

TAMILNADU GENERATION AND DISTRIBUTION CORPORATION LIMITED
ADMINISTRATIVE BRANCH

From
Er. J. Kalai Selvi, B.E.,M.B.A.,
Chief Engineer/Personnel,
8th Floor, N.P.K.R.R. Maaligai,
144, Anna Salai,
Chennai - 600 002.

To
All the Chief Engineers/
Superintending Engineers /
TANGEDCO & TANTRANSCO.

Letter .No. 018606/206/G.43/G.431/2020, dt.18.03.2020

Sir,

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

Ref : 1. CMD Note approval dated 10.02.2020.
2. U.O.No.CE/IT/SE/IT-1/EE/IMS/AEE3/ F PAR / D 212 /
2020 Dt.26.02.2020

The Performance Assessment Reports (PAR) of Class II Officers have been sent to this office by post. Any delay in receiving them caused great hindrance in preparation of panels so far.

Now, as per instructions of CMD vide reference cited, the software program for "PAR Appraisal and evaluation" has been developed and made available in the [url:http://192.168.150.67:8080/cc/TNEBpar/](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 are furnished in the Annexure.

Therefore, all the Chief Engineers / Superintending Engineers are requested to issue suitable instructions to the respective staff and officers concerned to enter PAR for financial year 2019-2020 using the above software in their Region / Circle adhering to the working instructions as given in the annexure. Any difficulties arisen while sending PAR through online, the Computer Center / Head Quarters may be contacted with the mail address: "**aepenc**" and **CUG:9445991351** for the clearance of the same.

(Sd/--18.03.2020)

J. KALAI SELVI

CHIEF ENGINEER/PERSONNEL

Copy submitted to :
The Chairman & Managing Director/TANGEDCO/Chennai-2.

The Joint Managing Director/ TANGEDCO/ Chennai-2.
The Managing Director/TANTRANSCO/Chennai-2.
The Director General of Police/Chennai-2.
The Director (Distribution)/Chennai-2.
The Director (Generation)/Chennai-2.
The Director (Finance)/TANGEDCO Chennai-2.
The Director (Finance)/TANTRANSCO/Chennai-2.
The Director /Transmission Project/Chennai-2.
The Director /Projects/TANGEDCO/Chennai-2.
The Director /Operation/Chennai-2.

Copy to :

The Secretary/TANGEDCO/Chennai-2.
Executive Assistant /CMD's Office/Chennai-2.
The Chief Financial Controller/General/Chennai-2.
The Chief Internal Audit Officer/Audit Branch/Chennai-2.
The Chief Medical Officer/TANGEDCO/Chennai-2.
The Deputy Chief Engineer/TANGEDCO/Chennai-2.
All Deputy Secretaries/Secretariat Branch/Chennai-2.
The Industrial Relations Advisor/Adm. Branch/Chennai-2.
The Chief Public Relations Officer/TANGEDCO/144, Anna Salai/Chennai-2.
All Senior Personnel Officers/Administrative Branch/Chennai-2.
All Personnel Officers/Administrative & Technical Branches/Chennai-2.
All Assistant Personnel Officers/Administrative & Technical Branches /Chennai-2

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:

1. Register the GPFNO and obtain the login credential.
2. Using the login credential, fill in the PAR self appraisal form.
3. Forward to the Reporting Officer.
4. Based on the configuration (Employee to Rep. officer mapping) the PAR will be forwarded to Rep. Officer concerned.
5. The Forwarded PAR cannot be modified by the individual.
6. The Self appraisal has to be submitted within 3 months (ie. within 30th June)
7. 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 Scrut. Officer concerned.
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.
