

**TAMIL NADU GENERATION AND DISTRIBUTION CORPORATION LTD.,  
ADMINISTRATIVE BRANCH**

From

**Er. D. RAVICHANDRAN, B.E.,**  
Chief Engineer/ Personnel,  
8<sup>th</sup> Floor, NPKRR Maaligai,  
144, Anna Salai,  
Chennai - 600 002.

To

All the Chief Engineers,  
All the Superintending Engineers.

**Letter No.020885/294/G.4/G.4(2)/2020-2, Dated.20.03.2021.**

Sir,

Sub: Estt. – Class III Service – PAR of all the JEs / Elecl.,  
Mech., & Civil II Grade - Called for - Regarding.

- Ref: 1. This Office Memo. No.036976/397/G.4/G.4(1)/PAR/  
2019, Dated 21.05.2019.  
2. This Office Memo. No.036976/397/PAR/ G.4/G.4(1)/  
2019-2, Dated 30.07.2019.

-:-:-

All the Chief Engineers and Superintending Engineers are requested to furnish the Performance Assessment Reports of all the Junior Engineers/Electrical, Mechanical, & Civil II Grade through online for the year 2019 and 2020 and by manual records (hard copy) prior to 2018 by post without fail.

2) All the Superintending Engineers are informed to adhere to the following instructions while writing the Performance Assessment Reports for the employees working under their control:

- (i) The Reporting Officers to write Performance Assessment Report in time either with the self appraisal by the individual (or) without the self appraisal mentioning/recording the same.**
- (ii) The Reporting Officers shall ensure that the Performance Assessment Report of the employees of all categories under their control are written and submitted in time.**
- (iii) Responsibility will be fixed against the authority concerned on whose part the delay is attributable.**

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3) Therefore, the Superintending Engineers are requested to follow the above instructions and furnish the Performance Assessment Reports through online for the year 2019 and 2020 and by manual records 2018 of all the Junior Engineers/Electrical, Mechanical, & Civil II Grade to this office **on or before 31.03.2021** without fail.

Encl: Annexure

Yours faithfully,

Sd/-\*\*23.03.2021  
(M. SIVAKUMAR)  
PERSONNEL OFFICER/ PANEL  
for CHIEF ENGINEER/ PERSONNEL

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