

**TAMIL NADU GENERATION AND DISTRIBUTION CORPORATION LTD.
ADMINISTRATIVE BRANCH**

From

To

**Er. R.SRINIVASAN, B.E.,
Chief Engineer/ Personnel,
8th Floor, NPKRR Maaligai,
144, Anna Salai,
Chennai - 600 002.**

**The Superintending Engineer,
Electricity
Distribution Circle,**

Lr.No.067748/926/G31/G311/2012-5, dated 26.11.2012.

Sir,

Sub : Establishment - Class III Service - Revenue Supervisors - Selection for promotion as Assessment Officer in Class II Service - Service Details/Suitability Report/D.P. Particulars etc. - Called for.

Ref: C.E./Per's Letter No. 067748/ 926/ G31/ G311/ 2012-2, dated 22.08.2012.

In continuation to this office letter under reference cited, I enclose a list of names of 30 Revenue Supervisors whose cases are to be taken up for consideration for promotion to the post of Assessment Officer. Necessary format for furnishing the required particulars for the purpose of preparation of panel is enclosed. I request you to furnish the particulars in the Format I and II in respect of the Revenue Supervisors of your circle.

2) In case any Disciplinary Proceeding is initiated even after furnishing the above particulars to this Branch, such particulars may also be furnished promptly in the course of time so as to indicate the same in the statement put up before the Departmental Promotion committee. The Crucial date for the Panel is 05.07.2012.

3) The Performance Assessment Report upto the period ending 31.03.2012 in respect of those Revenue Supervisor should also be sent along with reports, if the same are not already sent.

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

5) The particulars may be arranged to be sent to this office on or before 07.12.2012 without fail. In this connection, I invite your attention to this office Memo No.068288/Adm.II/ (2)/97-1, dated 12.06.1997 and request you to keep up the target date.

Yours faithfully,

Encl.: 1) List
2) Format I & II

Sd./- XXX (26.11.2012)
(R. GEETHA)

**ASSISTANT PERSONNEL OFFICER/ A.A.S.
for CHIEF ENGINEER/ PERSONNEL.**

Copy to the Chief Engineer concerned.

Copy to the Assistant Personnel Officer/Estt.(N.T.) (G32 Sec.)

To furnish the Personal File in Complete Shape in respect of the Revenue Supervisors indicated in the list below within 5 days.

Copy to the Assistant Personnel Officer/Panel (N.T.) (G59 Section)

If any incumbent has opted for Voluntary Retired/Retirement (or) expired in between panel preparation period the same may be informed to Assistant Personnel Officer/Accounts and Administration Staffs immediately.

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 Revenue Supervisor :
- 6) Total Service in the present post Revenue Supervisor :
- 7) Place of working of Revenue 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 (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 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

ANNEXURE

SENIORITY LIST OF REVENUE SUPERVISOR

SL.NO.	SY.NO.	NAME	D.O.B	D.O.J	PRESENT CIRCLE
1	2	3	4	5	6
1	4833	A.K.MUJEEB AHAMED	01.01.1955	21.11.2007	TIRUPATHUR E.D.C.
2	4834	M. EZRAKANAKARAJ	20.04.1956	28.11.2007	SALEM E.D.C.
3	4835	O.RAJENDRAN	15.06.1956	09.11.2007	THENI E.D.C.
4	4836	S.PALANIYANDI	10.07.1956	28.01.2008	PERAMBALUR E.D.C.
5	4837	P.NATCHIMUTHU	15.05.1958	01.11.2007	DINDUGAL E.D.C.
6	4839	E.VEERARAGHAVAN	06.08.1955	09.11.2007	CHENGALPATTU E.D.C.
7	4840	T.KADIRVEL	01.05.1958		CUDDALORE E.D.C.
8	4841	O.VELLAICHAMY	01.04.1956		MADURAI E.D.C.
9	4842	V.MUNIYANDI	01.02.1956	07.11.2007	COIMBATORE EDC/NORTH
10	4843	P.KANAKARAJ	25.10.1957	25.10.2007	DINDUGAL E.D.C.
11	4844	M.PALANIYANDI	10.02.1956		KARUR E.D.C.
12	4853	S.ELANGO	25.02.1955	23.11.2007	SALEM E.D.C.
13	4854	K.DURAIRAJ	15.08.1957	07.11.2007	CHENNAI EDC/NORTH
14	4856	P.ANBALAGAN	01.06.1955	12.11.2007	KARUR E.D.C.
15	4857	K.ANBALAGAN	07.06.1955	07.12.2007	METTUR E.D.C.
16	4865	R.MUNISAMY	08.06.1955	05.11.2007	TIRUPATHUR E.D.C.
17	4866	M.JAYARAMAN	15.08.1956	30.10.2007	DHARMAPURI E.D.C.
18	4867	S.SANKAR	14.11.1954	02.11.2007	CHENNAI EDC/SOUTH
19	4869	K.PALANI	17.11.1954	05.11.2007	DINDUGAL E.D.C.
20	4875	N.SINGARAJ	08.10.1955	24.07.2008	THENI E.D.C.
21	4877	K.PALANIAPPAN	07.04.1956	31.10.2007	PUDUKKOTTAI E.D.C.
22	4879	G.VISWANATHAN	03.06.1955	03.04.2008	COIMBATORE EDC/METRO
23	4880	C.PALANISAMY	04.04.1957	27.10.2007	TRICHY EDC/METRO
24	4890	A.MUNUSAMY	09.04.1955	05.11.2007	TIRUPATHUR E.D.C.
25	4905	R.ANBALAGAN	31.07.1957	16.11.2007	METTUR E.D.C.
26	4907	V.THENKARAIMUTHU	14.03.1955	27.10.2007	TUTICORIN E.D.C.
27	4910	V.GAJENDRAN	01.03.1957	26.10.2007	NILGIRIS E.D.C.

28	4915	A.SIVAPERUMAN	17.11.1955	02.11.2007	CUDDALORE E.D.C.
29	4916	P.RAJANGAM	03.04.1955	31.10.2007	MADURAI E.D.C./METRO
30	4919	L.DHARMARAJAN	10.02.1955	12.02.2008	TRICHY E.D.C./METRO

Sd./- xxx (26.11.2012)
(R. GEETHA)
ASSISTANT PERSONNEL
OFFICER/ A.A.S.