

**TAMIL NADU POWER DISTRIBUTION CORPORATION LIMITED
(ADMINISTRATIVE BRANCH)**

144, ANNA SALAI,
CHENNAI-02.

Letter No.041609/19/DCE/Pers./DCE/AE1/ERP/2026-6, dated.20.07.2026.

From

Er.M.AMBIGA, B.E.,
Chief Engineer/Personnel,

To

All the Chief Engineers of TNPDC, TANTRANSO, TNPGL & TNGEL.
All the Superintending Engineers of TNPDC, TANTRANSO, TNPGL & TNGEL.

Sir/Madam,

Sub: HRMS – Online RTA Counseling Process - ERP – Validation of Applications and Submission of Performance Reports (PRs) for all Cadres through the HRMS portal - Instructions – Issued.

- Ref:
1. This office Letter No. CE/Pers./DCE/AE2/ERP/ 2026-3, dated.30.06.2026.
 2. (Per) MD TNPDC Proceedings No.73 (Adm.Br.), dated.02.07.2026.
 3. This office Letter No.041609/19/CE/Pers./DCE/AE1/ERP/ 2026-5, dated. 09.07.2026.

As per the approval accorded vide reference 1st cited, the Online RTA counseling process has been commenced through HRMS Portal and applications are being received from **06.07.2026**. The last date for submission of online applications by employees is **20.07.2026**.

2. After closure of the application period, the validation of applications and submission of Performance Reports (PRs) shall be carried out by the S.R. Maintaining authorities through the **HRMS RTA Portal**.

3. RTA Processing Authorities:-

The transfer orders shall be processed by the following authorities:

- **Chief Engineer/Personnel:** All State-level seniority cadres (Provincial Class II, III and IV) and RWE (Technical Assistant & Gangman).
- **Concerned Superintending Engineers:** RWE cadres (Class III & IV) except Technical Assistant and Gangman.

4. In this regard, the following instructions are issued for strict compliance by all the S.R. Maintaining authorities (Chief Engineers/Superintending Engineers/Executive Engineers).

4(i). Workflow for Validation and submission of Performance Report

The validation and submission of Performance Reports shall be processed through the following workflow:

Level-1: Entry by the concerned Administrative Staff. (Within 7 days)

Level-2: Verification by the concerned Senior Administrative Officer / Administrative Officer / Assistant Administrative Officer as the case may be. (Within 5 days)

Level-3: Recommendation and submission by the concerned S.R. Maintaining Authority, i.e., Chief Engineer / Superintending Engineer / Executive Engineer, as the case may be. (Within 2 days)

Level-4: In respect of Provincial Class III & IV cadres, RWE cadres-TA and Gangman, the concerned Superintending Engineer shall forward the Performance Reports submitted by the Executive Engineers. (Within 1 day)

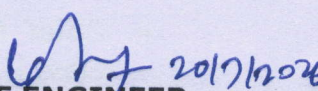
- The officers at Levels 2, 3 and 4 shall verify and approve the Performance Reports immediately on receipt in their respective login and shall not retain them beyond the prescribed time limit.

- All the validated P.Rs shall reach the RTA processing authority through the HRMS portal within 15 days from the commencement of P.R. validation process. **The P.R. validation start date for July 2026 RTA cycle will be intimated subsequently.** The performance report format is enclosed in **Annexure- A**.

5) Further, the system will automatically generate the ranking of all eligible applicants based on the prescribed priority categories, tie-breaking criteria and vacancy position available in ERP and The system will automatically generate transfer order, based on the vacancy position available in ERP.

6) Any discrepancy or consequential issue arising out of validation of applications and Submission of Performance Reports (PRs) shall be viewed seriously and the concerned officers shall be held responsible.

Encl: Annexure A

 20/7/2026
DEPUTY CHIEF ENGINEER_(FAC)
for CHIEF ENGINEER/PERSONNEL

Copy submitted to:-

The Director (Distribution), TNPDC, Chennai-02.

Copy to

The Chief Engineer/Information Technology/TNPDCL/Chennai-02.

The Deputy Chief Engineer/TNPDCL/Chennai-02.

The Senior Personnel Officer/ Recruitment/ Adm.Branch/Chennai -02

The Senior Personnel Officer/Administration/Adm.Branch/Chennai-02.

All the Personnel Officer/Adm.Branch/TNPDCL/Chennai-02.

All the Assistant Personnel Officer/Adm.Branch/TNPDCL/Chennai-02.

The Superintendent, Chamber of the Chief Engineer/Personnel/Chennai-02.

Stock File.

ANNEXURE- A
PERFORMANCE REPORT

1.	Applicant Details	Name	Date of Birth	Employee ID
		Auto fetch		
2.	Designation & Job ID	Auto fetch		
3.	Present Station & Position ID	Auto fetch		
4.	Whether the applicant is already under order of transfer and not yet relieved.	YES		NO
5.	Date of joining in the Present Post			Total No.of Days (Auto - Calculate)
6.	Is one year completed on duty in the present station (by excluding all type of leaves except CL)*	YES (Eligible for RTA) NO(Not Eligible for RTA)		
7.	Details of DP	YES		NO
		FINAL ORDERS ISSUED		
		FINAL ORDERS NOT ISSUED		NO DP IS PENDING
8.	If transferred on vigilance remarks whether 2 years on duty have completed in the present station.	YES		NO
9.	Length of service in the Present Circle/Division/Station irrespective of cadre as the case may be	_Years_Months_Days		
10.	Length of service in the Circle/Division/Station to which transfer is sought irrespective of cadre as the case may be			
Sl. No.	Preferred Places (Auto Fetch)	Service rendered in continuous/different spells.		
		_Years_Months_Days		Spouse Eligibility YES/NO
i.	Option 1			
ii.	Option 2			
iii.	Option 3			
iv.	Option 4			
v.	Option 5			

11.	Grounds on which Transfer is sought (Priority/others)	1. Medical grounds: <i>Exclusively for Organ failure (or) Cancer treatment.</i>	• Eligible • Not Eligible
		2. Differently Abled persons (more than 50%).	• Eligible • Not Eligible
		3. Applicant having mentally challenged child.	• Eligible • Not Eligible
		4. To the place where spouse is working	• Eligible • Not Eligible
		5. Other than the above	
12.	Recommendation	YES	NO (REASON)
13.	Remarks (Maximum 100 characters)		

Note:-

1. * The eligibility period of one year of service at the present station shall be calculated as on the closing date of application submission (20th January for Cycle I and 20th July for Cycle II).

2. Declaration

I hereby declare that the particulars furnished in this Performance Report are verified with the available office records and the Service Register (SR Book) and found them to be true and correct to the best of my knowledge. Based on the verification, I recommended this performance report for further processing and consideration by the competent authority.