

TAMILNADU GENERATION AND DISTRIBUTION CORPORATION LTD.  
(Administrative Branch)

From

To

Er. A.V.RAVI, M.E., M.I.E.,  
Chief Engineer/Personnel,  
TANGEDCO,  
Chennai-600 002.

The Chief Financial Control/General  
The Superintending Engineers concerned.

Letter No.095173/673/G.30/G.301/2017-1, dated: 15.11.2017.

Sir/Madam,

Sub : Estt. - Class I Service - Preparation of panel of  
Accounts Officers fit for promotion as Deputy Financial  
Controller for the year 2017-2018 - Suitability reports,  
Service details and DP particulars along with PARs -  
Called for - Reg.

Ref : The Secretary/TANGEDCO U.O.Note.No.58435/ A1/  
A12/2017-1, dated 30.10.2017.

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With reference to the above, I am to request you to send the suitability reports, service details, DP particulars and the punishment awarded during the last 10 years, if any, as in the format (Annexure I) together with two copies of orders of such punishment awarded/charges framed etc and certificate as indicated in the format (Annexure-II) **(one format may be used for one officer only)** pertaining to **38 Nos.** Accounts Officers who have completed one year service (as on 01.05.2017) and whose names are furnished in the Annexure III for preparation of panel for promotion to the post of Deputy Financial Controller for the year 2017-2018 to this office **in duplicate on (or) before 18.12.2017.**

2. In case any DP is initiated in the course of time, even after furnishing the above particulars to this office such particulars may also be furnished immediately so as to incorporate the same in the proposed panel. If an officer is awarded with punishment the date of annual increment, the date of commencement of punishment and the date of completion of punishment may also be furnished in the prescribed format I and II enclosed.

...2

3. The updated PARs of above said Accounts Officers whose names are mentioned in the Annexure III may also be sent to this office along with the above said particulars. If already sent, one more copy of the same should be sent to this office. If the PARs of an officer is less than 3 months, and if he/she worked under two (or) more reporting officers during the PARs period of one year the same may also be reported to this office. Further, if there is any delay in sending the PARs within the due date as stated above, the reason may be intimated to this office.

4. It may please be noted that, no column should be left as blank and the details called for in the prescribed format Annexure I and II should be filled up. If the above said officer is not working in your circle the prescribed formats sent to you may be forwarded to the present circle in which he/she is now working and the fact may be intimated to this office.

5. Further, I request that urgent action may be taken in this matter and ensure that the reports are sent in complete shape within the stipulated time as indicated above with out any further delay.

6. The receipt of this letter may be acknowledged.

Encl: 1. Annexure I and II.

2. One list containing 38 Nos. Accounts Officer (Annexure III)

Yours faithfully,

Sd/\*\*\*/15/11/2017

(L.LUISA MARY)

ASSISTANT PERSONNEL OFFICER/AAS

for CHIEF ENGINEER/PERSONNEL.

Copy to the Chief Engineer/

With a request to instruct the Superintending Engineers concerned for sending the particulars called for in complete shape within the stipulated time.

Copy to the Secretary/TANGEDCO/Chennai-2.

With reference to U.O.Note No.58435/A1/A12/2017-1, dated 30.10.2017.

Copy to Personnel Officer/DP/Adm.Branch/Chennai 2 (G5 Section)

With a request to furnish whether any DP vigilance enquiry pending against the **38 Nos.** Accounts Officers whose names are mentioned in the Annexure III enclosed within the stipulated time as indicated above.

**ANNEXURE-I**  
**SERIAL NO**  
**PARTICULARS IN RESPECT OF THIRU**

1. Name and Designation of the Officer : Thiru
2. Age and Date of Birth :
3. Date of Retirement :
4. Educational Qualification :
  - (i) Date, Month and Year of Accountancy Higher Grade Passed
  - (ii) If the degree is acquired as per the orders in force (i.e. 10, +2, Basic Degree)
    - (a) S.S.L.C. Registration No. & Date
    - (b) +2 Registration No. & Date
    - (c) Basic Degree (Year of Passing)
    - (d) Master Degree (Year of Passing)
5. Date of regular appointment :
  - (i) in Board's service as
  - (ii) to the present category
6. Whether the Officer has acquired all the qualification prescribed in the special or adhoc rules for the higher post :
7. Whether any penalty has been imposed on the officer and if so, the nature of charge and nature of penalty imposed :
8. Whether there is any adverse remarks in his personal files and if so, indicate the details thereof. List of remarks in the Personal File may be given at the end :
9. Whether any charge is pending against the officer, and if so, indicate the nature of charges and its present stage :
10. Whether suitable for promotion :

**ANNEXURE-II**  
**CERTIFICATE**

This is to certify that Thiru....., Accounts Officer/..... Electricity Distribution Circle possesses the necessary qualification to the post of Deputy Financial Controller. It is also certified that the individual possesses (indicate the following which ever is applicable)

- (i) Passed 10 +2 +3 year degree either through Regular Stream/Correspondence Course (one sitting B.Com is not eligible for consideration)
- (ii) Passed Accountancy Lower Grade and Higher Grade conducted by the Department of Technical Education, Government of Tamil Nadu
- (iii) Passed SSLC and three year B.Com., degree course.

## ANNEXURE - III

### LIST OF OF ACCOUNTS OFFICERS

#### PREPARATION OF THE PANEL OF ACCOUNTS OFFICER FOR PROMOTION TO THE POST OF DEPUTY FINANCIAL CONTROLLER

Sl.No.	Names	D.O.B.	Present Circle
1	F.Lawrance	12.05.1960	Kanyakumari EDC
2	G.Grace Shanthi Joice	07.03.1961	Coimbatore EDC/Metro
3	V. Meenakshiamma	16.03.1964	Kanyakumari EDC
4	R.Sivakumar	30.04.1969	Mettur EDC
5	L. Vasanthal	15.06.1962	Chennai EDC/West
6	L.Parvathy Swaminathan	18.07.1967	Chennai EDC/North
7	C.Vasuki	01.06.1969	Ramnad EDC
8	V.Sekar	20.09.1962	NCTPS-II
9	T.Jeevarathinam	28.07.1960	Valuthur GTPS
10	S.Rathinamani	03.07.1966	Udumalpet EDC
11	M.Mary Pappa	15.05.1960	Tuticorin Thermal Power Station
12	V.Ravikumar	22.12.1963	Coimbatore EDC/South
13	K.Ambigai Maheswari	24.09.1964	Trichy EDC/Metro
14	P.Saraswathi	02.03.1968	Trippur EDC
15	N.Mani	14.02.1964	Chief Financial Controller/TANGEDCO
16	M.Siva	21.04.1963	Vellore EDC
17	S.Subramanian	15.04.1968	Chengalpattu EDC
18	S. Thangamani	29.04.1970	Nilgiris EDC
19	S.Sivakumar	08.01.1965	Chennai EDC/South
20	C.Veeralakshmanan	24.03.1971	Generation Circle/Tirunelveli
21	B.Suresh Kumar	12.07.1961	Erode EDC
22	J.Snekalatha	17.06.1969	Chennai EDC/South
23	R.Vijaya	15.07.1967	Thiruvannamalai EDC
24	K.Chitra	10.06.1960	Dharmapuri EDC
25	D.Narasimhan	04.04.1971	Kallakurichi EDC

<b>Sl.No.</b>	<b>Names</b>	<b>D.O.B.</b>	<b>Present Circle</b>
26	K.Dhurgaiyandi	17.09.1960	Tirunelveli EDC
27	A.Sivaraman	10.05.1966	Coimbatore EDC/North
28	B.Nirmalkumar	29.08.1972	Chief Financial Controller
29	S.Sundaramoorthy	10.05.1966	SE/Madurai/Distribution
30	K.V.Gopalakrishnan	10.02.1964	General Construction Circle/Madurai
31	S.Ajmalkhan	04.06.1967	SE/MM
32	V.Pavanasam	02.12.1970	Sivaganga EDC
33	M.Palanisamy	12.12.1969	Mettur EDC
34	K.Dhanalakshmi	15.06.1963	Cuddalore EDC
35	C.Anthuvan	05.02.1966	General Construction Circle/Trichy
36	T.Mariappan	03.05.1966	Karur EDC
37	P.Neelamegan	12.05.1966	Chief Financial Controller/General
38	P.Sekar	21.03.1964	NCTPS-I

Yours faithfully,  
Sd/\*\*\*/15/11/2017  
(L.LUISA MARY)  
ASSISTANT PERSONNEL OFFICER/AAS