

TAMIL NADU GENERATION & DISTRIBUTION CORPORATION LTD.
ADMINISTRATIVE BRANCH

From

To

Er. A.V.RAVI, M.E., M.I.E.,
Chief Engineer/Personnel
8th Floor, N.P.K.R.R., Maaligai,
144, Anna Salai, Chennai – 600 002.

The Superintending Engineers

1. Cuddalore EDC
2. Thiruvannamalai EDC
3. Chengalpattu EDC
4. Mettur EDC
5. Tirunelveli EDC
6. Madurai EDC
7. Coimbatore EDC/North
8. Gobi EDC
9. MTPS-I
10. Perambalur EDC

Letter No.18790/34/G.3/G.31/2017-2, dated 10.04.2017.

Sir,

Sub: Establishment - Class III Service - Assistant Draughtsman - Preparation of panel for promotion to the post of Draughtsman - Suitability Reports - called for - Regarding.

A fresh panel is proposed to be prepared for filling up the existing and anticipated vacancies of Assistant Draughtsman based on the Crucial date of 20.01.2017. A list of Assistant Draughtsman are annexed for consideration for promotion to the post of Draughtsman.

2. I therefore, request you to furnish the particulars in the format annexed in respect of Assistant Draughtsman mentioned in the list, who are working under your circle, each 5 copies of them. I also request you to fill up the proforma using "Yes" or "No" as the case may be and that the proforma should not be filled up by using "dash" (-) and also not kept blank.

3. I also request you to furnish 5 Copies of the Charge Memo./Final Orders of D.P. if any against the individuals furnished in the list.

4. If any of the individual mentioned in the list are found working in your circle but marked to other circle, their particulars may also be sent to this office without fail. Also, if any of the individual listed in the Annexure is transferred from your Circle to other Circle, the Superintending Engineer may be addressed directly to the S.Es. concerned together with the copy of this office ref. (w.e.) with a request to furnish the report of the individual concerned direct to this Office.

5. I therefore request you to report specifically the date of Completion of Probation of Assistant Draughtsman without fail in the relevant column in the format enclosed.

6. As the preparation of panel of Draughtsman depends upon the receipt of the above report. I request you to bestow your personal attention in the matter and send the report on or before 20.04.2017 without fail.

7. I request you to acknowledge the receipt of this letter with enclosure by return of post without fail.

Encl: One Annexure
& One Format

Sd/-xxxx(dt. 10.04.2017)
A.V. RAVI
CHIEF ENGINEER/PERSONNEL

Copy to the Chief Engineer/ Distribution/Villupuram Region
Copy to the Chief Engineer/Distribution/Chennai Region/South
Copy to the Chief Engineer/Distribution/Erode Region.
Copy to the Chief Engineer/Distribution/Tirunelveli Region.
Copy to the Chief Engineer/Distribution/Madurai Region.
Copy to the Chief Engineer/Distribution/Coimbatore Region.
Copy to the Chief Engineer/Distribution/Trichy Region.
Copy to the Chief Engineer/Mettur Thermal Power Station.
Copy to the Assistant Personnel Officer/ M&C/ Adm. Branch
Copy to G.14 Section.
Copy to Stock file.

ANNEXURE			
To the Letter No. 18790/34/G3/G31/2017-2, dated 10.04.2017.			
List of Assistant Draughtsman			
Crucial Date 20.01.2017			
SL. NO	NAME	D.O.B	PLACE
1	Parthiban. C	02.06.1990	Cuddalore EDC
2	Venkatesan. N	10.03.1992	Thiruvannamalai EDC
3	Parithi Ilamvazhuthi. S	30.01.1987	Chengalpattu EDC
4	Loganathan. C	08.06.1989	Mettur EDC
5	Sudalaiponkumar. K	17.07.1996	Tirunelveli EDC
6	Nagathura. A	19.07.1983	Madurai EDC
7	Sasikumar. S	02.05.1986	Coimbatore EDC/North
8	Sridharan. T	12.12.1990	Gobi EDC
9	Mohanraj. P	12.10.1979	MTPS-I
10	Karthick. P	11.04.1993	Perambalur EDC

Sd/-xxx(dt. 11.04.2017)
SUPERINTENDENT

FORMAT

1. Name and Designation :
2. Age and Date of Birth :
3. Date of Retirement :
4. Educational Qualification/
Technical Qualification :
5. Whether posses adequate knowledge :
in Tamil (yes or No) :
6. Date of Regular Appointment in the :
post of Assistant Draughtsman :
7. Date of completion of probation :
8. Total service in the present post as on :
20.01.2017 :
9. a) Name of the Station and the :
circle in which now working :
b) The correct and complete :
office address of the Assistant :
Draughtsman with Pin Code :
Number :
10. Whether any penalty has been :
imposed for the last 5 years and if so :
to furnish :
i The nature of charge :
ii The nature of penalty imposed :
iii Identify the charge whether proved :
or not proved separately :

2..

11. If the punishment ordered is stoppage of increment with or without cumulative effect indicate the following :
- i the normal due date of increment of the Assistant Draughtsman :
 - ii the date of commencement of the period of punishment :
 - iii the probable date of completion of the period of punishment :
- (A copy of final orders issued to be enclosed) :
12. Whether any Criminal case/Vigilance enquiry are pending against the Assistant Draughtsman and if so to indicate the nature of charge/enquiry and its present stage. A copy of charge memo to be enclosed. :
13. Whether he/she is on long leave/unauthorized absence for more than six months :
14. Whether suitable for promotion :

SUPERINTENDING ENGINEER