

TAMIL NADU GENERATION AND DISTRIBUTION CORPORATION LTD.,  
(ADMINISTRATIVE BRANCH)

144, Anna Salai,  
Chennai – 600 002.

Memo No. 036976/397/G.4/G.41/PAR/2019-2, Dt.30.07.2019.

**Sub:-** Establishment – Class II and III Service – Preparation of Panel - Submission of Performance Assessment Report and Suitability Report in time – Instructions – Issued.

- Ref :-**
- (i) B.P.Ms. (Ch) No.212 (SB), dated 12.06.1987.
  - (ii) Circular Memorandum No.41388/P1/98-1, (SB), dated 02.07.1999.
  - (iii) Memo No.3618/A18/A181/2006-1 (SB), dated 30.09.2006.
  - (iv) Memo.No.6029/A18/A181/2009-1 (SB), dated 30.01.2009.
  - (v) This office Memo No.036976/397/G.4/G.41/PAR/2019, dated 21.05.2019.

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Inspite of the instructions issued in the reference (i) to (v) cited, it is brought to the notice of **the Chairman cum Managing Director** that the Performance Assessment Report and Suitability report in respect of the Class II and III service officials which are necessary for preparation of panel are not being sent by the Superintending Engineers concerned in time. Due to the said lacuna, the panel could not be prepared in accordance with the orders issued in the reference first cited prescribing the crucial date. Certain employees have also retired without getting their promotion in view of the delay, which lead to unwanted litigations and embarrassment to the Corporation.

2) The Trade Unions are also insisting upon for preparation of panel based on the crucial date every year. The same has been considered.

3) Accordingly, all the Superintending Engineers are hereby instructed

- i) to forward the Performance Assessment Report in respect of the officials under their control every year before 30<sup>th</sup> April of Class II Service and 31<sup>st</sup> January with regard to Class III Service to the Administrative Branch;**
- ii) to forward the Suitability report in respect of Class II and III Service officials within the time as prescribed in the B.P. under reference 1<sup>st</sup> cited, to the Administrative Branch for preparation of panel suitable for promotion to the next higher post based on the crucial date;**
- iii) responsibility be fixed on the officials concerned who cause the delay in sending the Performance Assessment Report and Suitability report and stern action be taken against them as deemed fit.**

- 4) The Superintending Engineers concerned should take initiative to execute the aforesaid instructions.
- 5) Receipt of this memo shall be acknowledged.

Sd/-\*\*\*30.07.2019  
(A.ASHOK KUMAR)  
CHIEF ENGINEER/PERSONNEL

To

All Superintending Engineers,  
TANGEDCO/TANTRANSCO,

**Copy to:-**

All Directors/TANGEDCO/TANTRANSCO.

EA to CMD/TANGEDCO.

EA to JMD/TANGEDCO

The Secretary/Secretariat Branch/TANGEDCO/Ch-2.

All the Chief Engineers/TANGEDCO/TANTRANSCO.\*\*

**\*\* It should be ensured that the Superintending Engineers under their control have sent the Performance Assessment Report and Suitability report in time to the Administrative Branch during their review.**

The Deputy Chief Engineer/Adm. Branch/Ch-2.

All Senior Personnel Officers/Adm. Branch/Ch-2.