



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

Letter No. 013624/G4/G41/2022-131, dated: 20.04.2023.

From

Er.K.Mozhiarasi, B.E., M.B.A., F.I.E.,
Chief Engineer/Personnel,

To

The Chief Engineers concerned
The Superintending Engineers
concerned

Sir,

Sub: TANGEDCO – Estt. – Class-III Service –
Junior Engineer/ Electrical II Grade – Promotion to
the post of JE/Elecl. I Gr. – Suitability Reports along
with Performance Assessment Report – Called for -
Reg.

Ref: 1. This Office Letter No. 064165/1467/G.1/G.1(2)/
2020-4, dated: 13.10.2020.
2. This Office Letter No. 013624/G4/G41/2022,
04.06.2022.

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The Chief Engineers/Superintending Engineers concerned are hereby informed that the following Juniors Engineers/Electrical II Grade (Sl. No.1) and Sl. No. 2 to 6 has been included in the callfor list issued vide Letter under reference 1 & 2 cited respectively for promotion to the post of Junior Engineer/Electrical I Grade.

Sl. No	Name	D.O.B.	Circlce
1.	P. Senthilkumar	18.08.1983	Tuticorin EDC
2.	K. Karthiyayini	15.05.1981	CE/IC,R&D/ Chennai
3.	N. Jaffar	22.07.1971	Chennai EDC/ Central
4.	G. Umarefarook	03.06.1974	Theni EDC
5.	E. Ganesan	01.07.1975	Chennai EDC/ Central
6.	S. Periyasamy	08.05.1979	Perambalur EDC

2. In this regard, the Chief Engineers/Superintending Engineers concerned are hereby requested to furnish the suitability reports alongwith the Performance Assessment Reports of the above Junior Engineers/Electrical II Grade for promotion to the post of Junior Engineer/Electrical I Grade and also requested to follow the following instruction while sending the particulars in this regard.

- i. To furnish the suitability report of the individuals mentioned above in the enclosed Format – A [each 2 (two) copies], along with Service Particulars for Junior Engineers/Electrical II Grade in the enclosed Format – B [each 2 (two) copies] via post and also by email to popanel@tnebnet.org.
- ii. 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.
- iii. 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.
- iv. 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.
- v. In addition to the above particulars, the Performance Assessment Reports of the individuals mentioned above from the Date of Joining in the post of Junior Engineer/Electrical II Grade also be furnished to this office immediately.

4. Further, while sending the particulars in this regard it should be ensured that all the columns in the format properly filled up. Further, even after sending the suitability reports to this office any disciplinary action has been initiated against the individuals or any other necessary updation in their suitability reports whose names are under consideration and any punishments imposed between the time, it should be informed to this office immediately without any further delay.

5. I am therefore request you to furnish the particulars in full shape to this office on or before **02.05.2023** without fail.

Encl: Annexure
Formats – A & B.

Yours faithfully,
C. R. Narayanaiah
19/4/23
PERSONNEL OFFICER/PANEL-I (i/c)
for CHIEF ENGINEER/PERSONNEL

2/2

Copy to the Chief Engineer/ Distribution/ Tirunelveli Region.
Copy to the Chief Engineer/ Distribution/ Chennai North Region.
Copy to the Chief Engineer/ Distribution/ Madurai Region.
Copy to the Chief Engineer/ Distribution/ Villupuram Region.
Copy to G.4 & G.11 Section/ Adm. Branch.
Copy to Stock file.

FORMAT-A

						Sl. No.
<u>SUITABILITY REPORT</u>						
1	Name of the official 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/Elecl. II Grade	:	D	M	Y	F.N. / A.N.
9	Date of completion of probation alongwith Cadre (i.e.) JE/Elecl. II Gr.	:	D	M	Y	F.N. / A.N.
			(Cadre should be specified)			
10	Total service in the post of JE/ Elecl.II Grade as on date. Should specify whether 3 years service in the post of JE/Elec.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 official during the last 5 years. If yes, the following should be furnished :	:	(Specify Yes or No)			
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 official	:
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 Official 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 official 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 officials	:
ii)	A copy of action taken report to be enclosed	:
16	Whether the official 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)				
Service particulars of the individual				
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.
- **Three (3) copies** (Hard copy) of Service Particulars, 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 popanel@tnebnet.org