

TAMILNADU GENERATION & DISTRIBUTION CORPORATION LTD.
(Administrative Branch)

From

Er. D.RAVICHANDRAN, B.E.
Chief Engineer/Personnel,
144, Anna Salai,
Chennai - 600 002.

To

All Chief Engineers,
All Superintending Engineers.
TANGEDCO/TANTRANSCO

Letter No.066010/55/G.16/G.161/2020, dated 09.10.2020

Sir,

Sub : Estt. – Class II to IV Employees – Seeking NOC to visit Foreign countries/Employment in abroad - Instructions-Issued.

Of late, on perusal of the certain proposals seeking No Objection Certificate to visit foreign countries /employment in abroad, it is seen that there is lack of adequate information to proceed further, which causes unnecessary delay.

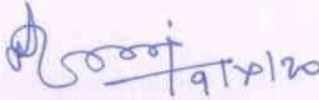
2. I am therefore to request all the Chief Engineers and Superintending Engineers of TANGEDCO/ TANTRANSCO to furnish all the details in the personal Pro-forma as prescribed below while sending the said proposal to this office:-

PERSONAL PROFORMA

1.	Name	:	
2.	Designation	:	
3.	Date of Birth	:	
4.	Date of joining into Board service	:	
5.	(i) Passport No. (ii) Validity of the passport. (iii) GPF/ CPS No.	: : :	
6.	Permanent Address	:	
7.	Present Address	:	
8.	Departmental action pending, if any	:	
9.	Service Particulars (Separate sheet should be enclosed)	:	
10.	Purpose of applying NOC	:	

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11.	Name of the Country proposed to visit & Purpose of visit	:	
12.	Duration of visit (from to....)	:	
			SIGNATURE OF THE OFFICER WITH SEAL


(D.RAVICHANDRAN)
CHIEF ENGINEER/PERSONNEL. 1/2