

TAMILNADU GENERATION AND DISTRIBUTION CORPORATION LTD.  
(Administrative Branch)

From

To

Er. A.V. RAVI, M.E.,M.I.E.,  
Chief Engineer/Personnel,  
8th Floor, NPKRR Maaligai,  
144, Anna Salai,  
Chennai - 600 002.

The Superintending Engineers/ EDC  
concerned.

Letter No.083247/868/G31/G311/2016-2, dated 27.12.2016.

Sir,

Sub : Establishment - Class III Service - Revenue  
Supervisors - Preparation of panel for promotion  
to the post of Assessment Officer in Class II  
Service - Service Details/Suitability Report/D.P.  
Particulars etc. - Called for.

\*\*\*\*

I enclose a list of names of **36 Revenue Supervisors** whose cases are to be taken up for consideration for promotion to the post of Assessment Officer. Necessary format for furnishing the required particulars for the purpose of preparation of panel is enclosed. I request you to furnish the particulars in the Format I and II in respect of the Revenue Supervisors of your circle.

2) In case any Disciplinary Proceeding is initiated even after furnishing the above particulars to this Branch, such particulars may also be furnished promptly in the course of time so as to indicate the same in the statement put up before the Departmental Promotion committee to decide the selection for promotion. The punishment awarded during the last 10 years, along with the copies of orders of such punishment awarded/charges framed etc., for preparation of fresh panel to the post of Assessment Officer for **the crucial date 01.03.2016.**

3) The Performance Assessment Report upto the period ending **31.12.2015** in respect of Revenue Supervisor should also be sent along with reports, if the same are not already sent.

4) The circle in which the Revenue Supervisors are working, are given as per records available in this office. However, if any of the Revenue Supervisors is working at present other than those circles mentioned in the list, particulars may also be furnished in respect of those Revenue Supervisors without any reference from the other circle or from this office.

--2

5) The particulars may be arranged to be sent to this office **on or before 30.01.2017** without fail. In this connection, I invite your attention to this office Memo No.068288/Adm.II/(2)/97-1, dated 12.06.1997 and request you to keep up the target date.

Yours faithfully,

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

Sd/-xx29.12.2016.  
(LATHA KESAVAN)  
ASSISTANT PERSONNEL OFFICER/AAS,  
for CHIEF ENGINEER/PERSONNEL.

Copy to : The Chief Engineer/Distribution concerned.

Copy to : Stock file.

Copy to : Superintendent-cum-Steno, O/o. CE/Personnel/Adm. Branch/Chennai-2.

**FORMAT - I**

**Sl.No.**

- 1) Name and Designation of the official :
- 2) Age and Date of Birth :
- 3) Date of Retirement :
- 4) Educational Qualification :
- 5) Date of First appointment in the post of Assessor :
- 6) Date of Regular appointment in the post of Revenue Supervisor :
- 7) Total Service in the present post of Revenue Supervisor (as on 01.03.2016) :
- 8) Place of working of Revenue Supervisor :
- 9) Whether any D.P./Enquiry is pending against the individual and if so to indicate the nature of charges in brief and its present stage (Copy of charge memo. to be enclosed in QUADRADUPLICATE A4 SIZE Paper) :
- 10) Whether any punishment has been imposed on the individual and if so the nature of charge and nature of punishment imposed to be furnished (Copies of final order to be enclosed QUADRADUPLICATE A4 SIZE Paper) :
- 11) Nature of punishment if any imposed during the period of last 10 years on the Officer. (copy of final orders should be furnished) :
  - i) Date of commencement of punishment :
  - ii) Date of completion of punishment
- 12) If any appeal is made by the individual the order issued/latest position on the appeal should be furnished :
- 13) Whether he is suitable for promotion :
- 14) Remarks :

**NOTE:** No columns should be left as blank and all columns should be answered.

**FORMAT - II**

(Service details should be furnished in Separate Sheet)

SL. NO.	NAME AND DESIGNATION	PLACE OF WORKING	FROM	TO

**ANNEXURE**

**Preparation of panel for the post of Assessment Officer from the post of Revenue Supervisors seniority list furnished below:-**

<b>Sl.No.</b>	<b>Name of the Revenue Supervisors (Thiruvallur)</b>	<b>D.O.B</b>	<b>Present Circle</b>
1	S. Murugesan	02.04.1962	Tiruppur EDC
2	K.Shanmugasundaram	07.06.1962	Chennai EDC/South
3	C.Rajasekaran	10.01.1960	Villupuram EDC
4	K.Ravishankar	13.04.1961	Kancheepuram EDC
5	V.Sarojini	05.04.1963	Theni EDC
6	N.Prakasam	06.05.1962	Chennai EDC/South
7	M.Poongothai	02.03.1964	Chennai EDC/South
8	C.Nirmal Rayan	29.05.1960	Chennai EDC/South
9	K.Parvathavarthini	02.06.1964	Chennai EDC/South
10	V.Vairam	03.04.1963	Virudhunagar EDC
11	R.Venkatachalam	12.08.1962	Coimbatore EDC/Metro
12	S.Baby Girija	01.04.1966	Coimbatore EDC/South
13	P.Mohankumar	11.06.1963	Villupuram EDC
14	D.Selvakumar	18.05.1962	Chennai EDC/West
15	G.Kamalakaran	05.01.1959	Kancheepuram EDC
16	P.Periyasamy	10.06.1966	Perambalur EDC
17	K.Somasundaram	06.03.1963	Chennai EDC/North
18	S.P.Mandhiriappan	20.04.1964	Udumalpet EDC
19	T.Vijaya	16.11.1965	Chennai EDC/South
20	S.Rajan	12.05.1962	Udumalpet EDC
21	K.Murugan	02.04.1965	Tiruppur EDC
22	V.Perumal	30.04.1966	Virudhunagar EDC
23	E.Palanisamy	01.07.1959	Mettur EDC
24	D.Sivanganam	14.03.1960	Salem EDC
25	T.Chandrasekar	03.05.1965	Trichy EDC/Metro
26	A.Sahitha Begam	03.06.1965	Udumalpet EDC

**2...**

Sl.No.	Name of the Revenue Supervisors (Thiruvallur)	D.O.B	Present Circle
27	A.Anser Basha	03.10.1966	Chennai EDC/South
28	B.Murugesan	20.06.1966	Tiruvannamalai EDC
29	G.Sekar	25.06.1965	Vellore EDC
30	R.Srinivasan	12.05.1963	Dharmapuri EDC
31	P.S.V.Usha Vijay	05.03.1959	Chennai EDC/Central
32	N.S.Baskaran	15.05.1960	Tirunelveli EDC
33	R.Palanisamy	19.04.1964	Udumalpet EDC
34	S.Ganesan	04.05.1964	Tirunelveli EDC
35	S.Amali	07.05.1964	Salem EDC
36	T.Nagarajan	11.04.1965	Udumalpet EDC

Sd/-xx29.12.2016.  
SUPERINTENDENT