

TAMILNADU GENERATION AND DISTRIBUTION CORPORATION LIMITED

SECRETARIAT BRANCH
144, ANNA SALAI,
CHENNAI - 600 002.

Memorandum No. 10685 /A20/A201/2020- 1, dated 23 .03.2020.

Sub: Establishment – Class I Services – Implementation of software for submitting performance Assessment Report for the financial year 2019 – 2020 – Called for.

Ref: From CE/IT U.O.Note No.CE/IT/SE/IT.I/E2/IMS/A2E3/ F.AR/ D.212/ 2020 dated 26.02.2020.

All the Chief Engineers/ Superintending Engineers are informed that, at present the performance Assessment Report of class I & II officers are being received in the form of hard copy. This practice/ procedure led to delay in preparation of panels for their Promotions and embarrassing position to the administration.

2. In order to avoid such delay in future, a computerized PAR Software has been developed by IT Wing for class I & II Officers namely "PAR appraisal and evaluation" which is available in the url "<http://192.168.150.67:8080/cc/TNEBpar/> for which the working instruction for the same is furnished in the Annexure enclosed herewith.

3. Therefore, all the Chief Engineers/Superintending Engineers directed to give wide communication among the Class I Officers working under their control to submit their Performance Assessment Report by using the above said software for the financial year 2019-20 with effect from 01.04.2020 onwards.

4. Receipt of the memo. should be acknowledged.

S.VINEETH,
JOINT MANAGING DIRECTOR/
SECRETARY (FAC)

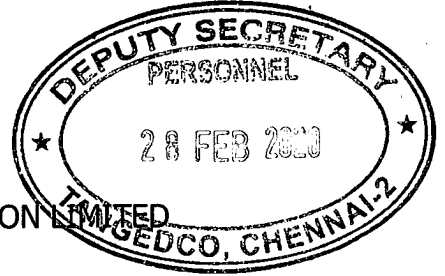
To

All Directors /TANGEDCO/TANTRANSCO(we)
All Chief Engineers/TANGEDCO/TANTRANSCO(we)
All Superintending Engineers/TANGEDCO/TANTRANSCO(we)
All Chief Financial Controllers/Accounts Branch/Chennai(we)
The Chief Internal Audit Officer/Audit Branch/Chennai(we)
All Deputy Secretaries/Secretariat Branch/Chennai(we)
All Branches in Head Quarters/Chennai(we)

:: TRUE COPY :: FORWARDED :: BY ORDER ::


**ASSISTANT BOARD
SECRETARIAT OFFICER**

010685



TAMIL NADU GENERATION AND DISTRIBUTION CORPORATION LIMITED

Office of Chief Engineer/IT
Chennai-2.

U.O to The Chief Engineer/Personnel

U.O. to The Deputy Secretary/Personnel /TANGEDCO

U.O.NO.CE/IT/SE/IT-1 /EE/IMS/AEE3/F PAR/D : 212 / 2019 DT 26/02/2020

Sub: TANGEDCO – Class I & II officer PAR - Implementation of online submission of PAR – regarding.

Ref: CMD Note approval dated 10/02/2020.

In the note cited under reference, approval has been accorded for implementation of software for online submission of Performance Assessment Report for class I & II officials.

In this regard, software for 'PAR Appraisal and evaluation' has been developed. The software is available in the below url :

<http://192.168.150.67:8080/cc/TNEBpar/>

The functioning of the url will come into effect from 01/04/2020 (PAR FOR 2019-2020) .The working instructions for the same is furnished in the Annexure.

It is requested that, suitable instructions may be given to all concerned, to enter PAR for financial year 2019 – 2020 using the above software.

Encl: Annexure


Chief Engineer,
Information Technology

Copy submitted to Director/Distribution/TANGEDCO.

Copy submitted to JMD/TANGEDCO

Annexure

Performance Assessment Report – Working Instruction

I. General :

The PAR of Class I & II shall be entered online using the PAR software.

The self Appraisal, Reporting officer's mark evaluation, scrutinising officer's approval shall be made in the software. The acknowledgment of approved PAR shall be made by the individual. The entire acknowledged PAR shall be forwarded to Head Quarters BOSB/CE Personnel office.

II. Login credential

1) User Registration:

The employee registration shall be done using the GPF Number and email shall be registered.

2) Administration Officer login:

Each Administration office shall be provided 'admin' user for configuration of Reporting officers and scrutinizing officers. The complete acknowledged employee PAR shall be forwarded to Head Quarters by 'admin' user.

1) Configuration :

The officers in charge of Reporting and scrutinizing role shall be mapped initially.

Mapping of employee to their respective Reporting officer and scrutinizing officer shall be done initially.

2) Forward completed PAR to Head Quarters office BOSB and CE/Personnel office.

III. Work flow

1. Self Appraisal:

2. Register the GPFNO and obtain the login credential.
3. Using the login credential, fill in the PAR self appraisal form.
4. Forward to the Reporting Officer.
5. Based on the configuration (Employee to Rep. officer mapping) the PAR will be forwarded to concerned Rep. Officer.
6. The Forwarded PAR cannot be modified by the individual
7. The Self appraisal has to be submitted within 3 months (i.e within 30th June)
8. An Automated reminder mail before 7 days shall be generated from software .

2. Reporting Officer:

1. Register the GPFNO and obtain the login credential.
2. The login credential is for self appraisal and Reporting officer role.
3. The sub ordinates PAR shall be viewed in the 'Reporting Officer' menu.
4. The marks shall be entered:
5. Forward the subordinate PAR to scrutinizing officer, Within 30 days of submission of Self Appraisal.
6. An Automated remainder mail before 7 days shall be generated from software.
7. Based on the configuration (Employee to Scrut. officer mapping) the PAR will be forwarded to concerned Scrut. Officer.
8. The Forwarded PAR cannot be modified.

3. Scrutinising Officer:

- 1) Register the GPFNO and obtain the login credential.
- 2) The sub ordinates PARs are viewed in the 'Scrutinising Officer' menu.
- 3) View the PAR and approve.
- 4) The Scrutinising officer has to scrutinize within 30 days of submission by reporting officer.
- 5) An Automated reminder mail before 7 days shall be generated from software.

4. Employee login :

1. Self appraisal shall be done.
2. The status of the PAR shall be viewed.
3. The approved PAR by scrutinizing officer shall be acknowledged.
4. An Automated reminder mail before 7 days shall be generated from software.

5. Office Administration Login:

1. The 'Acknowledged' PAR shall be forwarded to Head Quarters.
2. Configuration of Reporting officer, scrutinizing officer and employee mapping shall be done.

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