

TAMILNADU GENERATION & DISTRIBUTION CORPORATION LTD.
(Administrative Branch)

From

To

Er. A. ASHOK KUMAR, B.E.
Chief Engineer/Personnel,
144, Anna Salai,
Chennai - 600 002.

All Chief Engineers,
All Superintending Engineers.

Letter No. 014859/89/G.16/G.161/2019-1, dated 26.02.2019

Sir,

Sub : TANGEDCO-TNEB Employees Conduct Regulations -
NOC to visit aboard - Instructions- Issued- Regarding.

Ref : The Superintendent of Police/SB CID/Chennai
Lr.No.SCA-4 No.24345/2018/C, dated 09.11.2018 &
13.12.2018.

All the CEs and SEs of the TANGEDCO/ TANTRANSCO are requested to ensure that the requisitions for NOC are sent to this office **at least 90 working days** (3 Months) prior to the date of departure so that the process can be completed on time. Since it involves getting clearance from various departments.

It is also requested to ensure that the requisitions are in complete shape. The personnel Pro-forma should contain all the details given below as duly attested by the authorities concerned.

1.	Name	:	
2.	Designation	:	
3.	Date of Birth	:	
4.	Date of joining into Service	:	
5.	GPF/ CPS NO	:	
6.	Permanent Address	:	
7.	Present Address	:	
8.	Departmental action pending, if any	:	
9.	Service Particulars	:	
10.	Purpose of applying NOC	:	

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11.	Name of the Country proposed to visit	:	
12.	Purpose of visit	:	
13.	Duration of visit (from to....)	:	
			SIGNATURE OF THE OFFICER WITH SEAL

The staffs under the control of the officer may be strictly instructed to furnish the application well in advance so that the proposal reaches this office before 3 months from the date of proposed travel.

Yours faithfully,

Sd/****27.02.2019
(R. KRISHNAMOORTHY)
DEPUTY CHIEF ENGINEER
for CHIEF ENGINEER/PERSONNEL

Copy submitted to the Secretary/TANGEDCO/Chennai-2.
Copy submitted to the Steno to the Chief Engineer/Personnel/Adm. Branch.
Copy submitted to the Steno to the Deputy Chief Engineer/Adm. Branch.
Copy submitted to all Senior Personnel Officer/Adm. Branch.
Copy to G.21 Section/ Adm. Branch/Chennai-2.
Copy to Stock file.