

**TAMIL NADU GENERATION AND DISTRIBUTION CORPORATION**  
**(A B S T R A C T)**

Establishment – TANGEDCO – Headquarters – Technical Branch – Subjects to be dealt separately by Executive Engineers and Superintending Engineers – Change of procedure – Instructions - Issued.

**(SECRETARIAT BRANCH)**

(Per.) CMD TANGEDCO Proceedings No.136

Dated 2<sup>nd</sup> September 2020.  
Aavani-17.  
Thiruvalluvar Aandu 2051.

Read :-

Note approved by the Chairman-cum-Managing  
Director/TANGEDCO on 11.08.2020.

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**PROCEEDINGS:-**

As per Office procedure, all the files relating to Technical Branch in TANGEDCO/TANTRANSCO Headquarters Office are being submitted to the Chairman-cum-Managing Director/TANGEDCO in a sequential manner from Assistant Executive Engineers to the Directors concerned, which leads to in-ordinate delay in submission of files to higher officers thereby causing delay in taking decision in all matters. Therefore, it has been decided to change the procedure of works among the Executive Engineers and Superintending Engineers in all the Offices of Headquarters and the Executive Engineers and Superintending Engineers shall put up the files directly to the concerned Chief Engineers. The Chairman-cum-Managing Director/TANGEDCO has approved the above proposal.

2. Accordingly, it is hereby ordered that the Chief Engineers of Headquarters shall re-allocate the works/subjects among the Executive Engineers and Superintending Engineers to handle the subjects independently and the Executive Engineers and Superintending Engineers shall put up the files directly to the concerned Chief Engineers with the following procedure :-

**1. The files which requires the approval of the Chairman-cum-Managing Director/TANGEDCO.**

- i) Assistant Executive Engineer (custodian of file) should put up the files to the concerned Executive Engineer/ Superintending Engineer without any remarks.
- ii) The concerned Executive Engineer/Superintending Engineer should go through all records, rules and regulations and put up the file with full facts without any specific recommendations to the concerned Chief Engineer.
- iii) The Chief Engineer should scrutinize the whole file and shall give his specific remarks to the concerned Director.
- iv) The Director should go through the full file and shall give his/her specific recommendations while submitting the files to the Chairman-cum-Managing Director/TANGEDCO.



**II. The files, which requires the approval of the Directors.**

- i) Assistant Executive Engineer (custodian of file) should go through all records, rules and regulations and put up the file with full facts without any specific recommendations to the concerned Executive Engineer/Superintending Engineer.
- ii) The concerned Executive Engineer/Superintending Engineer should scrutinize the whole file and give his specific remarks.
- iii) The concerned Chief Engineer after going through the full file should give his specific recommendations while submitting the files to the concerned Director.

3. The above instructions should be followed scrupulously.

4. The receipt of the proceedings shall be acknowledged.

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

**Dr. S.VINEETH  
SECRETARY (a/c)**

To  
The Secretary/TANGEDCO.

Copy to:-

The Chairman-cum-Managing Director.  
The Joint Managing Director/TANGEDCO & TANTRANSCO.  
The Director General of Police/Vigilance/TANGEDCO.  
The Managing Director /TANTRANSCO.  
The Director (Distribution)/TANGEDCO.  
The Director (Generation)/TANGEDCO.  
The Director (Projects)/TANGEDCO.  
The Director (Operation)/TANTRANSCO.  
The Director (Transmission Projects)/TANTRANSCO.  
The Director (Finance)/TANTRANSCO.  
The Director (Finance)/TANGEDCO.  
The Company Secretary/TANGEDCO, TANTRANSCO & TNEB Ltd.  
All Chief Engineers/Superintending Engineers.  
The Legal Adviser and Industrial Relations Adviser/TANGEDCO.  
The Chief Financial Controller/General and Revenue/TANGEDCO.  
The Chief Financial Controller/TANTRANSCO.  
The Chief Internal Audit Officer/Audit Branch/TANGEDCO.  
The Resident Audit Officer.



The Deputy Secretary/Personnel, Administration, Vigilance and  
Miscellaneous/Secretariat Branch.  
The Deputy Secretary/TANTRANSCO.  
The Superintending Engineer/Information Technology-I/Chennai.  
The Deputy Chief Engineer/Administrative Branch/Chennai.  
The Executive Assistant to Chairman-cum-Managing Director's Office.  
The Executive Assistant to Joint Managing Director's Office.  
A22 and A23 Sections/Secretariat Branch.  
The Assistant Personnel Officer/Tamil Development for publication  
in TANGEDCO, TANTRANSCO and TNEB Ltd Bulletin (2 copies).  
Stock File.

//TRUE COPY//FORWARDED//BY ORDER//

S. Sam 03/09/20  
SECTION OFFICER