



**TRANSMISSION CORPORATION OF TELANGANA LIMITED
VIDYUTSUDHA::HYDERABAD-82**

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

Memo.No.Jt.Secy/DS(Per-II)/AS(IR&Reg.)/PO(IR)/JPO/231/2021,dt.12.10.2021

Sub: TSTRANSCO-IR-Leave Rules to the Artisan working in TSTRANSCO – Orders – Issued.

Ref: 1.Memo.No.Jt.Secy/DS(Per-II)/AS(IR&R)/PO(IR)/JPO/919/18,dt.02.09.2020
2. T.O.O.(Jt.Secy.-Per) Ms.No.938, Dt.29-12-2020.
3.Memo.No.Jt.Secy/DS(Per-II)/AS(IR&R)/PO(IR)/JPO/648/16,dt.30.06.2021
4.Memo.No.Jt.Secy/DS(Per-II)/AS(IR&R)/PO(IR)/JPO/648/16,dt.12.05.2021
5. Lr.No.CE/WGL-ZONE/AS/AM/JPO-5/F.61/D.No.430/21,dt.06.03.2021
6. Lr.No.CE/RZ/Hyd/AS/PO-II/F.9/D.No.3233/20, dt.12.03.2021.
7. Lr.No.CE/WGL-ZONE/AS/PO-II/JPO-3/F.61/D.No.494/21,dt.17.03.2021
8. Lr.No.CE/RZ/Hyd/AS/PO-II/P-64/D.No.1080/21, dt.30.06.2021.
9.T.O.O.(Jt-Secy-Per) Ms.No.1217, Dt.12.10.2021

The Chief Engineer/Zones have requested certain clarifications on issues regarding Leave rules and sanctioning authority for sanction of leaves to Artisans working in TSTRANSCO.

2. After careful examination, TSTRANSCO hereby issues the following clarifications regarding Leave rules.

- i. Artisan, who desires to obtain leave of absence, shall apply in writing to the competent authority before proceeding on leave.
- ii. The absence periods prior to 08.09.2020 may be sanctioned as per the leave eligibility vide T.O.O.Ms.No.173, dt.07.11.2017, the remaining period may be treated as Loss of Pay (LOP). The period of Loss of Pay may not be considered for release of Annual Grade Increment or any other purposes.
- iii. Artisans shall be eligible for Disability Leave as per the provisions of the Employee Compensation Act, 1923. As per the Act, the Artisans who are injured/Permanent Total Disablement/Temporary Total Disablement are eligible for Disability Leave while attending official duties and involved in Departmental Non-Fatal Accidents.
- iv. The Artisans who desires to avail Medical Leave shall be sanctioned from Leave with wages as per Factories Act, 1948, as per eligibility. 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.
- v. Artisans who availed Leave without prior permission from competent Authority shall be treated as Misconduct as per Sub-Clause 7 of clause 34 of Chapter XI of Standing Orders, Service Rules and Regulations for Artisans, 2019".

**C.SRINIVASA RAO
CHAIRMAN & MANAGING DIRECTOR (FAC)**

To

The Chief Engineer//Metro//Rural//Karimnagar//Warangal/Zones/TSTRANSCO

Copy to:

The Chief Engineer/Civil/ VS/TSTRANSCO/Hyderabad
The Chief Engineer /IT /VS/TSTRANSCO/Hyderabad
The Deputy Secretary (Per-I)/VS/TSTRANSCO/Hyderabad
The Deputy Secretary (Per-II)/VS/TSTRANSCO/Hyderabad
All SEs/OMC/TSTRANSCO
All Assistant Secretaries/Zones/TSTRANSCO
The Pay Officer/TSTRANSCO/VS/Hyderabad
The SAO/SLDC/VS/Zones//Accounts Officers/OMCs/TSTRANSCO
All Personnel Officers/ OMCs/TSTRANSCO
The Stock File

// FORWARDED BY ORDER //

L. Shankar
PERSONNEL OFFICER