGTRANSCO/VS/Hyderabad
All Chief Engineers/Zones/TGTRANSCO
All Superintending Engineers/OMC/Circle/TGTRANSCO
All Pay Drawing Officers/TGTRANSCO

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Copy to :

PS to Chairman & Managing Director/TGTRANSCO/VS /Hyderabad.
PS to JMD (Finance, Comml., & HRD)/TGTRANSCO/VS/Hyderabad.
PS to Director (Projects)/TGTRANSCO/VS/Hyderabad.
PS to Director (Transmission)/TGTRANSCO/VS/Hyderabad.
PS to Director (Lift Irrigation Schemes)/TGTRANSCO/VS/Hyderabad.
PS to Director (Grid Operation) /TGTRANSCO/VS/Hyderabad.
The Chief General Manager (HRD)/TGTRANSCO/VS/Hyderabad
The Joint Secretary/TGTRANSCO/VS/Hyderabad

// FORWARDED:: BY ORDER //

A. B. S. 02/09/1024
PERSONNEL OFFICER