

**TAMILNADU POWER DISTRIBUTION CORPORATION LTD**  
**(Technical Branch)**

TNPDCCL – IT Wing – Uniform IT Equipment Procurement Policy for TNPDCCL, TNPDCCL,  
TNGECL and TANTRANSCO -Approval-accorded.

(Per) CMD TNEB Ltd., Proceedings No. 01

Dated: 08.01.2026.

Visuvaavasu Varudam, Margazhi-24  
Thiruvalluvar Aandu- 2056.

**Read:** CMD TNEB's Note approval dated 05.01.2026.

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**PROCEEDINGS:**

The Chairman Cum Managing Director/TNEB after careful consideration of the proposal of the Chief Engineer / IT & R-APDRP, hereby approves the following:

**Policy for provision of new IT equipment:**

**I. Requirement:**

Utilization of departmental IT equipment for official duties is authorized for officers holding the functional posts specified hereunder.

Category	Designation / Rank
Level 1	CMD, JMD, MD, DGP and other Officers nominated by Government to the Board
Level 2	All Directors
Level 3	Secretary, Chief Engineer, CFC, CIAO, any other Officers having equivalent rank
Level 4	SE, FC, DCE, DS, US, DCIAO, DGM of Head Quarters, any other Officers having equivalent rank and all Training centers
Level 5	Executive Engineers, DFC & any other Officers having equivalent rank
Level 6	HQ Video Conference Purpose (for HQ IT & Network Maintenance), HQ Data Centre Maintenance (for Network maintenance team and System Admin team), Regional Coordinators, Senior Managers/EDC's, Managers/EDC's.

Level 7	Assistant Executive Engineers, Assistant Engineers and any other Officers having equivalent rank
Level 8	Employees under Class III & IV and Manpower engaged through Outsourcing for special duties
Level 9	IT wing officials involved in programming at Head Quarters office. Officers working in System studies (both TRANSCO & TNPDC), Resource adequacy, MRT and GRT wings

## II. Administrative Approval:

For Headquarters –

- a) Replacement and within limits as per this policy - Respective CEs.
- b) Replacement within 5 years and within limits – Respective Directors
- c) New and within limits as per policy – CMD
- d) New/Replacement and specification/cost not within this policy - CMD

For field Offices –

- a) Replacement and within limits as per this policy - Respective CEs.
- b) Replacement within 5 years and within limits – Respective Directors
- c) New and within limits as per policy – CMD
- d) New/Replacement and specification/cost not within this policy - CMD

Administrative approvals for purchase/replacement of Computers, Laptops and Printers cannot be granted by officers below the rank of Chief Engineers. The details of existing Laptops, Desktops and printers need to be entered in ERP and for replacement, the equipment ID should be mentioned in the proposal.

## III. Price limit and hardware specifications:

Hardware specifications, inclusive of Standard Software\*, and the corresponding maximum price limit, are defined as follows and must be adhered to:

<b>Level 1- CMD, JMD, MD, DGP and other Officers nominated by Government to the Board</b>		
<b>Equipment</b>	<b>Configuration</b>	<b>Price range</b>
<b>Laptop Configuration</b>	Core i7/equivalent Processor of latest Generation, 32 GB RAM or above, 1 TB SSD or above, OLED/FHD/FH+ Display (or) Any Latest Configuration	Max. Rs.1,25,000
<b>Desktop configuration</b>	Core i7/equivalent Processor of latest Generation, 16 GB RAM or above, 512 GB SSD or above, 1 TB Hard Drive Latest, 1 Gbps or above Ethernet, in-built Wi-Fi, Bluetooth 5.0, USB 3.2 or above, USB Type C port (or) Any latest Configuration	Max. Rs.1,00,000
<b>Printer Configuration</b>	MFP Colour printer with min. 500 GHz processor, Auto Duplex printing & Scanning, Min. 256 MB storage or above, 1 Gbps Ethernet port, USB 3.2 or above, In-built Wi-Fi feature (or) Any latest Configuration	Max. Rs.1,00,000
<b>Level 2 - All Directors</b>		
<b>Equipment</b>	<b>Configuration</b>	<b>Price range</b>
<b>Laptop Configuration</b>	Core i7/equivalent Processor of latest Generation, 32 GB RAM or above, 1 TB SSD or above, OLED/FHD/FH+ Display (or) Any Latest Configuration	Max. Rs.80,000
<b>Desktop configuration</b>	Core i7/equivalent Processor of latest Generation, 16 GB RAM or above, 512 GB SSD or above, 1 TB HDD or above, 1 Gbps Ethernet port, In-built latest Wi-Fi & Bluetooth, USB 3.2 or above, USB Type C port (or) Any Latest Configuration	Max. Rs. 75,000
<b>Printer Configuration</b>	MFP Colour printer with min. 500 GHz processor, Auto Duplex printing & Scanning, Min. 256 MB storage or above, 1 Gbps Ethernet port, USB 3.2 or above, In-built Wi-Fi feature (or) Any latest Configuration	Max. Rs.90,000

**Level 3 - Secretary, Chief Engineer, CFC, CIAO, Any other Officers having equivalent rank**

<b>Equipment</b>	<b>Configuration</b>	<b>Price range</b>
<b>Laptop Configuration</b>	Core i5/equivalent Processor of latest Generation, 16 GB RAM or above, 1 TB SSD or above, OLED/FHD/FHD+ Display (or) Any Latest Configuration	Max. Rs.75,000
<b>Desktop configuration</b>	Core i5/equivalent Processor of latest Generation, 16 GB RAM or above, Min. 256 SSD or above, 1 TB HDD or above, 1 Gbps Ethernet port, In-built latest Wi-Fi & Bluetooth, USB 3.2 or above, USB Type C port (or) Any Latest Configuration	Max. Rs.70,000
<b>Printer Configuration</b>	MFP Colour printer with min. 500 GHz processor, Auto Duplex printing & Scanning, Min. 256 MB storage or above, 1 Gbps Ethernet port, USB 3.2 or above, In-built Wi-Fi feature (or) Any latest Configuration	Max. Rs.70,000

**Level 4 - SE, FC, DCE, DS, US, DCIAO, DGM of Head Quarters, any other Officers having equivalent rank and all Training centres**

<b>Equipment</b>	<b>Configuration</b>	<b>Price range</b>
<b>Laptop Configuration</b>	Core i5/equivalent Processor of latest Generation, 16 GB RAM or above, 1 TB SSD or above, OLED/FHD/FHD+ Display (or) Any Latest Configuration	Max. Rs.70,000
<b>Desktop configuration</b>	<b>OR</b> Core i5/equivalent Processor of latest Generation, 16 GB RAM or above, Min. 256 SSD or above, 1 TB HDD or above, 1 Gbps Ethernet port, In-built latest Wi-Fi & Bluetooth, USB 3.2 or above, USB Type C port (or) Any Latest Configuration	Max. Rs.65,000
<b>Printer Configuration</b>	MFP Colour printer with min. 500 GHz processor, Auto Duplex printing & Scanning, Min. 256 MB storage or above, 1 Gbps Ethernet port, USB 3.2 or above, In-built Wi-Fi feature (or) Any latest Configuration	Max. Rs.50,000

<b>Level 5 - Executive Engineers, DFC &amp; any other Officers having equivalent rank</b>		
<b>Equipment</b>	<b>Configuration</b>	<b>Price range</b>
<b>Desktop configuration</b>	Core i5/equivalent Processor of latest Generation, 16 GB RAM or above, Min. 256 SSD or above, 1 TB HDD or above, 1 Gbps Ethernet port, In-built latest Wi-Fi & Bluetooth, USB 3.2 or above, USB Type C port (or) Any Latest Configuration	Max. Rs.60,000
<b>Printer Configuration</b>	MFP Colour printer with min. 500 GHz processor, Auto Duplex printing & Scanning, Min. 256 MB storage or above, 1 Gbps Ethernet port, USB 3.2 or above, In-built Wi-Fi feature (or) Any latest Configuration	Max. Rs.50,000
<b>Level 6 - HQ Video Conference Purpose (for HQ IT &amp; Network Maintenance), HQ Data Centre Maintenance (for Network maintenance team &amp; System Admin team) and Regional Coordinators, Senior Managers / Managers/EDC's</b>		
<b>Equipment</b>	<b>Configuration</b>	<b>Price range</b>
<b>Laptop Configuration</b>	Core i7/equivalent Processor of latest Generation, 16 or 32 GB RAM or above, 1 TB SSD or above, OLED/FHD/FHD+ Display (or) Any Latest Configuration	Max. Rs.75,000
<b>Desktop configuration</b>	Core i7/equivalent Processor of latest Generation, 16 GB or above, Min. 256 SSD or above, 1 TB HDD or above, 1 Gbps Ethernet port, In-built latest Wi-Fi & Bluetooth, USB 3.2 or above, USB Type C port (or) Any Latest Configuration	Max. Rs.75,000
<b>Printer Configuration</b>	MFP printer with min. 500 GHz processor, Auto Duplex printing & Scanning, Min. 256 MB storage or above, 1 Gbps Ethernet port, USB 3.2 or above, In-built Wi-Fi feature (or) Any latest Configuration	Max. Rs.40,000

<b>Level 7 - Assistant Executive Engineers, Assistant Engineers and Any other Officers having equivalent rank</b>		
<b>Equipment</b>	<b>Configuration</b>	<b>Price range</b>
<b>Desktop configuration</b>	Core i3/equivalent Processor of latest Generation, 8 GB RAM or above, 256 SSD or above, 1 TB HDD or above, 1 Gbps Ethernet port, In-built latest Wi-Fi & Bluetooth, USB 3.2 or above, USB Type C port (or) Any Latest Configuration	Max. Rs.50,000
<b>Printer Configuration</b>	MFP printer with min. 500 GHz processor or above, Auto Duplex printing & Scanning, Min. 256 MB storage or above, 1 Gbps Ethernet port, USB 3.2 or above, In-built Wi-Fi feature (or) Any Latest Configuration	Max. Rs.30,000
<b>Level 8 - Employees under Class III &amp; IV &amp; Manpower engaged through Outsourcing for special duties</b>		
<b>Equipment</b>	<b>Configuration</b>	<b>Price range</b>
<b>Laptop Configuration</b>	NA	NA
<b>Desktop configuration</b>	Core i3/equivalent Processor of latest Generation, 8 GB RAM or above, 256 SSD or above, 1 TB HDD or above, 1 Gbps Ethernet port, In-built latest Wi-Fi & Bluetooth, USB 3.2 or above, USB Type C port (or) Any Latest Configuration	Max. Rs.40,000
<b>Printer Configuration</b>	NA	NA
<b>Level 9 - Officials involved in Programming and specialised works</b>		
<b>Equipment</b>	<b>Configuration</b>	<b>Price range</b>
<b>Laptop Configuration</b>	Core i7/equivalent Processor of latest Generation, 16 GB RAM or above, 1 TB SSD or above, OLED/FHD/FH+ Display (or) Any Latest Configuration  <b>Only One Laptop per division is eligible</b>	Max. Rs.75,000

<b>Desktop configuration</b>	Core i7/equivalent Processor of latest Generation, 16 GB RAM or above, Min. 256 SSD or above, 1 TB Hard Drive or above, 1 Gbps or above Ethernet, in-built Wi-Fi, Bluetooth 5.0, USB 3.2 or above, USB Type C port (or) Any Latest Configuration	Max. Rs.75,000
<b>Printer Configuration</b>	MFP Colour printer with min. 500 GHz processor, Auto Duplex printing & Scanning, Min. 256 MB storage or above, 1 Gbps Ethernet port, USB 3.2 or above, In-built Wi-Fi feature (or) Any Latest Configuration	Max. Rs.50,000

**NOTE:** (1) For **Levels 1, 2 & 3**, the Officer is eligible for both **Desktop** and **Laptop**.

(2) For **Level 4**, the Officer is eligible for either **Desktop** or **Laptop**.

\* **For processor**, the existing I series of Intel is taken as a base. In future, any changes to the nomenclature of processors, the available processors may be categorized as Level 1,2, 3 etc. and will be applicable in the following order

I7 – Level 1

I5 – Level 2

I3 – Level 3

If it is from a different OEM, then the equivalent processor is applicable within the approved cost

\***Standard Software & application:** Any software (Operating System, Antivirus Software etc.,) that is essential for running the device towards discharge of day-to-day official functions / duties.

#### **IV. Procurement Procedure:**

Purchase is to be done through GEM portal or Open tender or rate contract or appropriate tender system by respective Chief Engineer/Superintending Engineer office at field level as per the delegation of powers already vested and for HQ by CE/MM or Officers designated by the Board.

\*\* Procurement of Equipment like Servers, SAN storage, Firewall, Routers & Switches will be done at Headquarters only through Officers designated by the TNPDC.

**V. Safety, Security & Maintenance of Device:**

The officer, who is given the IT equipment, shall take utmost care for its safety and security as well as security of data / information, though the equipment shall continue to remain Company's Property.

**VI. Replacement procedure:**

- a. The general norms for the life period of the IT equipment is about 5 years. Hence, no new IT equipment may be sanctioned to an officer within 5 years from the date of procurement/ installation whichever is earlier. Beyond 5 Years, if the IT equipment is found to be in unrepairable condition, the same may be replaced with powers as mentioned in Para-II. In cases of issues arising in the IT equipment due to loss / damage beyond repairs within the prescribed period, the approving authority is CMD.
- b. In case of Desktops/Laptops where the date of procurement could not be ascertained, the year shown in the CMOS should be taken.

**VII. Handing over of equipment / special approval:**

- a. In case of transfer / retirement / Voluntary retirement, IT equipment issued to officers is to be returned in good working conditions (with relevant accessories) to the office for further issuance to next incumbent.
- b. In case the post itself is redeployed, the IT equipment should be utilized for any other equivalent eligible post in same Circle/Office. If there is no such requirement, it should be transferred to the redeployed post.

**VIII.** In case of special administrative requirements, requests for issuance of IT equipment to Officers (equivalent to the respective level of category) other than as mentioned above, may be forwarded to Headquarters IT Wing for examination and recommendation to the Competent Authority for sanctions, where deemed deserving.

**IX.** All procurement / purchases should be regularized & entered into asset register maintained in their office and also through ERP.

- X. Head of the Department may undertake procurement subject to functional requirement and budgetary provision.
- XI. All offices should follow the Standard Operating Procedure for devolution of equipment, which are beyond repairable condition into their respective Central Stores through ERP devolution or managed through a vendor buyback agreement upon purchasing new IT assets.

The Chief Stores Officer (CSO) of the respective circle is responsible for the final disposal of e-waste materials through Auction process. For Headquarters, devolution is to be done in Central stores/Mylapore.

**XII. Broadband Internet:**

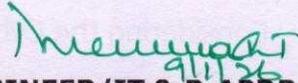
Considering the Cybersecurity implications in having Internet connectivity within a secured LAN (Local Area Network), the following guidelines are issued:

- i. This covers all types of internet connectivity availed locally.
- ii. Internet connectivity can be sanctioned only by the Chief Engineer or equivalent rank irrespective of the monetary limits already available.
- iii. Considering the Cybersecurity threats, the connectivity should be availed through a firewall if available. If no firewall is available, the computer with internet should be isolated from the LAN network at all times. The Managers/SM/IT incharge should ensure the same.
- iv. The Managers/SM/IT incharge also should certify that the computer with internet access is always isolated from LAN every year.
- v. The PCs with internet should have an Antivirus software with latest updates.
- vi. If internet connectivity for the specific Region/Circle/Plant/Station is already provided by Headquarters, then such offices cannot avail Internet connectivity locally.
- vii. If LAN connectivity is not provided, then the available internet connectivity at that place may be availed after getting approval from competent authority at Headquarters.

- viii. Only one internet connection should be availed for Video conference, Tender and all other applications. If there are additional connections, then the same should be surrendered immediately. If required, bandwidth of internet connectivity may be increased based on the need rather than having multiple connections.

As the IT environment is a rapidly evolving one, this policy will be applicable for a period of 3 years from the date of approval. Based on the changes, the next revised/amended policy will be issued accordingly.

**(BY ORDER OF THE CMD)**

  
**CHIEF ENGINEER/IT & R-APDRP**

To

The Chairman Cum Managing Director/TNEB (Desk), Chennai-02.  
The Managing Director/ TNGECL (Desk), Chennai-02.  
The Managing Director/ TNPGL (Desk), Chennai-02.  
The Joint Managing Director/FINANCE (Desk), Chennai-02.  
The Managing Director/ TANTRANSCO (Desk), Chennai-02.

All the Directors of TNPDL, TNPGL, TNGECL&TANTRANSCO, Ch-02.

All the Chief Engineers of TNPDL, TNPGL, TNGECL & TANTRANSCO, Ch-02.

All the Superintending Engineers of TNPDL, TNPGL, TNGECL & TANTRANSCO, Ch-02.

The Secretary/TNEB, Chennai-02.

The Chief Financial Controllers of TNPDL, TNPGL, TNGECL & TANTRANSCO, Ch-02.

The Chief Internal Audit Officers of TNPDL, TNPGL, TNGECL & TANTRANSCO, Ch-02.

The Legal Advisor / Chennai-02.