

**TAMIL NADU GENERATION AND DISTRIBUTION CORPORATION**  
**(SECRETARIAT BRANCH)**

**Memo. (Per) No.45784/A23/A231/2020-1, dated 07.12.2020.**

Sub: Establishment – TANGEDCO Complex –  
Punctuality in Attendance – Instructions –  
Reiterated – Orders – Issued.

- Ref: i) B.P. Ms. (Ch) No.27 (SB), dated 19.01.1985.  
ii) Memo. No.44356/O&M-I (3)99-1, dated  
16.06.1999.  
iii) Memo. No.20052/A23/A231/2000-1, dated  
16.03.2000.  
iv) Memo. (Per) No.65754/A23/A232/10-1, dated  
20.08.2010.

\*\*\*\*\*

In the proceedings first cited consolidated instructions were issued regarding punctuality in attendance, maintenance of movement control registers etc. The same was reiterated vide reference second cited. In the reference third cited instructions were issued to maintain common attendance register and to furnish a list of late comers/absentees with their name and designation daily by 11.00 A.M. to A-23 Section (O&M Cell-I) Board office Secretariat Branch in person.

2. Of late, it is observed that the above instructions have not been followed and most of the controlling officers in the Headquarters are not furnishing the daily report/weekly report to A-23 Section/Secretariat Branch.

3. Hence, it is hereby directed that all the controlling officers of the TANGEDCO Headquarters Complex who are maintaining attendance register should follow the instructions issued in the references cited and close the attendance registers by 10.40 AM and furnish the daily list of absentees and no reporter/weekly report to A-23 Section/Secretariat Branch at 11.00 AM without fail in person (or) through e-mail (ID - [usonm1@tnebnet.org](mailto:usonm1@tnebnet.org)).

4. The above instructions should be followed strictly.

**M.BHAVANI**  
**SECRETARY**

To  
All Chief Engineers/Superintending Engineers of Headquarters Complex.  
All Chief Financial Controllers.  
The Chief Internal Audit Officer/Audit Branch/Chennai.  
All Deputy Secretaries/Secretariat Branch.

Copy to :-

The Chairman-Cum-Managing Director.

The Joint Managing Director/TANGEDCO & TANTRANSCO.

The Joint Managing Director (Finance)/TANGEDCO & TANTRANSCO.


The Director General of Police/Vigilance/TANGEDCO/Chennai.

All Directors/TANGEDCO and TANTRANSCO.

The Deputy Chief Engineer/Administrative Branch.

The Assistant Personnel Officer/Tamil Development for publication  
in TANGEDCO, TANTRANSCO and TNEB Ltd Bulletin. (2 copies)  
Stock File.

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

  
SECTION OFFICER