

Answer Key.

Question. 1			
1.	(a)	11.	(d)
2.	(b)	12.	(a)
3.	(c)	13.	(c)
4.	(a)	14.	(b)
5.	(b)	15.	(c)
6.	(a)	16.	(b)
7.	(a)	17.	(a)
8.	(c)	18.	(b)
9.	(a)	19.	(b)
10.	(b)	20.	(a)

Question. 2			
1.	(c)	11.	(c)
2.	(a)	12.	(c)
3.	(c)	13.	(b)
4.	(b)	14.	(a)
5.	(c)	15.	(c)
6.	(b)	16.	(b)
7.	(a)	17.	(a)
8.	(c)	18.	(a)
9.	(d)	19.	(c)
10.	(b)	20.	(a)

Question 3:

Name	:	xxxxxx
Date of Birth	:	23.03.1958
Date of entry in Board's service	:	12.04.1983 F.N.
Date of Retirement	:	31.03.2016 A.N.
Length of Service	:	Y M D 32 11 19
LLP without M.C. from 02.04.2015 to 16.04.2015	:	(-) 15
		<hr/>
		32 11 04
Suspension Period from 01.06.2015 to 09.12.2015	:	(-) 06 09
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		32 04 25 (OR) 65 Half Years

Pension

Pay last drawn x No. of Qualifying Service/50	:	Rs. 83,500/- x 60/120 Rs. 41,750/-
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DCRG

Pay last drawn + DA/4	:	Rs. 83,500/- x 65/4 Rs. 13,56,875/-
100% DCRG	:	Rs. 13,56,875/-
Withheld	:	Rs. 1000/-
Therefore DCRG	:	Rs. 13,55,875/-

Family Pension

1 st 7 Years 50%	:	Rs.83,500 x 50/100
(01.04.2016F.N. to 31.03.2023)	:	Rs. 41,750/-
After 7 Years 30%	:	Rs.83,500 x 30/100
(from 01.04.2023F.N.)	:	Rs. 25,050/-

Commutation of Pension

Basic Pension	:	Rs. 41,750/-
1/3 %	:	Rs. 13,917/-
Reduced Pension	:	Rs. 27,833/-
Commutation Value	:	Rs. 13,917 x 8.371 x 12 Rs. 13,97,990.48 (OR) Rs. 13,97,990/-

1st Month Pension

Pension	:	Rs. 41,750/-
D.A.	:	-
M.A.	:	Rs. 300/-
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		Rs. 42,050/-

4.a

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.

4b

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 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 a 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 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 bill s 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 by Pension fund regulatory and development Authority for this purpose on monthly basis. 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.

5 a&b

a) If any employee to be proceeded against is an employee of the State or Central Government or Outside bodies and is on deputation to the Board, no punishment shall be imposed on him without the concurrence of the authority who lent his service to the board. If it is considered that the penalty of compulsory retirement, reduction in rank, removal or dismissal is to be imposed, the competent authority shall complete the enquiry and revert the employee concerned to the State/Central or other employee as the case may be and forward the records of enquiry for such action as is considered necessary.

b)

Punishment for Mis Conduct:

- i) Censure.
- ii) Fine subject to the provisions of the payment of wages Act, 1936 as amended from time to time.
- iii) Stoppage of increment or increments with or without cumulative effect.

6a

a. Special Grade

5

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) The following are the officers who may present bills for travelling allowance without counter signature of the controlling officers.

1. Secretary
2. Inspector General of Police (vigilance)
3. Legal Advisor
4. Chief Engineers
5. Chief Financial Controller
6. Industrial Relations Advisor
7. Superintending engineer
8. Chief internal audit officer
9. Financial Controller

Question: 7

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 to 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.

Question 8.

As per the forms & Rules of correspondence, of TNEB office manual, the official correspondence may be in any one of the forms.

Letter Form:

When it is proposed address to officers of the Board officers of state Govt./Central Govt./ other State Electricity Board.

Proceedings:

When the disposal on a case contains the orders of the CE/SE.

Memo. Form:

When communicating any order of the CE/SE / igher officials.

Endorsement:

When a paper is returned or when it is referred to other officers.