

:: TANGEDCO ::
(ADMINISTRATIVE BRANCH)

From

To

Er.A.V.RAVI., M.E., M.I.E.,
Chief Engineer/Personnel,
8th Floor, NPKRR Maaligai,
144, Anna Salai,
Chennai-600 002.

All the Chief Engineers,
All the Additional Chief Engineers,
All the Superintending Engineers and
The Chief Financial Controller/General.

Letter No.051432/54/G.29/G.291/2017-1, dated : 03.07.2017.

Sub : Establishment - Class III Service - Preparation of panel for promotion to the post of Assistant(Accounts) for the crucial date of 20.03.2017 - suitability report and D.P. particulars etc. - called for.

I am to request you to furnish the suitability reports of all the Junior Assistants/Typists/Steno-Typists in **Accounts Cadre** in respect of those who have qualified by passing the Account Test for Sub-ordinate Officers Part-I as on 20.03.2017 in the format enclosed individually in Quadruplicate (4 Copies) which should be **in A4 size paper** along with one copy of SSLC mark sheet, since their cases are likely to come up for consideration for promotion as Assistant (Accounts).

2) I am also to request you to furnish the details of persons who have been overlooked in the earlier panels, due to DP Pending/ Undergoing punishment and the cases of those whose Temporary relinquishment period has been expired as on 20.03.2017. The date of completion of 3 years period of temporary relinquishment is to be furnished without fail.

3) Further, while sending the suitability reports of Typists, Steno Typists, I request you to furnish the following details also:-

- i whether they have submitted necessary option to come under Administrative cadre within the stipulated time as per SR 88, Division VII-B (Note) and whether the same has been entered in their respective Service Registers. The suitability reports need not be sent if necessary option has not been submitted within the stipulated time.

- ii Whether the Typists/Steno Typists have passed the certificate course in computer on office Automation conducted by the Director of Technical Education.
- iii The date of passing of the certificate course in computer on Office Automation.

4) I am to inform you that the Suitability Reports should be personally verified and signed by the **Chief Engineer/Additional Chief Engineer/Superintending Engineer/CFC/General concerned only.**

5) Further, I am to request you to furnish the names of all the qualified Junior Assistants/Typists/Steno-Typists in Accounts Cadre whose date of joining and date of completion of probation period falls on or before 20.03.2017.

6) I am to request you to send the reports on or before **03.08.2017** complete shape enclosing the D.P. particulars and copy of final orders if any in QUATRUPLICATE (4 Copies) without fail. The position of the D.P. particulars should be reported to this Office then and there without fail.

Yours faithfully,

Encl : One Format.

Sd/-*** 05.07.2017
(G. MALLIGA SIVASHANMUGAN)
ASST. PERSONNEL OFFICER/PANEL (N.T.)
for CHIEF ENGINEER/PERSONNEL

F O R M A T

SL.NO.

- 01) Name and Designation :
- 02) Age and Date of Birth :
- 03) Date of joining as Junior Assistant/ Typist/Steno-Typist in Accounts Cadre. :
- 04) Date of completion of probation in the post of Junior Assistant/Typist/Steno Typist :
- 05) Educational Qualification
- i) Whether he/she has passed S.S.L.C./ X std. : 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 any Bachelor degree through Open University (3 years course) (or) Regular College : Date of Exam Regn. No.
- iv) Whether he/she has passed any Master degree through Open University (2 years course) (or) Regular College : Date of Exam Regn. No.
- 06) Whether he/she has passed Accounts Test for subordinate officers part I : Date of Exam Regn. No.
- 07) Whether he/she possess adequate knowledge in Tamil : Date of Exam Regn. No.
- 08) Whether he/she has passed "Certificate course in Computer on Office Automation" (Applicable to Typist/Steno-Typist only) :
- 09) Whether any D.P./Vigilance enquiry is pending against the individual and if so to indicate the nature of charges in brief and the present stage :

- 10) Whether any punishment has been imposed. If so, the details may be furnished. :
- i) Normal due date of increment. :
- ii) Date of commencement of punishment. :
- iii) Date of completion of punishment. :
- 11) If any appeal is made by the individual the order issued/latest position on the appeal should be furnished. :
- 12) Whether he/she is suitable for promotion. :

I certify that the above particulars are found correct.

CHIEF ENGINEER/ADDITIONAL CHIEF ENGINEER/
SUPERINTENDING ENGINEER/CFC/GENERAL

NOTE : 1)No columns should be left as blank.

2)Column 12 should be filled up as Suitable only on Confirmation of Passing of Account Test for Sub-ordinate Officers Part-I, educational qualification (i.e. SSLC Pass either Old or New Pattern), Linguistic qualification as per TANGEDCO Service Regulation and also whether the individuals have not involved in any DP/Vigilance case/DV&AC case or undergoing punishment otherwise it should be mentioned as not Suitable.

