

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

From

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

To

1. All the Chief Engineers,
2. All the Superintending Engineers.

Letter No.061372/957/G.1/G.1(1)/2019-2, dated: 12.09.2019.

Sir,

Sub : Estt. – Class II Service - Preparation of fresh panel for promotion to the post of AEE/Mechanical from the post of AEs/Mechanical & JEs/ Mechanical I Grade and CHD – Suitability Report to be called for – Regarding.

* ** ** *

All the Chief Engineers & 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/Mechanical based on the Crucial date **05.06.2019**. Consequently a list of Assistant Engineers/Mechanical and Junior Engineers/Mechanical I Grade whom are to be considered for promotion to the post of Assistant Executive Engineer/Mechanical is enclosed herewith as Annexure-A.

(2) It should be noted that all the Chief Engineers & the Superintending Engineers are to ensure the following details with regard to the officials mentioned in Annexure - A :

(i) 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.

(ii) 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.

(iii) 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].

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(iv) 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" (-).

(v) Seven (7) 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.

(vi) To make sure that the individual is an approved probationer in the category of A.E./Mechanical (or) J.E/Mechanical – I Grade since it is one of the criteria to consider them for promotion to the post of Assistant Executive Engineer/Mechanical. Hence, the date of Completion of probation in the category of A.E./Mechanical (or) J.E/Mechanical – I Grade should be specified without fail in Column No.9 in the Format-A enclosed.

(vii) To verify the past / present details of all the officials mentioned in the Annexure-A, if any exists under your control.

(viii) To verify details such as name change of the official, Joined / Not joined into Board's Service, Resigned / VRS / Medical Invalidation / Foreign Service / Unauthorized absence / Dismissed / Removed from Board's service/ Expired of all the officials mentioned in the Annexure-A, if any exists under your control.

(3) All the Chief Engineers & the Superintending Engineers should note that from the date of issuance of call for letter seeking suitability report to till the date of issuance of panel necessary updation if any to be made on the suitability report already furnished with regard to any individual should immediately be furnished to the section concerned (from whom the suitability reports have been called for) under the control of the Chief Engineer/Personnel.

(4) The Superintending Engineers concerned 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 **30.09.2019** without fail as the preparation of panel of AEE/Mechanical depends upon the receipt of the above report.

(5) 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.

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(6) 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/-**12.09.2019
(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, & G.4, Section.
Copy to : Stock file.

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 04.06.2019
(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 :

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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

ANNEXURE - A**LIST OF ASSISTANT ENGINEER/MECHANICAL**

Sl. No	Name	D.O.B	Present Station
	<u>THIRUVALARGAL</u>		
1	MOHANDOSS.M	17.05.1966	TTPS
2	PARTHIBAN.R	02.06.1971	GEN./KUNDHA
3	SIVARAJA.S	25.05.1974	NCTPS-II
4	SUMATHI. K	18.09.1970	NCTPS-I
5	ALLIMALAR.M	31.07.1976	TTPS
6	KATHIRESAN.A	14.11.1984	NCTPS-III
7	KANADASAMY.K.P.D	31.07.1985	NCTPS-I
8	HILLAY JOHN.M	29.11.1984	NCTPS-I
9	KALAIVANI.M	02.06.1972	S.E/E/COAL HANDLING
10	SARAVANAN.R	30.04.1982	NCTPS-I
11	MURUGESAN.A	07.05.1965	GEN./TIRUNELVELI
12	ULAGANATHAN.K	16.05.1985	MTPS-I
13	RENUKA.R	01.07.1972	G.M/HRD
14	VIMALA.S	05.04.1977	ETPS
15	SUKANDHI.K	06.06.1973	METTUR WORKSHOP CIRCLE
16	NIRMALA.K	29.05.1972	S.E/E/COAL HANDLING
17	RAJESH.K	25.05.1982	NCTPS-II
18	SIVA KUMAR.K	28.06.1978	GEN.CIRCLE/KUNDAH
19	RAVI.C	14.05.1966	MTPS-I
20	VENKATA RAMANAN.S	23.05.1966	MTPS-II
21	KRISHNAKUMAR.G	13.04.1968	TTPS
22	ARUVI.S	20.05.1970	TTPS
23	VASUDEVAN.P.N	21.06.1970	MTPS-I

Sl. No	Name	D.O.B	Present Station
24	AMEER JOHN.M	05.04.1971	MTPS-I
25	SELVARAJ.S	09.05.1972	MTPS-I
26	ARUMUGAM.R	17.05.1972	GEN./KUNDAH
27	JEEVANANDAN.D	15.12.1975	ENNORE SEZ
28	MURALI.G	12.09.1977	MTPS-I
29	RANGANATHAN.E	05.05.1972	NCTPS-I
30	ANNA DURAI.N.P	25.04.1968	NCTPS-I
31	RAJA RAMAN.S	06.06.1976	NCTPS-III
32	ASHOKRAJ.P	05.06.1982	MTPS-II
33	ASHOK KUMAR.P	01.12.1982	NCTPS-I
34	MARIMUTHU.A	07.05.1976	TTPS
35	SENTHIL.S	28.01.1985	NCTPS-III
36	DHANESH KUMAR.K	15.10.1985	MTPS-I
37	PALANI KUMAR.R	08.05.1976	NCTPS-I
38	VENKATESH.S	24.09.1976	NCTPS-I
39	SANTHOSH KUMAR.R	05.10.1976	NCTPS-I
40	ANTONY JOHN.A	01.07.1973	TTPS
41	SHUNMUGA SUNDARAM.P	30.05.1976	TTPS
42	RAJEE.G	30.06.1976	DRIP
43	ARUMUGAM.C	23.07.1976	TTPS
44	VIDYANAND.S	07.08.1978	NCTPS-III
45	ARUN KUMAR.A	01.02.1982	MTPS-I
46	PRAKASH.N	02.02.1978	MTPS-I
47	PREMANAND.E.V.	10.06.1976	NCTPS-I
48	ARUNAGIRI.M	16.05.1968	MWSC
49	SARAVANAN.M	19.05.1969	MTPS-I

Sl. No	Name	D.O.B	Present Station
50	KUPPUSAMY.G	23.04.1971	TTPS
51	MADHESWARAN.R	29.05.1972	MTPS-I
52	BALAMURUGAN.R	25.05.1973	MTPS-I
53	MUTHUARASU.M	21.07.1974	TTPS
54	SIVAKUMAR.M	25.05.1971	NCTPS-I
55	KRISHNAN. P.V.R.	30.07.1968	MTPS-I
56	VELRAJ.K	14.06.1979	G.C/KUNDAH
57	CRUZ JOSEPH.G	14.07.1970	TTPS
58	SUDHAKAR.B	03.04.1971	MTPS-I
59	SURESH BABU.K	22.12.1974	MTPS-I
60	VELCHAMY.K	12.03.1970	TTPS
61	SIVARAMAN.P	03.01.1971	TTPS
62	BALASUBRAMANIAN.P	17.06.1972	TTPS
63	VENKATESAN.N	25.11.1975	NCTPS-I
64	SARAVANA RAJA SOLAN.M.R	12.03.1972	GEN./TIRUNELVELI
65	MURUGESAN.B	30.05.1968	TTPS
66	SENTHIL KUMAR.J	11.05.1969	BBGTPS
67	KARUPPA SAMY.R	13.05.1970	TTPS
68	MURUGESAN.V	04.07.1973	TTPS
69	SRIDHAR.M	15.06.1971	NCTPS-II
70	PANDIYARASAN.P	23.06.1983	MTPS-I
71	AYYANDURAI.P	30.05.1970	MTPS-I
72	SANTHOSH KUMAR.V	26.05.1979	NCTPS-II
73	VIJAYANAND.D	14.04.1973	GEN./KUNDAH
74	ANBARASAN.S	20.07.1990	NCTPS-III
75	RAJA MOHAMED.D	19.05.1979	TTPS

Sl. No	Name	D.O.B	Present Station
76	SOLAI RAJA.C	29.07.1984	MTPS-I
77	V. DURAI	08.03.1977	TTPS
78	AKILANDESWARI.M	10.09.1980	MTPS-II
79	SARAVANAN.M	31.03.1980	KGTPS
80	RAGHUPATHY RAJAN.T.V.	15.05.1974	NCTPS-II
81	MANIKANDAN.P	12.03.1987	TTPS

Sd/-**12.09.2019

SUPERINTENDENT.

ANNEXURE - A**LIST OF JUNIOR ENGINEER/MECHANICAL I GR**

SI No.	Name	DOB	Present Station
<u>THIRUVALARGAL</u>			
1	ALEX JOE ANANTH.J	22.04.1963	TTPS
2	VELLAISAMY.L	13.02.1964	NCTPS-III
3	AYYAKANNU.V	31.05.1963	NCTPS-I
4	SELVARAJ.L	02.08.1967	MASINAGUDI
5	MADASAMY.V	10.03.1965	TTPS
6	KUMARAVELU.A	05.04.1965	NCTPS-I
7	SUDHAKAR.I	05.03.1966	NCTPS-I
8	KRISHNAKUMAR.R	11.05.1966	T(k)GTPS
9	SIVAKUMAR.E	10.01.1965	NCTPS-I
10	VINCENT JAYARAJ.R	05.05.1967	GEN./TIRUNELVELI
11	NAKKEERAN.K	30.07.1967	NCTPS-I
12	VELUCHAMY.S	16.04.1965	GEN./ERODE
13	SUNDARAPANDIAN.D	19.05.1962	ENNORE SEZ
14	DEVARAJ.K	10.05.1963	NCTPS-I
15	MURHTY.K	09.01.1967	NCTPS-I
16	BALAKRISHNAN.M	13.05.1965	TTPS
17	PANNEERSELVAM.V	19.05.1967	NCTPS-I
18	SENTHIL KUMAR.A.M	07.01.1969	TTPS
19	GOVINDAN.S	15.01.1962	MTPS
20	CHERAN.A	04.04.1968	BBGTPS
21	VASU.M	13.03.1968	NCTPS-I
22	THIYAGAMOORTHY.J	23.01.1970	NCTPS-I
23	RAJESH.M	17.05.1972	ETPS EXPANSION
24	RAVICHANDRAN.B	21.12.1968	MTPS
25	MURUGAVEL.C	17.06.1968	ETPS
26	KOTHANDAM.B	01.09.1964	NCTPS-I
27	SREENIVASA GOPALAN.O	25.05.1968	MTPS-I
28	INDIRARAJ.D	13.09.1966	MTPS-II
			Sd/-**12.09.2019
			SUPERINTENDENT.