

DEPARTMENTAL EXAMINATION

MAY 2015

DEPARTMENTAL TEST FOR SUBORDINATE OFFICERS - (With Books)

Answers Key

1.a. Write a brief note on Acts and Omissions constituting misconduct.

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The following acts and omissions shall be treated as misconduct :-

- i) Wilful insubordination or disobedience by alone or combined with others.
- ii) Striking work or deliberate slowing down of work either singly or along with Others.
- iii) Concerted or organized refusal on the part of the employees to receive their pay.
- iv) Theft, fraud or dishonesty in connection with the board's property.
- v) Taking or giving bribes or any illegal gratification.
- vi) Collection or canvassing for collection without written permission of the management with in the premises.
- vii) Habitual late attendance or habitual absence without leave or without sufficient causes.
- viii) Carrying money lending or any such other activities.
- ix) Drunkenness, fighting, riotous or indecent behavior in the premises.
- x) Habitual negligence or neglect to work.
- xi) Habitual indiscipline.
- xii) Smoking in the premises.
- xiii) Holding meeting with in the establishment.

- xiv) Gambling in the premises.
- xv) Sleeping on duty.
- xvi) Malingering or slowing down the work.
- xvii) Unauthorized use of board' property.
- xviii) Acceptance of gifts.
- xix) Conviction in any court of law.
- xx) Continuous absence without the management permission.

-Para 5 A of DP Manual page No. 4-5

1.b. What do you mean by Special Pay and allowance? Explain briefly. 10

Special pay and allowance are the pay and allowances compensating the special nature of work. Following are the some examples.

- i. Special pay for special work – shift operation;
- ii. Special pay for additional work – Thermal incentives, hot line special pay
Legal Cell , Projects special pay;
- iii. Compensatory Allowances – CCA, HRA, Conveyance allowance;
- iv. Hill allowance, Isolated Locality Compensatory allowance; and
- v. Rent free quarters in Thermal Stations, sub- Stations and in Projects.

2.a.What are the Kinds of Travelling Allowances? 10

In general, the claim towards travelling allowance will be entertained if it is made upto three months from the date on which the claim has fallen due (Article 52 of TNFL-I). Family indudes the wife and Children including an adopted child and step children of an employee residing with and wholly dependent on him. (TA Reg.2 (IV) T.A is admissible to married daughter till she is placed under the protection of her husband. Widowed daughter is eligible for travelling allowance if she is wholly dependent on the employee (TA Reg-2).

Kinds of Travelling Allowance:

- i) Daily allowance
- ii) Mileage allowance
- iii) Actual expenses
- iv) Incidental allowance
- v) Terminal allowance and
- vi) lumpsum allowance

b. Write a brief note about Contribution Pension Scheme 2003.

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In the Government orders G.O.Ms.No. 259/06.08.2003, Government of Tamil Nadu had introduced a new contribution pension scheme to the Government employees who are newly recruited on or after 01.04.2003.

Accordingly, it is mandatory for all the new employees of Tamil Nadu Electricity Board who are recruited on or after 01.04.2003 to become members of the scheme (Rtr) B.P. (Ch.) No. 264/dated 03.12.2003). Each employee will pay a monthly contribution of 10% of basic pay and dearness allowance from his salary to the contributory pension scheme. A matching contribution will be made by TANGEDCO (TNEB) for each employee. Existing General Provident Fund will not be applicable to the newly recruited employees who are covered under Contributory pension scheme. Chief Internal Audit officer has to allot the index numbers for such employees within a month from the date of this order. The index number allotted should be entered in the first page of the service register with necessary attestation.

Only on assigning the index numbers by the Chief Internal Audit Officer for the above scheme, recovery from pay bills shall be made by the pay drawing / disbursing officer. Nomination has to be filed at the time of admission by each employee and revised upon marriage of the subscriber and thereafter once in five years.

The reasons for non-recovery from a particular employee in any month should be furnished by the drawing / disbursing officers concerned in the recovery schedule without fail. The total amount of Board's and employee's contribution for each month has to be promoted or transferred to Pension Fund Regulatory and Development Authority or any agency authorized

by Pension Fund Regulatory and Development Authority for this purpose on monthly basis.

3. Under House Building Advance rules, discuss the eligibility criteria, grace period and mode of recovery in detail. 20

House building Advance:

i. Eligibility Criteria: The employees should have completed six years of service in the Board. The service rendered in the trainee posts may also be taken into account. (B.P.5 (F.B) 27.01.1998). Prior approval of the Chairman is necessary if the employee already owns a house. Rule 2(B) of HBA rule). Chairman's approval is necessary for owning a house outside the state. Chairman's permission is necessary to sell the house constructed out of Boards Loan (Memo No.33528/E2/94-1 Dt.26.09.94).

ii. Grace period plot-cum-construction construction - 20 months

Ready built House flat – 8 months.

iii. Rate of recovery: Maximum instalment – 240 months Employees having more than 20 years of service and availed maximum advance, the recovery shall be made in the service period itself at the rate of 40% of pay plus DA (Memo No.27547/A7/A72/2003-1, Dt.28.11.03). for those having less than 20 years of service the recovery made at the rate of 50% of pay plus DA and DCRG which he surrenders can also be taken into account (Memo No.118590/A7/A72/2003-1 Dt.23.02.04).

iv. Commencement of recovery: The recovery should commence on completion of 18 months from the date of drawal of first instalment on the month of occupation whichever is earlier in case of construction. For ready built house / flat, the recovery shall commence from the pay of the month following the month of payment. Postponement of recovery is permissible upto a maximum of 12 months. The mortgage of the property / deposit of title deeds is to be done within 6 months from the date of drawal of the first installment. The rate of interest at the

time of drawal of first instalment is to be revised. 1% of the rate of recovery is to be effective towards HBA special family benefit scheme from the month in which the first instalment is drawn and the house is to be ensured till the recovery is completed.

4. Write short notes on the following:

a. Special Grade

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Special Grade has been introduced with effect from 01-12-2002 in B.P.(FB)No.12 dt:8-2-2012 to those who have stagnated without promotion for 20 years with scale movement. On movement to Special Grade one increment shall be allowed in the present Selection Grade scale and pay shall be fixed in the Special Grade scale if there is a stage or with lower stage with Personal Pay. All other existing conditions/orders in force wherever applicable for allowing movement to Selection Grade shall equally apply for movement to Special Grade also.

b. Officers who may present TA bills without countersignature

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The following officers who may present TA bills without the countersignature of a controlling officer

- i) Secretary
- ii) Assistant Director General of Police (Vigilance)
- iii) Legal Advisor
- iv) Chief Engineers
- v) Superintending Engineers
- vi) Chief Financial Controllers
- vii) Financial Controllers
- viii) Industrial Relations Advisor
- ix) General Superintendent
- x) Chief Internal Audit Officer

c. Daily Allowance

It is an uniform allowance for each complete period of 24 hours absence from head quarters , which is intended to cover the ordinary charges incurred by an employee in consequence of each such absence.

Rates of Daily Allowance:

The employees specified in Annexure I of Travelling Allowances Regulations are entitled to draw daily allowance. The employees are entitled to draw daily allowance as shown below for absence or fraction of absence from head quarters which is less than 24 hours:-

- Upto 6 hours - D.A. @ 30% of the rates indicated in Annexure I
- 6 to 12 hours - D.A. @ 70% of the rates indicated in Annexure I
- More than 12 hours - Full rates of D.A. as indicated in Annexure I

d. Disciplinary proceedings clearance (DP clearance)

- i) It is must for sanction of HBA (House Building Advance)
- ii) It is must for releasing each installment of Technical Education Loan.
- iii) It is necessary for issue of No objection certificate for obtaining passport as well as to go abroad.
- iv) It is must for accepting of voluntary retirement;
- v) It is also must for acceptance of Resignation.

5.a. Explain briefly the method of conversion of Temporary Advance into part final under General Provident Fund Rules? 10

As per General provident fund regulations 18C (Conversion of Temporary Advance into part final withdrawal) the outstanding temporary advance can be converted into part final withdrawal subject to the fulfillment of the conditions laid down in General provident fund Regulations 18A and 18B.

Procedures:

(Balance As on date at the credit o the subscriber + audit of the of outstanding temporary advance) X 60% = conversion of temporary advance into part final withdrawal.

As per BP Ch.No.9/ Audit Branch dt.16.10.1991, 90% of available amount can be sanctioned within 12 months to the retiring employees.

b. What are the entries to be made in the Service Roll book of an employee? 10

The following entries are to be made in the Service Roll book of an employee:-

- i) Date of Birth, qualification and admissions
- ii) Date of probation completion
- iii) Temporary and officiating promotion of any kinds

- iv) Increments
- v) All kinds of transfer
- vi) Leave of absence
- vii) Passing entry departmental / special examination
- viii) Long term advance
- ix) Admission of pension, family pension and DCRG
- x) Admission to PF account and nomination exercised to PF account
- xi) Option exercised to come over to revision of pay
- xii) Permission granted to acquire / disposal movable and immovable properties
- xiii) Grant of additional charge allowance

6. Calculate net qualifying service, pension, DCRG, commuted value of pension and family pension from the following details:

Date of birth : 05.03.1957

Date of entry into service : 14.12.1979

	Y	M	D
Leave on the loss of pay without Medical Certificate	0	2	15
Leave on the loss of pay with Medical Certificate	0	3	0
Suspension treated as punishment	0	6	20

Pay drawn as on 01.01.2015 - Rs. 25,130/- + Grade Pay Rs.6,200/- in the pay band of Rs.15,700 -39,100. Dearness Allowance on the date of retirement is 107%

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Answer:

Net Qualifying Service

	Y	M	D
Date of Birth	1957	3	5
Date of Retirement	2015	3	31
Date of entry into service	1979	12	14
Total service	35	3	17

Less: EOL without M.C.	0	2	15
Less: Suspension period	0	6	20
Net Qualifying Service	34	5	12

Pension

Pay last drawn $25130 + 6200 = 31330$

The employee has rendered more than 66 half years in the net qualifying service as $68+1 = 69$ half years. Hence, he is eligible for 50% pay last drawn is as $31330 \times 0.5 = 15665$

Therefore, the pension is **Rs.15,665/-**

Death cum Retirement Gratuity

Pay	- 25130
Grade pay	- 6200
D.A.	- 33523
Total	- 64853

DCRG is admissible $\frac{1}{4}$ of (pay last drawn + DA) for each completed half year period of net qualifying service subject to a maximum of $16 \frac{1}{2}$ times.

$$64853 \times \frac{66}{4} = 1070074.50$$

Limited to Rs. 10 Lakhs.

Commuted value of pension

Date of Birth	05.03.1957
Date of next birth day for the purpose of commutation	05.03.2016
Age of retirement	58 years
Age of next birthday	59 years
Purchase value per Rupee for 59 years	8.371
Amount of superannuation pension	15665
$\frac{1}{3}^{\text{rd}}$ of pension as commutation	5221
Commutation value	$-5221 \times 8.371 \times 12 = \text{Rs. } 5,24,460 \text{ /-}$

Family pension

50% of Pay last drawn -Rs.15665

For the period upto 7 years ie from 01.04.2015 to 31.03.2022, the family pension

Eligible is Rs.15,665/-. Afterwards, 30% of pay last drawn is as family pension ie $30\% * 31330 = \text{Rs.}9,399/-$

7. a. Explain in detail study leave and study allowances.

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Study leave:

The leave may be granted to employees of the board subject to the terms and conditions for 12 months at a time or 24 months in his entire service who undertakes to study scientific, technical and any other special courses etc. at their own cost or on scholarships granted by any Government /institution and such leave will not be debited against the leave account.

Study leave may be granted by the board to the employees to enable them to study scientific, technical and any other special courses.

It may be granted for a course of training or study tour in which an employee of the board may not attend a regular academic or semi academic course, if the course of training or study tour is certified to be of definite advantage to the board from the point of view of board's interest and is related to the sphere of the duties of the employee.

Study allowance:

An allowance shall be granted for the period of study leave.

The rates of study allowance shall be at the same rates as are allowed by the Government of Tamil Nadu for their servants from to time.

In cases where an employee is on study leave at the same place of duty, the leave salary plus the study allowance shall not together exceed the pay that he would have otherwise drawn had he been on duty.

Study allowance may be paid at the end of every month provisionally subject to an undertaking in writing being obtained from the employee that he would refund to the board any over payment consequent on his failure to produce the required certificate of attendance or otherwise.

No Study allowance shall be drawn during vacation falling at the end of the course of study except for a maximum period of 14(fourteen days).

Study allowance shall not be granted for any period during which the employee interrupts his course of study to suit his own convenience.

b. Explain in detail the New Health Insurance Scheme introduced in the year 2012.

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As per (Per) CMD/TANGEDCO proceedings No.194 dt 01.08.2012, the employees in TANGEDCO drawing pay in regular time scales of pay and special time scales of pay and their eligible family members are covered under the New Insurance Scheme,2012 as per G.O.M.S.243 Finance. The employees and their eligible family members may avail assistance upto Rs. 4 lakhs for a block of 4 years

01.07.2012 to 30.06.2016 on a cashless model for the approved treatments and surgeries in the hospitals approved by the insurance company / Third party administrator under this scheme.

The annual premium will be Rs.1860/- per employee +12.36% as Service Tax (employee subscription –Rs.1800+ board's contribution – Rs. 290) of Total -Rs.2090 per employee.

The following family members of the employee shall be covered under the Health Insurance Scheme 2012.

- i) Legal spouse of the employee
- ii) Children of the employees all they get employed or married or attain the age of 25 years whichever is earlier and dependent of the employee
- iii) Parents of employee in case of unmarried employee until the employee gets married.

8.a An Executive Engineer/Electrical was promoted as Superintending Engineer/Electrical in the pay band of Rs.38200-67000 G.P of Rs.8700 on 11-3-2015. He was drawing a pay Rs. 38,260/-+7000 G.P. in the pay band Rs.15,700-39,100) in the post of Executive Engineer as on 01-10-2014 . He has opted on the date of promotion. Fix the Executive Engineer/Electrical 's pay on his promotion and find out the date of next increment and pay ?

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Pay fixation on the Date of Promotion:

Pay drawn in the lower post of E.E. as on 01-10-2014) Rs.38260 + 7000 G.P.

(Pay band Rs.15700-39100+7000 G.P.))

Add: Notional increment equal to 3% Rs.1360/-) Rs. 1360

Total-Rs.39620

Pay to be fixed in the promoted post of S.E/El.,

On 11-03-2015 Rs.39620 + 8700 G.P.

Next increment is due on 01-01-2016

Pay to be fixed on 01.01.2016 is **Rs.41070 +Rs.8700 G.P**

b. Match the following:

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- i) Earned Leave - 240 days of total service
- ii) UEL on M.C. - 540 days of total service
- iii) Compensatory Leave - 20 days in a calendar year
- iv) Study Leave - 24 months of total service
- v) Maternity Leave - 6 months at a time

பல்கலைக் கல்வி நிறுவனம் பிழக்கப்பட்டால் திட்டமிட்டு
அதன் மீது நடவடிக்கை மேற்கொள்ள வேண்டும்.

மாண்புமிகு பிழக்கப்பட்ட நிறுவனங்கள், அரசு பங்களிப்பு
நிறுவனங்கள் போன்ற சிறிய அளவு திட்டங்களை மத்திய
அமைச்சு மூலமாக மேற்கொள்ள வேண்டுகிறோம். மேலும்
அங்கீகரிக்கப்பட்ட அங்கீகரிக்கப்படாத அமைப்புகள் மீது
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3.

குறிப்பு:- பணியின் போது அங்கு வட்டிகள் பணி முடிந்ததற்கு
வேண்டும். பணிகளை மீட்டி கணக்கில் எடுத்துக் கொள்ள வேண்டும்.
முடிந்தால் மீட்டி வைக்கப்படும் அரசு திட்டங்களில்
அங்கீகரிக்கப்படும்.

அங்கீகரிக்கப்படும்:-

கல்வியியல் திட்டங்கள் - 20 மாதங்களுக்கு

கல்வியியல் திட்டங்கள் - 8 மாதங்களுக்கு

பணிகளை முடிப்பதற்கு மீட்டி கொடுக்க வேண்டும்:-

20 மாதங்களுக்கு பணி முடிந்தால் - 24 மாதங்களுக்கு

முன்பு குறிப்பிட்ட நபர் 15 மாதங்களுக்கு பணிகளை
முடிப்பதற்கு அங்கீகரிக்க வேண்டும். கல்வியியல் திட்டங்களை
மீட்டி மேலும் மேலும் பணிகளை முடிப்பதற்கு வேண்டும்.

மீட்டி மேலும் 12 மாதங்களுக்கு அங்கீகரிக்கப்படும்.

அங்கீகரிக்கப்படும் அங்கீகரிக்கப்படும் (மாதங்களுக்கு)

முன்பு குறிப்பிட்ட நபர் 6 மாதங்களுக்கு

அங்கீகரிக்கப்படும் வேண்டும்.

4. 21.

01.12.2002-^ට නතුලකටුවලට. එදා දින
 නොගලා ගොඩනැගිලි 20 ක් කොටසක් පවා සාරා
 වැටීමට පත්වන බවට පෙනී යාමක් හේතු වශයෙන් ඉහත
 වැටීමට පත්වේ. මේ කොටස සාරා වැටීම
 හේතු වශයෙන් නොගලා වැටීමට. මේ වග,
 හේතු වශයෙන් නිව් ගාලු ප්‍රදේශයේ පැවැත්වෙන
 ඉහත කොටසට බැරක්.

මේ කොටසට නොගලා පැවැත්වෙන
 කොටසට පෙනී යාමක් හේතු වශයෙන් වැටීමට පත්වේ.

- නොගලා
- නොගලා කොටසට (නොගලා)
- මිල නොගලා
- කොටසට මේ වගට පෙනී යාමක් නොගලා
- කොටසට මේ වගට පෙනී යාමට නොගලා
- කොටසට නොගලා කොටසට නොගලා
- නොගලා නොගලා
- නොගලා කොටසට නොගලා.

5.

නොගලා වැටීමට පෙනී යාමක්.

- 0 - 6 කොටසට 30% කොටසට
- 6 - 12 කොටසට 70% කොටසට
- 12 කොටසට 66 කොටසට

නොගලා කොටසට නොගලා නොගලා
 නොගලා වැටීමට පෙනී යාමක් කොටසට පෙනී යාමක්.

4.17.

- 25% കലിൾ ഘർ പണയ്ക്കു്ള ചെല്ലെടു്ളെ ളെര
ഭെത്തുവുൾ.
- നെന്യെൻ കെ്ള കലൻ ദുതത്തെയെൻ ളെര ഭെത്തുവുൾ.
- പൻലുൻലു ചെ്ള NOC ലെൾെ ളെര
- പരൂപ തുയ്യ ചെല്ലെടു്ളെവുൾ ളെര
- ലത്തെയെൻ ചെ്ളെ നെൻനൂൾ ലെര.

5.21.

പെര തുയ്യ നൂ്ള ചെ്ള 18C-ൻ പെ ദെൻനൂൾ
 ലെൻ പണയ്ക്കു്ള വെ്ള ഭെട്ടെ പെൻ നെന്യെൻ ലെന്യെ
 നെൻനൂൾ. ഭെട്ടെ ചെ്ള 18C ചെ്ളൻ 18A പെന്യെ
 18B ന് ലെൻ ദുവുട്ടത്തെയെൻ ലെൻലെ്ളെയെൻ ഭെ്ളെ
 ലെൻലെ.

90% ചെൻ നെന്യെൻ ഭെ്ളെ നെന്യെൻ പെൻലെൻ
 ഭെട്ടെ പെൻ പെന്യെൻ 12 ലെന്യെൻലെൻ ലെന്യെ
 നെന്യെൻ ഭെട്ടെൻ നെന്യെൻ നെൻനൂൾ ലെന്യെൻ.

5.22.

- പെന്യെൻ ഭെട്ടെൻ കെ്ളെ ദുവുട്ടെൻ, ചെല്ലെടു്ളെ
- ദുവുട്ടെൻ കെൻലെൻ ലെന്യെൻ
- നെന്യെൻ പെൻ ലെന്യെൻ
- ലെൻലെൻ ലെന്യെൻ
- ലെന്യെൻലെൻ
- പെൻലെൻ ലെൻ കെൻലെൻ
- കെന്യെൻ ലെന്യെൻലെൻ ദുവുട്ടെൻ നെന്യെൻലെൻ / ലെന്യെൻ
 കെ്ളെ നെന്യെൻലെൻ
- നെൻലെൻലെയെൻ ലെൻലെൻ നെന്യെൻലെൻ
- ലെന്യെൻലെൻലെൻ, പെൻലെൻ നെൻലെൻ ലെന്യെൻലെൻ
- ലെന്യെൻ ലെന്യെൻ ലെന്യെൻ
- നെന്യെൻലെയെൻ ലെന്യെൻ ലെന്യെൻ ലെൻ
- പെന്യെൻലെയെൻ നൂ്ള ലെൻലെൻ നെൻ ലെൻലെൻലെൻ ലെൻ.

6	2015	2015	2015	
1957	3	5		
2015	3	31		
1979	12	14		
35	3	17		
	9	5		
34	5	12	68 H.Y	

∴ 69 අනුගතවර්ෂයක

මුද්‍රා පත්‍රපතක 66 අනුගතවර්ෂයකදී මෙම පත්‍රපතක මුද්‍රණ වටිනාකම අවම වශයෙන් 50% අඩු වීමට පුළුවනැයි සිතිය හැක.

$$\text{මුද්‍රණ වටිනාකම} = 31330 \times 0.5 = \text{Rs. } 15,665/-$$

පත්‍රපතක මුද්‍රණ

$$\begin{aligned} \text{මුද්‍රණ වටිනාකම} &= 25130 + 6200 + 33523 \\ &= 64853 \end{aligned}$$

$$\begin{aligned} \text{පත්‍රපතක මුද්‍රණ} &= 64853 \times 66/100 \\ &= 1070,074.50 \end{aligned}$$

Rs 10,00,000.00 මුද්‍රණ වටිනාකම.

$$\text{පත්‍රපතක මුද්‍රණ} - \text{Rs } 10,00,000.00$$

මුද්‍රණ වටිනාකම අඩු වීමේ අගය (commutation value)

$$\begin{aligned} &= 33.33\% \text{ මුද්‍රණ වටිනාකම} \times 8.371 \times 12 \\ &= \text{Rs. } 5,24,460/- \end{aligned}$$

ശാസ്ത്ര, ഭൂമിശാസ്ത്ര മേഖലയിൽ ഉൾപ്പെടുത്തി
 തിരഞ്ഞെടുക്കുന്നവർക്ക്. ശാസ്ത്ര മേഖല പരിപാടികൾ
 നൽകി, ഭൂമിശാസ്ത്ര മേഖലയിൽ ഉൾപ്പെടുത്തി പരിപാടികൾ
 25 വർഷം തുടർന്ന് പരിപാടികൾ / ശാസ്ത്ര മേഖല
 മേഖലയിൽ ഉൾപ്പെടുത്തി പരിപാടികൾ.

8. 21. 1971 മുൻപുള്ള ശാസ്ത്ര മേഖലയിൽ

01.10.2014-ന് ശാസ്ത്ര മേഖല 38280 + 7000 (3.2015)

മേൽ 31. മുൻപുള്ള 1360
 നൽകി 39620

11.03.2015 - ശാസ്ത്ര മേഖല
 39,620 + 8700 (3.2015)

2015 മുൻപുള്ള മുൻപുള്ള ശാസ്ത്ര മേഖല 01.01.2016
 മുൻപുള്ള മുൻപുള്ള ശാസ്ത്ര മേഖല 41,070 + 8700 (3.2015)

- 21. 1. 1971 മുൻപുള്ള - 1971 മുൻപുള്ള ശാസ്ത്ര മേഖല 240 മുൻപുള്ള
- 1971 മുൻപുള്ള ശാസ്ത്ര മേഖല - 1971 മുൻപുള്ള ശാസ്ത്ര മേഖല 540 മുൻപുള്ള
- 1971 മുൻപുള്ള ശാസ്ത്ര മേഖല - 1971 മുൻപുള്ള ശാസ്ത്ര മേഖല 20 മുൻപുള്ള
- 1971 മുൻപുള്ള ശാസ്ത്ര മേഖല - 1971 മുൻപുള്ള ശാസ്ത്ര മേഖല 24 മുൻപുള്ള
- 1971 മുൻപുള്ള ശാസ്ത്ര മേഖല - 1971 മുൻപുള്ള ശാസ്ത്ര മേഖല 6 മുൻപുള്ള