

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

Circular Memo.No.CGM(HRD)/DS(HRD)/AS(HRD-III)/PO(Med-II)/475/22, dt:05.12.2025.

Sub: TGTransco – Med – Medical facility to Employees/ Pensioners/ Artisans and their dependents & Family Pensioners – Dependency declaration – Certain instructions – Reg

Ref: 1.T.O.O.Ms.No.301, dt:31.03.2009.

2.Lr.No.CGM(HRD)/DS(HRD)/AS(HRD-III)/PO(Med-II)/212/2018, dt:23.03.2022.

3.Lr.No.CGM(HRD)/DS(HRD)/AS(HRD-III)/PO(Med-III)/475/2022, dt:01.12.2022.

4.Lr.No.CGM(HRD)/DS(HRD)/AS(HRD-III)/PO(Med-I)/475/2022, dt:29.02.2024.

It has come to the notice of the Undersigned that in spite of several instructions issued vide references cited regarding the dependency declaration, most of the Employees/Pensioners/Artisans are approaching the Medical Wing for issue of Credit letters/Reimbursement to their family members duly declaring that they are solely dependent on them and having no source of income, which are contrary to the declaration submitted by them, when enquired and cross checked. Further, it has also come to notice that some of the Employees/Artisans are not furnishing full family information and are concealing the same, which constitutes as an act of misconduct under the Service Regulations.

(2) As per the rules in vogue and as per item XI of T.O.O. Ms No. 301, dt 31-03-2009, dependency declaration should be submitted by the Employee/Pensioner to the Head of Departments, every year in the first week of January only and the Head of the Departments are instructed to sign the dependency declaration with full confirmation and upon getting satisfied with the details of declaration, since the responsibility lies with the Signing Authority.

(3) Further, on scrutiny of the Medical reimbursement bills, it is also observed that the checklist as communicated by this office letter dated: 01.11.2022 is not being submitted by the field units leading to delay in processing the bills.

(4) In view of the above, all the CE(Zones)/Joint Secretary /Superintending Engineers/Pay Officer are therefore directed to obtain a fresh declaration by January first week of every year and instruct the concerned to upload the same in SAP in respect of all the Employees/Pensioners/Artisans working under their control and the CEs/JS/SEs concerned shall submit a certificate of completion of the activity by 20/01/2026 positively to the undersigned.

(5) It is also requested to cause necessary instructions to the concerned officers/staff dealing with the above subject to enclose the checklist thoroughly verified in compliance to the instructions issued by this office vide Lr. No.475/22, dt: 01.11.2022.

Contd..2



(6) These instructions shall be brought to the notice of all Employees/ Pensioners/Artisans and be followed scrupulously.

Encl: 1) Proforma of Dependency
Declaration of Family Members
2) Checklist

V.SRINIVASULU
DIRECTOR(FIN., COMML. & HRD)

To:
All CEs/TGTransco
The Joint Secretary/TGTransco/VS
All SEs/TGTransco

Copy to:

The PS to Chairman & Managing Director/TGTransco/VS/Hyderabad.
The PS to Director(Grid & Transmission Management)/TGTransco/VS/Hyd.
The PS to Director(Projects)/TGTransco/VS/Hyderabad.
The PS to Director(Fin., Comml.,&HRD)/TGTransco/VS/Hyderabad.
The FA&CCA(R&A)/CFO/TGTransco/VS/Hyderabad.
The FA&CCA(A&E)/TGTransco/VS/Hyderabad.
The Chief General Manager(HRD)/TGTransco/VS/Hyderabad.
The AS(HRD-II)/TGTransco/VS/Hyderabad.
The Pay Officer/TGTransco/VS/Hyderabad.

// FORWARDED BY ORDER //


PERSONNEL OFFICER

DEPENDENCY DECLARATION OF FAMILY MEMBERS

of Smt/Sri _____ Designation _____

O/o. _____

1. Father

Name		
Date of Birth & Age (DD-MM-YYYY)		
Profession		
If Employee/Pensioner:	Govt./Public /Private Sector	
Details of employment such as Name of the Organization, department, post held etc. (Enclose copy I.D.Card)		
I.T Assessee	Yes/No	

Latest
passport size
Photo

Note: Furnish the details of parents (Father & Mother) Govt./Private employment/ pensioner/ business/Owned Small Scale industry/Income Tax Assessee etc. should be furnished with supporting documents.

2. Mother

Name		
Date of Birth & Age (DD-MM-YYYY)		
Profession		
If Employee/Pensioner:	Govt./Public /Private Sector	
Details of employment such as Name of the Organization, department, post held etc. (Enclose copy I.D.Card)		
I.T Assessee	Yes/No	

Latest
passport size
Photo

Note: Furnish the details of parents (Father & Mother) Govt./Private employment/ pensioner/ business/Owned Small Scale industry/Income Tax Assessee etc. should be furnished with supporting documents.

Contd..2..



3. Spouse

Name		
Date of Birth & Age (DD-MM-YYYY)		
Profession		
If Employee/Pensioner:	Govt./Public /Private Sector	
Details of employment such as Name of the Organization, department, post held etc. (Enclose copy I.D.Card)		
I.T Assessee	Yes/No	

Latest
passport size
Photo

Note: If spouse is employed in a State Govt., Defence/Railways, Corporations or bodies financed partly or wholly by the Central or State Govt. local bodies & Pvt. Organisations which provide medical services, the medical facility can be availed at one place only and a Joint Declaration as to who shall prefer the claim is required to be furnished and also NOC.

4. Child-1

Note: First 2 Children are eligible to declare as dependents.

Name		
Date of Birth & Age (DD-MM-YYYY) (Birth Certificate/SSC copy)		
Study/Employed		
Marital Status		

Latest
passport
size Photo

5. Child-2

Name		
Date of Birth & Age (DD-MM-YYYY) (Birth Certificate/SSC copy)		
Study/Employed		
Marital Status		

Latest
passport
size Photo

Note: Male Children upto 25 years are only dependent or till they earn or marriage whichever is earlier, copy of age proof in support (Birth Certificate/SSC Memo.)

Female Children are dependent till they earn or marriage whichever is earlier, copy of age proof in support (Birth Certificate/SSC Memo.)

Contd..3..

6. Siblings (Brothers & Sisters) (NOT A DEPENDENT)

Name	
Profession	
If Employed/Pensioner:	Govt./Public/Private Sector
Details of employment such as Name of the Organization, department, post held etc. (Enclose copy I.D Card)	
I.T Assessee	Yes/No

Furnish the above details of each sibling separately

Note: If Siblings are employed in a State Govt., Defence/Railways, Corporations or bodies financed partly or wholly by the Central or State Govt. local bodies & Pvt. Organisations which provide medical services, the medical facility can be availed at one place only and a Joint Declaration as to who shall declare their parents as dependents and prefer the claim is required to be furnished (Proforma).

I hereby declare true to the best of my knowledge and belief that the details of family members whose photos affixed above are true. Any false found contrary to my declaration. I am liable for disciplinary proceedings under Discipline and Appeal Regulations of TGTransco in vogue.

The above declaration is truly recorded

Signature of the Employee/Pensioner/
Artisan, Gr.I, II, III & IV

I.D No.

PPO No.

Counter signature of the Controlling Officer
Official stamp with designation

Name of the Controlling Officer :
I.D No. :

Note: The Controlling Officer has to thoroughly cross check details from various sources before sending this declaration and keep a copy of the relevant records in the Controlling Officer's Office.

Check List

- 1) Copy of I.D. Card.
- 2) Family declaration:
 - a) If Spouse is employed in a state Govt. Defence/Railways, corporations or bodies financed partly or wholly by the Central or State Govt. Local bodies & Pvt. Organisations which provide medical services, the medical facility can be availed at **one place** only and a **joint declaration** as to who prefer the claim is required to be furnished & also NOC from spouse working place.
 - b) Children: First 2 children are eligible; Female children are dependent till they earn or marriage whichever is earlier, copy of age proof in support of Birth certificate/copy of SSC Memo.
 - c) Male children: upto 25 years are dependent or till they earn or marriage whichever is earlier, copy of age proof in support (Birth certificate/copy of SSC Memo).
 - d) Parents: If not an employee/ pensioner & not declared by other children as dependent then only eligible as dependent.
 - e) In laws are not eligible as dependents for female employees.
- 3) The claim is to be preferred within 3 months from the date of discharge of the patient from hospital/treatment in the hospital.
- 4) All the columns in the check list of claim form has to be filled up by the claimant.
- 5) The claim form should be signed by the controlling officer/ forwarding officer with date & stamp which is mandatory.
- 6) The cash receipts / bills are to be signed by the hospital authorities with stamp and should be accompanied with prescription slips issued by Doctor.
- 7) The claimed bill amount should be same with receipts amount.
- 8) The claimed bill should be in detail along with breakup of investigations operation charges/pharmacy charges/accommodation charges etc.
- 9) The bills of ophthalmology & dental treatment should be furnished with bill / receipt no. & date issued by the hospital authorities.
- 10) The patient/ attendant has to affix their signature on discharge summary duly obtained on completion of inpatient treatment (credit basis) & also seek a copy of the bills.
- 11) Essentiality Certificate 'A' for outpatient treatment & 'B' for in-patient treatment has to filled up by the claimant.

P.T.O



- 12) If the claimant has claimed his medical reimbursement from the Insurance company, under Health Insurance Scheme by paying premium on his own reimbursement also be allowed from TSTRANSCO as per Central Government Health Scheme package rates for balance portion of the bills unclaimed against the Insurance. If any, on production of original payment receipts along with bills.
- 13) Copy of salary slip for Artisans I to IV who wants to avail medical facility credit/ reimbursement.
- 14) Dependents of family (as per rules) entry in SAP with photos
- 15) Undertaking of family dependents.
- 16) If siblings are employees, have to furnish details in prescribed proforma, that he/she has not declared their parents as dependents.

Sd/-

G.MERCY
DEPUTY SECRETARY (HRD)