

**PANEL/IMMEDIATE**

**TAMIL NADU GENERATION & DISTRIBUTION CORPORATION LIMITED  
ADMINISTRATIVE BRANCH**

From

Er. R. KRISHNAMOORTHY, B.E.,  
Chief Engineer/Personnel,  
144, Anna Salai,  
Chennai - 600 002.

To

1. All the Chief Engineers,  
2. All the Superintending Engineers.

**Letter No. 075171/191/G.1/G.1(2)/2019-8, dated:17.02.2020**

Sir

Sub: TANGEDCO – Estt. – Class-II Service – Junior Engineers/Electrical II Grade – Suitable for promotion as Junior Engineers/Electrical I Grade - Suitability report, DP & Service particulars - List of left out individuals - Called for - Reg.

Ref: CE/Per's Letter No. 075171/191/G.1/G.1(2)/ 2019-5, dated: 16.11.2019.

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The attention of all the Chief Engineers & Superintending Engineers is drawn to the reference cited above, wherein a fresh panel proposed to be prepared for filling up the existing and anticipated vacancies of Junior Engineer/ Electrical I Grade based on the Crucial date **25.03.2019** has been called for.

(2) In this regard, a list of **23** Junior Engineers/ Electrical II Grade who are to be considered for promotion to the post of Junior Engineer/ Electrical I Grade is enclosed herewith as **Annexure**. The suitability reports of the above officials are to be furnished to this office.

(3) It should be noted that all the Chief Engineers & the Superintending Engineers are to ensure the following details with regard to the officials mentioned in Annexure :

**(i)** In Annexure, if the working station of any of the individuals (working under your control) are marked under another circle then their Suitability Reports should be sent from your circle without fail.

**(ii)** If the working station of any of the individuals (at present not working under your control) are marked to your circle then all their particulars may be transferred from your circle to that particular circle and the concerned Superintending Engineer may be addressed directly together with the copy of this office reference with a request to furnish the Suitability Reports about the concerned individuals in Formats – A & B directly to this office.

**(iii)** To furnish the suitability report of the officials mentioned in Annexure who are working in your circle in the enclosed Format – A [each 3 (Three) copies], alongwith their 10 years Service Particulars in the enclosed Format – B [each 7 (Seven) copies].

**(iv)** The above said Formats – A & B should be filled up using "Yes" or "No" or briefed as the case may be and should not be left blank or filled up by using "dash" (-).

(v) Seven (7) copies of the Charge Memo. / Final orders of D.P., Hon'ble Court orders, FIR filed (Departmental or Personal) if any should also be furnished.

(vi) To make sure that the individual is an approved probationer in the category of JE/Electrical – II Grade since it is one of the criteria to consider them for promotion to the post of Junior Engineer/ Electrical I Grade. Hence, the date of Completion of probation in the category of JE/Electrical – II Grade should be specified without fail in Column No.9 in the Format-A enclosed.

(vii) To verify the past / present details of all the officials mentioned in the Annexure, if any exists under your control.

(viii) To verify details such as name change of the official, Joined / Not joined into Board's Service, Resigned / VRS / Medical Invalidation / Foreign Service / Unauthorized absence / Dismissed / Removed from Board's service/ Expired of all the officials mentioned in the Annexure, if any exists under your control.

(5) All the Chief Engineers & the Superintending Engineers should note that from the date of issuance of call for letter seeking suitability report, until the date of issuance of panel, necessary updation if any to be made on the suitability report already furnished with regard to any individual should immediately be furnished to the section concerned (from whom the suitability reports have been called for) under the control of the Chief Engineer/Personnel.

(6) The Superintending Engineers concerned are requested to bestow their personal attention in the above matter and furnish the particulars about the officials in Annexure in Formats – A & B on or before **25.02.2020** without fail as the preparation of panel of Junior Engineer/ Electrical I Grade depends upon the receipt of the above report.

(7) In addition to the above particulars, the Performance Assessment Reports of the officials mentioned in Annexure – A & B for the year upto December 2019 if not sent already should also be furnished to this office immediately.

(8) The receipt of this letter with all enclosures may be acknowledged by return post without fail.

Encl: Annexure & Formats – A & B

Yours faithfully,  
Sd/-\*\*18.02.2020  
(M. SIVAKUMAR)

PERSONNEL OFFICER/PANEL  
for CHIEF ENGINEER/PERSONNEL

**NOTE :**

- The details requested in the Formats A & B must be furnished precisely and specifically.
- The Name of the official and Date of Birth should be specified on the top of each page).
- **Three copies** (Hard copy) of the Suitability Format with the remarks and signature of the officer concerned should be sent via post.
- **Seven copies** (Hard copy) of Service Particulars, Final order, Charge memo, and any other action taken report, prevailing or pending report about the official should be sent via post.
- The soft copy of Format A (i.e.) Suitability Report should be sent to the Personnel Officer/ Panel's email id [ceperspop@tnebnet.org](mailto:ceperspop@tnebnet.org)

Copy to : The APO/Electrical & APO/Services/Adm.Br./Ch-2.

Copy to : G.4, & G.12 Sections each with enclosures.

Copy to : Stock file.

## ANNEXURE

<b>Sl. No.</b>	<b>Call for No.</b>	<b>Name</b>	<b>D.O.B</b>	<b>Present Circle</b>
1	194 (a)	MURUGAN.R	21.05.1965	CUDDALORE EDC
2	210 (a)	PRABU.P	07.02.1983	THANJAVUR EDC
3	279 (a)	SANKAR.K	01.07.1972	MTPS
4	305 (a)	MOHAMMED ALI.M	26.08.1975	MADURAI EDC
5	483 (a)	RAJENDRAN	06.08.1963	CHENGALPET EDC
6	942	RAJA.S	15.05.1985	THANJAVUR EDC
7	176 (a)	ARUMUGAM.S	15.05.1962	SIVAGANGA EDC
8	176 (b)	CHANDRASEKAR.B	27.12.1964	CHENNAI EDC/SOUTH
9	266 (a)	GANESAN.P	05.03.1974	COIMBATORE EDC/ NORTH
10	266 (b)	MURUGAN.S	12.02.1969	MADURAI EDC/METRO
11	266 (c)	BASKARAN.M	04.05.1964	TRICHY EDC/METRO
12	267 (a)	MUTHUKUMAR.K	03.04.1976	RAMNAD EDC
13	267 (b)	JAYAGANDHI.R	08.03.1966	RAMNAD EDC
14	330 (a)	MAYILVAHANAN.P.R.	02.03.1968	ERODE EDC
15	330 (b)	UDHAYASANKAR.R	28.05.1971	MADURAI EDC
16	332 (a)	BALAN.A	08.05.1968	CHENGALPET EDC
17	332 (b)	RAJENDRAN.T	05.05.1964	NAGAI EDC
18	332 (c)	SANKAR.E	03.05.1964	SIVAGANGA EDC
19	332 (d)	KARUNANITHI.S	12.03.1965	THIRUVARUR EDC
20	332 (e)	SUBRAMANI.V	05.07.1976	CHENNAI EDC /CENTRAL
21	332 (f)	SARAVANAN.S	16.06.1979	THANJAVUR EDC
22	332 (g)	SANKAR.K	07.09.1974	TTPS
23	332(h)	BOOMINATHAN.V	23.06.1972	P&C/MADURAI

Sd/-\*\*18.02.2020  
SUPERINTENDENT/  
G.1 Section

## **FORMAT-A**

					Sl. No.
<b><u>SUITABILITY REPORT</u></b>					
1	Name of the official in block letter with initial	:			
2	Designation	:			
3	Date of Birth & Age	:	D	M	Y      years
4	Date of Retirement	:	D	M	Y
5	Technical Qualification	:			
6	Date of passing of E.D. Account Test & Registration number	:	Regn. No.		
			Date		
7	Whether possess adequate knowledge in Tamil	:			
8	Date of regular appointment in the present post (i.e.) JE/Elecl. II Grade	:	D	M	Y      F.N. / A.N.
9	Date of completion of probation alongwith Cadre (i.e.) JE/Elecl. II Gr.	:	D	M	Y      F.N. / A.N.
			(Cadre should be specified)		
10	Total service in the present post (i.e.) JE/ Elecl.II Grade as on 24.03.2019	:	Year	Month	Date
			(Excluding EOL if any)		
11	Name of the Region, Circle and Station working at present	:			
12	Whether any penalty has been imposed on the official during the last 5 years. If yes, the following should be furnished :	:	(Specify Yes or No)		
i)	The nature of charge, 8(a) or 8(b)	:			
ii)	Total No. of charges	:			
iii)	Specify precisely about each charge proved and not proved separately	:			
iv)	The nature of penalty imposed	:			

Name of the individual and Date of Birth (To be specified on top of each page)			
13	If the punishment ordered is stoppage of increment, with or without cumulative effect, furnish the following :	:	
i)	The normal due date of increment of the official	:	
ii)	Date of Final order [Seven copies of final order should be enclosed]	:	
iii)	Date of commencement of punishment period as per final order	:	
iv)	Probable date of completion of punishment period	:	
14	Whether any Charge/Vigilance Enquiry is pending against the Official and if so indicate the nature of Charge/ enquiry present stage. [Copy of charge memo. to be enclosed].	:	
15	<u>Leave Particulars</u> : Whether the official is on (i) unauthorised absence for more than six months (or) (ii) E.O.L. (or) (iii) employment at abroad. If yes, the following should be furnished :	:	
i)	Any action have been taken against the unauthorized officials	:	
ii)	A copy of action taken report to be enclosed	:	
16	Whether the official is suitable for promotion. [Other than Suitable, Reason to be specified precisely by the Superintending Engineer]	:	

SUPERINTENDING ENGINEER/

## **FORMAT-B**

Name of the individual and Date of Birth (To be specified on top of each page)				
<b>Service particulars of the official for the past 10 (Ten) Years or more to Till date</b>				
Sl. No.	Post held	Name of the Station/ Circle	PERIOD	
			From	To

SUPERINTENDING ENGINEER/

➤ **NOTE :**

- The details requested in the Formats A & B must be furnished precisely and specifically.
- The Name of the official and Date of Birth should be specified on the top of each page).
- **Three copies** (Hard copy) of the suitability format with the remarks and signature of the officer concerned should be sent via post.
- **Seven copies**(Hard copy) of Service Particulars, Final order, Charge memo, any other action taken report, prevailing or pending report about the official should be sent via post.
- The soft copy of Format A (i.e.) Suitability Report should be sent to the Personnel Officer/ Panel's email id [ceperspop@tnebnet.org](mailto:ceperspop@tnebnet.org)