

TAMIL NADU GENERATION AND DISTRIBUTION CORPORATION LTD.,  
ADMINISTRATIVE BRANCH

From

To

Er. M.BALASUBRAMANIAN, B.E. F.I.E.,  
Chief Engineer/ Personnel,  
144, Anna Salai,  
Chennai - 600 002.

All Chief Engineer's  
All Superintending Engineer's

Letter No. 015866/63/G2/G22/2018 -1, Dated 23.02.2018.

Sir,

Sub : Establishment - Class II & III Service - Performance Assessment Report in respect of AEE/Elecl., AEE/Mechl., AEE/Civil, JE/Elecl./I Grade, Head D'man, Chief Head D'man, Junior Chemist & Senior Chemist - Reports called for 2015 - Regarding.

Ref : The Secretary's (Per.) B.P (FB) No.37,  
dated 07.10.2010.

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I am to request you to send the Performance Assessment Report for the period from 01.04.2017 to 31.03.2018 of Class II Officers and 01.01.2017 to 31.12.2017 of Class III Officers along with the previous pending reports if any, in respect of the following categories working in your circle. The date of birth, the date of first appointment, Signature with date of the official and with office seal should be furnished in the Performance Assessment Reports as per reference cited.

- 1) A.E.E./Electrical
- 2) A.E.E./Mechanical
- 3) A.E.E./Civil
- 4) JE/Electrical/I<sup>st</sup> Grade
- 5) Head Draughtsman
- 6) Chief Head Draughtsman
- 7) Junior Chemist
- 8) Senior Chemist

2) The reports should be sent in complete shape on or before  
30.04.2018.

Yours faithfully,

Sd/-\*\*\* dt.23.02.2018  
**(V.K.DHAKSHAYANI)**  
PERSONNEL OFFICER/PANEL  
for CHIEF ENGINEER/ PERSONNEL