

REMINDER:

PANEL/IMMEDIATE

**TAMIL NADU GENERATION & DISTRIBUTION CORPORATION LIMITED
ADMINISTRATIVE BRANCH**

From

To

Er. R.KRISHNAMOORTY, B.E.,
Chief Engineer/Personnel,
144, Anna Salai,
Chennai - 600 002.

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

Letter No. 075171/191/G.1/G.1(2)/2019-7, dated:01.02.2020

Sir,

Sub: TANGEDCO – Estt. – Class-II Service – Junior Engineers/Electrical II Grade – Suitable for promotion as Junior Engineers/Electrical I Grade - Suitability report, DP & Service particulars - Called for – Reminder - Reg.

Ref: CE/Per's Letter No. 075171/191/G.1/G.1(2)/2019-5, dated: 16.11.2019.

The attention of all the Superintending Engineers is drawn to the reference cited above, wherein the Suitability report, Service Particulars & DP/DVAC particulars of the Junior Engineer/ Electrical II Grade were called for, for preparation of panel for promotion to the post of Junior Engineer/Electrical I Grade

(2) In this regard, the reports of the officials listed in the Annexure-I (List of Junior Engineers II Grade) enclosed have not yet been received in this office till date. Hence, all the Superintending Engineers are requested to furnish the suitability report of the officials mentioned in Annexure-I as per the instructions issued in the letter cited under reference 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 - I:

- (i) No past / present details of the officials mentioned in the Annexure 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.

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(4) It should be noted that, if any claim / discrepancy / legal litigations with regard to the officials mentioned in the Annexure-I is received in future then action as deemed fit will be initiated on the official / staff concerned.

(5) Hence, all the Chief Engineers & the Superintending Engineers are requested to bestow their personal attention in this regard and furnish the suitability report of the officials mentioned in the enclosed Annexure-I on or before **07.02.2020** without fail as the preparation of panel of Junior Engineer / Electrical I Grade depends upon the receipt of the above report.

(6) If the said report is not received in this office on or before **07.02.2020** **Disciplinary Proceedings will be initiated** against the officials/ staff for the undue delay caused for preparing panel works.

(7) 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.

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

Encl:

Annexure – I (List of Junior Engineers II Grade)

Yours faithfully,

Sd/-**01.02.2020
(R. KRISHNAMOORTHY)
CHIEF ENGINEER / PERSONNEL

Copy to : G.4 Section of Adm. Branch with enclosures.
Copy to : Stock file.