

**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.043166/86/G.1/G.1(2)/2019-2, dated: 30.07.2019.

Sir,

Sub: TANGEDCO – Estt. – Class-II Service –
Assistant Engineers/Civil and Junior
Engineers/Civil I Grade and CHD – Suitable for
promotion as Assistant Executive
Engineer/Civil - 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 Assistant Executive Engineer/Civil based on the Crucial date 05.06.2019. Consequently a list of Assistant Engineers/Civil and Junior Engineers/Civil I Grade whom are to be considered for promotion to the post of Assistant Executive Engineer/Civil 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 10 years 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 under 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 particular 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.

5) The concerned Superintending Engineers should make sure that the individual is an approved probationer in the category of A.E./Civil (or) J.E/Civil – I Grade since it is one of the criteria to consider them for promotion to the post of Assistant Executive Engineer/Civil. Hence, the date of Completion of probation in the category of A.E./Civil (or) J.E/Civil – I 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 22.08.2019 without fail as the preparation of panel of AEE/Civil 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 2019 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

Yours faithfully

Sd/-***31.07.2019
(E.L.SELVAMARY)
PERSONNEL OFFICER/PANEL
For 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, and 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/M&C, Adm.Br./Ch-2.
Copy to : G.2 Section.
Copy to : Stock file.

ANNEXURE – A

LIST OF ASSISTANT ENGINEER / CIVIL			
CHIEF HEAD DRAUGHTSMAN			
SL. NO	NAME	D.O.B	PRESENT CIRCLE
1	SOORIYANARAYANAN.S	18.05.1965	GCC/MADURAI
ASSISTANT ENGINEER / CIVIL			
1	SUKUMAR.V	21.05.1979	GCC/SALEM
2	DAVIDSON.L	29.04.1986	TTPS
3	ANANDA BHAVATHI.M	07.04.1987	S.E/CIVIL/TH. PROJECTS
4	ANGEL MARY.E	25.03.1982	TTPS
5	KRISHNASEKAR.M	09.03.1981	GCC/MADURAI
6	KANIMOZHI.D	10.10.1982	PERAMBALUR EDC
7	MURUGAN.J	17.05.1971	GCC/TRICHY
8	SHYAMALA.R	04.11.1980	CHENNAI EDC/WEST
9	HEMINI MANJU.M	27.01.1975	NCTPS
10	KOMAGAL.R	20.04.1983	NCTPS
11	JANAGIRAMAN.G	14.03.1969	C.E/D/TRICHY
12	KAMAL.S	28.07.1981	GCC/SALEM
13	ENOCH STEPHEN.S	14.10.1975	CDC-I/TANGEDCO
14	SEKAR.R	01.05.1969	T.V. MALAI EDC
15	SUBRAMANIAN.D	20.01.1977	GCC/MADURAI
16	GOPALAKRISHNAN.P	06.05.1986	GCC/COIMBATORE
17	RAMAKRISHNAN.A	02.06.1973	TTPS
18	NITHYA.T	01.04.1981	GCC/TRICHY
19	SUBBU RAJ.V	18.05.1973	TTPS
20	SRINIVASAN.M	19.08.1985	G.C/ERODE

SL. NO	NAME	D.O.B	PRESENT CIRCLE
21	SAMUEL SATHYA DHAS.I	18.04.1975	TUTICORIN EDC
22	MANIKKODI.G	30.12.1966	MTPS-II
23	JOSEPH KRUBHA.A	08.05.1977	GCC/MADURAI
24	AMINA BEEVI.N	16.02.1967	TTPS
25	VETRIVEL.S	18.02.1963	THIRUVARUR EDC
26	KUMARESAN.K	04.02.1968	MTPS-II
27	BASKAR.K	10.06.1971	GCC-II/CHENNAI
28	VEERAMANI.R	10.06.1969	GCC/TRICHY
29	BALAJI.K	26.05.1973	ETPS EXP. PROJECT
30	UMAYAL PARVATHI.A	05.04.1983	VIRUDUNAGAR
31	MANIKANDAN.S	20.06.1975	GCC/COIMBATORE
32	PADMARANI.D	30.07.1970	S.E/PRO.DEV&CO-ORD
33	RAMESH.S	23.05.1983	G.C/KADAMPARAI
34	SELVALAKSHMI.S	16.05.1990	VILLUPURAM EDC
35	VIJAYAGANDAN.J	08.05.1981	CHENNAI EDC/CENTRAL
36	REVATHY.N.S	02.06.1966	GCC/MADURAI
37	KARTHIKEYAN.N	23.05.1988	MTPS-II
38	THILAGAM.R	01.04.1967	MADURAI/METRO
39	VIMALA DEVI.R	02.07.1967	GCC/MADURAI
40	AGENIEA CHRISTELLA CANUTE.C	11.01.1970	S.E/PCC&DRIP
41	GOMATHY.K	23.10.1967	TUTICORIN EDC
42	SAICHITRA (ALIAS) CHITRADEVI.S	13.05.1968	PD&CO-ORD

SL. NO	NAME	D.O.B	PRESENT CIRCLE
43	SARAVANAN.M	18.07.1967	G.C/KUNDAH
44	THIAGARAJAKUMAR.R	11.01.1975	MTPS-II
45	THIRUGNANA SAMBANDAM.A	12.06.1968	GEN. CIRCLE/KUNDAH
46	RAVI CHANDRAN.G.N	11.06.1968	G.C/KUNDAH
47	DANIEL PRABAKAR.R	24.05.1965	TIRUNELVELI EDC
48	SENTHIL KUMAR.S	31.08.1981	GCC/MADURAI
49	THIRUMURUGAN.K	09.06.1968	MTPS-II
50	SANTHI.M	10.06.1967	KARUR EDC
51	SHARMILA BEGUM.S	29.05.1968	GCC/MADURAI
52	PANDIARAJAN.K	03.06.1966	GCC/MADURAI
53	ANANTHI.R	12.06.1977	GCC/TRICHY
54	BABU.M	28.05.1967	DINDIGUL EDC
55	KANNAN.P	10.07.1968	VGTPS
56	MARIMUTHU.M	04.03.1969	G.C/ERODE
57	RADHIKA.D.L	08.07.1967	KANYAKUMARI.EDC
58	CHITHRA.N	10.06.1970	CDC-I/TANGEDCO
59	PRABHAKAR.N	04.07.1968	MTPS-II
60	SIVAKUMAR.P.K	14.08.1974	TTPS
61	RAMAMOORTHY.K	04.02.1969	GCC-1/CHENNAI
62	KARTHIKEYAN.R	16.06.1983	GCC-I/CHENNAI
63	MUTHUSENTHILKUMAR.S	30.06.1967	TTPS

LIST OF JUNIOR ENGINEER/CIVIL I GRADE			
SL. NO.	NAME	D.O.B	CIRCLE
1	BALU.M	10.06.1971	GCC/COIMBATORE
2	SHANTHI.S	08.01.1970	S.E/CIVIL/DISTN./CH
3	ABDULKHADER.P.S.	07.05.1969	S.E/PRO&DEV/CHENNAI
4	TAMILARASU.S	10.06.1968	GCC-I/CHENNAI
5	SEKAR.P	13.05.1962	GCC/MADURAI
6	SIDDIGH AHMED.S	05.06.1970	CDC-I/CHENNAI
7	GANESAN.S	16.07.1972	GCC/MADURAI
8	SARAVANAN.S	19.06.1972	ERODE EDC
9	MURUGAN.S	15.06.1968	GCC/CHENNNAI
10	SREEKUMAR.D	26.07.1968	T.T.P.S.
11	PARTHIBAN.M	12.03.1965	GCC/CHENNAI
12	DHARMARAJ.V	31.05.1974	VIRUDHUNAGAR EDC
13	PANDIAN.S.V.	30.07.1971	GCC-I/CHENNAI
14	GANESAMURTHY.A	31.07.1966	GCC/MADURAI
15	ASHOKKUMAR.N	05.07.1963	GCC/COIMBATORE
16	WILLIAM.B	02.02.1967	GCC/COIMBATORE
17	SELVAM.C	19.05.1977	GCC/COIMBATORE
18	JEEVA.M.K	10.01.1963	VELLORE EDC
19	CHRISTINA.V.E	30.04.1971	CHENNAI E.D.C/ SOUTH

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 (i.e.) A.E./Civil or
JE/Civil I Grade
- 9 Date of completion of probation : D M Y F.N. / A.N.
along with Cadre(i.e.) A.E./Civil or
JE/Civil I Grade
(Cadre should be specified)
- 10 Total service in the present post : Year Month Date
(i.e.) A.E./Civil or JE/Civil I Grade
as on 31.07.2018
(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 official 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 for the past 10 (Ten) Years or more to Till date				
Sl. No.	Post held	Name of the Station/ Circle	PERIOD	
			From	To

SUPERINTENDING ENGINEER

➤ **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