

ANSWER KEY(1) Choose the correct answer:

20 marks

(20x1=20)

- | | | |
|--------|-------------------------|--|
| i. | a)Three months | |
| ii. | a)60 years | |
| iii. | a)14 years | |
| iv. | c)21 years | |
| v. | a)60 years | |
| vi. | a)3 | |
| vii. | a)10 th June1967 | |
| viii. | a)Deputy chief engineer | |
| ix. | a)2 | |
| x. | a)one month | |
| xi. | a)Governor | |
| xii. | a)Form 26AS | |
| xiii. | a)15 th June | |
| xiv. | a)Chairman of the Board | |
| xv. | a)12 | |
| xvi. | d)30 | |
| xvii. | a)30 | |
| xviii. | c)60 | |
| xix. | b)7 | |
| xx. | d)Permanent | |

(2) Choose the correct answer:

20 marks

(20x1=20)

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|-------|------------------------------------|--|
| i. | b) Governor | |
| ii. | b) After 3 years | |
| iii. | c) 360 days | |
| iv. | c) 180 days | |
| v. | a) Form 24Q | |
| vi. | a) 01.01.2004 | |
| vii. | d) 35 years. | |
| viii. | b) 5 years | |
| ix. | a) 10 th of every succeeding month | |
| x. | b) 180 days | |
| xi. | b) 1 year | |

- xii. a) 90 days |
- xiii. a) Departmental test for technical officers |
- xiv. c) Financial controller |
- xv. c) 2 |
- xvi. a) 60 years |
- xvii. d) 11% |
- xviii. a) 30 |
- xix. d) 30 th April of next financial year |
- xx. a) Two times of monthly emoluments |

3.(i) Budget of the TANGEDCO comprises the following major heads/Accounts., 5 Marks

1. Revenue Receipts
2. Revenue Expenditures
3. Capital Receipts
4. Capital Expenditures
5. Debt and Deposits

3 (ii) Members of the committee which recommends to the appointing authority to constitute the state information commission under RTI act 2005 are: 5 Marks

- a. Chief Minister
- b. Leader of Opposition
- c. A Cabinet Minister nominated by the Chief Minister

The members of the state information commission under Right to Information Act 2005 are:

- a. State Chief information Commissioner
- b. State information Commissioners

3(iii) Due dates of filing Quarterly Statements in Form 24Q 5 Marks

Sl. No.	Date of ending of quarter of financial year	Due date
1	30 th June	31 st July of the financial year
2.	30 th September	31 st October of the financial year
3.	31 st December	31 st January of the financial year
4.	31 st March	31 st May of the financial year immediately following the financial year in which the deduction is made.

3.(iv) There are 5 branches under Board Office. The branches under the Board office are.,

1. Secretariat Branch
2. Administrative Branch
3. Accounts Branch
4. Audit Branch
5. Technical Branch

5 Marks

4. Guiding Principles for the Disciplinary Authority to order suspension

20 marks

(1)A member of a Class of Service may be placed under suspension 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 so such suspension is necessary in the public interest.

A Board 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 and the suspension order issued as soon as it is made known to the authority.

It is not possible to give an exhaustive list of charges that can be treated as "grave" for purpose of ordering suspension. However, the following categories of cases clearly involve grave charges:

(i)Case of corruption and those involving moral turpitude

(ii)Cases of misconduct which are likely to end in dismissal, removal or compulsory retirement of the delinquent and

(iii)Cases of misconduct where reversion to a lower post is contemplated.

(2)The power of ordering suspension should be exercised carefully and with restraint by the competent authority. The illustrations mentioned in paragraph (1) above should serve as guidance in the matter. Further guidelines are indicated below:

Board's interest should be the guiding factor in deciding whether a Board Employee should be placed under suspension and the disciplinary authority should have the discretion to decide this taking all factors into account. The following are the circumstances in which the disciplinary authority may consider it appropriate to place a Board Employee under suspension. Here it may be made clear that these guidelines are intended for guidance only and should not be taken as mandatory as these are not intended to fetter the discretion of the disciplinary authority.

(i)Cases where continuance in office of the Board Employee will prejudice the investigation, trial or any enquiry (e.g. apprehended tampering with witnesses or documents);

(ii)Where the continuance in office of the Board Employee is likely to seriously subvert discipline in the office in which the Board employee is working;

(iii) Where the continuance in office of the Board Employee will be against the wider public interest other than those covered by (i) & (ii) above such as there is a public scandal and it is necessary to place the Board Employee under suspension to demonstrate the policy of the Board to deal strictly with officers involved in such scandals, particularly corruption; and

(iv) Where allegations have been made against the Board employee and the preliminary inquiry has revealed that a prima-facie case is made out which would justify his prosecution or his being proceeded against in departmental proceedings, and where the proceedings are likely to end in his conviction and or dismissal, removal or compulsory retirement from service.

There are also certain types of misdemeanours some of which are given below, where suspension may be desirable:

(i) Any offence or conduct involving moral turpitude;

(ii) Corruption, embezzlement or misappropriation of Board money, possession of disproportionate assets, misuse of official powers for personal gain;

(iii) Serious negligence and dereliction of duty resulting in considerable loss to Board

(iv) Desertion of duty;

(v) Refusal or deliberate failure to carry out written orders of superior officers;

(vi) Unruly, disorderly riotous behaviour within office premises/work spots;

(vii) Assaults between workmen within the office premises/work spots; and

(viii) Gheraos.

Here again it may be made clear that the above list is not exhaustive and is not intended to fetter the discretion of the competent authority to place a Board employee under suspension for other kinds of misdemeanours. It has, however, to be emphasized that the discretion to place the Board employee under suspension in respect of types of misdemeanours specified in items (iii); (iv) and (v) above should be exercised with greater care and restraint.

Suspension should not be resorted to as a matter of course in disciplinary proceedings even if they are likely to result in the imposition of a major penalty unless the nature of the misdemeanours or offence and the other attendant circumstances also justify such action.

5. INSTRUCTIONS TO BE FOLLOWED AND THE FOLLOWING ARE ALSO TO BE ENSURED BY THE CIRCLES BEFORE SENDING MAIL TRANSFER STATEMENT TO THE HEAD QUARTERS: 20 Marks

1. The M.T. Statement should be sent within the due date.

2. The M.T. Statement in respect of your Circle including Central Office and all the Revenue Branches should be sent in the prescribed format only.

3. There should be no discrepancies in the M.T. Statement in all aspects.

4. It must be ensured that the amount of Contra Entry, Cheque Dishonour entry and other than Mail Transfer Amount mentioned in the debit column of the Bank Pass Sheet has not been taken as M.T. Amount.

5. The M.T. Statement should be prepared correctly and properly and checked and tallied in all aspects sent without any mistake.
6. It must be ensured that the Mail Transfer amount mentioned in the Bank Reconciliation Statement of Collection Account is tallied Bank wise with the Mail Transfer amount mentioned in the Mail Transfer Statement in respect of each and every Bank accounts operated by the Central Office and Revenue Branches.
7. It must be ensured that the M.T. Statement and its related papers are furnished LEGIBLY, VISIBLY AND NEATLY.
8. It must be ensured that there is no uncertainty in the amount furnished in the column placed in the Mail Transfer Statement.
9. It must be ensured that actual M.T. amount transferred by the respective Bank Branches to the respective Nodal Bank Branches only has been shown in the Mail Transfer Statement.
10. It should be ensured that all the amount collected and remitted into Bank has been transferred to the Nodal Bank's Account on daily basis without any delay except the minimum balance kept by the Bank.
11. It must be ensured that the name of the Bank Branch and the month of the Statement to which it relates are furnished.
12. Branch Code of the Bank, Name of the Bank, Name of the Branch of the Bank and the Account No. of the Bank should be furnished in the Statement positively.
13. It must be ensured that the certificate to that effect that the Statement is prepared and tallied with the Bank scrolls and debit slips received from the Bank etc., are furnished in the Statement.
14. It must be ensured that the M.T. Statements sent are accompanied with the Bank pass sheets furnished by the Bank.
15. The total amount furnished in the Mail Transfer Statement should be tallied with the daily transfer as per Bank Scroll.
16. Mail Transfer Statements should be furnished only with the authentication of the officer in charges of the Revenue Branch.

6. Request for obtaining information.—

20 marks

A person, who desires to obtain any information under this Act, shall make a request in writing or through electronic means in English or Hindi or in the official language of the area in which the application is being made, accompanying such fee as may be prescribed, to—

- (a) the Central Public Information Officer or State Public Information Officer, as the case may be, of the concerned public authority;
- (b) the Central Assistant Public Information Officer or State Assistant Public Information Officer, as the case may be, specifying the particulars of the information sought by him or her:

Provided that where such request cannot be made in writing, the Central Public Information Officer or State Public Information Officer, as the case may be, shall render all reasonable assistance to the person making the request orally to reduce the same in writing.

(2) An applicant making request for information shall not be required to give any reason for requesting the information or any other personal details except those that may be necessary for contacting him.

(3) Where an application is made to a public authority requesting for an information,—

(i) which is held by another public authority; or

(ii) the subject matter of which is more closely connected with the functions of another public authority, the public authority, to which such application is made shall transfer the application or such part of it as may be appropriate to that other public authority and inform the applicant immediately about such transfer. Provided that the transfer of an application pursuant to this sub-section shall be made as soon as practicable but in no case later than five days from the date of receipt of the application.

7. Rates of Tax

Marks 20

A. Normal Rates of Tax

Sl.No	Total Income	Rate of Tax
1.	Where the total income does not exceed Rs. 2,50,000/-	Nil
2.	Where the total income exceeds Rs. 2,50,000/- but does not exceed Rs. 5,00,000/-	5% of the amount by which the total income exceeds Rs. 2,50,000/-
3.	Where the total income exceeds Rs. 5,00,000/- but does not exceed Rs. 10,00,000/-	Rs. 12,500/- plus 20% of the amount by which the total income exceeds Rs. 5,00,000/-
4.	Where the total income exceeds Rs. 10,00,000/-	Rs. 1,12,500/- plus 30% of the amount by which the total income exceeds Rs. 10,00,000/-

B. Rates of tax for every individual, resident in India, who is of the age of sixty years or more but less than eighty years at any time during the financial year.,

Sl.No	Total Income	Rate of Tax
1.	Where the total income does not exceed Rs. 3,00,000/-	Nil
2.	Where the total income exceeds Rs.	5% of the amount by which the total

	3,00,000/- but does not exceed Rs. 5,00,000/-	income exceeds Rs. 3,00,000/-
3.	Where the total income exceeds Rs. 5,00,000/- but does not exceed Rs. 10,00,000/-	Rs. 10,000/- plus 20% of the amount by which the total income exceeds Rs. 5,00,000/-
4.	Where the total income exceeds Rs. 10,00,000/-	Rs. 1,10,000/- plus 30% of the amount by which the total income exceeds Rs. 10,00,000/-

C. In case of every individual being a resident in India, who is of the age of eighty years or more at any time during the financial year.

Sl.No	Total Income	Rate of Tax
1.	Where the total income does not exceed Rs. 5,00,000/-	Nil
2.	Where the total income exceeds Rs. 5,00,000/- but does not exceed Rs. 10,00,000/-	5% of the amount by which the total income exceeds Rs. 5,00,000/-
4.	Where the total income exceeds Rs. 10,00,000/-	Rs. 1,10,000/- plus 30% of the amount by which the total income exceeds Rs. 10,00,000/-

Surcharge of Income Tax:

The amount of income tax computed in accordance with the preceding provisions of this Paragraph, or the provisions of section 111A or section 112 of the Act, shall, in the case of every individual or Hindu undivided family or association of persons or body of individuals, whether incorporated or not, or every artificial juridical person referred in sub-clause (vii) of clause (31) of section 2 of the Act, will be as under.,

- (a) Having a total income exceeding fifty lakh rupees but not exceeding one crore rupees, at the rate of ten percent of such income-tax and
- (b) Having a total income exceeding one crore rupees, at the rate of fifteen percent of such income tax.,

Provided that in the case of persons mentioned above having total income exceeding:-

- (a) Fifty lakh rupees but not exceeding one crore rupees, the total amount payable as income tax and surcharge on such income shall not exceed the total amount payable as income tax on a total income of fifty lakh rupees by more than the amount of income that exceeds fifty lakh rupees.,

- (b) One crore rupees, the total amount payable as income tax and surcharge on such income shall not exceed the total amount payable as income tax on a total income of one crore rupees by more than the amount of income that exceeds one crore rupees.

Education Cess on Income tax:

The amount of income tax including the surcharge if any, shall be increased by Education Cess on Income Tax at the rate of Two percent of the income tax.

Secondary and Higher Education Cess on Income tax:

An additional education cess is chargeable at the rate of one percent of income tax including the surcharge, if any, but not including the Education Cess on income tax as stated above.

8. Acceptance of Date of Birth:

Marks 20

- (i) The date of birth of a candidate entered in the Secondary School Leaving Certificate or Matriculation Register or the discharge certificate issued by the Army or in the genuine certificate issued by recognised schools shall be taken as authentic for purpose of appointment in the service of the Board.
- (ii) When the date of birth as entered in the records mentioned in clause (i) above is not available or its genuineness is in doubt, an extract from birth register with evidence to indicate that the extract relates to the particular individual, issued by the Government or Local Authorities or by the Village Munsiffs attested by a Revenue Officer not lower in rank than a Tahsildhar shall be accepted.
- (iii) In the absence of Certificate of date of birth as in clause (i) or (ii) above, the age certificate from a Medical Officer not lower in rank than a District Medical Officer or his equivalent shall be accepted.
- (iv) In all doubtful cases of certificates of date of birth, the appointing authorities shall cause enquiries to be made. In respect of employees in the office of the Chief Engineer and subordinate offices, or for appointment to posts therein, the appointing authority concerned, other than the Board, shall after approval by the Chief Engineer, forward the case to an Executive Engineer/Operation and Maintenance having jurisdiction over the place of birth of the employee of the Board concerned, for enquiry and report. If the employee himself happens to be an Executive Engineer/Operation and Maintenance whose place of birth falls within his own jurisdiction, some other Executive Engineer nominated by the Chief Engineer/Personnel shall be asked to conduct the enquiry. If the employee is a Superintending Engineer/Operation and Maintenance or Chief Engineer/