



Administrative Branch,  
N.P.K.R.R. Maaligai  
144, Anna Salai,  
Chennai - 600 002.

From

A.MANIKKANNAN, M.A., B.L., M.B.A.,  
Chief Engineer/Personnel (FAC),

To

All the Chief Engineers,  
All the Superintending Engineers.

**Letter No.22245/G.4/G.42/2022, Dated 13.04.2022.**

Sir,

Sub: Estt. – Class III Service - Performance Assessment  
Report of Junior Engineers II Grade  
(Electrical/Mechanical/Civil) – Requested -  
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.

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All the Superintending Engineers are requested to furnish the Performance Assessment Report in respect of Junior Engineer II Grade (Electrical/Mechanical/Civil) for the period upto **December 2021** to this office immediately. The instructions have already been issued pertaining to the norms for writing the Performance Assessment Reports under reference 1 & 2<sup>nd</sup> cited are as follows:-

- (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.

(2) Therefore, it is requested to follow the above instructions and furnish the Performance Assessment Reports of all the Junior Engineers II Grade (Electrical/Mechanical/Civil) to this office.

(3) All the Superintending Engineers are requested to bestow their personal attention in the above matter and furnish the PAR of the individuals for the period upto December 2021 on or before **30.04.2022** without fail.

(4) The receipt of this letter may be acknowledged.

Yours faithfully,  
Sd/-xxx(13.04.2022)  
PERSONNEL OFFICER/PANEL  
for CHIEF ENGINEER/PERSONNEL (FAC)

Copy to stock file.