

**TAMIL NADU GENERATION & DISTRIBUTION CORPORATION  
(ABSTRACT)**

**TANGEDCO/TANTRANSCO – Entrusting the Typing works – Outsourcing of Computer Operator/ Data Entry Operator through Contractor/ Licensed Contractor – Orders Issued.**

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**(Administrative Branch)**

**(Per.) CMD TANGEDCO Proceedings No:60, Dated the 18<sup>th</sup> October 2019.**

**Iyppasi 1, Vigari Varudam,  
Thiruvalluvar Aandu 2050.**

**READ :**

- 1) (Per.)B.P.(Ch.) No.2 (Administrative Branch), dated 02.01.2010.
- 2) Memo. No. 094813/G.44/G.441/2007, dated 01.08.2017.
- 3) Memo.No.081427/277/G.44/G.441/2007, dated 17.10.2017.
- 4) Memorandum (Per.) No.30958/A11/A111/2016-1, dated 24.02.2018.
- 5) Memo.No.078748 / 332/ G.44 / G.441 / 2017-1, dated 16.03.2019.
- 6) Memo.No.042543/573/G.44/G.441/2019-1, Dated: 03.10.2019.

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**PROCEEDINGS :**

1) As per the reference (1) B.P. cited, orders were issued to entrust the typing works with the typewriting institute by outsourcing based on needs.

2) As per the reference (5) cited, approval was accorded to enhance the maximum ceiling limit from Rs.8,000/- to Rs.9,200/- per month at the existing terms of Rs. 12/- per page for typing at Headquarters/TANGEDCO.

3) Some of the Chief Engineers and Superintending Engineers have requested enhancement of the ceiling limit amount for Typing works. The Typewriting Institute executing the work at Headquarters has also represented to enhance the maximum ceiling limit amount from Rs.9200/- considering the rates enhanced by the proceedings of the District Collector, Chennai.

4) In TANGEDCO & TANTRANSCO in future, a uniform procedure should be adopted in outsourcing persons for typing works fulfilling the statutory obligation as per the following.

- (i) To outsource Computer Operator/ Data Entry Operator with the qualification of Senior Grade or Junior Grade in Tamil or English issued by Government Technical examination in Typewriting to carry out the day to day data entry (typing) works in TANGEDCO/ TANTRANSCO through Contractor/ Licenced Contractor.
- (ii) The maximum number of outsourced Computer Operator/ Data Entry Operator should be less than the number of vacant post of typist as per the continuance sanction of the post in the circle based on needs.
- (iii) The rate at existing term of Rs.12/- per page for Typing (Original) with a ceiling limit of Rs.9200/- per month is hereby enhanced to Rs.11,284/- (Rupees Eleven Thousand Two Hundred Eighty Four only) per month for data entry (typing) works.
- (iv) As per the reference (2), (3) & (6) cited, the contractor should have taken separate EPF & ESI main code number. The contractor shall produce the proof of payment of contribution – both Employer's and Employee's contributions made to EPF & ESI organisation for the actual persons engaged in order to claim the Bills for the typing works. The contractor shall also produce an undertaking as per the annexure in reference (6) cited. The other conditions stipulated with regard to the implementation of EPF & ESI should be followed. The EPF & ESI Employer contribution and applicable GST will be reimbursed against the actuals.
- (v) As per the reference (5) cited, The Chief Engineers/ Superintending Engineers should obtain the Registration Certificate under the Contract Labour (Regulation & Abolition) Act 1970 from the Deputy Commissioner of Labour. The contractor who engages 20 or more workmen for executing the typing works should obtain the labour licence under the Contract Labour (Regulation & Abolition) Act 1970 Act from the Assistant Commissioner of Labour concerned.

5) In TANGEDCO/TANTRANSCO from November 2019 Computer Operator/Data Entry Operator should only be outsourced for data entry (typing) works through Contractors. The procedure as ordered above should be strictly followed without any deviation.

6) The receipt of the proceedings should be acknowledged.

**(BY ORDER OF THE C.M.D / TANGEDCO)**

(Sd/-\*\*\*18.10.2019)  
(A. ASHOK KUMAR)  
CHIEF ENGINEER/PERSONNEL

To

- 1) All the Chief Engineers of TANGEDCO & TANTRANSCO.
- 2) All the Superintending Engineers of TANGEDCO & TANTRANSCO.

Copy to :

The Chairman's Table.  
The Joint Managing Director / TANGEDCO.  
The Managing Director / TANTRANSCO.  
The Director (Finance) TANGEDCO & TANTRANSCO.  
The Director (Distribution).  
The Director (Generation).  
The Director (Transmission Project).  
The Director (Operation).  
The Director (Projects).  
The Secretary/ TANGEDCO.  
The Director General of Police/Vigilance/Chennai-2.  
The CFC/General/TANGEDCO.  
The CIAO/Chennai-2.  
The Legal Advisor/Chennai-2.  
The Industrial Relations Advisor/Chennai-2.  
All Deputy Secretaries/BOSB/Chennai-2.  
The Deputy Chief Engineer/Adm.Branch/Chennai-2.  
The Senior Personnel Officer/Labour/Adm.Branch.  
The Senior Personnel Officer/Recruitment/Adm.Branch.  
The Senior Personnel Officer/Inspection/Adm.Branch.  
The Senior Personnel Officer/Administration/Adm.Branch.  
The Senior Labour Welfare Officer/ TANGEDCO & TANTRANSCO.  
The Personnel Officer/Court Case/Adm.Branch/Chennai-2.  
The Asst. Personnel Officer/Headquarters/Adm.Branch/Chennai-2.  
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