

**TAMIL NADU GENERATION AND DISTRIBUTION CORPORATION LTD.**  
**Technical Branch**

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O/o. Chief Engineer/Commercial,  
Chennai – 2.

**Memo No.CE/Coml/SE/EE2/AEE2/F.NameTransfer Mela/D.388/2023/dt.21.07.2023**

Sub: -TANGEDCO - "Name Transfer Mela"- Simplified procedure for Name Transfer in respect of LT Domestic and Common service connections – Instructions issued – Regarding.

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

(ii) Note approved by CMD/TANGEDCO on 20.07.2023.

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TANGEDCO has proposed to conduct "Name Transfer Mela" in respect of Domestic and Common service for a period of one month from 24.07.2023.

Hence, the following procedures shall be adhered to for effecting the name transfer in respect of Domestic and Common service during the "Name Transfer Mela".

The applicant shall apply for name transfer in person in the section office or through online with the required documents as noted below.

**A. Name Transfer due to the sale of the premises etc.,**

- i. Aadhar card.
- ii. a. Copy of recent property tax receipt in respect of Municipality and Corporation area (or) Xerox copy of Sale deed (or) any other valid document (Gift deed /Settlement deed etc.,) (or) Court Order.  
  
b. In respect of areas other than Municipality and Corporation, Xerox copy of Sale deed (or) any other valid document (Gift deed /Settlement deed etc.,) (or) Court Order.

**B. Name Transfer due to death:**

Name transfer shall be done in the names of all the legal heirs as per the legal heir certificate produced if the Settlement deed or Partition deed is not available.

- i. Aadhar card.
- ii. a. Copy of recent property tax receipt in respect of Municipality and Corporation area (or) Xerox copy of ownership document.  
  
b. In respect of areas other than Municipality and Corporation, Xerox copy of Sale deed (or) any other valid document (Gift deed /Settlement deed etc.,) (or) Court Order.

**C. Name Transfer in respect of Common Services in Group housing (Tariff ID):**

For common services in a Multi-tenement/Residential Complex/Group housing existing in the name of Builders/ Developers, name transfer shall be done on the production of the following documents:

i. Registration certificate in the name of the Registered Welfare Association.

(or)

ii. Authorisation letter from the occupants authorising an occupant to sign the application to transfer in the name of the Premises/Apartment.

For example, Premises/Apartment name: Saravana Apartments, authorised by the occupants – one authorised person for transaction with TANGEDCO.

**Further, it may be ensured that the name transfer shall be effected only for services that are not under disconnection and on payment of outstanding dues.**

The following procedure should be adopted by the Section Officers for effecting the name transfer:

1. The application form for name transfer shall be given to the applicant.
2. The filled in application along with the documents furnished by the Applicants are to be verified for correctness.
3. On verification, the eligible applicant shall be directed to pay the name transfer fee in the collection counter.
4. On payment of charges, the concerned Section Officer shall upload the application details along with the document in the online LT portal.
5. Name transfer shall be effected and the name transfer order shall be generated and given to the applicant immediately.

All the Chief Engineers/Distribution/Regions are instructed to communicate the above instruction to all the field officers up to the level of Section Officers for effecting the name transfer immediately during the "Name Transfer Mela".

**Sd/- (21.07.2023)  
For Director /Distribution.**

To

All the Chief Engineers/Distribution/Region.

Copy to all the Superintending Engineers/EDCs.

Copy to the Chief Engineer/IT & RAPDRP (It is requested for making necessary modifications in the LT portal)

Copy to the Chief Financial Controller/Revenue.

Copy to the Chief Financial Controller/Regulatory Cell.

Copy to the Executive Assistant to the Director/Distribution.