



TRANSMISSION CORPORATION OF TELANGANA LIMITED
VIDYUT SOUDHA :: HYDERABAD
Website: <https://www.tstransco.in> CIN:U40102TS2014SGC094248

TSTransco - Certain Guidelines on utilization of official TSTransco email application
-Issued.

T.O.O.CE/(IT)/RT.No. 926

Dt :- 25.06.2019

The Transmission Corporation of Telangana Limited (TSTransco) has installed its own email application (<https://mail.tstransco.in>) for Official utilization by its employees.

- 2) TSTransco Official email application ensures that the data is securely stored in TSTransco's own email Servers, apart from maintaining quick delivery and confidentiality. It is also advantageous to adopt emails for general or miscellaneous correspondence among various Offices in place of U.Os and general letters.
- 3) The Communication through emails has an advantage of fast and reliable communication and the configuration of emails on Mobile phones also remains accessible on as is where is basis.
- 4) Hence, the following guidelines are hereby issued on utilization of Official TSTransco email application and to make it mandatory for doing Official Communications/Correspondence.
 - i. The employees provided with Official email ids shall use the same for all internal and external communications and shall stop utilization of private email ids for doing Official correspondence forthwith.
 - ii. The U.O correspondence among Functional Heads shall be discontinued hereafter and emails shall be strictly used.
 - iii. Emails shall be used for communicating copies of T.O.O.s, P.O.s, Training calendars, general letters etc., by attaching scanned copy of document.
 - iv. The communication received through TSTransco email ids shall have to be considered as Official correspondence and necessary action shall be taken up by the concerned accordingly.

- v. The concerned Officer to whom the email id is assigned is solely responsible for any data/email that is transmitted using TSTransco email system.
- vi. The Officers are hereby cautioned not to share email passwords to any others.
- vii. Email is provided as a professional resource to assist employees in discharging their official duties. Employees are also directed to configure TSTransco email in Mobile Phones for faster access.

(BY ORDER AND IN THE NAME OF TRANSMISSION CORPORATION OF TELANGANA LIMITED)

D.PRABHAKAR RAO
CHAIRMAN &MANAGING DIRECTOR

To

1. All The Functional Heads of TSTransco
2. All The Superintending Engineers/OMC/Adilabad/Nizamabad/Karimnagar/ Warangal/Khammam/Nalgonda/Sanga Reddy/Mahabubnagar/ Hyderabad Metro/East,Central,west.
3. The PS to CMD/TSTransco/Vidyut Soudha/Hyderabad
4. The PS to JMD(Finance, Comml. & HRD)/TSTransco/ Vidyut Soudha /Hyderabad
5. The DE/T to Director/Projects/ TSTransco/ Vidyut Soudha /Hyderabad
6. The ADE/T to Director/LIS/ TSTransco/ Vidyut Soudha /Hyderabad
7. The DE/T to Director/Transmission/ TSTransco/ Vidyut Soudha /Hyderabad
8. The PS to Director/Grid Operation/ TSTransco/Vidyut Soudha /Hyderabad

Copy to:

The Chief Engineer/IT/ TSTransco /Vidyut Soudha/ Hyderabad

//FORWARDED:: BY:: ORDER//

SD/-
DIVISIONAL ENGINEER/IT