

:: 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.

Letter No.017917/G35/G352/2016-1, dated : 08.07.2016.

**Sub :** Establishment - Class III Service - Preparation of panel for promotion to the post of Assistant/Adm. for the crucial date of 20.03.2016 - suitability report and D.P. particulars etc. - called for.

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I am to request you to furnish the suitability reports of all the Junior Assistants/Typists/Steno-Typists in **Administration Cadre** in respect of those who have qualified by passing the Account Test for Sub-ordinate Officers Part-I as on 20.03.2016 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/ Administration.

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 20.03.2016. 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:-

- 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.

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- 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 concerned only.**

5) Further, I am to request you to furnish the names of all the qualified Junior Assistants/Typists/Steno-Typists in Administration Cadre whose date of joining and date of completion of probation period falls on or before 20.03.2016.

6) I am to request you to send the reports on or before in 31.08.2016 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.

Encl : One Format.

Yours faithfully,

Sd/\*\*\*\*(dt.12.07.2016)  
(R.LAKSHMI)

ASSISTANT PERSONNEL OFFICER/ESTT.(N.T.)  
for CHIEF ENGINEER PERSONNEL

F O R M A T

SL.NO.

- 01) Name and Designation :
- 02) Date of Birth :
- 03) Date of joining as Junior Assistant/Typist/  
Steno-Typist in Administration Cadre. :
- 04) Date of completion of probation in the post  
of Junior Assistant/Typist/Steno Typist :
- 05) Whether
- i) Possess Minimum General Educational  
Qualification. :
  - ii) Passed Account Test for Sub-ordinate  
Officers Part-I, and if so Regn. No. Month  
& Year of passing. :
  - iii) Passed the Language Test in case  
required. :
- 06) 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 :
- 07) 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. :
- 08) If any appeal is made by the individual the  
order issued/latest position on the appeal  
should be furnished. :
- 09) Whether he/she is suitable for promotion. :

CHIEF ENGINEER/ADDITIONAL CHIEF ENGINEER/  
SUPERINTENDING ENGINEER

Vide SE/Lr.No. \_\_\_\_\_.