

:: TAMIL NADU GENERATION & DISTRIBUTION CORPORATION ::
(Administrative Branch)

From	To
Er. D.RAVICHANDRAN, B.E.,	All
Chief Engineer/Personnel,	The Chief Engineer/
8th Floor, N.P.K.R.R. Maalagai,	The Additional Chief Engineer/
144, Anna Salai,	The Superintending Engineer/
Chennai - 600 002.	The Chief Financial Controller/General, Chennai - 2.

Letter No.035574/394/G.29/G.292/2020-1, dated : 18.06.2020.

Sir,

Sub : Establishment - Class III Service - Preparation of panel for promotion to the post of Accounts Supervisor for the crucial date of 20.03.2020 – Suitability Report and D.P. particulars called for – Regarding.

I am to inform that, to prepare the panel for promotion to the post of Accounts Supervisor for the Crucial date of 20.03.2020 from the Assistants (Accounts) listed in the Annexure who have passed the Accountancy-Lower Grade Examination or its equivalent as per the TNEB Service Regulation 96 (1) (b) and those who have completed 3 years service in the post of Assistant (Accounts) as (Per)F.B. TANGEDCO proceedings No.18, dated 02.06.2020.

2) I am to request you to furnish the particulars in single copy in the format enclosed only in respect of Assistant (Accounts) mentioned in the list, who are working under your circle and also requested to send through Email ID **apopnt@tnebnet.org** on or before **06.07.2020** along with the overlooked/D.P./undergoing punishment and also the persons who have relinquished their rights for promotion temporarily and have completed 3 years as on 20.03.2020.

3) Further, I am to state that if any of the individuals shown in the Annexure is previously working Left out in your circle and any of those subsequently transferred elsewhere, the concerned Chief Engineer/ Additional Chief Engineer/ Superintending Engineer may be addressed from your end and requesting them to furnish the details as called for in the format enclosed directly to this office, so as to avoid further delay in finalising the panel. It is seen from the reports received from the field reports, the columns in the format are filled up as "Nil/Blank and Dash". I request you to ensure that all the columns in the format are duly filled up without the usage of "Nil/ Blank/Dash".

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5) Further, if any of the Assistant (Accounts) represented for promotion at a later date, the officers and Staff concerned who have failed to furnish the details, will be solely held responsible for denial of promotion.

6) In respect of the particulars of D.P./DV & AC/Vigilance enquiry if any against him/her details of punishment awarded/undergoing may be clearly furnished in the format (4 copies of charge memo./final orders etc., should also be furnished wherever necessary).

7) I am also request you to fix responsibility on the concerned officer/Staff to furnish the reports on or before **06.07.2020** without waiting for a remainder from this office.

Encl: i) Format
ii) Annexure

Yours faithfully,

Sd/**18.06.2020
(M.GURUNATHAN)
ASST. PERSONNEL OFFICER/PANEL (N.T.)
for CHIEF ENGINEER/PERSONNEL

Note:-

- **One copy** (Hard copy) of the Suitability Format with all the related Xerox copy of certificate (10th, +2, Degree & Account test lower grade certificate downloaded copy) and signature of the officer concerned should be sent via post
- **Four copies** (Hard copy) of Final order, Charges memo, any other action taken report, prevailing or pending report about the official should be sent via post
- Only qualified persons (i.e. Account test lower grade passed/B.Com degree (or) 3 years service completed in the post of Assistant (Accounts) as on Crucial date 20.03.2020 suitability reports should be sent unqualified persons details to be furnished in the letter along with a reason.
- The soft copy of Format (i.e) Suitability Report should be sent to the Assistant Personnel Officer/Panal(N.T) email id : apopnt@tnebnet.org.

FORMAT - I

- 1) Name and Designation :
- 2) Common Seniority No. in the post of Assistant (Accounts) as per the Seniority Book (or) Panel Sy. No. :
- 3) Date of joining in the post of J.A/ Typist :
- 4) Present Working Circle :
- 5) Age and Date of Birth :
- 6) Date of Retirement :
- 7) Date of joining as Assistant (Accounts) :
- 8) Total Service in the post of Assistant (Accounts) as on 20.03.2020. :
- 9) Educational Qualification :
 - (i) Whether he/she has passed old S.S.L.C. / X Std. S.S.L.C./Intermediate. : Date of Exam Regn.No.
 - (ii) Whether he/she has passed PUC/+2 Exam (Higher Secondary) : Date of Exam Regn.No.
 - (iii) Whether he/she has passed B.Com. through Open University (3 years course) or Regular College : Date of Exam Regn.No.
 - (iv) Whether he/she has passed M.Com. through OUS (2 years course) or Regular College. :
- 10) Particulars of passing the Accountancy Junior Grade. : Date of Exam Regn.No.
- 11) Details of Disciplinary proceedings should be furnished for irrespective of the categories :
 - (i) Date of commencement of punishment :
 - (ii) Date of completion of punishment :

- 12) Whether any charge is pending if so, :
specify
- (i) The Ref. number in which the charge :
were framed (Copy of Memo. any be
enclosed)
- (ii) Nature of Charge/Charges :
(iii) Present Stage of the D.P. :
- 13) Whether he/she have served for
minimum service period of three years
in the post of Assistant (Accounts) as
(Per) F.B. TANGEDCO proceeding
No.18, dated 02.06.2020.
- 14) Whether suitable for promotion :
- 15) I certify that the above particulars are :
correct

CHIEF ENGINEER/
SUPERINTENDING ENGINEER/
CHIEF FINANCIAL CONTROLLER

Note:

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- **Four copies** (Hard copy) of Final order, Charges memo, any other action taken report, prevailing or pending report about the official should be sent via post
- Only qualified persons (i.e. Account test lower grade passed/B.Com degree (or) 3 years service completed in the post of Assistant (Accounts) as on Crucial date 20.03.2020 suitability reports should be sent via post/email and otherwise unqualified persons details to be furnished in the letter along with a reason.
- The soft copy of Format (i.e) Suitability Report should be sent to the Assistant Personnel Officer/Panal(N.T) email id: **apopnt@tnebnet.org**