

TAMIL NADU GENERATION AND DISTRIBUTION CORPORATION  
(Administrative Branch)

144, Anna Salai,  
Chennai - 600 002.

Memo.No.104992/1176/G43/G431/2020-2 dated: 29.06.2020.

- Sub : Establishment – Request Transfer Applications – July  
2020 – Further instructions issued - Reg.
- Ref : 1. (Rt.) CMD/TANGEDCO Proceedings No.5,  
(Administrative Branch) dated 28.06.2017.  
2. This office Memo.No.104992/1176/G43/G431/  
2017-2, dated:14.07.2017.  
3. This office Memo.No.104992/1176/G43/G431/  
2017-3, dated:03.1.2018.  
4. Memo.No.104992/1176/G43/G431/2017-4, dated:  
30.06.2018.  
5. Memo.No.104992/1176/G43/G431/2017-5 dated:  
29.12.2018.  
6. Memo.No.104992/1176/G43/G431/2019-2 dated:  
29.06.2019.  
7. Memo.No.104992/1176/G43/G431/2020-1 dated:  
27.12.2019.

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In continuation with orders issued vide reference (7) above, the following instructions are issued for the registration of the request transfer applications.

- (i) The existing transfer guidelines as prevailed before 28.6.2017 shall be continued to be followed.
- (ii) As already noted in reference (4) transfer applications are valid for that particular half year only. As such application submitted through portal during January 2020 becomes invalid if not effected on or before 30.06.2020. Accordingly all pending RTAs registered during January 2020 in all categories will be cancelled.
- (iii) Fresh request transfer applications for 1.7.2020 are to be submitted through **online**. Necessary guidelines for registration through online are available at the web-site address: RTA ~ URL <http://192.168.150.75/openbd/RTA07/>. Also, a hard copy of RTA is to be submitted to the competent authority alone. The portal will open from 1.7.2020 at 10.30 Hrs and close on 15.07.2020 at 17.15 hrs. No further extension will be granted in view of holidays as applications are to be submitted only through on line before the due date.


(iv) The designated authority shall arrange to furnish the Performance Assessment Report of the individual through online in the same portal within 1 week from the last day for submission of application . If Performance Assessment Report of the individual is not updated before the specified time, the details as furnished by the applicant as available at the office of the competent authority to be taken in to account and orders to be issued

(v) During online registration, any fraudulent act such as registering in other's name and GPF no. will be viewed seriously and DP will be initiated against such persons.

(vi) The General guidelines already issued in reference (4) cited are to be followed for Online registration.

The above instructions are to be strictly adhered to by the staff and officers of TANGEDCO/TANTRANSCO for easy process of the request transfer applications.

The competent authority to effect transfer can act based on the physical copy in case of difficulty in feeding data through online.



(D. RAVICHANDRAN)

CHIEF ENGINEER/ PERSONNEL

To  
All the Chief Engineers/ (TANGEDCO/TANTRANSCO)  
All the Superintending Engineers/ (TANGEDCO/TANTRANSCO)

**Copy to:**

The Chairman's Table.  
The Executive Assistant to Chairman.  
The Managing Director/Tantransco/144, Anna Salai/ Chennai-2.  
The Director (Finance)/Tangedco/ 144, Anna Salai/ Chennai-2.

The Director (Distribution)/ Tangedco/ 144,Anna Salai/ Chennai-2.

The Director (Generation)/ Tangedco/ 144,Anna Salai/ Chennai-2.

The Director (Projects)/ Tangedco/ 144,Anna Salai/ Chennai-2.

The Director (Operation)/ Tangedco/ 144,Anna Salai/ Chennai-2.

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

The Chief Financial Controller/ Accounts Branch/ Tangedco/ 144,Anna Salai/  
Chennai-2.

The Chief Internal Audit Officer/ Audit Branch/ Tangedco/144,Anna Salai/ Chennai-2.

The Deputy Secretary/ Establishment/ Secretariat Branch/ Tangedco/ 144,Anna  
Salai/ Chennai-2.

The Deputy Chief Engineer/ Adm. Branch/ Tangedco/ 144,Anna Salai/ Chennai-2.

The Industrial Relations Adviser/ Tangedco/ 144,Anna Salai/ Chennai-2.

The Senior Personnel Officers/ Recruitment, Labour & Administration/ Adm. Branch/  
Tangedco/ 144,Anna Salai/ Chennai-2.

All Personnel Officers in Adm. Branch/ Technical Branch/ Tangedco/ 144, Anna Salai/  
Chennai-2.

All Assistant Personnel Officers in Adm. Branch/ Technical Branch/ Tangedco/ 144,  
Anna Salai/ Chennai-2, [APO/Tamil Development for publication in the Tangedco  
Bulletin (2 copies)]

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