

TAMILNADU POWER DISTRIBUTION CORPORATION LIMITED
Administrative Branch

From

Thiru.M.Kalaiselvi, B.E,
Chief Engineer/Personnel(FAC),
144, Anna Salai,
Chennai – 600 002.

To

✓ All the Chief Engineers/
Superintending Engineers.

Letter No.056387/353/G.27/G.27(2)/2026, Dated 08.09.2026

Sir/Madam,

Sub: Compassionate Appointment – Certain Procedures – To be followed – Regarding.

All the Chief Engineers/Superintending Engineers are hereby informed to follow the **Rule No. 84 of the TNEB Service Regulations** regarding the prescribed **form of medical certificate**, seeking medical invalidation by an applicant, so as to consider his/her legal heirs for employment assistance under compassionate grounds. A copy of the prescribed form is enclosed herewith.

2) Further, in order to maintain uniformity in the processing of all compassionate appointment proposals and to avoid delay in providing employment assistance on compassionate grounds, the **prescribed checklist is enclosed herewith for reference.**

3) It is also requested to ensure that all the documents furnished by the applicants are **duly attested** including the No Objection Certificate (N.O.C) with signatures of all the family members on every page and Undertaking I & II with the signature of the applicant on every page, before forwarding the compassionate appointment proposals to this office.

4) In cases where the applicant has not completed 18 years of age on the date of application submitted within a period of three years from the date of death/medical invalidation of the employee, a separate register shall be maintained to such cases. The register shall contain the details **such as the name and date of death of the deceased employee/ date of relieving of medically invalidated employee, date of birth of the applicant, date of application and the date on which the applicant will attain 18 years of age.**

5) The above procedures may be followed scrupulously for employment assistance under compassionate grounds and for the cases of medical invalidation.

Enclosure: - As above.

Yours faithfully,

K. N. Muthukrishnan
9/9/26

SENIOR PERSONNEL OFFICER/ RECRUITMENT,
for CHIEF ENGINEER/ PERSONNEL(FAC). 2/2

Copy to

The Assistant Personnel Officer/Compassionate Appointment I & II.

Note-5: The Chief Medical Officer, Lady Willingdon Leper Settlement, Tirumani, is deemed to be a Civil Surgeon for the purpose of granting invaliding certificates to employees under his treatment for leprosy. The Medical Superintendent Union Mission Tuberculosis Sanatorium, Madanapalle, is deemed to be a Civil Surgeon for granting invaliding certificate to employees under his treatment for tuberculosis provided that he is registered under the Madras Medical Registration Act, 1914. The invaliding certificates in these cases should be countersigned by the Director of Medical Services concerned.

82.(a) A succinct statement of the medical case and of the treatment adopted, should, if possible, be appended.

(b) If the Examining Medical Officer, although unable to discover any specific disease in the employee, considers him incapacitated for further service by general debility while still under the age of fifty-five years he should give detailed reasons for his opinion, and if possible, a second medical opinion should always, in such a case, be obtained.

(c) In a case of this kind, special explanation will be expected from the head of the office of the grounds on which it is proposed to invalid the employee.

83. A simple certificate that inefficiency is due to old age or natural decay from advancing years is not sufficient in the case of an employee whose recorded age is less than fifty-five years, but a Medical Officer is at liberty, when certifying that the employee is incapacitated for further service by general debility, to state his reasons for believing the age to be understated.

FORM OF MEDICAL CERTIFICATE

84. The form of the certificate to be given respecting an employee applying for invalidation is as follows:-

Certified that I (We) have carefully examined A, B son of C, D, a....., in the..... His age is by his own statementyears, and by appearance about.....years. I (We) consider, A, B to be completely and permanently incapacitated for further service of any kind in consequence of..... (here state disease or cause). His incapacity does not appear to me (us) to have been caused by irregular or intemperate habits.

Note: If the incapacity is the result of irregular or intemperate habits, substitute for the last sentence:

"In my (our) opinion, his incapacity is directly due to.....has been accelerated or aggravated by irregular or intemperate habits.";

(If the incapacity does not appear to be complete and permanent, the certificate should be modified accordingly and the following addition should be made) I am (we are) of opinion that A,B, is fit for further service of a less laborious character than that which he has been doing (or) may, after resting for..... months, be fit for further service of a less laborious character than that which he has been doing.

COMPASSIONATE APPOINTMENT CHECKLIST

- 1 Date of Death of the Board Employee :
- 2 Date of Application of the Dependent :
- 3 Date of Birth of the Applicant :
- 4 Age of Applicant at the time of death :
of Board employee
- 5 Age of Applicant at the time of :
Application
- 6 Death Certificate :
- 7 Cause of Death :
- 8 Legal Heir Certificate :
- 9 Integrated Certificate Issued by :
Tahsildar
- 10 Nomination letter given by :
Spouse/Dependent
- 11 Consent letters from Legal Heirs :
(N.O.C in Rs.100-/ Bond Paper
signature of family members in all
pages)
- 12 Education Qualification *(Attested): :
Record Sheet/Transfer Certificate/
Mark Sheets/Diploma Certificate/
Degree Certificate and its Genuineness
Certificate
- 13 Adequate knowledge in Tamil :
- 14 Initial Change of Applicant :
(Undertaking in Rs.100-/ Bond Paper)
- 15 Community Certificate :
- 16 Aadhar card :
- 17 Undertaking I & II :
(Rs.100-/ Bond Paper signature of
applicant in all pages)
- 18 Circle Requisition :
- 19 SR Copy of the Deceased Employee :
for D.O.B & D.O.J in the board service
- 20 Address for Communication :

MEDICAL INVALIDATION CHECKLIST

- 1 Date of Med. Ivl. of the Board :
Employee
- 2 Date of Relieving from the Board :
Service by concerned SE
- 3 Date of Application of the Dependent :
- 4 Date of Joining in the board service :
- 5 Date of Birth of the Applicant :
- 6 Age of Applicant at the time of Med. :
Ivl. of Board employee
- 7 Age of Applicant at the time of :
Application
- 8 Med. Ivl. Certificate :
- 9 Reason for Med. Ivl. :
- 10 Legal Heir Certificate :
- 11 Consent letters from Legal Heirs :
(N.O.C in Rs.100-/ Bond Paper
signature of family members in all
pages)
- 12 Integrated Certificate Issued by :
Tahsildar
- 13 Nomination letter given by M.I.V :
Employee
- 14 Education Qualification *(Attested):
Record Sheet/Transfer Certificate/
Mark Sheets/Diploma Certificate/ :
Degree Certificate and its Genuineness
Certificate
- 15 Adequate knowledge in Tamil :
- 16 Initial Change of Applicant :
- 17 Community Certificate :
- 18 Aadhar card :
- 19 Undertaking I & II :
(Rs.100-/ Bond Paper signature of
applicant in all pages)
- 20 SR Copy of the Deceased Employee :
for D.O.B & D.O.J in the board service
- 21 Circle Requisition :
- 22 Address for Communication :