

TAMILNADU GENERATION AND DISTRIBUTION CORPORATION LIMITED

SECRETARIAT BRANCH
144, Anna Salai,
Chennai-2.

Circular Memo.No.043090/A11/A111/2020-1 dated 18.11.2020.

Sub: Establishment – Secretariat Branch – Punctuality in
attending office - Instructions – Issued.

It is noted that several Officers/Staff in Secretariat Branch are habitually attending office late, this is highly irregular and all the officers/staff in Secretariat Branch must be in their seat and start work not later than the permitted hour of attendance.

2. Accordingly, as per Board office manual chapter XV-(249) all the Office Helpers should attend office half-an-hour earlier than the hours permitted for others. Record Clerk and Office Helpers should not leave office without the permission of their section heads under whom they work. Office Helper attached to officers should remain in office until the officers leave office.

3. Therefore, all the Officers/Staffs in Secretariat Branch are instructed to attend the office by 10.30 AM. and attendance shall be closed by 10.40 AM by the attendance controlling officers. Any violation of these instructions will be viewed seriously.

**L.VINOD KUMAR
DEPUTY SECRETARY/PERSONNEL**

To
All Sections in Secretariat Branch/TANGEDCO/Chennai-2.

Copy to :

Secretary /TANGEDCO /Chennai-2. Table

All Deputy Secretaries/Secretariat Branch/Chennai-2. (For information)

All Under Secretaries/Secretariat Branch/Chennai-2.

'A-8 Section/Secretariat Branch/Chennai-2

(All the Office Helpers/Duffadar/Record Clerk in Secretariat Branch shall be suitably instructed)

//TRUE COPY :: FORWARDED :: BY ORDER//


ASST. BOARD SECTT. OFFICER.

A.G.
18.11.20