

TAMIL NADU GENERATION & DISTRIBUTION CORPORATION LTD
(Administrative Branch)

From

Er.D.RAVICHANDRAN, B.E.,
Chief Engineer/Personnel,
8th Floor, N.P.K.R.R. Maaligai,
144, Anna Salai,
Chennai - 600 002

To

All the Superintending Engineers,
Concerned.

Letter No.024899/72/G.59/G.592/2020-1, dated : 18.06.2020.

Sir,

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

I am to request you to furnish the particulars **in Quadruplicate in the format enclosed only in Xerox white papers and the same may be sent to this office by e-mail an or before 06.07.2020** in respect of all the Inspector of Assessment listed in the Annexure for the Crucial date of 20.03.2020 including those who were overlooked previously due to D.P./Undergoing punishment and the persons who have relinquished their rights for promotion temporarily and have completed 3 years as on 20.03.2020, to expedite the panel. Since their cases are likely to come up for consideration for promotion to the post of Revenue Supervisor.

2) I am to specifically request you to send copy of charge memo., copy of final order, undergone/undergoing punishment as on date in QUDRUPPLICATE **(A4 size paper)** in respect of the Inspector of Assessment if required along with the Reports.

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

4) Further I am also state that the Chief Engineers /Addl. Chief Engineers/Superintending Engineers concerned are requested to send the suitability reports of Inspector of Assessment furnished in the Annexure **(qualified and unqualified)** and also if any of the such Inspector of Assessment who were worked in your circle, previously and subsequently transferred to other circle or Voluntarily Retired / Expired / Tempr.Relinquished may also be verified thoroughly with reference to the records of your circle and the same may be reported to this office otherwise a 'Nil' report shall be sent positively without fail.

::2::

5) In respect of the particulars of D.P./DV & AC/Vigilance enquiry if any against the above, Inspector of Assessment the 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.

6) I am also to request you to fix responsibility on the concerned officer/Staff to furnish the reports on or before the above stipulated time limit without fail and not waiting for a reminder from this office

7) I request you to acknowledge the receipt of this letter.

Yours faithfully,

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

Encl : i) Format
ii) Annexure

Note:-

- One copy (Hard copy) of the Suitability Format with all the related certificate (10th,+2, Degree) 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
- The soft copy of Format (i.e) Suitability Report should be sent to the Assistant Personnel Officer/Panel(N.T) email id **apopnt@tnebnet.org**

Only qualified persons suitability reports should be sent via post/email and otherwise unqualified persons details to be furnished in the letter along with a reason.

Copy to the All Regional Chief Engineers

With a request to instruct the Superintending Engineers under your control to furnish the particulars on or before **06.07.2020**.

Copy to the Assistant Personnel Officer/Collection Staff/Adm.Branch/Ch-2.

(G25 Section) If any incumbent opted for voluntarily retired / Retirement (or) expired during the period of preparation of panel and the same may be informed to A.P.O/Panel (Non-Technical) immediately.

Copy to G59(1) Section.

Copy to Stock file.

FORMAT

Letter No.024899/72/G.59/G.592/2020-1, dated :18.06.2020.

- 01) Name and Designation :
- 02) Date of Birth and Date of Retirement :
- 03) Seniority Number in the post of
Inspector of Assessment :
- 04) Present Circle & Place of Working at
Present :
- 05) Date of joining as IA & Total service in the
post of I.A as on 20.03.2020 :
- 06) Educational Qualification **along with**
Reg. No. :
- 07) Whether any D.P./Vigilance enquiry is
pending against the individual and if so to
indicate the nature of charges in brief and
the present stage :
- 08) Whether any punishment has been
imposed. If so, the details may be
furnished. :
 - i) Normal due date of increment. :
 - ii) Date of commencement of punishment :
 - iii) Date of completion of punishment. :
- 09) Whether he/she has served for minimum
service period of three years in the
category as I.A. required as (Per) B.P.(FB)
No.24 (Sectt.Br.) dt. 26.06.2007. :
- 10) Whether he/she is suitable for promotion. :

SUPERINTENDING ENGINEER