



TAMILNADU POWER DISTRIBUTION CORPORATION LIMITED

K.V. KALYANARAMAN,
CHIEF INTERNAL AUDIT OFFICER.

AUDIT BRANCH, (I FLOOR),
NPKRR MAALIGAI,
144, ANNA SALAI, CHENNAI-2.

Circular Letter No.13687 /382 /F.25/F.251/ 2026-2, dated. 14.05.2026

To

The Secretary,
All the Chief Financial Controllers,
All the Chief Engineers,
All the Superintending Engineers.

Sub: TNPDC - Audit Branch – Pension - Revision of Pension / Family Pension consequent on Wage Revision 2023 – working instructions for data entry to pension sanctioning authorities – Issued – Regarding.

Ref: 1. (Per.) FB TNPDC Proceedings No.7 (SB) dated 14.03.2026.
2. (Per.) FB TNPDC Proceedings No.8 (SB) dated 14.03.2026.
3. Memo (Per) No.37863/A16/A161/2023-22 dated 23.03.2026.
4. Lr. No. 13687/382/F.25/F.251/2026, dated 18.04.2026.

Consequent on Wage Revision 2023 effected from 01.12.2023, the Pension/ Family Pension of the employees of **TNPDC, TNGECL, TNPGL and TANTRANSCO** who retired / deceased on or after 01.12.2023 has to be revised based on the reference 1st & 2nd cited.

In the above reference 1st and 2nd cited, it is stated that **“the Employees / Officers who have retired on Superannuation / Voluntarily Retired and Death while in Service of TNPDC, TNGECL, TNPGL and TANTRANSCO between 01.12.2023 to 31.03.2026, the arrears of the Retirement / Pensionary Benefits such as Encashment of Leave, Gratuity, Commutation of Pension shall be paid as ordered in the reference first and second cited. The monetary benefits of the revised pension shall be take effect from 01.12.2025.”**

In this context, it is also stated that the authorization of the Commutation, Pension arrears to the pensioners who Retired / Deceased on or after 01.12.2023 (MB from 01.12.2025) based on the Proceedings forwarded by the Pension Sanctioning Authorities.

In this connection, it is also stated that the working instructions for the Pension Sanctioning Authorities to enter the data through the following URL:

192.168.150.31:8181/openbd/pensrev

Workflow for Wage Revision Proposal Submission

The following documents/workings shall be prepared and submitted along with the proposal:

1. Sanction copy for Class I & II officers
2. Terminal benefits working sheet
3. Pension Revision 2023 calculation/workings

Guidelines to be followed:

- (i) The Circle level log in shall be used against their existing Login Name and Password in the prescribed URL.
- (ii) By entering the PPO Number of the retired/deceased employee, the pensioner details will be displayed on the screen. The following fields must be entered:

- Revised Basic Pay
- Revised Personal Pay (if any)
- Revised Special Pay (if any)

The Commutation option field will be auto-filled based on the pension profile. After entering the details, click the "**Process**" button.

- (iii) The correctness of the entered details shall be verified using the "**View**" menu.
 - In case any correction is required at the entry level, the corrected values shall be re-entered in the entry screen.

- This option shall be used before approval by the Pension Sanctioning authority.

(iv) After ensuring correctness, proceed with the **Sanction Entry Screen** (in-built format) separately for:

- Class I & II
- Class III & IV

The following fields must be entered:

- Proceedings / Sanction Number
- Purport No.
- Section
- Unit No
- Ref1 (Previous sanction proceedings)
- Ref4 (WR 2023 Sanction O.O. No./ Memo.No.)
- Additional reference fields (for entering supplementary references, if any)

After completing the entry:

- Approval from the Competent Authority
- Print the Sanction
- Forward the approved sanction to the **Audit Branch** through the system and Hard copy duly signed by Competent Authority to Audit Branch
- (All the Original documents such as Revised Sanction for Pension/Family Pension, commutation, DCRG, and fixation statement without Service Book—(provision available in the Wage Revision Programme.) has to be forwarded.

(v) It is requested to follow the above guidelines and furnish all relevant records to the Audit Branch for further necessary action. If auto generate sanction copy duly signed by Competent Authority is not sent to Audit Branch the Wage Revision Proposal will be retransmitted to the SE Office.

- vi)** All Terminal and Pensionary Benefits shall be paid in **one lumpsum**, as follows:
- Differences in encashment of Earned Leave, UEL on Private Affairs, and DCRG shall be paid by the concerned Pension Sanctioning Authorities.
 - Pension arrears and Commutation differences will be authorized by the Audit Branch upon receipt of:
 - Revised sanction copy
 - System entry from the Circle Office

(vii) Instructions for Returned Cases

In case any fixation errors or corrections are identified by the Audit Branch, The cases returned by Audit Branch will be available in **“Return” menu**

SE / Circle (Audit Return cases) → Correction at Circle Office
Entry Level → Reprocess → Forward to Audit Branch → Authorization

All returned cases must be:

- Re-verified thoroughly
- Provisioned correctly
- PPO details re-entered (if required)
- Remarks clearly updated before resubmission

All the Pension Sanction Authorities are instructed to strictly adhere to the above working procedure for timely and accurate processing for payment of Wage Revision 2023 to the Pensioners / Family Pensioners.

sd/- 14.05.2026

K.V. KALYANARAMAN

CHIEF INTERNAL AUDIT OFFICER.

Copy to: All the Deputy Chief Internal Audit Officers/Audit Branch.