

**TAMIL NADU POWER DISTRIBUTION CORPORATION LIMITED**  
**(A Subsidiary of TNEB Limited)**

Office of the Director (Distribution),  
TNPDCCL, Chennai – 600 002.

**Memo No.: CE/PLG & RC/EA/F.MANPOWER/2025, Dated: 17.11.2025**

Sub: Engaging additional manpower as per the PWD Schedule of Rates for quick restoration of power supply during the ensuing Monsoon 2025 – Procedures for Manpower Engagement and Bill Processing – Instruction issued.

Ref: 1. Proposal submitted by the Chief Engineer/Personnel.  
2. CMD/TNPDCCL note approval dated 25.10.2025 on CE/Personnel proposal.  
3. Director (Distribution), TNPDCCL instruction Memo No.: CE/PLG & RC/EA/ F. MANPOWER/2025, Dated: 04.11.2025  
4. CMD/TNPDCCL note approval dated 10.11.2025 on CFC/GL note.

\*\*\*

In continuation to the approval accorded for engaging manpower at PWD Schedule of Rates for the year 2025–26 for the period from 01.11.2025 to 31.01.2026 (90 Days) at the rate of 4 Nos. per section in vulnerable circles such as coastal areas and 2 Nos. per section in other areas to attend to breakdowns and restore power supply immediately, the following detailed instructions on the procedures for engagement of manpower and processing of bills are issued for strict compliance.

1. The EE/O&M Division shall float sub-division wise limited tender for catering to the requirements of all sections in each O&M sub-division.
2. The wage rate per day shall not exceed ₹766/- per day exclusive of GST (i.e. maximum of ₹766/- per man per day).
3. The manpower shall be engaged through an agency/contractor having the Labour License under the CLRA Act pertaining to the Circle by executing a K2 Agreement.
4. Engagement of manpower directly shall be strictly prohibited to prevent any future claims for permanency in TNPDCCL at a later date.
5. The contractor should have been registered under ESI, EPF, and GST. Necessary documentary evidence stipulating the ESI & EPF registration code number and GSTIN in the name of contractor shall be enclosed along with the tender.

6. The contractor shall ensure that wages are paid digitally, i.e., directly to the bank accounts of the employee.
7. Assistant Engineers (AEs) concerned shall maintain a register at the Section Office for the engagement and utilization of only the actual number of manpower proposed. The register shall be produced for verification, payment, and audit purposes.
8. The bills for manpower engaged shall be claimed only for the actual days worked and after ensuring the compliance of statutory provisions (Remittance of EPF & ESI).
9. The bills shall be claimed on a monthly basis through ERP, following the procedure already in practice for claiming and passing of bills.
10. The expenditure towards manpower engagement shall be charged to Account Head 40-70-115 – Repairs & Maintenance – Lines & Cables.
11. GST at 18% shall be applicable on the bills.
12. The expenditure towards engagement of manpower shall be booked under Revenue Nature, since the engagement is due to a lack of employees in RWE cadre on per man day basis and could not be apportioned to assets by tagging the labour bills with respective work orders for capitalization.

All Chief Engineers, Superintending Engineers, Executive Engineers, Asst. Executive Engineers and Assistant Engineers in the field shall ensure strict adherence to the above instructions while engaging, utilizing, and processing the claims for manpower. Any deviation, violation, or non-compliance of the above procedures will be viewed seriously, and the concerned officials will be held personally responsible and liable for disciplinary action as per existing rules and regulations.

This memo shall be complied with scrupulously and without any deviation.

**Sd/- 17.11.2025**  
**Director (Distribution)**  
**TNPDCL**

To:

1. All the Regional Chief Engineers. (Except Chennai and Kancheepuram Regions).
2. All the Superintending Engineers, EDCs.

Copy to:

1. PS to CMD/TNPDCL.
2. PS to JMD/Finance, TNPDCL.
3. The Chief Engineer/Personnel, TNPDCL.
4. The Chief Financial Controller/General, TNPDCL.