

**TAMILNADU GENERATION AND DISTRIBUTION CORPORATION LIMITED**

O/o. Secretary,  
Chennai-2.

**Office Order No. 781 dated 05.08.2020**

Sub: TANGEDCO – Review of Staff Pattern in Secretariat Branch  
Revised Work Allocation – Orders – Issued.

Ref: Office Order No.779, dated 29.07.2020.

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In partial modification of the Office order cited under reference, the revised work allocation for the staff available in Secretariat Branch is as below:-

SECTION	SUBJECT
	<b><i>1. Deputy Secretary/Personnel</i></b>
	I) Under Secretary/Establishment II) Under Secretary/Services III) Under Secretary/Wage Revision & Regulations
D)	<u>Under Secretary/Establishment</u>
A-8	A-81 Establishment matters of Class II and III Service (Technical Staff) in Vigilance Units and Enforcement Wing, CPRO office, RM/New Delhi office, Personal Assistant, Junior Assistant and employees of Class IV Service such as Drivers, Record Clerk, Duffadar, Office Helper, Sergeant, Gurkha Watchman, RWE employees in Vigilance Units and retired employees in consolidated wages. Maintenance of Service Book to all the above employees, Court cases, Agreement for Texco and sanction of Texco bills. Maintenance of GPF Leger Cards in respect of Secretariat Branch from Class I to IV and issue of Account Slips and maintenance of Ledger Cards. Maintenance of CPS Ledger Cards to the employees of Secretariat Branch and issue of Account Slips. Furnishing of credit particulars in respect of officials working in Secretariat Branch and credit particulars of Deputationists, Supervising of the works in Tapal and Despatch Sections, Maintenance of Record Section, Sanction of Courier Bills and Miscellaneous currents of the Section. Email: <a href="mailto:soa8sec@tnebnet.org">soa8sec@tnebnet.org</a>

<p style="text-align: center;"><b>A-11</b></p>	<p style="text-align: center;">A-111</p>	<p>Establishment matters is dealt with Class-II and III in the posts of Assistant Board Secretariat Officers, Section Officers, Senior Private Secretary's, Additional Senior Private Secretary's, Private Secretary's, Assistant Section Officer, Private Assistants, Personal Clerks, Typists, Industrial Relation Officer, Deputy Director of Sports, Senior Sports Officers, Sports Officer and Assistant Welfare Officer in Secretariat Branch. Sanction of Leave, Surrender of Leave Sanction Maintenance of Service Book, Sanctioning Periodical Increment for all officials, Permission for NOC to Passport and visit foreign countries, permission for Movable and Immovable properties, Study permission, Special Training permission, Guest Lecture permission, Retirement Training Permission, Appointment Ex-Cadre post from Government, Preparation of Panel and Promotion related works, Transfer and Postings, Performance Assessments Report, Retirement Benefits, Called for Pension and Leave Salary Contribution for deputation's Verification of Genuineness and Service Book entries ,Court Cases, Closing the file, Establishment Outsourcing Typists, Maintaining the various Registers, Audit Compilation of returns of Secretariat Branch, Individual proposal, Duty Officers report, Monthly and Half yearly performance, Office procedures, Follow of the Court Cases, Miscellaneous related current of the section.</p>
	<p style="text-align: center;">A-112</p>	<p>Dealing with the sports matters of TANGEDCO &amp; TANTRANSCO Email: <a href="mailto:soa11sec@tnebnnet.org">soa11sec@tnebnnet.org</a></p>
<p style="text-align: center;"><b>A-16</b></p>	<p style="text-align: center;">A-161</p>	<p>Class -I Officers Retirement benefits, Revised Pension, Family Pension, Expired Cases and Miscellaneous subjects and create service log, Pension Oracle.  Sanction and Followup HBA, Conveyance Two wheeler and Four Wheeler, Computer and Technical education advances &amp; HBA Documents release to Secretariat Branch. The all Chie Engineer's HBA documents release only. Email: <a href="mailto:soa16sec@tnebnnet.org">soa16sec@tnebnnet.org</a></p>



II)	<u>Under Secretary/Services</u>	
A-2	A-21	Fixation of pay, sanction of increment, in respect of All CEs, ACEs, VOs & EE/Enforcement – Re-fixation of pay based on Rectification of pay anomaly in respect of CEs, Voluntary Retirement (all Class I), Study Permission and Permission to take up private employment after retirement, Selection grade Orders of Executive Engineer Retirement Notification in respect of all Class-I Officers – Issue of No Objection Certificate, Prior Intimation for renewal of passport, Sanction of GPF Part-Final & Temporary Advance, Reimbursement of Membership fees, Employment & Experience Certificate in respect of all Class-I Officers.
	A-22	Fixation of pay, Sanction of Increment, in respect of all SEs and equivalent cadres in Non-Technical officers i.e., Senior Personnel Officers, Personnel Officers, Deputy Chief Chemist, Financial Controller, Senior Deputy Chief Internal Audit Officer and Chief Internal Audit Officer and all Deputy Secretaries, Under Secretaries in Secretariat Branch – Deputation of all Officers in Class I Service to other Government Department/Public Sector Under taking and Permission Under conduct Regulation on Movable and Immovable Properties in respect of all Class I Officers, Pay anomaly – Re-fixation based on rectification of pay anomaly orders in respect of SEs. Email: <a href="mailto:soa2sec@tnebnet.org">soa2sec@tnebnet.org</a>

A-5	A-51	<p><u>Disciplinary proceedings against Class-I Officers of the following Regions/Officers:-</u>  Chennai Region/North, Chennai Region/South, Trichy Region, Madurai Region, Erode Region, NCTPS, MTPS, Chief Engineer/Civil Designs, Chief Engineer/Transmission, Chief Engineer/Transmission Project-I/ Chennai, Chief Engineer/Civil Transmission Wing/Chennai, Chief Engineer/Personnel Administrative Branch/Chennai, Chief Engineer/System Operation/Chennai, Chief Engineer/MM, Chief Engineer/Mechanical/Coal, Chief Engineer/Mechanical/TS., Chief Engineer/PPP, Chief Engineer/NCES, Chief Engineer/ Commercial, Chief Engineer/IT, Chief Engineer/R-APDRP Appeal and Memorial - Review petitions thereon - Retirement review of Class I Officers and report in Administrative Branch and Accounts Branch.</p>
	A-52	<p><u>Disciplinary proceedings against Class-I Officers of the following Regions/Officers:-</u>  Coimbatore Region, Vellore Region, Villupuram Region, Tirunelveli Region, TTPS, ETPS, Chief Engineer/PUSHEP, Chief Engineer/Civil Consultant, Chief Engineer/Civil/ Headquarters, Chief Engineer/Hydro, Chief Engineer/ Project-I, Chief Engineer/Project-II, Chief Engineer/P&amp;C, Chief Engineer/ Industrial Co-ordination and R&amp;D, Chief Engineer/Planning, Chief Engineer/Grid Operation, Chief Engineer/ Mechanical Mines, CE/DSM, Audit Branch - Secretariat Branch, Appeal and Memorial - Review petitions thereon, Section Miscellaneous.  Email: <a href="mailto:soa5sec@tnebnnet.org">soa5sec@tnebnnet.org</a></p>
A-15	A-151	<p>Maintenance of Service Register of All Class - I Officers/TANGEDCO and TANTRANSCO, Sanction of leave to Directors/TANGEDCO and TANTRANSCO, Chief Engineers , Superintending Engineers , Sanction of all Leave above 30 days to officers in the rank of Executive Engineers , Chief Internal Audit Officers, Senior Deputy Chief Internal Audit Officers, Chief Financial Controllers, Financial Controllers, Deputy Secretaries, Under Secretaries, Senior Personnel Officers, Chief Public Relation Officer, EA to CMD, JMD, CMD/TANTRANSCO, Vigilance Officers, Executive Engineers/Enforcement, Officers Service book entries. Casual leave sanction, Sanction of Leave Travel Concession.  Email: <a href="mailto:soa15sec@tnebnnet.org">soa15sec@tnebnnet.org</a></p>



<b>A-4</b>	A-41	Scrutinization of Pay anomaly Proposals in respect of Class – I Officers – Technical [Chief Engineer’s, Superintending Engineer’s and Executive Engineer’s] and Non-Technical [Chief Financial Controller’s, Deputy Financial Controller’s/Financial Controller’s, Deputy Chief Internal Audit Officer’s, Personnel Officer’s, Senior Administrative Officer’s, Under Secretaries, Deputy Secretaries.
	A-42	Scrutinization of Pay anomaly Proposals in respect of Class – II Officers – Technical [Assistant Executive Engineer’s, Assistant Engineer’s/Junior Engineer Grade – I] and Non-Technical [ Assistant Accounts Officer’s, Account Officer’s, Section Officer’s, Assistant Section Officer’s, Superintendents, Assistants, Internal Audit Officers, Assistant Audit Officer’s, Auditors] – Awards of Board’s Medal for Officers/ Employees – Chairman’s Power Medal for Meritorious Services and TNEB Medal for Distinguished Services – Various types of awards announced by the Government of India/Government of Tamil Nadu. Email: <a href="mailto:soa4sec@tnebnet.org">soa4sec@tnebnet.org</a>
<b>A-18</b>	A-181	TNEB Service Regulations, Discipline & Appeal Regulations, Travelling Allowance Regulations, Leave Travel Concession Regulation, Adoption of Government Orders – Issuing Amendments/Clarifications.
	A-182	TNEB Leave Regulations, TNEB Employees’ Conduct Regulations - Tamil Nadu Pension Rules, 1978 – Pension NHIS 2018 - Tamil Nadu Electricity Board Standing Orders for Clerical and non-Clerical Workmen - Adoption of Government Orders – Issuing Amendments/Clarifications. Email: <a href="mailto:soa18sec@tnebnet.org">soa18sec@tnebnet.org</a>

A-20	A-201	Review of property return of Class-I Officers – Maintenance of Confidential Reports of Class-I Officers – All Class-I Service Court Cases, filing of vakalath, counter, following of cases – Briefing final hearing to the council/AAG etc., - Sanction of Legal fees. Email: <a href="mailto:soa20sec@tnebnet.org">soa20sec@tnebnet.org</a>
III)	<u>Under Secretary/Wage Revision &amp; Regulations.</u>	
A-3	A-31	Revision of Wages/Workload for employees of TANGEDCO - Selection Grade/Special Grade Fixation and Clarification- Pay Fixation Clarifications- Fixation of pay on Wage Revision- Grant of Recognition to the Unions and allotment of Union office accommodation to the Recognised Unions and Enhancement of Union Subscription and Donation and Clarification orders - Disputes raised by the unions before the Commissioner of Labour and conciliation- Demands raised by the Unions on the various issues - Clarifications to the Audit objections on Pay fixation, Selection Grade/Special Grade, Pay anomaly and incentive increments- Adoption of Government order on the Pay, Selection Grade, Special Grade- Court cases related to the above subjects, Submission of Counters and follow up.
	A-32	Dearness Allowance/Pre-revised Dearness Allowance - Bonus - Special Adhoc Bonus- Special Pay and Allowances - Project Special pay ,Project Allowances and Incentive Bonus (Thermal and Hydro) allowed to various projects- Enhancement of Out of Pocket expenses, clarifications and new proposals- Adoption of Government orders on Special Pay, House Rent Allowance, City Compensatory Allowance and other Allowances - Grant of Incentive increments for acquiring P.G. and Ph.D in Engineering/Clarifications- Clarifications on fixation of rent to Board's quarters- Orders and clarifications on the equivalency of UG degree on par with Accountancy junior and Senior grade for Promotion/Grant of incentive increment- Clarifications to the Audit objections on Commissioning incentive, House Rent Allowance, City Compensatory Allowance and Allowances- Court cases related to the above subjects, Submission of Counters and follow up. Email: <a href="mailto:soa3sec@tnebnet.org">soa3sec@tnebnet.org</a>



<b>2. Deputy Secretary/Administration</b>		
I) Under Secretary/O&M-I II) Under Secretary/General		
I) <u>Under Secretary/O&amp;M-I</u>		
<b>A-22</b>	A-221	All matters relating to sanction of staff to Distribution Circles in Chennai, Trichy, Salem, Erode and Coimbatore Regions – Delegation of Powers and clarifications- Imprest and Temporary Advance - Monthly and Half yearly review business of Secretariat Branch - General clarifications on performance Assessment Reports, sanction of amount to the informants about power theft etc - Preparing extrat cost for sanction of new post for officers and workman.
	A-222	All matters relating to sanction of staff to Five Branches of Headquarters - Appointing OSD/Consultants on consolidated wages – Continuance proposals for Secretariat Branch, Audit Branch and Enforcement Wing – Organization chart of TANGEDCO/TANTRANSCO/ TNEB Ltd. Email: <a href="mailto:soa22sec@tnebnet.org">soa22sec@tnebnet.org</a>
<b>A-23</b>	A-231	All matters relating to sanction of staff in ETPS, MTPS, TTPS, NCTPP/MTPP, Mettur Workshop Circle, Hydro Project, Civil Maintenance Circles, Generation Circles – Mock Fire Drills. All matters relating to sanction of staff to Distribution Circles in Madurai, Tirunelveli, Villupuram and Vellore Regions – General Miscellaneous subjects – Staff proposals in respect of General constructions circles – I.B., Sexual Harassment, Deputation of officers to foreign countries for Inspection of Materials/Training etc. Constitution of various committees – Obtaining daily No report from the Headquarters Offices and follow up action – Adoption of Government orders relating to service matters and office management of TANTRANSCO and TANGEDCO. Email: <a href="mailto:soa23sec@tnebnet.org">soa23sec@tnebnet.org</a>

II) <u>Under Secretary/General</u>		
A-7	A-71	Service matters of Chairman-cum-Managing Director/TANGEDCO, Chairman/TANTRANSCO & TNEB Ltd., JMD/TANGEDCO, DGP., L.A., IRA. and other Class I Officers on deputation with the Board and all Directors of TANGEDCO and TANTRANSCO. - Allotment of funds for HBA, Technical Education Loan for the study of professional course MBBS., B.E., B.Tech., M.Tech., MCA. and Marriage Advances - Obtaining fees structure from Director of Technical Education/ Medical Sciences / Animal Husbandry/ Agricultural University - Clarifications issued in respect of HBA., Conveyance, Computer and Marriage Advances - Rules relating to various advances - Adoption or otherwise Government orders relating to Loans and Advances - General Clarifications relating to the above rules - Correspondences with A.G's Office regarding fixing of pension contribution to the deputation officers.
	A-72	Parliament Questions of Lok Sabha and Rajya Sabha, - Legislative Assembly Questions - Govt. Assurances - Tour Arrangements to be made to the Government Assurance Committee - Government Petitions Committee - Correspondence with other State Electricity Board's - Cut Motions, Call Attentions and Adjournment Motions (Cut Motions only are consolidated and booklet model prepared and sent to Govt. at the time of Budget Sessions.) Email: <a href="mailto:soa7sec@tnebnet.org">soa7sec@tnebnet.org</a>
A-9	A-91	Repairing & Maintenance of Xerox machine Ronio machine and computer printer - Supply of uniform shoe and shocks for eligible employees and raincoat - Purchase of crockery for top level officers of Secretariat Branch - Purchase of Computer and Printer - Purchase of Stationery - Tools and Plants, Gazette - Repairs and Condemnation of Tools and Plant - Land Acquisition - Acts and Rules. - Very Important Persons Visits - Board Vehicle - Board's Proceedings - Index Slips - Miscellaneous - Holidays. In-charge of Stationery of Secretariat Branch issue of Stationery items to all officers/Sections of Secretariat Branch.
	A-92	Double wages clarification, Holidays, pledge on various Days, Fringe Benefit Tax, Hon'ble Chief minister Relief Fund, Tsunami and Flood Relief Fund, M.P/M.L.A., reports, permission for campaigning in TANGEDCO Complex, maintenance of B.P.Index, Contingencies in respect of the Resident Manger/TANGEDCO, New Delhi-Imprest, Guest House Maintenance, Ground Rent, Insurance Car Hire charges and



		<p>maintenance of Board's Vehicle, Telephone and cell phone bills, Maintenance of Air Conditioner, Computers, Refrigerators etc., Annual of Monthly subscription of cable T.V.set and Miscellaneous expenditure etc., Renewal of postal telegraph abbreviation, post Box/Bag and Government Telephone Director supplementary, Small savings Misc. papers.(Missent Tappals), Contingencies – Telephone, Cell phone, Books and Periodicals, Temporary advance (including Vigilance Vehicle), maintenance of Board's Vehicle, Newspaper bills, Canteen bills, Accommodation, Hotel Bills, Car hire charges, Advertisement charges, Medals and shields, shawls and etc.,</p> <p>Email: <a href="mailto:soa9sec@tnebnet.org">soa9sec@tnebnet.org</a></p>
<b>A-12</b>	A-121	<p>Drawl of Cheque from Accounts Branch – Cash disbursement and Maintenance of Cash Book and allied Registers + All Temporary Advances and impress of Secretariat Officials. Contingent and Miscellaneous bills claims. All Telephone bills and Residential Telephones including CUG Mobile Bills for CMD/JMD and Directors and other Secretariat Branch officials.</p> <p>Email: <a href="mailto:soa12sec@tnebnet.org">soa12sec@tnebnet.org</a></p>
<b>A-13</b>	A-131	<p>Pay and Allowances – T.A. Bills of Class III &amp; IV, Assistant, Junior Assistant, Typists, Steno-Typist &amp; Drivers.– Budget. Pay and Allowances – T.A. Bills of Class-I &amp; II Officers, Drivers and Employees – T.A. Bills of Consultative Committee Members and all returns – Medical Bills Claims - Pay and allowance of Pay Roll and TA bills of Deputationists/Watchman/Private Secretary Personal Assistants and Helper Trainees. IT returns in respect of above officials and allied works.</p>
	A-132	<p>Disbursement of pay Bills for Class-I &amp; II (All Directors, DS,US,ABSO,SO,EE,VO,IRO,Sports,Officers,CPRO,AEE,AE,JE-II,JE-I). Deputationist pay bills(CMD, JMD,LA,Secy,RM New Delhi,IRA,JD/PRO). All Deputationist Pension Contribution Maintenances and Cheque passed to P&amp;A Department. Deputationist monthly recoveries Schedule forwarded (FSFS, SPF, Helath Insurance, Car Advance, All Loan Advances, GPF, Quarters Rent). Monthly Bills for Standing Counsel (Chennai &amp; Maduarai). Class-I ,II &amp; Deputationist TA Bills, TTA Bills, LTC, SLS, GPF and all allied Bills. Retirement Bills for Class I &amp; II (EL encashment, UEL on PA Encashment, FSFS, SPFG 2000, SPF 1984 Final GPF, DCRG, 1st month pension). Income Tax Register maintenances, Income Tax remittance for deputationist and All Secretariat branch staffs and officers, All Staffs &amp; Officers Filing of Income tax Quarterly returns, Issue of Form 16, Preparation of D.A. Bills, Preparation of Bonus bills, Pay fixation of bills, Re-fixation of pay Bills, Issue of pay certificate(with deduction &amp;</p>


	<p>without deduction), Issue of LPC sent to Concern officers, LPC received from concern officers to added in the pay roll , wage Revision fixation, Selection Grade fixation, Incentive Increment for passing of Departmental test, Claiming of double wages bills, Every Quarter Increment add with concerned employees accounts, Issue of pay bills, Arrears bills (If any missing credit in the pay bill), Promotion pay fixation bill, Maintenance of Register(Pay bill Register, SLS Register and other terminal benefits bill Register), GPF Missing Credit. Email: <a href="mailto:soa13sec@tnebnet.org">soa13sec@tnebnet.org</a></p>
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<b>3. Deputy Secretary/Miscellaneous</b>		
<b>II) Under Secretary/Health Fund &amp; RTI</b>		
<b>II) Under Secretary/Health Fund &amp; RTI</b>		
<b>A-17</b>	<b>A-171</b>	<p>Adoption of Government Orders on Government New Health Insurance Scheme - Payment of Annual subscription towards New Health Insurance Scheme -2016 for the employees of TANGEDCO/ TANTRANSCO/TNEB Ltd. Sanction of claims relating to Departmental/ Road Accidents over and above the insurance claim to the Employees of TANGEDCO/ TANTRANSCO/ TNEB Ltd.</p> <p>Adoption of Government Orders on Medical Attendance Rules - Life saving Drugs to the Employees of TANGEDCO/ TANTRANSCO/ TNEB Ltd - Sanction of claims under Medical Attendance Rules to the Employees of TANGEDCO/ TANTRANSCO/TNEB Ltd - Sanction of claim for the disease of Cancer Cases, Liver, Kidney, Heart, Lungs etc. Transplantation to the Employees of TANGEDCO/ TANTRANSCO/ TNEB Ltd as special Case - Reimbursement of MRI Scan charges and CT Scan Charges to the Employees of TANGEDCO/ TANTRANSCO/ TNEB Ltd.</p> <p>Email: <a href="mailto:soa17sec@tnebnet.org">soa17sec@tnebnet.org</a></p>
<b>A-21</b>	<b>A-211</b>	<p>Implementation of the Right to Information Act-2005 in TANGEDCO. To attend the petitions received from Headquarters office at Chennai (i.e.) General Construction Circle, Protection &amp; Communication, Thermal Power Stations, Generation Circles. Appointment of Assistant Public Information Officers/Public Information Officers and Appellate Authorities. Monthly returns and Annual Returns to Government.</p>
	<b>A-212</b>	<p>Implementation of the Right to Information Act-2005 in TANGEDCO, TANTRANSCO &amp; TNEB Ltd. To attend the petitions received from other than Headquarters, offices Weekly Return.</p> <p>Email: <a href="mailto:soa21sec@tnebnet.org">soa21sec@tnebnet.org</a></p>

Grievance Cell		
A-27	A-271	Grievance petitions relating to Distribution Circles coming under Vellore Region, Villupuram Region, Madurai Region, Trichy Region and also petitions received from Energy petitions, Chairman and Secretary petitions/RTI petitions. Email: <a href="mailto:soa27sec@tnebnnet.org">soa27sec@tnebnnet.org</a>
A-28	A-281	Grievance petitions relating to Distribution circles coming under Coimbatore Region/Thirunelveli Region/Erode Region and also petitions received from all regions of Energy petitions /All regions accident cases /Chairman and Secretary petitions/RTI petitions/President petitions/Prime Minister petitions. Email: <a href="mailto:soa28sec@tnebnnet.org">soa28sec@tnebnnet.org</a>
A-29	A-291	Grievance petitions relating to Distribution Circles coming under Chennai South Region/Chennai North Region and Chengalpattu circle and also petitions received from Energy petitions/Chairman and Secretary petitions/RTI petitions/Headquarters petitions. Email: <a href="mailto:soa29sec@tnebnnet.org">soa29sec@tnebnnet.org</a> <b>Online compliants</b> <b>Amma Call Centre compliants</b> <b>Government of India petitions</b>

The work load of balance other sections(A1 & A10) remain unaltered. The above work allocations are coming into effect immediately.

  
SECY/(FAC)/JMD

To

The Deputy Secretary / Personnel,  
The Deputy Secretary / Administration,  
The Deputy Secretary / Miscellaneous