

**TAMIL NADU GENERATION AND DISTRIBUTION CORPORATION LTD.**

(SECRETARIAT BRANCH)

Memo. (Per.) No.85799/A23/A232/2011-1, dated 19.11.11.

Sub : Establishment – TANGEDCO – Redressal of grievances of employees/visitors with Chairman-cum-Managing Director/TANGEDCO – Instructions – Issued.

Ref : i) Memo. (Per.) No.65540/A23/A232/10-1, dated 20.08.2010.

ii) From Chairman-cum-Managing Director/TANGEDCO Note No.CH/TNEB/No.15/2011, dated 18.11.2011.

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Of late, it is observed that the employees and pensioners of TANGEDCO and visitors are meeting the Chairman-cum-Managing Director/ TANGEDCO frequently relating to various issues. Hence, in partial modification of orders already issued in the reference first cited, the following instructions are issued :-

(i). For better time management of Chairman-cum-Managing Director/TANGEDCO and also of Senior Officers, it has been decided that all employees of TANGEDCO from in and outside Chennai are directed to meet the Chairman-cum-Managing Director/TANGEDCO between 10.00 A.M. to 10.30 A.M. every working day in normal course. If this is not possible for some official reasons, they can wait for some time or can be directed to meet other Senior Officers.

(ii) For other visitors, regarding the issue relating to functioning of the organization of TANGEDCO, important pending issues in TANGEDCO, Customers or Suppliers of TANGEDCO are directed to meet Chairman-cum-Managing Director/TANGEDCO from 05.00 P.M. to 05.30 P.M. every working day.

(iii) Hence, all the Directors, Head of Departments, Chief Engineers, Superintending Engineers are hereby directed to give wide publicity of the above instructions among the staff/employees of TANGEDCO for strict compliance. The Chief Public Relations Officer is hereby directed to ensure the compliance of orders in paragraph (ii) above in co-ordination with the personal staff of Chairman-cum-Managing Director/TANGEDCO.

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2. These instructions should be scrupulously followed with immediate effect.

3. The receipt of this memorandum shall be acknowledged.

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

**A.ARUNAGIRI**  
**SECRETARY(a/c)**

To

The Managing Director/TANTRANSCO.  
The Director (Distribution)/TANGEDCO.  
The Director (Generation)/TANGEDCO.  
The Director (Projects)/TANGEDCO.  
The Director/Transmission Projects/TANTRANSCO.  
The Director (Operation)/TANTRANSCO.  
The Director (Finance)/TANTRANSCO.  
The Director (Finance)/TANGEDCO  
All Chief Engineers/Superintending Engineers.  
All Head of Departments in Headquarters.  
The Chief Internal Audit Officer/Audit Branch/Chennai-2.  
The Chief Financial Controller/TANGEDCO & TANTRANSCO.  
The Chief Public Relations Officer/TANGEDCO.  
The Secretary(a/c)/TANGEDCO.  
The Private Secretary to Chairman-cum-Managing Director/TANGEDCO.

Copy to :-

Chairman Cum Managing Director's Office/TANGEDCO.  
The Inspector General of Police/Vigilance/TANGEDCO.  
The Legal Adviser and Industrial Relations Adviser.  
The Superintending Engineer/Chairman cum Managing Director's Office.  
The Deputy Secretary/Personnel, Administration and Vigilance/ Secretariat Branch.  
All Officers/Secretariat Branch.  
The Assistant Personnel Officer/Tamil Development for publication in Bulletin.  
Stock File.

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

*19/11/2011*  
SECTION OFFICER.