



SOUTHERN POWER DISTRIBUTION COMPANY OF TELANGANA LIMITED
(A GOVT. OF TELANGANA UNDERTAKING)
CORPORATE OFFICE: 6-1-50, MINT COMPOUND , HYDERABAD – 500 063
(TELANGANA STATE, INDIA).

CIN U40109TG2000SGC034116 WEB SITE: www.tssouthernpower.com

Circular Memo.No.CGM(HRD)/GM(Adm)/AS(Estt)/PO(Estt-I)/1109-D1/19, Dt:06.09.2019

Sub:- Estt. – TSSPDCL – TS Power Utilities – Bifurcation of State Cadre Employees between TS & AP Power Utilities – Options – Called for.

Ref:- Circular Memo.No.Sub-Committee/TS Power Utilities/
C.No.01/2019-1, Dt.06.09.2019

A copy of the reference cited, along with the format of Option form is herewith enclosed.

2) All the CGMs/GMs/SEs/DEs are requested to communicate the same to the concerned State Cadre Employees working under your control, obtain the filled in, signed Option form and send the same to the O/o Director (HR & IR)/TSSPDCL on or before 18.09.2019 by special messenger.

3) The steps for exercising the Option, filling and submitting through On-line mode is given below:

Step I: The eligible candidates should access the Option form Information system (OFIS) in the TSSPDCL dash board/website for accessing the On-line Option form.

Step II: Create Account by entering Employee ID and Mobile No., where- in an OTP is generated and sent to the registered Mobile No.

Step III: Enter the OTP received and submit. Then set the password and submit which will take to the login page.

Step IV: Login with the Employee ID and password which will take to the On-line Option form.

Step V: Fill up all the relevant fields in the Option form along with necessary attachments if any.

Step VI: After verifying/checking the particulars entered in the Option form, submit the Option form. A message will be sent to the registered Mobile No., that your option form has been submitted successfully.

Step VII: Take a print out of the filled in On-line Option form, put your signature and get it countersigned by the Functional Head/Station Head and email to :subcommitteetsspdcl@tsgenco.co.in

Step VIII: The hard copy of Option form signed and countersigned should be sent to the O/o Director (HR&IR)/TSSPDCL on or before 18.09.2019.

Encls : 1) Circular Memo dt.06.09.2019
2) Option form format

G.RAGHUMA REDDY
CHAIRMAN AND MANAGING DIRECTOR

To

All the CGMs/GMs/SEs/DEs

Copy to

DE/Tech & PS to CMD/TSSPDCL/Corporate Office/Hyderabad

PS to all Directors/TSSPDCL

Stock file

//FORWARDED BY ORDER//

Bindu Pralle
PERSONNEL OFFICER