



**TRANSMISSION CORPORATION OF TELANGANA LIMITED  
VIDYUT SOUDHA ;; HYDERABAD**

(Website: www.tstransco.in CIN No.U40102TG2014SGC094248)

**Memo.No.Jt.Secy/DS(Per.II)/AS(IR,R&RTI)/PO(R&RTI)/JPO/35/2024,dt.19.04.2024**

Sub:- TSTRANSCO – Regulation Section – Implementation of Encashment of Earned Leave to Employees on Superannuation and Regular Employees – Certain Instructions – Issued.

- Ref:-
1. Circular Memo No.64861/797/FR-I/71-1, Fin (FR.I) Dept., dt.14-07-1972
  2. B.P.Ms.No.828, dt.23.10.1976.
  3. B.P.Ms.No.150, dt.28.02.1985.
  4. B.P.Ms.No.429, dt.18.04.1984.
  5. Memo.No.DS(PS)/DMVI/110-U2/91, dt.27.03.1991.
  6. B.P.Ms.No.409, dt.09.05.1988.
  7. B.P.Ms.No.805, dt.09.08.1988.
  8. B.P.Ms.No.336, dt.05.04.1989.
  9. B.P.Ms.No.1287, dt.08.12.1989.
  10. B.P.(P&G.Per) Ms.No.256, dt.18.12.1997.
  11. G.O.Ms.No.38, Fin. & Planning Dept., dt.26.02.1996
  12. B.P.(P&G.Per) Ms.No.291, dt.30.01.1999.
  13. T.O.O.(Addl.Secy-Per) Ms.No.75, dt.24.05.2010.
  14. T.O.O. CGM (HRD-Per) Ms.No.12 dt.27-08-2014.
  15. T.O.O. (Jt.Secy-Per) Ms.No.1637 dt.28-04-2023.
  16. U.O.No.FA & CCA(A/Cs)/SAO(SLDC & Tr)/AO/AO/ D.No.76/24 dt.21-02-2024.

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During the inspection of Sr.Audit Officer, AG Audit has raised an objection towards excess payment while calculating the Earned Leave Encashment to Employees and to the employees on Superannuation by allowing certain allowances.

2. In Circular Memo 1<sup>st</sup> cited, the Government directed the Departments of the Secretariat and HODs to see that HRA and other compensatory allowances shall be allowed during the surrender leave period.

3. After careful examination and in accordance with Regulation 10 (5) & Regulation 10 – III (12) & (14) of Part-I of APSEB Service Regulations, as adopted by TSTRANSCO read with Circular Memo 1<sup>st</sup> cited & G.O.11<sup>th</sup> cited, TSTRANSCO hereby directs all the HODs / Pay Drawing Officers of TSTRANSCO that while calculating the Earned Leave Encashment to employees and also to the employees who retire on attaining the age of superannuation or premature or voluntary retirement the Basic Pay + D.A. + HRA + CCA components shall be taken into consideration for calculation.

4. These orders shall come into force with effect from the date of issuance of these instructions.

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

**S.A.M.RIZVI, IAS,  
CHAIRMAN & MANAGING DIRECTOR (FAC)**

To  
All Executive Directors  
All Chief Engineers.  
Chief General Manager (HRD)  
Joint Secretary/Dy.Secy  
FA & CCA/Dy.CCA  
All Superintending Engineers.  
All Divisional Engineers/Executive Engineers



TSTRANSCO

**Copy to:**

PS to Chairman & Managing Director/TSTRANSCO/Vidyut Soudha/Hyderabad  
PS to JMD(Finance, Comml., & HRD)/TSTRANSCO/VS/Hyderabad.  
PA to Director (Projects)/TSTRANSCO/VS/Hyderabad  
PA to Director (Transmission)/TSTRANSCO/VS/Hyderabad.  
PA to Director (Lift Irrigation Schemes)/TSTRANSCO/VS/Hyderabad.  
PA to Director (Grid Operation)/TSTRANSCO/VS/Hyderabad.  
PS to Director (HR), TSGENCO/VS/Hyderabad  
The Chairman & Managing Director/TSSPDCL/ Hyderabad.  
The Chairman & Managing Director/TSNPDCCL/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.

// FORWARDED BY ORDER //

PERSONNEL OFFICER