

TAMIL NADU GENERATION AND DISTRIBUTION CORPORATION LTD.
ADMINISTRATIVE BRANCH

From
Er. A.V. RAVI, M.E, M.I.E.,
Chief Engineer/ Personnel,
8th Floor, NPKRR Maaligai,
144, Anna Salai,
Chennai - 600 002.

To
The Superintending Engineers
Concerned.

Letter No.016640/36/G.1/G.12/2017-3, dated 25.05.2017.

Sir,

Sub: Estt- Class III - Service - Junior Engineer/Civil
II - Grade - Promotion to the post of Junior
Engineer/Civil I. Grade - Suitability Report, DP
& Service particulars Called for - Reg.

A fresh panel is proposed to be prepared to fill up the existing and anticipated vacancies of Junior Engineer/ Civil. I Grade fixing the Crucial date of 20.04.2017.

2) I am to request you to furnish the particulars of the following Junior Engineer/Civil II Grade in the format enclosed (5 Copies in A4 size), who are working in your circle.

Sl. No.	Name	D.O.B.	Present Circle
1.	Ahamedkhan.P.	15.01.1972	SE/Civil.Pro.Dev & Co-Ordin.
2.	Karuppannan.S.S	13.05.1965	Salem EDC
3.	Ebence Arul.B	21.03.1974	GCC/TRICHY
4.	Venkatesh.C	15.03.1970	S.E/MM-II/Ch-2.
5.	Kavitha.P	05.04.1974	GCC/Salem
6.	Ravichandran.S	26.07.1970	N.C.T.P.S.-I.
7.	Nachiar.S	18.04.1966	KANYAKUMARI E.D.C.
8.	Rajalakshmi.C	27.07.1973	TRICHY EDC/METRO
9.	Pavithran.K	22.04.1964	GCC/TRICHY
10.	Lenin.S	24.02.1981	TRICHY EDC/METRO
11.	Vaithianathan.K	15.06.1972	MADURAI EDC/ METRO
12.	Jeevarathinam.M.S.	07.07.1971	VELLORE EDC
13.	Ramesh Kumar.M	12.12.1968	MADURAI EDC/ METRO

3) I am also, to inform you that, if any of the individuals listed above, has been transferred from your circle to other circle, the Superintending Engineer Concerned may be addressed together with the copy of this office reference (w.e.) with a request to furnish the report of the Officers

concerned directly to this office. The format should not be filled up as dash (-) but it should be mentioned as `Yes' or `No' or otherwise applicable. If any of the individual mentioned in the list working in your circle even though marked in other circle, their particulars may also be furnished without fail.

4) I am to request you to furnish the particulars of passing the E.D. Account test with Registration Number and month and year of passing in respect of Junior Engineer/ Civil II Grade mentioned in the list enclosed. If they have not passed the E.D. Account test so far, it should be mentioned as not passed the E.D. Account test along with other particulars in the enclosed format.

5) I am also to request you to report on the Junior Engineers/ Civil II Grade involved in Disciplinary Proceedings, Court cases or undergoing punishment of reversion to lower post, if so to furnish 5 copies of Charge memo./Final order (A4 size) if any issued to them together with the date of commencement of punishment and probable date of completion of punishment.

6) I am to request you to furnish specifically the date of Completion of probation in the post of Junior Engineer/ Civil II Grade in the format. If order for declaration of completion of probation is not issued so far, the reason may be intimated to this office. The Performance Assessment Report for 2016 may also be sent to this office, if not already sent.

7) The above details may be furnished immediately, on or before 20.06.2017.

Sd/-*** (dt.25.05.2017)

A.V.RAVI

CHIEF ENGINEER/PERSONNEL

Copy to the Chief Engineers concerned.

Copy to the Asst. Personnel Officer/M&C./Adm.Br./Chennai-2.

Copy to the G.4 Section/Adm.Branch/Chennai-2.

Copy to the G.15 Section/Adm.Branch/Chennai-2.

Copy to Stock File.

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 JE/Civil II Grade. :
8. Date of completion of probation in the post of JE/Civil II Grade. :
9. Total service in the present post as on 30.04.2017 (JE/ Civil II Gr.) : D Y M
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 individual 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 :

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12. If the punishment ordered is stoppage of increment with or without cumulative effect, indicate the following :
- i) the normal due date of increment :
 - ii) the date of commencement of the period of punishment. :
 - 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 individual 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. :
15. Whether the details of 10 years service particulars of the officials :
16. Whether suitable for promotion :

SUPERINTENDING ENGINEER