

TAMIL NADU GENERATION & DISTRIBUTION CORPORATION LTD.  
Administrative Branch

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144, Anna Salai,  
Chennai 600 002.

Memo.No.104992/1176 /G.43/G.432/2016-1, dt. 30.12.2016.

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Sub: Establishment - Request Transfer guidelines - Instructions issued.

- Ref: 1. Adm. Branch's Memo.No.69140/IR1(3)/96-1, dt.11.06.1996.  
2. Adm. Branch's Memo.No.079428/568/G.42/G.423/2004-4, dated 29.06.2005.  
3. Adm. Branch's Memo.No.061348/G.13/G.132/2010-1, dated 28.06.2010.  
4. Adm. Branch's Circular Memo.No.098754/837/G.30/G.301/2015-1, dated 19.12.2015.  
5. Adm. Branch's Circular Memo.No.089754/837/G.30/G.301/2015-2, dated 18.06.2016.

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The orders issued in the reference (1) cited, the detailed procedures for Request Transfer of the employees have been issued and also authorities for operating Request Transfer of the Officers/Employees was communicated therein.

2) Subsequently, in the reference (2) cited, it has been ordered that the Request Transfer Application from the Board employees will be collected twice in a year (i.e.) 1st to 20th of January and 1st to 15th of July of each year, without altering other conditions communicated in the Memo. under reference (1) cited.

3) The instructions issued in the Memos under reference (3&4) cited, instructing to get confirmation from Chief Engineer/Personnel/Chennai before filling up of vacancies by effecting transfer and posting within the Region/Circle by concerned CEs/SEs was withdrawn vide Memo. under reference (5) cited.

4) Accordingly, Circle to Circle request transfers based on the eligibility Request Transfer Applications received at Administrative Branch of Headquarters office are being considered by the Chief Engineer/Personnel/Chennai as per the powers delegated in the Annexure-I of the Memo. under reference (1) cited in respect of the employees categories as defined therein.

5) Likewise, the Regional CEs/SEs are operating Request Transfer based on the eligible Request Transfer Applications with reference to the power delegated in the Annexure-I of the Memo. under reference (1) cited in respect of employees categories as detailed therein.

6) The Chief Engineers/Superintending Engineers are informed that

- The eligible Request Transfer Applications received and registered in the seniority register as on date to the respective category in the CE/Personnel's office/Chennai are treated as stands cancelled.
- All the Officers/employees of TANGEDCO/TANTRANSCO are informed that those who want to apply for request transfer which is to be considered by the CE/Personnel/Chennai should submit their Request Transfer application afresh from 01.01.2017 onwards in the prescribed format (Annexure-III vide reference (1) cited) by R.P.A.D. and also the Performance Assessment Reports of the said individuals may be sent to this office within 15 days.
- However, the Request Transfer Application already received and registered in the Regional CEs/SEs office for orders to be issued under the purview of concerned CEs/SEs may continue to hold good.

7) All the CEs/SEs/CFC/All HQs. Officials are directed to communicate this Memo. and also Memo. under reference (1) to all the Officers/Staff immediately and vide publicity to be given to all Officers/Staff without any lapses in future.

8) Further, it is informed that all other conditions stipulated in the Memo. under reference (1) cited remains unaltered.

9) The receipt of this memo. shall be acknowledged.

(BY ORDER OF THE CHAIRMAN-CUM-MANAGING DIRECTOR)

Sd/-\*\*\*(dt.30.12.2016)  
A.V.RAVI  
CHIEF ENGINEER/PERSONNEL

To  
All Chief Engineers.  
All Superintending Engineers.

Copy to:-

The Managing Director/Tantransco/144, Anna Salai/Chennai-2.

Copy to :-

The Secretary/Secretariat Branch/TANGEDCO/144, Anna Salai/Chennai-2.

All Directors of TANGEDCO/144, Anna Salai/Chennai-2.

All Headquarters Officers in the rank of C.E./S.E./C.F.C./C.I.A.O./Chennai-2.

The Deputy Chief Engineer/Adm. Branch/Chennai-2.

The Superintending Engineer/Enforcement/Chennai-2.

The Senior Personnel Officer/Recruitment/Adm. Branch/Chennai-2.

The Senior Personnel Officer/Labour/Adm. Branch/Chennai-2.

The Senior Personnel Officer/Inspection/Adm. Branch/Chennai-2.

The Executive Assistant to Chairman-cum-Managing Director/144, Anna Salai/Chennai-2.

All Personnel Officers/Adm. Branch/Technical Branch/Chennai-2.

All Assistant Personnel Officers/Adm.Branch/Technical Branch/Chennai-2.

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All Superintendents in Adm. Branch/Chennai-2.

The Stock File.