

TAMIL NADU GENERATION AND DISTRIBUTION CORPORATION LTD.
Administrative Branch

From
ER. V.R.GETHANANTHAN, B.E.,
Chief Engineer/ Personnel,
144, Anna Salai,
Chennai - 600 002.

To

The Superintending Engineer,
Distribution Circle.

Letter No.067165/233/G25/G252/2011-2, dated 13.09.2011.

Sir,

Sub : Establishment - Class III Service -
Assessors/SNIA - Promotion to the post
of Inspector of Assessment - D.P. and
suitability Reports - Called for.

I am to inform that the names of Assessors/Supernumerary Inspector of Assessment mentioned in the Annexure I & II are likely to come up for consideration for promotion to the post of Regular Inspector of Assessment based on **crucial date 20.03.2011**.

2) I am to request you to furnish all the particulars against each Assessors/Supernumerary Inspector of Assessment as required in the format enclosed and certify that the particulars furnished therein are correct.

3) The particulars of pendency of D.P. if any initiated against the Assessors/Supernumerary Inspector of Assessment mentioned in the Annexure I & II, and the punishment now undergoing may be clearly furnished in the format alongwith 4 copies of charge memo./ final orders in A4 size paper.

4) Further, I request you to report whether any one of the Assessor/Supernumerary Inspector of Assessment mentioned in the Annexure I & II to this letter are not working in your circle due to subsequent transfer etc., the fact may be reported to this office promptly. If any persons listed in the Annexure are presently working in your circle the reports may also be furnished without fail.

5) I am request you to furnish the suitability report of the Assessors/Supernumerary Inspector of Assessment (mentioned in the Annexure I & II) in QUADRUPPLICATE (4 copies) **on or before 15.10.2011** so as to prepare a panel statement for placing the same before the Departmental Promotion Committee.

6) I am to request you to fix responsibility on the concerned officer to furnish the reports on or before the above stipulated time limit without waiting for a reminder from this office.

Yours faithfully,

Encl: Annexure I, II &
Format

Sd/-13.09.2011.
T.P.ARUKANI,
ASSISTANT PERSONNEL OFFICER/Collection Staff.
for CHIEF ENGINEER/ PERSONNEL

Copy to : The Chief Engineer/ Distribution/
Copy to : G.26 Section.
Copy to : G.25(1) Seat.

FORMAT

1. Name of the Assessor/ SNIA :
2. Date of Birth & Date of Retirement :
3. Seniority Number in the post of Assessor :
4. Present Circle now working :
5. Name of the category now which he was absorbed as Assessor and date of joining in the post of Assessor :
6. Academic Qualification and whether they possess :
 - (a) Minimum General Educational Qualification :
 - (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 :
7. Whether the Assessor is involved in any D.P/ Undergoing punishment and if so, the details of charges and copy of final orders may be furnished 4 copies (enclosing copy of charge memo.) :
 - i) Date of Commencement of punishment :
 - ii) Date of Completion of punishment :

:: 2 ::

8. Whether any Vigilance enquiry is pending, if so to furnish the details with reference :
9. Whether the Assessor has completed 3 years of service as Assessor as in Regulation 92 of TNEB. S.R. :
- 10 Whether the Assessor is suitable for promotion :

I certify that the above particulars are correct.

SUPERINTENDING ENGINEER/