



TELANGANA STATE POWER GENERATION CORPORATION LIMITED
VIDYUT SOUDHA HYDERABAD

CIN U40102TG2014SGC094070, Phone No 040-23499549
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Circular Memo.No D(HR)/DS(Estt)/AS(Estt-II)/AM(HR)-I/373/2021-1

Date 22.06 2021

Sub: Estt – TSGENCO – Leaving the Headquarters without prior permission either on Leave or on Public/Optional Holidays - Certain instructions – Issued.

Ref: Board's Memo.No.DS(PS)/DM(Estt)/609 V1/93-1, dtd.22 04.1993

Whereas, it has come to the notice of the Management that some of the Officers and Staff are leaving the Headquarters without obtaining prior permission from their Controlling Officers, either on leave or on public/optional holidays, which is greatly hampering the day-to-day operations, and causing avoidable inconvenience in attending to the emergencies, particularly in the Power Generating Stations As such, leaving the Headquarters either on authorized leave or on public holidays/optional holidays, without permission from their Controlling Officers constitutes misconduct, since as per Regulation-20 of the APSEB Service Regulations Part-I, as adopted, the whole time of an employee is at the disposal of the Corporation.

2 Whereas, the attention is also drawn to the reference cited, wherein certain instructions were issued to the effect that all the Officers and Staff shall be available in their respective Headquarters on Holidays and obtain prior permission from the Competent Authority in case they wish to avail the Public/Optional Holidays and leave the Headquarters on such holidays. The same is the case in availing any type of leave including casual leave.

3 Therefore, all the Officers and Staff are hereby informed that if any Officer or Staff who intend to leave the Headquarters of his/her place of working, either on Public/Optional Holidays or on leave, including casual leave shall obtain prior permission from the Competent Authority concerned, duly furnishing the leave address along with phone number to contact him/her in case of emergency.

4 All the Officers and Staff are requested to strictly adhere to the above instructions and non-compliance on their part will be viewed seriously and action deemed fit will be taken against them, apart from treating the said leave as unauthorized absence, irrespective of the status of sanction of such leave

5. The Controlling Officers concerned are requested to ensure that the Officers and Staff working under their control shall scrupulously adhere to the above orders without any deviation, failing which they shall initiate disciplinary action against such erring Officers/Staff, as per rules in vogue.

6 These orders are also available on the TSGENCO website and can be accessed on www.tsgenco.co.in

D.PRABHAKAR RAO
CHAIRMAN & MANAGING DIRECTOR

To

All the Functional Heads in Corporate Office
All the Heads of the Power Generating Stations.

Copy to the:

Joint Secretary & PS to Chairman & Managing Director
Dy CCA to Director (Finance)
DE(T) to Director(HR) // DE(T) to Director (Thermal)
DE (T) to Director (Hydel) // DE(T) to Director(Projects)
PO to Director(Comml. & Fuel)
AEE(T) to Director(Civil)
Chief of Vigilance & Security
Company Secretary
All Sections/Wings in Corporate Office//ERP Wing.
Stock File/Spare.

// Forwarded :: By Order //

Assistant Manager (HR)