

**TAMILNADU POWER DISTRIBUTION CORPORATION LIMITED
(ABSTRACT)**

Establishment – HRMS – Employee portal - TNPDC, TNPGL, TNGECL & TANTRANSCO – New Online Counseling System – Implementation of end-to-end Online Request Transfer Applications (RTA) Counseling Process – Approval – Accorded.

(ADMINISTRATIVE BRANCH)

(Per.) MD TNPDC Proceedings No. 73

Dated: 02.07.2026.

**Aani 18, Parabhava Varudam,
Thiruvalluvar Aandu – 2057.**

READ:

1. CE/Personnel Memo.No.69140/IR1(3)/96-1,(Adm.Br) dated 11.06.1996
2. (Rt.) CMD TANGEDCO Proceedings No.5 (Adm.Br) dated 28.06.2017.
3. Minutes of the meeting chaired by the Hon'ble Minister for Energy Resources and Law at TNEB Headquarters on 01.06.2026.
4. Note approved by CMD/TNPDC on 30.06.2026.

PROCEEDINGS:-

Instructions and guidelines have been issued from time to time with regard to request transfers. The existing guidelines for Officers/Employees were framed and implemented vide orders read 1st above. In the meeting chaired by the Hon'ble Minister, wherein among other things vide minutes read 3rd above, regarding the process of Request Transfer Applications it has been minuted as below:

"Employee transfers – Request Transfer Applications through online portal may be developed under existing "Employee Portal"

2. To improve administrative efficiency, ensure transparency, uniformity, reduction of manual procedures and for timely processing, to monitor pendency and to ensure accurate and up-to-date vacancy position, an online Request Transfer Application (RTA) Counseling procedure through ERP system is hereby approved and ordered for immediate implementation. The Online RTA Counseling System shall be applicable to all eligible Employees of TNPDC / TNPGL /TNGECL and TANTRANSCO.

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3. The following request transfer guidelines are hereby effect from the date of issuance of this order.

3 (a). Various Stages in Online RTA Counseling Process.

The process of Request Transfer Applications (RTAs) of eligible Officers/Employees shall be carried out through Online with the following step-by-step procedures.

- i. Login with HRMS Portal
- ii. Application Submission
- iii. Validation and Performance Report submission by concerned Officials.
- iv. Automated Ranking
- v. Mock Allotment
- vi. Allotment through ERP
- vii. Reposting through ERP
- viii. Relieving and Joining through ERP

i. Login with HRMS portal

The employees intending to submit Request Transfer Applications (RTA) through the Online RTA Counseling System shall log in to the HRMS Employee Portal using their registered credentials. Upon login, the Employee Number, Position ID, Personal Area, Payroll Area, Employee Name, Designation, Date of Birth, Present Post, Present Station, Date of Joining in the Board and Employee Category are automatically filled in by the system through HRMS database without manual entry.

ii. Application Submission

(a) The portal will be opened twice in a year for submission of RTA applications.

Cycle-I

The Portal remains open to receive RTA applications from 1st January to 20th January until 23:59 hrs. Submitted applications shall remain valid upto 30th June and after that it will get lapsed.

Cycle-II

The Portal remains open to receive RTA applications from 1st July to 20th July until 23:59 hrs. Submitted applications shall remain valid upto 31st December and after that it will get lapsed.

(b) As a one time relaxation, employees those who have cancelled their transfer orders previously can also apply during July 2026 without waiting for two years prescribed time limit.

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iii. Validation and Performance Report submission by Concerned Officials

For ordering Request Transfer Applications (RTA) through the Online RTA Counseling System, the following conditions are precisely observed...

Categories	Eligibility Conditions
Employees entered into Board through Direct Recruitment / Compassionate Appointment / Land Acquisition Appointment / Medical Invalidation Appointment/Internal Selection and all others	Eligible to apply RTA after completion of one (1) year of service in the present station. (Excluding EL,ML,EOL,UEL on Private affairs)
Employees under Vigilance Enquiry	Should not be transferred back for 2 years without getting clearance from Vigilance Cell.
Employees against whom Disciplinary Proceedings (DP) are pending	After issuance of Final order for Initiated DP.
Cancellation of Transfer Order at the request of the Employee	Completion of one year from the date of Cancellation of order.
Withdrawn of RTA Application by the Employee	Eligible to apply in next Cycle.

The CEs/SEs/EEs concerned should upload the performance report (PR) in the portal within 15 days (Cycle I- February 5th and Cycle II – August 5th).

iv. Automated Ranking:-

(a) Priority

1. Medical grounds exclusively for Organ failure, cancer treatment.
2. Differently Abled persons whose disability is more than 50%.
3. Applicant having mentally challenged children.
4. To the place where spouse is working

(b) Tie-breaking Criteria

In cases where two or more applicants have the same priority, the following tie-breaking criteria shall be applied:

(b)(i) The Shortest Length of Service in the Requested Circle/ Station.

If both employees have already worked in the requested Circle/Station, preference shall be given to the employee who has served for the shortest period (continuously or in different spells) in the requested Circle/Station.

(b)(ii) The Longest Length of Service in the Present Circle/Station.

If both employees have not worked or have worked for the same length in the requested Circle/Station, preference will be given to the employee who has served for the longest period in the present circle.

(b)(iii) Same length of Service

If both the employees have same length of service, preference will be based on (i) Date of Birth – Elder in age (ii) Name – By alphabet.

(c) After considering all eligible requests from applicants who have applied for transfer within the circle, requests for inter-circle transfers (i.e from the out circle) shall be considered.

(d) Similarly, after considering all eligible requests from applicants who have applied for transfer within the Division, requests for transfers from other Divisions shall be considered.

v. Mock Allotment

A **Mock Allotment (Preview)** facility shall be provided to the concerned authorities to verify the proposed allotment before issuance of the final allotment orders. The concerned authorities shall review the proposed allotment details and report any discrepancies, if any, within the stipulated time. The final allotment shall be generated only after incorporating the approved corrections.

vi. Allotment through ERP

a) Based on the priority rank list generated by the system and upon approval by the competent authority, the allotment orders shall be generated through the Online RTA Counseling System. The system shall also provide a provision for cancellation of allotment orders, wherever necessary, by the competent authority in accordance with the prescribed procedure. The allotment orders shall thereafter be communicated to the concerned employee and the competent authority for further action.

b) RTA transfer orders shall be processed every month for all eligible applicants, based on the available vacancies and issued on or before 10th of every month

vii. Reposting through ERP

After issuance of the allotment orders through ERP, the concerned Competent Authority shall issue the reposting orders in accordance with the delegated powers prescribed by the Board.

viii. Relieving and Joining through ERP

Upon issuance of the allotment and reposting orders through the Online RTA Counseling System, the orders shall be automatically communicated to the concerned Chief Engineers (CEs), Superintending Engineers (SEs), Executive Engineers (EEs) and the concerned employee through HRMS ERP Portal as official communication. The concerned authority shall relieve the employee through ERP based on the reposting order and the employee shall submit the joining report through ERP at the new place of posting.

3(b). Cancellation of orders by the Employee

On request of the employee, a transfer order may be cancelled. Such employees shall be eligible to apply RTA transfer only after the expiry of one year from the date of cancellation of the transfer order.

(By the order of CMD/TNPDCL)

M.AMBIGA
CHIEF ENGINEER/PERSONNEL

To

All the Chief Engineers of TNPDCL, TNPGL, TNGECL & TANTRANSCO.
All the Superintending Engineers of TNPDCL, TNPGL, TNGECL & TANTRANSCO.

Copy to

The Chairman and Managing Director's table.
The Executive Assistant to Chairman.
The Managing Director/TNPDCL /Chennai-02.
The Managing Director/TNGECL/Chennai-02.
The Managing Director/TANTRANSCO/Chennai-02.
The Joint Managing Director (Finance), TNPDCL.
The Director(Distribution), TNPDCL.
The Director (Planning), TNPDCL.
The Director (Generation), TNPGL.
The Director(Technical), TNGECL.
The Director (Operation), TANTRANSCO.
The Director/Transmission projects, TANTRANSCO.
The Director/Finance/TNPDCL, TNPGL, TNGECL and TANTRANSCO.
The Secretary/TNPDCL.
The Company Secretary/ TNPDCL, TNPGL, TNGECL and TANTRANSCO.
The Legal Adviser.
All Chief Financial Controllers/ TNPDCL, TNPGL and TANTRANSCO.
The Chief Internal Audit Officer/Audit Branch.
All Deputy Secretaries/Secretariat Branch/TNPDCL.
The Deputy Chief Engineer/Administrative Branch/Chennai.
All Senior Personnel Officer/ TNPDCL, TNPGL, TNGECL and TANTRANSCO.
All Personnel Officer/ TNPDCL, TNPGL, TNGECL and TANTRANSCO .
All Assistant Personnel Officer/Adm.Branch/TNPDCL/Chennai-02.
The Superintendent, Chamber of the Chief Engineer/Personnel/Chennai-02
Stock File.

:: FORWARDED:: BY ORDER::


DEPUTY CHIEF ENGINEER (FAC)