

ANSWER KEY

1.

- (i) (d) 20 Years.
- (ii) (a) No.
- (iii) (b) 75 %
- (iv) (c) 4 Years.
- (v) (b) 180 days.
- (vi) (c) 100 instalments.
- (vii) (c) one increments.
- (viii) (b) 9 months
- (ix) (a) Yes.
- (x) (c) 57.170.
- (xi) (a) 15 days
- (xii) (b) 50,000/-
- (xiii) (c) Rs. 5,00,000/-
- (xiv) (a) 4 months.
- (xv) (a) 10 %.
- (xvi) (c) Rs. 180/-
- (xvii) (b) 39 days.
- (xviii) (a) Correct.
- (xix) (c) 160 km.
- (xx) (b) 5 Years.

- 2.
- (i) Contributory Pension Scheme.
 - (ii) Tamil Nadu Electricity Regulatory Commission.
 - (iii) (b). Festival Advance.
 - (iv) (b). 12 days.
 - (v) (c). 6 months
 - (vi) (c). Rs. 7850/-
 - (vii) (b). Rs. 12 per km.
 - (viii) (b). 10 Years.
 - (ix) (c). 60 Years.
 - (x) (c). Rs. 300/- P.M.
 - (xi) (c). Chairman.
 - (xii) (a). Chief Engineer.
 - (xiii) (b). 2 Years.
 - (xiv) (b). 30-06-2019
 - (xv) (b). Not taken.
 - (xvi) (c). Rs. 20,00,000/-
 - (xvii) (b). Not Correct.
 - (xviii) (c). 2 increments.
 - (xix) (b). $\frac{3}{4}$ th D.A.
 - (xx) (b). 2010

3. Write Short Notes on the following:

(a) Invalid Pension - - - [TNPR Rule 36.]

(1). A Government servant who is declared by the appropriate Medical Authority to be permanently incapacitated for further service in accordance with the instructions on the subject, may be granted invalid Pension. The date of effect of retirement will be the date of M.C, if the employee concerned was on duty, or on the date on which she will be returning to duty, if she was on leave, on the date of M.C. was granted.

(b) Warning: [D. & A Regulations]

A warning is not one of the penalties mentioned in the standing orders (or) Discipline and Appeal Regulation under which the lightest of the contemplated Penalties is "censure", "Warning" is only a cautioned to Board servants to be more careful in future and to avoid repetition of mistake or irregularity committed by him. The record of "warning" in the Personal file and the placing of Copies of such orders in the personal file would necessarily create prejudice against the Board employee concerned has to be assessed for purpose of Promotion, etc., and this neither permissible nor fair considering that "Warning" is not a recognised Punishment.

3. (c). Daily Allowance: [T.A. Regulation 32 (a), (b), 35, 36]

Daily Allowance is a Uniform allowance granted for each completed period of 24 hrs. absence from headquarters. It is intended to cover the ordinary charges incurred by an employee in consequence of such absence. Daily Allowance is admissible for journeys or halts if any in the course of journeys on tour. D.A. is not admissible when an employee does not reach a point outside a radius of 8 kms from his headquarters or return to his headquarters from a similar point and while on casual leave or availed holidays on tour.

(d) Record of Enquiry: [D&A Regulations 11].

The authority imposing any penalty under D&A regulations shall maintain a record showing:

- (i) the allegations upon which action was taken against the persons punished.
- (ii) the charges framed, if any;
- (iii) the person's representation, if any, and the evidence taken, if any, and
- (iv) the findings and the grounds thereof, if any,

(b) All orders of punishment shall also state the grounds on which they are based and shall be communicated in writing to the persons against whom they are passed.

3.(c). Contributory Pension Scheme 2003:

As per G.O.Ms.No.259, dated 6.8.2003 the Govt. of Tamilnadu has introduced Contributory Pension Scheme (CPS) from 1.4.2003. The above scheme has been adopted by TANGEDCO from 1.4.2003 vide B.P. (ch.) No. 264, (SB) dt. 3-12.2003.

As per the above Board's proceedings each employee will pay monthly Contribution of 10% from his basic Pay + Grade Pay + Dearness Allowance. An equal amount of Contribution will be paid by the TANGEDCO.

As per ~~Per~~ (Per.) B.P. (ch.) No. 66, (sect. Pr.) dated 23.4.2010, it is ordered that the deceased employees own Contribution + Board's matching Contribution plus interest on both, calculated at the rate of interest, the Board declare from time to time as interest to be paid under C.P.S. shall be paid to the legal heirs of the deceased employee.

4. (i). The following are the various kinds of leave that are extended to the employees of TANGIEDCO/TANTRANSO.

- Earned leave.
- Unearned leave
 - (a) Unearned ^{leave} on Medical Certificate.
 - (b) Unearned leave on private Affairs.
- Leave on employment abroad.
- Special Disability leave.
- Maternity leave.
- Study leave.
- Casual leave.
- Special casual leave.
- Restricted Holiday
- Compensatory Holiday.
- Extra-ordinary leave with M.C.
- Extra-Ordinary leave without M.C.

Earned leave:

A permanent employee shall earned leave at the rate of $1/11^{\text{th}}$ of the period spend on duty provided that he shall cease to earn leave while he has to his credit such leave amounting to 240 days.

A non-permanent employee (i.e.) a Probationer and a temporary employee shall earn leave at the rate of $1/22^{\text{th}}$ of the period spent on duty provided that he shall cease to earn leave while he has to his credit such leave amounting to 30 days.

Unearned leave:

Leave on M.C may be granted to a Permanent employee in class I, II and III Service for 360 days in all. Such leave shall be given only on Production of a certificate from such medical authority as the Board may be prescribed.

When the period of 360 days has been exhausted further leave on M.C for a period not exceeding 180 days in all may be granted in exceptional cases.

Leave on employment abroad:

An employee of the TANGUENCO may be granted this leave to take employment abroad, maximum of five years. The period of leave availed will not be taken as duty period, however, the pays necessary leave salary and pension contribution as demanded by the chief Internal Audit officer that period will be taken into account for the purpose of arriving Pensionary benefits.

Special Disability leave:

This leave may be granted to an employee who is disabled by injury intentionally inflicted or caused in, or in consequence of the due performance of his official duties or in consequence of his official position. The chairman for Board's secretariat and the chief Engineer for other offices are empowered with to sanction.

* The period of leave granted shall be such as is certified by a Medical Board to be necessary, and it shall be in no case exceed 24 months.

* Such leave may be combined with leave of any other kind.

Maternity Leave:

Competent authority may grant Maternity leave on full pay to permanent married women Board employees for a period not exceeding 9 months which may be spread over from the pre-confinement rest to post confinement recuperation at the option of the employee. It is not admissible to married women employee with more than two children.

A competent authority may grant maternity leave for a period which may extend upto six weeks to permanent married women employees who undergo medical Termination of Pregnancy of 12 weeks or more but not exceeding 20 weeks under the medical Termination Act.

Maternity leave may be granted in continuation of other kinds of leave.

There shall be no limit for combining earned leave with maternity leave.

Leave on Private Affairs:

Leave on private affairs may be granted to a permanent employee in class I, II and III Service for 180 days in all upto a maximum of 90 days at any one time. It may be combined with earned leave but the total combined with earned leave shall be limited to six months.

At present, this leave may be encashed at the time of retirement.

Extra-ordinary leave:

This leave is admissible in the following circumstances

- (i) when no other leave is admissible.
- (ii) when other leave being admissible the employees concerned applies in writing for the grant of extra ordinary leave.

Whenever this leave is availed without Medical Certificate, that period will not counted for annual increment.

4. (ii) Five Penalties that can be imposed upon the employees of TANUEDCO are.

1. Censure.
2. Withholding of increments.
3. Reduction of lower rank.
4. Recovery of losses.
5. Removal Compulsory retirement.

The above penalties may, for good and sufficient reasons and as herein after provided, be imposed upon the employees of the Board.

Censure:

This penalty is very minor in nature and is imposed upon for a minor misconduct as decided by the Competent authority. Though there is no loss financially to the employee who was awarded with the punishment, his name will not be included in the panel for Promotion during the Year.

Withholding of increments: or Promotion

This penalty be treated into two viz.,

- i) withholding of increments with cumulative effect.
- ii) withholding of increments without Cumulative effect.

In a both, the official awarded with those Punishments will suffer monetarily, where the penalty with cumulative effect will have it consequence while arriving the pensionary benefits at the time retirement.

The recovery of the monetary equivalent to withholding of increments shall be resorted to only in cases where the punishment of withholding of increment cannot be implemented fully consequent on the promotion of the person to a higher post prior to the imposition of the punishment.

Reduction to a lower rank:

The appointing authority may issue such an order for reduction to a lower rank viz.,
Reduction to a lower rank, in the seniority list or a lower post or time scale, whether in the same class of service or in another class of service or to a lower stage in a time scale.

Recovery of losses:

Recovery from pay of the whole or part of any pecuniary loss caused to the TANNEDCO by negligence or breach of orders.

Whenever heavy losses are sustained due to issue of any false certificate by an employee or due to his gross negligence, his services are liable to be terminated. Besides the liability for the losses will also be enforced on him by recovering from his pay. Simultaneously, Criminal action also must be instituted against such employee.

Compulsory Retirement:

Compulsory retirement otherwise than the retirement of an employee :-

- (a) on attaining the age of Superannuation.
- (b) Owing to reduction of establishment
- (c) Owing to his permanent incapacity for service on account of bodily or mental infirmity; and
- (d) whose efficiency has been impaired after completion of 25 years of continuous service.

- x - x -

5. Calculation of Terminal Benefits:

Date of Birth - ... 01.01.1961.
 Superannuation - ... 58
 01.01.2019 - 31.12.2018
 Date of retirement.

Date of retirement - - Y - M - D
 2018 - 12 - 31
 Date of joining at Service - 1989 - 01 - 25
29 - 11 - 06

Leave:

- i) Leave on loss of Pay with M.C. - 2 months
 [21.4.95 to 20.5.95 and 1.7.98 - 31.7.98]
- ii) OEL on Medical Certificate - 70 days.
 [4.3.03 - 12.5.03]
- iii) Suspension treated as EL - 92 days.
 [From 14.7.16 to 13.10.16.]
- iv) EOL w/o Medical Certificate
 for employment at abroad.
 [Leave salary & Pension Contribution
 not remitted to TANMEDCO.]
 From 14.7.16 to 13.10.16.

01-06-0

28-05-06

Net Qualifying Service:

56 + 1 = 57 Completed Six Months Period.

Pay as on 31.12.2018 - Rs. 142700/-

Pension: $L.P.D \times \frac{1}{2} \times \frac{CSMP}{60 - CSMP \text{ Ltd.}}$

: $142700 \times \frac{1}{2} \times \frac{57}{60} = \text{Rs. } 67,782.50$

(or) Rs. 67783/-

DCRG : $\text{Pay} + \text{DA} \times \frac{CSMP}{4}$:

$142700 + 12843 = 155543 \times \frac{57}{4} = 22,16,488/-$

Ltd to Rs: 20,00,000/-

Family Pension: 50% - $\frac{142700}{2} = \text{Rs. } 71350/-$ Ltd to

Superannuation Pension
Rs. 67,783/- 50%

30% - $142700 \times 30\% = \text{Rs. } 42810/-$ 30%

Commutation Value: $\frac{\text{rd Pension}}{3} \times 12 \times \text{Table value purchase value of age}$:

$\Rightarrow \frac{67783}{3} \times 12 \times 8.371 = \text{Rs. } 22,69,612.49$

(or)
 $\Rightarrow 22594 \times 12 \times 8.371 = \text{Rs. } 22,69,612/-$

6. Calculate the joining time and unavailed portion of joining time FR-106

OFFICER Relieved on (~~22.8~~) Thursday - 22-8-2019 AM.

Excluded - $\left[\begin{array}{l} 23.8.2019 - \text{Holiday} - \text{Krishna Jayanthi} \\ 24.8.2019 - 4^{\text{th}} \text{ Saturday} \\ 25.8.2019 - \text{Sunday} \end{array} \right.$

Preparation time - 6 days.
[26.8.2019 - 31.8.2019]

Journey time!

By train - 504 km - 2 days

[By train - for every 400km
or any part thereof - 1 day]

By Bus 94 km - 1 days.

[01.09.2019 to 03.09.19] 3 days

The officer should join duty at Kadamparai on 04-09-2019 AM. But the official has joined duty on 28.8.2019 AM Therefore the unavailed portion of joining time is 7 days.

Calculate the transit Pay:

An officer relieved on 22.08.2019 AN

He joined duty at Kadamparai on 28.08.2019.

Old station	New station.
Pay - 102000	Pay - 106100
DA - 12240	DA - 12732
HRA - 8300	HRA - 4300
CCA - 1200	CCA - 720
Thermal Allowance - 600	Hill Allowance - 6000
	OA Surrender Allowance - 1000

Transit Pay

Basic Pay - Rs. 1,02,000/-

Dearness Allowance (2%) - Rs. 12,240/-

HRA - Rs. 4,300/-

CCA - Rs. 720/-

Other allowances does not arise.

7
(a) Regulate the Pay fixation on the date of Joining in the promoted Post:

The Pay of the officer as on 1.10.16 - Rs. 76400

The officer was promoted on 28.2.2017 in the level-1 Pay matrix for officers. The officer opted his Pay fixation on the date of Joining in the promoted Post, i.e., 10.3.2017 in Level-3 Pay matrix for officers.

Pay fixation on Promotion:

Pay drawn as on 1.10.2016 - Rs. 76400.

Pay matrix

<u>Level-1</u>	-	<u>Level-3</u>
76400		78200
78700	↗	80500 ✓
81100		82900
83500		85400
86000		88000

One increment shall be given in the level from which the officer is promoted and he shall be placed at a cell equal to the figure so arrived at in the level ^{Post} to which promoted, ~~he shall~~ and if no such cell is available in the level to which promoted, he shall be placed at the next higher cell in that level.

Pay fixed on Promoted Post as on 10.3.2017 is Rs. 80500/-

Annual Increment due on 1-1-2018 is Rs. 82900/-

Annual Increment due on 1-1-2019 is Rs. 85400/-

7(b). Calculation of Surrender leave salary:

PAY	-	1,16,000
DA 12%.	-	13,920
HRA	-	8,300
CCA	-	1,200
Thermal Incentive Allowance -		600
OH Surrender Allowance -		1,000
Total.		<u>1,41,020.</u>

15 days surrendered E.L for Encashment:

Pay	-	1,16,000
DA	-	13,920
HRA	-	8,300
CCA	-	1,200
T.I.A	-	-
OH. Sr. Allowance	-	-
		<u>1,39,420</u> for one month

Allowance not admissible:

$$\therefore \frac{\text{Rs. } 139420 \times 15}{30} = \underline{\underline{69,710/-}}$$

Encashment of EL = Rs. 69,710/-

8. Conditions for applying House Building Advance.

The applicant must have completed 4 Years of service on the date of application.

No Disciplinary Proceedings against him for Charges of corruption, mis-appropriation of money or stores, Mis-conduct involving moral turpitude or grave neglect of duty should be pending.

No vigilance enquiry should be pending against him into allegation of corruption, mis-appropriation of money or stores, mis-conduct involving moral turpitude or grave neglect of duty.

When a Criminal Proceedings is pending in the court no advance will be made.

- If he is under suspension.
- He himself or his family members should not own a home.

Documents should be accompany the application:

(i) Purchase a plot and house construction

- (a) An agreement (or) Consent letter from the owner.
- (b) Attested copy of documents.
- (c) Encumbrance Certificate for 13 Years in original.
- (d) legal opinion of the government pleader.
- (e) Approved Layout.

i) For construction of house alone:

- (a) Sale deed in original
- (b) Encumbrance Certificate for 13 years in original.
- (c) Legal opinion of Govt. pleader.
- (d) Approved plan and planning Permission from CMDA/Corporation/Local Body.
- (e) Estimates abstract and details workings.
- (f) Proceedings of the Corporation/Local Bodies.

(ii) For the purchase of Ready Built House

- (a) Agreement of Sale from Vendor.
- (b) Attested copy of documents
- (c) EC for 13 years in original.
- (d) Legal opinion of Government pleader.
- (e) Approved building Plan and Planning Permission from the CMDA/Approved licence of local body.

(iv) For the purchase of ready Built House/Flat allotted by the Housing Board

- (a) Regular allotment order in original.
- (b) Lease - cum - Sale Agreement

- (c) Handing over/ taking over certificate/ Completion Report.
- (d) NOC from the Housing Board for mortgaging the house/ Flat in favour of the TANGIEDCO for raising loan.
- (e) Certificate indicating the actual balance amount to be paid to House.