

HOLIDAYS—Tamil Nadu Electricity Board—Closure of offices on Monday the 20th May 1996 as a mark of respect to the Late Thirumathi Janaki Ramachandran, former Chief Minister of Tamil Nadu—Orders—Issued.

(Routine) B.P. (Ch) No. 66

(Secretariat Branch)

Dated the 11th June 1996
Vaikasi 29, Thadhu,
Thiruvalluvar Aandu 2027

Read :

G.O. Ms. No. 500 (Public (Protocol—I) Department) dated 19—5—96.

Proceedings :

The Tamil Nadu Electricity Board adopts the holidays declared by the Government of Tamil Nadu on the special occasions.

2. In G.O. Ms. No. 500 (Public (Protocol—I) Department) dated 19—5—96 the Government of Tamil Nadu declared Monday the 20th May 1996 as a holiday for all educational institutions, offices of the State Government, offices of the State Public Sector Undertakings and the Government controlled bodies as a mark of respect to the late Thirumathi Janaki Ramachandran, former Chief Minister of Tamil Nadu. It is also ordered that it is not a holiday under the "Negotiable Instruments Act".

3. In accordance with the above order, the offices of the Tamil Nadu Electricity Board remained closed on 20th May 1996 as a mark of respect to Late Thirumathi Janaki Ramachandran, former Chief Minister of Tamil Nadu. The Tamil Nadu Electricity Board now directs that the holiday on 20th May 1996 shall be a public holiday to all the offices of the Board and it is not a holiday under the "Negotiable Instruments Act".

(By Order of the Chairman)

M. Subramanian,
Secretary.



Memo. No. 69140/IR1 (3)/96—1 (Adm. Br.) dated 11—6—1996.

Sub : Establishment--Request transfer Guidelines—Reiterated.

- Ref: 1. M. No. 1157/Adm. Br./IR2 (1)/83—1 dt. 15—7—83.
2. M. No. 154240/1313/IR2 (1)/88—1 dt. 14—12—88.
3. M. No. 154240/1313/IR2 (1)/IR1 (3)/88—7 dt. 26—02—1990.
4. M. No. 154240/1313/IR2 (1)/IR1 (3)/88—9 dt. 3—5—1990.
5. M. No. 17363/67/Adm. Br./IR1 (3)/93—1 dt. 17—3—1993.
6. M. No. 120/Adm. Br./IR1 (3)/92—1 dt. 20—7—93.

1. Various instructions/guidelines have been issued in the past in regard to the procedure for disposal of request transfers of the employees of the Board. These have been reviewed. With a view to improving the administration, the following procedure for request transfers of the employees of the Board are reiterated.

2. The authority to whom the Board has delegated Powers to effect the type of transfer and area of transfer is as in Annexure—I.

3. A register of vacancy should be maintained category wise in the Offices of the Chief Engineers/Superintending Engineers/Executive Engineers in the prescribed format (Annexure—II)

4. The Executive Engineer will intimate on or before 7th of every month the vacancies in the regular work establishment categories in his jurisdiction to the Superintending Engineer. Before 20th of the month, the Superintending Engineer shall intimate the allotment of candidates to the division for issuing posting orders by the Executive Engineer concerned. All other vacancies in the Division will be intimated by the Executive Engineer similarly to the Superintending Engineer on or before 7th of every

month. The Superintending Engineer gathering information for all the divisions under him will prepare the list of vacancy of categories other than regular work establishment and send it to the Chief Engineer/Personnel on or before 10th of every month by a D. O. letter. The copy of this list will also be sent to the Chief Engineer concerned. Similarly, every Chief Engineer for vacancies coming under the control of Chief Engineer/Personnel arising in his own office directly will intimate on or before 10th of every month to the Chief Engineer/Personnel by a D.O. letter.

5. The Chief Engineer/Personnel will allot the Assistant Executive Engineers to the Chief Engineer concerned on or before 20th of every month, for being allotted to the Circles coming under his jurisdiction. The Chief Engineer/Personnel will also allot directly to the circle concerned the categories of Assistant Engineers and below on or before 20th of every month. The Superintending Engineer will issue suitable posting orders.

6. All communications to the Chief Engineer/Personnel shall be sent by telex and a copy of the telex itself shall be treated as a record instead of a separate post copy.

7. Request for transfer can be accommodated only where vacancies exist/will arise. Persons working in a post should not be transferred in order to accommodate requests from some one else. Requests from employees for transfer to a particular Circle/Station and not to particular post are considered on compassionate grounds. But no employee has any right to expect consideration of such requests unless his or her work and conduct have been satisfactory. This should be borne in mind in dealing with request transfers. If there is any reason or special circumstances by which the transfer of the applicant to the requested place will be detrimental to the interest of the Board, the transfer should not be done.

8. The period of sending advance copy of the request transfer applications by the employees will be from 1st to 15th January and from 1st to 15th July in a year as the case may be.

9. The request transfer application received upto 15—7—96 will only be registered for the current year. From next year onwards the period of registration shall remain twice in a year. i. e. from 1st January to 15th January and 1st July to 15th July.

10. The request application received after or before the above stipulated period shall be returned to the employee concerned through proper channel.

11. The request for transfer shall be made in the form prescribed in Annexure—III.

12. All the applications received shall be entered in a register in the offices of appropriate officers competent to effect the transfer. The format of the register shall be as in Annexure—IV.

13. Each transfer applicant shall be intimated with his/her register number as in the Register of request for transfer.

14. Separate folios or registers should be maintained for each category.

15. For ordering request transfers, the following conditions shall be scrupulously observed :—

- (a) Eligibility of transfer will arise only after the completion of one year on duty in the present station.
- (b) The work and conduct of the employee shall have been satisfactory.
- (c) Where more than one person seeking transfer to a Circle are qualified for consideration, preference will be given to the person who has served for the shortest period on duty (continuously or in different spells) in the Circle to which transfer is sought. In case of provincial cadres promoted out of Regular Work Establishment cadres, the service put in under provincial cadre alone will be taken into account for this purpose.
- (d) If under Clause (c) above, more than one person is available with no service or the same length of service in the Circle of his choice, then preference will be given to the one who has served the longest period on duty in the present circle.
- (e) Where more than one person seeking transfer to a particular Station within a Circle are qualified for consideration, preference will be given to the person who has served for the shortest period on duty in all categories (continuously or in different spells) in the Station to which transfer is sought for.
- (f) If Under Clause (e) above more than one person is available with no service or the same length of service in all categories in the Station of his choice, then preference will be given to the one who has served the longest period on duty in the present station.

16. In respect of transfer made based on report of Vigilance Cell, the employee shall not be posted back to the same place on request without getting the clearance from the Vigilance Cell.

17. The condition of one year of stay on duty in a Station specified in para 15(a) above should be insisted upon with a view to avoid dislocation of work in the Office by frequent transfers and in order to ensure that the employees concerned really settle down in their jobs and apply themselves to their work instead of seeking transfer as soon as they join the post to escape responsibility. The stipulation of one year on duty in a station for considering request transfers cannot be dispensed with in the interest of administration except in the following cases where the condition of one year stay on duty is not insisted upon.

- (i) In the cases of employees who were/are to be transferred to other stations due to shifting of headquarters in which cases the services rendered in the same office in new headquarters and the old headquarters shall be taken into account for reckoning the one year of service on duty.
- (ii) In the cases of retransfer of the Regular Work Establishment workmen and workmen borne on Circle seniority transferred due to surplus who are not liable for transfer outside the Circle but for the surplus.
- (iii) In the cases of employees transferred on administrative grounds (other than on adverse reports) before completion of one year in a particular station/stations, the services rendered in the previous stations shall also be counted for reckoning the one year minimum stay on duty.

18. The transfers once made by the competent Officers should not normally be modified/cancelled by them. If it is proposed to be modified/cancelled, the prior approval of the next higher officer should be obtained giving full justification. If any modification/cancellation to earlier transfer orders is considered necessary in the case of transfers ordered by the Chief Engineers, the proposal may be sent to the Chief Engineer/Personnel for obtaining orders of the Chairman.

19. The request for transfer will be registered by the appropriate Officers who are competent to effect the transfers. As and when a vacancy arises in a particular station, all requests for that station will be considered on comparative merits keeping in mind the following aspects:

- (i) The length of service of the petitioner in his present station.
- (ii) The length of previous service of the petitioner in the station to which transfer is sought.
- (iii) Grounds on which the transfer is sought.
- (iv) Need for avoidance of dislocation of work in the present office of the petitioner.
- (v) Circumstances in which the petitioner was posted to his present station.
- (vi) Suitability of the petitioner for work in the post where vacancy exists.
- (vii) Other administrative interests.

20. There will be no need for annual renewal of applications of transfer as at present, and the applications once registered will continue to be valid. If the employee wants to withdraw his request, he should do so promptly and such requests will not be entertained after the issue of the order based on the request earlier made.

21. Requests for transfer will not be entertained from persons who are already under orders of transfer to some other station. Such request will be entertained only after the person first joins duty at the place to which he has been posted.

22. Request for transfer should be only to a particular station and not to a particular post. Request for transfer to a particular post will be summarily rejected without being registered.

23. If an employee had already applied for request transfer in the first 15 days of a particular half year and if his case is not complied with he need not renew or send fresh application. Such cases also will be reviewed and considered alongwith the other applications received during the stipulated time.

24. The employees who have completed one year stay on duty in their present station alone should send their request transfer applications (advance copy and original as the case may be). Thus the Register of request transfer will contain the entries only in respect of the employees who have completed one year stay on duty and that making entries of ineligible cases do not arise.

25. The Superintending Engineers concerned should forward the original request transfer applications to Administrative Branch within 15 days from the date of receipt alongwith the performance report simultaneously without waiting for a reference from the Administrative Branch for that matter.

26. Preference will be given for the request transfer in the following cases :—

- (i) Persons who were transferred on account of bifurcation or formation of new Circles.
- (ii) Physically handicapped persons, and
- (iii) To the place where the Spouse is working.

27. Receipt of the Memo. shall be acknowledged.

(By Order of the Chairman)

C. Paramasivam,
Chief Engineer (Personnel).

Encl :

ANNEXURE—I

**POWERS DELEGATED TO CHIEF ENGINEERS/SUPERINTENDING ENGINEERS/
EXECUTIVE ENGINEERS IN THE MATTER OF TRANSFERS**

Sl. No (1)	Type of Transfer (2)	Description of Transfer (3)	Authority to whom powers delegated (4)
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Class II Service :

I. (Officers above the categories of Assistant Engineers and equivalent)

1.	Administrative transfer	(i) From one post/place to another post/place within the Region/ Jurisdiction	Chief Engineer of the Region/ Jurisdiction concerned
		(ii) From one Region/ Jurisdiction to another Region/Jurisdiction	Allotment by Chief Engineer/ Personnel; Posting by Chief Engineer concerned
2.	Request transfer	(i) Within the Circle	Chief Engineer concerned
		(ii) From any Circle to any other Circle in the State	Allotment by Chief Engineer/ Personnel; Posting by Chief Engineer concerned ✓

II. (Upto and inclusive of Assistant Engineers and equivalent categories).

1.	Administrative transfer	(i) From one post/place to another post/place within the Circle	Superintending Engineer concerned
		(ii) From one Circle to another within the Region/Jurisdiction	Allotment by Chief Engineer concerned; posting by Superintending Engineer
		(iii) From a Circle in one Region/ Jurisdiction to a Circle in another Region/Jurisdiction	Allotment by Chief Engineer/ Personnel; posting by Superintending Engineer
2.	Request transfer	(i) From one post/place to another post/place within the Circle	Superintending Engineer concerned
		(ii) From any Circle to any other Circle in the State	Allotment by Chief Engineer/ Personnel; Posting by Superintending Engineer

Class III and IV Service :**III. PROVINCIAL :**

(Upto and inclusive of Administrative Supervisors/Accounts Supervisors, Junior Engineer II Grade and equivalent categories in Class III service)

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|----|-------------------------------------|---|---|
| 1. | Request and administrative transfer | Within the Circle | Superintending Engineer |
| 2. | Administrative transfer | Within the Region/Jurisdiction | Allotment by Chief Engineer concerned; posting by Superintending Engineer concerned |
| 3. | Request transfer | From any Circle to another Circle in the State | Allotment by Chief Engineer/Personnel; Posting by Superintending Engineer concerned |
| 4. | Request and administrative transfer | From a Circle in one Region/Jurisdiction to a circle in another Region/Jurisdiction | Allotment by Chief Engineer/Personnel; posting by Superintending Engineer concerned |

IV. REGULAR WORK ESTABLISHMENT :

- | | | | |
|----|-------------------------------------|----------------------------------|--|
| 1. | Request and administrative transfer | Within the Division | Executive Engineer |
| 2. | Request and administrative transfer | Within the Circle | Allotment by Superintending Engineer; posting by Executive Engineer |
| 3. | Administrative transfer | Within the Region/Jurisdiction | Allotment to Circle by Chief Engineer concerned; allotment to Division by Superintending Engineer concerned; posting by Executive Engineer |
| | | Out-side the Region/Jurisdiction | Allotment to Circle by Chief Engineer/Personnel; allotment to Division by Superintending Engineer concerned; posting by Executive Engineer |

ANNEXURE — II

Date of arising of vacancy (1)	VACANCY DETAILS		Division/ Circle (4)	Cause of vacancy (5)	Ref. No./ date of posting order (6)	Date of joining of incumbent (7)	Remarks (8)
	Section / Place Office etc. (2)	(3)					

Note : 1. For each category a separate page or a separate register shall be maintained. The vacancy register should be put up to the..... on the first working day of every month with an abstract of the vacancies unfilled.

ANNEXURE — III**I. FORMAT FOR APPLICATION FOR TRANSFER**

1. Name of the applicant and date of birth :
2. Present designation :
3. Circle/Station in which he/she is working :
4. (a) Circle to which transfer is requested :
- (b) Station to which transfer is requested
(in case of request transfer within the Circle) :
5. Date of joining in the present station :
6. (a) Length of service in the present station : From To
- (b) Length of service in the present Circle : From To
7. (a) Length of Service in the Circle to which transfer is sought : From To
(earlier, if any)
- (b) Length of service in the station to which transfer is sought (if within a circle) : From To
8. Whether any previous request is pending if so details to be furnished. :
9. Whether this request is in cancellation of the previous request. :
10. Reasons, if any, for transfer requested. :

UNDERTAKING

I shall forego Transfer Travelling Allowance for the above transfer.

Place :

Date :

SIGNATURE OF THE APPLICANT.

ANNEXURE — IV**II. FORMAT FOR MAINTAINING REGISTER OF REQUEST TRANSFERS :**

1. Sl. No.
2. Date of receipt of application.
3. Name of applicant.
4. Present post and station.
5. (a) Circle to which transfer is sought.
- (b) Station to which transfer is sought.
(in case of request transfer within circle)
6. Grounds on which transfer is sought.
7. (a) Length of service in the present station.
- (b) Length of service in the present circle.
8. Length of previous service in the station to which transfer is sought (if any).
9. Circumstances in which petitioner was transferred from the station to which posting is sought.
10. Remarks.