

**TAMIL NADU GENERATION AND DISTRIBUTION CORPORATION LIMITED**

**Secretariat Branch  
144, Anna Salai  
Chennai-2.**

**Memo. No.31786/A15/A151/2020-3 , dt. 17.10.2020.**

Sub: TANGEDCO - Secretariat Branch -Establishment-  
Class I Service – Maintenance of Service Books of  
the officers in the rank of Superintending Engineers  
by the concerned Heads of Department – Instructions-  
Issued.

Ref: i) TANGEDCO's Memo. (Per.) No.28246/A22/A221/  
2020-1, dt.24.08.2020.  
ii) Lr.No.31786/A15/A151/2020-1, dt.01.09.2020.

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In the reference first cited, it was 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 and also ordered that 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 and all the sanction entries are to be made in the relevant pages of the Service Books of the concerned officials.

2) Further, the Chief Engineers/ Chief Financial Controller and Chief Internal Audit Officer are directed to comply with the following aspects in future:-

- a) All Service Books are to be uploaded in the ERP Systems and maintained. All the entries of Service Matters should be made in the relevant pages of the concerned officials Service Book without fail.
- b) The application for leave should be send with details of EL, ML and other Leave of individuals at credit/ availed so far (i.e) before the date of applied Leave with specific recommendation of concerned Chief Engineers.
- c) For sanction of Increment, Fixation of Pay on promotion and revised pay to be fixed consequent on the pay anomaly, the proposal should be send with Last Pay drawn particulars of the concerned officials.
- d) All Service Books should be mended neatly and pasted with individual photo with authorization of Head of Department.

**S.VINEETH,  
SECRETARY/FAC**

To  
All Chief Engineers  
All Superintending Engineers  
The Chief Internal Audit Officer/Audit Branch  
The Chief Financial Controller/General/Accounts Branch.

:: TRUE COPY :: FORWARDED :: BY ORDER ::

SECTION OFFICER.