

**::TAMILNADU POWER DISTRIBUTION CORPORATION LIMITED::**  
(ADMINISTRATIVE BRANCH)

From  
Er.M. AMBIGA, B.E,  
Chief Engineer/Personnel  
144, Anna Salai,  
Chennai - 600 002

To  
The concerned Chief Engineer of TNPDC, TANTRANSO, TNPGL & TNGECL.  
The concerned Superintending Engineer of TNPDC, TANTRANSO, TNPGL & TNGECL

**Letter No.044908/G.1/G.1(2)/2026, dated.22.07.2026.**

Sir/Madam,

|      |                                                                                                                                                                                                                                                                                         |    |       |             |       |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|-------|-------------|-------|
| Sub: | Establishment – HRMS – ERP - Online Request Transfer Application (RTA) Counseling – Request Transfer Applications in the cadre of Assistant Executive Engineer (Electrical) received in the month of July 2026 – Submission of Performance Reports through E-mail – Instructions – Reg. |    |       |             |       |
| Ref: | 1. (Per)                                                                                                                                                                                                                                                                                | MD | TNPDC | Proceedings | No.73 |
|      | (Adm.Br.),dated.02.07.2026.                                                                                                                                                                                                                                                             |    |       |             |       |
|      | 2. This office Letter No.041609/19/CE/Pers./DCE/AE1/ERP/2026-, dated. 20.07.2026.                                                                                                                                                                                                       |    |       |             |       |

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The Online Request Transfer Application (RTA) Counseling process has commenced through the HRMS Portal, and employees have submitted their Request Transfer Applications for July 2026.

2) As per the existing policy, Request Transfer Applications are required to be considered before effecting promotions. Accordingly, the RTA's received in the cadre of **AEE (Electrical)** is to be processed on priority to enable further promotion panel.

3) The list of AEE's/Electrical who have submitted Request Transfer Applications along with priority attachment in the month of July 2026 through HRMS portal is enclosed.

4) In this regard, the concerned Chief Engineers & Superintending Engineers are requested to verify the particulars and arrange to furnish the **Performance Report (P.R.)** in respect of above applicants, duly completed on or before 24.07.2026 through E-mail ([popanel@tnebnet.org](mailto:popanel@tnebnet.org)).

**(While submitting the Performance Reports, all the particulars prescribed in the Performance Report shall be carefully verified and certified by the competent authority).**

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5) It may be noted that any delay in submission of the Performance Reports will delay the processing of the Request Transfer Applications and consequently the promotion of eligible Assistant Engineer's/Junior Engineer/Electrical/I-Grade **The concerned Chief Engineers/Superintending Engineers shall be held responsible for such delay.**

- Encl:** 1. List of RTA applicants in the cadre of AEE (Electrical) along with priority Attachments.  
2. Performance Report Format.

Yours faithfully,

  
(M. KALAISELVI)  
DEPUTY CHIEF ENGINEER (FAC)  
for CHIEF ENGINEER/PERSONNEL

**ANNEXURE- A**  
**PERFORMANCE REPORT**

|         |                                                                                                                      |                                                  |                         |                          |                                  |
|---------|----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|-------------------------|--------------------------|----------------------------------|
| 1.      | Applicant Details                                                                                                    | <b>Name</b>                                      |                         | <b>Date of Birth</b>     | <b>Employee ID</b>               |
|         |                                                                                                                      |                                                  |                         |                          |                                  |
| 2.      | Designation & Job ID                                                                                                 |                                                  |                         |                          |                                  |
| 3.      | Present Station & Position ID                                                                                        |                                                  |                         |                          |                                  |
| 4.      | Whether the applicant is already under order of transfer and not yet relieved.                                       | YES                                              |                         | NO                       |                                  |
| 5.      | Date of joining in the Present Post                                                                                  |                                                  |                         |                          |                                  |
| 6.      | Is one year completed on duty in the present station (by excluding all type of leaves except CL) (Tick )             | YES (Eligible for RTA)                           |                         | NO(Not Eligible for RTA) |                                  |
| 7.      | Details of DP<br><br>(Tick )                                                                                         | YES                                              |                         | NO                       |                                  |
|         |                                                                                                                      | FINAL ORDERS ISSUED                              | FINAL ORDERS NOT ISSUED | <b>NO</b> 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/ Station irrespective of cadre as the case may be                            | Years          Months          Days              |                         |                          |                                  |
| 10      | <b>Length of service in the Circle/ Station to which transfer is sought irrespective of cadre as the case may be</b> |                                                  |                         |                          |                                  |
| Sl. No. | Options Requested                                                                                                    | Service rendered in continuous/different spells. |                         |                          |                                  |
|         |                                                                                                                      | <b>Years</b>                                     | <b>Months</b>           | <b>Days</b>              | <b>Spouse Eligibility YES/NO</b> |
| i.      | <b>Option 1</b>                                                                                                      |                                                  |                         |                          |                                  |
| ii.     | <b>Option 2</b>                                                                                                      |                                                  |                         |                          |                                  |
| iii.    | <b>Option 3</b>                                                                                                      |                                                  |                         |                          |                                  |
| iv.     | <b>Option 4</b>                                                                                                      |                                                  |                         |                          |                                  |
| v.      | <b>Option 5</b>                                                                                                      |                                                  |                         |                          |                                  |

|     |                                                          |                                                                                 |                |              |
|-----|----------------------------------------------------------|---------------------------------------------------------------------------------|----------------|--------------|
| 11. | Grounds on which Transfer is sought<br>(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 |
|     |                                                          | <b>5. Other than the above</b> (Tick    )                                       |                |              |
| 12. | Recommendation                                           | YES                                                                             | NO<br>(REASON) |              |
| 13. | Remarks<br>(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 (i.e., 20th July ).
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.

Date:

Place:

(CE/SE Concerned )