

TAMIL NADU GENERATION AND DISTRIBUTION CORPORATION
ADMINISTRATIVE BRANCH

144, Anna Salai,
Chennai - 600 002.

Memo No.036976/397/G.4/G.41/PAR/2019, Dated 21.05.2019.

Sub:- Establishment - Submission of Performance
Assessment Report in time - Instructions - Issued.

Ref:- Memo. (Per.) No.2413/A.23/A.232/2012-2, dated
11.06.2012.

Instructions have been issued in the reference cited prescribing certain norms for writing up of the Performance Assessment Report for class I & II employees. Consequent to the same, the panel for promotion to the next higher post is being prepared based on the crucial date on considering the Performance Assessment Report written by the Reporting Officer and Scrutinized by the Scrutinizing officer. However, the Performance Assessment Reports for employees of class II & III are not sent by the Authority concerned in time. It causes much delay in preparation of panel, besides Administrative inconvenience and unnecessary litigations.

2) All the Superintending Engineers are hereby instructed to direct;

- (i) **The Reporting Officers to write the Performance Assessment Report in time either with the self appraisal by the individual (or) without the self appraisal mentioning/ recording the same, as per the instructions in para 3 of reference cited.**
- (ii) **The Reporting Officers shall ensure that the Performance Assessment Report of the employees of all categories under their control are written and submitted in time.**
- (iii) **Responsibility will be fixed against the authority concerned on whose part the delay is attributable.**

3) Any violation in this regard will be viewed seriously.

Sd/-**21.05.2019
(A.ASHOK KUMAR)
CHIEF ENGINEER/PERSONNEL

To

All the Superintending Engineers, **
TANGEDCO/TANTRANSCO.

**It is requested to circulate this memo to the official working under their control, for strict adherence.

Copy to:

The Secretary/Secretariat Branch/TANGEDCO, Chennai-02.

All the Chief Engineers/TANGEDCO/TANTRANSCO.

The Deputy Chief Engineer/Administrative Branch.

The Senior Personnel Officer/Recruitment/Adm. Branch.

The Senior Personnel Officer/Labour/Adm. Branch.

The Senior Personnel Officer/Inspection/Adm. Branch.