

TAMIL NADU GENERATION AND DISTRIBUTION CORPORATION
Administrative Branch

From
Er. A.V.RAVI, M.E., M.I.E.,
Chief Engineer/ Personnel,
144, Anna Salai,
Chennai - 600 002.

To

All the Superintending Engineers,
Electricity Distribution Circle,

Letter No.031134/308/G25/G252/2016-1, dated 28.11.2016.

Sir,

Sub : Establishment - Class III Service -
Assessors - Promotion to the post of
Inspector of Assessment - D.P. and
suitability Reports - Called for.

I am to inform that the names of Assessors mentioned in the Annexure I & II are likely to come up for consideration for promotion to the post of Inspector of Assessment based on crucial date 20.03.2017.

2) I am to request you to furnish all the particulars against each Assessor as required in the format enclosed and certify that the particulars furnished therein are correct.

3) The particulars of pendency of D.P. if any initiated against the Assessors mentioned in the Annexure and the punishment now undergoing may be clearly furnished in the format alongwith 4 copies of charge memo./ final orders in A4 size paper.

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4) Further, I request that if any one of the Assessor mentioned in the Annexure to this letter are not working in your circle due to subsequent transfer etc., the fact may be intimated to the Superintending Engineers concerned where the individual transferred to send the suitability report of the said individual with a copy to this office. If any persons, omitted in the Annexure and presently working in your circle, the report of such persons may also be furnished with seniority No. etc. If any persons listed in the Annexure are presently working in your circle the reports may also be furnished without fail.

5) Further, if any one of the Assessor is unauthorized absence for long time, the period of absence and the action taken against the individual with relevant copies of memo etc to be enclosed along with the suitability report. Also, if action is not taken given the individual, the reason for the same may be furnished in the suitability report.

6) Also, I am to request that the copies of charge memo, final order should have been enclosed along with the suitability report so as to take decision by the DPC members without any delay.

7) I am request you to furnish the suitability report of the Assessors (mentioned in the Annexure) in QUADRUPLICATE (4 copies) on or before 28.02.2017 so as to prepare a panel statement for placing the same before the Departmental Promotion Committee.

8) I am to request you to fix responsibility on the concerned officer to furnish the reports on or before the above stipulated time limit without waiting for a reminder from this office.

Encl: 1. Annexure I & II
2. Format.

Yours faithfully,

Sd./***** dt.28.11.2016

(P. KAMALA)

ASST. PERSONNEL OFFICER/C.S.
for CHIEF ENGINEER/PERSONNEL

Copy to : All the Chief Engineers/ Distribution/
Copy to : G.26 Section.
Copy to : G.25(1) Seat.

FORMAT

1. Name of the Assessor :
2. Date of Birth & Date of Retirement :
3. Seniority Number in the post of Assessor :
4. Present Circle now working :
5. State whether he was absorbed as Assessor from Contract Labour / Direct Rectt. /Compassioate Appt./ Internal Selection. :
6. Date of joining in the post of Assessor :
7. Academic Qualification and whether they possess :
 - (a) Minimum General Educational Qualification :
 - (b) Whether the Assessor has acquired adquate knowledge in Tamil by passing the language test conducted by the Govt. OR by passing the SSLC with Tamil language as one of the subject :
8. Whether the Assessor is involved in any D.P/ Undergoing punishment and if so, the details of charges and copy of final orders may be furnished 4 copies (enclosing copy of charge memo.) :
 - (a) Date of Commencement of punishment. :
 - (b) Date of Completion of punishment. :
9. Whether any Vigilance enquiry is pending, if so to furnish the details with reference :
10. Date of completion of 3 years of service as Assessor as on 20.03.2017. :
11. Whether the Assessor is suitable for promotion :

I certify that the particulars furnished above are correct.

SUPERINTENDING ENGINEER