

TAMIL NADU GENERATION & DISTRIBUTION CORPORATION LTD
(Administrative Branch)

From
Er. A. ASHOK KUMAR, B.E.,
Chief Engineer/Personnel,
8th Floor, N.P.K.R.R. Maaligai,
144, Anna Salai,
Chennai - 600 002.

To
All the Superintending Engineers,
Electricity Distribution Circle.

Letter No.026947/130/G.25/G.252/2019-2 dated : 03.05.2019.

Sir,

Sub : Establishment - Class III Service - Preparation of panel for promotion to the post of Inspector of Assessment for the crucial date of 20.03.2019 - Suitability Report and D.P. particulars called for - Regarding.

I am to inform that the names of Assessors mentioned in the Annexure is likely to come up for consideration for promotion to the post of Inspector of Assessment based on crucial date of **20.03.2019**.

2) I am to request you to furnish the particulars **in original (single copy of front & back) in the new format enclosed only in Xerox papers (A4 sheet) and the same may be sent to this office through e-mail** in respect of all the Assessors listed in the Annexure for the Crucial date of **20.03.2019** 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 **20.03.2019**, on or before **31.05.2019**.

3) The particulars of pendency of D.P./DV & AC if any initiated against the Assessors mentioned in the Annexure and the punishment now undergoing/ any vigilance enquiry pending against the Assessor any be clearly furnished in the format along with 4 copies of charge memo./final orders in **QUADRUPPLICATE** (A4 size Xerox paper).

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 Superintending Engineers 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 reports, the columns in the format are filled up as "Nil/Blank and Dash". Hence 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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5) Further, I am also state that the Addl. Chief Engineers/Superintending Engineers concerned are requested to send the suitability reports of Assessors furnished in the Annexure (**qualified and unqualified**) and also if any of the such Assessors who were worked in your circle, previously and subsequently transferred to other circle or Voluntarily Retired / Expired / Tempr.Relinquished may also be verified thoroughly with reference to the records of your circle and the same may be reported to this office otherwise a 'Nil' report shall be sent positively without fail.

6) Further, if any one of the Assessor is unauthorized absence for a long time, the period of absence and the action taken against the individual with relevant copies of memo etc. to be enclosed along with the suitability report. Also, if action is not taken on the individual, the reason for the same may be furnished in the suitability report.

7) Also, I am to request that the copies of charge memo. final order should have been enclosed along with the suitability report so as to take decision by the DPC members.

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

9) I request you to acknowledge the receipt of this letter.

Encl : i) Format
ii) Annexure

Yours faithfully,

Sd./***04.05.2019
A.CHANDRA SEKAR
Assistant Personnel Officer/C.S.
for Chief Engineer/Personnel.

Note:-

- One copy (Hard copy) of the Suitability Format with all the related certificate (10th,+2, Degree) and signature of the officer concerned should be sent via post
- Four copies (Hard copy) of Final order, Charges memo, any other action taken report, prevailing or pending report about the official should be sent via post
- The soft copy of Format (i.e) Suitability Report should be sent to the Assistant Personnel Officer/Collection Staff **Email ID** apocs@tnebnet.org

Copy to : All the Chief Engineer/Distribution.

With a request to instruct the Superintending Engineers under your control to furnish the particulars on or before 31.05.2019.

Copy to G26 Section.

Copy to G251 Seat.

Copy to Stock file.

FORMAT

- 01) Name and Designation :
- 02) Date of Birth and Date of Retirement :
- 03) Seniority Number in the post of Assessor :
- 04) Present Circle & Place of Working at Present :
- 05) Date of joining as Assessor & Total service in the post of Assessor as on 20.03.2019 :
- 06) Academic Qualification and whether they possess :
- (a) Minimum General Educational Qualification **(SSLC Passed or Not) along with Registration No.**
- (b) Whether the Assessor has acquired adequate knowledge in Tamil by passing the language test conducted by the Govt. OR by passing the SSLC with Tamil language as one of the subject. **(Yes or No).**
- 07) 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. :
- 08) 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. :
- 09) Date of completion of 3 years of service as Assessor as on 20.03.2019 :
- 10) Whether he/she is suitable for promotion. :

I certify that the above particulars furnished above are correct.

SUPERINTENDING ENGINEER