

Memorandum No. 8308/C1/90-1, (Secretariat Branch) Dated the 8th February, 1990.

Sub :—Establishment — Tamil Nadu Electricity Board — Revision of Scales of pay and allowances for workmen from 1—12—1988 — Orders—Clarification—Issued.

Ref :—Board's Memo. No. 67521/C. 1/89-1 dated 23—11—89.

In the Board's memo. cited, a clarification was issued that in the case of an Assistant Engineer in the pre-revised scale of pay of Rs. 1260-60-1380-70-1660-80-2060-90-2150, who had drawn an annual increment on 1—10—1988 and an incentive increment for passing a test on 10—11—1988, the pre-revised pay drawn just before the drawal of incentive increment might be taken into account for the purpose of pay fixation in the Revised scale on 1—12—1988 and the incentive increment might be allowed in the revised scale on 1—12—1988.

2. The Superintending Engineer, Kadamparai Pumped Storage Hydro Electric Project has raised a point for clarification whether the clarificatory orders referred in para 1 above will be applicable for workmen covered by (Per.) B.P. (FB) No. 57 (SB) dated 5—8—1989. If there are similar cases in workmen categories covered by (Per.) B.P. (FB) No. 57 (SB) dated 5—8—1989, fixation of pay and grant of increment should be regulated on the same basis as mentioned in para 1 above.

K. N. Rathinavelu,
Secretary.

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Memorandum (Permanent) No. 82236/O&M Cell (4)/89-1, (Secretariat Branch) dated 9—2—1990.

Sub: ESTABLISHMENT—Tamil Nadu Electricity Board—Maintenance of Personal Files and writing up of Confidential Reports—Instructions issued by the Board—Compiled and re-issued.

Several instructions have been issued by the Board from time to time regarding maintenance of Personal files and writing up of Confidential Reports of Class I & II Officers of the Board.

2. For the guidance of officers and staff of the Board, such instructions have been updated and compiled as in the annexure and are issued.

K. N. Rathinavelu,
Secretary.

Encl: 1

ANNEXURE

1. Personal Files

The Personal Files are maintained for assessing the character, ability etc. of the officers. Confidential reports on officers written at prescribed periods from Personal Files; which are highly secret documents. The entries in the Personal Files are taken into account while considering the cases of officers for promotion to higher posts. They are also taken into account while the cases of officers are reviewed for compulsory retirement and also when their pension is sanctioned on retirement. The entries in the Personal Files are not taken into account in connection with disciplinary cases of the officers. The Personal Files of officers are not, therefore, required for the disposal of disciplinary cases. However, while a disciplinary case is pending against a retired officer, he will not be sanctioned pension. He will be sanctioned pension only after the disposal of the disciplinary case. Hence, even though the personal files are not required for disposal of Disciplinary Proceeding cases, they are required for sanctioning pension after the disposal of disciplinary cases.

2. Form of Confidential Report

The form for writing the Performance Assessment Report of Class— I and II Officers of the Board is in Appendix—I.

B. P. Ms. (Ch.)
No. 137 (S.B.)
dt. 30—4—85.

G. O. Ms. 1061
P & AR Dept.
dt. 12—10—84

B.P. MS. (Ch)
No. 315 (S.B.)
dt. 18—10—88.

3. Self Assessment Report

B.P.MS. No.
837 dt.
31-5-78.

(i) Every officer to be assessed should submit a report stating his own performance during the year under report, including the targets prescribed, if any, and how far he has achieved those targets, and it should be a realistic appraisal of the officer to be assessed and it should not exceed 300 words or one page (foolscap).

Memo. No.
17905-C1/
82-1 dt.
30-3-82

The columns in the Self Assessment Report may be as indicated below :-

(i) Nature of duties involved

(ii) Nature of any special task assigned

(iii) Contribution made by the officer in both the above categories.

B. P. Ms. 837
dt. 31-5-78

(iv) Any additional qualification obtained during the period in question which would help in the better discharge of duties involved.

Memo. No.
17905-C1/82-1
dt. 30-3-82

(ii) The self assessment report should not form part of the Personal File and it should be used by the reporting officer when formulating his assessment on the performance of the assessed officer. The reporting officer should obtain the self assessment report of the officer to be reported before he proceeds to write his report. The self assessment reports of the officers to be reported upon need **Not** be awaited for more than two months from the due date for submission have elapsed. The fact of non-submission of the Self Assessment Reports should be recorded in the Performance Assessment Report.

4. Writing up of Confidential Report

Memo. CE/C4/
56174/82-1/dt.
7-7-1982

(i) The reporting officers should be aware that the Confidential Reports are the deciding factor for the future of an official and it also shapes the future of Tamil Nadu Electricity Board. Hence, while writing the Confidential Reports, the reporting officers should take into account the past records of service of the official very carefully for whom the report is written and also the works practically turned out by them and give the points correctly without fear or favour. They should be able to furnish full justification, if and when called for, for the points given to each individual. The reporting officers can maintain a register, if necessary, showing the history of each official working under them to record the facts which will be useful for giving and also for justifying the points given in the Confidential Reports. The Reporting officers should bestow their personal attention in writing correct assessment reports with great care.

Memo. 52179-C1
85-1 dated
2-10-1985

(ii) The officers who write their remarks on the work and conduct of their subordinates will realise the responsibility entrusted with them and act in a manner befitting the trust placed in them. Whenever a Confidential Report is put-up to a reporting/scrutinising/reviewing/counter-signing officer, the officer concerned should also put-up a brief note with reference to the record available in the office touching on the work and conduct of the officer so that these aspects are not lost sight of. If no such records are available that should also be specifically noted by the office while putting up the papers to the officer concerned. The name and designation of the officer reported upon and the period covered by the report should be superscribed at the top of every sheet.

Memo. 53875-C1
85-1 dated
18-9-1985

Memo. 77627 (A)
C1/82-1
dt. 16-12-1982.

(iii) A Reporting Officer is expected to exercise his best judgement and give his assessment report on his subordinate officer after a careful assessment of his performance. The Reporting Officer has no right to re-write or revise the assessment report once given by him for a particular period. He is not also expected to seek or act on the instructions from his superiors or any person in this regard and he is the sole judge in the matter. Agreeing to revise or re-write the assessment report on any period only shows either that the Officer had written his report without due care or that he is amenable to pressure or blandishments. In either case, he is liable to be charged for misconduct.

**Memo. 16394—
A1/87—2
dt. 24—4—1987.**

**Lr. 10979—A1/
86—1
dt. 24—3—1987**

**Lr. 25479/A1/
87—1
dt. 12—5—1987.**

**Lr. 25666—A1/
87—39
dt. 18—8—1987**

**Memo. 77780 —
C1/84—1
dt. 3—1—1985**

**Memo. 75763—
O & M/88—1
dt. 28—12—1988**

**B.P. Ms. (Ch.)
No. 235 (S.B.)
dt. 18—6—84.**

(iv) The Performance Assessment Reports should be signed with date, name and designation of the officer who writes the Performance Assessment Report and the officers who scrutinises them. The Reporting officer need not write separate Performance Assessment Reports for each spell of different scrutinising officers. It will be sufficient if the Reporting Officer writes up a single Performance Assessment Report and gets it scrutinised by the officer who held the post for major portion, if he is still in service. If, however, the Scrutinising Officer had retired, other scrutinising officer can scrutinise. Even if it is not possible the Performance Assessment Report need not be scrutinised and the fact may be recorded. When the tenure of the reporting officer falls short of three months, the Performance Assessment Report need not be written and the fact should be intimated to the authority, who maintains the Personal File indicating the names of officers for whom such reports could not be written so that it can be recorded in the Personal File of the officers concerned.

(v) Whenever, a Reporting Officer demits office either on transfer or for other reasons in the middle of the year, he should write the Confidential Reports of the officers under his control. Those on the verge of retirement should write the Confidential Reports of officers under their control one month earlier to the date of superannuation and submit them to the higher officers or the Scrutinising Officer as the case may be and give certificates to the effect that they have written the Personal Files of all the officers working under them. For instance, if an Officer is to retire on 30—4—1990, he should write and submit the Confidential Reports on the officers under his control on or before 31—3—1990 to the higher officer or the Scrutinising Officer as the case may be. However, the retiring officers can always exercise their lawful functions till their date of retirement. As such, if any official writes the assessments on his subordinates just before retirement and not before one month from the date of superannuation, his action will not be invalid before the law. All proposals for superannuation should be accompanied with a certificate to the effect that, the retiring officer has written the Confidential Reports of the officers under his control; and in the event of transfer, the transferred officer should give a certificate that he has written Confidential Reports on all the officers working under him/scrutinised the Confidential Reports.

(vi) The Confidential Reports need not be written by the officers for the period when they were under temporary suspension even after their reinstatement. The Confidential Reports need not be written by the officers, after they demit office on superannuation, Compulsory retirement, Resignation and voluntary retirement.

5. Scrutiny of Confidential Report

The Scrutinising Officer of the Tamil Nadu Electricity Board shall not countersign the confidential report unless he has seen the performance of the officer reported upon for atleast three months during the period for which the report has been written and in every such case an entry to that effect shall be made in the Confidential Report.

6. Role of Collectors

(i) District Collectors who are in overall charge of all developmental activities in the district may write separate Confidential Reports on Executive Engineers in-charge of Divisions in the Distribution Circles in the Board who are connected with the implementation of developmental programme in the districts. The reports to be written by the Collectors on the Executive Engineers/O & M will be independent of the reports submitted by the immediate superior officer of the Board. This report of the Collector will touch on the Performance of the Executive Engineer relating to departmental programme. The Collectors who wish to offer their remarks on the work of the Executive Engineers in-charge of Distribution may send their reports to the Chairman/TNEB direct so as to reach him before the 31st January of each year.

B.P. Ms. 235 (SB)
dt. 18-6-'84

(ii) After a scrutiny of the reports of the Collectors, the Chairman will record his views in the Confidential Reports of the Executive Engineers. The report of the Collector will not go into the personal files of the Executive Engineers. In cases where the Collectors have not sent any reports on the Executive Engineers, the Confidential Reports of the Executive Engineers need not be put-up to the Chairman for review.

Memo. 27419-A1/
87-1 dt. 6-5-'87

7. Writing up confidential Reports of Persons deputed for study :

Memo. 22304-
O & M/89-2
dt. 26-4-'89

In the case of employees deputed for study, the Performance Assessment Report need not be written and the fact that the individual has been deputed for study indicating the specific period of study should be recorded in the Personal File. However, in the case of the employees of the Board who are relieved from their place of work in April or thereafter or who rejoin duty before October or earlier the Performance Assessment Report upto that period has to be written provided he had served for three months.

8. Filing copies of Order of Punishment :

O.O. No. 902
dt. 10-5-'83

When orders imposing punishment on delinquent officers are issued, copies of orders should be marked to concerned section for filing it with the personal file. Copies of orders on appeal whether the punishment is upheld or set aside or modified should also be filed with the Personal Files of the employee concerned.

Memo. 34695-A1/
87-1 dt. 12-6-'87

9. Appreciation and Commendation :

Memo. 11453-A2/
87-1 dt. 12-4-'87

Special commendations should not be added to the Personal Files except when the commendation is issued by the Full Board or by the Chairman in recognition of the personal contribution made by an officer of an exceptional nature and when it is specifically ordered that the special commendation should be added to the personal file.

10. Counter Signature :

Lr. 25666-A1/87-39
dt. 18-8-'87

Mere countersignature will not amount acceptance of the report. If anything is recorded contrary to the views recorded by the reporting officer, the report of the countersigning officer will prevail over the report of the reporting officer.

11. Acknowledgement :

Memo. 33669-
A2/86-1
dt. 13-8-'83

The Confidential Reports in respect of the Executive Engineers written and countersigned by the Reviewing Officer should be sent to Board Office Secretariat Branch, without obtaining the acknowledgement of the officers for having perused the Confidential Reports. In cases wherever necessary the remarks of the Chairman are obtained in the Confidential Reports and they will be sent back again for obtaining acknowledgement in token of having seen the report. The Reporting Officer should send for the officer reported upon at the earlier opportunity, show the report to him and get his signature on the report in his (Reporting Officer's) presence in token of having seen it. Where the place of duty of the reported officer is different from that of the Reporting Officer, the report should be shown by the Reporting Officer to the concerned officer when the latter meets him next on official duty. In cases when neither the officer reported upon nor the Reporting Officer is working in the same circle or place, the Confidential Reports should be sent to the Officers under whom the officers reported upon are presently working for obtaining acknowledgement.

Memo. 90347-
C1/83-1
dt. 12-12-'83

Memo. 108870-
C1/83-1
dt. 8-3-'84

12. Communication of Adverse Remarks :

B.P. Ms. (Ch)
No. 375 (S.B.)
dt. 5-10-'87

All adverse remarks recorded in the Assessment Reports on Board's officials shall be communicated by the Reporting Officers, after review by the Scrutinising Officer, to the official concerned within one month from the date of such review and his acknowledgement obtained and filed in the Personal File. The Reporting Officers themselves may decide the mode of communication, such as registered post etc. Such communication will be in addition to permitting the officer reported upon to peruse the Assessment Report and to sign it in token of having perused it.

13. Representation against Adverse Remarks :

B.P. Ms. (Ch)
419 (S.B.)
dt. 31-10-83

(i) Representations for expunging or modifying remarks considered adverse in the Confidential Reports should be submitted by the official concerned within THREE months from the date on which acknowledgement is recorded on the Confidential Reports. Representations received after the three months period are liable to be summarily rejected.

Memo. 42413-
O & M/89-2 dt.
18-8-89

(ii) The representations against adverse remarks should be made to the next higher authority to that of the authority who has made the adverse remarks. If the adverse remarks are made by the Reporting officer and endorsed by the Scrutinising Officer, then, representations against such adverse remarks should be made to the next higher authority to that of the Scrutinising Officer.

14. Duplicate Confidential Report

Memo. 24780-C1/
83-2, dt. 23-9-83

Maintenance of Personal Files in duplicate is not necessary. The Confidential Reports need not therefore be written in duplicate.

15. Sending Personal Files to Other Departments

Memo. 55769-C1/
83-1 dt. 17-7-83

Whenever personal files are required by other organisations/Governments, a photostat copy of the Personal File may be sent with a view to avoid possible loss of Personal File. However, all the Confidential Reports contained in the Personal File need not be sent. Photostat copies of Confidential Reports of the latest five years only should be sent.

16. Preservation and Maintenance of Personal Files

G.C. Ms. 1061
P&AR Dept. dt.
12-10-84

(i) The Personal Files of Board's employees should be preserved so that the entries made therein may be referred to, in cases where reference to entries made in the past is necessary. The Personal Files should not be destroyed so long as they are in service.

B.P.Ms. 342
(S.B.) dt.
1-9-87

(ii) The Personal Files of employees should be retained for one year from the date of their resignation, removal or dismissal from service and in respect of employees who retire on attaining the age of superannuation it should be destroyed after two years from the date of superannuation.

(iii) The Personal Files of all deceased employees should be retained for one year from the date of their death.

(iv) The Personal Files of employees who retire voluntarily, shall be retained till the date of their superannuation i.e. normal date of retirement.

B.P.Ms. 342
(S.B.) dt.
1-9-87

(v) The Personal Files of employees who are compulsorily retired, should be retained till the expiry of the appeal time and the appeal is disposed of, if appeal preferred. However, if the employees so compulsorily retired seeks the remedy through Court of law, his Personal File should be retained till the disposal of the case/writ/appeal by the court.

(vi) Heads of offices should, however, preserve Personal Files for longer periods, if there is necessity.

G.O. Ms. 1061
P & AR. Dept.
dt. 12-10-84

(vii) The Personal Files of the Officers against whom disciplinary cases are pending should be retained after their retirement till the disciplinary cases against them are disposed of and their pension is sanctioned.

17. The section maintaining the Personal Files will follow the following instructions

Memo. Adm. 111
(1)/168497/86-1
dt. 17-12-86

(1) A watch register shall be opened for each category of service as per seniority.

(2) The receipt of Assessment Reports should be watched in the order of seniority and year-war.

(3) The Office/Circle and the date of receipt may be entered under corresponding year.

(4) The register shall contain the columns as noted in Appendix-II.

(i) An Alphabetical Index Register should be opened separately so that the Personal File number of the individuals can easily be known for making entry in the Watch Register.

Memo. Adm. III
(1)/168497-86-1
Dt. 17-12-86

(ii) As and when Performance Assessment Report is received, the concerned Assistant should affix the Personal File number on the Performance Assessment Report by going through the Index Register and should immediately note an entry against the name in the Watch Register duly indicating the receipt of the Performance Assessment Report. The Performance Assessment Report should then be added to the Personal File of the official promptly. The Personal File should be page numbered. An Index sheet should be provided in the Personal File wherein the contents of the Personal File should be entered without fail. As and when fresh candidates are appointed/promoted to the particular category, the Personal File should be immediately opened by providing a copy of such appointment order and Personal File number assigned and necessary entry should be made in the Watch Register and Alphabetical Index Register simultaneously.

(5) The Watch Register should be submitted for review once in a month to the concerned controlling officer and once in three months to the next superior officer for review.

Lr. No. 25479
A1/87-1 dt.
12-5-87.

18. With a view to ensure proper maintenance of Personal Files, the Secretary, Chief Engineers, Chief Financial Controllers, Superintending Engineers and Chief Internal Audit Officer should obtain a certificate from their subordinate officers to the effect that they have written the Confidential Reports of the Officers under their control on or before the 15th January of the succeeding year annually for the previous year ending 31st December.

(True Copy)

Encl : 2

APPENDIX—I

**PERFORMANCE ASSESSMENT REPORT TO BE WRITTEN BY REPORTING OFFICER
FOR THE PERIOD FROM.....TO.....**

1. (a) Name and Designation of Officer reported on ...
- (b) Date of birth ...
2. Date from which the officer is working under the reporting officer. ...
3. Physical capacity ...
4. Personality and bearing ...
5. Knowledge of rules & regulations ...
6. Capacity for noting and drafting ...
7. Promptness ...
8. Productivity in terms of volume of work ...
9. Capacity for control and supervision, tact initiative & drive ...
10. Relations with colleagues, superiors and Public ...
11. General narrative report with reference to the nature of work turned out, special responsibilities, extenuating or aggravating circumstances etc. ...
12. (a) Brief description of the duties of the officer ...
- (b) His promptness in disposing of disciplinary cases, if any handled during the period ...
- (c) i. His impartiality ...
- ii. Effectiveness in bringing about the development of S.C. and S.T. ...
- (d) His method of approach to Public needs ...
- (e) Professional competence ...
- (f) Dependability (compliance with instructions) ...
- (g) Effectiveness & acceptance of responsibility ...
- (h) Special talents and future potential of the officer and how they can be best utilised by the Department ...
- (i) Tours and inspection—Quality ...
13. Conduct and Character ...
14. Overall rating ...

15. (a) Whether the officer has been punished ...
during the period under report and if
so whether a copy of the order of
punishment has been kept in the
Personal File.

(b) If the officer has received any ...
commendation a copy of the commen-
dation should be added to the
Personal File

Thru.....
Confidential Report for the period from

16. General remarks, if any ...

Signature of the Reporting Officer
Name in BLOCK Letters
Designation
Date

Remarks of the scrutinising officer :
State clearly whether the Scrutinising Officer
fully agrees with the remarks of the Reporting Officer.
If he does not agree with any remarks of the Reporting Officer,
those remarks should be specifically mentioned.

Signature of the Scrutinising Officer
Name in BLOCK Letters
Designation
Date

Remarks of the Chairman

Signature of the Chairman
Name in BLOCK Letters
Date

ACKNOWLEDGEMENT (To be filled in by the Officer)

I have seen the Performance Assessment Report for the period from.....
to..... shown to me on.....

Station : Signature :
Date : Name in Capitals :
Designation :

NOTE : The overall rating should be in one of the graph, rating, namely (i) 'Outstanding', (ii) 'Very Good' (iii) 'Good', (iv) 'Average' and (v) 'Poor'.

APPENDIX—II

Sl. No.	Personal File No.	Name as per seniority	Date of birth	Date of appointment in the category	Year of Performance Assessment Reports
(1)	(2)	(3)	(4)	(5)	(6)