



**TRANSMISSION CORPORATION OF TELANGANA LIMITED
VIDYUT SOUDHA::HYDERABAD-82**

Website: <https://www.tstransco.in> CIN No: U40102TS2014SGC094248

Memo.No.Jt.Secy/DS(Per-II)/AS(IR,Reg&RTI)/PO(IR)/JPO/D.No.919/19, dt.19.12.2022

Sub: TSTRANSCO – IR – Crediting of Leaves (Leave with Wages) to Artisans – Certain Clarification – Orders – Issued.

- Ref: 1. T.O.O.(Jt.Secy-Per) Rt.No.2945, Dt.03.12.2021
 2. T.O.O.(Jt.Secy-Per) Rt.No.2965, Dt.10.12.2021.
 3. Lr.No.CGM(HRD)/GM(S)/AS(Estt.)/PO-B/D.No.83-B3/22, Dt.22.02.2022
 4. Lr.No.CE/MZ/HYD/AS/PO-II/JPO-II/D.No.512/2022,dt.01.06.2022.
 5. U.O.No.JS/DS(Per.1)/AS(Estt.)/PO(Estt.I)/J1/721/2020/49-2,Dt.28.07.2022

In the references 3rd to 5th cited certain clarifications were sought regarding Crediting of Leaves (Leave with Wages) to Artisans working in TS Power Utilities.

2. After careful examination, TSTRANSCO hereby issues the following clarifications regarding Crediting of Leaves (Leave with wages) to Artisans.

- A) The Artisans working in TSTRANSCO shall avail **General Holidays / Paid Holidays** as hereunder:
- i) Artisans working in administration establishment shall follow General Holidays as per the orders issued by TSTRANSCO on subject matter from time to time.
 - ii) Artisans working in the O&M and Construction wings shall follow Paid Holidays as per the orders issued by TSTRANSCO on subject matter from time to time.
- B) The following are the clarifications regarding Leave with Wages as per Factories Act, 1948:

Sl. No	Clarification sought	Clarification as per relevant orders
1.	Leave with Wages to be credited i.e., 15 days per year as per Memo. dt.02.09.2020 (or) 1 day for every 20 days of actual work which would amount to 18 days per year.	Orders issued vide Memo dated 02.09.2020 that as per Factories Act, for every 20 working days, 1 (one) day Leave with Wage/Privileged Leave has to be credited to the Artisans from the date of their absorption i.e. w.e.f. 18.09.2018. 15 days leave with wages for each subsequent calendar year with a condition that such accumulation of Leave shall be limited to a maximum of 30 days.
2.	Credit of leave may be given at the end of every 20 days or at the end of the year	As per Factories Act, every Artisan who worked for a period of at least 240 working days or more in a calendar year is entitled for Leave with Wages. The Leave with Wages shall be credited to Leave Account of Artisan on first day of Succeeding Calendar year i.e. on 1st January.
3.	a) Admissibility of Prefix, Suffix, Holidays occurring during the leave period. b) Admissibility of Prefix, Suffix, Holidays occurring during the LOSS of PAY period.	The Leave with Wages can be sanctioned to Artisans with permission to avail General Holidays prefixed, suffixed and occurring during the leave period. The Leave with Wages already sanctioned prior to this order shall not be revised.

(Contd.....2)

Sl. No	Clarification sought	Clarification as per relevant orders
4.	<p>Opening date of Leave account in their Service Registers is from 18-09-2018 or end of subsequent period, after nullifying negative balance, if any (Ex: as at 31.12.2019/31.12.2020/31.12.2021) Certain Artisans have utilized more leaves than their eligibility. If so, can this negative balance may be nullified with subsequent years of leave credit, since such excess leave availed cannot be sanctioned as Loss of Pay and recovery of wages cannot be made to that effect, at present.</p> <p>There is an ambiguity while calculating the leave account whether to recover the salary for the excess availed leaves or to adjust excess availed leaves from the leaves earned in future years.</p>	<p>Orders were already issued vide Memo dated 02.09.2020 stating that Leave with Wages/ Privileged Leave has to be credited to the Artisans from the date of their absorption i.e. w.e.f. 18.09.2018. Accordingly, the Artisans are eligible for following leave:</p> <p>Period from 18.09.2018 to 31.12.2018: (Eligible for 4 days of Leave with wages)</p> <p>Period from 01.01.2019 to 31.12.2019: (Eligible for 15 days of Leave with wages)</p> <p>The above Leave with Wages shall be credited for each subsequent calendar year.</p> <p>Orders issued vide Memo dated 12.10.2021 wherein at Para 2(iv) it was ordered that the Leave exceeding the eligible leave shall be treated as Loss of Pay (LOP) and Loss of Pay shall not be considered for release of Annual Grade Increment or any other purposes.</p>

C) For calculating **Annual Leave with Wages** to the Artisans, Chapter-VIII, Clause 79 of Factory Act, 1948 shall be followed scrupulously. The extract of above Clause is as hereunder:

79. Annual Leave with Wages –

(1) Every Artisan who has worked for a period of 240 days or more during a calendar year shall be allowed during the subsequent calendar year, leave with wages for a number of days calculated at the rate of:-

(i) One day for every twenty days of work performed by him/her during the previous calendar year

Explanation- I :

- (a) any days of lay off, agreement or contract or as permissible under the standing orders;
- (b) in the case of a female worker, maternity leave for any number of days not exceeding 26 weeks: and
- (c) the leave earned in the year prior to that in which the leave is enjoyed

shall be deemed to be days on which the Artisan has worked in Organisation for the purpose of computation of period of 240 days or more, but he/she shall not earn leave for these days.

Explanation- II :

The leave admissible under this sub-section shall be exclusive of all holidays whether occurring during or at either end of the period of leave.

(2) A worker whose service commences otherwise, then on the first day of January shall be entitled to leave with wages at the rate laid down in clause (i) of subsection (1) if he has worked for two-thirds of the total number of days in the remainder of the calendar year.

(3) In calculating leave, fraction of leave of half a day or more shall be treated as one full day's leave, and fraction of less than half a day shall be omitted.

(6) The number of times in which leave may be taken during any year shall not exceed three.

D) The Artisans shall submit the application in the Proforma for applying "Leave with Wages" annexed to this order.

E) The Leave with Wages already sanctioned to Artisans shall not be reviewed/ revised.

(Contd.....3)

3. The Functional Heads at the Corporate Office, Chief Engineer/Zones, Chief Engineer/IT and Chief Engineer/Training are hereby directed to take necessary action as ordered above scrupulously.

4. These orders are issued with the concurrence of the JMD (Finance, Comm., & HRD) vide Regd.No.5156, dt.12.12.2022.

5. These orders are also available on TSTRANSCO website and can be accessed at web address <https://www.tstransco.in>.

D.PRABHAKAR RAO
CHAIRMAN & MANAGING DIRECTOR

To
All Executive Directors }
The Chief General Manager(HRD) }
All Chief Engineers/Joint Secretary/FA&CCA } TSTRANSCO
All SEs/DEs }

Copy to:

PS to Chairman & Managing Director/TSTRANSCO/VS /Hyderabad.
PS to JMD(Finance, Comm., & HRD)/TSTRANSCO/VS/Hyderabad.
PS to Director (Projects)/TSTRANSCO/VS/Hyderabad.
PS to Director(Transmission)/TS TRANSCO/VS/Hyderabad.
PS to Director(Lift Irrigation Schemes)/TSTRANSCO/VS/Hyderabad.
PS to Director (Grid Operation) /TSTRANSCO/VS/Hyderabad.
PS to Chairman and Managing Director/TSSPDCL, Hyderabad.
PS to Chairman and Managing Director/TSNPDCL, Warangal
PS to Director(HR)/TSGENCO/VS/Hyderabad.
The Chief General Manager (HRD)/ TSTRANSCO/VS /Hyderabad.
All Chief General Managers (HRD)/TSSPDCL & TSNPDCL.
All Deputy Secretaries/All Asst. Secretaries/TSTRANSCO/VS/Hyderabad.
The Pay Officer/ The Accounts Officer/CPR/TSTRANSCO/VS/Hyderabad.
The Company Secretary/TSTRANSCO/VS/Hyderabad.
The Resident Audit Officer, EB&A/TSTRANSCO/VS/Hyderabad.
All Sr. Accounts Officers/Zones/TSTRANSCO.
All Sections in P&G Services/TSTRANSCO/VS/Hyderabad.
The General Secretary, TSEEU(Regd.No.1104), Mint Compound, Hyderabad.
The Secretary General, TSSEEU(Regd.No.327), Mint Compound, Hyderabad.
The General Secretary, Telangana Rashtra Vidyut Karmika Sangam, (R.No.H-58), H.O.: Telangana Vidyut Karmika Bhavan, Secretariat Road, Mint Compound, Hyderabad.
The President, Telangana State Power Employees Union (Regd.No.1535), H.Q. sri Laxmi Plaza, Plot No.111, Somajiguda, Hyd.
The General Secretary, Telangana Electricity P&G Employees Association (Regd.No.151/2022), Flat No.402, PRR's Sri Vishnu Charan Nivas, Chaitanyapuri Colony, Hyderabad-60
The General Secretary, Telangana Electricity Engineers Association, Regd.No.319/07, MC, Hyd.
The President, Telangana State Power Engineers' Association(Regd.No.555/14), H.No.6-3-663, Somajiguda, Hyderabad.
The President, Telangana Power Diploma Engineers' Association (Regd.No.272/2014), H.No.5-9-22/55, Adarsh Nagar, Hyderabad - 500 063.
The General Secretary, Telangana State Electricity Assistant Engineer's Association, (Regd.No.1185/77), New Paloncha-507115.
The President, T.S. Power Engineers Association (Regd.279/2009), 2nd Floor, SSR Chamber, Opp. Rajdooth Hotel, Telephone Bhavan Road, Lakdikapool, Hyd
The General Secretary, Vidyut Accounts Officers Association of Telangana (VAOAT) (Regd.No.656/2016) H.No.8-62, Sri Sai Nagar colony, Medipally, Medchal (Dist.) -500 039.
The General Secretary, Telangana Electricity Accounts Staff Association (Regd.No.1228 of 2013), Loans Section, 3rd Floor, A-Block, Vidyut Soudha, Hyderabad.
The General Secretary, United Electricity Employees Union (Regd.No.B-1829) H.No.1-1-60/4, Musheerabad, Hyderabad-20
The State General Secretary, Telangana Electricity Employees Union (R.No.H-142), H.Q:# 19-5-32/A/19, Mahmood Nagar, Kishan Bagh, Hyderabad - 500 064.
The President, Telangana Electricity Asst. Engineer's Association (TEAEA) Regd No.108/2016, H.Q. KTPS Complex, Paloncha Khammam Dist.Telangana - 507 115
The General Secretary, Telangana Vidyut Engineer's Association (Regd.No.1438/2007), Plot.No.47, Road No.09, East Kalyana Puri, Uppal, Hyderabad - 500 013.
The Telangana Vidyut Employee's Union, Regd.No.H-82/2019/TS, Beside 132/33 KV Hussain Sagar GIS SS, Telangana Chowrastha, Mindcompound, Hyderabad - 500063.
The Telangana Vidyut Diploma Engineers Association (Regd No.579/2021) # 22-65, Sri Shiva Sai Nagar, Badangpet, Balapur, Rangareddy - 500058.
The Telangana Rashtra Power Employees Union (Regd.No.G-445/1982) #1-2-343/1/3/B, Phool bhag, Dhomalaguda, Hyd - 500029.
The President, Telangana Energy Accounts Service Association (Regd.N.10/2022) O/o.Chief General Manger, Metropolitan Zone, TSSPDCL, Hyderabad - 500063.
The Secretary General, Telangana State Electricity SC & ST Employees' Welfare Association (Regd.No.621/2014), H.O: Dr.B.R. Ambedkar Spoorthi Bhavan, MC, Khairatabad, Hyd.
The Secretary General, Electricity Backward Class Welfare Employees Welfare Association, (Regd.No.1681/2006), Plot No.7, Road No.5G, Krishnagar colony, Moulali, Hyd.
The Secretary General, Electricity OC Employees Welfare Association, (Regd.No.1088/2008), H.No.1-1-287/33/A, Chikkadapally, Hyderabad-020.
The General Secretary, State Scheduled Tribe Employees Welfare Association,(RegdNo.956/78) Mint Compound, Beside TSSPDCL Head Quarters (New Building), Hyderabad.
The General Secretary, Telangana Electricity Employees Muslim Minority Association (Regd.No.1124/2014), H.No.8-4-544/58/1, Erragadda, Sanathnagar post, Hyd - 18.
The Secretary General, Telangana Electricity SC & ST Employees Welfare Association (Regd.No.202/2010) Head Off:Qtr.No.C-37, "A" Colony, Ramagundam, District Karimnagar.
The President, Telangana State Electricity SC & ST Officer' Welfare Association (Reg.No.556/2014), H.O:8-3-228/1280/56, Jawahar Nagar, Yousufguda, Hyd.
The State Secretary General, Telangana State Electricity SC/ST & Dalitha Christian Employees Association (Reg.No.684/2014) Plot No.12, Near GNR Gardens, Anandbagh Malkajgiri, Hyd-47.
The General Secretary, Telangana Mala Electricity Employees Welfare Association (Regd.No.1577 of 2013) Flat No.16-1-143, Swathi School Road, New Paloncha, Kothagudem - Bhadradi Dist. - 507115.
The General Secretary, TS Electricity Board Retired Employees Association (Regd.No.375), MC, Hyderabad
The Central Record Section. & Stock File.

//FORWARDED BY ORDER//

A. Prabhakar Rao
PERSONNEL OFFICER



TRANSMISSION CORPORATION OF TELANGANA LIMITED
VIDYUT SOUDHA :: HYDERABAD

Website: <https://www.tstransco.in> CIN No: U40102TS2014SGC094248

LEAVE WITH WAGES APPLICATION

Artisan ID No.

Mobile No.

1. Name of the Artisan :
2. Leave Rules application : As per Factories Act, 1948
3. Artisan Grade :
4. Office & Section :
5. Pay :
D.A :
H.R.A :
C.C.A :
Personal Pay :
DA on Personal Pay :
HRA on Personal Pay :
: Rs.

6. Nature of the Leave and grounds :
On which leave is applied for
7. Period of leave applied for and :
Date as on which required
8. Leave Address :

Signature of the applicant

Date:

9. Remarks and recommendations of
the controlling officer

Signature with Date

Designation with Stamp.