

**TELANGANA STATE BEVERAGES CORPORATION LIMITED**  
(An Undertaking of Government of Telangana State)  
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**CIRCULAR - 058**

Cir.No.TSBCL/Admn/2015/1675

Date: 15-09-2015

Sub:- Late /Unauthorised absence of some of the employees working  
at Corporate Office - Instructions issued - Reg.

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It is observed from the Biometric consolidated attendance that some of the employees working at Corporate Office are frequently attending late to the office, though 15 min. grace period has been already given for late attendance . This is highly irregular and attracts disciplinary action under the conduct rules of the Corporation apart from deduction of CLs (1 CL for every 3 lates).

In view of the above, all the staff of Corporate office are hereby instructed to submit reasons for late attendance in writing, and the concerned heads of the section should accept the reasons and recommend for its regularization. The concerned Head of the section has the discretion powers as to whether to accept the reasons for late or can order for applying leave.

Hence all the employees working at corporate office are instructed to follow the rules scrupulously.

  
GENERAL MANAGER (Per & Admn)

To  
All the employees of Corporate Office.

