

**TAMIL NADU GENERATION AND DISTRIBUTION CORPORATION**  
**ABSTRACT**

Establishment – TANGEDCO – Review of Secretariat Branch – Redeployment – Abolition/re-designation of certain posts – Revised work allocation - Orders - Issued.

**SECRETARIAT BRANCH**

(Per.) CMD TANGEDCO Proceedings No.265

Dated 31<sup>st</sup> December 2021.  
Margazhi-16.  
Thiruvalluvar Aandu 2052.

Read :-

(Per) CMD TANGEDCO Proceedings No.137 (SB),  
dated 03.09.2020.

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**PROCEEDINGS:-**

In the Proceedings read above, among others 19 numbers of Assistant Section Officer posts and 24 numbers of typist posts have been abolished and therefore the subjects of the abolished posts have been merged with another post of Assistant Section Officer in the Section itself. Hence, the allocation of the subjects among the Section are unbalanced. Further, among the 25 Sections in the Secretariat Branch 10 Sections consists of one Section Officer and one Assistant Section Officer post and the remaining 15 Section consists of one Section Officer post and two Assistant Section Officer posts.

2. It has been proposed to streamline the subjects among the Sections and to rearrange the posts of Section Officers and Assistant Section Officers in a uniform manner, a Section should be consisting of one Section Officer post and two Assistant Section Officer posts with proper and equal subject allocation among the sections and therefore it has also been proposed to reduce the no. of 25 Sections into 21 Sections by giving supervisory works to the existing 4 Assistant Board Secretariat Officer in the Secretariat Branch.

3. Accordingly, it is ordered that the subjects among the Sections in the Secretariat Branch be reallocated and the Sections also be renamed as mentioned in the Annexure-I to this order. Further, it is also ordered that the allocation of the subjects and Sections among the Deputy Secretaries/Under Secretaries and Assistant Board Secretariat Officers be rearranged as mentioned in the Annexure-II to this order.

4. All Sections are directed to submit their files to the Officers as ordered.

5. This order shall take immediate effect.

**(BY ORDER OF THE CHAIRMAN-CUM-MANAGING DIRECTOR)**

**A.MANIKKANNAN**  
**SECRETARY**

To  
The Secretary/TANGEDCO. (w.e.)  
All Deputy Secretaries/Secretariat Branch. (w.e.)  
All Under Secretaries/Secretariat Branch. (w.e.)  
All Assistant Board Secretariat Officers/Secretariat Branch. (w.e.)  
All Sections/Secretariat Branch. (w.e.)

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Copy to:-

The Personal Assistant to Chairman-cum-Managing Director/TANGEDCO. (w.e.)

The Additional Senior Private Secretary to Secretary/TANGEDCO. (w.e.)

Stock File.

//TRUE COPY//FORWARDED//BY ORDER//

*S. Saravathy*  
03/01/22  
SECTION OFFICER

**ANNEXURE-I**

**WORK ALLOCATION AMONG THE**  
**SECTIONS OF SECRETARIAT BRANCH/TANGEDCO**

	"A1" Section
A11 Seat <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">A1</span>	<ol style="list-style-type: none"><li>i. Transfer, promotion, posting of Chief Engineers/ Superintending Engineers/Executive Engineers/ Electrical.</li><li>ii. Preparation of Panel in respect of the above categories.</li><li>iii. Sanction of all kinds of Leave above 30 days except C.L. in respect of Executive Engineers/ Electrical and sanction of all kinds of Leave in respect of Superintending Engineers/Electrical and Chief Engineers/Electrical.</li><li>iv. Court cases.</li><li>v. RTI Petitions.</li><li>vi. Restoration of original seniority.</li></ol>
A12 Seat	<ol style="list-style-type: none"><li>i. Transfer, promotion, posting of Chief Engineer/Superintending Engineer/Executive Engineer/Civil and Chief Engineer/ Superintending Engineer/Executive Engineer/Mechanical.</li><li>ii. Preparation of Panel in respect of the above categories.</li><li>iii. Sanction of all kinds of Leave above 30 days except C.L. in respect of Executive Engineers/Civil &amp; Mechanical and sanction of all kinds of Leave in respect of Superintending Engineers and Chief Engineers.</li><li>iv. Court cases.</li><li>v. RTI Petitions.</li><li>vi. Performance Assessment Report in respect of CEs/SEs/EEs/ Electrical, Civil &amp; Mechanical.</li><li>vii. Restoration of original seniority.</li><li>viii. Additional Charges allowances in respect of CEs/SEs/EEs Electrical, Civil &amp; Mechanical.</li><li>ix. Preparation of Annual list of Class-I officers of TANGEDCO in respect of CEs/SEs/Electrical, Civil &amp; Mechanical.</li></ol>

"A2" Section	
A21 Seat	<ul style="list-style-type: none"> <li>i. Transfer, promotion, posting of Chief Financial Controller/Financial Controller/Deputy Financial Controller/Stores Controller and Senior Personnel Officer/Personnel Officer and Senior Administrative Officer.</li> <li>ii. Preparation of Panel.</li> <li>iii. Sanction of all kinds of Leave above 30 days except C.L. in respect of Executive Engineers equivalent rank and sanction of all kinds of leave for other officers.</li> <li>iv. Court cases.</li> <li>v. RTI Petitions.</li> <li>vi. Performance Assessment Report.</li> <li>vii. Restoration of original seniority.</li> <li>viii. Additional Charge allowances.</li> </ul>
A22 Seat	<ul style="list-style-type: none"> <li>i. Transfer, promotion, posting of Assistant Legal Advisor, Deputy Secretary, Under Secretary, Chief Internal Audit Officer, Senior Deputy Chief Internal Audit Officer, Deputy Chief Internal Audit Officer and Chief Medical Officer.</li> <li>ii. Preparation of Panel.</li> <li>iii. Sanction of all kinds of Leave above 30 days except C.L. in respect of DCIAO, PO, Stores Controller and Senior Administrative Officers and sanction of all kinds of leave for all other officers.</li> <li>iv. Court cases.</li> <li>v. RTI Petitions.</li> <li>vi. Performance Assessment Report.</li> <li>vii. Restoration of original seniority.</li> <li>viii. Additional Charge allowances.</li> <li>ix. Retirement Notification in respect of all Class-I Officers.</li> <li>x. Preparation of Annual list of Class-I Officers for Non-Technical.</li> </ul>

"A3" Section	
A31 Seat  A11	<ul style="list-style-type: none"> <li>i. Establishment matters of Class-II and III service for the posts of Assistant Board Secretariat Officers, Section Officers, Senior Private Secretaries, Additional Senior Private Secretaries, Private Secretaries, Assistant Section Officers, Personal Assistants, Personnel Clerks, Typists.</li> <li>ii. Establishment matters of Industrial Relation Officers, Deputy Director of Sports, Senior Sports Officers, Sports Officers and Assistant Welfare Officer in Secretariat Branch.</li> <li>iii. Sanction of Leave, Surrender of Leave Sanction.</li> <li>iv. Maintenance of Service Book.</li> <li>v. Sanctioning Periodical Increment for all officials.</li> <li>vi. Prior intimation for applying/renewal of Passport and to visit foreign countries.</li> <li>vii. Permission for Movable and Immovable properties.</li> <li>viii. Study Permission.</li> <li>ix. Special Training permission.</li> <li>x. Guest Lecture Permission.</li> <li>xi. Retirement Training Permission.</li> <li>xii. Appointment of Ex-Cadre post from Government.</li> <li>xiii. Preparation of panel and promotion related works, Transfer and Postings, Performance Assessment Reports.</li> <li>xiv. Verification of Genuineness of certificate.</li> <li>xv. Court Cases.</li> <li>xvi. Outsourcing of Typists.</li> <li>xvii. Maintaining various Registers.</li> <li>xviii. Audit Compilation of returns of Secretariat Branch, Individual proposal, Duty Officers report, Monthly and Half Yearly performance, Office procedures, Miscellaneous work of the section.</li> <li>xix. RTI Petitions.</li> </ul>

A32 Seat	<ol style="list-style-type: none"><li>i. Dealing with the Sports matters of TANGEDCO and TANTRANSCO.</li><li>ii. Establishment matters for the post of Personal Assistant, Junior Assistant, Driver, Sergeant, Gurkha Watchman, Employees in Class-IV Service, RWE employees in Vigilance units and persons engaged in consolidated salary.</li><li>iii. Sanction of Leave, SLS, maintenance of Service Book.</li><li>iv. Preparation of panel and promotion, transfer and posting.</li><li>v. Verification of Genuineness of certificate.</li><li>vi. NOC for passport and visit.</li><li>vii. Retirement and Terminal Benefits and PAR (except Class-I Officers Technical and Accounts staff, Vigilance unit and Enforcement wing and CPRO)</li><li>viii. RTI Petitions.</li><li>ix. Miscellaneous currents of the Section.</li><li>x. Supervising of the works of Junior Assistant in Tapal and Despatch Section.</li><li>xi. Maintenance of Record Section.</li></ol>
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	"A4" Section
A41 Seat	<p>1. Scrutinization of rectification of pay anomaly proposals in respect of Class I Officers (Both Technical and Non-Technical)</p> <ol style="list-style-type: none"> <li>i. Directors</li> <li>ii. Chief Engineers (Elec./Mech./Civil)</li> <li>iii. Chief Financial Controllers</li> <li>iv. Chief Internal Audit Officer</li> <li>v. Executive Engineers (Elec./Mech./Civil)</li> <li>vi. Superintending Engineers (Elec./Mech./Civil)</li> <li>vii. Deputy Financial Controllers/Financial Controllers</li> <li>viii. Deputy Chief Internal Audit Officers/ Senior Deputy Chief Internal Audit Officers</li> <li>ix. Senior Personnel Officers, Personnel Officers, Senior Administrative Officers, Deputy Secretaries, Under Secretaries, Deputy Chief Chemists &amp; Store Controllers.</li> </ol> <p>2. Issue of Instructions/clarification regarding pay anomaly and adoption of Government orders regarding pay anomaly.</p> <p>3. General Miscellaneous Currents.</p>
A42 Seat	<p>1. Scrutinization of pay anomaly proposals in respect of Class II Officers received from Administrative Branch &amp; Class II, III, IV services in respect of Secretariat Branch and Audit Branch.</p> <ol style="list-style-type: none"> <li>i. Assistant Engineer/Junior Engineer Grade-I (Elec./Mech./Civil)</li> <li>ii. Accounts Supervisor/Assistant Accounts Officers/ Accounts Officers</li> <li>iii. Assistant Executive Engineer (Elec./Mech./Civil)</li> <li>iv. Assistant Section Officer/Section Officer/Assistant Board Secretariat Officer</li> <li>v. Assistant /Superintendents/Assistant Personnel Officer</li> <li>vi. Auditors, Assistant Audit Officers &amp; Internal Audit Officers.</li> </ol>

"A5" Section	
<p>A51 Seat</p> <p style="font-size: 2em; opacity: 0.5;">A5</p>	<p>i. Disciplinary Proceedings against Class-I Officers in respect of ;</p> <p>Chennai Region/North. Chennai Region/South. Trichy Region. Madurai Region. Erode Region. NCTPS. MTPS. Chief Engineer/Civil Designs, Chief Engineer/Transmission. Chief Engineer/Transmission Projects-I/Chennai. Chief Engineer/Civil Transmission Wing/Chennai. Chief Engineer/Personnel, Administrative Branch/ Chennai. Chief Engineer/System Operation/Chennai. Chief Engineer/MM, Chief Engineer/Mechanical/Coal. Chief Engineer/Mechanical/Thermal Stations. Chief Engineer/PPP. Chief Engineer/NCES. Chief Engineer/Commercial. Chief Engineer/IT. Chief Engineer/R-APDRP.</p> <p>ii. Review of Appeal and Memorial petitions thereon.</p> <p>iii. Retirement review of Class-I Officers and report in Administrative Branch and Accounts Branch.</p> <p>iv. Court cases in respect of the above offices.</p> <p>v. RTI Petitions.</p>



A52 Seat	<p>i. Disciplinary Proceedings against Class-I Officers in respect of ;</p> <ul style="list-style-type: none"><li>Coimbatore Region.</li><li>Vellore Region.</li><li>Villupuram Region.</li><li>Tirunelveli Region.</li><li>TTPS.</li><li>ETPS.</li><li>Chief Engineer/PUSHEP.</li><li>Chief Engineer/Civil Consultant.</li><li>Chief Engineer/Civil/Headquarters.</li><li>Chief Engineer/Hydro.</li><li>Chief Engineer/Projects-I.</li><li>Chief Engineer/Projects-II.</li><li>Chief Engineer/P&amp;C.</li><li>Chief Engineer/Industrial Co-ordination and R&amp;D.</li><li>Chief Engineer/Planning and Resource Centre.</li><li>Chief Engineer/Grid Operation.</li><li>Chief Engineer/Mechanical/Mines.</li><li>Chief Engineer/DSM.</li><li>Audit Branch.</li><li>Secretariat Branch.</li></ul> <p>ii. Review of Appeal and Memorial petitions thereon.</p> <p>iii. Retirement review of Class-I Officers.</p> <p>iv. Court cases in respect of the above Offices.</p> <p>v. RTI Petitions.</p>
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"A6" Section

<p>A61 Seat</p> <p>A2</p>	<ul style="list-style-type: none"> <li>i. Fixation of pay, sanction of increment in respect of Directors, CEs and equivalent ranks, ACEs, VOs &amp; EE/Enforcement.</li> <li>ii. Re-fixation of pay based on Rectification of pay anomaly in respect of CEs.</li> <li>iii. Voluntary Retirement (all Class I Officers).</li> <li>iv. Study Permission.</li> <li>v. Permission to take up private employment after retirement.</li> <li>vi. Selection grade Orders of Executive Engineer.</li> <li>vii. Issue of No Objection Certificate.</li> <li>viii. Prior Intimation for obtaining/Renewal of passport.</li> <li>ix. Sanction of GPF Part-Final &amp; Temporary Advance.</li> <li>x. Reimbursement of Membership fees.</li> <li>xi. Employment &amp; Experience Certificate in respect of all Class-I Officers.</li> <li>xii. Maintenance of Property Return in respect of Class-I Officers and History of Service Records.</li> <li>xiii. Genuineness of educational qualification of the above officers.</li> <li>xiv. Court cases relating to the above mentioned subjects.</li> <li>xv. RTI Petitions.</li> </ul>
<p>A62 Seat</p>	<ul style="list-style-type: none"> <li>i. Fixation of pay, Sanction of Increment, in respect of SEs and equivalent cadres and Non-Technical officers i.e., Senior Personnel Officers, Personnel Officers, Deputy Chief Chemist, Financial Controller, Senior Deputy Chief Internal Audit Officer and Chief Internal Audit Officer and all Deputy Secretaries, Under Secretaries in Secretariat Branch.</li> <li>ii. Deputation of all Officers in Class I Service to other Government Department/Public Sector Under taking.</li> <li>iii. Permission Under conduct Regulation on Movable and Immovable Properties in respect of all Class I Officers.</li> <li>iv. Re-fixation based on rectification of pay anomaly orders in respect of SEs.</li> <li>v. Genuineness of educational qualification of the above officers.</li> <li>vi. Court cases relating to the above mentioned subjects.</li> <li>vii. RTI Petitions.</li> </ul>

"A7" Section

<p>A71 Seat</p> <p>A7</p>	<ul style="list-style-type: none"> <li>i. Service matters of Chairman-cum-Managing Director/TANGEDCO, Chairman/TANTRANSCO and TNEB Ltd., Joint Managing Director/TANGEDCO, DGP, Secretary, L.A., IRA and other Class-I Officers on deputation with the Board and all Directors of TANGEDCO and TANTRANSCO.</li> <li>ii. Obtaining fees structure from Director of Technical Education/Medical Sciences/Animal Husbandry/Agricultural University.</li> <li>iii. Clarification issued in respect of HBA., conveyance, Computer and Marriage Advances – Rules relating to various advances.</li> <li>iv. Adoption or otherwise Government orders relating to Loans and Advances.</li> <li>v. General Clarification relating to the above rules.</li> <li>vi. Correspondences with A.G.'s office regarding fixing of pension contribution to the deputation officers.</li> <li>vii. Allotment of Fund for HBA and Marriage Advance.</li> <li>viii. RTI petitions and Court cases.</li> </ul>
<p>A72 Seat</p>	<ul style="list-style-type: none"> <li>i. Parliament Questions of Lok Sabha and Rajya Sabha.</li> <li>ii. Government Assurances.</li> <li>iii. Tour Arrangements to be made to the Government Assurance Committee/Public Undertaking Committee/Public Accounts Committee.</li> <li>iv. Government Petitions Committee.</li> <li>v. Correspondence with other State Electricity Board's.</li> <li>vi. Cut Motions, Call attentions and Adjournment Motions (Cut Motions only are consolidated and booklet model prepared and sent to Government at the time of Budget Sessions).</li> <li>vii. All matters relating to Legislative Assembly Questions.</li> </ul>

"A8" Section	
A81 Seat <span style="font-size: 1.5em; margin-left: 20px;">A16</span>	<ul style="list-style-type: none"> <li>i. Sanction of Terminal Benefits viz. sanction of Pension, DCRG, Commutation of Pension, GPF in respect of Secretariat Branch, SPF 1984 &amp; SPFG 2000, FSFS &amp; Family Pension for class I officers (i.e.) all Directors, Deputy Secretaries, Under Secretaries, Chief Engineers and equivalent ranks Superintending Engineers and equivalent ranks.</li> <li>ii. Maintenance of Pension, Family pension PPO, Service log Entries and Record Register.</li> <li>iii. Issue of Pensioner's ID Card.</li> </ul>
A82 Seat	<ul style="list-style-type: none"> <li>i. Sanction of HBA (RBH, RBF, Construction of house, Enlargement &amp; Improvement) and Original HBA documents release.</li> <li>ii. Sanction of Conveyance Advance (Two wheeler &amp; Four Wheeler), Personal computer Advance, Technical Education Loan, Festival Advance &amp; Marriage Advance. Follow-up Renewal of HBA Insurance Policy, Conveyance Insurance Policy and Maintenance of all related Registers.</li> <li>iii. Maintenance of GPF Ledger Card and issue of Account slips.</li> <li>iv. Sanction of GPF Advance/Part-final withdrawal to employees of Secretariat Branch (Class-I to IV).</li> <li>v. Sanction of 90% part final withdrawal payment from the GPF at the time of retirement.</li> <li>vi. Furnishing of credit particulars in respect of officials working in Secretariat Branch.</li> </ul>

"A9" Section	
A91 Seat A9	<ul style="list-style-type: none"> <li>i. Maintenance of Stationary room of Secretariat Branch</li> <li>ii. Maintenance of Computer room of Secretariat Branch</li> <li>iii. Maintenance of Tools &amp; Plants of Secretariat Branch</li> <li>iv. Maintenance of Furniture &amp; other materials of Secretariat Branch</li> <li>v. Purchase of Stationary for Secretariat Branch &amp; any requirement from Top level officers for crockery items like purchase of flask etc., in respect of CMD, DGP/Vigilance, JMD and all Directors.</li> <li>vi. Materials obtained from central Stores/Mylapore</li> <li>vii. Purchase of Xerox machine</li> <li>viii. Purchase of Printers &amp; Computers</li> <li>ix. Purchase from Printing press(calendar, P.R, Legal sheet paper (Ruled &amp; unruled)</li> <li>x. Supply of uniform, Shoes, Socks &amp; Rain Coat to the eligible employees of Secretariat Branch</li> <li>xi. Maintenance of Xerox machine(Refilling Toner &amp; any other repair)</li> <li>xii. Maintenance of Computer &amp; Printers(Refilling Cartridge &amp; any other repair work)</li> <li>xiii. Verification of purchase entry (inward)</li> <li>xiv. Verification of supply entry (outward)</li> <li>xv. Sanction order issued for all purchases</li> <li>xvi. Labour welfare fund</li> <li>xvii. Maintenance of Roneo machine (Purchase, refilling of Ink, refilling of master and other repair charges)</li> <li>xviii. Providing Name Board &amp; Seal to the officer working in Secretariat Branch.</li> </ul>

A92 Seat

- i. Sanction of Air Travels Bills in respect of all officers including CMD & All Directors of TANGEDCO, TANTRANSCO & TNEB Ltd.,
- ii. Reimbursement of Telephone bill in respect of above officers
- iii. Reimbursement of CUG Bill in respect of above officers.
- iv. Reimbursement of Books & Periodicals (Purchase of books etc.,)
- v. Temporary Advance in respect of RM/New Delhi.
- vi. Maintenance of Board vehicle (Renewal of insurance, Devolution of vehicles, condemnation of vehicles and any other repair charges)
- vii. Sanction of snacks bills in respect of all Directors, CMD, JMD, etc.,
- viii. Sanction of News paper bill in respect of all Directors, Deputy Secretary.
- ix. Arrangement for water, snacks etc for Energy Department meetings and any other TANGEDCO, TANTRANSCO, TNEB Limited meeting.
- x. Arrangement for refreshment during Assembly session of Energy Department.
- xi. Maintenance of Imprest/RM/New Delhi
- xii. Maintenance of petty cash book for fuel charges( Fuel card of IOCL)
- xiii. Sanction of car hire charges
- xiv. Sanction of Advertisement charges
- xv. Sanction of Medals & Shields
- xvi. Sanction of shawls
- xvii. Double wages Clarification
- xviii. Issue of orders in respect of Holidays based on Government orders
- xix. Taking pledge on various days based on the orders issued by Government.
- xx. Correspondence fringe Benefit Tax
- xxi. Issue at orders for contribution wages from the employees of TANGEDCO, TANTRANSCO & TNEB Limited forwards Hon'ble CM relief fund like cyclone and other disaster.
- xxii. M.P/MLA reports

- xxiii. Permission for campaigning in TANGEDCO Complex for post office and nationalized banks etc.,
- xxiv. Maintenance of B.P Index
- xxv. Contingencies bills in respect of RM/New Delhi like Civil & Electrical maintenance
- xxvi. Maintenance of Air conditioner
- xxvii. Maintenance of Refrigerators etc
- xxviii. Annual/Monthly subscription of cable T.V
- xxix. Miscellaneous Expense
- xxx. GST return submission every month.
- xxxi. Renewal of postal telegraph abbreviation post box/bag & Government
- xxxii. Telephone Directory supplementary (Intercom Directory)
- xxxiii. Small savings
- xxxiv. Sending missent correspondence to the concern Government Department.

Collection of funds on account of flag day and handing over the same to the Government with proper acknowledgement.

"A11" Section	
A111 Seat  013	<ol style="list-style-type: none"> <li>i. Pay bills of Police Officials in various Vigilance Unit/Chennai, Trichy, Madurai, Coimbatore, Vellore (Deputationists).</li> <li>ii. Private Secretary, Personnel Assistant, Personal Clerk, Assistant Section Officer, Junior Assistants, Typist, Steno Typist &amp; Drivers, Record Clerks, Duffadars, Watchman, Gurkha Watchman, Sergeant, Office Helper (trainee), Line Inspector, Wireman.</li> <li>iii. T.A.Bills, LTC Bills, TTA and Special TA Bills for police officials (Deputationists).</li> <li>iv. Consultant charges for OSD and wages for retired employees.</li> <li>v. Medical Bills, Special MRI for categories of TANGEDCO/Secretariat Branch employees and pension contribution for Police Officials on deputation.</li> <li>vi. Budget.</li> <li>vii. Miscellaneous, Current Maintenance of Registers.</li> <li>viii. CPS, LWF Prof. Tax to Government/LIC &amp; PLI.</li> <li>ix. Performance of Half yearly Budget.</li> <li>x. Returns in respect of union recoveries.</li> </ol>
A112 Seat	<ol style="list-style-type: none"> <li>i. Pay bills, T.A.Bills, T.T.A. Bills, LTC Allied Bills of Class I &amp; II Officers.</li> <li>ii. Bills of Standing Counsel.</li> <li>iii. All Bills related to Deputation Officers.</li> <li>iv. Pension Contribution for Deputation Officers.</li> <li>v. Filling of Income Tax Quarterly return and Issue of Form 16 to all officers/staff.</li> <li>vi. Performance of Half yearly Budget.</li> <li>vii. Miscellaneous Works.</li> </ol>



"A12" Section	
<p>A121 Seat</p> <p style="color: blue; font-size: 1.2em; margin-left: 20px;">A 10</p>	<ol style="list-style-type: none"> <li>i. Intimation of date and time of Board Meeting to all the Directors and Officers in Headquarters.</li> <li>ii. Receipt of Board Meeting subjects from Offices of Headquarters.</li> <li>iii. Preparation of Agenda and Notes.</li> <li>iv. Communicating the minutes of the meeting of the Board to the concerned officers after getting approval from the minutes of Board.</li> <li>v. Consolidation of the Minutes and communicate to the Sections.</li> <li>vi. Collecting the Action Taken Reports from the Offices concerned and sending the same to the Company Secretary.</li> <li>vii. Appointment/Termination/subject allocation of Board's Standing's Counsel.</li> <li>viii. Fixation of fees relating to retainer fees/Appearance fees to Boards Standing Counsels.</li> <li>ix. Consequent on new appointment and Cessation of Board of Directors for TANGEDCO and TNEB Ltd. a Board Note is prepared and submitted before the Board Meeting for confirmation</li> <li>x. Filing of ROC for appointment and cessation of Board of Directors.</li> <li>xi. <u>Attending the general correspondences.</u></li> </ol>
<p>A122 Seat</p>	<ol style="list-style-type: none"> <li>i. Communication of date and time of BLTC to all the Directors and Officers in Headquarters.</li> <li>ii. Receipt of BLTC subjects.</li> <li>iii. Preparation of Agenda and Notes.</li> <li>iv. Communicating the minutes of the meeting to the offices concerned.</li> <li>v. Action Taken Reports received from the concerned officers and sending the same to the Company Secretary.</li> <li>vi. Implementation of RTI Act, 2005 in TANGEDCO, TANTRANSCO and TNEB Ltd.</li> <li>vii. Appointment of Assistant Public Information Officer, Public Information Officer and Appellate Authorities. Weekly return, monthly return and annual-return to Government.</li> <li>viii. To attend the petitions received from Headquarters office at Chennai and from other than Headquarters, GCC, P&amp;C, Thermal Power Stations and Generation Circle.</li> </ol>

"A13" Section

A131 Seat  A17	<ul style="list-style-type: none"><li>i. Adoption of Government Orders on Government New Health Insurance Scheme.</li><li>ii. Payment of Annual subscription towards New Health Insurance Scheme, 2021 for employees of TANGEDCO/TANTRANSCO/TNEB Limited.</li><li>iii. Sanction of claims under NHIS relating to Departmental Electrical and Mechanical Accidents, Road Accidents over and above the insurance claim to the employees of TANGEDCO/TANTRANSCO/ TNEB Limited.</li></ul>
A132 Seat	<ul style="list-style-type: none"><li>i. Sanction of claims under Medical Attendance Rules to the TNEB Employees.</li><li>ii. Sanction of claims made by the Pensioners/ Family Pensioners of TANGEDCO/TANTRANSCO/TNEB Limited who have been infected due to Covid-19 and Covid related works.</li></ul>

"A14" Section	
A141 Seat	<ul style="list-style-type: none"> <li>i. Energy Petition 5 Regions (Chennai North Region, Chennai South Region, Coimbatore Region, Erode Region, Madurai Region).</li> <li>ii. RTI Petition.</li> </ul>
A142 Seat	<ul style="list-style-type: none"> <li>i. Energy Petition 4 Regions (Tirunelveli Region, Trichy Region, Vellore Region, Villupuram Region).</li> <li>ii. RTI Petitions.</li> <li>iii. Prime Minister of India Petitions.</li> <li>iv. President Petitions.</li> </ul>

	"A15" Section
A151 Seat	Muthalvarin Mugavari, Zoho Portal Grievances, CM Cell online Petitions.
A152 Seat	Chairman Petitions, Secretary petitions, Other Miscellaneous Petitions, RTI Petitions, CM Cell offline Petitions.

"A16" Section	
A161 Seat  A3	<ul style="list-style-type: none"> <li>i. Revision of Wages/Workload for employees of TANGEDCO.</li> <li>ii. Selection Grade/Special Grade Fixation and Clarification.</li> <li>iii. Pay Fixation Clarifications.</li> <li>iv. Fixation of pay on Wage Revision.</li> <li>v. Grant of Recognition to the Unions.</li> <li>vi. Allotment of Union office and accommodation to the Recognised Unions.</li> <li>vii. Enhancement of Union Subscription and Donation.</li> <li>viii. Clarification orders.</li> <li>ix. Disputes raised by the unions before the Commissioner of Labour and conciliation.</li> <li>x. Demands raised by the Unions on the various issues.</li> <li>xi. Clarifications to the Audit objections on Pay fixation, Selection Grade/Special Grade, Pay anomaly and incentive increments.</li> <li>xii. Adoption of Government order on the Pay, Selection Grade, Special Grade.</li> <li>xiii. Court cases related to the above subjects, Submission of Counters and follow up.</li> <li>xiv. Restructuring of TNEB Tri-party agreement.</li> <li>xv. RTI Petitions.</li> </ul>
A162	<ul style="list-style-type: none"> <li>i. Dearness Allowance/Pre-revised Dearness Allowance.</li> <li>ii. Bonus, Special Adhoc Bonus.</li> <li>iii. Special Pay and Allowances.</li> <li>iv. Project Special pay, Project Allowances and Incentive Bonus (Thermal and Hydro) allowed to various projects- Enhancement of out of Pocket expenses, clarifications and new proposals. Adoption of Government orders on Special Pay, House Rent Allowance, City Compensatory Allowance and other Allowances.</li> <li>v. Grant of Incentive increments for acquiring P.G. and Ph.D in Engineering/Clarifications.</li> <li>vi. Clarifications on fixation of rent to Board's quarters.</li> <li>vii. Orders and clarifications on the equivalency of UG degree on par with Accountancy junior and Senior grade for Promotion/Grant of incentive increment.</li> <li>viii. Clarifications to the Audit objections on Commissioning incentive, House Rent Allowance, City Compensatory Allowance and Allowances.</li> <li>ix. Court cases related to the above subjects, Submission of Counters and follow up.</li> <li>x. RTI Petitions.</li> </ul>

	"A17" Section
<p>A171 Seat</p> <p style="font-size: 2em; opacity: 0.5;">018</p>	<ul style="list-style-type: none"> <li>i. Adoption of Government Orders in respect of: <ul style="list-style-type: none"> <li>a. Tamil Nadu Electricity Board Service Regulations.</li> <li>b. Tamil Nadu Electricity Board Discipline and Appeal Regulations.</li> <li>c. Tamil Nadu Electricity Board Travelling Allowance Regulations.</li> </ul> </li> <li>ii. Issuing Amendments with regard to the aforesaid Regulations.</li> <li>iii. Offering Remarks/Clarifications to Circle Offices/Administrative Branch/Thermal Stations, etc. with regard to the aforesaid Regulations.</li> <li>iv. Issuing Orders/Instructions relating to the Service matters of employees.</li> </ul>
<p>A172 Seat</p>	<ul style="list-style-type: none"> <li>i. Adoption of Government Orders in respect of: <ul style="list-style-type: none"> <li>a. Tamil Nadu Electricity Board Leave Regulations;</li> <li>b. Tamil Nadu Electricity Board Conduct Regulations;</li> <li>c. Tamil Nadu Electricity Board Standing Orders for Clerical and non-Clerical Workmen;</li> <li>d. Issuing amendments and clarifications with regard to the aforesaid Regulations.</li> <li>e. Tamil Nadu Pension Rules, 1978;</li> <li>f. Tamil Nadu Electricity Board Special Provident Fund-cum-Gratuity Scheme;</li> <li>g. Tamil Nadu Electricity Board Family Security Fund Scheme;</li> </ul> </li> <li>ii. Dearness Allowance to Pensioners/Family Pensioners/ Exgratia Beneficiaries – Sanction of Pongal Price to Pensioners/Family Pensioners;</li> <li>iii. Payment of Exgratia to the employees who have rendered their service in contributory Provident Fund/Non-pensionable service before 1986 and their families.</li> <li>iv. Conduct Departmental Examination and publishing of results.</li> <li>v. Adoption of Government orders in respect of pensioners NHIS.</li> <li>vi. Payment of Annual subscription towards pensioners NHIS.</li> </ul>

"A18" Section	
A181 Seat  A22	<ol style="list-style-type: none"> <li>i. All matters relating to sanction of staff to Distribution Circles in Chennai, Trichy, Erode and Coimbatore Region.</li> <li>ii. Delegation of Powers.</li> <li>iii. Imprest and Temporary Advance.</li> <li>iv. Monthly and Half Yearly Review Business of Secretariat Branch.</li> <li>v. Sanction of amount to the informants about power theft.</li> <li>vi. Preparing extra cost for sanction of new post for officers and workmen.</li> </ol>
A182 Seat	<ol style="list-style-type: none"> <li>i. All matters relating to sanction of staff to five branches of Headquarters.</li> <li>ii. Appointing OSD/Consultants on consolidated wages.</li> <li>iii. Continuance proposals for Secretariat Branch, Audit Branch and Enforcement Wing.</li> <li>iv. Organization chart of TANGEDCO/TANTRANSCO/TNEB Ltd.</li> </ol>

"A19" Section	
A191 Seat  A23	<ul style="list-style-type: none"> <li>i. All matters relating to sanction of staff to Distribution Circles in Madurai, Tirunelveli, Villupuram and Vellore Region.</li> <li>ii. Chairman's Power Medal for Meritorious Service and TNEB Board Medal for Distinguished Services of Employees of TANGEDCO, TANTRANSCO and TNEB Ltd.</li> <li>iii. Awards – Certain awards announced by the Government - Inviting Nominations if any, from Chief Engineers/Superintending Engineers, other offices and furnish to the Government with Chairman approval.</li> <li>iv. 25 years of unblemished services.</li> <li>v. Deputation of Officers to Foreign Countries for Inspection of materials/training etc.</li> <li>vi. Daily Report received in Headquarters Office and follow up action.</li> <li>vii. General Miscellaneous subjects.</li> </ul>
A192	<ul style="list-style-type: none"> <li>i. All matters relating to sanction of staff in General Construction Circles.</li> <li>ii. All Thermal Stations, Thermal Projects, Hydro Projects, Generation Circles.</li> <li>iii. Sexual Harassment Committee.</li> <li>iv. Constitution of various Committees-.</li> <li>v. General Clarification on Performance Assessment Report.</li> <li>vi. Mock Fire Drills.</li> <li>vii. Adoption of Government orders related to Office management and Service matters.</li> </ul>



"A20" Section	
A201 Seat	<p>Inspection of ;</p> <p>Administrative Branch.            Chief Engineer/Distribution/Coimbatore Region and            Trichy Region.            Chief Engineer/R&amp;D.            Superintending Engineer/RE&amp;I (D).            SE/Hydro Electrical.            GM/HRD.            CE/ETPS, ETPS Expansion Project, Ennore SEZ.            Thermal Training Centre/Trichy.            EE/Enforcement/Coimbatore.            EE/Enforcement/Trichy.            Vigilance Officer/Coimbatore.            AEE/Enforcement/Thanjavur.            AEE/Coimbatore.            Technical Training Centre/Thanjavur.            CE/IT/Chennai, CE/Mechanical Thermal Stations.            SE/Thirumakottai GTS, Kuttalam GTS, Valuthur GTS.</p>
A202 Seat	<p>Inspection of ;</p> <p>Secretariat Branch.            Tiruenveli Region.            CE/Civil DRIP &amp; Civil Designs.            SE/Civil Hydel.            SE/CDC.            Lineman Training Centre/Tirunelveli.            SE/ Enforcement/Chennai.            Vigilance Officer/Chennai.            AEE/Enforcement/Tiruppur.            AEE/Enforcement/Salem.            Matters relating to office procedures, Hydro Project/Erode            &amp; Kundah.            CE/Planning &amp; Resource Centre.            CE/NCES &amp; All SE/NCES i.e. Tirunelveli, Udumalpet.            CE/PPP            RM/New Delhi.</p>

"A21" Section	
A211 Seat  085	Inspection of ; Audit Branch. CE/Distn./Madurai Region and Vellore Region. CE/R-APDRP CE/DSM CE/Udangudi STPP. CE/TTPS. CE/NCTPS/Athipattu/Chennai. SE/R&D. SE/BBGTPP. SE/LD & GO Centre. SE/Investigation. Training and Sub-station Training Institute/Virudhunagar. Technical Training Centre/Madurai Pasumalai, Korattur, Thiruvannamalai, Vellore, Thanjavur, Trichy, Tirunelveli, Virudhunagar, Coimbatore, Mettur, Chennai, Kuthiraikalmedu. Vigilance Officer/Madurai. EE/Enforcement/Madurai. AEE/Enforcement/Madurai. AEE/Enforcement/Dindigul. AEE/Enforcement/Virudhunagar. AEE/Enforcement/Kancheepuram. AEE/Enforcement/Sivaganga.

A212 Seat	Inspection of ; Accounts Branch. CE/Distn./Villupuram Region and Chennai Regions. CE/Mechanical/Coal. CE/MM. CE/MTPS CE/Uppur STPP CE/Commercial CE/GTS. CE/Projects-I & II SE/MM-I. SE/MM-II. SE/Betterment Thermal. Mettur Technical Training Centre/Korattur. Line Man Training Centre/Korattur and Tiruvannamalai. AEE/Enforcement/Chennai (South). AEE/Enforcement/Central. AEE/Enforcement/Chengalpet. AEE/Enforcement/Ooty. Cable Joint Training Centre/Chennai. AEE/Enforcement Villupuram and Tiruvannamalai. Matters relating to General Miscellaneous and routine papers.
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*S. Sankar*  
03/01/22  
SECTION OFFICER

## ANNEXURE-II

**Table-I**

<b>Deputy Secretary/ Personnel</b>	<b>Deputy Secretary/ Administration</b>	<b>Deputy Secretary/ Inspection</b>
Under Secretary/ Establishment	Under Secretary/ Services	Under Secretary/ Health Fund & RTI
Under Secretary/ Wage Revision & Regulations	Under Secretary/ General	Under Secretary/O&M-II
--	Under Secretary/O&M-I	--

**Table-II**

<b>Existing post</b>	<b>Re-designated as</b>	<b>Sections attached to</b>
Assistant Board Secretariat Officer/ A-11 Section	Assistant Board Secretariat Officer/ Establishment	A3, A6 & A8
Assistant Board Secretariat Officer/ A-12 Section	Assistant Board Secretariat Officer/ General	A13 and to attend the Liaison work of NHIS.
Assistant Board Secretariat Officer/ A-17 Section	Assistant Board Secretariat Officer/Wage Revision and Regulations	A4 & A16
Assistant Board Secretariat Officer/ A-20 Section	Assistant Board Secretariat Officer/ Inspection	A14 & A15

**Table-III**

<b>Sl. No.</b>	<b>Designation</b>	<b>Section attached to</b>
1.	Under Secretary/Establishment	A3, A6 & A8
2.	Under Secretary/Wage Revision & Regulations	A4, A16 & A17
3.	Under Secretary/O&M-I	A18 & A19
4.	Under Secretary/Services	A1, A2 & A5
5.	Under Secretary/General	A9, A10 & A11
6.	Under Secretary/Health Fund & RTI	A7, A12 & A13
7.	Under Secretary/O&M-II	A14, A15, A20 & A21

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