

TAMIL NADU GENERATION AND DISTRIBUTION CORPORATION
(SECRETARIAT BRANCH)

Memo (Per) No.28249/A22/A221/2020-1, dated 24.08.2020.

Sub: Establishment - TANGEDCO – Class-I Service - Maintenance of Service Books of the Officers in the rank of Superintending Engineers by the concerned Heads of Department – Appointment of Nodal Officer in the Offices of Chief Engineers/Chief Financial Controller/Chief Internal Audit Officer - Orders – Issued.

Ref: From the Deputy Secretary/Personnel/Secretariat Branch U.O. Note No.DS/Per/DOP/2020-1, dated 28.07.2020.

In order to simplify the procedure and for speedy and efficient administration, it has been decided that the Service Books of the Officers in the rank of Superintending Engineers maintained in the Secretariat Branch hitherto be handed over to the concerned Chief Engineers/Chief Financial Controller/Chief Internal Audit Officer. The Joint Managing Director/TANGEDCO has approved the proposal.

2. Accordingly, it is hereby ordered that the Service Books of the Officers in the rank of Superintending Engineers shall be maintained by the concerned Chief Engineers/Chief Financial Controller/Chief Internal Audit Officer. The Chief Engineers/Chief Financial Controller and Chief Internal Audit Officer have to send the proposal of Leave Sanction, Increment, Fixation etc. to the Secretary/TANGEDCO for according sanction. All the sanction entries are to be made in the relevant pages of the Service Books of the concerned Officials under intimation to the Secretariat Branch through mail. The powers of sanction of all matter rest with the Secretary/TANGEDCO.

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3. It is also ordered that, the Senior Administrative Officer, Personnel Officer/Assistant Personnel Officer (Headquarters), Accounts Officer/Establishment and Deputy Chief Internal Audit Officer/Establishment of the concerned offices are appointed as Nodal Officer to collect the Service Books with proper acknowledgement from the following officers of Secretariat Branch :-

Sl. No.	Name and Designation	Contact details
1.	Thiru L.Vinod Kumar, Deputy Secretary/Personnel	CUG No.9445060406 e.mail I.D. : dspers@tnebnet.org
2.	Tmt. R.M.Valliammai, Under Secretary/Services	CUG No.9445072419 e.mail I.D. : usservices@tnebnet.org

4. The Chief Engineers/Regional/Thermal Stations, Chief Engineers/Headquarters, Chief Financial Controller and Chief Internal Audit Officer in TANGEDCO/TANTRANSCO are instructed to depute the Nodal Officer to collect the Service Books of the Officers in the rank of Superintending Engineers.

5. The above works has to be completed within one month from the date of issue of the order.

Dr. S.VINEETH
SECRETARY (a/c)

To
The Secretary/TANGEDCO.
All Chief Engineers/Superintending Engineers.
All Chief Financial Controllers/TANGEDCO & TANTRANSCO.
The Chief Internal Audit Officer/Audit Branch/Chennai.
✓The Deputy Secretary/Personnel/Secretariat Branch/Chennai.

Copy to:-

- The Chairman-cum-Managing Director.
The Joint Managing Director/TANGEDCO & TANTRANSCO.
The Director General of Police/Vigilance/TANGEDCO.
The Managing Director /TANTRANSCO.
The Director (Operation)/TANTRANSCO.
The Director (Distribution)/TANGEDCO.
The Director (Generation)/TANGEDCO.
The Director (Projects)/TANGEDCO.
The Director (Transmission Projects)/TANTRANSCO.
The Director (Finance)/TANTRANSCO.
The Director (Finance)/TANGEDCO.
The Company Secretary/TANGEDCO, TANTRANSCO & TNEB Ltd.
The Legal Adviser and Industrial Relations Adviser/TANGEDCO.
The Resident Audit Officer.
The Deputy Secretary/Administration, Vigilance and Miscellaneous/
Secretariat Branch.
The Deputy Secretary/TANTRANSCO.
The Senior Personnel Officer/Administration/Administrative Branch/Chennai.
All Under Secretaries/Secretariat Branch.
The Personnel Officer/Staff Sanction/Administrative Branch/Chennai.
The Deputy Chief Engineer/Administrative Branch/Chennai.
The Executive Assistant to Chairman-cum-Managing Director's Office.
The Executive Assistant to Joint Managing Director's Office.
Statistical Cell/Administrative Branch/Chennai.
A1, A2, A5, A15, A20, A22 and A23 Sections/Secretariat Branch.
The Assistant Personnel Officer/Tamil Development for publication
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Stock File.

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

S. Saravanan
24/08/20
SECTION OFFICER