

**TAMIL NADU GENERATION & DISTRIBUTION CORPORATION LIMITED
ADMINISTRATIVE BRANCH**

From

To

Er. A. ASHOK KUMAR, B.E.,
Chief Engineer/Personnel,
144, Anna Salai,
Chennai - 600 002.

The Superintending Engineers concerned.

Letter No.032790/28/G.1/G.12/2018, dated 10.07.2018.

Sir,

Sub: TANGEDCO – Estt. – Class III Service – Junior Engineer/Civil II Grade – Suitable for promotion as Junior Engineer/Civil I Grade - Suitability report, DP & Service particulars - Called for - Reg.

All the Superintending Engineers are hereby informed that, a fresh panel is proposed to be prepared for filling up the existing and anticipated vacancies of Junior Engineer/Civil II Grade based on the Crucial date 20.04.2018. Consequently a list of Junior Engineers/Civil II Grade whom are to be considered for promotion to the post of Junior Engineer/Civil I Grade is enclosed herewith as Annexure-A.

2) In this regard, the concerned Superintending Engineers are requested to furnish the suitability report of the officials mentioned in Annexure-A who are working in your circle in the enclosed Format – A [each 3 (Three) copies], alongwith their Service Particulars in the enclosed Format – B [each 7 (Seven) copies] The above said Formats – A & B should be filled up using **"Yes" or "No"** or briefed as the case may be and **should not be left blank or filled up by using "dash" (-)**.

3) Subsequently **7 (Seven) copies** of the Charge Memo. / Final orders of D.P., Hon'ble Court orders, FIR filed (Departmental or Personal) if any should also be furnished.

4) The concerned Superintending Engineers are requested to make sure that in Annexure-A if the working station of any of the individuals (working under your control) are marked to another circle then their particulars should be sent without fail. Simultaneously, if the working station of any of the individuals (at present not working under your control) are marked to your circle then all their particulars may be transferred from your circle to that circle and the concerned Superintending Engineer may be addressed directly together with the copy of this office reference with a request to furnish the particulars about the concerned individuals in Formats – A & B directly to this office.

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5) The concerned Superintending Engineers should make sure that **the individual is an approved probationer in the category of JE/Civil II Grade** since it is one of the criteria to consider them for promotion to the post of Junior Engineer/Civil I Grade. Hence, the date of Completion of probation in the category of JE/Civil II Grade should be specified without fail in Column No.9 in the Format – A enclosed.

6) The concerned Superintending Engineers are requested to bestow their personal attention in the above matter and furnish the particulars about the officials in Annexure – A, Formats – A & B on or before 28.07.2018 without fail as the preparation of panel of JE/Civil I Grade depends upon the receipt of the above report.

7) In addition to the above particulars, the Performance Assessment Reports of the officials mentioned in Annexure-A for the year upto March 2018 if not sent already should also be furnished to this office immediately.

8) The receipt of this letter with all enclosures may be acknowledged by return post without fail.

Encl: Annexure – A
Formats – A & B

Sd./***** (10.07.2018)
(A.ASHOK KUMAR)
CHIEF ENGINEER/PERSONNEL

NOTE :

- The details requested in the Formats A & B must be furnished precisely and specifically.
- The Name of the official and Date of Birth should be specified on the top of each page).
- **Three copies** (Hard copy) of the suitability format with the remarks and signature of the officer concerned should be sent via post.
- **Seven copies** (Hard copy) of Service Particulars, Final order, Charge memo, any other action taken report, prevailing or pending report about the official should be sent via post.
- The soft copy of Format A (i.e.) Suitability Report should be sent to the Personnel Officer/ Panel's email id ceperspop@tnebnet.org

Copy to : The Chief Engineers concerned.

Copy to : The APO/Mechanical & Civil/Adm.Branch/Chennai-2.

Copy to : G.4 and G 15 Sections (3 copies) each with enclosures.

Copy to : Stock file.

ANNEXURE - A

LIST OF JUNIOR ENGINEERS / CIVIL-II GRADE

Sl. No	Name	D.O.B.	Present Circle	D.O.J.
1.	AHAMADKHAN. P	15.01.72	SE/Cvl.Pro.Dev & Co-Ordin	18.08.2010
2.	VENKATESH. C	15.03.70	SE/MM-II/Ch-2	04.11.2016
3.	RAVICHANDRAN.S	26.07.70	NCTPS – I	23.08.2016
4.	NACHIAR. S	18.04.66	Kanyakumari EDC	15.09.2016
5.	RAJALAKSHMI. C	27.07.73	Trichy EDC/ Metro	14.11.2016
6.	VAITHIYANATHAN. K	15.06.72	Madurai EDC/Metro	06.10.2016
7.	RAMESH KUMAR. M	12.12.68	Madurai EDC/Metro	04.11.2016
8.	VELMURUGAN. M	27.02.78	SE/Cvl.Pro.Dev & Co-Ordin	14.07.2017

Sd./***** (10.07.2018)
(A.ASHOK KUMAR)
CHIEF ENGINEER/PERSONNEL

FORMAT-A

Sl. No.

SUITABILITY REPORT

- 1 Name of the official in block letter :
with initial
- 2 Designation
- 3 Date of Birth & Age : D M Y years
- 4 Date of Retirement : D M Y
- 5 Technical Qualification :
- 6 Date of passing of E.D. Account : Regn. No.
Test & Registration number : Date
- 7 Whether possess adequate :
knowledge in Tamil
- 8 Date of regular appointment in the : D M Y F.N. / A.N.
present post JE/Civil II Grade
- 9 Date of completion of probation : D M Y F.N. / A.N.
along with Cadre(i.e.) JE/Civil II Grade
(Cadre should be specified)
- 10 Total service in the present post : Year Month Date
(i.e.) JE/Civil II Grade as on
30.06.2017 (Excluding EOL if any)
- 11 Name of the Region, Circle and :
Station working at present
- 12 Whether any penalty has been : (Specify Yes or No)
imposed on the officer during the
last 5 years. If yes, the following
should be furnished :
 - i) The nature of charge, 8(a) or 8(b) :
 - ii) Total No. of charges :
 - iii) Specify precisely about each :
charge proved and not proved
separately
 - iv) The nature of penalty imposed :

Name of the individual and Date of Birth

(To be specified on top of each page)

- 13 If the punishment ordered is stoppage of :
increment, with or without cumulative
effect, furnish the following :
- i) The normal due date of increment of the :
official
 - ii) Date of Final order [Seven copies of final :
order should be enclosed]
 - iii) Date of commencement of punishment :
period as per final order
 - iv) Probable date of completion of punishment :
period
- 14 Whether any Charge/Vigilance Enquiry is :
pending against the Official and if so
indicate the nature of Charge/ enquiry
present stage. [Copy of charge memo. to be
enclosed].
- 15 Leave Particulars :
Whether the official is on (i) unauthorised
absence for more than six months (or) (ii)
E.O.L. (or) (iii) employment at abroad. If
yes, the following should be furnished :
- i) Any action have been taken against the :
unauthorized officials
 - ii) A copy of action taken report to be enclosed :
- 16 Whether the official is suitable for :
promotion. [Other than Suitable, Reason to
be specified precisely by the Superintending
Engineer]

SUPERINTENDING ENGINEER/

FORMAT-B

Name of the individual and Date of Birth
(To be specified on top of each page)

Service particulars of the official

Sl. No.	Post held	Name of the Station/ Circle	PERIOD From	To
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SUPERINTENDING ENGINEER/

➤ **NOTE :**

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