



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

Letter No.005020/G1/G11/2022-16, dated 24.05.2022.

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

To
All the Chief Engineers,
TANGEDCO/ TANTRANSCO

Sir

Sub: Estt. – Class II Service - Preparation of panel for the post of AEE/Electrical for the year 2021-2022 – Performance Assessment Report called for – Regarding.

- Ref: 1. This office Letter No.005020/ G.1/ G.1(1)/ 2022-5, dated 29.03.2022.
2. This office Letter No.005020/ G.1/ G.1(1)/ 2022-15, dated 05.05.2022.
3. Circular Memo. No. 10900/ A19/ A192/ 2022-1, dated 25.03.2022.

I am to invite your attention to the reference first cited, wherein the Suitability reports, Service Particulars and DP/DVAC particulars of Assistant Engineers/Electrical, Junior Engineers/ Electrical I Grade and CHD were called for, for preparation and approval of panel for promotion to the post of Assistant Executive Engineer/ Electrical for the year 2021-2022.

2. I am also to state that Service Particulars of the incumbents for the past 10 years and the performance assessment report upto 31.03.2021 were also requested to be furnished and the last date for sending the same was fixed as 15.04.2022. A reminder letter was also sent to all the Superintending Engineers on 05.05.2022. However, the required particulars have not been received till date causing undue delay in the process.

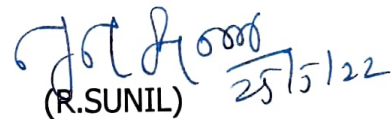
3. I am to state that as per regulations in force, all the employees from Class-II should submit their Self Assessment Report to the authorities concerned to review their performance. But, now-a-days, it has not been followed in a proper way. Hence, in the reference third cited, it has been instructed to submit the Self Assessment Report of all the officers to the respective higher officers on or before 10th April of every year periodically to the reporting officer. In turn, the reporting officer and scrutinizing officer have to send their report to the head office on or before 30th April of every

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year. But this instruction has also not followed in a proper way. The submission of the Performance Assessment Report is not a routine activity like ritual one and it is not for considering for giving promotion to the Higher posts. It is the mandatory custom of the officers to review the performance of the subordinates periodically.

4. I am, therefore, to request you to give necessary instructions to the officers under your control to adhere the instructions issued in the reference third cited and to send the PAR of the officers on or before 10.06.2022, if any officer has not given the Self Assessment Report, necessary disciplinary action may be initiated against them immediately under intimation to this office, so as to defer the claim of the individual for considering his name to be included in the panel. This report may be reached at this office on or before 10.06.2022.

Yours faithfully,


(R.SUNIL) 25/5/22

DEPUTY CHIEF ENGINEER
for CHIEF ENGINEER/ PERSONNEL (FAC)

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To
All the Chief Engineers,
TANGEDCO/ TANTRANSCO.