

TELANGANA STATE BEVERAGES CORPORATION LIMITED
(An Authority on behalf of the Government of Telangana under Section 68A of
A.P. Excise Act, 1968) (Telangana Adaptation Orders 2015)
9 & 10, 2nd Floor, Proh. & Excise Complex, M.J.Road, Nampally, Hyderabad-1
E-mail: tsbclhpfs@gmail.com

Ltr No.TSBCL/MIS/Video Conference/2015-16/3175 Dt.24.12.2016.

CIRCULAR- 110

Sub: Video Conference with CM's/DM's of TSBCL Depots held
on 20.12.2016 at 2.30PM – Certain instructions/
Guidelines issued to IMFL Depots-Reg.

Ref: Proceedings issued by GM(P & A) vide no. A2/Tr-16/
AOs/2013/3150 dt 15.12.2016.

During the 1st Video Conference held on 20.12.2016 the participants were not paying the attention to the discussions/instructions, indulging in cross talks and precautions were not taken to avoid background Sounds/noises resulting in lot of inconvenience during the conference and the Managing Director expressed his displeasure on all such occurrences.

In this regard, the Chief Managers/Managers of all IMFL depots are directed to follow these Guidelines during future Video Conferences.

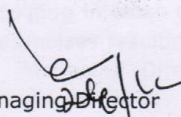
- 1) All the Chief Managers/Managers of IMFL Depots are to be connected to Video Conference at the said date and time promptly.
- 2) While connecting to the Video Conference, all should not talk immediately and should maintain silence by using mute option until further announcement.
- 3) When the Conference Starts, GM's at Corporate Office will initialize the Video Conference and after their announcement only, each participant officer should respond.
- 4) Over lapping, Cross talks, disturbances, background sounds are to be strictly restricted at the Depots while attending the Video Conference.
- 5) There should not be discussions in between the staff while attending the Conference.

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Agenda Item and answer the queries raised by the MD, TSBCL or General Managers, Corporate Office.

- 7) All the Chief Managers/Managers are strictly informed to switch off their mobile phones or should be kept in silent mode.
- 8) All the participants should assemble in time and sit exactly opposite to the monitor facing the camera properly.
- 9) In case of absence of Chief Managers/Managers at the Depot, they are informed to give prior intimation to Corporate Office by fixing responsibility on the next hierarchy level and communicate to tsbclhpfs@gmail.com without fail.

All the Chief Managers/Managers of all IMFL Depots are requested to follow these instructions scrupulously without any deviation and the receipt of this circular be acknowledged.


Managing Director

To
All the Chief Managers/Managers,
IMFL Depots, TSBCL

CC: All the General Managers, CO, TSBCL
CC: All the Sections, CO, TSBCL.

