

**TAMIL NADU POWER DISTRIBUTION CORPORATION LTD  
(ERSTWHILE TANGEDCO)**

Adm. Branch,  
8th Floor, N.P.K.R.R. Maaligai,  
144, Anna Salai,  
Chennai - 2.

**Memo No.104992/1176/G.33/G.331/2024-6, dated 23.12.2024.**

Sub : Establishment – Request Transfer Applications – January 2025 –  
Further instructions issued - Reg.

- Ref
1. (Rt.) CMD/TANGEDCO Proceedings No.5, (Administrative Branch) dated 28.06.2017.
  2. This Office MemoNo.104992/1176/G43/G431/2017-2, dated 14.07.2017.
  3. This Office MemoNo.104992/1176/G43/G431/2017-3, dated 03.1.2018.
  4. Memo No.104992/1176/G43/G431/2017-4, dt. 30.06.2018.
  5. Memo No.104992/1176/G43/G431/2017-5, dt.29.12.2018.
  6. Memo No.104992/1176/G43/G431/2019-2, dt. 29.06.2019.
  7. Memo No.104992/1176/G43/G431/2020-1, dt. 27.12.2019.
  8. Memo No.104992/1176/G43/G431/2020-2, dt. 29.06.2020.
  9. Memo No.104992/1176/G43/G431/2020-3, dt. 29.12.2020.
  10. Memo No. 104992/256/G43/G431/2021-1, dt.28.06.2021.
  11. Memo No. 104992/1176/G43/G431/2021-5, dt. 29.12.2021.
  12. Memo No.104992/1176/G43/G431/2022-1, dt. 30.06.2022.
  13. Memo No.104992/1176/G43/G431/2022-2, dt. 28.12.2022.
  14. Memo No.104992/1176/G43/G431/2023-3, dt. 28.06.2023.
  15. Memo No.104992/1176/G.33/G.331/2023-4, dt. 28.12.2023.
  16. Memo No.104992/1176/G.33/G.331/2024-5, dt. 26.06.2024.

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In continuation to the orders issued vide reference (16) above, the following instructions are issued for registration of the Request Transfer Applications.

2. The existing transfer guidelines as prevailed before 28.6.2017 shall be continued and followed.

3. As already noted in reference (4) cited above, Request Transfer Applications are valid for that particular half year only. As such, application submitted through portal during July 2024 becomes invalid if not effected on or before 31.12.2024. Accordingly, all the pending RTAs registered during July 2024 in all categories will be cancelled.

4. Fresh Request Transfer Applications for 01.01.2025 are to be submitted through **online**. Necessary guidelines for registration through Online are available at the web-site address **RTA ~ <https://rta.tnebltd.org/openbd/RTAJAN25/>** Also, a hard copy of RTA is to be submitted to the competent authority alone. The portal will open from 01.01.2025 at 10.30 Hrs and close on 20.01.2025 at 17.15 Hrs. No further extension will

be granted in view of holidays as applications are to be submitted only through Online before the due date.

5. The designated authority shall arrange to furnish the Performance Assessment Report of the individual through Online in the same portal within a week from the last day for submission of application. If Performance Assessment Report of the individual is not updated before the specified time, the details as furnished by the applicant as available at the office of the competent authority is to be taken into account and orders to be issued.

6. During online registration, any fraudulent act such as registering in other's name and GPF no. will be viewed seriously and DP will be initiated against such persons.

7. The General guidelines already issued in reference (4) cited are to be followed for Online registration.

8. The above instructions are to be strictly adhered to by the officers and staff of TNPDC/ TNPGL/ TNGEL/ (ERSTWHILE TANGEDCO)/ TANTRANSCO for easy process of their Request Transfer Applications.

9. The competent authority to effect transfer, can act based on the physical copy in case of difficulty in feeding data through Online.

M.SUDARSAN  
CHIEF ENGINEER/PERSONNEL

**To**

All the Chief Engineers/( TNPDC /TANTRANSCO)  
All the Superintending Engineers/(TNPDC/TANTRANSCO)

**Copy submitted to:**

The Chairman's Table.  
The Managing Director/TNGEL/144, Anna Salai/ Chennai -2.  
The Managing Director/TANTRANSCO/144, Anna Salai/Chennai-2.  
The Director (Finance)/ TNPDC /144, Anna Salai/Chennai-2.  
The Director (Distribution)/ TNPDC /144, Anna Salai/Chennai-2.  
The Director (Generation)/ TNPGL /144, Anna Salai/Chennai-2.  
The Director (Projects)/ TNPDC /144, Anna Salai/Chennai-2.  
The Director/TANTRANSCO/Projects/144, Anna Salai/Chennai-2.  
The Director (Operation)/ TNPDC /144, Anna Salai/Chennai-2.

**Copy to :**

The Secretary/ Secretariat Branch/ TNPDC /144, Anna Salai/ Chennai-2.  
The Chief Engineer/IT/TNPDC /144,Anna Salai/Chennai-2.  
The Chief Financial Controller/ Accounts Branch/TNPDC /144, Anna Salai/ Chennai-2.  
The Chief Internal Audit Officer/Audit Branch/ TNPDC /144, Anna Salai/Chennai-2.  
The Executive Assistant to Chairman.  
The Deputy Secretary/Establishment/Secretariat Branch/ TNPDC /Chennai-2.  
The Deputy Chief Engineer/Adm. Branch/TNPDC /144, Anna Salai/Chennai-2.

The Superintending Engineer/IT/TNPDCL /144, Anna Salai/Chennai-2.

The Industrial Relations Adviser/ TNPDCL / 144, Anna Salai/ Chennai-2.

The Senior Personnel Officers/Recruitment, Labour & Administration/Adm. Branch/  
TNPDCL /144, Anna Salai/Chennai-2.

All Personnel Officers in Adm. Branch/Technical Branch/ TNPDCL /144, Anna Salai/Chennai-2.

All Assistant Personnel Officers in Adm. Branch/ Technical Branch/ TNPDCL / Chennai-2.

The Stock File.

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

E. Venkatesan .  
SUPERINTENDENT 28/12/2024