

**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  
concerned

**Letter No. 025488/340/G.4/G.4(2)/2021-2, dated: 25.10.2021.**

Sir,

Sub : Estt. – Class III Service - Preparation of a fresh panel  
for promotion to the post of Junior Engineer/  
Mechanical I Grade from the post of Junior Engineer/  
Mechanical II Grade – Suitability Report called for.

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All the Chief Engineers & Superintending Engineers concerned are hereby informed that, a fresh panel is proposed to be prepared for filling up the existing and anticipated vacancies of Junior Engineer/ Mechanical I Grade based on the Crucial date **20.04.2021**.

(2) A list of **38** Junior Engineers/ Mechanical II Grade who are to be considered for promotion to the post of Junior Engineer/ Mechanical I Grade is enclosed herewith as **Annexure-I**. 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 individuals mentioned in Annexure – I :

**(i)** To furnish the Suitability Report of the individuals mentioned in Annexure-I 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)** In Annexure – I, 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/Mechanical – II Grade since it is one of the criteria to consider them for promotion to the post of Junior Engineer/ Mechanical I Grade. Hence, the date of Completion of probation in the category of JE/Mechanical – 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/Mechanical – 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/Mechanical – 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 individual, 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 any of the individuals mentioned in the Annexure – I, 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, 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.

(5) The Superintending Engineers concerned are requested to bestow their personal attention in the above matter and furnish the particulars of the individuals in Annexure – I in Formats – A & B on or before **10.11. 2021** without fail as the preparation of panel of Junior Engineer/ Mechanical I Grade depends upon the receipt of the above report.

(6) In addition to the above particulars, the **Performance Assessment Reports** of the individuals 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: Annexure – I & Formats – A & B

R. KRISHNAMOORTHY  
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 email id [ceperspop@tnebnet.org](mailto:ceperspop@tnebnet.org)

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

Copy to : G.15 Section with enclosures.

Copy to : Stock file.

**:: FORWARDED::**

Sd/-\*\*\*(26.10.2021.)  
(M. SIVAKUMAR)  
PERSONNEL OFFICER/PANEL

## **FORMAT-A**

					Sl. No.
<b><u>SUITABILITY REPORT</u></b>					
1	Name of the individual 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/Mech. II Grade	:	D	M	Y      F.N. / A.N.
9	Date of completion of probation alongwith Cadre (i.e.) JE/Mech. II Gr.	:	D	M	Y      F.N. / A.N.
			(Cadre should be specified)		
10	Total service in the present post (i.e.) JE/ Mech.II Grade as on 19.04.2021 Should specify whether 3 years service in the post of JE/ Mech.II Grade is completed.	:	Year	Month	Date
			(Excluding EOL if any)		
			(Specify Yes or No)		
11	Name of the Region, Circle and Station working at present	:			
12	Whether any penalty has been imposed on the individual during the last 5 years. If yes, the following should be furnished :	:	(Specify Yes or No)		
i)	The nature of charge	:			
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 individual	:
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 individual 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 individual 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 individuals.	:
ii)	A copy of action taken report to be enclosed	:
16	Whether the individual 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 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.
- **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 email id [ceperspop@tnebnet.org](mailto:ceperspop@tnebnet.org)

**ANNEXURE-I****Letter. No.025488/340/ G.4/ G.4(2)/ 2021-2, dt.25.10.2021.**

<b>Sl. No.</b>	<b>NAME</b>	<b>DOB</b>	<b>CIRCLE</b>
1	THANGAMARI.I	25.05.1975	BBGTPS
2	CHINNASAMY.A	15.03.1965	NCTPS-I
3	KANAGARAJ.E	15.05.1964	MTPS-I
4	PALANIAPPAN.K	19.05.1963	MTPS-I
5	SIVASUBRAMANIAN.K	06.05.1970	MTPS-I
6	SAGAYARAJ.S	15.04.1970	MWSC
7	CHELLAIAH.P	08.11.1971	TTPS
8	LENIN.C	21.11.1971	TTPS
9	SIVASANKAR.G	12.06.1978	MTPS-I
10	GUNASEKARAN.A	23.05.1970	MTPS-I
11	RAMASUNDARAM.P	07.05.1964	MTPS-I
12	PANDY.K	21.04.1968	TTPS
13	SEKAR.G	20.03.1968	MTPS-I
14	SUDALAIMUTHU.K	25.10.1969	TTPS
15	SURENDRAN.J	05.06.1978	TTPS
16	SURESH.S	05.04.1973	NCTPS-II
17	KRISHNAKUMAR.P	08.01.1973	TTPS
18	GURUSEKAR.V	27.07.1979	TTPS
19	RAMAKRISHNAN.S	10.06.1979	VGTPS
20	VIJAYAKUMAR.S	07.10.1962	MTPS-I
21	KITHERMASTHAN.A	25.03.1971	TTPS
22	VISWANATHAN.D	20.04.1974	TTPS
23	JUDE PRABU.J	25.05.1973	TTPS
24	AHAMED.S.I.	10.02.1965	MWSC
25	MUTHURAJAKUMAR.M	08.06.1975	GEN. CIRCLE/KUNDAH
26	RAVICHANDRAN.K	23.04.1983	NCTPS-II
27	JEEVA.K	27.07.1968	NCTPS-I
28	SANGARESWARAN.T	10.03.1971	MTPS-I
29	JEBA SELVAN.I	16.03.1971	TTPS
30	SAHAYA CHARLES DARWIN.P	08.05.1973	TTPS
31	VISWANATHAN.C	20.05.1976	TTPS
32	KALIRAJ.R	27.04.1968	TTPS
33	INNOCENT SAGAYA RAJA.C	26.02.1969	TTPS

<b>Sl. No.</b>	<b>NAME</b>	<b>DOB</b>	<b>CIRCLE</b>
34	CHANDRASEKAR.R	15.06.1973	GEN. CIRCLE/KUNDAH
35	ARUNACHALAM.K	26.10.1970	TTPS
36	KANNAN.K	04.06.1975	NCTPS-I
37	JOHN SINGH.J	12.10.1976	TTPS
38	JAISANKAR.C	13.01.1967	MTPS-II

Sd/-xxx(26.10.2021)  
PERSONNEL OFFICER/PANEL