

Departmental Examination NOV-2014

Subordinate Officers SO 14-B

Code - SO 14 B AK

ANSWERS: 0

b) Study Leave :-
(a) Study Leave :-

* Leave may be granted to employees for 12 months at a time / 24 months in his entire service who undertake study (scientific, technical, etc.) at their own cost or on scholarships granted by any Govt / Institution such leave will not be debited against the leave account.

* Study leave may be granted by the Board to the Employee to enable them to study scientific, technical or to undergo special courses of instruction.

* The study leave shall be granted only to employees who undertake the study at their own cost or scholarships granted by any Govt, or Institution and is not intended to meet the case of employees deputed to other countries at the instance of the Board either

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* The maximum amount of study leave that may be granted to an employee shall be

(i) twelve months at any one time

(ii) Twenty four months in all during his entire service

(iii) Combination of study leave plus E.O.L should

not exceed twenty eight months.

* Study allowance shall be granted for the period of study leave subject to the condition prescribed in Reg. 7 and 8 of TNEB Leave Regulations.

Leave salary equal to half-pay shall be admissible during study leave.

(h) Earning of Leave:-

The format for maintaining the Earned Leave account shall be followed as per instructions issued in

(Permanent) B.O. (Ch) No. 189 (SB) dated 30.6.1989

(vide page 508 of 6/89 Gazette)

* Leave is earned by duty only. The period of joining time during which an employee on transfer is not entitled to be paid will not count for purposes of leave.

Earned Leave at the rate of $\frac{1}{22}$ of the duty period shall be credited subject to the maximum of 30 days for all the temporary workmen and probationers under clerical cadre and officers.

* (a) Earned Leave at the rate of 1/11 of the duty period shall be credited for all the permanent employees including approved probationers and Temporary casual labourers having completed one year of service.

(b) Advance crediting of Earned Leave at 15 days at the commencement of each half year which was introduced in Bpms. No. 2043 dt. 21-12-76 was in force with effect from 1.1.77 to 30.6.87 in respect of class 1 & 11 officers. The above procedure has been discontinued with effect from 1.7.87 - [vide B.P. ms No. (FB) No. 46/ (SB) dt. 11.6.87 (page 466 of 6/87 gazette)]

Surrender of EL :-

* Surrender of EL for 30 days with actually going on leave was introduced in B.P. ms. No. 1171/19.7.69.

* The scheme of availing of surrender of EL without actually going on leave was introduced in B.P. ms. No. 837/29.5.74 with permission to surrender earned leave even for 15 days. The interval between one surrender and another surrender of earned leave for 15 days is 12 months and for 30 days of surrender is 24 months.

* Leave salary is equal to 1/30th of monthly salary admissible for each day of surrender leave irrespective of number of days in the calendar month.

* Application for surrender leave can be made on or

before the due date. However applications received within a month from the due date indicating the date of surrender of earned leave in the application can be entertained.

* The Consolidated instructions regarding surrender of Earned Leave have been issued memo. No. 61237-P2(85-1/SB) dt. 21.6.86. (vide page 518 of 6/88 Gazette)

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(a) Family Pension:-

Besides the death gratuity, the family of the deceased employee is also eligible for sanction of family pension irrespective of whether the employee has died while in service or after retirement.

Pay for this purpose will include pay, special pay and personal pay and this is known as pay Last Drawn.

Minimum Service Required:-

No minimum service is prescribed for regular employees. For temporary employees family pension is admissible if death occurs after one year service.

If he has put in not less than seven years of continuous service, the family of the deceased employee is eligible for family pension at the enhanced rate of 50% of P.L.D. upto 7 years after from death or till the attainment of 65 years age of the deceased employee had he been alive whichever is earlier. After that, normal rate of pension.

i.e, 30% of P.L.D. will be paid subject to a minimum of 8 RS 6275/- and maximum of RS 6,570/- DA will be paid as per the current rates, applicable. The above concession will be granted to the family of the deceased till the date death or remarriage whichever event occurs earlier.

$$\text{Family pension} = \frac{\text{pay last Draw} \times 50}{100} \text{ or } \frac{\text{pay last Draw} \times 30}{100}$$

If both wife and Husband are Board employees and in the case of death of both, the family pension benefit be extended to the sons and unmarried daughters of the deceased upto the age 25 years as per B.P. (Ch) No. 67 (SB) dt. 20.04.1990. As per B.P. (Ch) No. 233 (SB) dt. 02.09.1991 family members of the employees whose whereabouts are not known are eligible for family pension after 2 years (page 249 of 4/90 and 507 of 9/91 Gazette)

Family pension is eligible for adopted son/daughter of an unmarried employee. [Vid memo No. 401/2/12/97-4(SB) dt. 26.09.1997]

- b) Family pension can be sanctioned to the parents and widows/divorced daughters subject.
- a) The parents were wholly dependant on the Government servant when he/she was alive.

(b) Government servant has not left behind widow/widower,⁹ eligible son/daughter or widowed/divorced daughter who will have a prior claim to family pension in the order indicated.

(c) Income Criteria Will be 2550/- p.m. The family pension shall be at 30% of basic pay of deceased Government servant subject to a minimum of 1275/- p.m. They will also produce Annual certificate to the effect that their earning is not more than Rs. 2550/- p.m. from State, Central Governments, Government Undertakings of Corporations or Autonomous Body or private Employment or self Employment [Vide Lr. No. 98834/A 192/2001-1, 30.11.2001.]

Family pension can be extended to the disabled Divorced daughter / Disabled widow's daughters

[Vide Lr. No. 41634/A 19/A 192/2003 - (S-B) dt. 09.05.2003]

Where family pension is payable to more than one person, each share containing fraction, a rupee, it shall be rounded off to the next higher rupee. (Except in cases where family pension all shares are put together exceed the maximum limit of family pension admissible)

Such: exceptional cases may be referred to the Government [RULE 49) Sub Rule (7) Amended (page 10) of Feb 96 Gazette]

Family pension finally determined, may be

expressed in whole rupee and where the family pension¹⁰ contains a fraction of a rupee it shall be rounded off to the next higher rupee and it should not be in excess of the maximum family pension. [Rule (49) Sub Rule (3) Amended (page 10) of Feb '96 Gazette].

3

(a) * Reference to medical Board (Reg. 72A):

No Travelling Allowance is admissible for a journey undertaken in order to appear before a medical Board.

* To Attend Examination (Reg. 73)

An employee is entitled to draw Travelling Allowance for the journey to and from for the place of which he appears for any departmental examination which is compulsory under an regulations for two times.

* TA for Journey to settle down in his Home Town (Reg. 80A)

Travelling Allowance is admissible for the journey of an employee and his family members from the place of duty to his home town as admissible for a journey on transfer.

This journey should be performed within 6 months from the date of retirement. [per Bp 126 (SB) dated 20.06.90 p 395] An employee on retirement shall be paid the TA as transfer to an place within India where he proposed to settle down as per the entry in the pension Application.

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* Journey to Give Evidence (Reg 81):

An employee may be permitted to claim Travelling Allowance for giving evidence for the case in which the Board is a party.

* Journey for perusal of Records (Reg. 81 Note 3):

An employee may be permitted to claim Travelling Allowance for the perusal of records for the preparation of his defence in connection with D.P. Initiated against him to an outstation where such records are made available with proper certificates of E.O., No halting be permitted.

* Journey on a Course of Training (Reg. 83 a):

An employee may be permitted to claim Travelling Allowance for the journeys performed from the training Centre.

* Journey for special purposes (Reg. 84):

An employee may be permitted to claim Travelling Allowance for special purposes complete in sports etc.

Answer: -

It should be checked to ensure:

* That the advance is sanctioned by the Competent

Authority (Article 84 of Tamilnadu Financial Code);¹²

* that the amount of advance drawn for the tour is not in excess of the amount required to undertake the Journey proposed / approved (Article 84 of Tamilnadu Financial Code). The advance drawn should be debited to A/c. No. 27.201 and not to the final head of account.

i.e. A/c. No. 75.162;

* That the advance is adjusted in full at once in the detailed Travelling Allowance bill.

* That the second advance is not sanctioned until the account is rendered for the first advance except in the case of staff of Audit Branch and Stock Verifiers who are permitted to draw second advance as a special case - vide B.P. 73/ dated 11-03-1983 (P 223/1982-83 Gazette Vol-L);

* That all Travelling Allowance bills are rendered within 3 months from the date of completion of journey and that in case of delay (ie bill not rendered within 3 months from the date of completion of journey) the entire advance together with the interest at 2 1/2% is recovered from the pay of the official in the following month.

* that Condonation of delay for the delay in Submission¹³ of T.A. bills is obtained from the Controlling authority when the advance amount is lesser than the amount claimed in the T.A bill. If the claim preferred is lesser than the Tour Advance drawn the delay can be Condoned only by the chairman otherwise, the advance should be recovered in one lumpsum.

* that the unspent portion of the Tour Advance if any, is remitted immediately on completion of the tour.

* that the adjustment bill is rendered immediately on completion of tour.

* that necessary journal is proposed for amount of advance adjusted by debiting A/c No. 75.162 and Crediting A/c No. 27.201.

4

(a) Investment, Lending and Borrowings :-

* No investment by any member of the family likely to embarrass or influence in the discharge of his official duties.

* No employee shall make any investment in any

Co-operative Society or public Company which has interest in any electrical undertakings.

* Except with the previous sanction of the Competent authority lend money to any person possessing land or Valuable property.

* May borrow money from Co-operative society of which he is a member, provided that where the borrowing is on personal security, the surety shall be of a status equal to or higher than that of the borrower.

(b) (a) Immovable property :-

Should not without prior notice to the Competent authority acquire or dispose of any immovable property, lease, mortgage purchase, sale gift in his name or in the name of any member of family out of the resources of the employee of the Board. Transaction for immovable property should be done with prior permission, but for movable properties necessary intimation may be submitted within 30 days after the purchase.

(b)(i)

For Construction or extension or entering into transaction for acquisition of a house either from out of loan or advances from Board or others or part final withdrawal from provident fund for which approval of Competent authority is necessary.

b(iii)

After construction, he shall report to the prescribed authority in Form VII.

(c) Movable Property:

For movable property exceeding fifteen (15) thousand rupees in value whether by way of purchase/sale or otherwise shall report within one month from the date of every such transaction.

The expression "movable property" includes the following:

(i) Jewellery, insurance policy, shares, securities and debentures.

(ii) Motor Cars, Motor cycles, Horses or any other means of conveyance.

(iii) Refrigerator, colour T.V., Video Cassette Recorder.

(d) Canvassing of Non-official or other outside influence:-

No political influence to bear upon any superior authority to further his interest in respect matters pertaining to the service under Board (M.L.A.) M.L.C., M.P., who represent on behalf of individual employees to ministers or other higher officials, it shall be presumed that the concerned employee was responsible for bringing political or outside influence.

(a) Tappal :

Tappal Consists of cards, closed Envelopes, packets and Telegrams. Tappals received with lesser value of postage stamps should be refused. Local tappals should be sent only through messengers and not by post.

Envelopes addressed by Name, Secret, Confidential should be opened by officer concerned. In case of his absence they may be opened by an officer equal or next in order of other ordinary tappals should be checked and recovered if any found missing. When a Current relates to more than one section, this should be marked to the section with the first point mentioned in the Communication.

All Tappals should be sorted before 11.00 A.M. They should be perused by the officer date stamped before 12.00 Noon.

Urgent tappals received after 10.30 A.M. should be distributed as and when received ordinary tappals shall be kept ready for distribution on the next day.

All tappals should be numbered and delivered to the concerned section before 1.00 P.M. There should be no argument with Tappal Assistant about the correctness of the allotment.

of any current. If any irrelevant current was allotted¹⁷ the section head should mark the correct section in Tappal Register and return it to the Tappal section.

If there is any dispute, the concerned section head shall draw note with reasons to the concerned officer for decision. These formalities should be complete within 24 hours.

One Junior Assistant of Tappal section should attend office at 09.30 A.M. and he may leave at 04.00 P.M. Another Junior Assistant should attend office at 11.00 A.M. and may leave at 05.00 P.M.

Registers to be maintained in Tappal section: -

- 1, Current Register of Head Quarters Tappal
- 2, Register of D.D Letters.
- 3, Telegrams Register
- 4, Register of Registered and Insured Articles
- 5, Tappal Distribution Register.

The above Registers should be opened on 1st of January.

5, Office Hours, Leave etc.

(b)

Usual Office Hours is 10.30 A.M. to 5.00 P.M. office Helpers should attend office, half an hour earlier and should remain until the officers have left. Attendance should be closed at 10.30 A.M. the controlling officer may permit to sign by granting grace time upto 10.40 A.M. for genuised reason on-mark in attendance. The late comers should make an entry in the Late Attendance Register with reason for delay and time of arrival. [BPMS N/027 (SB) dt 19.12.85]

Staying in office after 6.00 P.M. or coming earlier than 9.30 A.M. should be avoided.

Whenever no report is indicated in the abstract of Attendance a "x" mark should be made the Attendance Register. If the Employee attends office by Late or after availing an hour permission or half a day CL he should sign in the Attendance Register above the indication of "x" / "p" / "1" "CL" as the case may be only after signing in the Late Attendance Register indicating the time arrival [memo N/034500/O&M Cell (2) / 80-7 dt 05.12.80] (hd reproduced on page 6214 of 1990)

For every 3 Late attendance without permission a day's Casual leave shall be cut. For every 5 late attendance with prior permission a day's casual leave shall be cut. For every

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Habitual Late Attendance will lead to DP.

Leave for 3 days and less should be applied before 24 Hrs. Leave for more than 3 days should be applied before 15 days.

No staff should leave the office without permission of Section Head.

A member of the office should not leave office without the permission of the officer during working hours. Lunch time allowed is Half an Hour between 1.30 p.m to 2.00 p.m.

Compensatory holiday may be granted to an employee for not more than 20 days in a calendar year compensatory leave lapses at the end of six months of the holiday to which it relates.

One and half hour permission may be granted on new moon days for those who actually perform religious rites. Muslim members of the staff may be permitted to leave office 4.30 p.m during Ramzan month on prior permission.

For the religious festival occasions the staff may be permitted to attend late or to leave earlier about 1 1/2 hours may be permitted.

No official information should be revealed to press, public etc. Should not write unanamous petitions.

The Employees should give due respect to superiors. They should maintain perfect silence and should not disturb

The keys should be handed over to section head while proceeding on leave. Any grievance petitions should be submitted through immediate superior.

6

(a) Suspension:-

Suspension is an executive order whereby a Government servant is kept out of duty temporarily pending final action being taken against him for acts of misconduct, indiscipline etc. Even though suspension is not a penalty, it definitely constitutes great hardship to the employee as he will be paid only at reduced rates during the pendency of suspension.

More care and caution should be taken before suspending an employee, since he is entitled to payment of full pay and allowance for the entire period of his suspension without doing any work of the Board and it causes a lasting damage to the reputation even if he was exonerated from charges.

(b) The authorities competent to suspend:-

The authority which may impose suspension pending investigation or enquiry into gravity charges under Regulation

(a) shall be as follows:

1) For class I and II service officers

The authority who is ²¹
competent to award the
punishment of "censure"
on the particular category
of employees.

2) For Employees (class III & IV)

Assistant Executive
Engineer, Accounts officer
Administrative officer,
Stores officer or any
Higher Authority.

Authorities competent to suspend in Circle:

AEE/AAO/stores officer (LTNEB Gazette page 1/1-7-97)

Model Suspension from (LTNEB Gazette page 1/29 4.97)

C) Reasons to place an employee under suspension:

When there is written complaint against the delinquent
of any criminal offence under investigation by police and such
a request is made specifically by police authorities in writing.
The delinquent is placed on trial in a court or under custody
as per any law.

Sedition (incitement to rebellion / offence against Government)

Any offence involving moral turpitude.

Corruption, embezzlement or misappropriation of Board's
money, possession of disproportionate assets, misuse
of official powers for personal gain.

Serious negligence and dereliction of duty resulting²²
in considerable loss to the Board

Desertion of duty

Refusal or deliberate failure to carry out written
orders of superior officers.

Assault on an employee & similar grave offences
unruly, disorderly, riotous behaviour within office
premises/workspots.

Assaults within the office premises, workspots.

(d) Payment of Subsistence Allowance:

Subsistence allowance may be paid to an employee
as specified under the provisions of

a, Regulation 5b of TNEB Service Regulations and

b, standing orders of employees on production

of following certificates.

1, that he has not engaged in any other employment
profession or vocation.

2, that he continues to incur the expenditure for which
the compensation allowance are granted.

3, that he has not left the headquarters during
the particular month.

An employee who is placed under suspension is
eligible for subsistence allowance as if had been on leave.

Upto 6 months : 50% of pay + DA + HRA on full
 6 months to 1 year : 75% of pay
 1 year and above : Full pay.

The Board Employees Under Suspension is eligible for HRA at the rates admissible on one where they are ordered to stay during suspension. Where however the Headquarters of the Board Employee Under suspension is changed on his request he shall be eligible for the HRA at the rate admissible to the earlier Headquarters or at the New Headquarters whichever is less. [Ref BP (Ch) No 32 (Sec. Bv) dt 03.02.83]

7

(a) Undergoing punishment - refund of monetary equivalent of stoppage of punishment for getting promotion :-

Promotion of employees - Undergoing punishment of stoppage of increment - The employee can not ask for his name to be considered for promotion on the ground that he is willing to pay the monetary limit of stoppage of increment. [Ref CH CE/C3/2/50/812/85-2 dt. 20.7.85. Page No. 76 of 7/85 Gazette]

(b) Employees not involved in Dip at the time of panel approval but subsequently charges are framed - serving of promotion orders :- 24

If an employee is not involved in any Dip or not undergoing punishment at the time approval of panel and if charges framed against him subsequently, can be imposed on the promoted post - promotion order may be served when Dip pending. (Lr. No. 328/Adm. Br/C1-3/86 32 dt, 12.6.87)

(c) Whether Promotion can be considered when Censure is Awarded :-

The penalty of "Censure" is lower than the penalty of postponement of next increment as does not affect the individuals' pay. Hence, Censure will have its validity for one year and it is he against the officer for period of one year from the date of order - promotion will not be considered for one year in the case of awarding of "Censure". [CE/P Lr. No. 014971/132/G1/G11/2000-1 5.8.2000]

(d) Conviction in a Court of law - punishment in department. ²⁵
We can straight away dismiss an employee from service if he is convicted in a Court of law without waiting for the disposal of the criminal (TNEB Gazette page 445/16.9.95) at issuing a single show cause notice (TNEB Gazette page 3/6.2.96).

8. KINDS OF PAY ANOMALY:-

- * Incentive anomaly,
- * Selection Grade anomaly,
- * Wage Revision anomaly,
- * Promotion anomaly,

* (i) Incentive Anomaly (per) B.P. Ms. (Ch.) No. 84 (Adm. Br.)
dt. 8.3.91.

When the senior employees drew incentive increment for passing a test / acquiring a special qualification in pre-revised scale of pay and the junior to such senior employees drew incentive increment for passing the same test / acquiring the same special qualification after fixation of his pay in a succeeding revised scale of pay.

Fixation on each occasion of the senior and the junior should be verified first. If any discrepancy found it should be rectified and then only anomaly should be rectified.

Electrical Engineer cannot cite Mechanical or Civil Engineer vice versa.

Pay should be worked out if both of them had not passed the test and even after working out the junior drew more pay that anomaly should be rectified.

* Senior and Junior - Same Category.

(ii) Pay of the Senior should be equal to or pay higher than the junior from time to time.

(iii) Both should acquired same test qualification / special qualification.

(iv) Senior acquired qualification earlier than the junior.

(v) The quantum of incentive for acquiring the qualification should be same.

(vi) Monetary benefit should be given to the senior with effect from 1.12.88.

* Selection Grade pay anomaly:-

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(Per.) B.p. (FB) No. 53 (sectt. Br.) dt. 27.6.89:-

Where the seniors moving to the Selection Grade earlier draw lesser pay than the junior moving to Selection Grade later, rectification of pay anomaly may be permitted to the senior employee on par with the pay of the junior.

Employees promoted before movement to S.G. may cite rectification of pay anomaly on par with his junior who was promoted after movement to S.G. and thus drawing higher pay.

Monetary benefit should be allowed to the senior after re-fixation of pay with effect from 1.4.86.

Senior employee may cite his junior for movement to Selection Grade even though he has not completed the required 10/9 years of service for step up as per clause 3(h) of B.p. Ms. No. 288 dt. 3.12.1979.

* Wage Revision pay anomaly:-

(Per.) B.p. (Ch.) No. 223 - (sectt. Br.) dt. 21.11.2009.

According to the revision of pay orders issued by the Board, the next increment of an employee whose pay has been fixed in the revised scale shall be granted on the date on which he would have drawn the increment had he continued on the pre-revised scale of pay and thereby become eligible for higher pay than his senior whose next increment falls due at a later date. This can be rectified as per the WR Regulations by stepping up of pay.

Both should have equal service weightage increments.

* Promotion pay anomaly :- (Regulation 33(b) of TNEBS.R.)

In case where an employee promoted to a higher post while in the pre-revised scale of pay draws less pay in the revised scale than his junior who is promoted to the higher post after revision of scale of pay, the pay of the senior employee may be stepped-up to that of the junior with effect from the date on which the junior draws more pay. After 1-12-2007 this kind of anomaly arising since the 3% benefit allowed is higher than the incremental stage.

Anomaly arising in between 2.4.80 and 30.11.84²⁹

the monetary benefit shall be given after w.e.f 1.12.84.

Anomaly arising after 1.12.84 monetary benefit

shall be given w.e.f. 1.4.86.