

TAMIL NADU GENERATION AND DISTRIBUTION CORPORATION
(Administrative Branch)

144, Anna Salai,
Chennai - 600 002.

Memo.No.104992/1176/G43/G431/2017, dated:30.06.2018.

- Sub : Establishment – Request Transfer Guidelines –
Further instructions issued - Reg.
- Ref : 1. (Rt.) CMD/TANGEDCO Proceedings No.5,
(Administrative Branch) dated 28.06.2017.
2. This office Memo.No.104992/1176/G43/G431/
2017-2, dated:14.07.2017.
3. This office Memo.No.104992/1176/G43/G431/
2017-3, dated:03.1.2018.

In continuation with orders issued vide reference (3) above, the followings are instructed as per the directions of Chairman cum Managing Director/ TANGEDCO.

- (i) The transfer guidelines as prevailed before 28.6.2017 shall be continued to be followed and the new guidelines issued on 28.6.2017 is withheld till further instructions are issued in this regard.
- (ii) All pending RTAs registered before 1.7.2018 in all categories will be cancelled.
- (iii) Fresh request transfer applications for 1.7.2018 are to be submitted through **online**. Necessary guidelines for registration through online are available at the web-site address: **RTA ~ URL <http://192.168.150.66:8080/cc2>**. Also, a hard copy of RTA is to be submitted to the competent authority alone.
- (iv) A transfer application registered through online is valid for that particular, half year only. The pending applications stand cancelled at the end of the half year. (i.e.,) Applications which are registered from 1 to 20th of January of the year and transfers not effected before 30th June will be treated as cancelled. Therefore, the individuals, if required, have to apply afresh before 1 to 15th July of that year.

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Similarly, if applications registered in the month of July and the transfers not effected before 31st December of the same year, fresh applications have to be registered by the willing individuals in the month of January of the following year.

(v) The designated authority shall arrange to furnish the P.A.R of the individual through online in the same portal.

(vi) For Online registration, the General guidelines are as follows:

For Applicants:-

1. The guidelines for registration and applying for RT is available in "Click here to know how to apply"
2. The applicants can register with their GPF/CPS number using "Register here"
3. Default password will be Date of Birth
4. Provision to change password after login has been provided
5. In case changed password is lost use "Forgot Password" link
6. After registration, login with GPF/CPS no. for further process.
7. To select the controlling officer in respect of Distribution RWE category, click from the option. For others (other than RWE category) choose their respective central office from the option.
8. The necessary certificates wherever required may be kept ready in pdf format for uploading.

For Controlling Officers:-

1. The recommendation remarks of controlling officer is required for RT in respect of RWE staff/Distribution Circle. The Login credentials in the respect of the RTA for the controlling officers AE, AEE of Distribution Circles are as same as the logging credentials assigned to them for Work order of IMS.
2. For others, other than RWE, the authority concerned, under whose control the Service Registers of the applicant are maintained is the controlling officer. In this case, the immediate higher officer's countersign is not needed.

For Admin User:-

1. Necessary link to furnish the leave particulars and PAR to the authority concerned under whose control the service registers are maintained , viz., EE,SE and CE have been provided
2. Login for CE,SE and EE user
ADMCE <regioncode>
ADMSE <circlecode>
ADMEE<circlecode><divisioncode>
3. Default password will be login id.
4. Provision to change password after login has been provided.

As this online registration in respect of Request Transfer Applications is introduced from 1.7.2018 onwards, the above instructions are to be strictly adhered to by the staff and officers of TANGEDCO/TANTRANSCO for easy process of their request transfer applications. Provision is given for preferable station/ place for outside the circle and also for within the circle. However as per original guidelines place need not be mentioned.

The competent authority to effect transfer can act based on the physical copy in case of difficulty in feeding data through online.

A new set of modified guidelines will be issued later for the registration of RTA in January 2019.

(Sd./***30.06.2018)

Chief Engineer/ Personnel

To

All SEs/CEs (TANGEDCO/TANTRANSCO)