

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

SECRETARIAT BRANCH  
144, Anna Salai,  
Chennai-2.

**Memo (Per) No.39408/A18/A181/2015-1, dated: 23.9.2015**

Sub: Establishment – Helper/Office Helper (Trainee - Admissibility  
of Travelling Allowance/Daily Allowance – Instructions– Issued.

Ref: i) Memo.No.79084/389/R3-2/89-38(Adm. Branch), dt.27.11.90.  
ii) (Per) B.P. (FB) No.23 (SB) dated 15.7.2010.

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In the Memo. first cited, clarifications have been issued that the Helper (Trainee) and Office Helper (Trainee) are eligible for all the entitlements and benefits admissible for the newly recruited Helpers and Office Helpers, except the scale of pay or wages.

2. It has been brought to the notice that the Field Helper (Trainee) and Office Helper (Trainee) are being deputed to various place viz. MRT, Special Maintenance, Lines, Accounts/Administration Sections on official purpose. As per the existing orders, the Travelling Allowance/Daily Allowance is allowed only based on the Grade Pay drawn by the officials, the Helper (Trainee) and Office Helper (Trainee) are not paid Grade Pay. Hence, clarifications have been sought for as to the means of sanction of Travelling Allowance and Daily Allowance and Incidental Charges for performing their official duties outside Headquarters. The same has been considered.

3. It is hereby instructed that the Helper (Trainee) and Office Helper (Trainee) who are being deputed to perform official duties be allowed Travelling Allowance and Daily Allowance at the rate of minimum of the pay Band and Grade Pay as applicable to the regular Helper and Office Helper till the completion of the period of training.

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

**R. BALAJI,  
SECRETARY.**

To  
All Chief Engineers.  
All Chief Financial Controllers/TANGEDCO & TANTRANSCO.  
The Chief Internal Audit Officer/Audit Branch.

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