



दुस्को लिमिटेड TUSCO LIMITED

(टीएचडीसी इण्डिया लि० एवं यूपी नेडा का संयुक्त उपक्रम)
चतुर्थ तल, यूपी नेडा भवन, विभूति खण्ड, गोमती नगर, लखनऊ-226010 (उ.प्र.)
4th Floor, U.P. Neda Bhawan, Vibhuti Khand, Gomti Nagar, Lucknow - 226010 (U.P.)



No.: - TUSCO/LKO/HR&A/2023-24/1042

Dated 28.07.2023

Circular

All employees are hereby advised to ensure strict adherence to the following,

Office Timings: All employees are required to strictly follow the designated office timings. This implies arriving at the office on time and staying until the end of the designated work hours.

Leave/Tour/Station Leave Application: Employees are advised to use the Human Resource Management System (HRMS) to apply for leave, tour, or station leave in advance. This implies that any planned time away from the office should be requested and approved through the proper channels.

Prior Sanction: Leave, tour, or station leave must be sanctioned by the appropriate authorities before employees are allowed to leave the headquarters. This ensures that there is a clear record and understanding of an employee's absence.

Communication to CEO: Employees are required to inform the Chief Executive Officer (CEO) about their intended leave or travel plans. This is a way to ensure transparency and keep higher management informed.

This issues with the approval of competent authority.

(Mohan Singh)

Sr. Manager (HR&A)

Copy to:-

1. CEO, TUSCO Limited, Lucknow.
2. AGM (Solar), TUSCO Limited, Jhansi/Lalitpur/Chitrakoot.
3. DGM (F&A), TUSCO Limited, Lucknow.
4. All Employees, TUSCO Limited
5. Office Order File.



सूचना का
अधिकार