

**TAMILNADU GENERATION AND DISTRIBUTION CORPORATION LTD.
(Administrative Branch)**

From

Er. R.KRISHNAMOORTHY, B.E.,
Chief Engineer/Personnel,
144, Anna Salai,
Chennai - 600 002.

To

The Superintending Engineers Concerned.

Letter No. 004644/106/G31/G312/2021, dated:15.02.2022.

Sir,

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

The list of names as enclosed in the Annexure for **37** Administrative Supervisors whose cases are to be taken up for consideration of preparation of panel for promotion to the post of Assistant 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 **37** Administrative Supervisors 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 Administrative Supervisors 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.

...2

4) The Performance Assessment Report **upto the period ending 31.12.2020** in respect of Administrative Supervisor should also be sent along with reports through online.

5) The circle in which the Administrative Supervisors are working, are given as per records available in this office. However, if any of the Administrative Supervisors is working at present other than those circles mentioned in the list, particulars may also be furnished in respect of those Administrative Supervisors 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 10.03.2022 without fail**. In this connection, I invite your attention to this office Memo. No. 6029/A18/A181/2019-1, (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/**16.02.2022

(L.LUISA MARY)

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

Copy to: The Chief Engineer's/Concerned.

Copy to : The Assistant Personnel Officer/Adm. Staff

Copy to : Superintendent (G.33 Section.)

If any incumbent has opted for Voluntary Retired/Retirement (or) expired and any transfer made in between panel preparation period, the same may be informed immediately.

Copy to : Stock file.

ANNEXURE

THE FOLLOWING ADMINISTRATIVE SUPERVISORS SENIORITY LIST FURNISHED
BELOW (37 Nos.) :-

Sl.No.	Name of the Adm. Supervisor	D.O.B.	Present Circle
1	S.P.KARTHI	05.05.1973	DINDIGUL EDC
2	K.DAKSHINAMOORTHY	02.05.1962	KARUR EDC
3	N.NAVANEETHA KRISHNAN	27.02.1968	B.B.G.T.P.S
4	M.PARIPURNAM	29.07.1968	KANYAKUMARI EDC
5	J.MERVIN DCRUZ	14.01.1967	CHENNAI DEVP. CIRCLE-I
6	P.RAVI	21.05.1969	MADURAI EDC/METRO
7	S.ARAVANAI SELVAM	14.04.1968	CHENNAI EDC/SOUTH-II
8	G.MANIVANNAN	10.06.1966	NAMAKKAL EDC
9	J.BALATHEVAN	01.05.1965	TUTICORIN EDC
10	R.MUTHUKRISHNAN	08.06.1970	TIRUPATHUR EDC
11	M.GANAPATHY	15.04.1964	VALUTHUR- GTPS
12	P.KOLANJI	10.03.1965	TIRUVANNAMALAI EDC
13	K.RAMAKALPANA	12.10.1964	CHENNAI EDC/SOUTH
14	K.PALANISAMY	02.04.1965	VILLUPURAM EDC
15	M.PACKIAM	08.06.1962	COIMBATORE EDC/SOUTH
16	A.VENKATARAMAN	26.05.1963	PUDUKOTTAI EDC
17	M.ARUNACHALAM	12.04.1965	TUTICORIN EDC
18	N.RANGANATHAN	14.05.1965	VILLUPURAM EDC
19	P.NIRMALA	12.04.1963	TIRUPATHUR EDC
20	S.JAYAMANI	06.05.1965	COIMBATORE EDC/NORTH
21	A.RAMADASS	28.10.1965	TIRUPPUR EDC

22	K.SAROJINI	21.08.1973	NILGIRIS EDC
23	C.JOHN	13.07.1970	SIVAGANGA EDC
24	J.ARAVINDAN	15.05.1962	COIMBATORE EDC/SOUTH
25	P.KALIAMMAL	25.05.1965	ERODE EDC
26	S.SUKUMAR	22.07.1967	CHENNAI EDC/SOUTH-I
27	P.MUTHUVELU	27.05.1962	PUDUKKOTTAI EDC
28	A.SAGAYAMARY	11.01.1970	DHARMAPURI EDC
29	P.NAGAPPAN	10.04.1964	KRISHNAGIRI EDC
30	R.KRISHNAMOORTHY	03.05.1963	KANCHEEPURAM EDC
31	A.SHATHIKBASHA	07.06.1966	TIRUPATHUR EDC
32	R.DHANAPAL	02.05.1963	NAMAKKAL EDC
33	C.MADASAMY	28.01.1965	THENI EDC
34	R.ELANGO VAN	10.06.1963	KARUR EDC
35	T.BALRAJ	17.06.1964	THANJAVUR EDC
36	M.KALVINATHAN	25.10.1967	TIRUPATHUR EDC
37	M.INDHUMATHI	07.03.1964	KRISHNAGIRI EDC

Sd/**16.02.2022
SUPERINTENDENT

FORMAT – I

Sl.No.

- 1) Name and Designation of the officer :
- 2) Age and Date of Birth :
- 3) Date of Retirement :
- 4) Educational Qualification :
- 5) Date of Regular appointment in the post of Administrative Supervisor :
- 6) Total Service in the present post Administrative Supervisor :
- 7) Place of working of Administrative Supervisor :
- 8) 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). :
- 9) 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 in 5 copies. (QUADRADUPLICATE A4 SIZE Paper) :
- 10) If there is any punishment of Stoppage of increment, imposed the following should be furnished. :
 - i) Date of commencement of punishment as per Memo. (Per) No.56501/A18/A181/2002 (SB), dated 04.06.2002. :
 - 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/she is suitable for promotion :
- 13) Remarks :

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

FORMAT - II

(Service details should be furnished in Separate Sheet)

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