

## Answer Key

Answer to Question No: 1:

- i. c. Internal Rate of Return
- ii. b) Leave
- iii. c) 1/22
- iv. d) 14-02-1890
- v. c) 1<sup>st</sup> July
- vi. d) exceeding 12 Hours
- vii. d) 50, 20
- viii. c) Demi Official
- ix. a) Call Book
- x. a) 3 Months
- xi. c) Restricted Holiday
- xii. b) Jammu & Kashmir
- xiii. d) Privacy of individual
- xiv. b) Rs.5000/-
- xv. c) சாதாரண உணவு
- xvi. b) 2 Years
- xvii. d) dearness allowance
- xviii. c) Rs.5 Lakhs
- xix. b) இல்லை
- xx. c) Chief Financial Controller

Answer to Question No: 2:

- i. c) Rs.25000
- ii. d) no limit.
- iii. b) Rs. 2 per page
- iv. c) 4
- v. d) Rs.50,000
- vi. b) 10%
- vii. B) 10E
- viii. c) Tax Deducted at Source
- ix. c) Employees Salary
- x. c) Member of Parliament
- xi. c) Rs.3 Lakhs
- xii. c) Suspension
- xiii. b) No
- xiv. b) Inventory Management System
- xv. a) Inventory
- xvi. c) 5, 30
- xvii. c) 60 Years
- xviii. b) 90 days
- xix. b) 15<sup>th</sup> of the month
- xx. b. Tariff 1B

Answer to Question no.3 (a) Superannuation Pension:

A Superannuation pension is granted to a Government servant entitled or compelled, by rule, to retire at a particular age.

- (1) The date of compulsory retirement of a Government servant in superior service is the date on which he attains the age of 58 years. the date of compulsory retirement of a Government servant in Last Grade Service is the date on which he attains the age of 60 years.
- (2) The age of retirement of trained teachers in the educational institutions under the management of Government is the date on which he attains the age of 58 years.
- (3) The date of retirement in the case of persons who had taken part in the freedom struggle and courted imprisonment and who have been appointed to the posts of social workers up to the end of December 1965, shall be the date on which they attain the age of 60 years.

A Government servant under suspension, on a charge of misconduct, shall not be required or permitted to retire but shall be retained in service until the enquiry into the charge is concluded and final order is passed by a competent authority.

Superannuation Pension is granted to an official who retired from service on attaining a predetermined age (viz.,) 58 years / 60 years as the case may be (vide S.R.17) Full Pension shall be calculated at 50 per cent of average emoluments for 30 years of qualifying services. There is no ceiling on the pension fixed.

Calculation of Pension:

Average Emoluments for the last 10 months' Emoluments

Average Emoluments X 50/100 X Net.Qualifying service/60

Pay last drawn X 50/100 X Net qualifying service/60

Whichever is advantageous

(30 years of Qualifying service for full Pension and the pay last drawn for pension calculation is challenged in the High Court)

In calculating length of qualifying service for the purpose of Pension, a fraction of a year equal to 3 months and above shall be treated as a completed one half years and reckoned as qualifying service with effect from 1.1.86.

(Page 36 ; Regulation.32 of Tamilnadu Pension rules.1978)



**Answer to Question no.3 (b) Death Gratuity:**

If a Government servant dies while in service, Death Gratuity shall be paid as specified in the table below and in accordance with the provisions of sub-rule(1) of the rule 46 –

	<b>Length of service (1)</b>	<b>Rate of Gratuity (2)</b>
(i)	Less than one year	Two times of monthly emoluments
(ii)	More than one year and above but less than five years	Six times of monthly emoluments
(iii)	More than five years and above but less than twenty years	Twelve times of monthly emoluments
(iv)	More than twenty years and above	Half of monthly emoluments for every completed six monthly services subject to a maximum of thirty three times of monthly emoluments, the amount of which shall, in no case, exceed Rupees ten lakhs)

(Page-57 ; Regulation.45(1)(b) of Tamilnadu Pension rules.1978)

**Answer to Question no.4 (a)**

**“Suspension”**

- (a) A member of class of service may be placed under suspension from service, 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 such suspension is necessary in the public interest.
- (b) 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.
- (c) 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 directions, the order of his suspension shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.
- (d) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee of 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 allegations 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 the appointing authority from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.

(e) where a Board employee is suspended or is deemed to have been suspended (whether in connection with any disciplinary proceedings or otherwise) and if any other disciplinary proceedings is commenced against him during the continuance of that suspension, the authority competent to place him under suspension may, for reasons to be recorded by him in writing, direct that the Board employee shall continue to be under suspension until the termination of all or any such proceedings.

(f) An order of suspension made or deemed to have been made under this regulation may at any time be revoked by the authority which made or is deemed to have made the order or by any authority to which that authority is subordinate.

(Page-10; Regulation no.9 of TNEB Discipline & Appeal Regulations, 1983)

**Answer to Question no.4 (b)**

**“Suspension pending enquiry”**

The authority which may impose suspension pending investigation or enquiry into grave charges under Regulation 9 above shall be as follows:-

Category of Employees	Authority which may impose suspension	Appellate authority
(a) Class – I  (A) Chief Engineers and General Superintendent  (B) Officers of Class-I other than Chief Engineers and General Superintendent	The Chairman  The Chairman	Board  Board
(b) Class – II  (A) Under secretaries in BOSB & BOAB (B) Section officers in BOSB and AAOs in BOAB (C) AEEs, Chemist, Stores Superintendent, Chief Head draughtsman, Personnel officer, Personal Assistant, Accounts Officer and AAOs (D) AEs / JEs	The Chairman  The Secretary  The Chief Engineer  Immediate Superior in Class-I or II.	Board  The Chairman  The Chairman  Next higher authority
(c) Class – III & IV employees	Immediate superior in Class-I or II.	Next higher authority.

(Page-13; Regulation no.12 of TNEB Discipline & Appeal Regulations, 1983)



**Answer to Question no.5 (a)**

**“Increment” (“ஊதியஉயர்வுகள்”)**

(அ) ஊதியஉயர்வுநிறுத்திவைக்கப்பட்டிருந்தாலோ அல்லது தண்டனை அளிக்கும் முறையிலோ அல்லது தேர்ச்சி பெறவேண்டிய தேர்வுகளில் தேர்ச்சி பெறாத காரணத்தினாலோ தள்ளிப் போடப்பட்டிருந்தாலன்றி தகுதிகாண் பருவத்தை முடித்த பிறகு அல்லது வரையறுக்கப்பட்ட கால முடிவில் நிர்ணயிக்கப்பட்ட ஊதியவிகிதத்தில் சம்பளம். ஊதியஉயர்வைப் பெறப் பணியாளர் தகுதி பெற்றவர்.

(ஆ) பணியாளர் அவருடைய தகுதிகாண் பருவத்தை நிறைவளிக்கும் வகையில் முடித்தார் என்று அறிவிக்கப்பட்டோ அல்லது அப்படி முடித்து விட்டதாக கருதப்பட்ட நாளிலிருந்து மட்டுமே, தகுதிகாண் பருவ முடிவில் அளிக்கப்பட வேண்டிய ஊதியஉயர்வைப் பெறலாம். ஆனால், பணியாளர் பணியில் சேர்ந்த நாளிலிருந்தோ அல்லது முதல் ஊதியஉயர்வு பெற்ற நாளில் இருந்தோ, தொடரும் பணிக்காலம் அடுத்த ஊதியஉயர்வுக்கு எடுத்துக் கொள்ளப்படும்.

(பக்கம்-11 : எண்-15 : எழுத்து துறையல்லாத பணியாளர்களுக்கான நிலையாணைகள்)

**Answer to Question no.5 (b)**

**“நியமனங்கள்”**

பணியாளர் பற்றிய எல்லா நியமன உத்தரவுகளும் இது சம்பந்தமாக வாரியத்தின் அதிகாரத்தினைப் பெற்றுள்ள அதிகாரியால் பிறப்பிக்கப்பட வேண்டும். நியமன உத்தரவுகள், நியமிக்கப்படுவோர் பெறத் தகுதி பெற்ற வேலையின் தன்மை, வேலையின் பிரிவு அல்லது தரம், ஆரம்ப ஊதியம், சம்பளவிகிதம் மற்றும் படிக்கள் பற்றிய விவரங்கள் ஆகியவைகளைத் தெளிவாக உள்ளடக்கி இருத்தல் வேண்டும்.

(பக்கம்-8 : எண்-5 : எழுத்தர் துறை பணியாளர்களுக்கான நிலையாணைகள்)

**Answer to Question no.5 (c)**

**“Limitation on number of pensions”**

- (1) A Government servant shall not earn two pensions in the same service or post at the same time or by the same continuous service.
- (2) Except as provided in rule 16, a Government servant who, having retired on a superannuation pension or retiring pension, is subsequently re-employed, shall not be entitled to a separate pension or gratuity for the period of his re-employment.

(Page-7 ; Rule no.7 ; The pension code-1; The Tamilnadu Pension Rules, 1978)

**Answer to Question no.5 (d)**

Addition to qualifying service on voluntary retirement:

- (1) The qualifying service as on the date of intended retirement of a member of the Service retiring under sub-rule (2) or sub rule(2A) of rule 16 shall be increased by the period not exceeding 5 years subject to the condition that the total qualifying service rendered by him does not in any case exceed 33 years and it does not take him beyond the age of superannuation.

- (2) The weightage up to 5 years under sub-rule (1) shall not be admissible in the case of a member of the Service who is retired from Service in Public interest by the Central Government under rule (3) of rule 16.

Sub-rule (3) of Rule (16):-

The Central Government may, in consultation with the State Government concerned and after giving a member of the Service at least three months previous notice in writing, or three months pay and allowances in lieu of such notice require that member to retire in public interest from service on the date on which such member complete thirty years of qualifying service or attains fifty years of age or on any date thereafter to be specified in the notice.

(Page 255 ; Rule-8A ; The Pension Code-3)

### **Answer to Question no.6 (a)**

Following deductions can be made from the Wages:-

Deductions from the wages of an employee can be made and they may be of the following kinds only, namely:-

- (a) Fines;
- (b) Deductions for absence from duty
- (c) Deductions for damage to, or loss of, goods expressly entrusted to the employee for custody, or for loss of money for which he is required to account, where such damage or loss is directly attributable to his neglect or default.
- (d) Deductions for house accommodation supplied by the Board or other authority set up under law for the time being in force or specified in this behalf by the Board.
- (e) Deductions for such amenities and services supplied by the Board as it may, by general or special order, authorize;
- (f) Deductions for recovery of advances or for adjustment of over-payments of wages;
- (g) Deductions of income tax payable by the employees;
- (h) Deductions required to be made by order of a court or other authority competent to make such order;
- (i) Deductions for subscriptions to, and for repayment of advances from any provident fund;
- (j) Deductions for payments to co-operative societies approved in this behalf by the Board or to a scheme of insurance maintained by the Indian Post office or by any Insurance Company approved in this behalf by the Board.
- (k) Deductions made with the written authorization of the employee in furtherance of any savings scheme approved by the Board for the purchase of securities of the Central or State Government.

(Page-2 ; Section 9-A of Service Regulations)

### **Answer to Question no.6 (b)**

Under the following circumstance, an application of "Resignation from the service" from an employee will be considered:

- (a) A Board employee may resign his appointment by giving notice of not less than three months in writing direct to the appointing authority with a copy marked to his immediate superior officer. The period of three months notice shall be reckoned from the date of receipt of such notice by the appointing authority.



- (b) The Board employee may withdraw the notice of his resignation before its acceptance. Withdrawal of resignation will not be permitted after its acceptance by the appointing authority.
- (c) The appointing authority shall issue orders on the notice of resignation before the date of expiry of notice, either accepting the resignation from a date not later than the date of expiry of the notice or rejecting the same, giving the reasons therefor. If no such order is passed, the resignation shall be deemed to have been accepted on the expiry of the period of notice.
- (d) Notice of resignation given by the Board employee shall be accepted by the appointing authority, subject to the conditions:-
- (e)
  - (i) That no disciplinary proceeding is contemplated or pending against the Board employee concerned under sub-regulation (b) of Regulation 8 of Tamil Nadu Electricity Board Employees' (Disciplinary and Appeal) Regulation;
  - (ii) That reports from the Directorate of Vigilance and Anti Corruption/Vigilance cell of TNEB have been obtained to the effect that no enquiry is contemplated or pending against the Board Employee concerned;
  - (iii) That no dues are pending to be recovered by the Board from the Board Employee concerned;
  - (iv) That there is no contractual obligation of any kind including contractual obligation to service the Board during the period in which the Board Employee concerned seeks to resign;
  - (v) Notwithstanding anything contained in Clauses (i) and (ii) sub-regulation (d), where a Board Employee, under suspension or against whom disciplinary or criminal action or Vigilance enquiry is pending, seeks to resign, the appointing authority shall examine the nature and gravity of the case and may accept the resignation if the case is not such as would warrant rejection of the notice of resignation".

(Page-14 ; Section 16-A of Service Regulations)

**Answer to Question no.7 (a)**

The following shall be taken into consideration on countersigning a travelling allowance bill –

- (a) To scrutinize the necessity, frequency and duration of journeys and halts for which travelling allowance is claimed and to disallow the whole or any part of the travelling allowance claimed if he consider-
  - (i) That a journey was unnecessary or unduly protracted; or
  - (ii) That a halt was of excessive duration;
- (b) To scrutinize carefully the distance as well as the rates and the calculations entered in travelling allowance bills.
- (c) To satisfy himself that, where the actual cost of transporting personal effects, etc., is claimed as per T.A. regulations, the scale on which such effects etc., were transported was reasonable; and to disallow any claim which, in his opinion, does not fulfill that condition;
- (d) However, controlling officers have no discretion to restrict the travelling allowance for journeys on transfer to travelling allowance admissible for journey on tour.
- (e) In order to avoid the risk of payment of the gross amount, the Controlling officer while countersigning the travelling allowance bills containing recoveries of advances, etc., shall countersign the bills only for the net amount due.
- (f) To observe any further instructions which the Board may issue for guidance.

(Page-5 ; Regulation no.6 of T.A.Regulations)

### Answer to Question no.7 (b)

#### 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 or 160 kms or more, draw for each of the day of departure from headquarters and 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 arrangement. If the absence is less than 24 hours, he may draw one half of daily allowance only either for the day of departure from or for the day of arrival back at headquarters.

(Page-16 ; Regulation no.39 of Employees T.A. Regulations)

### Answer to Question no.7 (c)

#### Lump-sum allowance:

An employee can draw a lump-sum allowance according to the following scale, to compensate the expenses on packing and loading of personal effect at one and their unloading and unpacking at the other end as well as the unquantifiable expenses in consequence of transfer:-

(a) If personal effects are actually transported :

Grade of employees	Distance between the old and the new stations		
	8 Kms and less	Beyond 8 Kms but not exceeding 60 Kms.	Beyond 60 Kms.
I	Nil	Rs.300	Rs.500
II	Nil	Rs.225	Rs.400
III	Nil	Rs.150	Rs.275
IV	Nil	Rs.75	Rs.150

This allowance is admissible only if the personal effects are actually transported and a claim for the transfer of personal effects is included in the bill. Otherwise, the transfer grant shall be regulated as under clause (b).

(b) If personal effects are not actually transported, one half of the allowance admissible under clause (b).

For Journey on transfer outside the State, the rates of lump sum shall be doubled.

(Page-32; Regulation no.57(viii) of T.A Regulations)



### Answer to Question no.7 (d)

#### Honoraria :

The Board may grant an employee an honorarium as remuneration for work performed for the Board which is occasional or intermittent in character and either so laborious or of such special merit as to justify a special reward, if it be satisfied that this can be done without detriment to his official duties or responsibilities. Sanction to the grant of honoraria will be given only when the work has been undertaken with the prior consent of the Board and the amount has been settled in advance. In special cases, a departure from this provision may be made for reasons to be recorded in writing..

(Page-46 ; Regulation no 52(b) of Employees T.A. Regulations)

(Page-32; Regulation no.57(viii) of T.A Regulations)

### Answer to Question no.8 (a)

- (1) No employee shall be a member of or be otherwise associated with, any political party or any organization which takes part in politics nor shall he take part in or assist in any other manner any political movement or activity.
- (2) It shall be the duty of every employee to endeavour to prevent any member of his family taking part in, subscribing in aid, of or assisting in any other manner any movement or activity which is, or tends directly or indirectly to be, subversive of the Government as by law established, any where an employee is unable to prevent a member of his family from taking part in, or subscribing in aid of, or assisting in any other manner, any such movement or activity, he shall make a report to that effect to the Board or to the officer to whom he is subordinate.
- (3) If any question arises whether any movement or activity falls within the scope of this regulation, the decision of the Board thereon shall be final.
- (4) No employee shall canvass or otherwise interfere or use his influence in connection with, or take part in an election to any legislature or local authority.

Provided that –

- (i) An employee qualified to vote at such election may exercise his right to vote but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted;
  - (ii) An employee shall not be deemed to have contravened the provisions of this regulation by reason only that he assists in the conduct of an election in the due performance of a duty imposed on him by or under any law for the time being in force.
- (5) Seditious propaganda or the expression of disloyal sentiments by an employee shall be regarded as sufficient ground for dispensing with his services. In the case of such conduct by a pensioner, the Board reserves to itself the right of withholding or withdrawing a pension or any part of it.
  - (6) An employee proposing or seconding the nomination of a candidate at an election or acting as a polling agent shall be deemed to have committed a breach of this regulation.
  - (7) This regulation shall apply to the part-time employees also of the Board other than the Legal Adviser to the Board.

(Page-22, Regulation 20 of Conduct regulations)

## Answer to Question no.8 (b)

“தீயநடத்தைக்கானதண்டனை”

(1) தீயநடத்தைபுரிந்தகுற்றவாளியெனக் கருதப்படும் பணியாளருக்குவழங்கப்படக் கூடியதண்டனைகள் கீழேதரப்பட்டுள்ளன.

- கண்டனக் குறிப்பு“(சென்கூர்)”அளித்தல்
  - 1936-ஆம் ஆண்டுஊதியசட்டத்தில் உள்ளவிதிகளுக்குஏற்பவும்,அவ்வப்பொழுதுவெளியிடப்படும் திருத்தங்களுக்குஏற்பவும்,அபராதம் விதித்தல்.
  - ஊதியஉயர்வரவின் விளைவுதொடரும் முறையில் அல்லதுதொடராமுறையில் நிறுத்தல்.
- விளக்கம் :ஊதியஉயர்வுநிறுத்தத்தைப் பொறுத்தவரை,அதைச் செயல்படுத்தமுடியவில்லையென்றால்,தொடரும் முறைநிறுத்தமானால் நிறுத்திவைக்கப்படவேண்டுமென்ப பிறப்பிக்கப்பட்டுள்ளஊதியஉயர்வுக்குநிகரானதொகையையும்,தொடராமுறைநிறுத்தமானால் நிறுத்திவைக்கப்படவேண்டுமென்ப பிறப்பிக்கப்பட்டுள்ளஊதியஉயர்வுக்குநிகரான மூன்றுமடங்குதொகையையும் நிறுத்துவதற்குஉத்தரவுபிறப்பிக்கலாம்.

(4) குவனக்குறைவாலோ அல்லதுவாரியஆணையமீறியதாலோவாரியத்திற்குஏற்படுத்தியபொருள் இழப்பைஉரியஊழியரின் மாதாந்திரச் சம்பளத்தில் அல்லதுஊதியத்தில் இருந்துமுழுமையாகவோ அல்லதுஒருபகுதியாகவோபிடித்தம் செய்தல்.

(5) ஒருகுறிப்பிட்டகாலத்திற்குஊதியவிகிதத்தில் குறைப்புசெய்தல்.

விளக்கம் :

ஊதியவிகிதத்தில் குறைப்புசெய்யவேண்டுமென்ப பிறப்பிக்கப்பட்ட உத்தரவைச் செயல்படுத்தமுடியாதபோதுகுறைப்புசெய்யவேண்டும் என்றுபிறப்பிக்கப்பட்டுள்ளதற்குடானதொகையைப் பணியாளரின் சம்பளம் அல்லதுஊதியத்திலிருந்துபிடித்தம் செய்யலாம்.

(6) கீழுள்ளபதவிக்கு அல்லதுகீழுள்ளநிலைக்கு இறக்கம் செய்தல்

குறிப்பு : வாரியத்தில் முதலில் பணிக்குத் தேர்ந்துநியமிக்கப்பட்டபதவியைவிடக் கீழுள்ளபதவிக்குஎந்தஒருபணியாளரும் பதவி இறக்கம் செய்யப்படமாட்டார்.

(7) ஏற்கனவேதற்காலிகப் பதவிவிலக்கத்தில் இருப்பவர்களுக்கு 30 நாட்களுக்குமிகாமல் தற்காலிகப் பதவிவிலக்கம் அளித்தல்.

(8) கட்டாயஓய்வளித்தல்

(9) பணியிலிருந்துவிலக்கல்.

(10)பணியிலிருந்துநீக்கல்.

குறிப்பு: ஒழுங்குநடவடிக்கையின் காரணமாகப் பணிநீக்கம்/பணிவிலக்கம் செய்யப்படும் பணியாளர்,முன்னறிவிப்போ அல்லதுமுன்னறிவிப்பிற்குப் பதிலாக இழப்பீடுதொகையோபெறத் தகுதியில்லாதவர் ஆவார்.

(Page-18 ; Rule-20 of Standing orders for Clerical workers)

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