

TAMIL NADU GENERATEION AND DISTRIBUTION CORPORATION LIMITED

ABSTRACT

Establishment –TANGEDCO - Request transfer guidelines – Modifications and consolidation of existing guidelines – Committee formed – Reports submitted – Approval Accorded.

(ADMINISTRATIVE BRANCH)

(Rt.) CMD/ TANGEDCO Proceedings No.5

Dated: 28.06.2017

Aani 14, HeyvilambiAandu,
ThiruvalluvarAandu 2048.

READ:

1. (Rt.) CMD TANGEDCO Proceedings No.2 (Administrative Branch)
Dated 20.02.2017
2. Note approved by CMD / TANGEDCO on 27.06.2017.

PROCEEDINGS

There have been various instructions issued in the past in regard to the procedure for disposal of request transfers of the employees of the Board. These have been reviewed to improve the administration. Now a committee has been constituted vide reference 1 to consolidate all the request transfer guidelines issued so far and to make necessary modifications to suit for present service conditions superseding all the existing guidelines. Accordingly the committee has submitted its reports which have been approved and the following request transfer guidelines are hereby ordered for immediate implementation from the date of issuance of this order.

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

3. The list of vacancy should be made available category wise Region/ Circle/ Division wise and updated before 5th of the every month by the concerned Officers.

4.
 - a) The Chief Engineer/Personnel based on the application received will issue circle allotment to the transferred Assistant Executive Engineers to the Chief Engineer concerned and in other categories of Assistant Engineers and below to the SEs concerned. While issuing allotment order by Chief Engineer/Personnel to the Chief Engineer/Superintending Engineer concerned, Chief Engineer/Personnel will attach copy of request transfer application along with the allotment order, so as to consider the place preferred by the applicant with in circle as per RT Guidelines by Chief Engineer/Superintending Engineer while issuing reposting order.
 - b) In the categories of Regular Work Establishment upto the level of Special Grade Foreman, the Superintending Engineer shall intimate the allotment of the transferred candidates to the division, for issuing reposting orders within Division, by the Executive Engineer concerned, along with the copy of RT application, Performance report and service particulars to Executive Engineers concerned, so as to consider the place preferred by applicant with in division as per RT guidelines by Executive Engineer, while issuing reposting order.
 - c) The RT application received within the Circle in respect of Provincial and RWE categories should be operated by Chief Engineers / Superintending Engineers/ Executive Engineers concerned, only after allotment issued by the Chief Engineers/Personnel, in respect of provincial category and Superintending Engineers in respect of RWE categories, by following the guidelines mentioned in the Para(7).

5.
 - (a) Request for transfer can be accepted only to places where vacancies exist/will arise. Requests from employees shall be made only to a particular place and not to a particular post.
 - (b) No Employee has any right to expect consideration of such requests unless his or her work and conduct have been satisfactory.
 - (c) 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.

6. The period of registering request transfer applications by the employees will be from 1st to 20th January and from 1st to 15th July in a year.
 - (a) Request for a transfer to a Place / Station with in 25kms in respect of State seniority Categories shall not be entertained.
 - (b) Request for a transfer to a Place / Station with in 8kms in respect of Circle Seniority Categories (RWE) shall not be entertained.
 - (c) The above distance criteria of 25/8 kms for requesting the transfer shall not be insisted when an employee applies RTA from inter units of HeadQuarters, Generation, Distribution, Operation, Transmission and Projectwing.

7. For ordering request transfers, the following conditions shall be scrupulously observed:-
- a) (i) Eligibility of transfer will arise only after completion of one year as on 20th of January or 15th of July as the case may be on duty in the present Station/Present Post.
 - (ii) The one year on duty period shall not include the period spent on UEL on MC, EL, EOL w/o P&A and UEL on Private Affairs.
 - (iii) The work and conduct of the employee should be satisfactory.
- b) In respect of provincial category, where more than one person seeking transfer to a place, either within the Circle or Outside Circle are qualified for consideration, preference will be given to the person who has served for the shortest period on duty (Continuously or indifferent spells) in the place 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.
- c) If under clause (b) above, more than one person is available within the Circle/ Outside the Circle or the same length of service in the place of his/ her choice, then preference will be given to the one who has served the longest period on duty in the present place.
- d) In respect of RWE category, where more than one person seeking transfer to a particular place within circle / within division are qualified for consideration, preference will be given to the person who has served for a shortest period on duty in all categories (Continuously or in different spells) in the place to which transfer is sought.
- e) If under clause (d), above more than one person is available with no service or the same length of service in all categories in the place of his/her choice, then preference will be given to the one who has served the longest period on duty in the present place.
- 8) (i) In respect of transfer made based on the report of vigilance cell, the employee shall not be posted back within 2 years to the same Circle/Division on request without getting the clearance from the Vigilance Cell. After the end of 2 years on duty period no need to refer vigilance cell. The period of two years on duty shall be reckoned from the date of joining of the employee in the new post, which shall not include the period spent on Unearned Leave on Medical Certificate, Earned Leave, Extra Ordinary Leave without Pay and allowance and Unearned Leave on Private Affairs.

- (ii) The above ban on 're-transfer' will apply at the level of unit at which transfer has been suggested i.e., if transfer outside a circle has been ordered, he should not be posted back to the same circle for 2 years. But, there is no bar for his re-transfer to another Circle subject to, keeping in mind any order for posting to a non-sensitive post. The above instructions will equally apply to Regular Work Establishment categories whose transfer is operated within the circle. In such cases, the Regular Work Establishment worker should not be posted back to the same Division/Sub-Division for 2 years.
- 9) The condition of one year of stay on duty in a place specified in para 7(a) (i) 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 re-transfer 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 case of employees transferred on administrative grounds (other than on adverse reports) before completion of one year in a particular station/stations, the service rendered in the previous stations shall also be counted for reckoning the one year minimum stay on duty.
10. 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 order 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 from the competent authority.

11. As and when a vacancy arises in a particular place, all the registered request transfer application by the appropriate officers, who are competent to effect transfers for that place will be considered based on the above on comparative merits keeping in mind the following aspects:
 - (i) The length of previous service of the applicant in the Circle/ Place and Division/ Place to which transfer is sought by Provincial/RWE.
 - (ii) The length of service of the applicant in his present place/post.
 - (iii) Grounds on which the transfer is sought.
 - (iv) Need for avoidance of dislocation of work in the present office of the applicant.
 - (v) Circumstances in which the applicant was posted to his present station.
 - (vi) Suitability of the applicant for work in the post where vacancy exists.
 - (vii) Whether free from DP/ undergoing punishment/Vigilance enquiry.
 - (viii) Other administrative interests.
12.
 - (i) The Request Transfer Application Registered from 1st to 20th January of a year will be valid upto 30th of June of that year. The RT application registered between 1st to 15th July will be valid up to 31st December of that year only.
 - (ii) Fresh Request Transfer Application should be registered from 1st to 20th January and from 1st to 15th of July every year.
13. Requests for transfer will not be entertained from persons who are already under orders of transfer to some other Circle / Division.
14.
 - i) Request for transfer should be only to a particular Circle/Station for the employees applying from other circles. Request for transfer to a particular post will be summarily rejected without being registered.
 - ii) Request for transfer should be only to a particular Station for the employees applying within the circles. Request for transfer to a particular post will be summarily rejected without being registered.
 - iii) In respect of RWE category seeking Division to Division transfer the request transfer application should be only to a particular Division/Place. In case of RWE staff seeking transfer to a particular place within Division, request for transfer should be only for the station and the request for a particular post will be summarily rejected without being registered.
15. The Superintending Engineers concerned should send the Performance report of the eligible applicant to the Administrative Branch within 10

days i.e. from 21st Jan to 30th Jan and from 16th July to 25th July without waiting for a reference from the Administrative Branch, failing which the authorities concerned are responsible for non-consideration of registered RTA, if any.

16. Priority will be given for the request transfer in the following cases:-
- (i) Applicant affected by the chronic disease.
 - (ii) Applicant having mentally Challenged Child.
 - (iii) Physically Challenged employee, having disability more than 50%.
 - (iv) To the person working in HydelStation in Hill area.
 - (a) 3 years service in the Hydel station at less than 1000 meters above sea level.
 - (b) 2 years service in the Hydel station at more than 1000 meters above sea level.
17. Preference will be given for Spouse case.
18. Mutual transfer based on Request Transfer Application should not be considered by the Chief Engineers/Superintending Engineers/Executive Engineers.

Remarks: **1) The Request Transfer being operated now by Regional Chief Engineers within their region without seniority for initial level category (Mazdoor/Helper) and with seniority for above initial category of RWE cadre will continue to be considered as per the guidelines in Memo. No. 132962/7/IR1(4)/Adm.Br./86-6, dated: 18.04.1986 and Memo. No. 132962/7/I.R.1(4)/86-7,(Adm. Br.) dated: 08.09.1986.**

2) While considering Administrative Transfer the instruction issued in Administrative Branch Memo. No. 074266/IR 1 (3)/96-1 (Adm. Br.) dated: 19.06.1996 be taken in to account.

(BY ORDER OF THE CMD/ TANGEDCO)

A.V.RAVI
CHIEF ENGINEER/ PERSONNEL

To
All Chief Engineers/ Distribution Regions.
All Superintending Engineers/ Electricity Distribution Circles.

Copy to:

The Chairman's Table.

The Executive Assistant to Chairman.

The Managing Director/Tan Transco/144, Anna Salai/ Chennai-2.

The Director (Finance)/ Tangedco/ 144, Anna Salai/ Chennai-2.

The Director (Distribution)/ Tangedco/ 144,AnnaSalai/ Chennai-2.

The Director (Generation)/ Tangedco/ 144,AnnaSalai/ Chennai-2.

The Director (Projects)/ Tangedco/ 144,AnnaSalai/ Chennai-2.

The Director/Tan Transco/Projects/144, Anna Salai/ Chennai-2.

The Director (Operation)/ Tangedco/ 144,AnnaSalai/ Chennai-2.

The Secretary/ Secretariat Branch/ Tangedco/ 144,AnnaSalai/ Chennai-2.

The Chief Financial Controller/ Accounts Branch/ Tangedco/ 144,AnnaSalai/
Chennai-2.

The Chief Internal Audit Officer/ Audit Branch/ Tangedco/144,AnnaSalai/ Chennai-2.

The Deputy Secretary/ Establishment/ Secretariat Branch/ Tangedco/ 144,Anna
Salai/ Chennai-2.

The Deputy Chief Engineer/ Adm. Branch/ Tangedco/ 144,AnnaSalai/ Chennai-2.

The Industrial Relations Adviser/ Tangedco/ 144,AnnaSalai/ Chennai-2.

The Senior Personnel Officers/ Recruitment, Labour & Inspection/ Adm. Branch/
Tangedco/ 144,AnnaSalai/ Chennai-2.

All Personnel Officers in Adm. Branch/ Technical Branch/ Tangedco/ 144, Anna Salai/
Chennai-2.

All Assistant Personnel Officers in Adm. Branch/ Technical Branch/ Tangedco/ 144, Anna
Salai/ Chennai-2, [APO/Tamil Development for publication in the Tangedco
Bulletin (2 copies)]

The Stock File.

//FORWARDED//

(Sd/- 28.06.2017)

(P. RADHIKA)

SENIOR PERSONNEL OFFICER/LABOUR

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

SL. No.	Type of Transfer	Description of Transfer	Authority to whom powers delegated
(1)	(2)	(3)	(4)
Class II Service			
I	(Officers above the categories of Assistant Engineer and equivalent)		
1.	Administrative transfer	(i) From one post/place to another post/place within the Region/ Jurisdiction on Adverse remarks.	Chief Engineer of the Region/ Jurisdiction concerned
		(ii) From one post/place to another post/place within the Region/ Jurisdiction in the interest of administration	Chief Engineer/ Personnel/ Chennai.
		(iii) 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 on Adverse remarks.	Superintending Engineer concerned
		(ii) From one post/place to another post/place within the Circle in the interest of	Allotment by Chief Engineer/ Personnel; Posting by Superintending

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|---------------------|-------|---|--|
| | | administration | Engineer concerned |
| | (iii) | From one Circle to another within the Region/ Jurisdiction on Adverse remarks. | Allotment by Chief Engineer concerned; Posting by Superintending Engineer |
| | (iv) | From one Circle to another post/place within the Region/ Jurisdiction in the interest of administration | Allotment by Chief Engineer/ Personnel; Posting by Superintending Engineer concerned |
| | (v) | 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 Supervisor/Accounts Supervisors, Junior Engineer II Grade and equivalent categories in class III Service)

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|--------------------------------|------|---|--|
| 1. 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 |
| 2. : Administrative : Transfer | (i) | From one post/place to another post/place within the Circle on Adverse remarks. | Superintending Engineer concerned |

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|-------|---|---|
| (ii) | From one post/place to another post/place within the Circle in the interest of administration | Allotment by Chief Engineer/ Personnel; Posting by Chief Engineer concerned |
| (iii) | From one Circle to another within the Region/ Jurisdiction on Adverse remarks. | Allotment by Chief Engineer concerned; Posting by Superintending Engineer |
| (iv) | From one Circle to another within the Region/ Jurisdiction in the interest of administration | Allotment by Chief Engineer/ Personnel; Posting by Chief Engineer concerned |
| (v) | From a Circle in one Region/ Jurisdiction to a Circle in another Region/ Jurisdiction | Allotment by Chief Engineer/ Personnel; Posting by Superintending Engineer |

IV REGULAR WORK ESTABLISHMENT:

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|--|---------------------------------|--|
| 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 by
Superintending
Engineer concerned;
Posting by Executive
Engineer

Note: While considering Administrative Transfer the instruction issued in Administrative Branch Memo. No.074266/IR 1 (3)/96-1 (Adm. Br.) dated:19.06.1996 be taken in to account.

(Sd/ 28.06.2017)

(S.AMUDHA)

PERSONNEL OFFICER/IMPLEMENTATION
for CHIEF ENGINEER/PERSONNEL.