

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

From

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

To

1. The Superintending Engineer/  
SE/Civil. Pro. Dev. & Co-Ord.
2. The Superintending Engineer/  
GCC/Trichy

**Letter No.026817/380/G.4/G.4(1)/2021, dated:15.05.2021.**

Sir,

Sub: TANGEDCO – Estt. – Class III Service – Junior Engineer/Civil II Grade – Suitable for promotion as Junior Engineer/Civil I Grade - Suitability report, DP & Service particulars - Called for - Reg.

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The Superintending Engineers/ Civil Project Development & Co-Ordination & GCC/Trichy are hereby informed that a fresh panel is proposed to be prepared for filling up the existing and anticipated vacancies of Junior Engineer/ Civil I Grade based on the Crucial date **20.04.2021**. The above Superintending Engineers concerned are informed to furnish the Suitability Reports of **02** Junior Engineers/ Civil II Grade who are to be considered for promotion to the post of Junior Engineer/ Civil I Grade are shown below:-

Sl. No.	Name	D.O.B.	Present Circle
1	Ahamedkhan. P	15.01.1972	SE/Cvl. Pro. Dev. & Co-Ord.
2	Velmurugan.M	27.02.1978	GCC/Trichy

(3) It should be noted that the Superintending Engineers are to ensure the following details with regard to the above officials:

**(i)** To furnish the Suitability Report of the above officials who are working in your circle in the enclosed Format – A [each **2 (Two)** copies], alongwith their 10 years Service Particulars in the enclosed Format – B [each **2 (Two)** copies].

**(ii)** If the working stations 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.

**(iii)** 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.

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(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) Three (3) 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/Civil – II Grade since it is one of the criteria to consider them for promotion to the post of Junior Engineer/ Civil I Grade. Hence, the date of Completion of probation in the category of JE/Civil – II Grade should be specified without fail in Column No.9 in the Format-A enclosed.

(vii) To make sure that as on 19.04.2021, the individual as completed 3 years of service in the post of JE/Civil – II Grade as per TANGEDCO Proceedings No.18 Dt.02.06.2020. Hence, the date of joining and total service in the post of JE/Civil– II Grade should be specified without fail in Column No.10 in the Format-A enclosed.

(viii) To verify if the past / present 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 with respect to the above officials, is available in your circle.

(4) All the Chief Engineers & the Superintending Engineers should note that from the date of issuance of call for letter seeking suitability report, untill 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.

(5) The Superintending Engineers concerned are requested to bestow their personal attention in the above matter and furnish the particulars of the above officials in Formats – A & B on or before **05.06.2021** without fail as the preparation of panel of Junior Engineer/ Civil I Grade depends upon the receipt of the above report. **After the above said due date, Departmental Promotion Committee Meeting will be conducted without waiting for the particulars to be received. Further, Suitable action shall be taken against the staff responsible for not furnishing the particulars in time.**

(6) In addition to the above particulars, the Performance Assessment Reports of the officials mentioned in Annexure – I for the year upto December 2020 if not sent already should also be furnished to this office immediately.

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

Encl: Formats – A & B

Yours faithfully,  
Sd/-18.05.2021  
(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.
- **Two (2) copies** (Hard copy) of the Suitability Format with the remarks and signature of the officer concerned should be sent via post.
- **Two (2) copies** (Hard copy) of Service Particulars & **Three (3) copies** (Hard copy) 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 & B (i.e.) Suitability Report & Service Particulars should be sent to the Personnel Officer/ Panel's E-mail id [ceperspop@tnebnet.org](mailto:ceperspop@tnebnet.org)

Copy to : The APO/Mechanical & Civil /Adm.Br./Ch-2.

Copy to : G.4, & G.14 Sections each with enclosures.

Copy to : Stock file.

## **FORMAT-A**

**Sl. No.**

### **SUITABILITY REPORT**

- 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 : Regn. No.  
Test & Registration number :  
Date
- 7 Whether possess adequate :  
knowledge in Tamil
- 8 Date of regular appointment in the : D M Y F.N. / A.N.  
present post JE/Civil II Grade
- 9 Date of completion of probation : D M Y F.N. / A.N.  
along with Cadre(i.e.) JE/Civil II Grade  
(Cadre should be specified)
- 10 Total service in the present post : Year Month Date  
(i.e.) JE/Civil II Grade as on  
19.04.2021. (Excluding EOL if any)
- 11 Name of the Region, Circle and :  
Station working at present
- 12 Whether any penalty has been : (Specify Yes or No)  
imposed on the officer during the  
last 5 years. If yes, the following  
should be furnished :
  - 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 [Three 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 Leave Particulars :  
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</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.
- **Two (2) copies** (Hard copy) of the Suitability Format with the remarks and signature of the officer concerned should be sent via post.
- **Two (2) copies** (Hard copy) of Service Particulars
- **Three (3) copies** (Hard copy) Final order, Charge memo, and any other action taken report, prevailing or pending report about the official should be sent via post.
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