

TAMIL NADU GENERATION AND DISTRIBUTION CORPORATION LIMITED

SECRETARIAT BRANCH
144, ANNA SALAI.
CHENNAI-2.

Memorandum (Per) No.8535/A18/A182/2021- 1, dated 22. 02.2021.

Sub: Establishment – Class I & II Services – Restriction on the number of spells for availing Earned Leave – Orders - Issued.

As per Section 19(vi) of Tamil Nadu Electricity Board Standing orders for non-clerical Workmen, Earned Leave can generally be availed of by a non-clerical workman upto a maximum of three times a year; and as per Section 13(ii) of Tamil Nadu Electricity Board Standing orders for Clerical Workmen, Earned Leave can generally be availed of by a Clerical workman upto a maximum of four times a year. However, the Management may, at its discretion, and according to the circumstances and the nature of the leave application, waive the stipulation that earned leave can be taken only upto a maximum of three/four times in a year as the case may be. Such a restriction has not been imposed on the officials other than those covered under both the sets of Tamil Nadu Electricity Board Standing orders.

2. It has been brought to the notice that due to non-availability of any restrictions on the number of spells of Earned Leave to be availed by the officials in Class I and II services, some officials are in the habit of availing Earned Leave more frequently, the spells of which, in certain cases, exceed more than four in a year. The issue has been examined in detail and it has been decided to impose certain restrictions on the maximum number of spells of Earned Leave to be availed by the officials in Class I and II services in a year.

3. Accordingly, it is hereby ordered that the maximum number of spells of Earned Leave which can generally be availed of by the officials in Class I and II services, shall be restricted to "**Four**" in a year. However, the Management may, at its discretion, and according to the circumstances and the nature of the leave application, waive the stipulation that earned leave can be taken only upto a maximum of four times in a year.

4. The receipt of this Memorandum shall be acknowledged.

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

**M.BHAVANI,
SECRETARY**

To
All Chief Engineers.
All Chief Financial Controllers/TANGEDCO & TANTRANSCO.

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The Chief Internal Audit Officer/Audit Branch.
All Superintending Engineers.
The Residential Audit Officer/Chennai-2.

Copy to

The Chairman-cum-Managing Director's Table.
The Joint Managing Director, TANGEDCO.
All Directors of TANGEDCO & TANTRANSCO.
The Secretary/TANGEDCO/Chennai-2.
The Legal Adviser/TANGEDCO/Chennai-2.
The Industrial Relations Officer.
All Deputy Secretaries/Under Secretaries in Secretariat Branch.
All Senior Personnel Officers/Administrative Branch,Chennai-2.
All Sections in Secretariat Branch.
The Industrial Relations Adviser.
The Asst. Personnel Officer/Tamil Dev. – for publication in the
Bulletin (2 copies).

:: TRUE COPY :: FORWARDED :: BY ORDER ::

**Sd/-xxx
(S.VIJAYAKUMAR)
SECTION OFFICER**