

**TAMILNADU GENERATION AND DISTRIBUTION CORPORATION LTD.
(Administrative Branch)**

From	To
Er. A.V.RAVI, M.E.,M.I.E., Chief Engineer/Personnel, 144, Anna Salai, Chennai-600 002.	The Chief Engineer/Distribution/Region concerned The Superintending Engineer concerned The Senior Personnel Officer/Recruitment/Chennai-2 The CFC/General/Chennai.

Letter No.055893/633 / G.34/G.342/2016-1, dated: 06.07.2016.

Sir,

Sub: Estt. - Class IV Service - Record Clerks - Preparation of panel for promotion to the post of Record Assistants - Suitability reports and D.P. particulars called for - Regarding.

Ref: (Per) FB TANGEDCO Proceedings No.3, (Sectt.Br) dated: 09.02.2016.

It is proposed to prepare a panel of 47 Senior Most Record Clerks for promotion to the post of Record Assistants in the newly created post based on the reference cited.

2) A list of Senior Most Record Clerks whose names are furnished in the Annexure, for consideration for promotion to the post of Record Assistants.

3) I am to specifically request you to send copy of charge memo, copy of final order, undergone/undergoing punishment **as on date** in QUADRUPLICATE (A4 size paper) in respect of the Senior Most Record Clerk listed in the Annexure along with the Suitability Report.

4) Further, I am to state that if any of the individuals shown in the Annexure is previously working in your circle and any of those subsequently transferred elsewhere, the concerned Chief Engineer/Superintending Engineer may be addressed from your end requesting them to furnish the details as called for in the format enclosed directly to this office, so as to avoid further delay in finalizing 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". The Letter No. and Date in which the format is enclosed is also to be furnished in each copy of the format at the bottom.

5) I am to inform you that the suitability report should be personally verified and signed only by the Chief Engineers/Superintending Engineers concerned. I am also to request you to send the report **on or before 20.07.2016** positively.

6) The receipt of the letter together with its enclosures should be acknowledged in the first instance.

Encl: Annexure & Format.

Yours faithfully,

Sd/-xxx dt.06.07.2016
(C. ESAKKIAMMAL)
ASST. PERSONNEL OFFICER/ ADM.STAFF
FOR CHIEF ENGINEER/ PERSONNEL

Copy to the Chief Engineers concerned.
Copy to the Steno to CE/Personnel/Adm. Branch.
Copy to Stock File.

FORMAT

Sl.No.

01. Name and Designation :
02. Date of Birth :
03. Date of Joining as Record Clerks :
04. **Whether**
 - i) Possess Minimum General Educational Qualification :
 - ii) Passed the Second Language Test in Tamil in case required :
05. 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. :
06. 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 as per Memo.(Per) No.56501/A18/A181/2002-1 (SB) dt: 04.06.2002. :
 - iii) Date of completion of punishment :
07. If any appeal is made by the individual the order issued/latest position on the appeal should be furnished. :
08. Whether he/she is suitable for promotion :
09. Remarks :

CHIEF ENGINEER /
SUPERINTENDING ENGINEER

Vide SE/Lr.No.