

Answer Key**Answer to Question no.1 (a)****“Right to information”**

“Right to information” means the right to information accessible under this Act which is held by or under the control of any public authority and includes the right to-

- (i) Inspection of work, documents, records;
- (ii) Taking notes, extract or certified copies of documents or records;
- (iii) Taking certified samples of material;
- (iv) Obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device;

(Regulation no.2(j) of RTI Act, 2005)

Answer to Question no.1 (b)**“Record”**

“Record” includes-

- (i) Any document, manuscript and file;
- (ii) Any microfilm, microfiche and facsimile copy of a document;
- (iii) Any reproduction of image or images embodied in such microfilm (whether enlarged or not); and
- (iv) Any other material produced by a computer or any other device;

(Regulation no.2(i) of RTI Act, 2005)

Answer to Question no.1 (c)**“Public authority”**

Public authority means any authority or body or institution of self-government established or constituted-

- (i) By or under the Constitution;
- (ii) By any other law made by Parliament;
- (iii) By any other law made by State Legislature;
- (iv) By notification issued or order made by the appropriate Government, and includes any-
 - (a) Body owned, controlled or substantially financed;
 - (b) Non-Government organization substantially financed, directly or indirectly by funds provided by the appropriate Government;

(Regulation no.2(h) of RTI Act, 2005)

Answer to Question no.1 (d)

“Information”

Information means any material in any form, including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force.

(Regulation no.2(f) of RTI Act, 2005)

Reply to Question no. 2 (a)

Voluntary retirement:

- (a) An employee, who has attained the age of fifty years or who has completed twenty years of qualifying service, may retire from service by giving notice of not less than three months in writing direct to the appointing authority with a copy marked to his immediate superior officer for information. Before giving such notice, he may satisfy himself by means of a reference to such authority that he has completed the required number of years of qualifying service.

The term “appointing authority” means the authority which has the power to make appointment to the post from which the employee wants to retire and includes any higher authority to such appointing authority.

The “Qualifying service” means permanent or officiating service (including temporary service under emergency provisions) rendered in a post included in a pensionable establishment without interruption.

- (b) The period of three months notice shall be reckoned from the date of receipt of notice by the appointing authority.
- (c) The three months notice may be given before the employee attains the qualifying age or the qualifying service, as the case may be, provided that the retirement takes place after attaining the specified age or completing the required number of years of qualifying service, as the case may be.
- (d) The appointing authority shall issue orders before the date of expiry of notice either accepting the voluntary retirement or not. Otherwise, the employee shall be deemed to have been retired voluntarily from service at the end of the period of notice.
- (e) The employee may withdraw the notice of voluntary retirement or withdraw the voluntary retirement after acceptance, as the case may be, subsequently with the approval of the appointing authority, before the expiry of the period of notice.

(Regulation no.17 of TNEB Service regulations)

Answer to Question no.2 (b)

DUTY : A person is said to be on duty.

- a) When he is performing the duties of a post or is undergoing the probation, instructions or training prescribed for a post in a class of service;
- b) When he is on joining time; or
- c) When he is absent from duty on authorized holidays or on casual leave taken in accordance with the instructions regulating such leave issued by the Board, having been on duty immediately before and after such absence.
- d) When he is absent during a course of instruction or training or deputations in india or abroad, authorized by the Board or when he is absent during a course of instruction, or training in any one of the Circles or Workshops under the Tamil Nadu Electricity Board or in any outside agencies in the Tamil nadu authorized by the competent authority.
- e) When he is permitted to attend any examination (optional or obligatory), the period of examination including the number of days actually required for proceeding to and returning from the station at which the examination is held. This concession shall not be granted more than twice for the same optional examination.

Note-1: The period spent by newly appointed Engineer Officers from the day they report for duty to the day they complete taking over charge of posts involving verification and inspection of stores, etc., shall be treated as duty. It is not necessary to create new posts to accommodate the direct recruits since treating the period as duty is itself a sufficient sanction in this regard.

Note-2: The periods of absence from duty, pay to be allowed, etc., in respect of employees of Board enrolled in the Territorial Army, Auxiliary Air-Force and of Reservists employed under the Board will be regulated as per the terms in vogue.

(Regulation no.9 of TNEB Service regulations)

Answer to Question no.3 (a)**Number of days admissible during joining time:**

Instructions regulating the joining time admissible in each of the cases mentioned in Regulation 59 and specifying the places and stations to which clause © of that regulation shall apply, with due regard to the time required for actual transit and for the organization of domestic establishments are given below:-

Instructions

- (1) Not more than one day is allowed to an employee in order to join a new post when the appointment to such post does not necessarily involve a change of residence from the station to another. A holiday or Sunday counts as a day for the purpose of this instruction. No joining time is admissible in cases where the change of post does not involve an actual change of office.
- (2) In cases involving a change of station, the joining time allowed to an employee is subject to a maximum of 30 days. Six days are allowed for preparation and, in addition, a period to cover the actual journey calculated as follows
- (a) For that portion of the journey which he travels or might travel :

One day for each			
Sl.no.	Transport	Kilometers	
1	By Railway	400 Kilometres.	
2	By Ocean steamer	320 Kilometres.	} Or any longer time actually occupied in the journey
3	By river steamer or by motor or steam launch	130 Kilometres.	
4	By motor vehicle or Horse drawn conveyance	130 Kilometres.	
5	In any other way	25 Kilometres.	

Answer to Question no.3 (b)

“Invalidation from Service”

An employee is liable to be invalidated from service, who by bodily or mental infirmity is permanently incapacitated for service.

A decision to invalid an employee may not, however be given effect to if the medical opinion is that the employee concerned may become fit for duty if he undergoes suitable medical or surgical treatment, if, the treatment has failed or if the employee is unwilling and declines to undergo the treatment, he will be invalidated. Invalidation in the later case will not be considered as one of complete and permanent incapacity for service.

Certificate regarding incapacity for service:

- (i) Incapacity for service must be established by a medical certificate from a Medical Board in the case of employees of Class I and Class II and in the case of others by a Civil Surgeon or a District Medical Officer or a Medical Officer of equivalent status in the District in which they are employed.
- (ii) An employee wishing to retire on invalidation may apply with a medical certificate to the authority competent to fill the appointment held by him who will arrange to send him before a Medical Board or a Medical Officer, as the case may be.

An employee who has submitted a medical certificate of incapacity for further service shall, if he is on duty, be invalided from service from the date of relief of his duties, which should be arranged without delay on receipt of the medical certificate, or, if however, after receipt of the medical certificate, he is granted leave, other than extraordinary leave, the amount of the leave together with any period of duty beyond the date of medical certificate being restricted to six months, he shall be invalided from service on the expiry of such leave. If he is already on leave other than extraordinary leave at the time of submission of the medical certificate, he shall be invalided from service on the expiry of that leave or extension of leave, if any, granted to him. If he is on extraordinary leave, he will be invalided from the date of the medical report.

An employee who is invalided from service, shall be eligible for payment of gratuity/pension and Death-cum-Retirement Gratuity as admissible to him.

(Regulation no.80 to 86 of TNEB Service regulations)

Answer to Question no.4 (a)

“Service of Notice”

Every order, notice and other process made or issued under the TNEB Discipline & Appeal Regulations 1983, shall be served in person on the Board employee concerned or sent to him by registered post acknowledgement due, or if such person is not found, by leaving it at his last known place of residence or by giving or tendering it to an adult member of his family or if none of the means aforesaid is available by affixing it in some conspicuous part of his last known place of residence.

(Regulation no.10 C of TNEB Discipline & Appeal Regulations, 1983)

Answer to Question no.4 (b)

“Suspension”

- (a) A member of class of service may be placed under suspension from service, where –
- (i) An enquiry into grave charges against him is contemplated, or is pending, or
 - (ii) A complaint against him of any criminal offence is under investigation or trial and if such suspension is necessary in the public interest.
- (b) An employee who is detained in custody whether on a criminal charge or otherwise, for a period longer than forty-eight hours shall be deemed to have been suspended under this regulation.
- (c) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee under suspension is set aside on appeal or on review under these regulations and the case is remitted for further inquiry or action or with any other directions, the order of his suspension shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.
- (d) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee of the Board is set aside or declared or rendered void in consequence of or by a decision of a court of Law and the disciplinary authority, on a consideration of the circumstances of the case, decides to hold a further inquiry against him on the allegations on which the penalty of dismissal/removal or compulsory retirement was originally imposed, the employee shall be deemed to have been placed under suspension by the appointing authority from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.
- (dd) where a Board employee is suspended or is deemed to have been suspended (whether in connection with any disciplinary proceedings or otherwise) and if any other disciplinary proceedings is commenced against him during the continuance of that suspension, the authority competent to place him under suspension may, for reasons to be recorded by him in writing, direct that the Board employee shall continue to be under suspension until the termination of all or any such proceedings.
- (e) An order of suspension made or deemed to have been made under this regulation may at any time be revoked by the authority which made or is deemed to have made the order or by any authority to which that authority is subordinate.

(Regulation no.9 of TNEB Discipline & Appeal Regulations, 1983)

Answer to Question no.4 (c)**“Suspension pending enquiry”**

The authority which may impose suspension pending investigation or enquiry into grave charges under Regulation 9 above shall be as follows:-

Category of Employees	Authority which may impose suspension	Appellate authority
(a) Class – I (A) Chief Engineers and General Superintendent (B) Officers of Class-I other than Chief Engineers and General Superintendent	The Chairman The Chairman	Board Board
(b) Class – II (A) Under secretaries in BOSB & BOAB (B) Section officers in BOSB and AAOs in BOAB (C) AEEs, Chemist, Stores Superintendent, Chief Head draughtsman, Personnel officer, Personal Assistant, Accounts Officer and AAOs (D) AEs / JEs	The Chairman The Secretary The Chief Engineer Immediate Superior in Class-I or II.	Board The Chairman The Chairman Next higher authority
(c) Class – III & IV employees	Immediate superior in Class-I or II.	Next higher authority.

(Regulation no.12 of TNEB Discipline & Appeal Regulations, 1983)

Answer to Question no.5 (a)

தொழிலாளர்களை வகைப்படுத்துதல்:

தொழிலாளர்களை கீழ்க்கண்டவாறு வகைப்படுத்த வேண்டும்.

(அ) நிரந்தரப் பணியாளர்.

(ஆ) தகுதி காண் பருவத்தினர் (புரபேசனர்ஸ்)

(இ) தற்காலிக பணியாளர்

(ஈ) நாட்கூலிப் பணியாளர்

(உ) பணி பயில்வோர்.

(அ) நிரந்தரப் பணியாளர்.

“நிரந்தரப் பணியாளர்” என்போர் நிரந்தர அடிப்படையில் பணியில் (அல்லது) வேலையில் உள்ளவர்.

(ஆ) தகுதிகாண் பருவத்தினர்

ஒரு ஒப்பளிக்கப்பட்ட பதவியில் தற்காலிகமாகப் பணிக்கு அமர்த்தப்பட்டு, விதிக்கப்பட்ட தகுதிகாண் பருவத்திற்கான கால அளவை முடிக்காத ஒருவர் தகுதிகாண் பருவத்தினர் ஆவார்.

(இ) தற்காலிகப் பணியாளர்

(1) குறிப்பிட்ட மின் உற்பத்தித் திட்டத்தை உருவாக்கும் பணிக்காக, அத்திட்டம் உருவாகும் கால அளவிற்கு என்று மட்டுமே பணிக்கு எடுக்கப்பட்டோர்

அல்லது

(2) இயக்கி, பேணி, பகிர்ந்தளிக்கும் தொடர்புடைய பணிகளுக்கெனவே வேலைக்குச் சேர்த்துக் கொள்ளப்பட்டோர் தற்காலிகப் பணியாளர் ஆவார்.

(ஈ) நாட்கூலிப் பணியாளர்

நாட்கூலிப் பணியாளர் என்பவர் தொடர்ந்து நடைபெற முடியாத தன்மை வாய்ந்த தற்காலிகப் பணிகளுக்காக நியமிக்கப்படுபவர்.

(உ) பணி பயில்வோர்

“பணி பயில்வோர்” என்போர் திறமை மிக்க பணியைப் பயிலும் பொருட்டு ஈடுபட்டிருப்பவர் ஆவர். புணி பயிலும் காலத்தில் (இது மூன்றாண்டுகளுக்கு மேல் நீடிக்கக்கூடாது) பணி பயில்வோர்க்கு ஏதாவது ஒரு ரொக்கப்படி (அலவன்ஸ்) வழங்கலாம் (அல்லது) வழங்காமலும்

இருக்கலாம். கல்வி பயிலும் காலத்தில் பணி பழகுபவராக இருக்கவேண்டிய ஒரு மாணவரையும், தேர்ச்சி பெற்ற பிறகு உரிய பட்டயம் (அல்லது) பட்டத்தைப் பெறப் பணி பழகுபவராக இருக்கும் மாணவரையும் இவ்வாணையின் கீழ் பணி பயில்வோராகக் கருதக்கூடாது. இவ்வாறு பணி பயில்வோருக்குப் பணி பயின்றமையைக் கருத்தில் கொண்டு வாரியப்பணியில் நியமனம் பெற உரிமையிலலை.

(Regulation no.3 of Standing orders for workmen engaged in non clerical works)

Answer to Question no.5 (b)

Conditions stipulated to an employee under "Probation"

தகுதிகாண் பருவம் (புரொபேஸன்)

(அ) நிலையாணை எண்.3(ஆ)(4)-ல் விளக்கப்பட்டுள்ள நாட்கூலிப் பணியாளர் தவிர, ரூ.160-க்கு குறையாமல் அடிப்படை ஊதியம் பெறும் தற்காலிகப் பணியாளருக்குத் தகுதிகாண் பருவம் தொடர்ந்து பணியாற்றும் மூன்று ஆண்டு காலத்தில் இரண்டாண்டு காலமாக இருக்கும்.

(ஆ) (1) நிலையாணை எண்.3(ஆ)(4)-ன் படி, நாட்கூலிப் பணியாளர் தவிர மேலே உள்ள விதியின் பிரிவு (அ)வின் கீழ் இடம் பெறாத மற்ற தற்காலிகப் பணியாளர்களின் தகுதிகாண்பருவம் தொடர்ந்து இரண்டு ஆண்டுகளில் ஓராண்டு காலம் பணியில் இருப்பதாகும்.

(2) தகுதிகாண் பருவத்தில் பணியாளரின் பணி அல்லது நன்னடத்தை நிறைவு அளிக்கவில்லை என்பதற்காகவோ, அல்லது தகுதிகாண் பருவத்தில் தேர்ச்சி பெற வேண்டிய தேர்வுகளில் பணியாளர் தேர்வு பெறவில்லையென்பதற்காகவோ நிலையாணை எண்.4(1)(அ)-விற்கு உட்பட்ட பணியாளருக்கு ஓராண்டு காலத்திற்கு மேற்படாமலும், நிலையாணை எண்.4(1)(ஆ)-விற்கு உட்பட்ட பணியாளருக்கு ஆறு மாத காலத்திற்கு மேற்படாமலும் நியமன அலுவலரோ அல்லது எந்த ஒரு உயர் அலுவலரோ தகுதிகாண் பருவத்தை நீட்டிக்கலாம்.

(3) பணியாளரது தகுதிகாண் பருவத்தை நீடிக்க வேண்டுமெனில், உரிய அலுவலர் எந்த அடிப்படையில் அது நீடிக்கப்பட உள்ளது என்பதை உரிய பணியாளருக்கு எழுத்து வாயிலாகத் தெரிவிக்க வேண்டும். இத்தகைய அறிவிப்பு ஏதும் தகுதிகாண் பருவம் முடிவதற்கு ஒருவார காலத்திற்கு முன்னதாகப் பணியாளருக்கு அறிவிக்கப்படவில்லையெனில், பணியாளர் தனது தகுதிகாண் பருவத்தை நிறைவோடு முடிக்கப்பட்டதாகக் கருதப்படவேண்டும்.

(4) நிரந்தரப் பணியாளர் ஒருவர் அதற்கு மேற்பட்ட பதவியில் தகுதிகாண் பருவத்தில் இருந்தால், தகுதிகாண் பருவ காலத்தில் எப்பொழுது வேண்டுமானாலும் எந்தப் பதவியிலிருந்து அவர் பதவி உயர்வு பெற்றாரோ அதற்குப் பதவி இறக்கம் செய்யப்படலாம்.

(Regulation no.4 of Standing orders for workmen engaged in non clerical works)

Answer to Question no.6 (a):

CONTRIBUTORY PENSION SCHEME (CPS)

The Government of Tamil Nadu, in the Government Order G.O. MS.259 Finance (Pension) Department dated 6.8.2003, have introduced a new Contributory Pension Scheme to the Government Employees who are newly recruited on or after 1.4.2003 and issued amendments to Rule 2 of Tamil Nadu Pension Rules, 1978.

The Tamil nadu Electricity Board has decided to adopt the orders of the Government of Tamil Nadu. Accordingly the following orders has been issued:

- (i) A new Contributory Pension Scheme based on defined contributions will be introduced to the newly recruited employees. This will apply to all employees who are recruited on or after 1.4.2003.
- (ii) The TNEB has instructed vide Memo(Per) no.11054/A18/A183/2013-1, dt.26.3.13, that "the employees, who were appointed on regular basis as "Trainee" on consolidated pay before 1.4.2003 and subsequently their services were regularized on completion of the training period with regular Time Scale of Pay on or after 1.4.2003, shall be brought under the Old Pension Scheme (GPF scheme) instead of CPS
- (iii) The employee's contribution and the Board Contribution if any towards the scheme shall be spelt out separately.
- (iv) Each employee will pay a monthly contribution of 10% of Basic pay and Dearness Allowance from his salary to the Contributory Pension Scheme. The Pay Drawing / Disbursing Officer shall recover the amount from the pay of the employee and shall intimate the total amount of Employees' Contribution recovered every month to the Head Quarters.
- (v) A matching contribution will be made by the TNEB for each employee, who contributes to the Scheme. The TNEB Headquarters shall arrange for the matching contribution by the Board.
- (vi) Existing General Provident Fund will not be applicable to the newly recruited employees who are covered under CPS introduced from 1.4.2003.
- (vii) The Accounting procedure to credit the amount so recovered shall be issued by the headquarters. While evolving the accounting procedure, a new account viz., "Contributory pension Account", shall be opened by the Board in the Banks in addition to the existing accounts under regular pension.
- (viii) The interest on the Employees own contribution plus TNEB's matching contribution under the CPS scheme be fixed at the rate of 8% p.a. from 1.4.2003 or the rate declared by the TNEB (now 8.6% p.a.), time to time; and the total interest amount be credited onto the Employees' CPS account.

Answer to Question no.6 (b)

The procedure to be adopted before issuing the order of Punishment:-

பணியாளர்களுக்கு தண்டனை வழங்குவதற்கு முன்னால் கீழ்க்கண்ட நடைமுறை கையாளப்பட வேண்டும்.

- (1) நிலை ஆணையின் கீழ் பல்வேறு தண்டனைகளை விதிக்கின்ற தகுதி உள்ள அதிகாரிகள் யார் யார் என்பதை வாரியமானது அவ்வப்பொழுது தெளிவாகக் குறிப்பிடும். ஆனால், நிலை ஆணைகள் 20(1) (4) (8) (9) (10)களில் குறிப்பிடப்பட்டுள்ள தண்டனைகளை வேலைக்கு நியமனம் செய்யும் அதிகாரி மட்டுமே விதிக்கலாம்.
- (2) வாரியம் குறிப்பிடும் அதிகாரிகள் தவிர எந்த ஒரு மேலதிகாரியும் அந்த மேலதிகாரி விதிக்கத் தகுதி படைத்த எந்தவிதத் தண்டனையும் விதிக்கலாம்.
- (3) ஒரு மேலதிகாரி எந்த விதத் தண்டனையை விதித்திருந்தாலும் அல்லது எந்தத் தண்டனையும் விதிக்க மறுத்துவிட்டாலும், கீழ் அதிகாரி அதே ஒழுங்கீன நடத்தைக்காக புதிதாக ஒழுங்கு நடவடிக்கை எடுக்க அத ஒரு தடையாக அமையும்.
- (4) குற்றம் சாட்டப்பட்ட ஒழுங்கீனமான நடத்தை பற்றிப்பணியாளருக்கு எழுத்து மூலமாகத் தெரிவிக்கப்படாமல் எந்தவிதத் தண்டனையையும் விதிக்கக்கூடாது.
- (5) சாட்டப்பட்ட குற்றச்சாட்டுக்கு / குற்றச்சாட்டுகளுக்கு எழுத்து மூலம் ஓர் அறிக்கை தாக்கல் செய்யப் பணியாளருக்கு பொதிய நியாயமான கால அவகாசம் கொடுக்கப்படவேண்டும். எந்தெந்த குற்றச்சாட்டுகளின் பேரில், குற்றச்சாட்டு/குற்றச்சாட்டுகள் அமைக்கப்பட்டுள்ளன என்பவை குற்றச்சாட்டு அறிவிப்பில் அடங்கியிருக்கும்.
- (6) குற்றச்சாட்டு ஒத்துக்கொள்ளப்படவில்லையென்றால் விசாரணை ஒன்று நடத்தப்படும்.
- (7) விசாரணை நடத்தப்படும்பொழுது கீழ்க்கண்ட நடைமுறை அனுசரிக்கப்படும்:-

(அ) விசாரணை நாள் இடம் பற்றிய நியாயமான அறிவிப்பு பணியாளருக்குக் கொடுக்கப்படல் வேண்டும்.

(ஆ) விசாரணை நடக்கும்பொழுது, பணியாளர் வாய் மூலமாக கொடுக்கும் அறிவிப்பு எழுத்து வடிவில் கொண்டு வரப்படல் வேண்டும்.

(இ) ஒழுங்கீன நடத்தை / ஒழுங்கீன நடத்தைகளை நிரூபிப்பதற்காக உள்ள சாட்சிகள் பணியாளரின் முன்னிலையில் விசாரிக்கப்படும். சாட்சிகளை குறுக்கு விசாரணை செய்ய பணியாளருக்கு ஒரு வாய்ப்பு அளிக்கப்படவேண்டும்.

(ஈ) விசாரணை சம்பந்தமான ஆவணங்களை பார்க்கவும் விசாரணையின் குறிப்புகளை நகல் எடுத்துக்கொள்ளவும் ஒரு நியாயமான வாய்ப்பு பணியாளருக்கு அளிக்கப்படவேண்டும்.

(உ) தனக்காகத் தானே வாதாடவும், அவர் சார்பாக ஏதாவது சாட்சிகள் இருந்தால் அந்தச் சாட்சிகளை விசாரணை செய்யவும் பணியாளருக்கு நியாயமான வாய்ப்பு அளிக்கப்படவேண்டும். தனக்காக அவர் வாதாடும்பொழுது பணியாளர் விரும்பினால் தமிழ்நாடு மின்சார வாரியத்தில் சாதாரணமாக, ஊழியராக உள்ள, பணியாளர், சார்ந்துள்ள தொழிற் சங்கப் பிரதிநிதியின் உதவியை அவர் வைத்துக்கொள்ளலாம். சிறப்பான நேர்வுகளில் தமிழ்நாடு மின்சார வாரியத்தின் பணியாளராக இல்லாத சம்பந்தப்பட்ட தொழிற்சங்கத்தின் பிரதிநிதி ஒருவர் விசாரணை அதிகாரியின் அனுமதியுடன் அவருக்கு உதவியாக இருக்கலாம்.

(ஊ) விசாரணை அதிகாரியின் அறிக்கை, தண்டனை வழங்கும் அதிகாரியினுடையதிலிருந்து மாறுபட்டிருந்தால், விசாரணை அதிகாரியின் அறிக்கை பணியாளருக்கு வழங்கப்படவேண்டும்.

(எ) தண்டனை வழங்கும்பொழுது, தண்டனை வழங்கும் அதிகாரி, ஒழுங்கீனமான நடத்தை அமைந்த தன்மை, பணியாளரின் இதற்கு முன் பணியாற்றிய தன்மை, மேலும் மற்றும் உள்ள குறைத்துக் காட்டும் தன்மை, ஒருங்கிணைந்த சூழ்நிலைகளைக் கணக்கில் எடுத்துக் கொள்ளவேண்டும்.

(ஏ) ஒழுங்கு நடவடிக்கை எடுக்கும் நேர்வுகளில் இறுதியாகப் பிறப்பிக்கப்படும் உத்தரவுகளின் நகல் ஒன்று பணியாளருக்கு வழங்கப்படல் வேண்டும். பிறப்பிக்கப்பட்ட உத்தரவு மேல் முறையீட்டுக்கு உட்பட்டதாக இருந்தால், அந்த விஷயம் உத்தரவில் குறிப்பிடப்பட்டிருக்கவேண்டும். எந்த அதிகாரிக்கு மேல் முறையீடு செய்யலாம்; அப்படிப்பட்ட மேல் முறையீடு எந்தக் காலவரையறைக்குள் செய்யப்படவேண்டும் என்பது பற்றி உத்தரவில் குறிப்பிடப்படவேண்டும். மேல் முறையீடு காலம் தாழ்ந்து செய்யப்பட்டிருந்தால், அதற்கான காரணங்கள் திருப்திகரமானவை என்று அவர் உணர்ந்தால் அந்தக் காலந் தாழ்த்தலை மேல் முறையீடு விசாரணை செய்யும் அதிகாரி மன்னித்து விடலாம்.

(Regulation no.21 of Standing orders for workmen engaged in Clerical works)

Answer to Question no.7 (a)

Kinds of Travelling Allowance:

The following are the different kinds of travelling allowance which may be drawn in different circumstances under these regulations:

- (1) Mileage allowance
- (2) Daily allowance
- (3) Actual expenses
- (4) Allowance for incidental expenses
- (5) Terminal charges
- (6) Lumpsum Allowance

(Regulation no.9 of Employees Travelling Allowance Regulations)

Answer to Question no.7 (b)

Daily Allowance:

A daily Allowance is an uniform allowance for each complete period of twenty four hours absence from headquarters, which is intended to cover the ordinary charges incurred by an employee in consequence of such absence.

Daily allowance is admissible for journey or halts if any in the course of journeys on tour.

Daily allowance is intended to meet not only the cost on account of boarding over and above what an employee would have incurred if he had remained at headquarters and the cost of

accommodation in camp, but also the cost of hiring a conveyance for journeys for which no mileage or any other allowance is admissible under the regulations.

Rates of Daily Allowance:

The employees are entitled to draw daily allowance as shown below, for absence or fraction of absence from headquarters which is less than 24 hours:-

- (i) Upto 6 hours - Daily Allowances 30% of the rates allowed.
- (ii) Exceeding 6 hours upto 12 hours - 70% of daily allowance allowed.
- (iii) More than 12 hours - Daily Allowances at full rates allowed.

(Regulation no.32,33 of Employees Travelling Allowance Regulations)

Answer to Question no.7 (c)

Incidental Expenses:

An employee may for a journey on tour by air or railway or a regular public motor service from Headquarters/camp to places at a distance or 160 kms or more, draw for each of the day of departure from headquarters and the day of departure from headquarters and the day of arrival back to headquarters, one half of daily allowance for which he is eligible at the rate applicable for stay in Guest House or by private arrangement. If the absence is less than 24 hours, he may draw one half of daily allowance only either for the day of departure from or for the day of arrival back at headquarters.

(Regulation no.39 of Employees Travelling Allowance Regulations)

Answer to Question no.7 (d)

Lump-sum allowance:

An employee can draw a lump-sum allowance according to the following scale, to compensate the expenses on packing and loading of personal effect at one and their unloading and unpacking at the other end as well as the unquantifiable expenses in consequence of transfer:-

(a) If personal effects are actually transported :

Grade of employees	Distance between the old and the new stations		
	8 Kms and less	Beyond 8 Kms but not exceeding 60 Kms.	Beyond 60 Kms.
I	Nil	Rs.300	Rs.500
II	Nil	Rs.225	Rs.400
III	Nil	Rs.150	Rs.275
IV	Nil	Rs.75	Rs.150

This allowance is admissible only if the personal effects are actually transported and a claim for the transfer of personal effects is included in the bill. Otherwise, the transfer grant shall be regulated as under clause (b).

(b) If personal effects are not actually transported, one half of the allowance admissible under clause (b).

For Journey on transfer outside the State, the rates of lumpsum shall be doubled.

(Regulation no.57 of Employees Travelling Allowance Regulations)

Answer to Question no.8 (a)

“Average emoluments”, as per the Tamilnadu Pension Rules,1978

Average emoluments shall be determined with reference to the emoluments drawn by a Government servant during the last 12 months of his service in the cases of retirement during the period from 26th Feb’1970 to 31st Dec’1973 and 10 months in the cases of retirement on or after 1st January,1974.

If during the last 12 months / 10 months of his service a Government servant had been absent from duty on leave for which leave salary is payable or having been suspended had been reinstated without forfeiture of service, the emoluments which he would have drawn had he not been absent from duty or suspended shall be taken into account for determining the average emoluments.

Provided that any increase in pay (other than the increment) which is not actually drawn shall not form part of his emoluments.

Provided further that any increase in pay consequent on the revision of pay which is not actually drawn shall form part of his emoluments.

If during the last 12 months / 10 months of his service, a Government servant had been absent from duty on extra-ordinary leave, or had been under suspension the period whereof does not count as service, the aforesaid period of leave or suspension shall be disregarded in the calculation of the average emoluments and equal period before the 12 months / 10 months period shall be included.

In the case of a Government servant who was on earned leave during the last twelve / ten months of his service and earned an increment which was not withheld, such increment though not actually drawn shall be included in the average emoluments.

(Regulation no.31 of Tamilnadu pension Rules, 1978)

Answer to Question no.8 (b)

Death cum Retirement Gratuity

- (1) (a) A government servant, who have completed five years qualifying service and has become eligible for service gratuity or pension under rule 43, shall, on his retirement be granted death-cum-retirement gratuity as prescribed in the Tamilnadu Pension rules,1978, for each completed six monthly period of qualifying service, subject to a maximum of fifteen times, the emoluments.

Provided that in the case of retirement of a Government servant after completion of a qualifying service of thirty years, the maximum Death-cum-Retirement Gratuity shall be payable not exceeding rupees thirty thousand.

- (c) If a Government servant dies while in service, Death Gratuity shall be paid as specified in the table below.

	Length of service	Rate of Gratuity
(i)	Less than one year	Two times of monthly emoluments
(ii)	More than one year and above but less than 5 years	Six times of monthly emoluments

	Length of service	Rate of Gratuity
(i)	More than five years	Twelve times of monthly emoluments
(ii)	More than twenty years and above	Half of monthly emoluments for every completed six monthly services subject to a maximum of thirty three times of monthly emoluments.

(Regulation no.45 of Tamilnadu pension Rules, 1978)

Answer to Question no.8 (c)

Superannuation pension:

A Superannuation pension is granted to a Government servant entitled or compelled, by rule, to retire at a particular age.

- (1) The date of compulsory retirement of a Government servant in superior service is the date on which he attains the age of 58 years. the date of compulsory retirement of a Government servant in Last Grade Service is the date on which he attains the age of 60 years.
- (2) The age of retirement of trained teachers in the educational institutions under the management of Government is the date on which he attains the age of 58 years.
- (3) The date of retirement in the case of persons who had taken part in the freedom struggle and courted imprisonment and who have been appointed to the posts of social workers up to the end of December 1965, shall be the date on which they attain the age of 60 years.

A Government servant under suspension, on a charge of misconduct, shall not be required or permitted to retire but shall be retained in service until the enquiry into the charge is concluded and final order is passed by a competent authority.

(Regulation no.32 of Tamilnadu pension Rules, 1978)

Answer to Question no.8 (d)

“Death cum Retirement Gratuity”, as per the Tamilnadu Pension Rules, 1978

A Government servant, who, under Rundamental Ruyle 56(d), retires voluntarily or is required by the appointing authority to retire in the public interest shall be entitled to a retiring pension.

- (2) A Government servant including a Government servant in the Tamil Nadu Basic service retiring voluntarily after 20 years service or 50 years of age under sub-rule (3) of rule 56

of the Fundamental Rules shall be entitled to a retiring pension which shall be calculated after giving weightage upto 5 years in addition to the qualifying service rendered by him subject to the condition that the total qualifying service rendered by such Government servant, including the weightage does not, in any case, exceed thirty years of qualifying service and it does not take him beyond the date of superannuation, as the case may be. The weightage shall be calculated as below:

Weightage with reference to Qualifying service		Weightage with reference to Age	
(1)		(2)	
Qualifying service	Weightage	Age	Weightage
For all Government Servants		For all Government servants other than Government servants in the Tamilnadu Basic service	
25 years and below	5 years of weightage	53 years and below	5 years of weightage
26 years	4 years of weightage	54 years	4 years of weightage
27 years	3 years of weightage	55 years	3 years of weightage
28 years	2 years of weightage	56 years	2 years of weightage
29 years	1 year of weightage	57 years	1 year of weightage
		For Government servants in the Tamilnadu Basic service	
		55 years and below	5 years of weightage
		56 years	4 years of weightage
		57 years	3 years of weightage
		58 years	2 years of weightage
		59 years	1 year of weightage

The weightage given shall be in addition to the qualifying service, the purpose of pension and gratuity only and it shall not entitle a Government servant retiring voluntarily to any notional fixation of pay for purpose of calculating pension and gratuity. The pension shall be determined based on the 50% of the average emoluments drawn during the last ten months of service rendered or 50% of pay last drawn plus dearness pay, if any, admissible from time to time, by the Government servant, whichever is higher.

(Regulation no.42 of Tamilnadu pension Rules, 1978)