

**TAMIL NADU GENERATION AND DISTRIBUTION CORPORATION LIMITED**

SECRETARIAT BRANCH  
144, Anna Salai,  
Chennai-2.

**Memo. No. 000005/A18/A181/2017-2, dated 03-01-2017.**

Sub: ESTABLISHMENT – TANGEDCO – Class I Service – Transfer  
and postings – Guidelines - Reiterated.

Ref: i) Memo.No.69140/IR1(3)/96-1, (Adm. Branch) dt.11.06.1996.  
ii) Memo.No.00005/A18/A181/2017-1, dated 02-01-2017.

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In supersession of the instructions issued in the Memo second cited, the following instructions with regard to streamlining the transfer and postings are reiterated: -

- a) During the academic year, transfers need not be done as a matter of routine. Request transfers on medical grounds, transfers due to vigilance complaints and on promotion can be done;
- b) The Request Transfer Application from the Class I Officers will be collected twice in a year i.e. **1<sup>st</sup> to 20<sup>th</sup> of January and 1<sup>st</sup> to 15<sup>th</sup> of July** of each year;
- c) All the Request Transfer Applications received shall be entered in '**Register of Request Transfer**' and the official concerned intimated with the register number;
- d) The Register of Request Transfer shall be submitted to the competent authority while considering for promotion/transfer;
- e) All the eligible Request Transfer Applications received and registered in the seniority register as on 31.12.2016 to the respective category in respect of Class I Officers stand cancelled. Only the eligible Request Transfer Applications received from 01.01.2017 will be considered.

- f) The conditions stipulated in the Memo first cited, remains unaltered.
- g) These orders will come into force with immediate effect.
- 2. The receipt of this Memorandum shall be acknowledged.

M. SAIKUMAR,  
CHAIRMAN CUM MANAGING DIRECTOR.

To  
All Chief Engineers.  
All Superintending Engineers.  
All Chief Financial Controllers/TANGEDCO & TANTRANSCO.  
The Chief Internal Audit Officer/Audit Branch.  
The Residential Audit Officer/Chennai-2.

**Copy to:**

The Chairman-cum-Managing Director's Table.  
The Managing Director/TANTRANSCO.  
All Directors/TANGEDCO & TANTRANSCO.  
The Secretary/TANGEDCO/Chennai-2.  
The Legal Adviser/TANGEDCO/Chennai-2.  
All Officers in Secretariat Branch/Chennai-2.  
The Executive Assistant to Chairman-cum-Managing Director's Office.  
All Assistant Personal Officers/Administrative Branch, Chennai-2.  
The Assistant Personnel Officer/Tamil Development – for publication in the Bulletin (2 copies)

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SECTION OFFICER.