

**TAMIL NADU POWER DISTRIBUTION CORPORATION LIMITED  
(ABSTRACT)**

TNPDCL - Tamil Nadu Electricity Board Employees' Conduct Regulations - Simplification of procedures for obtaining NOC for undertaking any foreign trip by the officials - Amendment to regulation 27-B of TNEB Employees' Conduct Regulations - Orders – Issued.

**(SECRETARIAT BRANCH)**

**(PER) FB TNPDCL PROCEEDINGS No.21,**

**DATED THE 13<sup>TH</sup> AUGUST, 2026.**

Aadi-28, Paraabhava Varudam,  
Thiruvalluvar Aandu-2057.

**READ:**

1. (Per) FB TNPDCL Proceedings No.14 (SB), dated 17.03.2025.
2. G.O.Ms.No.19, HRM (A) Department, dated 28.05.2025.
3. (Per) FB TNPDCL Proceedings No.40 (SB), dated 25.11.2025.
4. G.O.Ms.No.3, HRM (A) Department, dated 07.01.2026.
5. Minutes of 136<sup>th</sup> Meeting of Board of TNPDCL held on 23.06.2026.

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**PROCEEDINGS:**

The Government in G.O. second read above, had issued orders amending rule 24-A of the Tamil Nadu Government Servants' Conduct Rules, 1973 bifurcating the same into two rules viz. "24-A.Application for grant or renewal of a passport"; and "24-B.Obtaining No Objection Certificate for undertaking a foreign trip" as a measure to simplify the process of making application for grant or renewal of passport by the Government Servants. Based on the same, suitable amendments were issued to the Tamil Nadu Electricity Board Employees' Conduct Regulations - vide Proceedings second read above.

**2.** Thereafter, the Government in G.O. fourth read above, have issued orders simplifying the procedure further for undertaking foreign trips by the Government Servants by making suitable amendments to the Tamil Nadu Government Servants' Conduct Rules, 1973.

**3.** The TNEB Employees' Conduct Regulations have been framed based on the Tamil Nadu Government Servants' Conduct Rules, 1973. The regulation 27-B of TNEB Employees' Conduct Regulations is corresponding to rule 24-B of the Tamil Nadu Government Servants' Conduct Rules, 1973. Therefore, a proposal for making suitable amendments to the said regulation, based on the orders issued by the Government in G.O. fourth read above, has been considered and approved by the Board of TNPDCL.

**4.** Accordingly, in exercise of the powers conferred under Section 79(c) of the Electricity (Supply) Act, 1948 (Central Act 54 of 1948), read with Section 185 of the Electricity Act, 2003, orders issued in G.O.Ms.No.100, Energy (B2) Department, dated 19.10.2010 and G.O.Ms.No.32, Energy (B2) Department, dated 06.03.2024,

the Tamil Nadu Power Distribution Corporation Limited makes the following amendments to the Tamil Nadu Electricity Board Employees' Conduct Regulations:

**AMENDMENTS**

In the said Regulations,

- (I) for regulation 27-B, the following regulation shall be substituted, namely:-

**27-B. Procedure for obtaining permission for undertaking a foreign trip.-**

- (1)(a) No employee shall undertake a foreign trip for personal reasons without giving the undertaking to the competent authority in Form-II in Schedule – IV whether by availing leave or during holidays. If an employee undertakes foreign trip by availing leave, he shall not undertake foreign trip before sanction of the leave applied for by the Competent authority:

Provided that where the leave applied for undertaking foreign visit is exceeding three months, the leave applied for shall be sanctioned by the next higher authority to the competent authority.

Provided further that the competent authority, or the higher authority, as the case may be, may refuse to grant leave and direct the employee not to undertake foreign trip for reasons to be recorded, whether he is undertaking the foreign trip by availing leave or during holidays.

- (b) No employee shall undertake foreign trip for attending conferences, seminars, meetings or training programmes on funding other than the Board/Government sources or sponsored by Non-Government Organisations without obtaining permission from the authority specified below and without sanction of the leave applied for. The employee shall submit the application in Form-II in Schedule – IV to the Head of the Department/competent authority.
- (c) On receipt of application, in Form-II in Schedule – IV under clause (b), the Head of the Department or the competent authority, as the case may be, shall process the application within fifteen days from the date of receipt of application and issue the letter of permission in Form – III in Schedule – IV. Where the letter of permission has not been issued within fifteen days, the application shall be forwarded to the Head of the Department or the competent authority, as the case may be and it shall either grant permission or reject it within seven days from the date of its receipt. If it is proposed to reject the permission, the authority concerned shall record the reasons therefor and communicate the same to the applicant concerned.

- (2) Where any disciplinary proceedings/charges under regulation 8(b) of the TNEB Employees' Discipline and Appeal Regulations or any criminal prosecution is pending or contemplated against the applicant, the competent authority or higher authority or Head of the Department as the case may be, may grant permission or refuse to grant it after taking into account the nature and gravity of the delinquency or the criminal charge.
- (3) In case of emergency, where the employee is unable to return, the authority concerned may provide a buffer period not exceeding three months from the date of expiry of such approved leave or period of stay, upon the request of the employee, in Form-IV in Schedule – IV.
- (4) Where the employee has failed to return within the extended period as granted, disciplinary action shall be initiated against him.
- (5) No employee shall leave India for seeking employment abroad without the prior permission of the authority prescribed:
- (6) Any employee proceeding on Haj Pilgrimage to Saudi Arabia through Tamil Nadu Haj Committee on "Temporary Haj passport with a validity of eight months for Saudi Arabia" and those proceeding on Jerusalem Pilgrimage through Government Schemes are also exempted from obtaining No Objection Certificate."

Explanation:- For the purpose of regulations 27-A and 27-B, "Competent Authority" means the authority competent to sanction Earned Leave to the employee concerned as per regulation 8 of TNEB Leave Regulations and the orders issued by the Tamil Nadu Power Distribution Corporation Limited from time to time.

(II) in Schedule-IV, for FORM-I and FORM -II, the following FORMs shall be substituted, namely:-

**SCHEDULE - IV**

**FORM-I**

\*\*(See regulation 27-A)

**APPLICATION FOR IDENTITY CERTIFICATE /NO OBJECTION CERTIFICATE  
FOR APPLYING FOR GRANT/RENEWAL OF PASSPORT**

(To be filled by the applicant)

|    |                                                                                                                                                                                       |   |  |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--|
| 1. | Name (Employee ID), designation, office address and scale of pay (if Selection grade or Special grade indicate respective ordinary grade scale of pay).                               | : |  |
| 2. | Date of retirement.                                                                                                                                                                   | : |  |
| 3. | State whether any criminal prosecution is contemplated or pending against you and whether your presence as witness would be needed in any criminal case under investigation or trial. | : |  |

**CERTIFICATE**

I undertake that I will uphold the honour and dignity of our Nation and will not indulge in any act prejudicial to the integrity and sovereignty of our Country during my travel and stay abroad.

|                                           |                                                                                                                                                                                                                                                                                 |                            |
|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
|                                           |                                                                                                                                                                                                                                                                                 | SIGNATURE OF THE APPLICANT |
| (TO BE FILLED BY THE COMPETENT AUTHORITY) |                                                                                                                                                                                                                                                                                 |                            |
| 4.                                        | Are the particulars furnished by the applicant correct as per information available with the department.                                                                                                                                                                        | :                          |
| 5.                                        | Whether the presence of the applicant outside India, may, or likely to, prejudice the friendly relations of India with any foreign country?                                                                                                                                     | :                          |
| 6.                                        | Whether the applicant at any time during the period of five years immediately preceding the date of his application, been convicted by a court in India for any offence involving moral turpitude and sentenced in respect thereof to imprisonment for not less than two years. | :                          |
| 7.                                        | Whether any proceedings in respect of an offence alleged to have been committed by the applicant are pending before a criminal court in India.                                                                                                                                  | :                          |
| 8.                                        | Whether any warrant or summons for the appearance or warrant for the arrest of applicant has been issued by a court under any law for the time being in force or whether an order prohibiting the departure from India of the applicant has been made by any such court.        | :                          |
| 9.                                        | Whether the applicant has been repatriated and has not reimbursed the expenditure incurred in connection with such repatriation.                                                                                                                                                | :                          |
| 10.                                       | Whether any dues are pending recovery, if so, the details thereof.                                                                                                                                                                                                              | :                          |
| 11.                                       | Whether any disciplinary action is pending under regulation 8(b) of the TNEB Employees' Discipline and Appeal Regulations.                                                                                                                                                      | :                          |
| 12.                                       | Whether a certificate has been obtained from Special Branch C.I.D. (Security) that the applicant does not figure adversely on the security records of the Government.                                                                                                           | :                          |

|     |                                                                                                                                                                                                                                                            |   |  |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--|
| 13. | Whether any corruption charges or Vigilance enquiry is pending against the applicant.                                                                                                                                                                      | : |  |
| 14. | Whether executed an affidavit in proper format on appropriate non-judicial stamp paper of minimum value and attested by a Notary Public in case of spouse and dependent children up to the age of 18 years of the employee requiring Identity Certificate. | : |  |
| 15. | Recommendation of Competent Authority.                                                                                                                                                                                                                     | : |  |

SIGNATURE OF THE COMPETENT AUTHORITY.

**FORM-II**

\*\*(See sub-regulations (1) (a) & (b) of Regulation 27-B)

**APPLICATION FOR PERMISSION/UNDERTAKING TO UNDERTAKE  
FOREIGN TRIP**

|     |                                                                                                        |   |                                           |
|-----|--------------------------------------------------------------------------------------------------------|---|-------------------------------------------|
| 1.  | Name (Employee ID), designation, office address.                                                       | : |                                           |
| 2.  | Date of retirement                                                                                     | : |                                           |
| 3.  | Name of countries proposed to visit                                                                    | : |                                           |
| 4.  | Duration of visit                                                                                      | : | Less than 3 months/<br>More than 3 Months |
| 5.  | Nature of Duration                                                                                     | : | Holiday/On leave                          |
| 6.  | Type of Leave.                                                                                         | : |                                           |
| 7.  | Nature of the Visit.                                                                                   | : | Personal/Official on<br>private capacity  |
| 8.  | Source of Funds to meet the cost of the proposed foreign travel.                                       | : |                                           |
| 9.  | Pending Disciplinary Proceedings (Regulations 8(b) of TNEB Employees' Discipline & Appeal Regulations. | : | Yes/No<br>(If yes, give the particulars)  |
| 10. | Pending Criminal Prosecution                                                                           | : | Yes/No<br>(If yes, give the particulars)  |

**Undertaking to visit abroad**

- a) I solemnly affirm that I shall not take up any appointment or attempt to secure additional income from any source whatsoever during my stay abroad.
- b) I shall not tender resignation of the post held by me during my stay abroad.
- c) I shall not canvas or seek any business while abroad.
- d) I affirm that my expenses are being covered through my personal savings and my immediate family members and that there is no contribution from anyone else with whom I have or have had official dealings with.

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- e) I fully understand that any contravention of the above will make me liable for major disciplinary action.
- f) That the Board will not be made liable for any expenditure (private/sponsorship) during this trip abroad. (\*)
- g) No criminal prosecution is contemplated or pending against me and my presence as witness would not be needed in any criminal cases under investigation or trial.

or

My foreign visit will in no way be prejudicial to the criminal prosecution pending against me. (\*)

- h) No proceedings in respect of an offence alleged to have been committed by me are pending before a criminal court in India.
- i) No corruption charges or Vigilance enquiry is pending against me.

or

My foreign visit will in no way be prejudicial to the corruption charges/Vigilance enquiry pending against me. (\*)

SIGNATURE OF THE APPLICANT.

(\*) Select whichever is applicable

### **FORM-III**

\*\*(See sub regulation (1) (c) of Regulation 27-B)

### **LETTER OF PERMISSION FOR FOREIGN TRIP**

Under regulation 27-B (1)(c) of TNEB Employees' Conduct Regulations, Thiru/Tmt/Selvi. \_\_\_\_\_ (Employee ID) working as \_\_\_\_\_ (specify designation) in the office of \_\_\_\_\_ (specify the office) is permitted to visit \_\_\_\_\_ (specify the country/countries) from \_\_\_\_\_ to \_\_\_\_\_ (specify the dates) to attend a training/seminar/workshop/conference/meeting, (strike out whichever is not applicable) subject to the conditions specified in the undertaking submitted by the applicant.

**Note:** Before undertaking foreign trip, necessary leave sanction to be obtained from the Leave Sanctioning Authority.

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**FORM- IV**

(See sub-regulation (3) of regulation 27-B)

**APPLICATION FOR EXTENSION OF FOREIGN STAY**

|    |                                                                            |  |  |
|----|----------------------------------------------------------------------------|--|--|
| 1. | Name (Employee ID), designation, office address.                           |  |  |
| 2. | Name of country staying at present                                         |  |  |
| 3. | Period of leave sanctioned                                                 |  |  |
| 4. | Reason for seeking extension of permission                                 |  |  |
| 5. | Period of extension of permission sought for (less than three months only) |  |  |
| 6. | Source of funds to meet the cost of the extended foreign stay              |  |  |

**5.** Consequent to the above, the following clarifications/guidelines are issued:-

- (i) In case of personal visits, no separate "No Objection Certificate" shall be required. The employee shall be allowed to travel abroad on approval of any form of admissible leave for a period of less than three months or more than three months, by the Earned Leave Sanctioning Authority or next level higher authority to the Earned Leave Sanctioning authority, as the case may be. Such leave application shall be submitted along with the Letter of Undertaking.
- (ii) Where the official visit is financed by the Government or Government sources requiring a Government order, the existing procedure shall continue. As the approval process already ensures necessary scrutiny, a separate No Objection Certificate shall not be required.

**6.** The authorities who are empowered to sanction leave as per regulation 8 of the "Tamil Nadu Electricity Board Leave Regulations" and as per the orders issued by the TNPDC from time to time delegating the powers to sanction leave, are hereby instructed to strictly adhere to the aforementioned amended provisions.

**7.** The receipt of these Proceedings shall be acknowledged.

**(BY ORDER OF THE BOARD)**

**V. ARUN ROY**  
**CHAIRMAN AND MANAGING DIRECTOR**

To  
All Chief Engineers.  
All Chief Financial Controllers/TNPDC/TNGECL/TNPGCL & TANTRANSO.  
The Chief Internal Audit Officer/Audit Branch.

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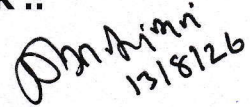
All Superintending Engineers.  
All Deputy Secretaries/Secretariat Branch, Chennai-2.  
All Senior Personnel Officers/Administrative Branch, Chennai-2.

**Copy to:**

The Chairman and Managing Director's Table, Chennai-2.  
The Additional Director General of Police/Vigilance, Chennai-2.  
The Managing Director/TNGECL, TNPGL and TANTRANSCO Chennai-2.  
The Joint Managing Director (Finance)/TNPDC & TANTRANSCO, Chennai-2.  
All Directors/TNPDC, TNPGL, TNGECL & TANTRANSCO, Chennai-2.  
The Secretary/TNPDC, Chennai-2.  
The Legal Adviser/TNPDC, Chennai-2.  
The Industrial Relations Adviser, Chennai-2.  
The Company Secretary/TNPDC & TANTRANSCO, Chennai-2.  
All Under Secretaries/Secretariat Branch, Chennai-2.  
The Under Secretary/TNGECL, TNPGL & TANTRANSCO, Chennai-2.  
All Sections in Secretariat Branch, Chennai-2.  
The Vigilance Cell, Chennai-2.

The Tamil Nadu Electricity Workers' Federation.  
The Tamil Nadu Electricity Board Accounts and Executive Staffs' Union.  
The Tamil Nadu Electricity Board Workers' Progressive Union.  
The Central Organization of Tamil Nadu Electricity Employees' (COTEE).  
The Minsara Pirivu Anna Thozhir Sangam.  
The Tamil Nadu Minvariya Janatha Thozhilalar Sangam.  
The Tamil Nadu National Electricity workers' Federation (Xavier Group).  
The Tamil Nadu National Electricity Workers' Federation (Swarnaraj Group).  
The Tamil Nadu Electricity Board Engineers' Sangam.  
The Tamil Nadu Electricity Employees' Congress (NLO).  
The Tamil Nadu Electricity Board Thozhilalar Poriyalay Aykkia Sangam.  
The Tamil Nadu Electricity Board Engineers' Association.  
The Tamil Nadu Electricity Board Finance & Accounts Officers' Association.  
The Bharathiya Electricity Employees' Federation.  
The Tamil Nadu Electricity Board Card Billing staffs' Union.  
The Tamil Nadu Electricity Board Dr.Ambedkar Employees' Union.  
The Tamil Nadu Electricity Board Engineers' Union.  
The Tamil Nadu Electricity Board Employees' Federation.  
The Tamil Nadu Minsara Variya Paattali Thozhir Sangam.  
Bharathiya Electricity Engineers' Association.  
Stock File.

**:: TRUE COPY :: FORWARDED :: BY ORDER ::**

  
**SECTION OFFICER**

  
13.8.2026