

**TAMIL NADU GENERATION AND DISTRIBUTION CORPORATION  
ADMINISTRATIVE BRANCH**

144, Anna Salai,  
Chennai - 02.

**Memo. No. 081363/641/G.40/G.401/2020, Dated 10.12.2020.**

Sub:- TANGEDCO/ TANTRANSCO – Developing Employees e-office – Class III and IV employees – Responsibility of works/ work allocation – Instructions – Regarding.

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In TANGEDCO & TANTRANSCO, the process of developing employee's e-office is in the trial stage. In order to execute the employees e-office/ employee portal/ computerization for the entire organization, the nature of work carried out by each employee of Provincial as well as Regular Work Establishment (RWE) has to be streamlined.

2) In the Class III categories, the works related to certain posts are Supervisory work. In order to ascertain the responsibilities, according to the actual work assigned and executed by the employee concerned, the post wise details of the categories carrying out the supervisory works, the nature of work being supervised and the categories being supervised are reiterated below.

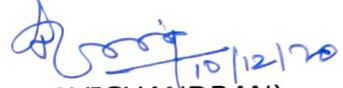
	Categories (Supervisory)	Nature of supervision work carried out	Categories working under the supervisory category
1.	Accounts Supervisor	Monitoring of presence, Movements, Allocating the works, Supervising the works.	Assistant (Accounts) Junior Assistant (Accounts)
2.	Administrative Supervisor	Monitoring of presence, Movements, Allocating the works, Supervising the works.	Assistant (Admin) Junior Assistant (Admin)
3.	Head Draughtsman	Monitoring of presence, Movements, Allocating the works, Supervising the works.	Draughtsman Assistant Draughtsman
4.	Draughtsman	Monitoring of presence, Movements, Allocating the works, Supervising the works.	Assistant Draughtsman

5.	Head Sergeant	Monitoring of presence, Movements, Allocating the works, Supervising the works.	Sergeant
6.	Revenue Supervisor	Supervising the works of assessment, collection, remittance and inspections and field verification of correctness of assessment.	Inspector of Assessment Assessor
7.	Inspector of Assessment	Supervising the works of assessment, collection and remittance.	Assessor
8.	Junior Chemist	Monitoring of presence, Movements, Allocating the works, Supervising the works.	Tester Chemical
9.	Stores Supervisor	Supervising the works in the stores with regard to the stock, allotments and requirements.	Stores Custodian Grade-I Stores Custodian Grade-II Field Assistant
10.	Foreman / Special Grade Foreman (and equivalent)	Supervising the works in the field with regard to supply and maintenance of power. Work allocation to the subordinates.	Line Inspector Wireman Field Assistant Mazdoor (and equivalent)
11.	Line Inspector (and equivalent)	Supervising the works in the field with regard to supply and maintenance of power. Work allocation to the subordinates.	Wireman Field Assistant Mazdoor (and equivalent)
12.	Commercial Inspector (and equivalent)	Supervising the works in the section office with regard to the maintenance of register, returns, reports and work orders	Commercial Assistant Field Assistant Mazdoor (and equivalent)
13.	Junior Engineer Grade -II	Supervising the works in the field/ sub-stations/ power houses with regard to operation and maintenance works.	Technical Assistant Line Inspector Wireman Field Assistant Mazdoor (and equivalent)

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3) All the Chief Engineers and Superintending Engineers of TANGEDCO & TANTRANSCO shall communicate the memo to the subordinates for proper conduct of office and field work.

4) The receipt of the memo shall be acknowledged.

  
(D. RAVICHANDRAN)  
CHIEF ENGINEER/PERSONNEL

To:

- 1) All Chief Engineers of TANGEDCO & TANTRANSCO.
- 2) All Superintending Engineers of TANGEDCO & TANTRANSCO.

**Copy to:-**

- 1) The Chairman-Cum-Managing Director's Table.
- 2) The Joint Managing Director/ Finance's Table.
- 3) The Joint Managing Director/ TANGEDCO's Table.
- 4) The Managing Director/TANTRANSCO/Chennai.
- 5) All the Directors/TANGEDCO & TANTRANSCO.
- 6) The Secretary/TANGEDCO.
- 7) The Legal Adviser/TANGEDCO.
- 8) The Chief Internal Audit Officer/TANGEDCO.
- 9) The Industrial Relations Adviser/TANGEDCO.
- 10) The Senior Labour Welfare Officer/ TANGEDCO & TANTRANSCO.