

PANEL/ IMMEDIATE

TAMIL NADU GENERATION & DISTRIBUTION CORPORATION LTD.  
ADMINISTRATIVE BRANCH

From

To

Er.A.V .RAVI, B.E.,  
Chief Engineer/Personnel,  
144, Anna Salai,  
Chennai - 600 002.

The Superintending Engineers concerned.

Letter No.33733/125/G.1/G.12/2016-2, dated . 25.05.2016.

Sir,

Sub: TANGEDCO - Estt-Class II Service - AEs/Civil,  
JEs/Civil.I. Grade and one CHD - Suitable for  
promotion as AEE/Civil - Suitability report , DP &  
Service Particulars - Called for - Reg

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A fresh panel is proposed to be prepared for filling up the existing and anticipated vacancies of AEE/Civil based on the Crucial date of 05.06.2016. A list of AEs/ Civil., JEs./ Civil. I Gr. and one CHD are annexed for consideration for promotion to the post of AEE/ Civil.

2. I therefore, request you to furnish the particulars in the format annexed (each 7 copies) in respect of officials mentioned in the list, who are working under your circle, along with 10 years Service particulars (each 7 copies) of them. I also request you to fill up the proforma using "Yes" or "No" as the case may be and that the proforma should not be filled up by using "dash" (-) and also not kept blank.

3. I also request you to furnish 7 Copies of the Charge Memo./Final Orders of D.P. if any.

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4. If any of the individual mentioned in the list are found working in your circle but marked to other circle, their particulars may also be sent without fail. Also, if any of the Officer listed in the Annexure is transferred from your Circle to other Circle, the S.E. may be addressed directly to the S.Es. concerned together with the copy of this office ref. (w.e.) with a request to furnish the report of the Officer concerned direct to this Office.

5. I therefore request you to report specifically the date of completion of probation of A.E/Civil and JE/Civil I Grade without fail in the relevant column in the format enclosed.

6. As the preparation of panel of A.E.E/ Civil depends upon the receipt of the above report. I request you to bestow your personal attention in the matter and send the report on or before 10.06.2016 without fail.

7. I request you to send the Performance Assessment Report for the year March 2016 immediately in respect of the officials listed in the Annexure if not already sent.

8. I request you to acknowledge the receipt of this letter with enclosure by return of post without fail.

Encl: One Annexure  
& One Format

Sd/xxx(25.05.2016)  
(A.V.RAVI)  
CHIEF ENGINEER/PERSONNEL

Copy to the Chief Engineers concerned.

Copy to the APO/Mechanical & Civil/ Adm. Branch/Chennai.2

Copy to G.4 and G.15 Sections ( 3 copies) each with a copy of Annexure.

Copy to stock file.

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F O R M A T

Sl No.

1. Name and Designation :
2. Age and Date of Birth :
3. Date of Retirement :
4. Technical Qualification :
5. Passing of E.D.Account Test held during with Regn.No :
6. Whether possess adequate knowledge in Tamil :
7. Date of regular appointment in the post of AE/Civil/JE/Civil.I Gr. :
8. Date of completion of probation alongwith Cadre. :
9. Total service in the present post as on 31.03.2016( AE/Civil/JE/Civil.I Gr.) : Y M D
10. i) Name of the station & the circle where working :
- ii) The correct & complete postal address of the official with Pin Code No. :
11. Whether any penalty has been imposed on the Officer for the last 5 years if so, to furnish. :
  - i) the nature of charge 8(a) or 8(b) :
  - ii) identity the charge proved and not proved separately :
  - iii) the nature of penalty imposed :

12. If the punishment ordered is stoppage of increment with or without cumulative effect, indicate the following :
- i) the normal due date of increment of the officer :
  - ii) the date of commencement of the period of punishment as per final order. :
  - iii) the probable date of completion of the period of punishment. :
  - iv) A copy of final order issued to be enclosed :
13. Whether any charge/Vigilance enquiry are pending against the Officer and if so indicate the nature of Charge/enquiry present stage. A copy of charge memo. to be enclosed. :
14. Whether is he on (i) unauthorised absence for more than six months (or) (ii) E.O.L. (or) (iii) employment at abroad if yes, :
- i) Any action have been taken against the unauthorised officials. :
  - ii) A copy of action taken report to be enclosed. :
15. Whether suitable for promotion :
16. Whether the details of 10 years Service particulars of the Officials. : In separate sheet.

SUPERINTENDING ENGINEER

ANNEXURE

CE/PER'S LETTER NO.33733/125/G1/G12/2016-2, DATED 25.05.2016

SL. NO	NAME	DOB	PRESENT CIRCLE
I	CHIEF HEAD DRAUGHTSMAN		
1	MUNEESWARI.M	06.05.1959	MADURAI EDC
II	ASSISTANT ENGINEER/CIVIL		
1	KASIVISWANATHAN.S	26.12.1965	GCC-1/CHENNAI
2	VIJAYARAGHAVAN.R	05.06.1976	CHENNAI DEV.CIRCLE
3	NAGENDRAN.N	12.03.1981	GEN/KADAMPARAI
4	PUVIARASI.G	21.11.1969	CIVIL DESIGNS
5	BASKARAN.B	16.10.1968	MTPS - I
6	BALASUBRAMANIAN.M	09.06.1976	MTPS-II
7	NARASINGAMOORTHY.M	13.06.1975	GCC/MADURAI
8	BALAKRISHNAN.S	07.02.1971	GCC/COIMBATORE
9	SUBBIAH.A	23.01.1961	GCC/COIMBATORE
10	GOVINDARAJAN.M	20.02.1968	MTPS - II
11	BALAKRISHNAN.S	24.07.1967	C.E/D/MADURAI REGION
12	THOMAS VIJAYAKUMAR.T.V	07.05.1965	MADURAI EDC
13	ANBUVEL.A	01.12.1973	MTPS-II
14	RAJA.M	22.05.1984	GCC/MADURAI
15	KRISHNAMOORTHY.N	01.04.1971	GCC/TRICHY
16	BHARATHI.M	10.07.1971	GCC-I/CHENNAI
17	NATHAN.S	02.01.1971	GCC-I/CHENNAI
18	RAVICHANDRAN.C	15.12.1970	GCC-I/CHENNAI
19	RAJMOHAN.N	05.05.1974	NCTPS-II
20	SARAVANAKUMAR.S	10.05.1984	GCC/COIMBATORE
21	DURAIRAJ.K	09.10.1972	GCC/TRICHY
22	KRISHNAKUMAR.M	17.01.1970	ETPS
23	FLORANCE.D	02.04.1973	CHENNAI EDC/SOUTH

SL. NO	NAME	DOB	PRESENT CIRCLE
24	AMIR RAJ.N	23.05.1985	GEN/KADAMPARAI
25	UMA.R	06.04.1970	METTUR EDC
26	NALLUSAMY.V	05.01.1968	NAGAI EDC
27	BASKAR.K.V	01.07.1975	CHANGAI EDC
28	PREMA.V	06.06.1980	GCC/TRICHY
29	SARAVANAN.D	03.08.1985	GCC/MADURAI
III JUNIOR ENGINEER/CIVIL.I.GRADE			
1	SENTHILKUMAR.S.D.	26.07.1966	GCC/SALEM
2	VASANTHAKUMARI.R	02.06.1966	E.T.P.S.
3	SITRARASU.P	13.05.1968	GCC/TRICHY
4	ELANGO VAN.S	23.09.1967	GCC-I/CHENNAI
5	VIMALARANI.J	28.07.1966	N.C.T.P.S.
6	RAMALINGAM.K	13.05.1968	GCC-I/CHENNAI
7	PARAMASIVAM.R	22.06.1969	GCC/SALEM
8	MUTHAMIZH PRABHU THARALAM.K	07.06.1966	CIVIL/HYDEL

sd/xxx  
PO/PANEL