

Answer key

x20 = 20

① I choose the connect answer

- 1) 1 yr
- 2) 240 days
- 3) 60
- 4) 10
- 5) 800
- 6) 20
- 7) 9
- 8) 10%
- 9) 30 yrs
- 10) 180
- 11) $\frac{1}{22}$
- 12) 2 increments
- 13) Rs. 20,00,000/-
- 14) Rs. 25 lakhs
- 15) 7.6%
- 16) Pension payment order
- 17) 6 months
- 18) 12 months
- 19) Rs. 7850/-
- 20) 4th saturday of every month
Holiday.

②

a) Match the following

- (i) 240 days of Total service
- ii) 540 days of Total service
- iii) 20 days in a year
- iv) 24 months of Total service
- v) 9 months
- vi) monthly
- vii) Rs. 300/-
- viii) once in a year
- ix) Pension payment on lev
- x) special duty

b) Fill in the blanks

- (i) not allowed
- ii) 15 days EL
- iii) $\frac{1}{2}$ year
- iv) Yes
- v) 160 km
- vi) 50% pay, DA and HA in full
- vii) Yes
- viii) Yes
- ix) NO

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Define

a) Demi-official form

[Officer Manual
Forms & 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 ^{Pana 17 (42)} ~~Budget~~ ^{Manual}

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 govt and other state Electricity Boards.

b) officers of Autonomous bodies and corporations under the control of state and Central Government.

c) A non-official

e) Memorandum form: →

This form of communication is used when communicating any order of the SE / CE / chairman Board to the subordinate of individual officer.

d) Re-employment → Re-employment → Pension Rule 15

is the employment of a retired employee into service, for which he shall be paid salary equivalent to the pay last drawn but deducting the admissible pension.

e) Flat rate

[TA Rule 2 (viii) and 46A]

→ Flat rate is reimbursement of expenditure incurred by a touring officer while on tour towards the expenditure incurred by him at the terminal points to reach the railway station, bus stand from his residence or office from the camp to reach (or) railway station, bus stand.

④ Conditions for applying HBA:

- The applicant must have completed 6 yrs of service (now 4 yrs) 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 pending against him into allegations of corruption, mis-appropriation of money or stores, mis-conduct involving moral turpitude or grave neglect of duty.
- When 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) Five penalties that can be imposed upon the employees of 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 employee 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

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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

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not be included in the penal
for promotion during the year.

withholding of increment:

This penalty be treat into
two way.

- i) Withholding of increment
with cumulative effect
- ii) Withholding of increment
without cumulative effect.

In a both the form the official
awarded with those punishment will
suffer monetarily, where the penalty
with cumulative effect will have its
consequence while arriving the
pensionary benefits at the time
of retirement.

Reduction to a lower rank

The appointing authority may
issue such an order for reduction

will also be enforced on him by recovering from his pay simultaneously, criminal action also must be instituted against such employee.

Compulsory retirement

Compulsory retirement otherwise than the retirement of an employee.

- a) on attaining the age of super-annuation.
- b) Owing to reduction of establishment
- c) Owing to his permanent incapacity for service on account of bodily or mental infirmity and
- d) whose efficiency has been impaired after completion of 25 yrs of continuous service.

5) Kinds of leave:

The following are the various kinds of leave that are extended to the employees of TNEB (TANGREDCO / TRANSCO)

→ 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 spend on duty provided that he shall then earn leave while he has to his credit such leave amounting to 240 days.

A non-permanent employee (ie) 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 30 days.

Unearned 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 6 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 will not counted for annual increment.

Leave on employment abroad

An employee of the TNERB may be granted this leave to take employment abroad, maximum of 5 years.

The period of leave availed will not be taken as duty period, however, if he 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

This leave may be granted to an employee who is disabled by injury intentional inflicted or caused in, or in consequence of the due performance of his official duties or in consequence of his official position. The chairman for Board's Secretariate and the CEs.

→ The period 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 and 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 9 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 upto six weeks to permanent married woman employees who undergo medical termination of

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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.

→

(b) Kinds of Travelling allowance

100 - 20

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

- a) Mileage allowance
- b) Daily allowance
- c) Actual Expenses
- d) Allowance for incidental expenses
- e) Terminal Charges
- f) Lumpsum 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 24 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 journey or halts if any in the course of journeys 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~~ not ordinary travel regulation 41 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 on 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.

Lumpsum allowance: →

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

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TN. Financial code
Art. 239 to 255

(b) Interest free advance

- 1) Advance on transfer (Pay + T.T.A)
- 2) Festival Advance
- 3) Education Advance
- 4) Advance for TB, Leprosy and cancer patients
- Advance for solar cookers

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- 6) Advance for TANSI products
 - 7) Advance for Kumbakonam metal products
 - 8) Advance for purchase of khadi/ Handloom.

Interest bearing Advance

- 1) Cycle Advance
- 2) conveyance advance
- 3) Marriage advance
- 4) Warm clothing Advance
- 5) calculator advance
- 6) Computer Advance
- 7) House building advance

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DOB : 15-8-1960

Date of entry into service : 26-5-1988

Name of the post : Assistant Executive Engineer

Pay as on 31-8-2018 : 1 25 400/-

Dearness allowance : 7%

Total service rendered	}	<u>Y</u>	<u>M</u>	<u>D</u>
from 26-5-1988 to 31-8-2018		30	3	5

Less:

EoL w/o mc w/o Pays allowance	3-16
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<u>29-11-19</u>

NQS : → 30 yrs.

Pension: → Pay → $125400 \times \frac{60}{60} \times \frac{1}{2}$

= 62700/-

DCRG → 125400 + 7% DA

8778

134178 × 60

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= 20,12,670/-

Ltd to

Rs. 20,00,000/-

Family pension

50% Enhanced : 62700/-

30% Normal : 37620/-

CV

Pension : 62700

commuted amt = 20900 × 12 × 8.371

$$= \underline{\underline{20,99,447/-}}$$

After commutation }
the drawing pension } $62700 - 20900$
 $= \underline{\underline{41,800/-}}$

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① லாபக் கி

(i) பயாஜி

Chennai to Coimbatore

- II class - Train

Rs: $235 \times 1 = 235 -$

Coimbatore to Pollachi

- By Bus

Rs: $24 \times 1 = 24 -$

ii) Incidental charges

Chennai

$100 \times 1 = 100 -$

Pollachi

$50 \times 1 = 50 -$

Rs: $\rightarrow 409 -$

iii) பி.பி.சி (Family)

wife, Daughter and

son - Chennai to Coimbatore - II class - Train

$235 \times 3 = 705 -$

Coimbatore to Pollachi - By Bus

$24 \times 3 = 72 -$

Family - IC - NO

Daily allowance

employee, wife, son and daughter

$100 \times 4 = 400 -$

1177 - 00

PB - I (Class - III)

Not eligible servant

Lumpsum - III

975 - 00

975 - 00

Personal effects

10 QH. $\rightarrow 10 \times 40 = 400 -$

2561 - 00

400 - 00

Lorry Rent Rs: 2000 -

which ever is less

2961 - 00

