

REMINDER
PANEL/IMMEDIATE

TAMIL NADU GENERATION & DISTRIBUTION CORPORATION LIMITED
ADMINISTRATIVE BRANCH

From
Er. D. RAVICHANDRAN, B.E.,
Chief Engineer/Personnel,
144, Anna Salai,
Chennai - 600 002.

To
1. All the Chief Engineers,
2. All the Superintending Engineers.

Letter No.022543/141/G.1/G.1(1)/2020-9, dated: 18.09.2020.

Sir,

Sub: Estt. – Class II Service - Preparation of panel for promotion to the post of AEE/Electrical from the post of AEs/ Electrical & JEs/ Electrical I Grade and CHD – Reminder for furnishing Suitability Report & Performance Assessment Report – 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.
3. This Office Lr.No. 025543/141/G.1/G.1(1)/ 2020-4, dated 13.05.2020.
4. This office Letter No.028884/173/G.4/G.4(1)/ 2020, dt.19.06.2020.

The attention of all the Chief Engineers and Superintending Engineers is drawn to the reference cited above, wherein the Suitability report, Service Particulars, DP/DVAC particulars and Performance Assessment Report of Assistant Engineers/Electrical, Junior Engineers/ Electrical I Grade and CHD were called for, for preparation of panel for promotion to the post of Assistant Executive Engineer/ Electrical.

(2) In this regard, the Suitability reports of the officials enclosed in the Annexure-A (Pending Suitability Report of Assistant Engineers) & Annexure – B (Pending Suitability Report of Junior Engineers I Grade) have not yet been received in this office till date. Hence, it is requested to furnish the suitability report of the officials mentioned in Annexure-A & B as per the instructions issued in the letter cited under reference (3) above.

(3) It should be noted that all the Chief Engineers & the Superintending Engineers are to ensure the following details with regard to the officials mentioned in Annexure - A & B:

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- (i) Non availability of past / present details of the officials mentioned in the Annexure-A & B exists under their control.
- (ii) Details such as Joined / Not joined into Board's Service, Resigned / VRS / Medical Invalidation / Foreign Service / Unauthorized absence/ Dismissed / Removed from Board's service does not exists under their control.
- (iii) Details of name change of the official does not exists under their control.
- (iv) Details such as Expired / Pension / Family Pension details does not exists under their control.

(4) In addition to the above, the Performance Assessment Reports of the officials enclosed in the Annexure-C (Pending Performance Assessment Report of Assistant Engineers) & Annexure-D (Pending Performance Assessment Report of Junior Engineers I Gr.) have also been not yet received in this office till date. In this regard, the Superintending Engineers concerned are informed that the following instructions have already been issued pertaining the norms for writing up of the Performance Assessment Reports for Class I & II employees under reference 1 & 2nd cited.

- (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.

(5) Therefore, it is requested to follow the above instructions and furnish the Performance Assessment Reports of the officials mentioned in Annexure-(C) & (D) to this office without fail.

(6) The concerned Superintending Engineers are requested to bestow their personal attention in the above matter and furnish the particulars / PAR of the officials mentioned in Annexure-(A), (B), (C) & (D) on or before **25.09.2020** without fail as the preparation of panel depends upon the receipt of the above reports.

(7) After the above said due date, Departmental Promotion Committee Meeting will be conducted without waiting for the particulars to be received. If any claim/discrepancy/legal litigations with regard to the officials mentioned in the Annexure-A & B is received in future then action as deemed fit will be initiated on the official / staff concerned. Further, Suitable action shall be taken against the staff responsible for not furnishing the particulars in time.

(8) All the Chief Engineers & the Superintending Engineers should note that from the date of issue of call for letter seeking suitability report to till date of issuance of panel necessary updation if any to be made on the suitability report already furnished with regard to any individual should immediately/urgently be furnished to the concerned section (from whom the suitability reports have been called for) under the control of the Chief Engineer/Personnel.

(9) The receipt of this letter with its enclosure may be acknowledged by return post without fail.

Encl:

- Annexure – A Pending Suitability Report of Assistant Engineers
- Annexure – B Pending Suitability Report of Junior Engineers I Grade
- Annexure – C Pending Performance Assessment Report of Assistant Engineers
- Annexure – D Pending Performance Assessment Report of Junior Engineers I Gr.

Yours faithfully,

Sd/-18.09.2020

(M. SIVAKUMAR)

PERSONNEL OFFICER/ PANEL
for CHIEF ENGINEER/ PERSONNEL

Copy to : G.2 and G.4 Section of Adm. Branch with enclosures.

Copy to : Stock file.