

Answer Key

<i>Question - 1</i>			
i.	a	xi.	a
ii.	b	xii.	a
iii.	d	xiii.	c
iv.	b	xiv.	b
v.	c	xv.	d
vi.	b	xvi.	b
vii.	a	xvii.	c
viii.	a	xviii.	a
ix.	a	xix.	a
x.	b	xx.	a

<i>Question - 2</i>			
i.	a	xi.	d
ii.	c	xii.	b
iii.	b	xiii.	a
iv.	b	xiv.	b
v.	c	xv.	b
vi.	a	xvi.	c
vii.	c	xvii.	b
viii.	a	xviii.	Petty Cash Book
ix.	b	xix.	Transfer Debit Advice
x.	b	xx.	c

Question - 3

a. "Death cum Retirement Gratuity as per the Tamil Nadu Pension rules, 1978

A Government servant, who, under Fundamental Rules 56(d), retires voluntarily or is required by the appointing authority to retire in the public interest shall be entitled to a retiring pension.

A Government servant including a government servant in the Tamil Nadu Basic service retiring voluntarily after 20 years' service or 50 years of age under sub-rule (3) of rule 56 are eligible to draw the DCRG.

A government servant, who have completed five years of qualifying service and has become eligible for service gratuity or pension under rule 43, shall, on his retirement be granted death-cum-retirement gratuity as prescribed in the Tamil Nadu pension rules, 1978, for each completed six monthly period of qualifying service, subject to a maximum of times, the emoluments.

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

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.

c. Service weightage allowed for calculation in voluntary retirement is the balance service available ie. The service upto the date of retirement subject to maximum of 5 years is allowed 30 years of service may be calculated.

d. Commutation of pension is allowed to the employees retired or superannuation or Voluntary retirement $\frac{1}{3}$ rd of the pension could be commuted. Table value for age at next birthday will be taken for calculation of total value to be commuted. After commutation of pension, the commuted value will be added after 12 years of pension drawn.

Question – 4

- a) The Board has power to create or abolish any post in connection with the affairs of the Board,

No authority subordinate to the Board may sanction the creation of any additional establishment, permanent or temporary, except to the extent and subject to the conditions mentioned in clause. The delegations specified therein are subject to the general conditions. A sanctioning authority should invariably specify the period for which it sanctions a temporary establishment. It should also specify the date from which the sanction for a temporary establishment will take effect or, if it is not possible to specify the date, should state that the sanction will take effect from the date of actual employment of the staff or of the head of the staff.

Question – 5

- a. Purchase of resignation: Employees of the Board are hereby prohibited from entering into any pecuniary arrangement for the resignation by one of them of any office under the Board for the benefit of the others. Any nomination or appointment consequent upon such resignation shall be cancelled and such parties to the arrangement as are still in the service shall be suspended, pending the orders of the Board.

- b. DOWRY: No Board Employee shall

- (i) give or take or assist the giving or taking of dowry: or
- (ii) demand, directly or indirectly from the parents or guardian of a bride or bride-groom, as the case may be, any dowry.

Explanations: For the purpose of this regulation, dowry has the same meaning as in the Dowry Prohibition Act, 1961 (Central Act 28 of 1961).

Question – 6

- a) Where a central public information officer or a state public information officer at the case maybe to disclose any information or record or part thereof on a request made under this Act. Lets to third party and it as been treat as confidential by that third party, the central are state public information officer shall within 45 days from the request / a return notice to such third party and the fact intends to disclosed the information are part thereof.
- b) Disposal Request under RTI Act 2005
Subject to the Provision to Sub-section 2 of Section – 5, on Subsection 3 of section – 6 the central public information officer on receipt of request within 30days of the receipt of the request either provide the information on payment or fee as may be prescribed reject the request for any reason specified in section 8 and 9.

Question – 7

- a. Contingent Liabilities would mean an obligation relating to current year or past year which is dependent upon happening or non-happening of an event.

Examples.

- Claim by supplier for cost escalation claims.
- Claim for refund of an increase in tariff made by consumers.

b. **Difference:**

Capital	Revenue
Cash spent on investment in the business: e.g. <ul style="list-style-type: none">• Plant & Machinery• Factory buildings• IT systems• Distribution equipment fixtures and fittings.	Cash spent on day-to-day operations: e.g. <ul style="list-style-type: none">• Raw materials• Energy costs• Wages and salariesMarketing

Question – 8

Suspension

- A member of a class of service may be placed under suspension from service where
 - An inquiry into grave charges against him is contemplated or is pending, or
 - A Complaint against him of any criminal offence is under investigation or trial and if such suspension is necessary in the public interest.
- An employee who is detained in custody whether on criminal charge or otherwise for a period longer than 48 hours shall be deemed to have been suspended under this regulation.
- 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 on 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 shall remain in force until further orders.
- Where a penalty of dismissal is set aside or declared or rendered void in consequence of or by a decision of a court of Law shall continue remain until further orders.
- An order of suspension made or deemed to have been made in 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 sub ordinate.

Question
A (6)

முறைப்பணி (ஷிப்டு வேலை)

(i) தற்சமயத்திற்கு செயலில் இருந்து வரும் 1948-ஆம் ஆண்டு தொழிற்சாலைகளுக்கான சட்ட விதிகள் (அல்லது) பின்னால் உருவாக்கப் பட்ட இதே சட்டத்திற்குரிய திருத்தங்களுக்கு ஏற்ப முறைப்பணி (ஷிப்டு வேலை) முறைப்படுத்தப்படும். மேலாட்கியரது எண்ணத்திற்கு ஏற்ப ஒரு துறையில் (அல்லது) இயந்திரத் தொகுதியில் (அல்லது) பிரிவில் ஒன்றுக்கு மேற்பட்ட "முறைப்பணி" (ஷிப்டு)கள் வேலை செய்யலாம். ஒவ்வொரு துறையிலும் இயந்திரத் தொகுதியிலும் (அல்லது) பிரிவினாலும் பணியாற்றும் முறைப்பணி (ஷிப்டு)கள் பற்றிய விவரங்களை அந்தத்துறை இயந்திரத் தொகுதி (அல்லது) பிரிவினாள்ள அறிவிப்புப் பலகைகளில் ஒட்டி வைக்க வேண்டும்.

(ii) 1948-ஆம் ஆண்டு தொழிற்சாலைகளுக்கான விதிகள் (அல்லது) இச்சட்டத்தின் திருத்தங்களுக்கு ஏற்ப எவ்வகையில் வேண்டுமானாலும் இந்த முறைப்பணி (ஷிப்டு) யை அல்லது முறைப்பணி (ஷிப்டு) வேலை நேரத்தைத் திருத்தலாம் (அல்லது) மாற்றியமைக்கலாம். இத்தகைய மாற்றங்களைப் பற்றிய அறிவிப்பைத் தொழிலாளர்கள் அறிந்து கொள்வதற்காக அறிவிப்புப் பலகையில் ஒட்டி வைக்க வேண்டும்.