

**Most Immediate**

01422



**Public (Buildings) Department  
Secretariat, Chennai-600 009**

**Letter No.10116/Buildings/2020, Dated: 16.03.2020**

From  
Thiru K.Shanmugam, I.A.S.,  
Chief Secretary to Government.

To  
All Secretaries to Government,  
Secretariat, Chennai-9  
All Departments of Secretariat,  
Chennai-9



Sir/Madam,

Sub: Buildings — Preventive Measures against Corona  
Virus (COVID -19) — Compliance — Requested -  
Regarding.

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I am directed to state that in view of the Novel Corona Virus (COVID - 19), all the staff and visitors in the Secretariat will be subjected to thermal scanning in order to diagnose any symptoms of the virus.

2. In this regard, all the Departments of Secretariat are requested not to convene meetings unless it is very urgent and not to ask the HoD/Directorate officials to come to Secretariat in a routine manner.

3. Further, all Departments are requested to instruct their staff to remain at home if they have symptoms like cold, fever, cough, shortness of breath/breathing difficulties etc., in order to stop the spread of the Virus and advised to take appropriate medical care through Doctors.

4. All staff members are therefore requested to frequently wash their hands with soap atleast for 20 seconds as a precaution against the spread of the virus and also advised to use hot water for drinking.

Yours faithfully

*S. Shanmugam*  
16.3.2020

for Chief Secretary to Government



**TAMIL NADU GENERATION AND DISTRIBUTION CORPORATION LIMITED**

Secretariat Branch,  
144, Anna Salai,  
Chennai – 2.

**Circular Memo.No.14226/A9/A92/2020-1, dated:17.03.2020**

Sub : TANGEDCO – Preventive Measures against **Corono Virus (COVID-19)** – Compliance - Instructions – Communicated.

Ref : From the Public (Buildings) Department Secretariat, Chennai-9  
Lr.No.10116/Buildings/2020, dated:16.03.2020.

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A copy of the letter received in the reference cited is communicated to all officers of TANGEDCO, TANTRANSCO and TNEB Limited for information and necessary action.

**S.VINEETH,  
SECRETARY(a/c)**

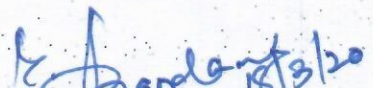
**To**

All Chief Engineers.  
The Chief Financial Controller/General and Revenue/TANGEDCO.  
The Chief Financial Controller/TANTRANSCO.  
The Chief Financial Controller/Regulatory Cell  
The Chief Internal Audit Officer/Audit Branch.  
All Superintending Engineers.  
The Residential Audit Officer/TANGEDCO.

**Copy to:-**

The Chairman cum Managing Director's Table.  
The Joint Managing Director's Table.  
The Director General of Police/Vigilance/TANGEDCO.  
The Managing Director/TANTRANSCO/Chennai.  
All Directors/TANGEDCO and TANTRANSCO.  
The Secretary/TANGEDCO.  
The Legal Adviser/TANGEDCO.  
The Industrial Relations Adviser/TANGEDCO.  
The Chief Medical Officer/Head Quarters Dispensary.  
The Deputy Chief Engineer/Administrative Branch.  
All Deputy Secretaries/Secretariat Branch/Chennai-2.  
All Senior Personnel Officers/Administrative Branch.  
The Company Secretary/TANGEDCO/TANTRANSCO/TNEB Ltd/UPCL.  
The Executive Assistant to Chairman cum Managing Director.  
The Executive Assistant to Joint Managing Director.  
The Superintending Engineer/Computer Centre.  
The Director/T.N.E.B/Printing Press/Villivakkam/Chennai-49.  
The Superintending Engineer/Information Technology.  
The Additional Director/T.N.E.B. Limited/New Delhi.  
All Under Secretaries/Secretariat Branch/TANGEDCO/Chennai-2.  
The Chief Public Relations Officer/TANGEDCO/Chennai-2.  
The Industrial Relations Officer/TANGEDCO/Chennai-2.  
The Assistant Personnel Officer/Tamil Development – for publication  
in the TNEB Bulletin (2 copies)  
All Branches.  
All Officers/Sections/O&M Cell/Legal Cell/Secretariat Branch/Chennai.

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

  
**SECTION OFFICER.**