

**REMINDER**  
**PANEL/IMMEDIATE**

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

From

Er. R. KRISHNAMOORTHY, B.E.,  
Chief Engineer/Personnel, (a/c)  
144, Anna Salai,  
Chennai - 600 002.

To

1. All the Chief Engineers,
2. All the Superintending Engineers.

**Letter No.030487/125/G.1/G.1(2)/2021- 5, dated: 15.09.2021.**

Sir,

Sub: TANGEDCO – Estt. – Class-II Service – Assistant Engineers/Civil and Junior Engineers/Civil I Grade and CHD – Suitable for promotion as Assistant Executive Engineer/Civil - Suitability report, PAR, DP & Service particulars - Called for – Reminder - Reg.

- 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.
3. CE/Per's 030487/ 125/ G.1/ G.1(2)/ 2021-4, dated 06.08.2021.

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The attention of all the Superintending Engineers is drawn to the reference (3) cited above, wherein the Suitability report, Service Particulars & DP/DVAC particulars of Assistant Engineers/ Civil, Junior Engineers/ Civil. I Grade and CHD were called for, for preparation of panel for promotion to the post of Assistant Executive Engineer/ Civil.

(2) In this regard, the Suitability report of the following official has not been received in this office till date.

Call For No.	NAME	DESIGNATION	D.O.B.
18	RAJENDRAN. V	Assistant Engineer/ Civil	03-01-1967

(3) It should be noted that all the Chief Engineers & the Superintending Engineers are to ensure the following details with regard to the above AE/Civil.

- i) No past/ present details of the above AE/Civil exist under their control.
- (ii) Details such as Joined / Not joined into Board's Service, Resigned / VRS / Medical Invalidation / Foreign Service / Unauthorized absence/ Dismissed / Removed from Board's service does not exists under their control.
- (iii) Details of name change of the above AE/Civil does not exists under their control.
- (iv) Details such as Expired / Pension / Family Pension details does not exists under their control.

(4) It should be noted that, if any claim / discrepancy / legal litigations with regard to the above AE/Civil is received in future then action as deemed fit will be initiated on the official / staff concerned.

(5) Hence, all the Chief Engineers & the Superintending Engineers are requested to bestow their personal attention in this regard and furnish the suitability report of the above AE/Civil as per the instructions issued in the letter cited under reference (3) without fail as the preparation of panel of Assistant Executive Engineer/Civil depends upon the receipt of the above report.

(6) In addition to the above, the Performance Assessment Reports of the officials enclosed in the Annexure has also been not yet received in this office till date. In this regard, the Superintending Engineers concerned are informed that the following instructions have already been issued pertaining to the norms for writing up of the Performance Assessment Reports for Class I & II employees under reference 1 & 2<sup>nd</sup> cited.

- (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.

(7) Therefore, it is requested to follow the above instructions and furnish the Performance Assessment Reports of the officials mentioned in Annexure to this office without fail on or before **24.09.2021**.

**(8) After the above said due date, Departmental Promotion Committee Meeting will be conducted without waiting for the particulars to be received. If any claim/discrepancy/legal litigations with regard to Thiru.RAJENDRAN, V (D.O.B.03-01-1967) and the officials mentioned in the Annexure is received in future, then Disciplinary Proceedings will be initiated against the official/staff responsible for not furnishing the particulars in time and for the undue delay caused for preparing panel works.**

(9) All the Chief Engineers & the Superintending Engineers should note that from the date of issue of call for letter seeking suitability report to till 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/urgently be furnished to the concerned section (from whom the suitability reports have been called for) under the control of the Chief Engineer/Personnel.

(10) The receipt of this letter with its enclosure may be acknowledged by return post without fail.

Encl: Annexure

Yours faithfully,

Sd/-\*\*15.09.2021

(M.SIVAKUMAR)

PERSONNEL OFFICER/PANEL  
for CHIEF ENGINEER/PERSONNEL

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**ANNEXURE****Details of PAR to be received as on 15.09.2021**

Sl. No.	Call For No.	NAMES	D.O.B	PRESENT CIRCLE	PAR yet to be Received
<b><u>CHIEF HEAD DRAUGHTSMAN</u></b>					
1	1	KRISHNAN.R	27.05.1965	GEN.CIRCLE/ KUNDAH	01.04.2020 TO 31.03.2021
<b><u>ASSISTANT ENGINEER/ CIVIL</u></b>					
2	2	NITHYA.T	01.04.1981	GCC/TRICHY	01.04.2019 TO 31.03.2020 01.04.2020 TO 31.03.2021
3	3	KAVITHA.P	2/10/1979	GEN. CIRCLE/ TIRUNELVELI	01.04.2019 TO 31.03.2020 01.04.2020 TO 31.03.2021
4	4	NAGARAJAN.K	1/26/1981	GCC-II/CHENNAI	01.04.2019 TO 31.03.2020 01.04.2020 TO 31.03.2021
5	5	BALAKRISHNAN.M	6/2/1982	GEN. CIRCLE/ TIRUNELVELI	01.04.2018 TO 31.03.2019 01.04.2019 TO 31.03.2020 01.04.2020 TO 31.03.2021
6	6	ARULJOTHI.S	4/5/1970	CUDDALORE EDC	01.04.2019 TO 22.07.2019 01.04.2020 TO 31.03.2021
7	9	KIRUTHIKA.R	4/5/1988	UDUMALPET EDC	07.12.2020 TO 31.03.2021
8	10	SATHEESHKUMAR.R	7/3/1980	GCC. COIMBATORE	01.04.2018 TO 31.11.2019 01.04.2020 TO 31.03.2021
9	13	THILAKAVATHY.P	7/21/1980	CC/TRANS. PROJECT I/ Guindy/Chennai	01.04.2020 TO 31.03.2021
10	14	SANGITH BALU.C	9/29/1985	GCC/SALEM	01.04.2020 TO 31.03.2021
11	15	ARAVINDAN.S	12/12/1985	GCC/MADURAI	01.04.2018 TO 31.03.2019 01.04.2020 TO 31.03.2021
12	17	PARTHIBAN.M	5/30/1974	GCC/SALEM	01.04.2020 TO 31.03.2021
13	18	RAJENDRAN. V	1/3/1967	MTPS	01.04.2018 TO 31.03.2021
14	19	KRISHNAVENI.S	7/9/1970	GCC/MADURAI	01.04.2020 TO 31.03.2021
<b><u>JUNIOR ENGINEER/ CIVIL I Grade</u></b>					
15	1	POONGODI.N	5/20/1972	GEN.CIRCLE/ ERODE	01.04.2020 TO 31.03.2021
16	2	THIRUGNANA SAMBANDAM.D.G	11/14/1974	GCC/ COIMBATORE	01.04.2020 TO 31.03.2021
17	3	KUMAR.M	4/13/1972	GCC/SALEM	01.04.2018 TO 31.03.2019 01.04.2019 TO 31.03.2020 01.04.2020 TO 31.03.2021
18	5	MUBARAK.G	10/8/1976	TRICHY EDC/METRO	14.12.2018 TO 31.03.2019 01.04.2020 TO 31.03.2021
19	6	PALANISAMY.R	5/13/1969	GEN. CIRCLE/ KADAMPARAI	01.04.2018 TO 31.03.2019 01.04.2019 TO 31.03.2020 01.04.2020 TO 31.03.2021

Sd/-\*\*15.09.2021  
PERSONNEL OFFICER/PANEL