



ABSTRACT

Establishment - TANGEDCO - Review of Administrative Branch - Merging of Administrative Staff in Technical Branch with Administrative Branch - Redesignation of certain posts - Revised work allocation - Orders - Issued.

(ADMINISTRATIVE BRANCH)

(Per.) CMD TANGEDCO Proceedings No.83 Dated 21st November 2022.

Karthigai - 5, Subakirudhu Varudam,
Thiruvalluvar Aandu-2053.

Read:-

1. Officer Order No.534, dated 11.12.2020.
2. (Per.) CMD TANGEDCO Proceedings No.14, (SB) dated 20.01.2021.
3. Officer Order No.197, dated 24.03.2021.
4. (Per.) CMD TANGEDCO Proceedings No.249, (SB) dated 15.12.2021.

PROCEEDINGS:-

In the Office Order first read above, orders have been issued for revising the subject allocation among the Sections in the Administrative Branch of TANGEDCO. In the proceedings 2nd read above, 51 Nos. of various posts in Administrative Branch have been abolished. In the Office Order 3rd read above, orders have been issued to modify subjects among the certain Sections. In the proceedings 4th read above, orders have been issued to revive the abolished post of Senior Personnel Officer.

2. In the Headquarters, there are two set of Administrative Wing are functioning one is Administrative Branch which deals with the subjects of establishment matters relating to the Officers/ employees of Class II, III & IV in the entire State. Apart from this, the Administrative Staff/Officers are working in the Technical Branch in the Headquarters, so as to look after the establishment matters relating to the Technical people viz., Assistant Engineer to Chief Engineer who are working in the Headquarters. They are dealing with Leave sanction/Sanction of Increments, Maintenance of Service Register, etc. and other related works.

3. Further, based on the abolition of 51 posts in the Administrative Branch in the Headquarters in the proceedings 2nd read above, the subjects have not been allocated properly among the Sections in this Branch. Hence, though the post of Assistant had been abolished, in most of the Sections, the subjects have not been

allocated properly and therefore 34 number of Superintendents in Administrative Branch ought to do the work of the Assistants in a permanent way. Due to this, it is identified that there are lacunae on the part of Superintendents in the supervision of the work done by the Assistants. Further, the Administrative Staff working in the Technical Branch are not having more exposure in all administrative related works.

4. To streamline the workload among the staff of the Administrative Wing in the Headquarters, a detailed study of work allocation among the Administrative Branch and the works of the Administrative Offices in Technical Branch has been carried out and it has been decided to reallocate the subjects among the Sections by merging the administrative posts allotted to the Technical Branch. Accordingly, the following orders are issued:-

- i. The Administrative post sanctioned to the Technical Branch in Headquarters be merged with Administrative Branch.
- ii. The existing post of Administrative post in Administrative Branch/ Technical Branch is detailed in Annexure-I.
- iii. After merging the posts as above, the name of the Sections be renamed and reallocation of subjects among the Sections be allocated as mentioned in Annexure-II.
- iv. After reallocation of subjects, among the Sections, the existing designation of Officers in Administrative Branch be redesignated and their subordinate Officers/Sections be reallocated as mentioned in Annexure-III.
- v. After reallocation of subjects the number of Administrative posts to the Administrative Branch be sanctioned as mentioned in Annexure-IV.
- vi. The 36 posts of Junior Assistants be allotted to the Officers as mentioned in Annexure-V.
- vii. There are 24 posts of Assistant-cum-Steno sanctioned to the various Offices in Technical Branch, which have been vacant for more than 5 years. Hence, the above said post as mentioned in Annexure-VI be treated as lapsed.
- viii. The following posts have been identified in excess and therefore these posts be redeployed to the needy place in future. Further, the incumbents who hold these posts shall be permitted to draw their same scale of pay and other benefits including the Seniority be followed in Administrative Branch until they got transfer/promotion, retirement etc., :-

Sl. No.	Name of the Post	No. of Posts
1.	Assistant Personnel Officer	5
2.	Superintendent	21
3.	Assistant	2
4.	Junior Assistant	10
	Total	38

::3::

5. This order shall take immediate effect.

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

A.MANIKKANNAN
CHIEF ENGINEER/PERSONNEL (FAC)

To

The Chief Engineer/Personnel/Administrative Branch/Chennai-2.

The Deputy Chief Engineer/Administrative Branch/Chennai-2.

(with a request to take necessary action to utilize the post mentioned in para 4(viii) in the needy places)

The Senior Personnel Officer/Recruitment/Administrative Branch/Chennai-2.

The Senior Personnel Officer/Labour/Administrative Branch/Chennai-2.

The Senior Personnel Officer/Inspection/Administrative Branch/Chennai-2.

The Senior Personnel Officer/Administration/Administrative Branch/Chennai-2.

The Chief Medical Officer/Headquarters Dispensary/Chennai-2.

The Industrial Relation Advisor/Chennai-2.

All Personnel Officers/Administrative Branch/Technical Branch/Chennai-2.

The Joint Director/Public Relations/Chennai-2.

All Assistant Personnel Officers/Administrative Branch/Technical Branch/Chennai-2.

All Sections in Administrative Branch.

The Tapal Section/Administrative Branch/Chennai-2.**

**They are instructed to adhere this order and earmark the Tapal to the concerned section without any deviations.

Copy to:-

Chairman-cum-Managing Director/TANGEDCO Office.

The Managing Director/TANTRANSCO.

The Directors/TANGEDCO (Distribution, Generation, Projects, Finance)

The Directors/TANTRANSCO (Transmission Projects, Operation and Finance)

The Secretary/Secretariat Branch/TANGEDCO/Chennai-2.

All Chief Engineers in Headquarters unit.

The Chief Internal Audit Officer/TANGEDCO.

The Company Secretary/TANGEDCO/TANTRANSCO.

All Superintending Engineers in Headquarters unit.

The General Manager/Human Resource Development/Chennai-2.

The Deputy Secretary/Personnel/Secretariat Branch/Chennai-2.

The Under Secretary/Establishment/Secretariat Branch/Chennai-2.

The Superintendent-cum-Steno Typist to the Chief Engineer/Personnel/
Administrative Branch/Chennai-2.

Stock file.

// FORWARDED //

Sd./-xxx(21.11.2022)

(K.SELVAM)

ASSISTANT PERSONNEL OFFICER/HEADQUARTERS

ANNEXURE-I

EXISTING ADMINISTRATIVE POST IN ADMINISTRATIVE BRANCH

SL.NO.	NAME OF THE POST	NO.OF POSTS
1	Deputy Chief Engineer	1
2	Senior Personnel Officer	4
3	Personnel Officer	7
4	Assistant Personnel Officer	18
5	Superintendent	70
6	Assistant/Administration	76
7	Junior Assistant/Administration	45
	Total	221

EXISTING ADMINISTRATIVE POST IN TECHNICAL BRANCH

SL.NO.	NAME OF THE POST	NO.OF POSTS
1	Personnel Officer	3
2	Assistant Personnel Officer	3
3	Superintendent	32 (including 4 nos. upgraded post)
4	Assistant/Administration	85
5	Junior Assistant/Administration	48
	Total	171

::2::

ABSTRACT

**EXISTING ADMINISTRATIVE POST IN ADMINISTRATIVE
BRANCH/TECHNICAL BRANCH**

SL.NO.	NAME OF THE POST	NO.OF POSTS
1	Deputy Chief Engineer	1
2	Senior Personnel Officer	4
3	Personnel Officer	10
4	Assistant Personnel Officer	21
5	Superintendent	102
6	Assistant/Administration	161
7	Junior Assistant/Administration	93
	Total	392

// TRUE COPY //

Sd./-xxx(21.11.2022)
ASSISTANT PERSONNEL OFFICER/HEADQUARTERS

ANNEXURE-II

WORK ALLOCATION AMONG THE SECTIONS OF ADMINISTRATIVE BRANCH/TANGEDCO

Seat	G.1 Section
G.1(1)	Preparation of Panel for Promotion to the post of AEE/Electrical.
	Appeal for inclusion in the panel.
	Posting orders to AEE/Electrical on return from foreign employment.
	Disposing of representation regarding grant of compulsory wait in respect of AEE/Electrical.
	Maintenance of seniority list of AEE/Electrical.
	Collecting suitability report in respect of AEE/Electrical from the field for promotion to the post of EE/Electrical and forwarding the same to Secretary/TANGEDCO.
G.1(2)	Dealing with Allotment/Transfer/RTA and posting of AEE/Electrical.
	Regularisation of leave period on return from EOL in respect of AEE/Electrical.
	Deputation in respect of above category. Posting, Sanction of further continuance of deputation every year, Maintenance of deputation Register, Nomination of willingness.
	Court cases, RTI, CM Cell/UTM petitions, Human Rights Commission and National Commission for SC & ST collecting Performance Assessment Report for the above categories and other allied works.
Seat	G.2 Section
G.2(1)	Preparation of Panel for Promotion to the post of AEE/Mechanical.
	Appeal for inclusion in the panel.
	Allotment, transfer, RTA and promotion in respect of AEE/ Mechanical. All other service matters relating to the above categories.
	Furnishing of seniority list of AEE/ Mechanical to EE/Mechanical respectively. Collecting suitability report in respect of AEE/Mechanical from the circles for promotion to the post EE/Mechanical and forwarded the same to the Secretary/TANGEDCO.
	Preparation of Panel for Promotion to the post of AEE/Civil.
	Appeal for inclusion in the panel.
	Allotment, Transfers, RTA and promotion in respect of AEE/Civil. All other service matters relating to the above categories.
	Furnishing of seniority list of AEE/Civil to EE/Civil respectively.

Seat	G.2 Section
	Collecting suitability report in respect of AEE/Civil from the Circles for promotion to the post EE/Civil and forwarded the same to the Secretary/TANGEDCO.
	Court cases, RTI, CM Cell/UTM petitions, Human Rights Commission and National Commission for SC & ST collecting Performance Assessment Report for the above categories and other allied works.
G.2(2)	Issue of NOC to visit abroad and for employment, Grant of study permission, Condonation of delay for sanction of Additional charge allowance and all other allied works in respect of all Technical category.
	Deputation in respect of above category. Posting, Sanction of further continuance of deputation every year, Maintenance of deputation Register, Nomination of willingness.
Seat	G.3 Section
G.3(1)	Issue of allotment orders to AE/Electrical, JE/Electrical I Grade selected through Direct Recruitment/Internal Selection.
	Transfer and posting of AE/Electrical, JE/Electrical I Grade in respect of 6 Regions, respective GCC, Thermal Stations and Generation Circle, Kancheepuram Distribution Region, GCC I & II/Chennai, BBGTPS, NCTPS & ETPS, DRIP, Headquarters, P&C/Chennai, CDC I & II Chennai, Chennai Region/ North, Villupuram, Vellore, Erode & Coimbatore Regions and in respect of GCC/Coimbatore, GCC/Salem, Generation Circle/Erode, MTPS, Generation Circle/Kundah & Generation Circle/Kadamparai, Pushep, Hydro Project Vendipalayam, & Mettur Workshop Circle.
G.3(2)	Dealing with transfer and posting of AE/Electrical, JE/Electrical I Grade in respect of 6 Regions, respective GCC, Thermal Stations and Generation Circle, Madurai & Trichy Regions and in respect of GCC/Madurai & Trichy, Tirunelveli & Thanjavur Regions and in respect of Generation Circle/Tirunelveli & TTPS, Karur, Tiruvannamalai Regions, Wind Energy Tirunelveli, P&C Madurai & GTPS.
	Deputation in respect of above category. Posting, Sanction of further continuance of deputation every year, Maintenance of deputation Register, Nomination of willingness
	Court cases, RTI, CM Cell/UTM petitions, Human Rights Commission and National Commission for SC & ST collecting Performance Assessment Report for the above categories and other allied works.
Seat	G.4 Section
G.4(1)	Allotment, Transfer, RTA and Promotion in respect of AE/ Mechanical, JE/Mechanical I Grade.
	Re-designation as AE/Mechanical from JE/Mechanical I Gr.
	Furnishing of list of JE/Mechanical II Grade for JE/Mechanical I Grade.

Seat	G.4 Section
	Preparation of Panel for Promotion to the post of JE/Mechanical I Grade.
	Appeal for inclusion in the panel.
	Deputation in respect of above category. Posting, Sanction of further continuance of deputation every year, Maintenance of deputation Register, Nomination of willingness.
	All other service matters relating to the above categories.
G.4(2)	Preparation of Panel for Promotion to the post of JE/Civil I Grade.
	Appeal for inclusion in the panel. All other service matters relating to the above categories.
	Allotment, Transfer, RTA and promotion in respect of AE/Civil, JE/Civil I Grade.
	Re-designation as AE/Civil from JE/Civil I Grade.
	Furnishing of list of JE/Civil II Grade for JE/Civil I Grade
	Maintenance of seniority in respect of AE/Civil, JE/Civil I Grade. All other service matters relating to the above categories.
	Deputation in respect of above category. Posting, Sanction of further continuance of deputation every year, Maintenance of deputation Register, Nomination of willingness.
	Court cases, RTI, CM Cell/UTM petitions, Human Rights Commission and National Commission for SC & ST collecting Performance Assessment Report for the above categories and other allied works.
Seat	G.5 Section
G.5(1)	Preparation of Panel for Promotion to the post of JE/Electrical I Grade.
	Appeal for inclusion in the panel.
	Issuance of posting orders to AE/Electrical, JE/Electrical I Grade on return from foreign employment.
	Disposing of representation regarding grant of compulsory wait in respect of AE/Electrical, JE/Electrical I Grade.
	Deputation in respect of above category. Posting, Sanction of further continuance of deputation every year, Maintenance of deputation Register, Nomination of willingness.
G.5(2)	Clarification of service matters of AE/Electrical and JE/Electrical I Grade in all Circles/Regions.
	Maintenance of seniority of AE/Electrical and JE/Electrical I Grade.
	Regularization of leave period on return from EOL in respect of AE/Electrical and JE/Electrical I Grade.

Seat	G.5 Section
	Counting of past services in respect of AE/Electrical and JE/Electrical I Grade.
	Re-designation as AE/Electrical from JE/Electrical I Grade on acquiring the qualification of AMIE/BE degree.
	Court cases, RTI, CM Cell/UTM petitions, Human Rights Commission and National Commission for SC & ST collecting Performance Assessment Report for the above categories and other allied works.
Seat	G.6 Section
G.6(1)	Preparation of Panel for Promotion to the post of JE/Electrical II Grade and from the category of RWE employees Diploma Holder LI, CI, Foreman I Grade etc,.
	Appeal for inclusion in the panel.
	Allotment of selected individuals from among categories of TA (Diploma Holders) and CI, CA (Non-Diploma Holders) as JE/Electrical II Grade and connected correspondence.
	Dealing with JE/Electrical II Grade seniority.
G.6(2)	Transfer and posting of JE/Electrical II Grade throughout state.
	Posting orders to the JE/Electrical II Grade on return from foreign employment (EOL).
	Deputation in respect of above category. Posting, Sanction of further continuance of deputation every year, Maintenance of deputation Register, Nomination of willingness.
	Court cases, RTI, CM Cell/UTM petitions, Human Rights Commission and National Commission for SC & ST collecting Performance Assessment Report for the above categories and other allied works.
Seat	G.7 Section
G.7(1)	Transfer and posting on appointment through Internal Selection/Direct Recruitment and compassionate grounds in respect of TA/Electrical.
	Maintenance of Seniority list of Technical Assistant/Electrical.
	Transfer and posting on appointment through Internal Selection/Direct Recruitment and compassionate grounds in respect of TA/ Mechanical.
	Maintenance of Seniority list of Technical Assistant/ Mechanical.
	Deputation in respect of above category. Posting, Sanction of further continuance of deputation every year, Maintenance of deputation Register, Nomination of willingness
G.7(2)	Preparation of Panel for Promotion to the post of JE/Mechanical II Grade.

Seat	G.7 Section
	Appeal for inclusion in the panel.
	Allotment, Transfer and Posting of JE/Mech. II Grade. All service matter relating to the above categories.
	Furnishing of seniority list of JE/Mechanical II Grade for JE/ Mechanical I Grade.
	Allotment, Transfer and Posting of JE/Civil II Grade. All other service matters relating to the above categories.
	Furnishing of seniority list of JE/Civil II Grade for JE/Civil I Grade.
	All other service matters relating to the above categories.
	Deputation in respect of above category. Posting, Sanction of further continuance of deputation every year, Maintenance of deputation Register, Nomination of willingness
	Court cases, RTI, CM Cell/UTM petitions, Human Rights Commission and National Commission for SC & ST collecting Performance Assessment Report for the above categories and other allied works.
Seat	G.8 Section
G.8(1)	Allotment, request transfer, seniority for the post of Assistant Draughtsman.
	Preparation of Panel for Promotion to the post of Draughtsman, Senior Draughtsman and Head Draughtsman & Chief Head Draughtsman.
	Appeal for inclusion in the panel.
	Allotment Request Transfer, posting of Draughtsman, Senior Draughtsman and Head Draughtsman and Chief Head Draughtsman.
	Maintenance of seniority list of the above categories.
	All Establishment matters relating to Tester Chemical.
	Preparation of Panel for Promotion to the post of Junior Chemist.
	Appeal for inclusion in the panel.
	Transfer and posting on appointment by Internal Selection/Direct Recruitment and compassionate grounds in respect of Tester Chemical.
	Preparation of Panel for Promotion to the post of Senior Chemist.
	Transfer, Posting and promotion in respect of Senior Chemist and Junior Chemist. All other service matters relating to the above categories. Furnishing of seniority list of Senior Chemist to Deputy Chief Chemist and Collecting suitability report in respect of Senior Chemist from the Circles for promotion to the post of Deputy Chief Chemist and forwarded the same to the Secretary/TANGEDCO.

Seat	G.8 Section
	Deputation in respect of above category. Posting, Sanction of further continuance of deputation every year, Maintenance of deputation Register, Nomination of willingness.
	Court cases, RTI, CM Cell/UTM petitions, Human Rights Commission and National Commission for SC & ST collecting Performance Assessment Report for the above categories and other allied works.
G.8(2)	Deputation of Medical Officer from Government of Tamil Nadu Medical Service.
	Deputation of Para Medical Staff from Tamil Nadu Medical Service to TANGEDCO Dispensaries.
	Transfer and posting of Medical Officers and Para Medical Staff.
	Permanent absorption of Medical Officers and Medical Staff deputed from Government of Tamil Nadu Medical Service to TANGEDCO Service.
	Clarification regarding filling up Medical Officers and Para Medical Staff in TANGEDCO/TANTRANSCO dispensaries by way of outsourcing.
	Maintenance of vacancy position Register of Medical Officers and Para Medical Staff.
	Court cases, RTI, CM Cell/UTM petitions, Human Rights Commission and National Commission for SC & ST and other allied works.
Seat	G.9 Section
G.9	Subject relating to Creation/Abolition/Up gradation, Down gradation of post, scrutinizing the general continuance proposal, getting approval of the competent authority for every year.
	Maintenance of details of sanctioned strength of staff in the board
	Review of workload in respect of Field Workmen, Revenue Accounting Staff, Assessment-Cum-Collection Staff, Stores Staff and RWE posts for every workload settlement relating to the following regions/offices.
G.9(1)	Kancheepuram Distribution Region, NCTPS, BBGTPS, GTS, ETPS & GCC I & II, P&C, CDC/Chennai, Chennai Region/North & other allied works.
G.9(2)	Headquarters (all the offices in Head Quarters), policy matters & Villupuram Region
	Court cases, RTI, CM Cell/UTM petitions, Human Rights Commission and National Commission for SC & ST and other allied works.
Seat	G.10 Section
G.10	Subject relating to Creation/Abolition/ Up gradation, Down gradation of post, scrutinizing the general continuance proposal, getting approval of the competent authority for every year.

Seat	G.10 Section
	Review of workload in respect of Field Workmen, Revenue Accounting Staff, Assessment-Cum-Collection Staff, Stores Staff and RWE posts for every workload settlement relating to the following regions/offices.
G.10(1)	Vellore Region
G.10(2)	Erode Region, MTPS, Generation Circle/Erode, GCC/Salem, Mettur Workshop Circle & HP Vendipalayam.
	Court cases, RTI, CM Cell/UTM petitions, Human Rights Commission and National Commission for SC & ST and other allied works.
Seat	G.11 Section
G.11	Subject relating to Creation/Abolition/ Up gradation, Down gradation of post, scrutinizing the general continuance proposal, getting approval of the competent authority for every year.
	Review of workload in respect of Field Workmen, Revenue Accounting Staff, Assessment-Cum-Collection Staff, Stores Staff and RWE posts for every workload settlement relating to the following regions/offices.
G.11(1)	Coimbatore Region, Generation Circle/Kundah, PUSHEP, Generation Circle/Kadamparai, GCC/Coimbatore & Wind Energy Udumalpet.
G.11(2)	Trichy Region, GCC/Trichy, Karur & Thanjavur Regions.
	Court cases, RTI, CM Cell/UTM petitions, Human Rights Commission and National Commission for SC & ST and other allied works.
Seat	G.12 Section
G.12	Subject relating to Creation/Abolition/ Up gradation, Down gradation of post, scrutinizing the general continuance proposal, getting approval of the competent authority for every year.
	Review of workload in respect of Field Workmen, Revenue Accounting Staff, Assessment-Cum-Collection Staff, Stores Staff and RWE posts for every workload settlement relating to the following regions/offices.
G.12(1)	Madurai & Tirunelveli Regions, GCC/ Madurai, Generation Circle/Tirunelveli & TTPS, P&C/Madurai, Operation Circle/ Tirunelveli & Wind Energy/ Tirunelveli.
G.12(2)	Tiruvannamalai Region
	Court cases, RTI, CM Cell/UTM petitions, Human Rights Commission and National Commission for SC & ST and other allied works.
Seat	G.13 Section
G.13(1)	Preparation of panel for the post of Assistant Personnel Officer (Administrative Branch/Technical Branch) in Headquarters Unit.
	Promotion, Transfer and posting of APO.

Seat	G.13 Section
	Overall establishment and service matters in respect of SPO, PO, APO in respect of Administrative Branch/ Technical Branch.
	Forwarding of suitability report and DP particulars along with PARs for preparation of panel for promotion to the post of SPO & PO and forward the same to Secretary/TANGEDCO.
	Collecting and scrutinizing the PARs in respect of SPOs/Pos/APOs in Adm. Branch/Technical Branch.
	Additional charge arrangements for APO, PO, SPO. Issuing of certificates to officers service particular for issuing NOC and furnishing of details in respect of officers in Adm. Branch/Techl. Branch for sanctioning all kinds of advances.
	Preparation of panel for the post of Superintendent. (Administrative Branch/Technical Branch) in Headquarters Unit.
	Promotion, Transfer and posting of Superintendent.
	Overall establishment and service matters in respect of Superintendent in respect of Administrative Branch/ Technical Branch.
	Collecting and scrutinizing the PARs in respect of Superintendent in Adm. Branch/Technical Branch.
	Court cases, RTI, CM Cell/UTM petitions, Human Rights Commission and National Commission for SC & ST and other allied works.
G.13(2)	Preparation of panel for the post of Assistant (Adm.). (Administrative Branch/Technical Branch) in Headquarters Unit.
	Overall establishment and service matters in respect of Assistant (Administrative Branch/Technical Branch), Post Continuance and all general circulars.
Seat	G.14 Section
G.14(1)	Promotion, Transfer, RTA and posting of JA/Typist & Driver in Headquarters Unit.
	Overall establishment and service matters in respect of JA/Typist, Driver & Medical Staff in Headquarters/ Dispensary Unit.
G.14(2)	Panel, Promotion, Transfer and posting of Office Helper, Record Clerk & Duffadar in Headquarters Unit.
	Overall establishment and service matters in respect of Office Helper, Record Clerk, Duffadar, & Field Assistant Helper in Headquarters Unit. (Adm. Branch/Technical Branch).
	Court cases, RTI, CM Cell/UTM petitions, Human Rights Commission and National Commission for SC & ST and other allied works.

Seat	G.15 Section
G.15(1)	Attending the inspection report of RAO (AGs office) communication of all kinds of circulars to Headquarters Unit
	Preparation of monthly business statement, Half Yearly business statement, attending the inspection report of O&M Cell BOSB and IAO/AB, follow up action for no reports. Deputing officers and staff of Adm./Technical Branch for various training programme.
	Issuing clarification in respect of settlement of Special Contribution the retired/expired employees of TANGEDCO settlement of Ex-gratia grant to the dependant of the deceased employees of TANGEDCO.
	Settlement of Pension, Family Pension, Gratuity, Provident Fund and other claims of retired/expired employees of TANGEDCO.
	Follow up action regarding terminal benefits of Chairman's special Cell/Government, issue of orders on disputed cases regarding settlement of Pension, Family Pension, other claims of retired/expired employees, counting of Military/War service for the purpose of pension.
	Obtaining orders of CMD for relaxing the TANGEDCO Pension rules, GPF Regulation etc., based on Court Cases, Monitory of works relates to the withdrawal benefits to the subscribers of TNEB employees under EFPS 1971.
	Court cases, RTI, CM Cell petitions, Human Rights Commission and National Commission for SC & ST collecting Performance Assessment Report for the above categories and other allied works.
G.15(2)	Receiving and distribution of Tapals to all sections of Adm./Technical Branch and dispatching of all sections letters, UO and other correspondence in local offices in out stations daily.
	Maintenance of RTI register
Seat	G.16 Section
G.16(1)	Sanctioning of all kinds of Terminal benefits to the Adm Staffs retiring in Adm./Technical Branch for Class I & II Services and all other allied works.
G.16(2)	Sanctioning of all kinds of Terminal benefits to the Adm Staffs retiring in Adm./Technical Branch for Class III & IV Services and all other allied works.
Seat	G.17 Section
G.17 (1)	Drawal and maintenance of Office cash, disbursement and remittance of cash, maintenance of office imprest, presenting all bills and entering in the register, drawal of cheque, preparing of Budget, Cash book closing.

Seat	G.17 Section
	Preparation of pay bills (Class III & IV) in Headquarters Unit, SLS bills, Arrears bills of Assistant, Junior Assistant/Typist, Record Clerk, Office Helper, Medical Staffs, Duffadar & Drivers remittance of Recurring Deposits, Co-optex, Labour Welfare Fund, Professional Tax, PLI, LIC, Society Bonus D.A. Wage Revision Preparation of payment bills in respect of Part Time Specialists, Outsourcing Staff, deputation of Dispensary Staff and making Cheque payment in respect of Court attachment, verification of income tax statement in respect of Assistant, Junior Assistant/ Typist, Record Clerk, Office Helpers, and Duffadar, Dispensary Staff.
G.17(2)	Preparation of pay bill of all (Class I & II) in Headquarters Unit officers, arrears bills and other bills, filing of Quarterly returns of income tax, verification of income tax, DA, Wage Revision and issuing of Form-16 & 16 A.
	Preparation of pay bill for arrears bills and other bills cheque forwarding to Society, Union, LIC, PLI, ETPS Society, Chengalpattu Thrift Society. Bonus, DA, Wage Revision, forwarding of business statements, verification of income tax, and issuing of Form-16 & 16A.
Seat	G.18 Section
G.18(1)	Sanction of Technical Education Advance, sanction of Marriage Advance, Temporary Advance maintenance of Board's Vehicle allotted to the Adm. Branch, all contingent bills, Hire Vehicle bills, TDS under GST bills of Administrative staff in Administrative Branch/Technical Branch.
	Sanction of HBA and other allied works. Issue of No due certificate in long terms Loans and Advance. Sanction of Personal Computer Advance. Sanction of Conveyance Advance and other allied works of Administrative staff in Administrative Branch/Technical Branch.
G.18(2)	Purchase of stationary items.
	Purchase of uniforms cloths of office Helpers, Drivers and Nursing orderly from TNHWCS and distribution to this staff.
	Purchase of shoes and socks to Drivers, Amenities provided to Class I & II officers, TNEB Gazettes binding works, Printing wall calendars for each year, Maintenance of Xerox machine and roneo machine providing computer and allied products to all sections of Adm. Branch.
	Sanction of DOT phone/Extension phones/Cell phones on approval of CMD, payment of telephone bills to the concerned officers of Technical/Accounts Branch.
	Provision of STD for residence for eligible officers, issuing permission for retaining and shifting the boards' DOT phone indication number to the officers in Administrative/Technical Branch. Sanctioning of permission to retain the residential DOT phone after retirement, Tools and Plants, Attending Audit remarks raised by Audit Branch regarding excess ceiling limit in respect of the operation and maintenance/ Circles, Regions.

Seat	G.19 Section
G.19(1)	Sanction of GPF, Temporary Advance, GPF Part Final withdrawal, GPF Final settlement, issuing the Accounts Slip for Administrative staff in Adm./ Technical Branch (Class I & II Services) and all other allied works.
	Tour Advance, TA bills, Festival Advance, LTC, MRI bills sanction to various posts working in Administrative Branch/ Technical Branch Joint Director/Public Relations Office & Dispensary of Administrative staff in Administrative Branch/Technical Branch in Headquarters Unit.
	Preparation of CPS recovery settlement and forwarded to the CIAO/Audit Branch (Adm. Staff Class I & II services).
G.19(2)	Sanction of GPF, Temporary Advance, Part final withdrawal, GPF Final settlement, issuing the Accounts Slip for Administrative staff in Adm./ Technical Branch (Class III & IV Services) and all other allied works.
	Tour Advance, TA bills, Festival Advance, LTC, MRI bills sanction to various posts working in Administrative Branch/Technical Branch, Joint Director/Public Relations Office & Dispensary staff of Administrative staff in Headquarters Unit.
	Preparation of CPS recovery settlement and forwarded to the CIAO/Audit Branch (Adm. Staff Class III & IV services).
Seat	G.20 Section
G.20(1)	Compassionate appointment & Allotment to the dependents of the deceased employees of TANGEDCO in respect of Kancheepuram Distribution Region, Headquarters, NCTPS, BBGTPS, GTS, ETPS, GCC I & II, P&C/Chennai & CDC I & II & Chennai Region/North.
G.20(2)	Compassionate appointment & Allotment to the dependents of the deceased employees of TANGEDCO in respect of Villupuram and Thanjavur Regions.
	Court cases, RTI, CM Cell/UTM petitions, Human Rights Commission and National Commission for SC & ST and other allied works.
Seat	G.21 Section
G.21(1)	Compassionate appointment & Allotment to the dependents of the deceased employees of TANGEDCO in respect of Vellore and Tiruvannamalai Region.
G.21(2)	Compassionate appointment & Allotment to the dependents of the deceased employees of TANGEDCO in respect of Erode Region, MTPS, Generation Circle/Erode, GCC/Salem, Mettur Workshop Circle & HP Vendipalayam.
	Court cases, RTI, CM Cell/UTM petitions, Human Rights Commission and National Commission for SC & ST and other allied works.

Seat	G.22 Section
G.22(1)	Compassionate appointment & Allotment to the dependents of the deceased employees of TANGEDCO in respect of Coimbatore Region, Generation Circle/ Kundah & PUSHEP, Generation Circle/Kadamparai and GCC/Coimbatore, Wind Energy Udumalpet.
G.22(2)	Compassionate appointment & Allotment to the dependents of the deceased employees of TANGEDCO in respect of Trichy Region, GCC/Trichy & Karur Regions.
	Court cases, RTI, CM Cell/UTM petitions, Human Rights Commission and National Commission for SC & ST and other allied works.
Seat	G.23 Section
G.23(1)	Compassionate appointment & Allotment to the dependents of the deceased employees of TANGEDCO in respect of Madurai & Tirunelveli Regions, GCC/Madurai, Generation Circle/Tirunelveli All GTPS, TTPS, P&C/Madurai & Wind Energy Tirunelveli.
G.23(2)	Employment Assistance lieu of Land Acquisition in respect of MTPS, NCTPS, Lower Mettur Hydro Electric Project Bhavani Kattalai.
	Medical Invalidation for entire TANGEDCO.
	Court cases, RTI, CM Cell/UTM petitions, Human Rights Commission and National Commission for SC & ST and other allied works.
Seat	G.24 Section
G.24(1)	Direct Recruitment and Internal Selection to the following categories:- AE/Electrical, AE/Mechanical, AE/Civil, TA/Electrical, TA/Mechanical, Assistant Draughtsman, Assistant Programmer and AAO.
	Direct Recruitment to the post of DFC.
G.24(2)	Direct Recruitment of Gangman (Trainee) and court cases.
	Subject relating to Recruitment of Ex-serviceman Personnel on Contract basis for watch and ward. All Government correspondence regarding reservations and DAP returns furnished to Government. Adoption of orders of Government regarding Recruitment matters.
	Internal Selection to the following categories:- JE/Electrical II Grade (Non-diploma), JE/Civil II Grade (diploma), JE/Mechanical II Grade (Non-diploma & diploma).
Seat	G.25 Section
G.25(1)	Subject relating to Direct Recruitment & Internal Selection JA/Adm., JA/Accounts, Typist/Steno-Typist & Driver.
	Direct Recruitment of Medical Officer, Assessor, Lift Operators. Allotment of Lift Operator and Junior Auditor.

Seat	G.25 Section
	Direct Recruitment/Internal Selection to the post of Pharmacist, Tester Chemical.
G.25(2)	Direct Recruitment of Field Assistant (Trainee) and court cases.
	Appointment of retrenched employees of the Public Sector undertakings in TNEB, based on the orders of the Government.
	Internal Selection to the following categories:- Staff Nurse, Selection of Junior Auditor by transfer method, LWO, Stores Custodian II Grade.
Seat	G.26 Section
G.26(1)	The subject pertaining to Contract Labourer Court Cases, clarification Court Cases filed by the Contract Labourers pertaining to Thermal Stations, Generation Circles, Gas Turbine Stations, PUSHEP, clarifications in all distribution circle related to Justice Khalid Commission. Various cases filed before conciliation officers Labour Court, Industrial Tribunal, under industrial disputes Act 1947.
G.26(2)	Policy matters, absorption, Training/ Minimum service period, Fixation of daily wages related to Contract Labourers and promotion from Mazdoor to Helper, and the subject pertaining to Contract Labourer issues in All GCC, CMC/Madurai, Wind Energy/Tirunelveli, Udumalpet, P&C.
	Scrutinization of leftout contract labourers for payment of Ex-gratia, Policy matter and other related works.
	Subject related to Per B.P. No.27 Adm. Branch dated 07.11.2002, clearance, related cases: allied works pertaining to above regions.
	Court cases, RTI, CM Cell/UTM petitions, Human Rights Commission and National Commission for SC & ST and other allied works.
Seat	G.27 Section
G.27(1)	Subject related to Contract Labourer Court Cases clarification (regarding Date of Birth, Qualification, Date of Entry, Bogus Certificate etc.,) absorption, clarification in respect of Erode Region, Coimbatore, Madurai, Trichy, Karur & Thanjavur Regions.
	Absorption of Contract Labourers clarification Court Cases relating to Thirumayam RECS, Vandavasi RECS, Kumbakonam RECS.
	Acquisition of five Corporation Municipal Undertaking is attached. <ol style="list-style-type: none"> 1. Madurai 2. Karur 3. Coimbatore 4. Thanjavur 5. Pollachi

Seat	G.27 Section
	Subject related to Per B.P. No.27 Adm. Branch dated 07.11.2002, clearance, related cases: allied works pertaining to above regions.
G.27(2)	Subject related to Contract Labourer Court Cases clarification (regarding Date of Birth, Qualification, Date of Entry, Bogus Certificate etc.,) absorption, clarification in respect of Villupuram Region, Kancheepuram Distribution Region, Chennai Region/North, Vellore Region, Tirunelveli Region, Tiruvannamalai Region.
	Court cases, RTI, CM Cell/UTM petitions, Human Rights Commission and National Commission for SC & ST and other allied works.
Seat	G.28 Section
G.28(1)	All Inspector of Labour Cases in respect of Coimbatore Region, Erode Region, Madurai Region, Trichy, Thanjavur, Karur Region and giving suitable instruction file appeal against the award of Inspector of Labour before the High Court. Court Cases regarding absorption to the above regions.
G.28(2)	All Inspector of Labour Cases in respect of Tirunelveli Region, Vellore, Tiruvannamalai Region, Villupuram Region, Kancheepuram Distribution Region, Chennai Region/North and giving suitable instruction file appeal against the award of Inspector of Labour before the High Court. Court Cases regarding absorption to the above regions
	Court cases, RTI, CM Cell/UTM petitions, Human Rights Commission and National Commission for SC & ST and other allied works.
Seat	G.29 Section
G.29(1)	Actuarial Valuation: The works related to Actuarial Valuation. Consolidating, Maintaining and updating the employees particulars using the URL "Employee Management System" and to fix an actuarial valuer for evaluating the Actuarial Valuation of terminal benefits of existing employees (Pension, Gratuity, Leave encashment) as well as pension commitment to the existing pensioners/family in respect of 6 regions and respective GCC, Thermal Stations, Kancheepuram Distribution Region, GCC I & II Chennai, NCTPS, BBGTPS, ETPS, DRIP, Headquarters, P&C/Chennai, CDC I & II, Chennai Region/North, Vellore Region, Villupuram Region, Erode Region & Coimbatore Region, GCC/Coimbatore, GCC/Salem, Generation Circle/Erode, MTPS, Generation Circle/Kundah & Generation Circle/Kadamparai, Pushep, Hydro Project Vendipalayam, Mettur Workshop Circle & Wind Energy/Udumalpet.

Seat	G.29 Section
G.29(2)	<p>Actuarial Valuation:</p> <p>The works related to Actuarial Valuation. Consolidating, Maintaining and updating the employees particulars using the URL "Employee Management System" and to fix an actuarial valuer for evaluating the Actuarial Valuation of terminal benefits of existing employees (Pension, Gratuity, Leave encashment) as well as pension commitment to the existing pensioners/family in respect of 6 regions and respective GCC, Thermal Stations, Madurai & Trichy Regions, GCC/Madurai & Trichy, Tirunelveli & Thanjavur Regions, Generation Circle/Tirunelveli & TTPS, Karur, Tiruvannamalai Regions, Wind Energy/Tirunelveli, P&C Madurai & GTPS.</p>
Seat	G.30 Section
G.30(1)	<p>IMPLEMENTATION OF STATUTORY PROVISIONS:</p> <p>The works related to implementation of and monitoring of Employees Provident Fund & Miscellaneous Provisions Act, 1952 (EPF), Employees State Insurance Act, 1948 (ESI), The Factories Act, 1948, The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996, The Contract Labour (Regulation and Abolition) Act 1970, The Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act 1979, The Tamilnadu Industrial Establishment (Conferment of Permanent Status to Workmen) Act 1981 and other statutory works of TANGEDCO/TANTRANSCO and to follow up the cases pending with regard to statutory provisions and cases related to regularization of contract labourers pending before various judicial forums.</p>
	<p>Aadhaar Enabled Bio-Metric Attendance System/Facial Recognition Based Attendance System:</p> <p>The works related to the implementation of Aadhaar Enabled Bio-Metric Attendance System for all the officers and employees of TANGEDCO & TANTRANSCO and implementation of Facial Recognition based Attendance System in TANGEDCO/TANTRANSCO Head Quarters Complex.</p>
G.30(2)	<p>Cloud Audit – Digital based Compliance Services Audit:.</p> <p>The works related to implementation of the Cloud Audit - Digital based Compliance Services Audit/Contract Compliances Audit through Online Platform in all the Circles of TANGEDCO/ TANTRANSCO.</p>
	<p>Outsourcing Contracts/General Statutory Conditions in contracts.</p> <p>a) Files related to the General Statutory Conditions in contracts</p> <p>b) Files related to the outsourcing of Computer Operator/Data Entry Operator.</p>

Seat	G.30 Section
	Meeting/Training/Classes: Organizing meeting, classes and training in the Circles/Regions with regard to the implementation of Statutory Provisions and the Cases with regard to the Statutory Provisions.
	Miscellaneous Works and all other allied works and cases in this regard.
Seat	G.31 Section
G.31	<p>Service Matters/Clarification of RWE Employees:</p> <ol style="list-style-type: none"> a. Alteration of Date of Birth of RWE Employees. b. Clarification regarding Promotions requested by RWE Employees. c. Clarification regarding Revision of Seniority requested by RWE Employees. d. Post conversion requested by the RWE Employees. e. Clarification regarding deputation of RWE Staff. f. Regarding D.P. initiation/Appeal petition and Mercy Petitions Clarifications sought by the Superintending Engineers/Chief Engineers concerned. g. Bifurcation of seniority of RWE Staff. h. Revision of Seniority/ Inter-se-seniority requested by the Acquisition Staff. i. Promotion requested by the Acquisition Staff. j. Clarification regarding study permission requested by the RWE Staff. k. Clarification regarding Medical invalidation requested by the RWE Staff. l. Transfer and Posting of RWE category (Wireman, Line Inspector, Commercial Inspector, Commercial Assistant, Foreman categories) clarifications under Administrative grounds, request transfer, clarification regarding transfer of RWE categories and all other allied works.
G.31(1)	Subject regarding the above service matter/clarification in respect of Kancheepuram Distribution Region, Chennai Region/North, Vellore, Erode, Coimbatore Regions & CDC I&II Chennai.

Seat	G.31 Section
G.31(2)	Subject regarding the above service matter/clarification in respect of Villupuram, Tirunelveli, Madurai and Trichy Regions.
	Court cases, RTI, CM Cell/UTM petitions, Human Rights Commission and National Commission for SC & ST and other allied works.
Seat	G.32 Section
G.32	<p>Service Matters/Clarification of RWE Employees:</p> <ul style="list-style-type: none"> a) Alteration of Date of Birth of RWE Employees. b) Clarification regarding Promotions requested by RWE Employees. c) Clarification regarding Revision of Seniority requested by RWE Employees. d) Post conversion requested by the RWE Employees. e) Clarification regarding deputation of RWE Staff. f) Regarding D.P. initiation/Appeal petition and Mercy Petitions Clarifications sought by the Superintending Engineers/ Chief Engineers concerned. g) Bifurcation of seniority of RWE Staff. h) Revision of Seniority/ Inter-se-seniority requested by the Acquisition Staff. i) Promotion requested by the Acquisition Staff. j) Clarification regarding study permission requested by the RWE Staff. k) Clarification regarding Medical invalidation requested by the RWE Staff. l) Transfer and Posting of RWE category (Wireman, Line Inspector, Commercial Inspector, Commercial Assistant, Foreman categories) clarifications under Administrative grounds, request transfer, clarification regarding transfer of RWE categories and all other allied works.
G.32(1)	Subject regarding the above service matter/clarification in respect of All Thermal Stations, Mettur Workshop Circle, Karur, Thanjavur Regions & Wind Energy/Tirunelveli & Udumalpet.

Seat	G.32 Section
G.32(2)	Subject regarding the above service matter/clarification in respect of All Project Circle, All Hydro Generation Circles, All GCCs, All P&C Circles & Tiruvannamalai Region.
	Court cases, RTI, CM Cell/UTM petitions, Human Rights Commission and National Commission for SC & ST and other allied works.
Seat	G.33 Section
G.33(1)	Periodical discussion with all unions. All registered union demands Court cases, Apex level joint committee, Unit level joint Committee, Union gate meeting submission of reports at the time of general strike.
G.33(2)	Strike and in house agitation of unions. RWE cadre Re-back policy.
	Amenities in respect of RWE category viz., Supply of uniform stitching charges, washing allowances, supply of shoes and canteen and supply of rain coat etc.
	Court cases, RTI, CM Cell/UTM petitions, Human Rights Commission and National Commission for SC & ST and other allied works.
Seat	G.34 Section
G.34(1)	Representation received through RTI from Petitioners to the concerned offices day-to-day work for taking necessary action and action to all respective Miscellaneous Petitions.
	Vacancy position in respect of all categories receive from all offices in TANGEDCO
	Various petition received from CM Cell/UTM, Minister for Electricity, CMD and Secretary have to be forwarded to concerned section for taking necessary action and also to forward the Government Correspondence to the respective section.
	Various BPs issued in all Headquarters Branches should be entered in the computer and handover the same to printing press for Gazette publication every month.
	All Miscellaneous works.
G.34(2)	Overall court cases monitoring and updations and all other allied works.
	All the instructions with regard to the Court Cases issues by the Secretary/Legal Cell has to be communicated to all sections.
	The Legal fees from the Standing Counsel/Advocate, judgment copy received from the Hon'ble High Court of Madras/Madurai Bench including time bound cases, Contempt proceedings has to be forwarded to related sections in Adm. Branch. and monitored.
	Follow up of all pending court cases to be entered in Legal Monitoring System by all sections in Adm. Branch.

Seat	G.35 Section
G.35(1)	The service matters/clarification in respect of the newly created post of Gangman.
	Transfer and postings of newly created post of Gangman (Trainee) in respect of 6 regions Kancheepuram Distribution Region, Chennai Region/North, Vellore, Villupuram, Erode & Coimbatore Regions.
	Court cases, RTI, CM Cell/UTM petitions, Human Rights Commission and National Commission for SC & ST and other allied works.
G.35(2)	Transfer and postings of newly created post of Gangman (Trainee) in respect of 6 regions Madurai, Trichy, Tirunelveli, Thanjavur, Karur & Tiruvannamalai Regions.
Seat	G.36 Section
G.36(1)	Transfer and posting of Stores Custodian II Grade.
	Allotment/Modification orders issued for selected Stores Custodian II Grade through Internal Selection.
	Maintenance of vacancy position register and RTA register.
	Preparation of panel for promotion to the post of Stores Custodian I Grade.
	Promotion, transfer, RTA and posting of Stores Custodian I Grade.
	Clarification and service matter of Stores Custodian I&II Grade.
	Maintenance of seniority list of Stores Custodian I&II Grade.
	Maintenance of vacancy position register and RTA register.
G.36(2)	Preparation of panel for promotion to the post of Stores Supervisor.
	Promotion, transfer, RTA and posting of Stores Supervisor.
	Clarification and service matter of Stores Supervisor.
	Maintenance of seniority list of Stores Supervisor.
	Maintenance of vacancy position register and RTA register.
	Preparation of panel for promotion to the post of Stores Officer.
	Promotion, transfer, RTA and posting of Stores Officer.
	Clarification and service matter of Stores Officer.
	Maintenance of seniority list of Stores Officer.
	Maintenance of vacancy position register and RTA register.

Seat	G.36 Section
	Preparation of panel for promotion to the post of Chief Stores Officer.
	Promotion, transfer, RTA and posting of Chief Stores Officer.
	Clarification and service matter of Chief Stores Officer.
	Maintenance of seniority list of Chief Stores Officer.
	Suitability report service details and DP particulars alongwith PARs for preparation of panel for promotion to the post of Stores Controllers and forwarding the same to Secretary/ TANGEDCO.
	Court cases, RTI, CM Cell/UTM petitions, Human Rights Commission and National Commission for SC & ST and other allied works.
Seat	G.37 Section
G.37(1)	Technical Cadre & Non – Technical Cadre – Subject relating to rectification of pay anomaly:- <ol style="list-style-type: none"> 1. Kancheepuram Distribution Region and Chennai Region/North 2. Head Quarters 3. All Thermal Stations 4. Hydro Project
G.37(2)	Technical Cadre & Non – Technical Cadre – Subject relating to rectification of pay anomaly:- <ol style="list-style-type: none"> 1. Vellore Region 2. Trichy, Karur, Thanjavur and Tiruvannamalai Regions 3. Villupuram Region 4. Generation Circles
	Court cases, RTI, CM Cell/UTM petitions, Human Rights Commission and National Commission for SC & ST and other allied works.
Seat	G.38 Section
G.38(1)	Technical Cadre & Non – Technical Cadre - subject relating to rectification of Pay Anomaly <ol style="list-style-type: none"> 1. Erode Region 2. Coimbatore Region 3. GTPS 4. NCS 5. Wind Energy
G.38(2)	Technical Cadre & Non – Technical Cadre - subject relating to rectification of Pay Anomaly <ol style="list-style-type: none"> 1. Madurai Region 2. Tirunelveli Region 3. All General Construction Circles 4. P&C.
	Court cases, RTI, CM Cell/UTM petitions, Human Rights Commission and National Commission for SC & ST and other allied works.

Seat	G.39 Section
G.39(1)	Considering the Appeal and memorial petitions of all employees in respect of Kancheepuram Distribution Region, GCC I & II/ Chennai, BBGTPS, NCTPS & ETPS, DRIP, Headquarters, P&C/Chennai, CDC I & II, Chennai Region/North made against the punishment imposed on them.
	To give punishment to initiate Disciplinary action against the retired officials under TNPR and issue of final orders.
	Issue of clarification on DP matters.
	Revocation of suspension in DV & AC cases based on the Court order.
	Court cases, RTI, CM Cell petitions, Human Rights Commission and National Commission for SC & ST and other allied works in connection with DP.
G.39(2)	Considering the Appeal and memorial petitions of all employees in respect of Villupuram & Vellore Regions made against the punishment imposed on them.
	To give punishment to initiate Disciplinary action against the retired officials under TNPR and issue of final orders.
	Issue of clarification on DP matters.
	Revocation of suspension in DV & AC cases based on the Court order.
	Court cases, RTI, CM Cell/UTM petitions, Human Rights Commission and National Commission for SC & ST and other allied works in connection with DP.
Seat	G.40 Section
G.40(1)	Considering the Appeal and memorial petitions of all employees in respect of Coimbatore Region, Generation Circle/Kundah, Generation Circle/Kadamparai, Pushep, GCC/ Coimbatore, Wind Energy Udumalpet, and also Erode Region, Generation Circle/Erode, MTPS, GCC/Salem, Mettur Workshop Circle and HP/Vendipalayam made against the punishment imposed on them.
	To give punishment to initiate Disciplinary action against the retired officials under TNPR and issue of final orders.
	Issue of clarification on DP matters.
	Revocation of suspension in DV & AC cases based on the Court order.
	Court cases, RTI, CM Cell/UTM petitions, Human Rights Commission and National Commission for SC & ST and other allied works in connection with DP.

Seat	G.40 Section
G.40(2)	Considering the Appeal and memorial petitions of all employees in respect of Madurai & Trichy Regions, GCC/ Madurai, P&C/Madurai & GCC/Trichy made against the punishment imposed on them.
	To give punishment to initiate Disciplinary action against the retired officials under TNPR and issue of final orders.
	Issue of clarification on DP matters.
	Revocation of suspension in DV & AC cases based on the Court order.
	Court cases, RTI, CM Cell/UTM petitions, Human Rights Commission and National Commission for SC & ST and other allied works in connection with DP.
Seat	G.41 Section
G.41(1)	Considering the Appeal and memorial petitions of all employees in respect of Tirunelveli & Thanjavur Regions, Generation Circle/Tirunelveli, TTPS & Wind Energy Tirunelveli made against the punishment imposed on them.
	To give punishment to initiate Disciplinary action against the retired officials under TNPR and issue of final orders.
	Issue of clarification on DP matters.
	Revocation of suspension in DV & AC cases based on the Court order.
	Court cases, RTI, CM Cell/UTM petitions, Human Rights Commission and National Commission for SC & ST and other allied works in connection with DP.
G.41(2)	Considering the Appeal and memorial petitions of all employees in respect of Karur & Tiruvannamalai Regions made against the punishment imposed on them.
	To give punishment to initiate Disciplinary action against the retired officials under TNPR and issue of final orders.
	Issue of clarification on DP matters.
	Revocation of suspension in DV & AC cases based on the Court order.
	Court cases, RTI, CM Cell/UTM petitions, Human Rights Commission and National Commission for SC & ST and other allied works in connection with DP.

Seat	G.42 Section
G.42(1)	Issue of NOC to visit abroad and for employment, Grant of study permission, Condonation of delay for sanction of Additional charge allowance, Issue of DP clearance, collecting DP particulars from the field for preparation of panel for promotion to various categories (Class I to IV) for all non-technical categories in respect of 6 regions and respective GCC, Thermal Stations, Kancheepuram Distribution Region, GCC I & II Chennai, NCTPS, BBGTPS, ETPS, DRIP, Headquarters, P&C/Chennai, CDC I & II, Chennai Region/North, Vellore Regions, Villupuram Region, Erode Region & Coimbatore Region, GCC/Coimbatore, GCC/Salem, Generation Circle/Erode, MTPS, Generation Circle/Kundah & Generation Circle/ Kadamparai, Pushep, Hydro Project Vendipalayam, Mettur Workshop Circle & Wind Energy/Udumalpet.
G.42(2)	Issue of NOC to visit abroad and for employment, Grant of study permission, Condonation of delay for sanction of Additional charge allowance, Issue of DP clearance, collecting DP particulars from the field for preparation of panel for promotion to various categories (Class I to IV) for all non-technical categories in respect of 6 regions and respective GCC, Thermal Stations, Madurai & Trichy Regions, GCC/Madurai & Trichy, Tirunelveli & Thanjavur Regions, Generation Circle/Tirunelveli & TTPS, Karur, Tiruvannamalai Regions, Wind Energy Tirunelveli, P&C Madurai & GTPS.
Seat	G.43 Section
G.43(1)	Allotment of Assessor selection under Compassionate Appointment and Direct Recruitment & Internal selection.
	Transfer, RTA and Posting of Assessor in respect of all Distribution Circles.
G.43(2)	Maintenance of seniority register. Fixing of seniority in the post of Assessor. Dealing of Court Cases, Labour conciliation proceedings in respect of Assessor/Assessor Grade II. Maintenance of seniority list of Assessor category and all other allied works in this regard.
	Court cases, RTI, CM Cell/UTM petitions, Human Rights Commission and National Commission for SC & ST and other allied works.
Seat	G.44 Section
G.44(1)	Preparation of panel for promotion to the post of IA.
	Maintenance of seniority list of Inspector of Assessment.
G.44(2)	Promotion, transfer, RTA and posting of IA.
	Relinquishment of Assessors to the Post of IA.
	Court cases, RTI, CM Cell/UTM petitions, Human Rights Commission and National Commission for SC & ST and other allied works.

Seat	G.45 Section
G.45(1)	Preparation of panel for promotion to the post of Revenue Supervisor.
	Maintenance of seniority list of Revenue Supervisor.
G.45(2)	Promotion, transfer, RTA and posting of Revenue Supervisor and other allied works.
	Court cases, RTI, CM Cell/UTM petitions, Human Rights Commission and National Commission for SC & ST and other allied works.
Seat	G.46 Section
G.46(1)	Preparation of panel for promotion to the post of Assessment Officer.
	Promotion, transfer, RTA and posting Assessment Officer.
	Maintenance of seniority list of Assessment Officer.
G.46(2)	Preparation of panel for promotion to the post of Senior Assessment Officer.
	Promotion, transfer, RTA and posting Senior Assessment Officer.
	Maintenance of seniority list of Senior Assessment Officer.
	Court cases, RTI, CM Cell/UTM petitions, Human Rights Commission and National Commission for SC & ST and other allied works.
Seat	G.47 Section
G.47(1)	Issuing of promotion, transfer and posting of Typist and JA/Adm.
	Allotment/Modification orders issued for selected JA (Adm.)/Typist through Internal Selection/Direct Recruitment, Compassionate appointment and Land Acquisition.
	Conversion to JA (Adm.).
	Clarification and service matter of JA (Adm.).
	Maintenance of seniority list of JA/Typist.
	Revision of Seniority in the post of Junior Assistant (Adm.).
	Deputation in respect of above category. Posting, Sanction of further continuance of deputation every year, Maintenance of deputation Register, Nomination of willingness.
G.47(2)	Preparation of panel for promotion to the post of Assistant (Adm.).
	Promotion, Transfer and posting of Assistant (Adm.).
	Clarification and service matter of Assistant (Adm.).

Seat	G.47 Section
	Maintenance of seniority list of Assistant (Adm.).
	Revision of seniority in the post of Assistant Adm.
	Inter-Se-Seniority of undertaking staff and according notional promotion and allied works.
	Deputation in respect of above category. Posting, Sanction of further continuance of deputation every year, Maintenance of deputation Register, Nomination of willingness.
	Court cases, RTI, CM Cell/UTM petitions, Human Rights Commission and National Commission for SC & ST and other allied works.
Seat	G.48 Section
G.48(1)	Preparation of panel for promotion to the post of Adm. Supervisor.
	Allotment, Transfer, RTA and posting of Adm. Supervisor.
	Clarification and service matter of Adm. Supervisor.
	Maintenance of seniority list of Adm. Supervisor.
	Revision of seniority in the post of Adm. Supervisor.
	Deputation in respect of above category. Posting, Sanction of further continuance of deputation every year, Maintenance of deputation Register, Nomination of willingness.
G.48(2)	Preparation of panel for promotion to the post of Assistant Adm. Officer.
	Allotment, Transfer/RTA and posting of AADO.
	Clarification and service matter of AADO.
	Preparation of panel for promotion to the post of Adm. Officer.
	Allotment, Transfer/RTA and posting of Adm. Officer.
	Clarification and service matter of Adm. Officer.
	Collecting of suitability report and DP particulars alongwith PARs for preparation of panel for promotion to the post of Senior Administrative Officer and forwarding the same to Secretary/ TANGEDCO.
	Deputation in respect of above category. Posting, Sanction of further continuance of deputation every year, Maintenance of deputation Register, Nomination of willingness.
	Court cases, RTI, CM Cell/UTM petitions, Human Rights Commission and National Commission for SC & ST and other allied works.

Seat	G.49 Section
G.49(1)	Issue of allotment order as Office Helper (Trainee) to the dependent of deceased/Medical Invalidated employee of the Board.
	Transfer & Posting of Office Helper.
	Clarification of Service matter of Office Helper.
	Preparation of panel for promotion to the post of Record Assistant.
	Maintenance of seniority list of Record Clerk and Record Assistant.
	Transfer and posting and promotion of Record Clerk and Record Assistant.
	Clarification and service matter of Record Assistant and Record Clerk.
G.49(2)	Clarification for compensation of Non-Departmental Fatal/Non-Fatal (Electrical/Mechanical) in respect of entire TANGEDCO.
	Court case regarding accident Compensation, maintenance of Non-Departmental accident compensation register and Chief Minister Relief Fund Register.
	Court cases, RTI, CM Cell/UTM petitions, Human Rights Commission and National Commission for SC & ST and other allied works.
Seat	G.50 Section
G.50(1)	The subject relating to issue of allotment cum posting orders in respect of Field Assistant (Trainee) and appointed on compassionate grounds/ Medical Invalidation, modification of Field Assistant (Trainee) by direct recruitment.
	RTA, Transfer and Posting of Field Assistant category.
G.50(2)	Allotment Transfer, RTA and Posting of Driver
	Clarification, Seniority, Transfer and Posting of Senior Driver, Heavy Vehicle Driver, Special Grade Foreman Driver, under Administrative grounds.
	Court cases, RTI, CM Cell/UTM petitions, Human Rights Commission and National Commission for SC & ST and other allied works.
Seat	G.51 Section
G.51(1&2)	Inspection of office of Superintending Engineers and subordinate offices (viz Central Office, Division Office, Central Stores, Sub Stores, Sub division office, Section office, Revenue Branch) in respect of Coimbatore Region, Kancheepuram Distribution Region, Generation Circles.

Seat	G.52 Section
G.52(1&2)	Inspection of office of Superintending Engineers and subordinate offices (viz Central Office, Division Office, Central Stores, Sub Stores, Sub division office, Section office, Revenue Branch) in respect of Karur Region and Thanjavur Regions.
Seat	G.53 Section
G.53(1&2)	Inspection of office of Superintending Engineers and subordinate offices (viz Central Office, Division Office, Central Stores, Sub Stores, Sub division office, Section office, Revenue Branch) in respect of Tirunelveli Region and Tiruvannamalai Regions.
Seat	G.54 Section
G.54(1&2)	Inspection of office of Superintending Engineers and subordinate offices (viz Central Office, Division Office, Central Stores, Sub Stores, Sub division office, Section office, Revenue Branch) in respect of Chennai Region/North and Vellore Region, CDC/Chennai.
Seat	G.55 Section
G.55(1&2)	Inspection of office of Superintending Engineers and subordinate offices (viz Central Office, Division Office, Central Stores, Sub Stores, Sub division office, Section office, Revenue Branch) in respect of Erode Region and Trichy Regions.
Seat	G.56 Section
G.56(1&2)	Inspection of office of Superintending Engineers and subordinate offices (viz Central Office, Division Office, Central Stores, Sub Stores, Sub division office, Section office, Revenue Branch) in respect of Madurai Region, Villupuram Regions.
Seat	G.57 Section
G.57(1)	Transfer and posting of Junior Assistant (Accounts)/Typist.
	Allotment/Modification orders issued for selected JA (Accounts)/Typist through Internal Selection/Direct Recruitment/Compassionate appointment and Land Acquisition.
	Conversion to JA (Accounts)/Typist.
	Clarification and service matter of JA (Accounts)/Typist.
	Maintenance of seniority list of Junior Assistant (Accounts)/Typist.
	Revision of seniority in the post of Junior Assistant (Accounts).
G.57(2)	Preparation of panel for promotion to the post of Assistant (Accounts).
	Issuing of promotion, transfer and posting of Assistant (Accounts).

Seat	G.57 Section
	Clarification and service matter of Assistant (Accounts).
	Maintenance of seniority list of Assistant (Accounts).
	Revision of seniority in the post of Assistant (Accounts).
	Inter-Se-Seniority of undertaking staff and according notional promotion and allied works.
	Court cases, RTI, CM Cell/UTM petitions, Human Rights Commission and National Commission for SC & ST and other allied works.
Seat	G.58 Section
G.58(1)	Preparation of panel for promotion to the post of Accounts Supervisor.
	Issuing of promotion, transfer, RTA and posting of Accounts Supervisor.
	Clarification and service matter of Accounts Supervisor.
	Maintenance of seniority list of Accounts Supervisor.
	Revision of seniority in the post of Accounts Supervisor.
G.58(2)	Preparation of panel for promotion to the post of Assistant Accounts Officer.
	Allotment, Promotion, transfer/RTA and posting of Assistant Accounts Officer.
	Clarification and service matter of Assistant Accounts Officer
	Maintenance of vacancy position register and RTA register.
	Maintenance of PARs in respect of Assistant Accounts Officer.
	Court cases, RTI, CM Cell/UTM petitions, Human Rights Commission and National Commission for SC & ST and other allied works.
Seat	G.59 Section
G.59(1)	Preparation of panel for promotion to the post of Accounts Officer.
	Promotion, transfer, RTA and posting of Accounts Officer.
	Clarification and service matter of Accounts Officer.
	Maintenance of vacancy position register and RTA register.
	Maintenance of PARs in respect of Accounts Officer.
	Suitability report, service details and DP particulars alongwith PARs for preparation of panel for promotion to the post of Deputy Financial Controller and forwarding the same to Secretary/TANGEDCO.
	Court cases, RTI, CM Cell/UTM petitions, Human Rights Commission and National Commission for SC & ST and other allied works.

Seat	G.59 Section
G.59(2)	Claim of Part Time sweepers for Permanency and court cases.
	Court cases, RTI, CM Cell/UTM petitions, Human Rights Commission and National Commission for SC & ST and other allied works.
Seat	G.60 Section
G.60(1)	Technical Branch – The Establishment and service matters of Class I Officers in the category of Executive Engineers/ Electrical, Mechanical, Civil relating to all the office of 21 Chief Engineers, SE offices and 1 GM/HRD functioning in Head Quarters Unit in Technical Branch. The work allocation is as follows.
	Maintenance of Service Book.
	Leave sanction Annual increment, SLS fixation of pay.
	Staff sanction & Post continuance Additional charge allowance.
	All permission under conduct regulation.
	Genuineness, Wage revision, Bonus, Ex-gratia.
	DP/Court Cases, All returns, NOC, Pay Anomaly.
	Retirement, Voluntary Retirement, Sanction of Terminal Benefits.
	O&M Cell Inspection report, Audit remarks.
	Sanction of all Advance – GPF.
	Maintenances of GPF, CPS Ledger cards, Part final.
	All other Advances (including HBA, TA Bills etc.,) Outsourcing Typist Bill.
	Maintenances of recovery register, All register.
	TA bill, Health Insurance.
G.60(2)	Technical Branch – Establishment – Pay bill, Wage revision, Bonus, all other bills, Arrears bills, thrift Society, Income Tax, All Advance bills and other allied works for all the Chief Engineer, Superintending Engineer, in Head quarters unit and Executive Engineers (Electrical, Mechanical, Civil) in the office of 21 Chief Engineers, SE offices and 1 GM/HRD functioning in Head Quarters Unit in Technical Branch.
Seat	G.61 Section
G.61(1)	Technical Branch – The Establishment and service matters of Class II Officers in the category of Assistant Executive Engineer/Mechanical and Civil relating to all the office of 21 Chief Engineers, SE offices and 1 GM/HRD functioning in Head Quarters Unit in Technical Branch. The work allocation is as follows.

Seat	G.61 Section
	Maintenance of Service Book.
	Leave sanction Annual increment, SLS fixation of pay.
	Staff sanction & Post continuance Additional charge allowance.
	All permission under conduct regulation.
	Genuineness, Wage revision, Bonus, Ex-gratia.
	DP/Court Cases, All returns, NOC, Pay Anomaly.
	Retirement, Voluntary Retirement, Sanction of Terminal Benefits.
	O&M Cell Inspection report, Audit remarks.
	Sanction of all Advance – GPF.
	Maintenances of GPF, CPS Ledger cards, Part final.
	All other Advances (including HBA, TA Bills etc.,) Outsourcing Typist Bill.
	Maintenances of recovery register, All register.
	TA bill, Health Insurance.
G.61(2)	Technical Branch – Establishment – Pay bill, Wage revision, Bonus, all other bills, Arrears bills, thrift Society, Income Tax, All Advance bills and other allied works for all the Assistant Executive Engineer/ Mechanical and Civil in the office of 21 Chief Engineers, SE offices and 1 GM/HRD functioning in Head Quarters Unit in Technical Branch.
Seat	G.62 Section
G.62(1)	Technical Branch – The Establishment and service matters of Class II Officers in the category of Assistant Executive Engineer/Electrical in Technical Branch relating to all the office of 21 Chief Engineers, SE offices and 1 GM/HRD functioning in Head Quarters Unit in Technical Branch. The work allocation is as follows.
	Maintenance of Service Book.
	Leave sanction Annual increment, SLS fixation of pay.
	Staff sanction & Post continuance Additional charge allowance.
	All permission under conduct regulation.
	Genuineness, Wage revision, Bonus, Ex-gratia.
	DP/Court Cases, All returns, NOC, Pay Anomaly.

Seat	G.62 Section
G.62(2)	Technical Branch – The Establishment and service matters of Class II Officers in the category of Assistant Executive Engineer/Electrical in Technical Branch relating to all the office of 21 Chief Engineers, SE offices and 1 GM/HRD functioning in Head Quarters Unit in Technical Branch. The work allocation is as follows..
	Retirement, Voluntary Retirement, Sanction of Terminal Benefits.
	O&M Cell Inspection report, Audit remarks.
	Sanction of all Advance – GPF.
	Maintenances of GPF, CPS Ledger cards, Part final.
	All other Advances (including HBA, TA Bills etc.,) Outsourcing Typist Bill.
	Maintenances of recovery register, All register.
	TA bill, Health Insurance.
Seat	G.63 Section
G.63(1)	Technical Branch – Establishment – Pay bill, Wage revision, Bonus for all the Assistant Executive Engineer/ Electrical in the office of 21 Chief Engineers, SE offices and 1 GM/HRD functioning in Head Quarters Unit in Technical Branch.
G.63(2)	Technical Branch – Establishment – All other bills, Arrears bills, thrift Society, Income Tax, All Advance bills for the Assistant Executive Engineer/Electrical in the office of 21 Chief Engineers, SE offices and 1 GM/HRD functioning in Head Quarters Unit in Technical Branch and other allied works.
Seat	G.64 Section
G.64(1)	Technical Branch – The Establishment and service matters in the category of Assistant Engineer/ Junior Engineer I Grade (Electrical, Mechanical, Civil), Junior Engineer II Grade, Technical Assistant in Technical Branch relating to all the office of 21 Chief Engineers, SE offices and 1 GM/HRD functioning in Head Quarters Unit in Technical Branch. The work allocation is as follows..
	Maintenance of Service Book.
	Leave sanction Annual increment, SLS fixation of pay.
	Staff sanction & Post continuance Additional charge allowance.
	All permission under conduct regulation.
	Genuineness, Wage revision, Bonus, Ex-gratia.

Seat	G.64 Section
G.64(2)	Technical Branch – The Establishment and service matters in the category of Assistant Engineer/ Junior Engineer I Grade (Electrical, Mechanical, Civil), Junior Engineer II Grade, Technical Assistant in Technical Branch relating to all the office of 21 Chief Engineers, SE offices and 1 GM/HRD functioning in Head Quarters Unit in Technical Branch. The work allocation is as follows..
	DP/Court Cases, All returns, NOC, Pay Anomaly.
	Retirement, Voluntary Retirement, Sanction of Terminal Benefits.
	O&M Cell Inspection report, Audit remarks.
	Sanction of all Advance – GPF.
	Maintenances of GPF, CPS Ledger cards, Part final.
	All other Advances (including HBA, TA Bills etc.,) Outsourcing Typist Bill.
	Maintenances of recovery register, All register.
	TA bill, Health Insurance.
Seat	G.65 Section
G.65(1)	Technical Branch – Establishment – Pay bill, Wage revision, Bonus for all the Assistant Engineer/ Junior Engineer I Grade (Electrical, Mechanical, Civil), Junior Engineer II Grade, Technical Assistant in the office of 21 Chief Engineers, SE offices and 1 GM/HRD functioning in Head Quarters Unit in Technical Branch.
G.65(2)	Technical Branch – Establishment – All other bills, Arrears bills, thrift Society, Income Tax, All Advance bills for the Assistant Engineer/Junior Engineer I Grade (Electrical, Mechanical, Civil), Junior Engineer II Grade, Technical Assistant in the office of 21 Chief Engineers, SE offices and 1 GM/HRD functioning in Head Quarters Unit in Technical Branch and other allied works.
Seat	G.66 Section
G.66(1)	Technical Branch – The Establishment and service matters in the category of Accounts Staff in Technical Branch, RWE Staff in Technical Branch, ATO, Draughtsman cadre, Junior Chemist, Assistant Programmer, Jeep Driver, Inspector of Recorder, Lift Operators, Gauge Reader, Adm. Supervisor relating to all the office of 21 Chief Engineers, SE offices and 1 GM/HRD functioning in Head Quarters Unit in Technical Branch. The work allocation is as follows..
	Maintenance of Service Book.
	Leave sanction Annual increment, SLS fixation of pay.

Seat	G.66 Section
	Staff sanction & Post continuance Additional charge allowance.
	All permission under conduct regulation.
	Genuineness, Wage revision, Bonus, Ex-gratia.
	DP/Court Cases, All returns, NOC, Pay Anomaly.
G.66(2)	Technical Branch – The Establishment and service matters in the category of Accounts Staff in Technical Branch, RWE Staff in Technical Branch, ATO, Draughtsman cadre, Junior Chemist, Assistant Programmer, Jeep Driver, Inspector of Recorder, Lift Operators, Gauge Reader, Adm. Supervisor relating to all the office of 21 Chief Engineers, SE offices and 1 GM/HRD functioning in Head Quarters Unit in Technical Branch. The work allocation is as follows..
	Retirement, Voluntary Retirement, Sanction of Terminal Benefits.
	O&M Cell Inspection report, Audit remarks.
	Sanction of all Advance – GPF.
	Maintenances of GPF, CPS Ledger cards, Part final.
	All other Advances (including HBA, TA Bills etc.,) Outsourcing Typist Bill.
	Maintenances of recovery register, All register.
	TA bill, Health Insurance.
Seat	G.67 Section
G.67(1)	Technical Branch – Establishment – Pay bill, Wage revision, Bonus for all the Accounts Staff in Technical Branch, RWE Staff in Technical Branch, ATO, Draughtsman cadre, Junior Chemist, Assistant Programmer, Jeep Driver, Inspector of Recorder, Lift Operators, Gauge Reader, Adm. Supervisor in the office of 21 Chief Engineers, SE offices and 1 GM/HRD functioning in Head Quarters Unit in Technical Branch.
G.67(2)	Technical Branch – Establishment – All other bills, Arrears bills, thrift Society, Income Tax, All Advance bills for the Accounts Staff in Technical Branch, RWE Staff in Technical Branch, ATO, Draughtsman cadre, Junior Chemist, Assistant Programmer, Jeep Driver, Inspector of Recorder, Lift Operators, Gauge Reader, Adm. Supervisor in the office of 21 Chief Engineers, SE offices and 1 GM/HRD functioning in Head Quarters Unit in Technical Branch and other allied works.

Seat	G.68 Section
G.68(1&2)	<u>Legal division of Adm. Branch in Madras High Court</u>
	To follow up cases pertaining to Direct Recruitment, Internal Selection, Allotment, transfer of employees, from the date of filing, procurement of typed set, periodical follow up of cases till counter is filed and till compliance of the orders. Maintaining necessary datas and updating the same in legal monitoring system.
Seat	G.69 Section
G.69(1&2)	<u>Legal division of Adm. Branch in Madras High Court</u>
	To follow up cases pertaining to D.P., Compassionate Appointment, Union matters, from the date of filing, procurement of typed set, periodical follow up of cases till counter is filed and till compliance of the orders. Maintaining necessary datas and updating the same in legal monitoring system.
Seat	G.70 Section
G.70(1&2)	<u>Legal division of Adm. Branch in Madras High Court</u>
	To follow up cases pertaining to Service matters relating to RWE Employees, Contract Labour, Contingency Staffs etc., from the date of filing, procurement of typed set, periodical follow up of cases till counter is filed and till compliance of the orders. Maintaining necessary datas and updating the same in legal monitoring system.
Seat	G.71 Section
G.71(1&2)	<u>Legal division of Adm. Branch in Madurai Bench of the Madras High Court</u>
	To follow up cases pertaining to Direct Recruitment, Internal Selection, Allotment, transfer of employees, from the date of filing, procurement of typed set, periodical follow up of cases till counter is filed and till compliance of the orders. Maintaining necessary datas and updating the same in legal monitoring system.
Seat	G.72 Section
G.72(1&2)	<u>Legal division of Adm. Branch in Madurai Bench of the Madras High Court</u>
	To follow up cases pertaining to D.P., Compassionate Appointment, Union matters, from the date of filing, procurement of typed set, periodical follow up of cases till counter is filed and till compliance of the orders. Maintaining necessary datas and updating the same in legal monitoring system.

Seat	G.73 Section
G.73(1&2)	<u>Legal division of Adm. Branch in Madurai Bench of the Madras High Court</u>
	To follow up cases pertaining to Service matters relating to RWE Employees, Contract Labour, Contingency Staffs etc., from the date of filing, procurement of typed set, periodical follow up of cases till counter is filed and till compliance of the orders. Maintaining necessary datas and updating the same in legal monitoring system.
Seat	G.74 Section
G.74(1)	Scrutinizing the applications received from the Pensioners/Family Pensioners regarding Insurance claim and other related works.
G.74(2)	Placing the fulfilled applications from Pensioners/Family Pensioners before Committee and after approval, forwarding the original bills from pensioners/Family pensioners to the Insurance Company for issuing of necessary payment.
	Court cases, RTI, CM Cell/ UTM petitions and Human Rights Commission and other allied works.
Seat	G.75 Section
G.75(1)	Processing the Medical Identity Card to the Pensioners/ Family Pensioners, and other allied works.
G.75(2)	Processing rejected claims under Medical Attendance Rules and other allied works.
	Court cases, RTI, CM Cell/ UTM petitions and Human Rights Commission and other allied works.

COMPANY SECRETARY

Seat	G.76 Section
G.76	All Establishment works related to Company Secretary and assisting in day to day works. Maintaining the datas in the O/o. the Company Secretary and assisting in all related works (TANTRANSCO).
Seat	G.77 Section
G.77	All Establishment works related to Company Secretary and assisting in day to day works. Maintaining the datas in the O/o. the Company Secretary and assisting in all related works (TANGEDCO).

JOINT DIRECTOR PUBLIC RELATIONS

Seat	G.78 Section
G.78	The Establishment related works in Joint Director/Public Relations office.
	Organizing meetings being held by CMD/TANGEDCO, IGP/Vigilance, MD/TANTRANSCO all Board Directors of TANGEDCO and TANTRANSCO, Additional Chief Secretary, Energy Secretary, Hon'ble Minister for Electricity, Board Secretary and Legal Advisor.
	All Grievance redressal addressed by numerous Electricity consumers.
	Booking of Hall for seminars.
	Updating of department Telephone Numbers.
	Arranging functions for honoring the retiring officials and staff.
	Submitting important news papers cutting on Electricity related matter from various daily news papers to the CMD, IGP/Vigilance and Directors and Hon'ble Minister. Booking of Train Tickets and Air Tickets to the high officials.

DD CHAMBER

Seat	G.79 Section
G.79	The Establishment related works in Director Distribution office.

CHIEF ENGINEER/PERSONNEL CHAMBER

Seat	G.80 Section
G.80	<u>CE/Personnel Chamber</u> Assisting the official works of CE/Personnel.

DISPENSARY/HEAD QUARTERS

Seat	G.81 Section
G.81(1)	<u>Adm. Section in Head Quarters Dispensary</u>
	Scrutinizing of Employees Medical Attendance Rule files, H.F.S. files and pensioner COVID-19 treatment files.
	Scrutinizing of pensioners Medical Attendance rule.
	All Establishment works of Medical/ Non Medical staff.

Seat	G.81 Section
	Service Matters related to all TNEB Dispensaries.
	Deputation of various Part-time Specialist.
	Purchase of medical equipments through CE/MM.
	Preparation of estimation to repair of medical equipments and passing bills.
	Scrutinizing of MRI bills above Rs.500/- received from all the S.E./ E.D.C.'s and Head Quarters offices.
	Attending post conversion files based on medical grounds (Medical opinion).
	Preparing proposal for post continuance of sanctioned post in respect of the HQ Dispensary.
G.81(2)	Requirement of Medicines for the 1 st and 2 nd half of every financial year.
	On receipt of requirement of medicine from dispensaries preparing allotment orders and consolidated the amount and sent to CE/MM for advance payment.
	Consolidate the TNMSC bills for the 26 dispensaries and sent to CE/MM for placing purchase order.
	Preparation of budget statement.
	Preparation of comparative statement for local purchase order placing.
	Maintaining temporary advance for purchasing of petrol of ambulance van.
	Recoupment of imprest.
	Issuing medical identity card and book to the board employee and pensioners.
	Engaging medical staff on outsourcing basis and related works.
	Remuneration to the part-time specialist.
	Maintaining of vehicle repair works FC related works and closing of LLB.
	Placing schedule and indent for purchase of life saving medicine.
	Maintaining of tools & plants register.

INDUSTRIAL RELATION ADVISOR

Seat	IRA
Assistant-1	Handling the files received in the office of Industrial Relation advisor and to assist the IRA for attending day-to-day Administrative works. To assist the works relating to conciliations, Court Cases, Labour related issues. Assisting to arrange the discussions with Trade Unions regarding various labour issues and co-ordinating the Administrative Branch/Secretariat Branch officials to handle situations of Strikes, Dharnas and Gate meetings. To attend the works regarding the labour related meetings like Bonus, Wage & Work load negotiations with Trade Unions.

// TRUE COPY //

Sd./-xxx(21.11.2022)
ASSISTANT PERSONNEL OFFICER/HEADQUARTERS

ANNEXURE-III

**ALLOCATION OF SUBJECTS/SECTIONS AMONG THE OFFICERS
MODIFIED POST OF PERSONNEL OFFICERS/ASSISTANT PERSONNEL
OFFICERS**

DESIGNATION OF THE POST	ALLOCATION OF SECTIONS
DEPUTY CHIEF ENGINEER	
PO/Panel-1	G.1,G.2,G.3,G.4
PO/Panel-2	G.5,G.6,G.7,G.8
PO/Staff Sanction	G.9,G.10,G.11,G.12
SENIOR PERSONNEL OFFICER/RECRUITMENT	
PO/Administration	G.13,G.14,G.15,G.16
APO/Establishment	G.17,G.18,G.19
APO/Compassionate Appointment-1	G.20,G.21
APO/Compassionate Appointment-2	G.22,G.23
APO/Recruitment	G.24,G.25
SENIOR PERSONNEL OFFICER/LABOUR	
PO/Contract Labour	G.26,G.27,G.28,G.29,G.30
PO/Implementation	G.31,G.32,G.33,G.34
APO/Stores Cadre	G.35,G.36
APO/Pay Anomaly	G.37,G.38
APO/Court Cases/Chennai	G.68,G.69,G.70
APO/Court Cases/Madurai	G.71,G.72,G.73
SENIOR PERSONNEL OFFICER/ADMINISTRATION	
PO/Disciplinary Proceedings	G.39,G.40,G.41,G.42
PO/Assessment Cadre	G.43,G.44,G.45,G.46
APO/Adm. Cadre	G.47,G.48
APO/General	G.49,G.50
APO/Health Insurance	G.74,G.75

::2::

DESIGNATION OF THE POST	ALLOCATION OF SECTIONS
SENIOR PERSONNEL OFFICER/INSPECTION	
PO/Inspection Team-A	G.51,G.52,G.53
PO/Inspection Team-B	G.54,G.55,G.56
APO/Accounts Cadre	G.57,G.58,G.59
APO/Technical Service-1	G.60,G.61
APO/Technical Service-2	G.62,G.63
APO/Technical Service-3	G.64,G.65
APO/Technical Service-4	G.66,G.67

// TRUE COPY //

Sd./-xxx(21.11.2022)
ASSISTANT PERSONNEL OFFICER/HEADQUARTERS

ANNEXURE-IV

**SANCTIONED ADMINISTRATIVE POST AS PER NEW WORK
ALLOCATION TO ADMINISTRATIVE BRANCH**

(From Deputy Chief Engineer/Senior Personnel Officers to
Junior Assistant/Administration)

SL.NO.	NAME OF THE POST	NO.OF POSTS
1	Deputy Chief Engineer	1
2	Senior Personnel Officer	4
3	Personnel Officer	10
4	Assistant Personnel Officer	16

1 Junior Assistant each for Deputy Chief Engineer/Senior Personnel Officers

SL.NO.	NAME OF THE POST	Junior Assistant
1	Deputy Chief Engineer Chamber	1
2	Senior Personnel Officers Chamber	4

<u>DEPUTY CHIEF ENGINEER</u>			
	Superintendent	Assistant/ Admin.	Junior Assistant/ Admin.
PO/Panel-1			
G.1 Section	1	2	1 (G.1 & G.2)
G.2 Section	1	2	
G.3 Section	1	2	1 (G.3 & G.4)
G.4 Section	1	2	
PO/Panel-2			
G.5 Section	1	2	1 (G.5 & G.6)
G.6 Section	1	2	
G.7 Section	1	2	1 (G.7 & G.8)
G.8 Section	1	2	

	Superintendent	Assistant/ Admin.	Junior Assistant/ Admin.
PO/Staff Sanction			
G.9 Section	1	2	1 (G.9 & G.10)
G.10 Section	1	2	
G.11 Section	1	2	1 (G.11 & G.12)
G.12 Section	1	2	

<u>SENIOR PERSONNEL OFFICER/RECRUITMENT</u>			
	Superintendent	Assistant/ Admin.	Junior Assistant/ Admin.
PO/Administration			
G.13 Section	1	2	1 (G.13 & G.14)
G.14 Section	1	2	
G.15 Section	1	2	2 (G.15 (2) Seat)
G.16 Section	1	2	1 (G.15 (1) & G.16)
APO/Establishment			
G.17 Section	1	2	1 (G.17)
G.18 Section	1	2	1 (G.18 & G.19)
G.19 Section	1	2	
APO/Compassionate Appointment-1			
G.20 Section	1	2	1 (G.20 & G.21)
G.21 Section	1	2	
APO/Compassionate Appointment-2			
G.22 Section	1	2	1 (G.22 & G.23)
G.23 Section	1	2	
APO/Recruitment			
G.24 Section	1	2	1 (G.24 & G.25)
G.25 Section	1	2	

<u>SENIOR PERSONNEL OFFICER/LABOUR</u>			
	Superintendent	Assistant/ Admin.	Junior Assistant/ Admin.
PO/Contract labour			
G.26 Section	1	2	1 (G.26, G.27 & G.28)
G.27 Section	1	2	
G.28 Section	1	2	
G.29 Section	1	2	1 (G.29 & G.30)
G.30 Section	1	2	
PO/Implementation			
G.31 Section	1	2	1 (G.31 & G.32)
G.32 Section	1	2	
G.33 Section	1	2	1 (G.33 & G.34)
G.34 Section	1	2	
APO/Stores Cadre			
G.35 Section	1	2	1 (G.35 & G.36)
G.36 Section	1	2	
APO/Pay Anomaly			
G.37 Section	1	2	1 (G.37 & G.38)
G.38 Section	1	2	
APO/Court Cases-Chennai			
G.68 Section	1	2	1 (G.68, G.69 & G.70)
G.69 Section	1	2	
G.70 Section	1	2	
APO/Court Cases-Madurai			
G.71 Section	1	2	1 (G.71, G.72 & G.73)
G.72 Section	1	2	
G.73 Section	1	2	

<u>SENIOR PERSONNEL OFFICER/ADMINISTRATION</u>			
	Superintendent	Assistant/ Admin.	Junior Assistant/ Admin.
PO/Disciplinary Proceedings			
G.39 Section	1	2	1 (G.39 & G.40)
G.40 Section	1	2	
G.41 Section	1	2	1 (G.41 & G.42)
G.42 Section	1	2	
PO/Assessment Cadre			
G.43 Section	1	2	1 (G.43 & G.44)
G.44 Section	1	2	
G.45 Section	1	2	1 (G.45 & G.46)
G.46 Section	1	2	
APO/Administrative Cadre			
G.47 Section	1	2	1 (G.47 & G.48)
G.48 Section	1	2	
APO/General			
G.49 Section	1	2	1 (G.49 & G.50)
G.50 Section	1	2	
APO/Health Insurance			
G.74 Section	1	2	1 (G.74 & G.75)
G.75 Section	1	2	

<u>SENIOR PERSONNEL OFFICER/INSPECTION</u>			
	Superintendent	Assistant/ Admin.	Junior Assistant/ Admin.
PO/Inspection Team-A			
G.51 Section	1	2	1 (G.51, G.52 & G.53)
G.52 Section	1	2	
G.53 Section	1	2	

	Superintendent	Assistant/ Admin.	Junior Assistant/ Admin.
PO/Inspection Team-B			
G.54 Section	1	2	1 (G.54, G.55 & G.56)
G.55 Section	1	2	
G.56 Section	1	2	
APO/Accounts Cadre			
G.57 Section	1	2	2 (G.57, G.58 & G.59)
G.58 Section	1	2	
G.59 Section	1	2	
APO/Technical Service-1			
G.60 Section	1	2	2 (G.60 &G.61)
G.61 Section	1	2	
APO/Technical Service-2			
G.62 Section	1	2	2 (G.62 & G.63)
G.63 Section	1	2	
APO/Technical Service-3			
G.64 Section	1	2	2 (G.64 & G.65)
G.65 Section	1	2	
APO/Technical Service-4			
G.66 Section	1	2	1 (G.66 & G.67)
G.67 Section	1	2	
Company Secretary Office			
G.76 Section	1	2	-
G.77 Section	1	2	-

::6::

	Superintendent	Assistant/ Admin.	Junior Assistant/ Admin.
Joint Director/Public Relations Office			
G.78 Section	1	2	-
Director Distribution Office			
G.79 Section	1	-	-
Chief Engineer/Personnel Chamber			
G.80 Section	1	-	-
Dispensary/Headquarters			
G.81 Section	1	2	1
Industrial Relation Advisor			
	-	1	-
Grand Total	81	159	47

ABSTRACT

SL.NO.	NAME OF THE POST	NO.OF POSTS
1	Deputy Chief Engineer	1
2	Senior Personnel Officer	4
3	Personnel Officer	10
4	Assistant Personnel Officer	16
5	Superintendent	81
6	Assistant/Administration	159
7	Junior Assistant/Administration	47
	Total	318

// TRUE COPY //

Sd./-xxx(21.11.2022)
ASSISTANT PERSONNEL OFFICER/HEADQUARTERS

ANNEXURE-V

**JUNIOR ASSISTANTS UNDER THE CONTROL OF ADMINISTRATIVE
BRANCH BE ALLOTTED TO OTHER OFFICES IN
TECHNICAL BRANCH**

SL. NO.	NAME OF THE OFFICE	SANCTIONED POST
1	Inspector General of Police/Vigilance	1
2	Director/Finance/TANGEDCO	1
3	Director/Finance/TANTRANSCO	1
4	Director/Generation/TANGEDCO	1
5	Director/Projects/TANGEDCO	1
6	Director/Operation/TANTRANSCO	1
7	CFC/TANTRANSCO IND-A.S.	1
8	CE/Project/Chennai	1
9	CE/Hydro	1
10	CE/Civil Designs	1
11	CE/MM	1
12	CE/R&D	1
13	CE/P&C	1
14	CE/Commercial	1
15	CE/Transmission/Chennai	1
16	CE/Operation	1
17	CE/Mechanical/Coal	1
18	CE/Mech. & Thermal Stations	1
19	GM/HRD	1
20	SE/Coal	1
21	SE/P&C	1

::2::

Sl.No	NAME OF THE OFFICE	SANCTIONED POST
22	SE/Hydro (El.)	1
23	SE/LD&GO	1
24	SE/MM-I	1
25	SE/MM-II	1
26	SE/RE&I(D)	1
27	SE/Civil/P&E	1
28	SE/Civil/D&I	1
29	SE/Transmission-I/ Chennai	1
30	SE/Transmission-II/ Chennai	1
31	SE/Commercial	1
32	SE/R-APDRP	1
33	SE/Civil/Hydel/Chennai	1
34	SE/GTS	1
35	SE/Betterment Thermal	1
36	SE/Planning	1
	Total	36

// TRUE COPY //

Sd./-xxx(21.11.2022)
ASSISTANT PERSONNEL OFFICER/HEADQUARTERS

ANNEXURE-VI

DETAILS OF ASSISTANT-CUM-STENO POST BE LAPSED

Sl. No	Name of the Office in which attached	No. of posts
1	CE/Hydro	1
2	SE/P&C	1
3	CE/Civil Designs	1
4	SE/Hydro (El.)	1
5	SE/Coal	1
6	SE/LD&GO	1
7	SE/MM-II	1
8	CE/MM	1
9	GM/HRD	1
10	CE/R&D	1
11	SE/RE&I(D)	1
12	SE/Civil/P&E	1
13	SE/Civil/D&I	1
14	CE/P&C	1
15	CE/Commercial	1
16	CE/Transmission/Chennai	1
17	SE/Transmission-I/Chennai	1
18	SE/Commercial	1
19	SE/R-APDRP	1
20	CE/Operation	1
21	CE/Mechanical/Coal	1
22	SE/Civil/Hydel/Chennai	1
23	SE/Transmission-II/ Chennai	1
24	SE/GTS	1
	Total	24

// TRUE COPY //

Sd./-xxx(21.11.2022)
ASSISTANT PERSONNEL OFFICER/HEADQUARTERS