

TAMIL NADU GENERATION AND DISTRIBUTION CORPORATION LTD.
ADMINISTRATIVE BRANCH

From

Er. A. RAJA, B.E., F.I.E.,
Chief Engineer/ Personnel,
8th Floor, NPKRR Maaligai,
144, Anna Salai,
Chennai - 600 002.

To

The Superintending Engineers
Concerned.

Letter No.27097/172/G.1/G.12/2013-2, dated 13.08.2013.

Sir,

**Sub: Estt- Class II - Service - Junior Engineer/Civil
II - Grade - Promotion to the post of Junior
Engineer/ Civil I. Grade - DP & Service
particulars Called for - requested – Reg.**

A fresh panel is proposed to be prepared to fill up the existing and anticipated vacancies of Junior Engineer/ Civil. I Grade fixing the Crucial date of 20.04.2013. A list of consisting 48 names of Junior Engineer/ Civil.II Grade is annexed for consideration for promotion to the post of Junior Engineer/ Civil.I Grade.

2. I am to request you to furnish the particulars in the format enclosed (5 Copies in A4 size) in respect of Junior Engineer/ Civil.II Grade, who are working in your circle. Also, if any of the individuals listed in the annexure, has been transferred from your circle to other circle, the S.E. Concerned may be addressed together with the copy of this office reference (w.e.) with a request to furnish the report of the Officers concerned directly to this office. The format should not be filled up as dash (-) but it should be mentioned as `Yes' or `No' or otherwise applicable. If any of the individual mentioned in the list working in your circle eventhough marked in other circle, their particulars may also be furnished without fail.

3. I am to request you to furnish, the particulars of passing the E.D. Account test with Registration Number and month and year of passing in respect of Junior Engineer/ Civil II Grade mentioned in the list enclosed. If they have not passed the E.D. Account test so far, it should be mentioned as not passed the E.D. Account test alongwith other particulars in the enclosed format.

: 2 :

4. I am also to request you to report on the Junior Engineers/ Civil II Grade involved in Disciplinary Proceedings, Court cases or undergoing punishment of reversion to lower post, if so to furnish 5 copies of Charge memo./Final order (A4 size) if any issued to them together with the date of commencement of punishment and probable date of completion of punishment.

5. I am to request you to furnish specifically the date of Completion of probation in the post of Junior Engineer/ Civil II Grade in the format. If order for declaration of completion of probation is not issued so far, the reason may be intimated to this office. The Performance Assessment Report for 2013 may also be sent to this office, if not already sent.

6. The above details may be furnished immediately, on or before 31.08.2013.

Encl: One Annexure &
One Format

Yours faithfully,

Sd./- XXX
A. RAJA
Chief Engineer/ Personnel

Copy to the Chief Engineer/N.C.E.S./Chennai

Copy to the Asst. Personnel Officer/M&C./

Adm.Branch/Chennai-2.

Copy to the G.4 Section/Adm.Branch/Chennai-2.

Copy to the G.15 Section/Adm.Branch/Chennai-2.

Copy to Stock File.

ANNEXURE

(Lr. No.27097/172/G1/G12/2013-2)

Sl. No.	Name	D.O.B.	Present Circle
1.	P.Muthuraman	02.04.1957	Madurai EDC
2.	N.Poongudi	20.05.1972	Kanyakumari EDC
3.	K.Selvaraj	05.06.1956	GCC/Madurai
4.	Ahamedkhan	15.01.1972	SE/Cvl.Pro.Dev & Co-Ordin
5.	D.G.Thirugnanasambantham	14.11.1974	GCC/ Coimbatore
6.	M.Kumar	13.04.1972	GCC/Salem
7.	P. Mahendiran	25.07.1970	NCTPS
8.	K. Baskar	10.06.1971	Vellore EDC
9.	G. Mubarak	08.10.1976	Trichy EDC/ Metro
10.	D. Palanisamy	13.05.1969	Kanyakumari EDC
11.	A. Babu	01.03.1972	ETPS
12.	S. Bhuvaneswari	01.06.1971	ETPS
13.	Mythili Manoharan	05.03.1968	GCC/ Trichy
14.	S.S. Karupannan	13.05.1965	Vellore EDC
15.	T. Rajasekar	03.04.1973	GCC/ Trichy
16.	S. Dhanasekaran	04.05.1974	GCC/ Trichy
17.	K. Pushpalatha Selvi	26.03.1973	GCC/ Trichy

Sd./- XXX
R. MURALI
PERSONNEL OFFICER/ PANEL

FORMAT

Sl. No.

1. Name and Designation :
2. Age and Date of Birth :
3. Date of Retirement :
4. Technical Qualification :
5. Passing of E.D. Account Test held during with Regn. No. :
6. Whether possess adequate knowledge in Tamil :
7. Date of regular appointment in the post JE/Civil II Grade. :
8. Date of completion of probation alongwith Cadre. :
9. Total service in the present post as on 30.06.2013 (JE/Civil II Gr.) : Y M D
10. i) Name of the station & the circle where working :
- ii) The correct & complete postal address of the official with Pin Code No. :
11. Whether any penalty has been imposed on the Officer for the last 5 years if so, to furnish. :
- i) the nature of charge 8(a) or 8(b) :
- ii) identify the charge proved and not proved separately :
- iii) the nature of penalty imposed :

12. If the punishment ordered is stoppage of increment with or without cumulative effect, indicate the following :
- i) the normal due date of increment of the officer :
 - ii) the date of commencement of the period of punishment. :
 - iii) the probable date of completion of the period of punishment. :
 - iv) A copy of final order issued to be enclosed :
13. Whether any charge/Vigilance enquiry are pending against the Officer and if so indicate the nature of Charge/enquiry present stage A copy of charge memo. to be enclosed. :
14. Whether is he on (i) unauthorised absence for more than six months (or) (ii) E.O.L. (or) (iii) employment at abroad. :
15. Whether suitable for promotion :
16. Whether the details of 10 years Service particulars of the Officials. : In separate sheet.

SUPERINTENDING ENGINEER