



HYDERABAD ELECTRIC SUPPLY CO.

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OFFICE OF THE
CHIEF EXECUTIVE OFFICER
HESCO HYDERABAD

No.CEO/HESCO/Admn & HR Dir/TMP/CP(Cell)-I/Gen./ 1185-1201 Dated 25-1-, 2017

1. **Finance Director,**
HESCO, Hyderabad.
2. **The Superintending Engineers,**
Operation Circle HESCO HYD / LAAR / MPK / N'Shah.
3. **The Project Director (Const.) / (GSC),**
HESCO, Hyderabad.

Subject: **DIRECT CORRESPONDENCE**

It has been observed with concern that Divisions / Sub Divisions / ROs of your Circles make direct correspondence with the Deputy Managers / Managers of this office as well as the undersigned, without routing their cases through proper channel which is the pre-requisite of the rules.

You are, therefore, requested to please call upon all the XENs / SDOs / ROs under your jurisdiction not to make direct correspondence with the Deputy Managers / Managers of this office as well as the undersigned, but route / forward their cases through your office addressing their communication to CEO or Admn & HR Director, in order to maintain discipline and decorum. —


(TARIQ MAJEED) 24/1/17
D.G / ADMN & HR DIRECTOR
HESCO, HYDERABAD

Copy to:

- Chief Engineer HESCO _____ (All).
- Managers HESCO _____ (All).
- • Manager (MIS) HESCO Hyderabad for uploading the same on HESCO's website.
- PSO to CEO HESCO Hyderabad.
- Master file