

**TAMILNADU GENERATION AND DISTRIBUTION CORPORATION LIMITED**

SECRETARIAT BRANCH,  
144, ANNA SALAI,  
CHENNAI-2.

**Memorandum No. 6897/A9/A92/2022-1, dated 21.02.2022**

Sub: Covid-19-TNEB Limited and entities – Period of absence – Submission of Medical Certificate – Instructions – Issued.

Ref: (Per.) CMD TANGEDCO Proceedings No.32 (SB), dated:11.02.2021

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In the proceedings cited, orders were issued for regularizing the period of absence in respect of the official of TANGEDCO, TANTRANSCO and TNEB Limited, who are affected by covid 19.

2. It has clearly been ordered among other things that;

**4(a) "if the officials/employees himself is covid positive and under treatment (or) if his/her family members are affected with covid and if he/she is quarantined (or) if their residence is in the containment zone requiring quarantine due to covid-19, the entire period of Treatment/quarantine as certified by appropriate Medical authorities be treated as Special casual Leave"**

3. Of Late, Special casual leave sanction /request proposals are being received/forwarded without the certificate of the appropriate medical authorities, which creates embarrassing situation to the sanctioning Authority for regularisation of the leave period. In certain proposals the RTPCR report/CT Scan report in Original are not being received.

4. In these circumstances all the Chief Engineers, Chief financial Controllers, Chief Internal Audit officer and all Superintending Engineers are hereby instructed to send the Special Casual Leave sanction/request proposals along with RTPCR report and certificate obtained from the appropriate medical authorities in original without fail. Any proposal is received without the above said particulars, the same will be returned.

**A.MANIKKANNAN  
SECRETARY**

**To**

All Chief Engineers.  
The Chief Financial Controller/General and Revenue/TANGEDCO.  
The Chief Financial Controller/TANTRANSCO.  
The Chief Financial Controller/Regulatory Cell  
The Chief Internal Audit Officer/Audit Branch.  
All Superintending Engineers.  
The Residential Audit Officer/TANGEDCO.

**Copy to:-**

The Chairman cum Managing Director's Table.  
The Director General of Police/Vigilance/TANGEDCO.  
The Managing Director/TANTRANSCO/Chennai.  
All Directors/TANGEDCO and TANTRANSCO.  
The Secretary/TANGEDCO.  
The Legal Adviser/TANGEDCO.  
The Industrial Relations Adviser/TANGEDCO.  
The Chief Medical Officer/Head Quarters Dispensary.  
The Deputy Chief Engineer/Administrative Branch.  
All Deputy Secretaries/Secretariat Branch/Chennai-2.  
All Senior Personnel Officers/Administrative Branch.  
The Company Secretary/TANGEDCO/TANTRANSCO/TNEB Ltd/UPCL.  
The Executive Assistant to Chairman cum Managing Director.  
The Executive Assistant to Joint Managing Director.  
The Superintending Engineer/Computer Centre.  
The Director/T.N.E.B/Printing Press/Villivakkam/Chennai-49.  
The Superintending Engineer/Information Technology.  
The Additional Director/T.N.E.B. Limited/New Delhi.  
All Under Secretaries/Secretariat Branch/TANGEDCO/Chennai-2.  
The Chief Public Relations Officer/TANGEDCO/Chennai-2.  
The Industrial Relations Officer/TANGEDCO/Chennai-2.  
The Assistant Personnel Officer/Tamil Development – for publication  
in the TNEB Bulletin (2 copies)  
All Branches.  
All Officers/Sections/O&M Cell/Legal Cell/Secretariat Branch/Chennai.

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

*g. Srinivas*  
22/02/22  
**SECTION OFFICER.**  
*ES.15*  
22/2/22