

**TAMIL NADU GENERATION AND DISTRIBUTION CORPORATION**  
**SECRETARIAT BRANCH**

**Circular Memo. No.10900/A19/A192/2022-1, dated 25.03.2022**

Sub : Performance Assessment Report - To submit the Performance Assessment Report in time -Instructions - Reiterated.

Ref : 1. (Per) B.P. (FB) No.37 (SB), Dated 07.10.2010.  
2. Memo. (Per) No.30573/A23/A232/2011-1 (SB), Dated 04.05.2011.

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In the reference first cited, the format of Performance Assessment Report of the Class-I and II officers of the TNEB has been revised and also revised the period of assessment from the calender year (i.e.) 1<sup>st</sup> January to 31<sup>st</sup> December to the financial year 1<sup>st</sup> April to 31<sup>st</sup> March on every year.

2. In the reference 2<sup>nd</sup> cited, certain guidelines had been issued to be followed by the reporting officers.

3. Even though necessary guidelines and instructions have been issued from time to time to submit the Performance Assessment Report up to the officers in the rank of Class-II to the Chief Engineer/Personnel and in respect of Class-I officers to the Secretary, TANGEDCO respectively, the same has not been properly followed. Hence it is very difficult to the Office of the Chief Engineer/Personnel and the Secretary, TANGEDCO to verify the performance of the officers and to consider their performance for giving next level of promotions namely AE to AEE, AEE to EE, EE to SE and SE to CE and getting more delay for receipt of Performance Assessment Report from the officers concerned.

4. In this connection, all Chief Engineers, Superintending Engineers, Executive Engineers are directed to issue suitable instructions to the Assistant Engineers, Assistant Executive Engineers, Executive Engineers to submit their self assessment report through online **PAR link: "<http://192.168.150.67:8080/cc/TNEBpar/>** to the respective immediate superior officers within ten days from the commencement of the performance Assessment period (i.e.) on or before 10<sup>th</sup> April of every year and the reporting officers should make necessary assessment on the self assessment report submitted by their subordinate officers after proper scrutiny and to send their report as per the guidelines prescribed in the reference second cited on or before 30<sup>th</sup> April of every year.

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5. This instructions should be adhered from this financial year itself and to send their reports to the Head Office on or before 30<sup>th</sup> April 2022. Further any subordinate officers who have not submitted their self assessment report on or before 10<sup>th</sup> April, it should be brought to the notice of the Chief Engineer/ Personnel and Secretary of TANGEDCO as the case may be for taking necessary disciplinary action against the officers who have not followed the instructions in this regard.

A.MANIKKANNAN  
SECRETARY

To  
All Chief Engineers/Superintending Engineers/  
TANGEDCO/TANTRANSCO.

Copy to:-

The Executive Assistant to Managing Director/TANTRANSCO.  
The Executive Assistant to Director (Distribution)/TANGEDCO.  
The Executive Assistant to Director (Projects)/TANGEDCO.  
The Executive Assistant to Director (Generation)/TANGEDCO.  
The Executive Assistant to Director (Operation)/TANTRANSCO.  
The Executive Assistant to Director (Transmission Projects)/TANTRANSCO.  
The Executive Assistant to Director (Finance)/TANGEDCO.  
The Executive Assistant to Director (Finance)/TANTRANSCO.  
The Company Secretary/TANGEDCO, TANTRANSCO &  
Udangudi Power Corporation Limited.  
The Company Secretary/TNEB Ltd.  
The Legal Adviser and Industrial Relations Adviser/TANGEDCO.  
The Chief Financial Controller/General, Revenue and  
Deposits & Documentation/TANGEDCO.  
The Chief Internal Audit Officer/Audit Branch/TANGEDCO.  
The Resident Audit Officer.  
The Deputy Secretary/Personnel, Vigilance and Inspection/Secretariat Branch.  
The Deputy Secretary/TANTRANSCO.  
All Under Secretaries/Secretariat Branch.  
The Deputy Chief Engineer/Administrative Branch/Chennai.  
The Senior Personnel Officer/Inspection/Administrative Branch/Chennai.  
The Personnel Officer/Staff Sanction/Administrative Branch/Chennai.  
The Additional Senior Private Secretary to Secretary/TANGEDCO.  
The Personal Assistant to Chairman-cum-Managing Director/TANGEDCO.  
The Steno-typist to Inspector General of Police/Vigilance/TANGEDCO.  
Statistical Cell/Administrative Branch/Chennai.  
All Officers/Sections/Secretariat Branch.  
The Assistant Personnel Officer/Tamil Development for publication in  
TANGEDCO, TANTRANSCO and TNEB Ltd Bulletin (2 copies).  
Stock File.

//TRUE COPY//FORWARDED//BY ORDER//

C. Sivarajya  
25/03/2022  
SECTION OFFICER