

**TAMIL NADU POWER DISTRIBUTION CORPORATION LIMITED
(ADMINISTRATIVE BRANCH)**

144, ANNA SALAI,
CHENNAI-02.

Letter No. 041609/19/DCE/AE1/ERP/2026-7, dated. 03.08.2026.

From

Er. M.KALAISELVI, B.E.,
Chief Engineer/Personnel (FAC)
144, ANNA SALAI,
CHENNAI-02

To

All the Chief Engineers of TNPDC, TANTRANSO, TNPGL & TNGEL.
All the Superintending Engineers of TNPDC, TANTRANSO, TNPGL & TNGEL.

Sir/Madam,

Sub: ERP – HRMS – RTA Online Counseling Process – Validation of Applications and submission of Performance Reports (PRs) for all cadres through HRMS Portal – Instructions – Issued.

- Ref:
1. (Per) MD TNPDC Proceedings No.73 (Adm.Br.), dated.02.07.2026
 2. This office Letter No. 041609/19/DCE/AE1/ERP/2026-5, dated. 09.07.2026.
 3. This office Letter No. 041609/19/DCE/AE2/ERP/2026-6, dated. 20.07.2026.

As per the approval accorded vide the reference 1st cited above, the HRMS – RTA online counselling process has commenced and RTA applications were received through HRMS portal up to **20.07.2026**.

2. In the reference 3rd cited, it has been informed that after closure of the application period, the validation of Request Transfer applications and submission of Performance Reports (PRs) shall be carried out by the S.R. Maintaining authorities through the **HRMS Portal**.

3. In order to process the RTAs, the facility for validation and submission of Performance Reports (PRs) by the S.R. Maintaining Authorities will be made available for a period of 15 days **from 04.08.2026 to 18.08.2026**. The validated PRs shall be submitted through the prescribed workflow within the above mentioned period.

4. Accordingly, all S.R. Maintaining Authorities are requested to validate and submit the Performance Reports on or before 18.08.2026 without fail.

5. Further, if any promotions are proposed to be issued during this month, the RTA process has to be completed prior to effecting promotions. Therefore, all S.R. Maintaining Authorities are requested to accord top priority to this work and ensure that the performance report's are validated and submitted within the stipulated time, without waiting until the last date.

6. Any discrepancy or consequential issue arising out of validation of applications and submissions of performance reports shall be viewed seriously and the concerned officers shall be held responsible.

7. This may be treated as **MOST URGENT**.

Sd/***03.08.2026
CHIEF ENGINEER/PERSONNEL
(FAC)

Copy to

The Deputy Chief Engineer/TNPDCL/Chennai-02.
The Senior Personnel Officer/ Recruitment/ Adm.Branch/Chennai -02
The Senior Personnel Officer/Administration/Adm.Branch/Chennai-02.
All the Personnel Officer/Adm.Branch/TNPDCL/Chennai-02.
All the Assistant Personnel Officer/Adm.Branch/TNPDCL/Chennai-02.
The Superintendent, Chamber of the Chief Engineer/Personnel/Chennai-02.
Stock File