

TAMIL NADU GENERATION AND DISTRIBUTION CORPORATION LTD.
ADMINISTRATIVE BRANCH

From **Er. R.KRISHNAMOORTHY.B.E**
Chief Engineer/Personnel (a/c.)
144, Anna Salai,
Chennai - 600 002.

To
The Superintending Engineers
Concerned.

Letter No. 040108/382/G31/G312/2021, dated: 06.07.2021.

Sir,

Sub : Establishment - Class II Service - Assistant
Administrative Officers - Selection for Promotion
to the post of Administrative Officer - Service &
D.P. particulars - Called for.

The list of names as enclosed in the Annexure for **7** Assistant Administrative Officer whose cases are to be taken up for consideration of preparation of panel for promotion to the post of Administrative Officer for the Crucial date **05.07.2021 for the year 2021-2022.**

2) It is informed that the Suitability Reports and Service details for the last 10 years along with D.P particulars (i.e.) if any punishment awarded during last 10 years together with the copies of such punishment awarded/charges framed etc., (one format may be used for one employee only) and Performance Assessment Report of above **7** Assistant Administrative Officer including the employees who have completed 3 years temporarily relinquished period is over before the crucial date **05.07.2021** if any, should be furnished in the prescribed format through online which is available in **URL "http://192.168.150.67:8080/cc/TNEBpar/**. If any issues in the above said URL please contact Chief Engineer/ Information Technology Office Administrator id aee3cc@tnebnet.org for clarifications.

3) In case of any DP is initiated against the above said Assistant Administrative Officer even after furnishing the particulars to this office in the course of time such particulars may also be furnished immediately so as to incorporate the same in the proposed panel. If an employee is awarded with punishment, his/her annual increment date with the date of punishment commenced and completed shall also be mentioned and sent to this office.

4) The Performance Assessment Report **upto the period ending 31.03.2021** in respect of Assistant Administrative Officer should also be sent along with reports through online.

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

6) The particulars may be arranged to be sent to this office **on or before 31.07.2021 without fail**. In this connection, I invite your attention to this office Memo. No. 6029/A18/A181/2009-1, (Sectt. Br.) dated 30.01.2009 and request you to keep up the target date. The DPC will be conducted after the above due date without waiting for the particulars to be received. Further suitable action shall be taken against the officials concerned for not furnishing the particulars in time and the same shall be reported to this office for taking further action.

Encl: 1) Annexure
2) Format I & II

Yours faithfully,

(Sd/-***08.07.2021)

ASSISTANT PERSONNEL OFFICER/ADM.STAFF
FOR CHIEF ENGINEER/PERSONNEL

Copy to the Chief Engineers concerned.
Copy to Stock file.

SENIORITY LIST OF ASSISTANT ADMINISTRATIVE OFFICER

Sl.No.	Name of the Assistant Administrative Officer	D.O.B.	Present Circle
1.	M.PANDIAMMAL	01.04.1967	THENI EDC
2.	D. VIJAYAKUMAR	31.07.1964	THANJAVUR EDC
3.	J.NOBLE STANLEY	27.07.1968	NCES/THIRUNEVELI
4.	G.SREEDHARAN	01.06.1965	KANYAKUMARI EDC
5.	PRASILA DEVAKIRUBAI	11.07.1969	CHENGALPATTU EDC
6.	M.RAJARAM	11.06.1970	DHARMAPURI EDC
7.	R.SATHEESHKUMAR	27.06.1971	ERODE EDC

Sd/-***08.07.2021
SUPERINTEDNT

FORMAT

- 1) Name and Designation :
- 2) Age and Date of Birth :
- 3) Date of Retirement :
- 4) Educational Qualification :
- 5) Date of Regular appointment in the post of Asst. Administrative Officer. :
- 6) Total Service in the post of Asst. Administrative Officer. :
- 7) Place of working of the Asst. Administrative Officer :
- 8) Details of Disciplinary Proceedings should be furnished for the last 10 years irrespective of the categories. :
- 9) Whether any charge is pending if so, specify :
- i) The Ref. number in which the charges were framed (Copy of Memo. may be enclosed) :
- ii) Nature of the Charge/Charges :
- iii) Present stage of the Disciplinary Proceedings. :
- 10) Nature of punishment if any imposed during the period of last 10 years on the Officer.(Copy final orders should be enclosed) :
- i) Date of commencement of punishment. :
- ii) Date of completion of punishment. :
- 11) If any appeal is made by the individual the order issued/latest position on the appeal should be furnished :
- 12) Whether He is suitable for promotion :
- 13) Remarks :

FORMAT - II

(Service details should be furnished in Separate Sheet)

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