



**Adm. Branch,  
144, Anna Salai,  
Chennai 600 002.**

**Letter No. 023719/G1/G12/2022-5, dated:29.06.2022.**

From

A.MANIKKANNAN, M.A., B.L., MBA,  
Chief Engineer/Personnel (FAC),  
144, Anna Salai,  
Chennai- 600 002.

To

The Chief Engineers concerned,  
The Superintending Engineers  
concerned.

Sir,

Sub : Estt. – Class II Service - Preparation of panel for  
promotion to the post of AEE/Civil from the post of  
CHD, AE/ Civil and JE/ Civil I Grade for the year  
2022-2023 – Suitability Report called for – Regarding.

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The Chief Engineers & Superintending Engineers concerned are hereby informed that, a panel is proposed to be prepared for filling up the existing and anticipated vacancies of Assistant Executive Engineer/ Civil for the Crucial date **05.06.2022**.

2. A list of Chief Head Draughtsman, Assistant Engineers/ Civil and Junior Engineers/ Civil I Grade who are to be considered for promotion to the post of Assistant Executive Engineer/ Civil is enclosed herewith as **Annexure**.

3. The Chief Engineers/ Superintending Engineers concerned are directed to furnish the suitability report of the individuals mentioned in Annexure in the enclosed Format – A [each 2 (two) copies], along with **10** years Service Particulars for Assistant Engineers/Civil and Junior Engineers/Civil I Grade and **20** years of service particulars for Chief Head Draughtsman in the enclosed Format – B [each 3 (three) copies] via post and also by email to [popanel@tnebnet.org](mailto:popanel@tnebnet.org).

4. If any of the individuals mentioned in the list are found working in your circle but marked to other circle, their reports shall also be furnished without fail.

5. 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 using ("–") hyphen symbol.

6. Three (3) copies of Charge Memo./ Final orders of DP, Court orders, FIR filed (Departmental or Personal) against the individuals if any should also be furnished via post.

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7. In addition to the above particulars, the Performance Assessment Reports of the individuals mentioned in Annexure for the year up to March 2022 if not sent already/ uploaded should also be furnished to this office immediately.

8. The Chief Engineers & Superintending Engineers concerned should note that from the date of issue of call for letter seeking suitability report to till the date of issue of panel, necessary updation if any to be made in the suitability report already furnished with regard to any individual should immediately be furnished to this office (G1 Section).

9. The Chief Engineers and Superintending Engineers concerned are requested to furnish the particulars on or before 15.07.2022 without fail.

Encl: Annexure  
Formats – A & B

Yours faithfully,  
Sd/-29.06.2022  
PERSONNEL OFFICER/PANEL  
for CHIEF ENGINEER/ PERSONNEL (FAC)

Copy to the APO/Mech. & Civil, Adm.Br./Ch-2.  
Copy to G.15 Section.

**FORMAT-A**

**Sl. No.**

## **SUITABILITY REPORT**

- 1 Name of the individual in block :  
letters 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 : Regn. No.  
& Registration number Date
- 7 Whether possess adequate :  
knowledge in Tamil
- 8 Date of joining in the present post : D M Y F.N. / A.N.  
(i.e.) A.E./Civil / JE/Civil I Grade
- 9 Date of completion of probation : D M Y F.N. / A.N.  
(i) in the post of AE/Civil (for direct  
rectt. and intl. selection AEs/Civil)  
(ii) in the post JE/Civil II Grade (for (Cadre should be specified)  
JEs/Civil I Grade)
- 10 Total service in the present post : Year Month Date  
(i.e.) A.E./Civil / JE/Civil I Grade as  
on 04.06.2022 (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 individual 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 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 Leave Particulars :  
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 has been taken against the individuals who are on unauthorized absence :
  - ii) A copy of action taken report to be enclosed :
- 16 Whether the individual is suitable for promotion. [If not suitable, reason to be specified precisely by the Superintending Engineer]

SUPERINTENDING ENGINEER/

## **FORMAT-B**

Name of the individual and Date of Birth				
<b>Service Particulars</b>				
Sl. No.	Post held	Name of the Station/ Circle	PERIOD	
			From	To

SUPERINTENDING ENGINEER/

**ANNEXURE****Letter No. 023719/G1/G12/2022-5, dated:29.06.2022.****LIST OF CHD, AE/CIVIL & JE/CIVIL I GRADE**

<b>Sl No</b>	<b>Name</b>	<b>D.O.B</b>	<b>PRESENT CIRCLE</b>
<b>CHIEF HEAD DRAUGHTSMAN</b>			
1	SOUNDARAPANDIAN.S	22.12.1966	KANCHEEPURAM EDC
<b>ASSISTANT ENGINEERS/ CIVIL</b>			
1	KASIVISWANATHAN.S	26.12.1965	NCTPS-I
2	NITHYA.T	01.04.1981	GCC/TRICHY
3	KRISHNAVENI.S	09.07.1970	GCC/ MADURAI
4	PALANIVEL.K	04.12.1962	GCC/ TRICHY
5	KAMALAPATHI.M	25.06.1968	GEN. CIRCLE/ KADMAPARAI
6	KRISHNARAMANI.P	31.01.1967	GCC/ MADURAI
7	ARUN SUNDARRAJAN.N	03.03.1986	GCC-I/ CHENNAI
8	SUBASH RATHINAKUMAR.A	19.04.1971	COIMBATORE EDC/ NORTH
9	SELVARANI.M	02.04.1967	VGTPS
10	ELANDEEBAN.S	24.07.1980	PERAMBALUR EDC
11	NAGA.V	13.05.1972	CUDDALORE EDC
12	BABU.M	19.05.1974	GCC/ COIMBATORE
13	PRABAKAR.D	11.06.1973	GCC/ TRICHY
14	DHANASEKARAN.P	22.04.1978	PERAMBALUR EDC
15	MOSESREAJ.K	29.05.1972	GCC/ SALEM
16	DEVADHAS.S	10.05.1978	GEN. CIRCLE/ ERODE
17	SANTHOSHKUMAR.K	10.07.1978	PERAMBALUR EDC

<b>SI No</b>	<b>Name</b>	<b>D.O.B</b>	<b>PRESENT CIRCLE</b>
18	VIJAY JAYARAJ.A	02.03.1977	MTPS-I
19	VENKATESH.C	15.04.1992	MTPS-II
20	SARAVANAN.M	24.12.1991	GCC/ SALEM
21	PRAKASH.G	12.11.1991	MTPS-I
22	KUMARAGURUBARAN.S	24.05.1983	COIMBATORE EDC/ METRO
23	THIRUNAVUKKARASU.M	03.07.1981	NCTPS-II
24	NATARAJAN.C	21.05.1977	SE/ CIVIL/ DRIP/ MADURAI
25	RAJA.B	10.03.1983	TRICHY EDC/ METRO
26	SARAVANAN.J	08.05.1991	MTPS-II
27	CHERAN.R	26.09.1991	T(K)GTPS
28	JAMINRAJ.S	05.06.1971	CHENNAI EDC/ WEST
29	PALANI VELAYTHAM.N	06.02.1967	TTPS
30	NAGARAJAN.V	25.03.1977	GCC/ MADURAI
31	MANIKANDAN.K	10.06.1988	GCC/ SALEM
32	DHARANI DEVI.V	13.03.1991	GCC-I/ CHENNAI
33	SUGANYA.R	17.05.1985	CDC/ TANGEDCO
34	MOHAMMED NAWAZ.S	05.11.1992	ETPS EXP. PROJECTS
35	PERUMAL.C	05.05.1989	GCC/ MADURAI

SI No	Name	D.O.B	PRESENT CIRCLE
<b>JUNIOR ENGINEERS/CIVIL I GRADE</b>			
SI No	Name	D.O.B	PRESENT CIRCLE
1	MUBARAK.G	08.10.1976	TRICHY EDC/ METRO
2	BHUVANESWARI.S	01.06.1971	GCC/ MADURAI
3	BABU.A	01.03.1972	ETPS EXP. PROJECT
4	DHANASEKARAN.S	04.05.1974	CDC-I/TANTRANSCO
5	PUSHPALATHA SELVI.K	26.03.1973	COIMBATORE EDC/ NORTH
6	KARUPANNAN.S.S	13.05.1965	ERODE EDC
7	EBENCE ARUL.B	21.03.1974	TRICHY EDC/METRO
8	KAVITHA.P	05.04.1974	GOBI EDC
9	PAVITHRAN.K	22.04.1964	GCC/COIMBATORE
10	LENIN.S	24.02.1981	DINDIGUL EDC
11	JEEVARATHINAM.M.S	07.07.1971	GCC-I/CHENNAI
12	VENKATESH.C	15.03.1970	NCTPS-III

Sd/-29.06.2022  
PERSONNEL OFFICER/ PANEL