

TAMILNADU GENERATION & DISTRIBUTION CORPORATION LTD.
(Administrative Branch/G.30 Section)

From Er. A.V. RAVI, M.E., M.I.E.,
Chief Engineer/Personnel,
TANGEDCO,
144, Anna Salai,
Chennai-02.

To The Chief Engineers Concerned,
The Chief Financial Controller/General/Chennai,
The Superintending Engineers Concerned.

Letter No.099538/669 /G.30/G.301/2016-2, dated:02.06.2017.

Sir/Madam,

Sub: Estt. - Class II Service - Preparation of panel of Accounts Supervisor suitable for promotion as Assistant Accounts Officer for the crucial date 25.03.2017 for the year 2016-2017 - **Suitability reports, Service details, D.P. particulars and PARs** - Called for - Reg.

Ref: Memo.No.6029/A1/A181/2009-1 (Sectt.Br.) dt.30.01.2009

With reference to the above, I am to inform you that, **88 Nos.** of Accounts Supervisors working in your Circle/Region whose names are shown in the annexure enclosed are to be considered for preparation of panel for promotion to the post of Assistant Accounts Officer **for the Crucial date 25.03.2017 for the year 2016-2017.**

2. I am also to request you that, the Suitability reports and Service details for the **last 10 years** along with D.P particulars (i.e.) if any punishment awarded during **last 10 years** together with the copies of such punishment awarded/charges framed etc., **(one format may be used for one employee only)** for **88 Nos.** of Accounts Supervisors including the employees who have completed the 3 years temporarily relinquished period before the Crucial date 25.03.2017, if any shall be sent to this office **(G30 section)** in **duplicate** in the prescribed format I & II enclosed **on (or) before 20/06/2017.**

3. It may please be noted that, no column should be left as blank and the details called for in the format-I from Sl.No.1 to 14 should be filled up. If the above employee not working in your Circle/Region the same may be forwarded to the present Circle/Region in which he is now working and the fact may also be intimated to this office.

4. In case of any DP is initiated against the above said Accounts Supervisors even after furnishing the particulars to this office in the course of time such particulars may also be furnished immediately so as to incorporate the same in the proposed panel . If an employee is awarded with punishment, his/her annual increment date with the date of punishment commenced and completed shall also be mentioned and sent to this office (G30 Section).

5. The Performance Assessment Reports relating to the **last 3 years** in respect of the above said Accounts Supervisors whose names mentioned in the annexure shall be sent to this office immediately. If the period of PARs of an employees is less than 3 months and if he/she worked under two (or) more reporting officers during the PARs periods of one year the same also be reported to this office. Further, if any delay in sending the PARs within the due date as stated above the reason may be intimated to this office (G30 Section).

6. Further, I request you that urgent action may be taken in this matter and ensure that the reports are sent in complete shape on or before the stipulated time as indicated above without any further delay.

7) These particulars are urgently required to prepare the panel for promotion to the post of Assistant Accounts Officer to include the names of the eligible employees who are in verge of retirement.

8) The receipt of this letter may be acknowledged.

Yours faithfully,

Sd/-xx02.06.2017.

R.LAKSHMI,
ASSISTANT PERSONNEL OFFICER/AAS,
for CHIEF ENGINEER/PERSONNEL.

Encl: 1. One list containing 88 Nos.
of Accounts Supervisors.
2. Format I & II.

Copy to the Personnel Officer/DP/Adm.Br./Chennai-2 (G5 Section)

With a request to furnish whether any DP/Vigilance enquiry pending against the **88 Nos.** of Accounts Supervisors whose names mentioned in the annexure enclosed for preparation of panel for promotion to the post of Assistant Accounts Officer to G30 section **on (or) before 20.06.2017.**

Copy to the Assistant Personnel Officer/Estt. (Non-Technical)/ Adm.Branch/
Chennai-02 (G32 Section)

With a request to handover the updated personal files of **88 Nos.** of Accounts Supervisors as mentioned in the annexure enclosed for preparation of panel for promotion to the post of Assistant Accounts Officer to G30 section **on (or) before 20.06.2017.**

Copy to G30/G302,
Copy o Stock File.

FORMAT - I

- 1) Name, Designation and Present :
Circle
- 2) Common Seniority No. :
- 3) Accounts Supervisor Seniority No. :
- 4) Age and Date of Birth :
- 5) Date of Retirement :
- 6) Educational Qualification :
 - (i) Whether he/she has passed : Date of Exam Regn.No. School
S.S.L.C. / X Std.
 - (ii) Whether he/she has passed : Date of Exam Regn.No. School
PUC/+2 Exam (Higher Secondary)
 - (iii) Whether he/she has passed : Date of Exam Regn.No. Centre
B.Com. through Open University
(3 years course) (or) Regular
college
 - (iv) Whether he/she has passed : Date of Exam Regn.No. Centre
M.Com. through Open University (3
Years course) (or) Regular College
 - (v) Whether he has passed : Date of Exam Regn.No. Centre
Accountancy higher Grade date
and year
- 7) Date of regular appointment in the :
post of Accounts Supervisor
- 8) Total Service in the post of :
Accounts Supervisor as on
25.03.2015.
- 9) Place of working of Accounts :
Supervisor with Postal Addressed
and Pincode number
- 10) Details of Disciplinary proceedings :
should be furnished for the last 10
years irrespective of the categories

- 11) Whether any charge is pending if :
so, specify
- (i) The Ref. number in which the :
charge were framed (Copy of
Memo. any be enclosed)
- (ii) Nature of Charge/Charges :
- (iii) Present Stage of the D.P. :
- 12) Punishment if any imposed during :
the period of last 10 years on the
Officer. If so copies of final order
should be furnished
- (i) Date of commencement of :
punishment
- (ii) Date of completion of punishment :
- 13) Whether suitable for promotion :
- 14) I certify that the above particulars :
are correct

Note: No columns should be left as blank and all column should be answered.

FORMAT - II

(Service details should be furnished in separate sheet)

Sl. No.	Name and Designation	Place of working	From	To
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