

TAMIL NADU GENERATION AND DISTRIBUTION CORPORATION LIMITED

SECRETARIAT BRANCH
144, Anna Salai,
Chennai-2.

Memo. No. 000005/A18/A181/2017-1 dated 02-01-2017.

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

Ref: i) Memo. No.21060/A18/A181/2015-1, dated 07.04.2015.

ii) Memo. No.30847/A18/A181/2015-1, dated 20.05.2015.

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Instructions have been issued in the references cited with regard to streamlining the transfers and postings orders issued by the Secretariat Branch and Administrative Branch of Headquarters. Non-implementation of the said orders create discomfort to the families of the employees. It has, therefore, been decided to reiterate the said instructions as follows: -

- 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. All transfers of officials who have served in the same post for more than 3 years should be taken up, before the academic year begins in June;
- c. The Request Transfer Application from the Class I Officers will be collected twice in a year i.e. **1st to 20th of January and 1st to 15th of July** of each year;
- d. Transfer requests to a particular place based on family circumstances, health etc. can be considered. Under no circumstances, a request for a particular post should be given priority, if it is a sensitive post;
- e. The Request Transfer Application received from the official concerned should be forwarded to the Headquarters within 15 days from the date of receipt of the same, along with the performance report of the officer concerned;

- f. The Request Transfer Application received before or after the above stipulated period shall be returned to the official concerned through proper channel;
- g. All the Request Transfer Applications received shall be entered in 'Register of Request Transfer' and the official concerned intimated with the register number;
- h. The Register of Request Transfer shall be submitted to the competent authority while considering for promotion/transfer;
- i. The Chief Engineers/Superintending Engineers should instruct the official concerned to send advance copy of the request transfer application, if any, by registered post with acknowledgment due only.
- j. While effecting transfers those who have served for more than 5 years in major cities like Chennai/Coimbatore/Madurai/Trichy, be posted to peripheral areas, if they have continuously served in sensitive posts;
- k. Similarly, those who have served in sensitive posts for over 5 years be posted in non-sensitive posts and vice-versa. A classification of posts into sensitive and non-sensitive can be done by Secretary and Chief Engineer/Personnel, immediately;
- l. Secretary/ concerned Chief Engineers should meet the staff Members, who have grievances/representations as frequently as possible, atleast thrice a week and consider the grievances sympathetically and humanly. A register of such requests/grievances be maintained.
- m. All the orders including the orders of transfer/posting issued by the Headquarters should be obeyed and implemented immediately.
- n. The officials transferred should be relieved off without awaiting for substitute by making suitable alternative arrangements. Only after relieving the particular individual, the fact should be reported to the headquarters for posting a suitable substitute or otherwise;

- o. The status of implementation of the orders of transfer/posting and a report in this regard, should be sent to the Competent Authority immediately;
 - p. Any deviation in implementing the above instructions will be viewed seriously and suitable disciplinary action will be taken against the officers concerned, who failed to adhere to the aforesaid instructions.
 - q. 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.