



TRANSMISSION CORPORATION OF TELANGANA LIMITED
VIDYUT SOUDHA ;; HYDERABAD
(Website: www.tstransco.in CIN No.U40102TS2014SGC094248)

Memo. No. 125

Memo No.Jt.Secy/DS(Per.II)/AS(IR,R&RTI)/PO(R&RTI)/JPO/103/2023, dt.16.12.2023

Sub: TSTRANSCO – Regulations – Files and Disposal in TSTRANSCO – Inventory and Safe Custody – Instructions issued – Reg.

Ref: Cir.Memo.No.8687/Ser.C.A1.2023-1, General Administration (Ser.C) Dept., dt.15.12.2023.

In the Circular Memo cited, it was stated that the Government of Telangana have noticed certain reports in the last few days regarding alleged attempts to remove, take away, or destroy files, disposals and electronic storage devices in some Government offices in the context of formation of the new Government in the State. Accordingly, necessary instructions were issued to the concerned Secretaries to Government and HODs vide reference cited, to prevent recurrence of such incidents.

2. After careful examination and as a preventive measure, the TSTRANSCO hereby issues the following instructions to the HoDs of TSTRANSCO:

- a. All the HoDs shall immediately cause necessary instructions to the concerned Section Officers for compilation of section wise inventory of all current files, as also disposals from 2014, including those processed and stored in electronic form.
- b. The HoDs shall personally review the availability and safeguarding of important and sensitive files, disposals and electronic storage devices such as computers, etc., in which files are processed, in their respective wings.
- c. Responsibility shall be duly fixed on the concerned Section Officer and/or circulating officer, as the case may be, for any missing file or disposal or electronic storage device.
- d. Necessary departmental and criminal proceedings shall be initiated immediately against the concerned, if any important, sensitive file or disposal or electronic storage devices is found to be missing or damaged or tampered with, after duly arriving at the responsibility.
- e. No file or disposal or electronic storage device shall be allowed to be taken out of office by any employee, except for an official purpose such as production before courts, which shall be with specific written permission of the concerned Director/HoD.
- f. All the HODs shall make adequate arrangements for watch and ward during nonworking hours at their offices and their subordinate offices by utilizing the available manpower for this purpose.
- g. The concerned Directors shall also at once review this subject with their HoDs and ensure similar compliance with the above instructions, *mutatis mutandis*, in offices of HoDs and subordinate offices.
- h. All the HoDs are requested to complete the above exercise without any loss of time and submit their compliance and action taken report to the Jt.Managing Director by **3.00 PM on 17.12.2023**.

3. These orders are also available on TSTRANSCO website and can be accessed at the address [Http://www.tstransco.in](http://www.tstransco.in).

**JOINT MANAGING DIRECTOR
(Fin, Comml., & HRD)**

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| To | | |
| The Executive Directors | } | |
| The Chief General Manager(HRD) | } | |
| All Chief Engineers | } | TS TRANSCO |
| The Joint Secretary | } | |
| FA&CCA's | } | |
| The Superintendent of Police, Vigilance | } | |
| All Superintending Engineers / Dy. CCAs / Dy.Secretaries | } | |
| All Divisional Engineers/Executive Engineers | } | |

Copy to:

PS to Chairman & Managing Director/TSTRANSCO/VS /Hyderabad.
PS to JMD(Finance, Comml., & HRD)/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.
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 Pay Officer/ The Accounts Officer/CPR/TSTRANSCO/VS/Hyderabad.
The Company Secretary/TSTRANSCO/VS/Hyderabad.
All Asst. Secretaries /TSTRANSCO/VS/Hyderabad.
All Sections in P&G Services/TSTRANSCO/VS/Hyderabad.
The stock file.

// FORWARDED BY ORDER //


PERSONNEL OFFICER