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A

a) Demi-official form.

BOOK: OFFICE MANUAL (1911)
CHAPTER: FORMS AND RULES OF
CORRESPONDENCE

This form of communication is to ^{be} made in cases where an officer or a member of the public has to be addressed without the formality of official procedure and with a view to the interchange or communication of opinions or when it is desired that a matter should receive the personal attention of the individual addressed. The communication taken the form of a demi-official communication from non-official should never be referred to as demi-official.

b) Letter form :

This form of communication is to be followed, when it is proposed to address—

- a) officers of the Board other than those in the circle office, officers of state government, central government and other state electricity Boards.
- b) officers of Autonomous bodies and corporations under the control of state and central government.
- c) and A non-official.

c) Memorandum form :

This form of communication is used when communicating any order of the Superintending Engineer/Chief Engineer/Chairman/Board to the subordinate or individual officer.

d) office-order form:

This form of Correspondence is to be followed when the instructions meant for the members of the staff for carrying out official work and on matters relating to distribution of work among officers and sections and sections accorded to the members of the staff in regard to grant of regular leave, increment, advances, declaration of completion of probation etc, are issued.

e) Un-official form:-

This form of Correspondence is made in the following circumstances.

i) Un-official references can be made in two different way namely;

a) - by lending the file itself to any other section with a note ~~is~~ recorded thereon; or

b) by issuing a self contained note on the subject dealt within the file.

ii) This method is generally employed among the sections for obtaining the views, comments, etc, of other sections on a proposal, obtaining a clarification, etc, of the existing instructions of requisitioning papers or information, etc. No salutation or complimentary closing words are used in this form. Communication between one section and another in the 'letter' form is to be avoided.

2.

① Compensatory Holiday:

Book Referred:
OFFICE MANUAL (1911)
Chapter:
OFFICE HOURS,
LEAVE, etc

An employee who is called upon to attend office on a holiday may be granted another holiday in its place, when opportunity offers subject to the following conditions.

- ⇒ Compensatory Holiday should not be allowed when an employee is entitled to and opted for the payment of additional day wages for work on a national and Festival Holiday.
- ⇒ In the case of an employee covered by the Terminal Shops and Establishment Act 1947, Compensatory Holiday for work on a holiday shall be granted on a day in the following week.
- ⇒ Only the employee below the rank of S2 are eligible for Compensatory Holiday.
- ⇒ Without prejudice to the provisions said ⁱⁿ para 1 above, no Compensatory Holiday can be claimed as a matter of right. It shall be within the discretion of the Superior officer competent to grant casual leave to admit a claim for a Compensatory Holiday.
- ⇒ No Compensatory holiday can be availed of unless there has been prior credit of such a holiday account. ~~The authority Comp~~
- ⇒ To be eligible to claim credit for a Compensatory Holiday, an application shall be made within one month of the holiday on which an employee attended to the Boards work.

- ⇒ Whenever orders are passed admitting credit for a Compensatory Holiday, the fact shall be entered in the casual leave register on the page allotted to the employee by opening a new column to indicate Compensatory Holiday.
- ⇒ No employee shall be entitled to a credit of more than 20 Compensatory Holiday in all in a calendar year.
- ⇒ Every Compensatory Holiday automatically lapse at the end of six months of the Holiday to which it relates.
- ⇒ Compensatory Holiday may be combined with casual leave or holidays subject to the condition that the total period of absence shall not exceed 10 days.
- ⇒ An employee touring on holidays in connection with the performance of his duties is not eligible for Compensatory Holiday in lieu of holidays on which he performs journey.

(b)

General Provident Fund [GPF Regulation]

- The following are the options available to a member of General Provident Fund to avail advances.
- ⇒ Temporary Advance
 - ⇒ Part final withdrawals
 - ⇒ Part final withdrawals (90 %)

= 77 =

Temporary Advance:

Book: GPF Regulations

Chapter: i) Advances from the fund
ii) withdrawals from the fund.

A temporary advance may be granted to a Subscriber from the amount standing to his credit in the fund at the discretion of the appropriate authority.

No advances shall be granted unless the sanctioning authority is satisfied that the applicant's pecuniary circumstances justify it, and that it will be expended on any one or more of the following.

1) to pay expenses in connection with the illness, confinement or disability including where necessary, the travelling expenses of the Subscriber, or any person actually dependent on him.

2) the Advance can be sanctioned in other circumstances involving expenditure disproportionate to the Subscriber's income.

3) to meet the cost of higher education including where necessary the travelling expenses.

Eligibility amount: 75% of the amount @ credit on the date of apply.

Recovery: The recovery shall be made within/not more than 36 months.

Condition: There should be an interval of six months between the sanction of two advances.

= 11 =

Withdrawals:

For the purpose of withdrawals from the fund the length of Continuous Service, @ present it is 15 years, is the criterion which may include service under emergency provisions also.

⇒ A withdrawal can be made for in the following circumstances.

⇒ meeting the cost of higher education, including where necessary, the travelling expenses, of any child of the Subscriber

⇒ to meeting the expenditure in connection with the marriage of the Subscriber son or daughter and any other female relation actually dependent on him.

⇒ meeting the expenses in connection with illness.

⇒ building or acquiring a house

⇒ Purchase of house site

⇒ Construction of house

For the above three no second advance will be sanctioned.

⇒ Purchase of Consumer durable.

Condition: Post final withdrawal shall be sanctioned only once in a year, i.e., there should be an interval of one year between two post final withdrawals.

3

Kinds of Leave :

The following are the various kinds of leave that are extended to the employees of TNAB, (TAWARDO/TAWASCO)

⇒ Earned Leave

⇒ Unearned Leave

- i) unearned leave on medical certificate
- ii) unearned leave on private affairs.

⇒ Extra-ordinary leave with MC

• Extra-ordinary leave without MC

⇒ Leave on Employment abroad.

⇒ Special Disability leave

⇒ Maternity leave.

⇒ Study leave

⇒ casual leave (CL)

⇒ Special casual leave

⇒ Restricted Holiday (RH)

⇒ Compensatory Holiday.

Earned Leave :

A permanent employee shall earned leave at the rate of $\frac{1}{11}$ th of the period spent on duty provided that he shall cease to earn leave while he has to his credit such leave amounting to 240 days.

A non-permanent employee (i.e) a probationer and a temporary employee shall earn leave at the rate of $\frac{1}{22}$ of the period spent on duty subject to the maximum of 20 days

On-earned leave:

Leave on MC may be granted to a permanent employee in class I, II, and III Service for 360 days in all. Such leave shall be given only on production of a certificate from such medical authority as the Board may prescribe.

⇒ when the period of 360 days has been exhausted further leave on MC for a period not exceeding 180 days in all may be granted in exceptional cases.

Leave on Private affairs:

Leave on private affairs may be granted to a permanent employee in class I, II, and III Service for 180 days in all upto a maximum of 90 days at any one time. It may be combined with earned leave but the total combined leave shall be limited to six months.

At present, this leave may be encashed at the time of retirement.

Extra-Ordinary leave:

This leave is admissible in the following circumstances &

- i) when no other leave is admissible
 - ii) when other leave being admissible
- the employee concerned applies in writing for the grant of extra ordinary leave.

* whenever this leave is availed without medical certificate, that period ~~is~~ will not be counted for Annual Increment.

Leave on employment abroad:

An employee of the TNEB may be granted this leave to take employment abroad, maximum of five years. The period of leave availed will not be taken as duty period, however, if he or she pays for necessary leave salary and Pension Contribution as demanded by the Chief Internal Audit officer that period will be taken into account for the purpose of availing Pensionary Benefits.

Special disability leave:

Such This leave may be granted to an employee who is disabled by injury intentionally inflicted or caused in, or in consequence of the due performance of his official duties or in consequence of his official position. The Chairmen for Board's Secretariat and the Chief Engineers for other offices are empowered with to sanction.

⇒ The period of leave granted shall be such as is certified by a Medical Board to be necessary, and it shall in no case exceed 24 months.

⇒ Such leave may be combined with leave of any other kind.

Maternity leave:

Competent authority may grant maternity leave on full pay to permanent married women Board employees for a period not exceeding 6 months which may be spread over from the pre-confinement rest to post -

Confinement recuperation at the option of the employee.

⇒ Will not be admissible to married women Board employees with more than three children.

⇒ A competent authority may grant maternity leave for a period which may extend up to six weeks to permanent married women employees who undergo Medical Termination of Pregnancy of 12 weeks or more but not exceeding 20 weeks under the medical termination Act.

⇒ Maternity leave may be granted in continuation of other kinds of leave.

⇒ There shall be no limit for combining earned leave with maternity leave

DSA Regulation

~~Board~~ Board

A. 2)

The following are reasons that leads to place a member of Board under suspension.

~~1) An~~

1) An enquiry into grave charges against him is contemplated or is pending.

2) A complaint against him of any criminal offence is under investigation or trial and if such suspension is necessary in the public interest.

3) Detained in custody.

4) Where a penalty of dismissal, removal or imposed upon an employee of the Board is set aside.

5) where an appeal against the order is pending.

i) A member of a class of service may be placed under suspension when enquiry into grave charges against him is contemplated or is pending.

ii) where a complaint against him of any criminal offence is under investigation or trial and if such suspension is necessary in the public interest,

iii) 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,

iv) 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 direction, the order of his suspension shall be deemed to have continued in force on and from the date of original order of dismissal, removal or compulsory retirement and shall remain in force until further orders,

v) where a penalty of dismissal, removal, or compulsory retirement from service imposed upon an employee by 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 allegation 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 appointing authority from the date of order and shall continue to remain under suspension until further orders.

4

b)

Five penalties that can be imposed upon the employees of ~~the~~ TNERB are . .

1. Censure
2. withholding of increments
3. Reduction to a lower rank
4. Recovery of losses,
5. Compulsory retirement

The above penalties may, for good and sufficient reasons and as hereinafter provided be imposed upon the employees of the Board.

Censure :

This penalty is very minor in nature and is imposed upon for a minor misconduct as decided by the competent authority. Though there is no loss financially to the employee who was awarded with the punishment, his name will not be included in the ~~year~~ panel for promotion during the year.

With holding of increment.

- This penalty be treat into two viz.
- i) with holding of increment with cumulative effect.
 - ii) with holding of increment without cumulative effect.

In a Both the form the official awarded with those punishment will suffer financial monetary, where the ~~pena~~ penalty with cumulative effect will have its consequence while availing the Pensionary Benefits at the time retirement.

Reduction to a lower rank:

At the appointing authority may issue such an order for reduction to a lower rank viz, Reduction to a lower rank in the Seniority list, or, to a lower post or time scale, whether in the same class of Service, or in another class of Service or to a lower stage in a time scale.

Recovery of Losses:

Recovery from pay of the whole or part of any pecuniary loss caused to the Board, by negligence or breach of orders.

Whenever heavy losses are sustained due to issue of any false certificate by a Board employee or due to his gross negligence, his services are liable to be terminated. Besides the liability for the losses will also be enforced on him ^{by} recovery from his pay. Simultaneously, criminal action also must be instituted against such employee.

Compulsory retirement:

Compulsory retirement

Other than the retirement of an employee

- on attaining the age of superannuation
- owing to reduction of establishment
- owing to his permanent incapacity for Service on account of bodily or mental infirmity - and
- whose efficiency has been impaired after completion of 25 years of continuous Service.

5) Daily Allowance

A daily allowance is a 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.

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

It 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. The extra expenditure incurred by an employee over and above what he would have incurred if he had remained at headquarters is roughly equal to the travelling allowance admissible for the entire tour.

Rate of Daily allowance :

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

- ⇒ upto 6 hours : Daily allowance @ the rate of 30%
- ⇒ Exceeding 6 hours upto 12 hours : @ the rate of 70%
- ⇒ More than 12 hours : @ full rate.

Daily allowance for continuous halts:

Daily allowance may be drawn for continuous halt at the following rate, provided that the halt beyond 30 consecutive days shall require the permission of the authorities competent to do so vide this regulation.

- ⇒ upto 60 days : Full Daily Allowance
- ⇒ Exceeding 60 days : 77A only
- ⇒ Free Boarding & Lodging : One fourth DA
- ⇒ Free Boarding : Half DA
- ⇒ Free Lodging : Three fourth DA

However, the staff of Audit Branch and store verifiers of stores are exempted

For calculation of duration of a halt, any day on which an employee travel to or halts at a distance from the halting place exceeding 8 kilometers shall be excluded, Sundays or holidays spent outside the camp for which no daily allowance is drawn or periods of casual leave shall also be excluded

7) Kinds of Travelling allowance:

The following are the different kinds of travelling allowance which may be drawn in different circumstances.

1. Mileage allowance
2. Daily allowance
3. Actual expenses
4. Allowance for incidental expenses
5. Terminal charges
6. Suspension Allowance

Mileage Allowance:

A mileage allowance is an allowance calculated on the distance travelled which is given to meet the cost of a particular journey, and it shall be calculated with reference to shortest ordinary route or to the route which is declared by the Government to be the shortest route.

Daily Allowance:

Daily Allowance may be drawn 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. It is admissible for journeys or halts if any in the course of journey on tour.

Actual expenses:

So long as an employee is required by his superior either on account of the urgency of the work or for some special reason to travel by a conveyance in which an employee of his class would not ordinarily travel regulation A1 applies and actual cost of transit may be drawn.

Allowance for 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 of 160 kms, or more, draw for each of 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 arrangements.

Lump-Sum allowance.

He may draw a lump-sum allowance according to compensate the expenses on packing and loading of personal effects at one end and their unloading and unpacking at the other end as well as the unquantifiable expenses in consequence of transfer

6 (a)

⇒ Conditions for applying HBA

⇒ The applicant must have completed 6 years of service on the date of Application.

⇒ No disciplinary proceedings against him for charges of corruption, mis-appropriation of money or stores, mis-conduct involving moral turpitude or grave neglect of duty should be pending.

⇒ No vigilance enquiry ^{should be} is pending against him into allegation of corruption, mis-appropriation of money or stores, mis-conduct involving moral turpitude or grave neglect of duty.

⇒ where a criminal proceeding is pending in the court no advance will be made.

⇒ If he is under suspension

⇒ He himself or his family members should not own a home.

II. Recovery of HBA

⇒ Employees having more than 20 years of service and above and availed maximum advance the recovery shall be made in the service period itself at the rate of not less than 40% of Pay + DA.

⇒ The advance with the interest thereon shall be repaid in full by monthly instalments within a period not exceeding 20 years

⇒ The recovery of advance shall be made in not more than 180 monthly instalment

⇒ The Board's contribution towards the Contributory Provident fund interest thereon and DERG Payable shall be adjusted to the extent necessary towards the loan outstanding at the time of retirement.

⇒ Extension of time for commencement of recovery of the instalments of the HBA may be granted separately by the Sanctioning authority for a further period of up to one year only according to individual merits.

⇒ Recovery shall be effected through the monthly pay/leave salary bills by the Sanctioning authority concerned. These recoveries will not be held up or postponed except with the prior concurrence of TNAB.

⇒ And recovery shall be made from the subsistence allowance proportionately.

b) Documents that should be accompany the application.

i) of the

1) Purchase of plot and fence construction

- a) Agreement or Consent letter from the owner
- b) Attested copy of documents
- c) Encumbrance certificate for 13 years in original
- d) Legal opinion of the Government Pleader.
- e) Approved layout.

ii) For construction of fence alone.

- a) Sale deed in original
- b) EC for 13 years in original.
- c) Legal opinion of the Government Pleader
- d) Approved plan and planning permission from MMCA/ -
Approved licence of local body.
- e) Estimates abstracts and detailed.
- f) Proceedings of the Corporation/Local bodies.

iii) For the purchase of Ready Build Home.

- a) Agreement of Sale from Vendor
- b) Attested copy of documents
- c) EC for 13 years in original
- d) Legal opinion of the Government Pleader.
- e) Approved Building plan and planning permission from the MMCA/Approved licence of local body.

iv) For the purchase of ready build home/Flat allotted by the Housing Board.

- a) Regular Allotment order in original
- b) Lease-cum-sale agreement
- c) Handing over/taking over certificate/Completion Report.
- d) NOC from the Housing Board for mortgage/mortgaging the House/Flat in favour of the FNSB for rising loan.
- e) certificate indicating the actual balance amount to be paid to Housing Board.

working for choosing option: I

" On the date of Promotion."

- ⇒ Pay as on 26.05.14 = 29,300 + 6100 GP
 - ⇒ Sel. Grade 24.09.14 = 31,440 + 6100 GP ①
 - ⇒ Annual Increment. 1.10.14 } = 32,570 + 6100 GP ②
(not sanctioned earlier)
 - ⇒ Promoted as Exe Engineer, } = 33730 + 4000 GP ③
on 28.04.15
 - ⇒ Annual Increment. 1.10.15 } = Rs 34,960 + 4000 GP ④
in the promoted post. 1.10.15 to 31.10.2016
- to no further increment as the official will
superannuated on 31.10.2016

29300
1070
1070

31440

~~32570~~
+
32570
1160

33730

33730 -
1230

34960

working for choosing option: II

" on the date of accrual of increment in the lower post"

- ⇒ Pay as on 26.05.14 = 29,300 + 6100 GP
- ⇒ Sel. Grade 24.09.14 = 31,440 + 6100 GP
- ⇒ Annual Increment 1.10.14 } = 32,570 + 6100 GP
(not sanctioned earlier)
- ⇒ Promoted as Exe. Engineer } = "not fixed" - with reference
28.04.15 } (Difference in GP alone allowed)
- ⇒ Annual Increment 1.10.15 = 33720 + 6100 GP ⑤
- ⇒ Promotion Reaction 1.10.15 = 34930 + 4000 GP
- ⇒ Annual Increment in } 1.10.16 = 36190 + 4000 GP
if the Promoted Post

32570 -
1160

33730

33730 -
1200

34930

- ① 29300 + 6100 = 35400 × 3% = 1070
3% (for sel. Gr. 1070 + 1070)
- ② 31440 + 6100 = 37540 × 3% = 1130
- ③ 32570 + 6100 = 38670 × 3% = 1160
- ④ 33730 + 4000 = 40730 × 3% = 1230
- ⑤ 32570 + 6100 = 38670 × 3% = 1160
- ⑥ 33730 + 6100 = 39830 × 3% = 1200
- ⑦ 34930 + 4000 = 41930 × 3% = 1260

34930
1260

- A1 -

Since the official is going to be Superannuated on 31.10.2016, the option II is more beneficial than option I, both in fixation point of view and in pensionary benefits point of view.

8)

Date of Birth = 15.08.1961

Entry into Service = 26.05.1988

Date of VR = 31.08.2015

Pay as on 15.8.15 = 30470 + 6100 GR

	<u>Year</u>	<u>Month</u>	<u>Days</u>
⇒ Total Service rendered } (26.05.88 - 31.08.2015)	27	03	06
7 Less Service that could not be taken into as qualifying Service. (EOL a/o Pay and w/o Me)	-	03	16
<u>Nett Service rendered</u>	<u>26</u>	<u>11</u>	<u>20</u>

Service weightage

Date of Superannuation = 2017-08-31

Date of VR = 2015-08-31

Service weightage eligible = 04 - 0 - 0

Nett Service rendered = 26 - 11 - 20

Add Service weightage = 3 - - 10
Ltd to a maximum
of 20 days }
29 - 11 - 30

Say, 30 - 0 - 0

Pension:-

- 43 -

$$\underline{\underline{\text{Pay}}} = 30470 + 6100 \text{ GP}$$

$$= 30470 + 6100 \times \frac{60}{60} \times \frac{1}{2} = 18285/-$$

$$= 18290/- \text{ plus applicable DA.}$$

$$\underline{\underline{\text{DCRA}}} = 30470 + 6100 \times 113\% \text{ DA.}$$

$$\text{DA} = \underline{\underline{41330}}$$

$$= 77900 \times \frac{60}{4} = 11,68,500/-$$

$$\text{Ctd to Maximum} = \underline{\underline{10,00,000/-}}$$

Family Pension.

$$\text{50\% Enhanced} = \underline{\underline{\text{Rs } 18,290/-}}$$

$$\text{30\% Normal} = \underline{\underline{10,980/-}}$$

CV

$$\text{Pension} = 18,290/-$$

$$\text{Commuted Amt} = 6090 \times 12 \times 8.627^{(2)}$$

$$\underline{\underline{\text{CV}}} = \underline{\underline{6,30,470/-}}$$

$$\left. \begin{array}{l} \text{After Commutation} \\ \text{the drawing Pension} \end{array} \right\} = 18290 - 6090 = \underline{\underline{\text{Rs } 12,200/-}}$$

(2) Table value for the vtd officials next birthday.