

TAMILNADU POWER DISTRIBUTION CORPORATION LIMITED

AUDIT BRANCH,
NPKRR MAALIGAI (1st FLOOR),
144, ANNA SALAI, CHENNAI-2.

Circular Memo No.013427/261-4/F.10/F101/2025, dt.06.08.2025.

Sub: TNPDCCL – Audit Branch – Issuance of GPS/CPS
Accounts Slip for the year 2024-25 in ERP Software and
Manual for the Discrepancy cases – Guidelines – Issued.

Ref: Circular Memo No.013427/261/F.10/F101/2025,
dt.07.04.2025.

In continuation to the above, further Guidelines / Instructions are issued for issuance of General Provident Fund / Contribution Pension Scheme Accounts Slip through ERP Software and Manual for the Discrepancy cases.

- i) The Deputy Financial Controllers shall submit the cases to the concerned Deputy Chief Internal Audit Officers which have not yet been submitted for verification and rectify the closing balances in ERP software as on cut-over data 01.04.2024 immediately.
- ii) The concerned DFCs shall make necessary arrangements to upload the report in ERP software only after due verification of respective Deputy Chief Internal Audit Officers.
- iii) It is also suggested that already submitted cases may also be rechecked thoroughly in order to avoid any excess payment.
- iv) The remaining 10% cases should also be completed and got verified by the concerned Regional Deputy Chief Internal Audit Officers on or before **14.08.2025** (Copy of the pending cases enclosed).
- v) All the instructions imparted in Circular Memo No.013427/261/F.10/F.101/2025, dated **07.04.2025** should be followed scrupulously by the concerned DFCs so as to avoid these discrepancies.
- vi) It is strictly informed that any discrepancies or excess payments would be viewed seriously and appropriate action will be initiated as per Regulations in force besides imposing recovery on the concerned Pay Drawing Officer and DFCS as instructed in per (Per) CMD / TANGEDCO Proceeding No.114 (SB) dt.27.06.2019.
- vii) The concerned Superintending Engineers & Head of the Departments are directed to issue the GPF/CPS Account slips in ERP for the cases where the opening Balance as on 01.04.2024 are verified by Regional Deputy Chief Internal Audit Officer's.

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- viii) The remaining cases discussed in point No (i & iv) the Account slip may be generated manually after completing the verification & approval process detailed in Point No.(i).
- ix) For those cases the cut over data may be posted as on 01.04.2025 in ERP software as done in 01.04.2024. (Format enclosed)
- x) The GPS/CPS ledger cards in respect of employees transferred from one circle to another circle should be sent immediately along with Service Book to the concerned circle so as to issue the Account slip.

All the Chief Engineers, Superintending Engineers and Head of the Departments of Head quarters are directed to give necessary instructions to Pay Drawing Officers and Deputy Financial Controllers for issuing the Accounts slip as instructed above without any delay.

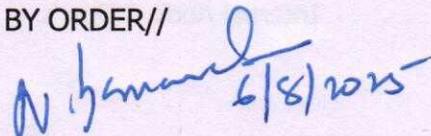
The receipt of this communication shall be acknowledged.

K.MALARVIZHI
DIRECTOR FINANCE/TNPDCL

To,
All the Chief Financial Controller / TNPDCL, TNPGCL, TNGECL & TANTRANSCO
The Chief Internal Audit Officer/ TNPDCL
All the Chief Engineers / TNPDCL, TNPGCL, TNGECL & TANTRANSCO.
All the Superintending Engineer's TNPDCL, TNPGCL, TNGECL & TANTRANSCO.
The Deputy Secretary / Administration / Secretariat Branch.
All the Deputy Chief Internal Audit Officer's / Audit Branch.

Copy submitted to the Chairman-Cum-Managing Director's Table,
Copy submitted to the Managing Director's Table / TANTRANSCO.
Copy submitted to the Managing Directors' Table / TNGECL.
Copy submitted to the Joint Managing Director's Table / Finance.
Copy submitted to All Directors / TNPDCL, TNPGCL, TNGECL & TANTRANSCO.
Copy submitted to the Secretary / TNPDCL.
Copy submitted to the Legal Advisor / TNPDCL.
Copy submitted to the Company Secretary / TNPDCL, TNPGCL, TNGECL & TANTRANSCO.

// TRUE COPY FORWARDED BY ORDER//


6/8/2025

ASSISTANT AUDIT OFFICER/F.10