

REMINDER:

**TAMIL NADU GENERATION AND DISTRIBUTION CORPORATION LTD.,
ADMINISTRATIVE BRANCH**

From

Er. A. ASHOK KUMAR, B.E.,
Chief Engineer/ Personnel,
8th Floor, NPKRR Maaligai,
144, Anna Salai,
Chennai - 600 002.

To

All Chief Engineers,
All Superintending Engineers,

Letter No.073803/1272/G.4/G.4(2)/2019-2, Dated 22.10.2019.

Sir,

Sub: TANGEDCO - ESTT. - Class II Services - Preparation of fresh Panel to Assistant Engineer/Mechanical & Junior Engineer/Mechanical I Grade - Suitability for promotion as AEE/ Mechanical - Performance Assessment Report - Called for - Regarding.

- Ref: 1. This Office Memo. No.036976/397/G.4/G.4(1)/PAR/ 2019, Dated 21.05.2019.
2. This Office Memo. No.036976/397/PAR/ G.4/G.4(1)/ 2019-2, Dated 30.07.2019.
3. This Office Lr.No. 061372/957/G.1/G.1(1)/2019-2, dated 12.09.2019.
4. This office Letter No.073803/1272/G.4/G.4(2)/2019-1, Dated 23.09.2019.

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The attention of the Superintending Engineers concerned are invited to the reference 3rd & 4th cited wherein it was requested to furnish the Performance Assessment Reports in respect of Assistant Engineer/Mechanical and Junior Engineer /Mechanical I Grade. It is seen that the Performance Assessment Reports mentioned in the Annexures-I & II have not been received till date. The preparation of panel is kept pending for want of the above Performance Assessment Reports.

2) The Superintending Engineers concerned are informed that the following instructions have already been issued pertaining the norms for writing up of the Performance Assessment Reports for Class I & II employees under reference 1 & 2nd cited.

- (i) The Reporting Officers to write Performance Assessment Report in time either with the self appraisal by the individual (or) without the self appraisal mentioning/recording the same.**

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- (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) Therefore, the Superintending Engineers concerned are requested to follow the above instructions and furnish the Performance Assessment Report to this office **on or before 31.10.2019** without fail.

Encl: Annexure-I & II

Yours faithfully,

Sd/-**22.10.2019
(E.L. SELVAMARY)
PERSONNEL OFFICER/ PANEL
for CHIEF ENGINEER/ PERSONNEL

<u>ANNEXURE-I</u>					
<u>LIST OF ASSISTANT ENGINEER/MECHANICAL</u>					
Sl. No	Sl. No	Name THIRUVALARGAL	D.O.B	Present Station	Requested Period
1	1	MOHANDOSS.M	17.05.1966	TTPS	01.04.2016 to 31.03.2017 01.04.2017 to 31.03.2018 01.04.2018 to 31.03.2019
2	2	PARTHIBAN.R	02.06.1971	GEN./ KUNDHA	01.04.2016 to 31.03.2017 01.04.2017 to 31.03.2018 01.04.2018 to 31.03.2019
3	3	SIVARAJA.S	25.05.1974	NCTPS-II	01.04.2018 to 31.03.2019
4	4	SUMATHI. K	18.09.1970	NCTPS-I	01.04.2016 to 31.03.2017 01.04.2017 to 31.03.2018 01.04.2018 to 31.03.2019
5	14	VIMALA.S	05.04.1977	ETPS	01.04.2016 to 31.03.2017 01.04.2017 to 31.03.2018 01.04.2018 to 31.03.2019
6	18	SIVA KUMAR.K	28.06.1978	GEN.CIRCLE/ KUNDAH	04.04.2017 to 31.07.2017
7	25	SELVARAJ.S	09.05.1972	MTPS-I	01.04.2018 to 10.06.2018
8	26	ARUMUGAM.R	17.05.1972	GEN./ KUNDAH	01.04.2016 to 31.03.2017 01.04.2017 to 31.03.2018 01.04.2018 to 31.03.2019
9	38	VENKATESH.S	24.09.1976	NCTPS-I	01.04.2018 to 31.03.2019
10	56	VELRAJ.K	14.06.1979	G.C/KUNDAH	01.04.2016 to 18.06.2017
11	69	SRIDHAR.M	15.06.1971	NCTPS-II	01.04.2018 to 31.03.2019
12	73	VIJAYANAND.D	14.04.1973	GEN./ KUNDAH	01.04.2016 to 31.03.2017
13	76	SOLAI RAJA.C	29.07.1984	MTPS-I	01.04.2016 to 10.11.2016
14	78	AKILANDESWARI.M	10.09.1980	MTPS-II	01.04.2016 to 31.03.2017 01.04.2017 to 31.03.2018 01.04.2018 to 31.03.2019

Sd/-**22.10.2019
SUPERINTENDENT.

ANNEXURE - II					
LIST OF JUNIOR ENGINEER/MECHANICAL I GR					
Sl. No.	Seni ority No.	Name THIRUVALARGAL	DOB	Present Station	Requested Period
1	5	MADASAMY.V	10.03.1965	TTPS	01.04.2012 to 31.03.2013 01.04.2014 to 31.03.2015
2	14	DEVARAJ.K	10.05.1963	NCTPS-I	01.04.2016 to 08.03.2017 01.04.2018 to 05.01.2019
3	25	MURUGAVEL.C	17.06.1968	ETPS	01.04.2016 to 31.03.2017 01.04.2017 to 31.03.2018 01.04.2018 to 31.03.2019
4	26	KOTHANDAM.B	01.09.1964	NCTPS-I	01.04.2018 to 31.03.2019
5	27	SREENIVASA GOPALAN.O	25.05.1968	MTPS-I	01.04.2016 to 31.03.2017 01.04.2017 to 31.03.2018 01.04.2018 to 31.03.2019

Sd/-**22.10.2019
SUPERINTENDENT.