

TAMIL NADU GENERATION AND DISTRIBUTION CORPORATION LTD.
(Abstract)

Electricity – Online application filing of name transfer in respect of LT service connections through TANGEDCO Web Portal – Guidelines communicated for implementing in entire Tamil Nadu - Reg.

TECHNICAL BRANCH

(Per) (CMD) TANGEDCO Proceedings No: 25 Dated : 03.02.2021.

Thai : 21

Saarvari Varudam

Thiruvalluvar Aandu : 2052.

Ref: (1) Per (CMD) TANGEDCO Proceedings No. 362 dated 04-08-2016.

(2) Note approved by CMD/TANGEDCO on 13-10-2020 in
FLM-CM/154/2020.

(3) Note approved by CMD/TANGEDCO on 27-01-2021 in
FLM-CM/324/2020.

1. The CMD/TANGEDCO has approved the online application filing of name transfer in respect of LT service connections through TANGEDCO Web Portal applicable to entire Tamil Nadu.

2. To make the name transfer process simple and to avoid time delay, it has been decided that section officer himself may receive the online applications for name transfer in respect of all tariff categories and effect the name transfer.

3. In this connection, the simplified procedure to be adopted of name transfer of LT service connections is given below for implementation:

The applicant seeking Name Transfer shall submit the following:

a. Name Transfer due to sale/partition/settlement/gift of the premises, etc.

- i) Buyer/Transferee shall apply online along with Undertaking by Buyer/Transferee (Form-4) and consent letter by Seller/Transferor (Form-2).
- ii) In case Seller/Transferor is not available, the Buyer shall apply online along with the recent Property Tax receipt along with Undertaking by Buyer/Transferee (Form-4). In case of non-availability of property tax receipt, then, only one document mentioned in the TN Electricity Supply code shall be obtained. More than one document need not be insisted.

b. Name Transfer due to death

- i) The applicant shall apply online along with recent property tax receipt, Undertaking as per Form-4 and Indemnity bond as per Form-3.

- ii) On receipt of soft copies of applications and supporting documents through web and on payment of necessary charges, name transfer should be effected by the section officer concerned based on the documents furnished by the applicant immediately on the same day.

4. The process flow of name transfer is detailed below:

1. The applicant has to fill the required details such as name of the applicant, address, mobile No., e-mail id, Name of the present owner of the service connection, service connection number, etc.
2. An OTP/message would be received in earlier registered mobile number (for that particular connection) and the new mobile number registered for further processing of name transfer.
3. The Applicant has to furnish the Aadhar No. as Identity Proof. In case Aadhar card is not available, then other ID Proof such as PAN card, Ration Card, Driving License has to be furnished.
4. On submission of the application, 'Acknowledgement Form' would be generated along with the 'Application Reference Number'. Web links to print the submitted application form and 'Acknowledgement Form' would be provided in the portal.
5. Subsequent to submission of the application, the charges for name transfer shall be paid by the applicant through the TANGEDCO URL <https://www.tnebn.net.org/awp/login> immediately.
6. On receipt of soft copies of applications and supporting documents through web and on payment of necessary charges, name transfer should be effected by the section officer concerned based on the documents furnished by the applicant immediately on the same day and the name transfer shall be communicated to the applicant with the following conditions:

"As per your application for name transfer of the service connection No..... Tariff now standing in the name of Thiru..... (Name of the old owner of the service connection) at (address of the service connection) is hereby transferred in your name Thiru..... (applicant name) with the existing current consumption deposit of Rs..... with effect from..... (Date of name transfer).

Necessary white meter card in your name Thiru..... (applicant name) shall be obtained in the collection centre at (Place of the collection centre of the concerned section).

The order issued is for the purpose of name transfer of the electricity service connection only and it should not be cited as a legal document or for any other purpose. All the future bills will be issued in your name with effect from the date of this order.

You shall be asked to furnish the additional documents, if required in connection with the name transfer on later date, failing which, the name transfer order will be cancelled and will be reverted to the original name.

Please note that the undersigned shall have full rights to cancel the above name

transfer order at any time if it is proved that any of the records produced by you in connection with this name transfer is found to be false"

7. Subsequently, the documents furnished by the applicant would be scrutinized by the section officer concerned within 3 working days from the date of effecting name transfer. If any discrepancies are noticed, then the details would be entered in the system by the section officer concerned and a notice would be generated to intimate (through notice/e-mail/SMS etc.) the applicant about defects immediately. The applicant shall also be informed that if the required documents are not re-submitted within the 7 working days from the date of receipt of intimation about defects, the name transfer order will be cancelled and the name transfer of the service connection will be reverted to the original name.
 8. The defective application received through the web would be listed for editing and uploading of relevant documents by the web portal user using the application reference number. However, if the documents are not re-submitted within the 7 working days, the name transfer order will be cancelled and reverted to the original name with due intimation to the applicant through notice/e-mail/SMS etc.
 9. The soft of the connected papers along with the name transfer order will be sent to the Revenue Branch for record and to obtain necessary signature of the Executive Engineer concerned in the LT agreement forms wherever required through online mode.
 10. The section officer concerned who effect name transfer shall ensure that all the dues of the TANGEDCO pertain to the service connection such as previous dues pertaining to the service connection if any, fresh security deposit if applicable, ACCD, etc. is collected before effecting the name transfer.
 11. The entire process of verification of the name transfer shall be completed within 7 days from the date of receipt of complete online application in complete shape along with payment of applicable charges...
 12. RTR need not be taken by the section officer while effecting Name transfer since there is no provision in the TNE Supply Code to obtain the same.
5. The above procedure of Online application filing of name transfer in respect of LT service connections through TANGEDCO Web Portal shall be implemented in entire Tamil Nadu with effect from 01-04-2021.

Sd/- dated 27-01-2021

CMD/TANGEDCO

To

All the Chief Engineers/ Distribution.
Copy to all the Superintending Engineers/EDCs.

Copy to the Chief Engineer/IT. The following provision may be made in the online software

1. If the applicant enter the service connection number by choosing the Region and Circle, the system would fetch and display the existing details of the service connection say, name, address, tariff, connected load, etc., provided the service remains under LIVE status. For all other status like "Disconnected/Account closed", the application detail entry would be disabled and the applicant would be informed to approach concerned section office for further details.
2. The Aadhar based sign in facility shall be made available for the process. There shall be additional options to download, sign, scan and upload the documents and the consumers who do not have printer to take printout have the option to scan their signature and upload.

Copy to the Chief Financial Controller/Revenue

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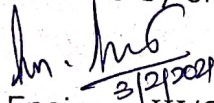
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Copy to the Executive Assistant to Director (Distribution)

Copy to B.P. Section/Adm. Branch for publishing in TANGEDCO Gazette.

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