



**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/919/19, dt.24.01.2025

Sub: TGTRANSCO – Industrial Relations – Absence of Artisans from duty without prior permission of higher officials/intimation to higher officials/sanction of leave – Certain instructions – Issued,.

Ref:- 1) T.O.O.(Jt.Secy-Per) Ms.No.938, Dt.29.12.2020
2) T.O.O.(Jt.Secy-Per) Ms.No.1217, Dt.12.10.2021

It is observed that some of Artisans are absent for duty for months/years without prior permission of higher officials/intimation to higher officials/sanction of leave. However, no disciplinary action is initiated by Controlling Officers from time to time.

2. In view of the above, all HODs of Corporate Office, Chief Engineers/ Superintending Engineers/Deputy Secretaries/Assistant Secretaries are directed to observe the duty period of Artisans from time to time and call for explanation from Artisans in case of absence period is more than 30 days without prior permission of higher officials/intimation to higher officials/sanction of leave and take disciplinary action against the concerned Artisans as per Standing Orders and furnish action taken report to this office from time to time.

3. The Concerned Officers are directed to follow the above instructions without any deviation. Disciplinary action will be initiated against the concerned Officers in case of non-compliance of the above orders.

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

To

All HODs of TGTRANSCO/Vidyut Soudha/Hyderabad.
All Chief Engineers/Zones/TGTRANSCO
All Superintending Engineers/TGTRANSCO/VS/Hyderabad
All Superintending Engineers/OMCs/TGTRANSCO

Copy to:

All Assistant Secretaries, O/o.Chief Engineers/Zones/TGTRANSCO.
All Personnel Officers, O/o.Superintending Engineers/OMC Circles/TGTRANSCO

//FORWARDED :: BY ORDER//


PERSONNEL OFFICER