



Adm. Branch,  
144, Anna Salai,  
Chennai 600 002.

**Letter No. 005020/G1/G11/2022-5, dated:29.03.2022.**

From

A.MANIKKANNAN, M.A., B.L., MBA,  
Chief Engineer/Personnel (FAC),  
144, Anna Salai,  
Chennai- 600 002.

To

All the Chief Engineers,  
All the Superintending Engineers.

Sir,

Sub : Estt. – Class II Service - Preparation of panel for promotion to the post of AEE/Electrical from the post of AE/ Electrical, JE/ Electrical I Grade and CHD for the Crucial date 05.08.2021 – Suitability Report called for – Regarding.

\* \* \* \* \*

All the Chief Engineers & Superintending Engineers are hereby informed that, a panel is proposed to be prepared for filling up the existing and anticipated vacancies of Assistant Executive Engineer/ Electrical for the Crucial date **05.08.2021**.

2. A list of Assistant Engineers/ Electrical, Junior Engineers/ Electrical I Grade and Chief Head Draughtsman who are to be considered for promotion to the post of Assistant Executive Engineer/ Electrical is enclosed herewith as **Annexure**.

3. All the Chief Engineers/ Superintending Engineers concerned are directed to furnish the suitability report of the individuals mentioned in Annexure in the enclosed Format – A [each 2 (two) copies], along with **10** years Service Particulars for Assistant Engineers/Electrical, Junior Engineers/Electrical I Grade and **20** years Service Particulars for Chief Head Draughtsman in the enclosed Format – B [each 2 (two) copies] **via post and also by email to [popanel@tnebnet.org](mailto:popanel@tnebnet.org)**.

4. If any of the individuals mentioned in the list are found working in your circle but marked to other circle, their reports shall also be furnished without fail.

5. The above said Formats – A & B should be filled up using "Yes" or "No" or briefed as the case may be and should not be left blank or filled up using ("–") hyphen symbol.

6. Three (3) copies of Charge Memo. / Final orders of DP, Court orders, FIR filed (Departmental or Personal) against the individuals if any should also be furnished via post.

7. In addition to the above particulars, the Performance Assessment Reports of the individuals mentioned in Annexure for the year upto March 2021 if not sent already/uploaded should also be furnished to this office immediately.

8. All the Chief Engineers & the Superintending Engineers should note that from the date of issue of call for letter seeking suitability report to till the date of issue of panel, necessary updation if any to be made in the suitability report already furnished with regard to any individual should immediately be furnished to this office (G1 Section).

9. The Chief Engineers and the Superintending Engineers concerned are requested to furnish the particulars on or before **15.04.2022 without** fail.

Encl: Annexure  
Formats – A & B

Yours faithfully,  
Sd/-31.03.2022  
PERSONNEL OFFICER/PANEL  
for CHIEF ENGINEER/ PERSONNEL (FAC)

Copy to the APO/Electrical & APO/Services/Adm.Br./Ch-2.  
Copy to G.2 & G.18 Sections.

## FORMAT-A

**Sl. No.**

### SUITABILITY REPORT

- 1 Name of the individual in block :  
letters with initial
- 2 Designation
- 3 Date of Birth & Age : D M Y years
- 4 Date of Retirement : D M Y
- 5 Technical Qualification :
- 6 Date of passing of E.D. Account : Regn. No.  
Test & Registration number Date
- 7 Whether possess adequate :  
knowledge in Tamil
- 8 Date of regular appointment in the : D M Y F.N. / A.N.  
present post (i.e.) AE/Elecl. or  
JE/Elecl. I Grade
- 9 Date of completion of probation : D M Y F.N. / A.N.  
along with Cadre(i.e.) AE/ Elecl. or  
JE/ Elecl. II Grade (Cadre should be specified)
- 10 Total service in the present post : Year Month Date  
(i.e.) AE/ Elecl. or JE/ Elecl.I Grade  
as on 31.07.2021 (Excluding EOL if any)
- 11 Name of the Region, Circle and :  
Station working at present
- 12 Whether any penalty has been : (Specify Yes or No)  
imposed on the individual during  
the last 5 years. If yes, the  
following should be furnished :
  - i) The nature of charge, 8(a) or 8(b) :
  - ii) Total No. of charges :
  - iii) Specify precisely about each :  
charge proved and not proved  
separately
  - iv) The nature of penalty imposed :

Name of the individual and Date of Birth

(To be specified on top of each page)

- 13 If the punishment ordered is stoppage of :  
increment, with or without cumulative  
effect, furnish the following :
- i) The normal due date of increment of the :  
individual
  - ii) Date of Final order [three copies of final :  
order should be enclosed]
  - iii) Date of commencement of punishment :  
period as per final order
  - iv) Probable date of completion of punishment :  
period
- 14 Whether any Charge/Vigilance Enquiry is :  
pending against the individual and if so  
indicate the nature of Charge/ enquiry  
present stage. [Copy of charge memo. to be  
enclosed].
- 15 Leave Particulars :  
Whether the individual is on (i)  
unauthorised absence for more than six  
months (or) (ii) E.O.L. (or) (iii) employment  
at abroad. If yes, the following should be  
furnished :
- i) Any action has been taken against the :  
individuals who are on unauthorized  
absence
  - ii) A copy of action taken report to be enclosed :
- 16 Whether the individual is suitable for :  
promotion. [If not suitable, reason to be  
specified precisely by the Superintending  
Engineer]

SUPERINTENDING ENGINEER/

**FORMAT-B**

Name of the individual and Date of Birth				
<b>Service Particulars</b>				
Sl. No.	Post held	Name of the Station/ Circle	PERIOD	
			From	To

SUPERINTENDING ENGINEER/