



TAMIL NADU GENERATION AND DISTRIBUTION CORPORATION

(A B S T R A C T)

Establishment - TANGEDCO - Departmental Tests conducted by Tamil Nadu Public Service Commission for the employees of Tamil Nadu Generation and Distribution Corporation Limited - Conducting the tests internally in TANGEDCO - Framing of new names and syllabi for various tests - Formation of "Examination cell" under the control of General Manager/Human Resource Development, Chennai - Orders - Issued.

(SECRETARIAT BRANCH)

(Per) FB TANGEDCO Proceedings No. 34

Dated 04th July 2013.

Aani 20.

Thiruvalluvar Anadu 2044.

Read:-

- i) (Per) CMD TANGEDCO proceedings No.59 (SB)
dated 01.03.2013.
- ii) Secretariat Branch U.O. Note No.40143/A18/A182/11-7,
dated 16.05.2013.

PROCEEDINGS

Departmental Tests for various posts have been prescribed in the Tamil Nadu Electricity Board Service Regulations, which are conducted by the Tamil Nadu Public Service Commission and Directorate of Technical Education. Some of them are required to be passed by the officials for becoming eligible for promotion to the higher posts and others are to be compulsorily passed by the officials before completion of their probation as the case may be. Consequent on the trifurcation of Tamil Nadu Electricity Board into three separate entities (viz.) TNEB limited, TANGEDCO and TANTRANSOCO, it becomes very much essential to make the officials updated in their field of activities. Hence, it is considered appropriate that certain Departmental tests may be conducted internally in TANGEDCO by duly modifying the syllabi of the test and the pattern of the examination according to the latest scenario and current trend. However, the tests conducted by the Directorate of Technical Education are accounts related subjects, which cannot be conducted by TANGEDCO. Hence, the tests conducted by the Tamil Nadu Public Service Commission alone may be conducted internally in TANGEDCO. The proposal has been approved by the Board of TANGEDCO.

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2. In order to examine the method/feasibility of conducting the departmental tests, framing of new syllabi for the said tests and publication of results internally in TANGEDCO, a committee has been constituted in the proceedings cited to conduct a detailed study in this regard. The committee in its meeting held on 10.05.2013 has resolved that the Departmental Examination which are presently conducted by the Tamil Nadu Public Service Commission may be conducted internally in TANGEDCO from November 2013 and suggested the new names and syllabi for the tests and the activities involved in conducting the examinations. The committee has also resolved to form an "Examination Cell" with certain staff under the control of General Manager/Human Resource Development, Chennai to conduct the examinations. The suggestions has been accepted by the Chairman-Cum-Managing Director/TANGEDCO.

3. Accordingly, the following are hereby ordered:-

a. The following Departmental Examinations which are presently conducted by the Tamil Nadu Public Service Commission shall hereafter be conducted internally in TANGEDCO with effect from November 2013.

- i. The Tamil Nadu Electricity Department Account Test (E.D. Test)
- ii. The Departmental Test for Accounts Officers.
- iii. The Departmental Test for Internal Audit Officers.
- iv. The Accounts Test for Subordinate Officers – Part I.

b. The Statement showing the existing names and the new names for the tests mentioned above shall be indicated in Annexure-I to this proceedings.

c. The new syllabi prescribed for the above tests shall be as indicated in Annexure-II to this proceedings. The employees of TANGEDCO/ TANTRANSKO shall be allowed to write all the above four departmental examinations with the Books prescribed for the above tests.

d. Sanction is hereby accorded for the formation of an "Examination Cell" in TANGEDCO by creating the following posts under the control of General Manager/Human Resources Development, Chennai for a period from the date of utilization of the posts and upto 28.02.2014 to carry out all the works related to conducting the above departmental examinations internally in TANGEDCO:-

- i. Assistant Executive Engineer/Electrical -1 No.
(Rs.15,700 – 39,100 + Rs.6,100 Grade Pay)
- ii. Assistant Accounts Officer-1 No.
(Rs. 15,700 – 39,100 + Rs.5,400 Grade Pay)

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iii. Assistant (Administration) – 1 No.
(Rs. 5,400 – 20,200 + Rs. 2,700 Grade Pay)

iv. Typist (for data entry works) – 1 No.

v. Office Helper – 1 No.
(Rs.5,400 - 20,200 + Rs.1,900 Grade Pay)

e. The post of Typist created in item No-iv above shall be filled up by outsourcing.

f. It is also hereby ordered that the services of the I.T wing shall be utilized for the computerized operations involved in carrying out the above works.

g. It is further ordered that the Chief Engineer/Information Technology, Chennai shall be directed to provide necessary infrastructure (viz.) Secured Cabin, Computers, Hi-Speed Printers etc, to the examination cell.

h. Necessary amendment to TNEB Service Regulations for replacing the names of new tests will be issued separately.

4. The incumbents of the posts ordered in para-3 (d) above shall be eligible to draw the usual pay, Grade pay, Dearness Allowance, House Rent Allowance, city compensatory Allowance and other allowances at the rates admissible under the orders in force wherever applicable.

5. The expenditure is debitable to "TNEB Funds – Revenue Expenses – 75 – Employees Costs – 75.1 – Salaries – 75.110 salaries provincial.

6. The above orders shall take with immediate effect.

7. The receipt of this proceedings shall be acknowledged.

(By Order of the Board)

S. CHINNARAJALU
SECRETARY

To

The Secretary/TANGEDCO.

The Director/Distribution/TANGEDCO/Chennai-2.

The Chief Engineer/Personnel, Administrative Branch/ TANGEDCO.

The Chief Engineer/Commercial/TANGEDCO.

The Chief Financial Controller/General/TANGEDCO.

The Chief Internal Audit Officer/Audit Branch/TANGEDCO.

✓ The General Manager/Human Resources Development Chennai-2

The Deputy General Manager/Human Resources Development Chennai – 2

The Deputy Secretary/Personnel/Secretariat Branch,

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The Under Secretary/Wage Revision and Regulations, Secretariat Branch,
Chennai – 2.

Copy to

Chairman-cum-Managing Director's Office.

The Inspector General of Police/Vigilance, Legal Adviser and Industrial Relations
Adviser.

The Managing Director/TANTRANSCO.

The Director (Distribution)/TANGEDCO.

The Director (Operation)/TANTRANSCO.

The Director (Transmission Projects)/TANTRANSCO.

The Director (Projects)/TANGEDCO.

The Director/Finance/ TANGEDCO.

All Chief Engineers/Superintending Engineers.

The Chief Financial Controller/Revenue/TANGEDCO.

The Chief Financial Controller/TANTRANSCO.

The Superintending Engineer/Chairman-cum-Managing Director's Office.

The Resident Audit Officer.

The Deputy Secretary/Administration and Vigilance/ Secretariat Branch.

The Personnel /Staff Sanction/Administrative Branch/Chennai-2

Statistical Cell Administrative Branch/Chennai -2

All Under Secretaries/Secretariat Branch/Chennai-2

"A18", & "A10" Sections/Secretariat Branch/ Chennai-2.

The Assistant Personnel Officer/Tamil Development for publication in Bulletin.
Stock File.

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Sundar
64/57/2013
SECTION OFFICER

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ANNEXURE - I

Sl. No	Existing Name of the Tests	New Name for the Tests
1.	Electricity Department Account Test (E.D. Test)	Departmental Test for Technical Officers
2.	Departmental Test for Accounts Officers	Departmental Test for Accounts Officers
3.	Departmental Test for promotion as IAOs	Departmental Test for Internal Audit Officers
4.	Accounts Test for Subordinate Officers - Part I	Departmental Accounts Test for Subordinate Officers

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Suresh
04/07/12
SECTION OFFICER

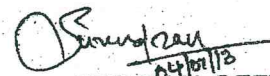
ANNEXURE-II

Sl. No.	Existing Syllabus (With Books)	New Syllabus (With Books)
1	<p><u>Electricity Department Account Test (E.D.Test)</u></p> <p><u>Paper-I</u></p> <p>Tamil Nadu Electricity Department Manual Vol.I & II</p> <p><u>Paper-II</u></p> <ol style="list-style-type: none"> 1. Tamil Nadu Financial Code – Vol.I&II 2. Tamil Nadu Treasury Code – Vol.I 3. Tamil Nadu Accounts Code – Vol.III (Chapter 2) 4. Tamil Nadu Pension Code. 	<p><u>Departmental Test for Technical Officers</u></p> <p><u>Paper-I</u></p> <ol style="list-style-type: none"> 1. The Electricity Act, 2003. 2. Tamil Nadu Electricity Supply Code. 3. Tamil Nadu Electricity Distribution Code. 4. Tamil Nadu Electricity Distribution Standards of Performance. 5. Tamil Nadu Transparency in Tenders Act, 1998 6. Tamil Nadu Transparency in Tender Rules, 2000 7. TNEB Tender Regulations, 1991. 8. TNEB Department Manual – Vol.I & II. 9. Code of Technical Instruction. 10. Tamil Nadu Grid Code. 11. Safety Manual. <p><u>Paper-II</u></p> <ol style="list-style-type: none"> 1. TNEB Service Regulations. 2. TNEB Employees' Conduct Regulations. 3. Tamil Nadu Pension Code and Contributory Pension Scheme 2003. 4. TNEB Employees' Discipline and Appeal Regulations 5. TNEB Travelling Allowance Regulations. 6. Standing Orders for Workmen engaged in Clerical works and non-clerical works. 7. The Right to Information Act 2005. 8. Electricity (Supply) Annual Account Rules, 1985.
2	<p><u>Departmental Test for Accounts Officer (Without Books)</u></p> <p><u>Paper-I</u></p> <p>Commercial & Government Accounts, Accounting for Utility accounts of Electricity industry, Departmental Accounting procedures, Labour saving machine and their application to accounts work, Internal check and Internal Audits, Latest improvements in accounting system, standards, procedures and practices.</p>	<p><u>Departmental Test for Accounts Officers (With Books)</u></p> <p><u>Paper-I</u></p> <ol style="list-style-type: none"> 1. The Electricity Act, 2003. 2. TNERC (Terms and conditions for determination of Tariffs) Regulations, 2005. 3. Electricity Supply and Distribution and Standards of Performance Regulations, 2008. 4. Tamil Nadu Transparency in Tenders Act, 1998 5. Tamil Nadu Transparency in Tender Rules, 2000 6. TNEB Tender Regulations, 1991. 7. TNEB Department Manual – Vol.I & II. 8. L.T. & H.T. Bills methods 9. Rules and Guidelines for sanctioning estimates.

<p style="text-align: center;"><u>Paper-II</u></p> <p>Government procedures and rules in respect of Tamil Nadu Electricity Department Manual Vol.I & II, Works audit manual, Fundamental Rules, Civil Service Regulations (Pension portion only), Manual of Special Pay & Allowances, Tamil Nadu Revised Leave Rules, 1933, Tamil Nadu Financial Code Vol.I to III, Tamil Nadu Treasury Code Vol.I & II, Tamil Nadu Budget Manual, Tamil Nadu Pension Code, Tamil Nadu Service Manual Vol.I to III, Audit Manual, other miscellaneous rules on orders of Govt. applicable to Electricity Dept.</p> <p>Budget, Administrative procedure and Business procedure.</p> <p>Drafting letters and commercial correspondence and making out report.</p>	<p>10. Rules and Guidelines for work order issues, etc.</p> <p>11. Electricity (Supply) Annual Accounts Rules, 1985.</p> <p>12. Evaluation of Capital Investments.</p> <p>13. Works Contract Tax, TNVAT, CST, Excise Duty & Service Tax</p> <p>14. Income Tax (TDS) deducted at source, remittance, filing of Returns (TDS Circulars).</p> <p style="text-align: center;"><u>Paper-II</u></p> <p>1. TNEB Service Regulations.</p> <p>2. TNEB Employees' Conduct Regulations.</p> <p>3. Tamil Nadu Pension Code and Contributory Pension Scheme 2003.</p> <p>4. TNEB Employees' Discipline and Appeal Regulations</p> <p>5. TNEB Travelling Allowance Regulations.</p> <p>6. TNEB Leave Regulations.</p> <p>7. TNEB Office Manual.</p> <p>8. The Right to Information Act 2005.</p> <p>9. Computation of Income Tax on Employees' Salary TDS</p> <p>10. Budget Manual</p> <p>11. Bank Reconciliation Statement</p> <p>12. Revenue Recovery and Revenue Dues Act (RR&RD Act)</p> <p>13. Stores Printing and Accounting (Stores Accounting) Manual.</p>
<p>3 <u>Departmental Test for promotion as IAOs (With Books)</u></p> <p style="text-align: center;"><u>Paper-I</u></p> <p>1. TNEB Service Regulations,</p> <p>2. TNEB Leave Regulations,</p> <p>3. TNEB Travelling Allowance Regulations,</p> <p>4. TNEB Special Pay and Allowances Regulations.</p> <p style="text-align: center;"><u>Paper-II</u></p> <p>1. Tamil Nadu Pension Code.</p> <p>2. Tamil Nadu Treasury Code – Vol.I & II</p> <p>3. Tamil Nadu Accounts Code – Vol.I & II</p> <p>4. Tamil Nadu Financial Code – Vol.I & II</p> <p>5. Tamil Nadu Budget Manual.</p>	<p style="text-align: center;"><u>Departmental Test for Internal Audit Officers (With Books)</u></p> <p style="text-align: center;"><u>Paper-I</u></p> <p>1. The Electricity Act, 2003.</p> <p>2. Tamil Nadu Electricity Supply Code.</p> <p>3. Tamil Nadu Electricity Distribution Code.</p> <p>4. Tamil Nadu Electricity Distribution Standards of Performance.</p> <p>5. Tamil Nadu Transparency in Tenders Act, 1998</p> <p>6. Tamil Nadu Transparency in Tender Rules, 2000</p> <p>7. TNEB Tender Regulations, 1991.</p> <p>8. TNEB Department Manual – Vol.I & II.</p> <p>9. Tariff Orders.</p> <p style="text-align: center;"><u>Paper-II</u></p> <p>1. TNEB Service Regulations.</p> <p>2. TNEB Employees' Conduct Regulations.</p> <p>3. Tamil Nadu Pension Code and Contributory Pension Scheme 2003.</p> <p>4. TNEB Employees' Discipline and Appeal Regulations</p> <p>5. TNEB Travelling Allowance Regulations.</p> <p>6. (Standing Orders for Workmen engaged in Clerical works and non-clerical works.</p> <p>7. The Right to Information Act 2005.</p> <p>8. Electricity (Supply) Annual Account Rules, 1985.</p>

4	<u>Account Test for Subordinate Officers – Part I (With Books)</u>	<u>Departmental Accounts Test for Subordinate Officers (With Books)</u>
	<ol style="list-style-type: none">1. Tamil Nadu Financial Code – Vol.I & II2. Tamil Nadu Treasury Code – Vol.I – Parts I, II & III.3. Tamil Nadu Treasury Code – Vol.II4. Tamil Nadu Account Code – Vol.I5. Fundamental Rules and the Subsidiary Rules framed thereunder by the Tamil Nadu Government including the Tamil Nadu Leave Rules, 1933.6. Tamil Nadu Manual of Special Pay & Allowances, Part I & II.7. Tamil Nadu Pension Code.	<ol style="list-style-type: none">1. Pay fixation on first appointment, on movement to Selection Grade, on promotion, while undergoing punishments, if any; and on completion of punishment period.2. Disciplinary Proceedings:- Suspension and Appeal.3. TNEB Special Pay and Allowances Regulations.4. Leave benefits, kinds of leave, surrender of Earned Leave, Unearned Leave on Private Affairs.5. Reimbursement of medical expenses.6. General Provident Fund Regulations.7. Contributory Pension Scheme, 2003.8. Pension, DCRG, commutation of pension, Family Security Fund Scheme.9. Travelling Allowance, Transfer Travelling Allowance, Tour advance.10. Health Fund Scheme.11. Tamil Nadu Electricity Board Office Manual.12. Tamil Nadu Electricity Board Employees' Conduct Regulations.13. House Building Advance.

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