

TAMIL NADU GENERATION AND DISTRIBUTION CORPORATION
SECRETARIAT BRANCH

Memo. (Per) No.00238/A19/A191/2022-1, dated 04.01.2022.

Sub: TANGEDCO – Class-I Officers – C.L., E.L. and kind
of Leave applications – Revised format – Orders –
Reiterated.

Ref: Memo. (Per) No. 6329/A23/A231/2009-1, dated
03.03.2009.

In the Memorandum cited, orders have been issued that all the controlling officers should specify in all leave applications including applications for Casual Leave/Permission to leave Headquarters combined with leave or without leave etc. whether they recommend or not to avail such leave/permission to leave headquarters with a clear mention about the name of the (in-charge) officer who would be required to attend to the work during the absence of the officers applying for Leave/Permission to leave Headquarters, etc. and instruct the in-charge officer to be available for attending to such works during the absence of the officers applying for leave/permission to leave Headquarters, etc. Accordingly, a revised format for Class-I Officers to apply for leave and the officer in-charge to be indicated was communicated.

3. Of later, it has come to notice that some of the Class-I Officers who apply for Leave are not following the above instructions and they indicate the officer in-charge who are working in other Regions/Circles during their absence which is not in order.

4. All the controlling officers are instructed to follow the instructions issued in the reference cited (copy enclosed) scrupulously in future, failure of which will be viewed seriously.

(BY ORDER OF THE CHAIRMAN-CUM-MANAGING DIRECTOR)

A.MANIKKANNAN
SECRETARY

To

All Chief Engineers/Superintending Engineers. (we)
All Chief Financial Controllers/TANGEDCO & TANTRANSCO. (we)
The Chief Internal Audit Officer/Audit Branch. (we)
All Deputy Secretaries/Secretariat Branch. (we)
All Officers/Headquarters. (we)

Copy to:-

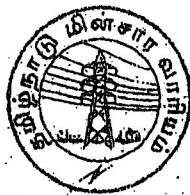
The Executive Assistant to Managing Director/TANTRANSCO. (we)
The Executive Assistant to Director (Distribution)/TANGEDCO. (we)
The Executive Assistant to Director (Projects)/TANGEDCO. (we)
The Executive Assistant to Director (Generation)/TANGEDCO. (we)
The Executive Assistant to Director (Operation)/TANTRANSCO. (we)

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The Executive Assistant to Director (Transmission Projects)/TANTRANSCO. (we)
The Executive Assistant to Director (Finance)/TANGEDCO. (we)
The Executive Assistant to Director (Finance)/TANTRANSCO. (we)
The Company Secretary/TANGEDCO, TANTRANSCO (we)
& Udangudi Power Corporation Limited.
The Company Secretary/TNEB Ltd. (we)
The Legal Adviser and Industrial Relations Adviser/TANGEDCO (we)
The Deputy Chief Engineer/Administrative Branch/Chennai. (we)
The Senior Personnel Officer/Inspection/Administrative Branch/Chennai. (we)
The Personnel Officer/Staff Sanction/Administrative Branch/Chennai. (we)
The Personal Assistant to Chairman-cum-Managing Director/TANGEDCO. (we)
The Additional Senior Private Secretary to Secretary/TANGEDCO. (we)
The Steno-typist to Director General of Police/Vigilance/TANGEDCO. (we)
Statistical Cell/Administrative Branch/Chennai. (we)
All Under Secretaries/Secretariat Branch/Chennai (we)
All Sections/Secretariat Branch. (we)
The Assistant Personnel Officer/Tamil Development for publication
in TANGEDCO, TANTRANSCO and TNEB Ltd Bulletin (2 copies). (we).
Stock file.

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

R. M. Y. / 05/01/2022
SECTION OFFICER



(SECRETARIAT BRANCH)

Memo. (Per.) No.6329/A23/A232/09-1, dated 03.03.09.

Sub : Establishment - Tamil Nadu Electricity Board-
Class-I Officers - Casual Leave, Earned Leave
and other kind of leave applications - Revised
format - Orders - Issued.

It is observed that the Chief Engineers/Superintending Engineers submit the application for Permission/Casual Leave etc. to the Chairman/Tamil Nadu Electricity Board some times through proper channel, some times directly without any indication that in-charge arrangements have been made and as to whether they recommend for such leave or not, etc. To take care of these, it has been decided to revise the application format of Casual Leave, Earned Leave/Un Earned Leave on Medical Certificate/Un Earned Leave on Private Affairs in respect of Class-I officers.

2. All the controlling officers are informed that in future they should specify in all leave applications including applications for Casual Leave/Permission to leave Headquarters combined with leave or without leave etc. whether they recommend or not to avail such leave/permission to leave headquarters with a clear mention about the name of the (in-charge) officer who would be required to attend to the work during the absence of the officers applying for Leave/Permission to leave Headquarters etc. and instruct the in-charge officer to be available for attending to such works during the absence of the officers applying for leave/permission to leave Headquarters etc. Hence, a revised format for Casual Leave and Earned Leave/Un-Earned Leave on Medical Certificate/Un-Earned Leave on Private Affairs for Class-I officers as in Annexure-I and officer to be in-charge is also indicated in the Annexure-II are annexed to this memorandum.

3. The above instructions should be followed scrupulously in future.

4. The receipt of this memorandum shall be acknowledged.

(By order of the Chairman)

R. KATHIRVEL
SECRETARY

To

The Secretary/Tamil Nadu Electricity Board..

::2::

All Chief Engineers.
All Superintending Engineers .
The Chief Financial Controller/General and Revenue/Board
Office Accounts Branch.
The Chief Internal Audit Officer/Board Office Audit Branch.
The Deputy Secretary/Administration, Personnel and
Vigilance/Board Office Secretariat Branch.

Copy to :-

Chairman's Table.
The Member (Accounts), Member(Distribution),
Member (Generation), Additional Director General of
Police/Vigilance and Legal Adviser.
The Superintending Engineer/Chairman's Office.
The Resident Audit Officer/Tamil Nadu Electricity Board.
The Under Secretary/Services/Board Office Secretariat
Branch.
All Officers/Sections/Board Office Secretariat Branch.
A1, A2, A5, A15, A20, A23 and A24 Sections/Board Office
Secretariat Branch.
The Personnel Officer/Tamil Development for publication
in T.N.E.B. Bulletin.
Stock File.

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SECTION OFFICER.

2/3

ANNEXURE - I

தமிழ்நாடு மின்சார வாரியம்

முதல்நிலை அலுவலர்களுக்கான தற்செயல் விடுப்பு விண்ணப்பம்

1. பெயர்
2. வகிக்கும் பதவி
3. அலுவலகம்
4. தேவைப்படும் விடுப்பின் காலம்
5. விடுப்புக்கான காரணம்
6. விடுப்புக்காலத்தில் தலைமையகத்தை விட்டு செல்லுவதற்கான அனுமதி. (ஆம்/இல்லை)
7. விடுப்புக்காலத்தில் பணி பொறுப்பேற்கும் அதிகாரியின் விவரம் மற்றும் அவரது ஒப்புதல்

நாள்

விண்ணப்பதாரரின் கையொப்பம்,

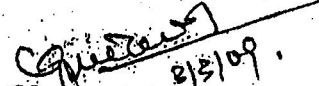
கட்டுப்பாட்டு அலுவலர்
கையொப்பம்

ஒப்பளிப்பு வழங்கும் அலுவலர்

அலுவலகக்குறிப்பு

1. இதுவரை எடுத்துள்ள தற்செயல் விடுப்பு - பதிவேட்டின் பக்க எண்.
2. தற்போது கேட்டுள்ள விடுப்பு
3. நிலுவையில் உள்ள தற்செயல் விடுப்பு

//உனர்மை நகல்//


பி.வி. அலுவலர்
21/3/09
3B

தமிழ்நாடு மின்சார வாரியம்

பி.வ. எண் :
பி.கெப் 80 - 2

முதலாவது பணித்தொகுதி அதிகாரிகளுக்கான விடுப்பு விண்ணப்பம்

1. அதிகாரியின் பெயர்
2. பணியாளரது எண்
3. வகிக்கும் பதவி
4. அலுவலகம்
5. எந்த வகையான விடுப்பு தேவைப்படுகிறது (உரிய சுட்டத்தில் குறி இடவும்)
 - ஈட்டிய விடுப்பு
 - ஒப்புவிப்பு விடுப்பு (காணக்கி கொள்ள)
 - சொந்த பணிகளுக்கான ஈட்டா விடுப்பு/ மருத்துவச் சான்றிச் பேரிலான ஈட்டா விடுப்பு
 - ஊதியமற்ற விடுப்பு
 - இயலாமைக்கான சிறப்பு விடுப்பு (டி.செ.லி.டி விடுப்பு)
 - கல்வி விடுப்பு
 - மகப்பேறு விடுப்பு
 - ஆண்டு முதுல் மாதங்கள் நாட்கள் வரை
 - ஆம் இல்லை
 - ஆம் இல்லை
 - ஆம் இல்லை
6. தேவைப்படும் விடுப்பின் காலம்
7. விடுப்புக்கான காரணங்கள்
8. விடுப்புக் காலத்தில் தன்வளமயகத்ததை விட்டு செல்வதற்கான அனுமதி
9. மருத்துவச் சான்றிதழ் இத்தூடன் இணைக்கப்பட்டுள்ளதா? (உரிய சுட்டத்தில் குறிப்பிடவும்)
 - ஆம் இல்லை
 - ஆம் இல்லை
10. மேற்கூறிய விடுப்புக் காலங்களில் கூட நான் தொடர்ந்து ஈட்டுப்படி வீட்டு வாடகைப்படி ஆகியவற்றைப் பெறுவதற்கான செலவுகளை ஏற்க வேண்டியுள்ளவனாக இருக்கிறேன் என்பதற்குச் சான்றளிக்கிறேன்.
 - ஆம் இல்லை
11. மற்ற சான்றிதழ்கள் ஏதேனும் இருப்பின்
12. விடுப்புக் காலத்தில் தகவல்கள் அனுப்ப வேண்டிய வீட்டு முகவரி
13. விடுப்புக்காலத்தில் பணிபொறுப்பெற்றும் அதிகாரியின் விவரம்
14. அடுத்த மேலதிகாரியின் பதவிப் பெயரும் அலுவலகத்தின் பெயரும்
15. விடுப்பை அனுமதிக்கும் அதிகாரியின் பதவிப் பெயரும் அலுவலகத்தின் பெயரும்

இடம் :
நாள் :

அதிகாரியின் கையொப்பம்

ANNEXURE-II

Sl. No.	Officer who is proceeding on leave	Officer to be in-charge
1.	Chairman	Member (Accounts)
2.	Member (Accounts)	Chief Financial Controller
3.	Member (Generation) and Member (Distribution)	Member (Distribution) and Member (Generation) as the case may be.
4.	Secretary	Legal Adviser
5.	Legal Adviser	Secretary
6.	Chief Engineers	Senior most Superintending Engineer in the respective Region/Wing under his control. If there is no post of Superintending Engineer in particular wing, the senior most Executive Engineer of that wing.
7.	Chief Engineer/Personnel	Deputy Chief Engineer
8.	Chief Financial Controller/General and Chief Financial Controller/Revenue	Chief Financial Controller/Revenue and Chief Financial Controller/General as the case may be.
9.	Superintending Engineer	Executive Engineer/General of Distribution Wing. If there is no post of Executive Engineer/General, senior most Executive Engineer of respective wing.
10.	Deputy Secretary (Administration) and Deputy Secretary (Personnel)	Deputy Secretary (Personnel) and Deputy Secretary (Administration) as the case may be.
	Deputy Secretary/Vigilance	Senior most Under Secretary/Vigilance Cell
11.	Under Secretary	Senior most Under Secretary

- 12. Deputy Chief Engineer | Senior most Senior Personnel Officer
- 13. Senior Personnel Officer | Senior most Senior Personnel Officer
- 14. Personnel Officer | Senior most Personnel Officers
- 15. Financial Controller | Senior most Financial Controller
- 16. Deputy Financial Controller | Senior most Deputy Financial Controller (Headquarters) Accounts Officer concerned (Region)
- 17. Chief Internal Audit Officer | Senior most Deputy Chief Internal Audit Officer.
- 18. Deputy Chief Internal Audit Officer | Senior most Deputy Chief Internal Audit Officer under his control.

//TRUE COPY//

G. S. S. S.
 3/2/09.
 SECTION OFFICER

DEPUTY SECRETARY (PERSONNEL)
 AND (ADMINISTRATION) AND
 DEPUTY SECRETARY (GENERAL)

DEPUTY SECRETARY (GENERAL)

DEPUTY SECRETARY