

Key for DEPARTMENTAL TEST FOR TECHNICAL OFFICERS IN THE TANGEDCO/TANTRANSKO - SECOND PAPER

I. Temporary Appointments and Promotions.

TNEB Service Regulation No.106 states as follows:

“The appointing authority may appoint or promote temporarily a person otherwise than in accordance with the provisions of these Regulations in the following cases until a person is appointed in accordance with Regulations. Provided that no employee shall under any circumstances be temporarily appointed or promoted for a continuous period exceeding 3 months.

1. Where it is necessary in the interest of the administration to fill up a vacancy immediately and there would be undue delay in making appointment or promotion as the case may be, in accordance with these Regulations.
2. Where it is necessary to fill a short vacancy in a post and the appointment or promotion of the person who is entitled to such appointment or promotion, as the case may be, would involve excessive expenditure on traveling allowance or exceptional administrative inconvenience.

Note (i): No appointment or promotion shall ordinarily be made under the above clauses of a person who does not possess the qualification, if any, prescribed for the post. Every person appointed or promoted under the clause (a) (1) who does not possess the qualification shall be replaced as soon as possible by a person possessing the prescribed qualifications.

Note (ii): A person appointed or promoted under clause (a) (1) shall, whether or not he possesses the prescribed qualifications be replaced as soon as possible by an approved candidate qualified to hold the post or by a member of the service, who is entitled for promotion to the post.”

(b). Where general or special qualifications have been prescribed for holding a post in a category and no member of the lower category from which the promotion is to be made to this category possesses the prescribed qualifications, a member of the lower category may be promoted temporarily to the higher category until a member qualified becomes available for promotion.

II. Disposal of Request under RTI Act, 2005.

Section 7 of the RTI Act states as follows.

(1). Subject to the proviso to sub-section (2) of section 5 or the proviso to sub-section (3) of section 6, the Central Public Information Officer or State Public Information Officer, as the case may be, on receipt of a request under section 6 shall, as expeditiously as possible, and in any case within thirty days of the receipt of the request, either provide the information on payment of such fee as may be prescribed or reject the request for any of the reasons specified in sections 8 and 9:

(2).If the Central Public Information Officer or State Public Information Officer, as the case may be, fails to give decision on the request for information within the period specified under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall be deemed to have refused the request.

(3).Where a decision is taken to provide the information on payment of any further fee representing the cost of providing the information, the Central Public Information Officer or State Public Information Officer, as the case may be, shall send an intimation to the person making the request, giving—

(a).the details of further fees representing the cost of providing the information as determined by him, together with the calculations made to arrive at the amount in accordance with fee prescribed under sub-section (1), requesting him to deposit that fees, and the period intervening between the despatch of the said intimation and payment of fees shall be excluded for the purpose of calculating the period of thirty days referred to in that sub-section;

(b).information concerning his or her right with respect to review the decision as to the amount of fees charged or the form of access provided, including the particulars of the appellate authority, time limit, process and any other forms.

(4).Where access to the record or a part thereof is required to be provided under this Act and the person to whom access is to be provided is sensorily disabled, the Central Public Information Officer or State Public Information Officer, as the case may be, shall provide assistance to enable access to the information, including providing such assistance as may be appropriate for the inspection.

(5).Where access to information is to be provided in the printed or in any electronic format, the applicant shall, subject to the provisions of sub-section (6), pay such fee as may be prescribed:

Provided that the fee prescribed under sub-section (1) of section 6 and sub-sections (1) and (5) of section 7 shall be reasonable and no such fee shall be charged from the persons who are of below poverty line as may be determined by the appropriate Government.

(6).Notwithstanding anything contained in sub-section (5), the person making request for the information shall be provided the information free of charge where a public authority fails to comply with the time limits specified in sub-section (1).

(7).Before taking any decision under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall take into consideration the representation made by a third party under section 11.

(8).Where a request has been rejected under sub-section (1), the Central Public Information Officer or State Public Information Officer, as the case may be, shall communicate to the person making the request,—

- i).the reasons for such rejection;
- ii).the period within which an appeal against such rejection may be preferred; and
- iii).the particulars of the appellate authority.

(9). An information shall ordinarily be provided in the form in which it is sought unless it would disproportionately divert the resources of the public authority or would be detrimental to the safety or preservation of the record in question.

III (a). Absence from Head Quarters:

As per TNEB Service Regulations No.10.(28), the officers of class I and II shall not leave their Head Quarters without the prior permission of the competent authority , except when they are on camp or duty. Such permission will be obtained even for absence from Head Quarters overnight. Before leaving the Head Quarters, the officer shall furnish his address during his temporary absence with the competent authority.

III(b). 'Information as per the Right to Information Act 2005.

"information" means any material in any form, including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force;

III(C). Prohibition of Sexual harassment of working women.

As per Regulation No.3(B) of TNEB employees' Conduct Regulations,

- (1) No Board employee shall indulge in any act of sexual harassment of any woman at the work place.
- (2) Every Board employee who is in charge of a work place shall take appropriate steps to prevent sexual harassment to any woman at such work place.
Sexual harassment includes such unwelcome sexually determined behavior whether directly or by implication as
 - (a) Physical contact and advances, or
 - (b) Demand or request for sexual favours, or
 - (c) Sexually coloured remarks, or
 - (d) Showing any pornography, or
 - (e) Any other unwelcome physical, verbal or non verbal conduct of sexual nature.

III(d). Counting of 'period of suspension as qualifying service' for pension:

Time passed under suspension pending enquiry into conduct counts in full where, on conclusion of the enquiry, the Government servant has been fully exonerated or the suspension is held to have been wholly unjustified. In other

cases, the period of suspension does not count, unless that authority competent to pass orders under Fundamental Rule 54 expressly declares at the time that it shall count, and then it shall count only to such extent, as the competent authority may declare. However, in the case of Government servant who dies while under suspension, before the enquiry is over, the period of suspension shall be treated as duty.

IV. Commercial and Private employment after Retirement:

Tamil Nadu Pension Rules 1978:

10.(1). If a pensioner wishes to accept any employment, whether commercial or private, before the expiry of two years from the date of his retirement, or any employment under the Government outside India, at any time, he should obtain the previous sanction of the Government, to such acceptance.

10. (2). The Government may by an order in writing, on application made by a pensioner grant, subject to provisions of Sub-Rule (3), if any, as it may deem necessary permission, or refuse permission, for reasons to be recorded in the order, to such pensioner, to take up the commercial /private employment specified in the application.

10.3. If any pensioner takes up any commercial /private employment before the expiry of two years from the date of retirement, without the prior permission of the Government, or commits a breach of any condition, subject to which such permission has been granted to him, under this Rule, it shall be competent for the Government, to declare by order in writing , and for reasons to be recorded therein, that he is not entitled to the whole or such part of pension, and for such period as may be specified in the order.

10.4. The Rule applies to all pensioners who immediately before retirement were gazetted / self drawing officers under the rule making control of the Government, or were on leave preparatory to retirement, and would have held self drawing posts, before proceeding on such leave.

10.5. For the purpose of this rule, employment under a Government outside India, shall include employment under Local Authority or Corporation or any other Institution or organization, which functions under the supervision or control of a Government outside India.

Note.1. No officer on leave preparatory to retirement should be permitted except for very special reasons, to accept any employment, until such leave expires, and he enters on pension.

Note.2. In the case of pensioner , who is reemployed, under the Government, the period of two years shall be reckoned from the date of termination of his reemployment.

Note.3. In this rule, 'commercial employment' means an employment in any capacity, including that of an agent, under a company, cooperative society, firm, or individual engaged in trading, commercial, industrial, financial, or professional business, and includes directorship of a company, or a partnership of such a firm, and also include employment under a body corporate owned or controlled by Government.

V. Acts and omissions constituting misconduct under TNEB Employees Discipline and Appeal Regulations.

1. Willful insubordination or disobedience , whether alone or in combination with another or others, of any lawful and reasonable orders of a superior.

2. Striking work or deliberate slowing down of work either singly or along with another or others in contravention of any lawful and reasonable order of a superior.

Striking work or deliberate slowing down of work or inciting other workmen to strike work or slow down work , in contravention of orders, of any statute , law enactment or any rule, for the time in force, or as applied from time to time.

3. Concerted or organized refusal on the part of employees to receive their pay.

4. Theft, fraud or dishonesty in connection with the Board's property or business.

5. Taking or giving bribes or any illegal gratification whatsoever.

6. Collection or canvassing for collection without the written permission of the management of any money within the premises of the establishment.

7. Habitual late attendance or habitual absence without leave or without sufficient causes.

8. Carrying on money lending or any other private business without the permission of the management within the premises of the establishment.

9. Drunkenness, fighting , riotous or disorderly or indecent behavior in the premises of the establishment or any act subversive of discipline.

10. Habitual negligence or neglect of work.

11. Habitual indiscipline.

12. Smoking within the premises of the establishment in places where it is prohibited.

13. Causing willful damage to work in progress or to any property in the establishment.

14. Distribution, exhibition, display or use within the boundaries of work spot or premises, of any newspapers, handbills, pamphlets, or posters, flags, loud speakers , without the previous sanction of management.

15. Refusal on the part of an employee to work on a job or machine, other than the job or machine on which he is usually engaged without adversely affecting service conditions.

16. Holding meetings within the establishment or any of the premises including the precincts there of owned by the TNEB, without the previous sanction of management.
17. Gambling within the premises of the management.
18. Sleeping while on duty.
19. Malingering or slowing down of work.
20. Unauthorized use of Board's quarters or land
21. Acceptance of gifts from subordinates.
22. Lending or borrowing of money to or from subordinates.
23. Insolvency
24. Writing of anonymous pseudonymous letters criticizing the Board or any person employed by the Board.
25. Spreading false rumours, or giving false information, which tends to bring into disrepute the Board or those employed by the Board, or spreading panic among them.
26. Conviction of any Court of Law for any criminal offence involving moral turpitude.
27. Theft of employees property inside the premises of the establishment.
28. Continuous absence without the permission or without satisfactory cause for more than five days
29. Giving false information regarding name, fathers name, qualification, age or previous service, or any other information connected with employment, at the time of employment, or any other time during the service.
30. Breach of any rules.
31. Abetment of or attempt to commit any acts of misconduct.
32. Habitual breach of any rules or instructions for the maintenance and cleanliness of the work places.
33. Willful disobedience of any order expressly given or any rule expressly framed for the purpose of securing safety or willful removal or disregard of or interference with any safety guard or any other device provided for securing the safety.
34. Accepting service in any other establishment other than that belonging to Board or private remunerative employment from any person.
35. Leaving one's post or duty without prior permission from Higher authorities.
36. Conducting or promoting any raffle or lottery or participating in any unauthorized lottery or raffle within the premises of the establishment.
37. Enrolling as member in any political party.
38. Engaging in any unlawful or illegal demonstrations to coerce or force the management to concede any demand or demands.
39. Indulging in any subversive or other activities which are prejudicial to national security.

VI. i) Chart of Accounts

The Chart of Accounts contains account numbers for various transactions to be uniformly followed by all Electricity Boards. The account number has got a five digit code in which first two digits, represent **Account Group Code**.

The grouping is briefly explained below.

1. 10 to 20 Fixed Assets
2. 21 to 29 Current Assets
3. 30 to 37 Inter Unit Accounts
4. 40 to 49 Current Liabilities
5. 50 to 54 Capital Liabilities
6. 55 to 59 Reserves and Surplus
7. 60 to 69 Income
8. 70 to 89 Expenses and Losses

When a third digit is added, the **Main Account Number** is arrived. Fourth and fifth digits are for **Sub-Account Numbers**.

ii) Group Code 14 Capital Work - in -Progress

In the five digit code of capital work-in-progress account, first two digits are Group Code namely 14, the next two digits are Project Code assigned for each piece of capital job. The last digit is the Asset Identification Code. The asset identification code is as follows.

1. Land
2. Buildings
3. Hydraulic Works
4. Other Civil Works
5. Plant & Machinery
6. Lines, Cables Net work
7. Vehicles
8. Furniture & Fixtures
9. Office Equipment

iii). Group Code 22 Stock

In the revised pattern of accounting, stock has been segregated into capital stock and operation & maintenance stock. Capital stock are those stock materials which are meant to be used on capital works.. The stock account has been further divided into eight subdivisions as below :

1. Material Purchase Account
2. Material issue Account
3. Material issue to contractors
4. Material returned by contractors
5. Material transfer inward

- 6. Material transfer outward
- 7. Material stock adjustment
- 8. Material stock account

iv.) Group Code 30 to 37 Inter Unit Accounts

Inter unit transaction are classified according to their nature. The accounts are allotted as below:

30	Inter Unit Accounts	Fuel
31	Inter Unit Accounts	Materials
32	Inter Unit Accounts	Capital Expenditure & Fixed
Assets		
33	Inter Unit Accounts	Remittance to Head Office
34	Inter Unit Accounts	Funds transfer from Head Office
36	Inter Unit Accounts	Personnel
37	Inter Unit Accounts	Other transactions/ Adjustments

The five digit inter unit account is formed by adding the location code of the transferee unit to the group code mentioned above. Every account rendering unit has been allotted a location code. The location codes of different Systems and Circles and the inter unit accounts for different transactions are given in Chart of Accounts in Annexure - II.

The rules contain basic accounting principles and policies to be followed by all the Electricity Boards uniformly. The rules also contain procedural matters relating to accounting transactions.

**VII. i) Bigamous Marriage:
Regulation No.25 of TNEB conduct Regulations.**

- (i). No employee shall enter into or contract a marriage with a person having a spouse living.
- (ii). No employee having a spouse living shall enter into or contract a marriage with any person.

Provided, the Board may permit an employee to enter into or contract, any such marriage as is referred to clause (i) or clause (ii), if it is satisfied that –

- (i) Such a marriage is permissible under the personal law applicable to such an employee and the other party to the marriage and
- (ii) there are other grounds for doing so.

ii) Competent Authority:

TNEB Service Regulations No.10.(6).

A Competent authority in respect of any employee is in so far as any power delegated under these regulations is concerned, the authority to which such power has been delegated and no such specific delegation has been made, the competent authority is, unless or otherwise stated, the authority, in whom the power to appoint such employee has been, or is vested from time to time by the Board.

A competent authority relation to the exercise of any power other than that mentioned above is the Board or other authority to which power has been delegated by the Board for the purpose of these regulations.

iii) Voluntary Retirement:

TNEB Service Regulations No.17.(gg).

An employee who has attained the age of fifty years or who has completed twenty years of qualifying service, may retire from service, 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 for information. Before giving such notice, he may satisfy himself, by means of reference to such authority that he has completed the required number of qualifying service.

iv) Invalidation from service

. TNEB Service Regulations No.80.

An employee is to be invalidated from service, who by bodily or mental infirmity is permanently incapacitated for the service.

A decision to invalidate an employee may not, however be given effect to, if the medical opinion is that the employee concerned may become fit for duty if he undergoes suitable medical or surgical treatment. If the treatment has failed or if the employee is unwilling, and declines to undergo treatment, he will be invalidated. Invalidation in the latter case will not be considered as one of complete and permanent incapacity for the service.

VIII.i). Compensatory Allowance:

TNEB Employees TA Regulations.No.2.ii.

An allowance to meet personal expenditure necessitated by the special circumstances in which duty is performed. The amount of such allowance shall be so regulated that the allowance is not on the whole a source of profit to the recipient. It includes travelling allowance.

ii). Allowance for Incidental Expenses.

TNEB Employees TA Regulations.No.39.

An employee may, for a journey by air or railway or regular public motor service from Headquarters / camp to places at a distance of 160 KM or more draw for each of the day of departure from Headquarters and the day of arrival back to headquarters, one half of the daily allowance, for which he is eligible at the rate applicable for stay in Guest house or by private arrangement shown in columns 7 and 10 of the Schedule to Annexure I, to compensate expenses on portage etc, involved in the journey provided the absence from headquarters / camp is 24 hours or more. If the absence is less than 24 hours, he may draw one half of the daily allowance only for the day of departure from or for the day of arrival back at headquarters.

iii. Journeys on casual leave.

TNEB Employees TA Regulations.No.50.

Employees may, in the course of their official tours, be permitted to avail themselves of casual leave or holidays or both in a particular place up to a maximum of five days at a time either immediately before or after the period of official duty and draw travelling allowance for both the forward and return journeys.

iv) Travelling Allowance to the family of an employee who dies in service:

TNEB Employees TA Regulations.No.85.

If an employee dies while in service, members of his family may be granted travelling allowance for the journey to his home or any other place, where they may wish to reside, either from his headquarters or from the place of his death; provided that the amount shall not exceed what would be admissible for a journey from the employee's headquarters to his home.