

:: TANGEDCO ::  
(Administrative Branch)

From  
Er. A.V.RAVI., M.E., M.I.E.,  
Chief Engineer/Personnel,  
144, Anna Salai,  
Chennai - 600 002.

To  
All  
The Chief Engineer/  
The Additional Chief Engineer/  
The Superintending Engineer/  
The Chief Financial Controller,  
Chennai - 2.

Letter No.059339/234/G.29/G.292/2017-1, dated: 12.07.2017.

Sir,

Sub : Establishment - Class III Service - Preparation of panel for promotion to the post of Accounts Supervisor for the crucial date of 20.03.2017 – Suitability Report and D.P. particulars called for – Regarding.

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I am to state that, it is proposed to prepare the panel for promotion to the post of Accounts Supervisor for the Crucial date of 20.03.2017 from among the Assistants (Accounts) listed in the Annexure who have passed the Accountancy-Lower Grade Examination or its equivalent as per the TNEB Service Regulation 96 (1) (b).

2) I therefore, request you to furnish the required particulars in **QUADRUPLICATE** in the new format enclosed **only in Xerox** white papers (avoid Computer sheets) in respect of all the Assistant (Accounts) listed in the Annexure for the Crucial date of 20.03.2017 including those who were overlooked previously due to D.P./Undergoing punishment and the persons who have relinquished their rights for promotion temporarily and have completed 3 years as on 20.03.2017, on or before **16.08.2017** to expedite the panel. In this connection, I am to invite your attention to this Office Memo. No. 068288/ Adm.II/A2/1997-1, dated 12.05.1997 and request you to keep up the target date.

3) Further, I am to state that if any of the individuals shown in the Annexure is previously working Left out in your circle and any of those subsequently transferred elsewhere, the concerned Chief Engineer/ Additional Chief Engineer/ Superintending Engineer may be addressed from your requesting them to furnish the details as called for in the format enclosed directly to this office, so as to avoid further delay in finalising the panel. It is seen that most of the field reports, the columns in the format are filled up as "Nil/Blank and Dash". I request you to ensure that all the columns in the format are duly filled up without the usage of "Nil/Blank/Dash.

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4) In respect of the particulars of D.P./DV & AC/Vigilance enquiry if any against the above Assistant (Accounts), the details of punishment awarded/undergoing may be clearly furnished in the format (4 copies of charge memo./final orders etc., should also be furnished wherever necessary).

5) I am also request you to fix responsibility on the concerned officer to furnish the reports on or before the above stipulated time limit without fail and not waiting for a remainder from this office.

Encl: i) Format  
ii) Annexure

Yours Faithfully

Sd.//. Dt 12.07.2017  
S.PADMA  
Assistant Personnel Officer/ Panel(NT)  
for Chief Engineer/ Personnel.

## **FORMAT - I**

- 1) Name and Designation :
- 2) Common Seniority No. in the post of Assistant (Accounts) as per the Seniority Book (or) Panel Sy. No. :
- 3) Present Working Circle :
- 4) Age and Date of Birth :
- 5) Date of Retirement :
- 6) Date of regular appointment in the post of Assistant (Accounts) :
- 7) Educational Qualification :
  - (i) Whether he/she has passed old S.S.L.C. / X Std. S.S.L.C./Intermediate. : Date of Exam Regn.No. School
  - (ii) Whether he/she has passed PUC/+2 Exam (Higher Secondary) : Date of Exam Regn.No. School
  - (iii) Whether he/she has passed B.Com. through Open University (3 years course) or Regular College : Date of Exam Regn.No. Centre
  - (iv) Whether he/she has passed M.Com. through OUS (2 years course) or Regular College.
- 8) Particulars of passing the Accountancy Junior Grade. : Date of Exam Regn.No. Centre
- 9) Details of Disciplinary proceedings should be furnished for irrespective of the categories :
  - (i) Date of commencement of punishment :
  - (ii) Date of completion of punishment :

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- 10) Whether any charge is pending if :  
so, specify
- (i) The Ref. number in which the :  
charge were framed (Copy of  
Memo. any be enclosed)
- (ii) Nature of Charge/Charges :
- (iii) Present Stage of the D.P. :
- 11) Whether suitable for promotion :
- 12) I certify that the above particulars :  
are correct

CHIEF ENGINEER/  
SUPERINTENDING ENGINEER/  
CHIEF FINANCIAL CONTROLLER

**Note:** No columns should be left as blank and all column should be answered.