

TAMIL NADU GENERATION AND DISTRIBUTION CORPORATION
(SECRETARIAT BRANCH)

Memo (Per) No.24706/A23/A232/2020-1, dated 04.07.2020.

Sub: Establishment – TANGEDCO – Office procedures – “Tottenham System” – procedures to be followed with regard to submission of files – Extended to certain other Heads of office orders issued.

Ref : i) (Per) B.P.(Ch) No.175 (SB) dated 16.07.1999.
ii) Memo (Per) No.59482/A23/A231/1999-1 (SB) dated 19.01.2020.

In the proceedings first cited, orders were issued to the Heads of Branches and all Chief Engineers in Technical Branch to follow the “Tottenham System” with regard to submission of files.

2. Now, it is proposed to extend the “Tottenham System” to other Chief Engineers/Heads of offices so as to identify the office who are dealing with subjects by assigning Alphabet letters for submission of files. In order to maintain uniformity in submission of files, the current number should be followed with alphabet letter assigned for the Chief Engineers concerned and then with office code and section code as assigned by the concerned Chief Engineer/Superintending Engineer.

3. The Alphabet letters assigned to the Chief Engineers/Heads of Office is in Annexure-I and the method of numbering of file is illustrated in Annexure-II.

4. The Chief Engineers/Head of offices are requested to ensure that the above office procedure with regard to submission of files is followed without fail in future.

Dr. S.VINEETH
SECRETARY (a/c)

To
The Secretary/TANGEDCO.
The Joint Managing Director/TANGEDCO.
The Director General of Police/Vigilance/TANGEDCO.
The Directors/TANGEDCO and TANTRANSCO.
The Company Secretary/TANGEDCO & TANTRANSCO.

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The Chief Engineer/Commercial/Chennai.
The Chief Engineer/Mines/Chennai.
The Chief Engineer/Information Technology/Chennai.
The Chief Engineer/Demand Side Management/Chennai.
The Chief Engineer/R-APDRP/Chennai.
The Chief Engineer/Projects-I/Chennai.
The Chief Engineer/Projects-II/Chennai.
The Chief Engineer/System Operation/Chennai.
The Chief Engineer/System Operation/Trichy.
The Chief Engineer/Transmission/Projects-I/Chennai.
The Chief Engineer/Transmission/Projects-II/Trichy.
All Chief Engineers/Distribution Regions.
All Chief Engineers/Thermal Stations.
The Chief Engineer/Hydro Projects/Erode.
The Chief Engineer/Udangudi Thermal Power Project.
The Chief Engineer/Uppur Thermal Power Project.
The Chief Engineer/NCTPP-II.
The Chief Engineer/Civil/Ennore SEZ.
The Chief Engineer/Civil/Ennore Expansion Project.
The Chief Financial Controller/TANTRANSCO.
The Chief Financial Controller/Regulatory Cell/TANGEDCO.
The Chief Financial Controller/Deposits and Documentation.

Copy to :

Chairman-Cum-Managing Director's Table.
The Managing Director/TANTRANSCO.
All other Chief Engineers/TANGEDCO & TANTRANSCO.
All other Superintending Engineers/TANGEDCO & TANTRANSCO.
The Legal Adviser and Industrial Relations Adviser/TANGEDCO.
The Chief Financial Controller/General and Revenue/TANGEDCO.
The Chief Internal Audit Officer/Audit Branch.
The Resident Audit Officer
The Deputy Secretary/Personnel, Administration, Miscellaneous and
Vigilance/Secretariat Branch.
The Deputy Secretary/TANTRANSCO.
The Superintending Engineer/Information Technology-I/Chennai.
The Deputy Chief Engineer/Administrative Branch/Chennai.
The Senior Personnel Officer/Administration/Administrative Branch/Chennai.
All Under Secretaries/Secretariat Branch.

The Executive Assistant to Chairman-cum-Managing Director's Office.

The Executive Assistant to Joint Managing Director's Office.

All Sections/Secretariat Branch.

The Assistant Personnel Officer/Tamil Development for Publication
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Stock file.

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G. Kalai Chelu
07/07/2020
SECTION OFFICER

ANNEXURE - I

Sl. No.	Head of Office	Immediate Officer	Proposed as
1.	C.M.D.	E.A.	CMD/EA
2.	J.M.D.	E.A.	JMD/EA
3.	Director (Distribution)	E.A.	DD/EA
4.	Director (Projects)	E.A.	DP/EA
5.	Director (Generation)	E.A.	DG/EA
6.	Director (Finance)/TANGEDCO	E.A.	DF/TG/EA
7.	MD/TANTRANSCO	E.A.	MDTR/EA
8.	Director (Transmission Projects)/ TANTRANSCO	E.A.	DTP/EA
9.	Director (Operation)/ TANTRANSCO	E.A.	DO/EA
10.	Director (Finance)/ TANTRANSCO	E.A.	DFTR/EA
11.	Company Secretary/ TANGEDCO	E.A.	CSTG/EA
12.	Company Secretary/ TANTRANSCO	E.A.	CSTR/EA
13.	DGP/Vigilance	E.A.	DGP/EA
14.	CE/Commercial	E.A.	CM/EA
15.	CE/Mines	E.A.	MN/EA
16.	CE/IT	E.A.	I/EA
17.	CE/DSM	E.A.	DSM/EA
18.	CE/R.APDRP	E.A.	RAPDRP/EA
19.	CE/Projects-I(HQ)	E.A.	CP I/EA
20.	CE/Projects-II(HQ)	E.A.	CP II/EA
21.	CE/System operation/Chennai	E.A.	SOCH/EA
22.	CE/System operation/Trichy	E.A.	SOTR/EA
23.	CE/Transmission Project- I/ Chennai	E.A.	TPCH/EA
24.	CE/Transmission Project-II/ Trichy	E.A.	TPTR/EA
25.	CE/Chennai/North Region	E.A.	CHN/EA
26.	CE/Chennai/South Region	E.A.	CHS/EA
27.	CE/Coimbatore Region	E.A.	CBE/EA
28.	CE/Trichy Region	E.A.	TRY/EA

29.	CE/Erode Region	E.A.	ERD/EA
30.	CE/Villupuram Region	E.A.	VPM/EA
31.	CE/Vellore Region	E.A.	VLR/EA
32.	CE/Madurai Region	E.A.	MDU/EA
33.	CE/Tirunelveli Region	E.A.	TIN/EA
34.	CE/NCTPS-I	E.A.	NCTPS-I/EA
35.	CE/NCTPS-II	E.A.	NCTPS-II/ EA
36.	CE/ETPS	E.A.	ETPS/EA
37.	CE/TTPS	E.A.	TTPS/EA
38.	CE/MTPS-I	E.A.	MTPS-I/EA
39.	CE/MTPS-II	E.A.	MTPS-II/ EA
40.	CE/Hydro Projects/ Erode	E.A.	HPERD/EA
41.	CE/Udangudi TPP	E.A.	UDTP/EA
42.	CE/Uppur TP	E.A.	UPPTP/EA
43.	CE/EL/NCTPP Stage III	E.A.	NCTPP/EA
44.	CE/Civil/Ennore SEZ	E.A.	ESEZ/EA
45.	CE/Civil/Ennore Expansion Project	E.A.	EET/EA
46.	CFC TANTRANSO	E.A.	TAN/EA
47.	CFC/Regulatory Cell	E.A.	RC/EA
48.	CFC/Deposits and Documentation	E.A.	DEP/EA

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Eg. Kalai Chelu
07/07/2020
SECTION OFFICER

ANNEXURE – II

Name of Office	Left or right top of the odd or even of the note file	Right top of the note file on each page
Head Quarters		
CE/COMMERCIAL	C.NO /CM/EE/AEE/AE	CM/EE/AEE/AE
Thermal Stations		
CE/NCTPS-I	C.NO /NCTPS I/SE/P&A	NCTPS-I/ SE/P&A/EE/S
	C.NO /NCTPS I/SE/Opn	
	C.NO /NCTPS I/SE/M.I	
	C.NO /NCTPS I/SE/M.II	
	C.NO /NCTPS I/SE/ES	
	C.NO /NCTPS I/SE/CM	
PROJECTS		
CE/ENNORE SEZ	C.NO /ESEZ/SE/EL	ESEZ/SE/EL
Distribution Regions		
CE/Chennai Region/North	C.NO / CHN/SE/N/AEE/ MM	CHN/SE/N/AEE/MM
	C.NO /CHN/SE/N/AEE/GL	

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G. Kalai Chelu
07/07/2020
SECTION OFFICER