

**Memo No.D(D)/EA/F.Manpower-Summer/ D.No. 18 /2026-2, dated**

**13. 02.2026.**

Sub : TNPDC – Engagement of additional manpower in Distribution Circles during Summer 2026 – Approval of CMD – Further Instruction issued – Reg.

- Ref : 1) Memo. No.CE/PLG&RC/EA/F.Manpower/2025, dated 04.11.2025.  
2) Memo. No.CE/PLG&RC/EA/F.Manpower/2025, dated 17.11.2025.  
3) Memo No.D(D)/EA/F.Manpower-Summer/2026, dated 28.01.2026.

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In continuation to the approval accorded for engaging additional manpower to ensure the uninterrupted quality power supply to the consumers and to face the unexpected incidents triggered by this summer 2026 in all Distribution, Circles orders has been issued vide reference 3<sup>rd</sup> cited, the following detailed instructions on the procedures for engagement of manpower and processing bills are issued for strict compliance.

1. The circle SE's or the EE's/O&M Division shall float section wise or sub-division wise limited tender for catering to the requirements of all sections without exceeding the number specified in the order in the reference 3<sup>rd</sup> cited.
2. The wage rate per day Rs.766/- specified in the order, will be inclusive of minimum wages Rs.628/- per day EPF employer contribution Rs.82/- (13% of Rs.628/-) (the EPF employer contribution will be restricted upto Rs.15,000/- only), ESI employer contribution Rs.20/- (3.25% of Rs.628/-) and expenses towards Personal Protective Equipments and other statutory components. The maximum amount will be Rs.766/- per man per day (exclusive of GST).

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3. The manpower shall be engaged through the contractor having the Labour License. In respect of Labour license under contract Labour Regulation & Abolition Act, the contractor should submit the labour license copy pertaining to the circle or the labour license applied copy (Form-II) pertaining to the circle or in case, if the contract particulars has been included CLRA Registration Certificate amendment application and if the same is pending with the Joint Director (Authority), the letter from the circle Nodal Officer confirming the same should be submitted by the contractor for executing the works.
4. Engagement of manpower directly by the officials of TNPDC is strictly prohibited.
5. The contractor should have been registered under EPF, ESI and GST. Necessary documentary evidence should be submitted.
6. The contractor should ensure that wages are paid digitally, (i.e.,) directly to the bank accounts of the employee.
7. The manpower having the EPF UAN No. & ESI IP No. should only be engaged by the contractors for executing the works. The labour should not be engaged continuously without weekly off.
8. The section officer (AE's) shall maintain the registers at the section office for the engagement and utilization of only the actual number of manpower engaged. The attendance and the other statutory documents should be maintained by the respective contractors.
9. The General conditions (statutory compliances) issued vide Memo No.018289/244/G.40/G.401/2021, dated 22.04.2021 should be incorporated in the tender specification/agreement/acceptance order.
10. The conditions No.9 to 12 specified in Memo No.CE/PLG&RC/EA/F.MANPOWER/ 2025, dated 17.11.2025 shall be followed.
11. The approved budget provision is essential required to incur proposed expenditure under revenue head. Hence, it may be ensured that necessary provision is given for the above expenditure in RE.
12. The ceiling limit for award of service contract under limited tender system as per Rule 33 in Tamil Nadu Transparency in Tender Rules 2000 is Rs.25 lakhs. Deviation in exercising the provisions of the above said Tender Rule shall not be made under any circumstances. Besides tender powers delegated by the Board of TNPDC vide (Per) FB TNPDC proceeding No.14 (Accounts Branch) dated 20.11.2025, shall not be deviated. However, in view of the ensuing summer and urgency, if the cumulative annual ceiling of EE/O&M happens to exceed due to the above, the same may be got ratified in the Board.

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2) All Chief Engineers, Superintending Engineers, Executive Engineers, Assistant Executive Engineers and Assistant Engineers in the field shall ensure strict adherence to the above instructions while engaging, utilizing and processing the claims for manpower. Any deviation, violation or non-compliance of the above procedures will be viewed seriously and the concerned officials will be held personally responsible and liable for disciplinary action as per existing rules and regulations.

3) This memo shall be complied with scrupulously and without any deviation.

*13/02/26*  
DIRECTOR (DISTRIBUTION)  
TNPDC/CHENNAI

To:

All the Chief Engineers/Distribution

All the Superintending Engineer/EDC's.

Copy to the PS to CMD/TNPDC/Chennai-2.

Copy to the PS to JMD/TNPDC/Chennai-2.

Copy to the Chief Engineer/Personnel/TNPDC/Chennai-2.

Copy to the Chief Financial Controller/General/TNPDC/Chennai-2.