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TAMIL NADU ELECTRICITY BOARD SERVICE REGULATIONS

CONTENTS

Chapter (1)	Regulation No. (2)	Title (3)	Page No. (4)
I. GENERAL	1	Short title and commencement	1
	2	Application	1
	3	Obtaining Government Servants for Board's Service	2
	4	Interpretation	2
	5	Delegation of Powers under the Regulations	2
	6	Classification of Board Employees	2
	7	Continuance of Employees in Board's Service, Board's Review	2
	8	Hours of Attendance	2
	9	Employees to concentrate on duties entrusted	2
	9-A	Deductions which may be made from wages	2-4
II. DEFINITIONS	10	Definitions	5-12
III. GENERAL CONDITIONS OF SERVICE	11	Appointment to Board's Service	13
	12	Probation on appointment	13
	13	Regular employee - Definition	13
	14	Substantive appointment	13
	15	Production of Medical Certificate in case of direct recruitment	13
	16	Consequences of resignation	14
	17	Age of retirement	15-21
	18	Holidays	21
	19	Hours of work	21
	20	Over time payment	21
	21	Assumption of Charge - Instructions	21-22
	22	Retirement benefit scheme for Board's employees	22
	23	Dispensing with Service	22-23
	24	Board's power to employ its employees in any manner	23

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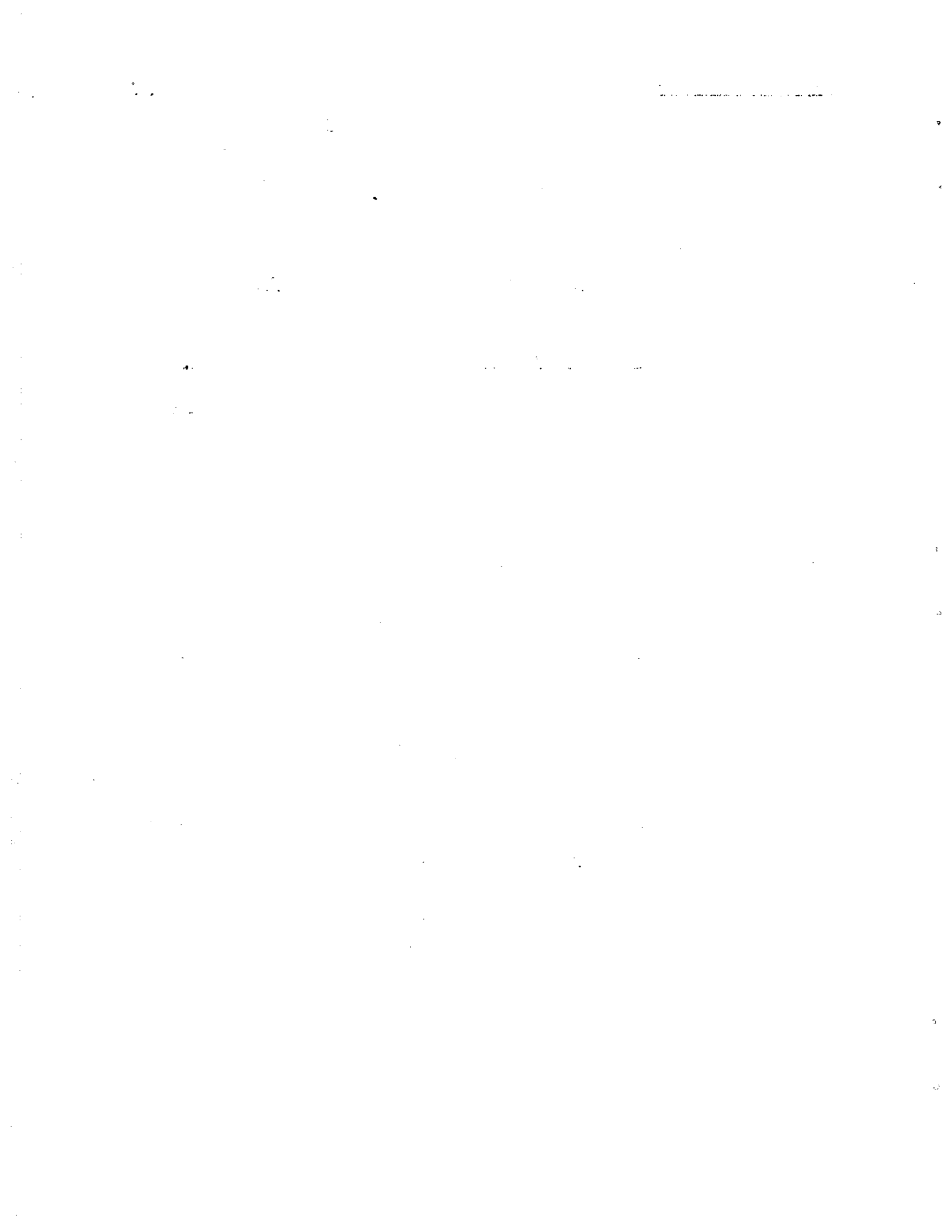
TNEB Service Regulations

(1)	(2)	(3)	(4)
	25	Substantive appointment in permanent post	23
	26	Acquiring lien on Substantive appointment	23
	27	Retention of lien in certain cases	23—24
	28	Suspension of lien	24—25
	29	Termination of lien	25
	30	Transfer of lien	25
	31	Transfer of Board's employees	25
	32	Cases of Board's employees in Board's Service ceases	25—26
IV. PAY	33-34	Pay	27—30
	35-36	Increment	30—34
	37	Premature increment	34
	38-39	Pay and increment on transfer as a measure of penalty	35—37
	40	Pay on officiating post	37
	41	Pay and Probation	38
	41-A	Fixation of pay while appointment was made erroneous	39
	42-43	Acting promotion in place of employees on war service	39
	44	Personal pay	39
	45-46	Pay of temporary posts	39
	47	Board's Powers to create or abolish posts	39—42
	48	Board to deal with cases of fixation of pay and increment not covered by the relevant Regulation	42
	49	Combination of appointments	42—45
V. ADDITIONS TO PAY	50	Compensatory allowance	46
	51	Supply of Board Buildings to Board's employees as residence	46
	52	Fees and Honoraria	46—48
	53	Acceptance of reward by Board's employees	48
	54	Invention by Board's employees Board's right	48—49
VI. DISMISSAL, REMOVAL AND SUSPENSION	55	Pay of Board's employees on dismissal or removal	50
	56	Pay of Board's employees on suspension	50—54
	57	Pay and Allowances on reinstatement	54—61
	58	Grant of leave to employees on suspension	61

(1)	(2)	(3)	(4)
VII. JOINING TIME	59	Admissibility of Joining time	62—63
	60	Number of days of Joining time admissible	63—67
	61	Pay during Joining time	67—69
	62	Overstayal of Joining time	70
	63	Joining time to employees other than in Board's Service	70
VIII. FOREIGN SERVICE	64	Applicability	71
	65-66	Conditions of transfer	71—72
	67	Transfer to foreign service during leave	72
	68	Promotions during foreign service	72—73
	69	Pay and joining time	73—75
	70	Foreign Service contributions	75—81
	71	The rates of monthly contribution	77
	72	Payment of contribution	80
	73	Withholding of contribution	81
	74	Payment by foreign employer of gratuity or other benefit	81—82
	75	Leave during foreign service in India	82
	76	Leave during foreign service out of India	82—83
	77	Fixation of pay on officiating promotion	83
	78-79	Reversion from foreign service	83—84
IX. INVALIDATION FROM SERVICE	80	Incapacity due to bodily or mental in firmity-Liable for invalidated	85
	81-83	Certificate regarding incapacity for service	85—86
	84	Form of Medical Certificate	86—87
	85	Invalidation from Service after receipt or Medical Certificate	87
	86	Retirement benefit on Invalidation	87
X. PROVISIONS RELATING TO CONSTITUTION, APPOINTMENT, QUALIFICATION, TRANSFER ETC.,	87	Definition	88—89
	88	Constitution	89—100
	89	[a] Proportion or order of filling up of vacancies	100
		[b] Reservation of appointments	100
		[c] Mode of recruitment	103—104

(1)	(2)	(3)	(4)
90	[a] Revision of list of approved candidates	104	
	[b] Candidates included in more than one approved list.	104	
	[c] Appointment of candidates who join the Armed Forces before he is appointed in Board's Service for which he has been selected.	104	
	[d] Permanent allotment of candidates to units and their appointments.	105	
	[e] Candidate allotted to but not actually employed in a Unit.	105	
	[f] Failure of approved candidates, discharge of probationers and approved probationers to join duty when required.	105	
91	[1] Minimum General Educational Qualification	105	
	[2] General Conditions for Appointment.	106	
	[3] Linguistic Qualifications.	108	
92	Appointment	109	
93	Appointing Authority.	109	
94	Qualification.	109—110	
95	[a] Probation.	110	
	[b] Right of probationers and approved probationers to re-appointment	111	
	[c] Discharge and re-appointment of probationers and approved probationers	111	
	[d] Suspension, termination or extension of probation	112	
	[e] Appeal against discharge	112	
	[f] Probationers suitability for full membership	113	
	[g] Extension of probation	114	
	[h] Probationers desiring courses of study not connected with probation	114	
	[i] Exercise of certain powers of appointing authority by higher authorities	115	
96-96 (c)	[1] Special tests to be passed or other qualifications to be acquired	115	
	[2] Office of the Tamil Nadu Electricity Board Secretariat	118	

(1)	(2)	(3)	(4)
	[3]	Passing of tests, training and acquiring qualification in certain posts	118
	[4]	Special qualification	120
	[5]	Special qualification to be acquired or special test to be passed during probation-Exemption	120
	[6]	Penalty on a members on maximum of his scale for failure to pass perscribed tests	120
97		Seniority	121
98	[1]	Promotion	122
	[2]	Revision of orders promotion to selection posts	123
99		Members absent from duty	123—124
100		Appointment of full Members	124—125
101	[a]	Reduction of full members	125
	[b]	Appointment in place of members dismissed, removed or reduced	125
102		Re-employment of retired persons	125
103		Relinquishment of rights by members	125
104		Training	126
105		Posting and Transfers	126
106		Temporary appointments and promotions	126—128
107		Service in a higher category counting for probation	128
108		Completion of probation and drawal of arrears of increments,	128
109		Securities	128
110	(a)	Acceptance of date of birth	129
	(b)	Alteration of date of birth	129
111		Saving	131
112		Applicability of provisions in Standing Orders	131
		Annexure I — Appointment	131—148
		Annexure II — Appointing Authority	149—153
		Annexure III — Qualification	154
		Annexure IV — Postings and Transfers	209
		Schedule — Minimum General Educational Qualification	215
		Index	216
		Corrections	224



TAMIL NADU ELECTRICITY BOARD

Service Regulations

Chapter—I

GENERAL

In exercise of the powers conferred by Section 79 (c) and (k) of the Electricity (Supply) Act, 1948 (Central Act 54 of 1948), the Tamil Nadu Electricity Board hereby makes the following regulations :—

1. These Regulations may be called Tamil Nadu Electricity Board Service Regulations and shall come into force on and with effect from such a date as the Board may direct *.

2. Except where it is otherwise expressed or implied, these regulations with such amendments as may be effected by the Board from time to time shall apply to the monthly paid (on time-scales of pay) employee of the Electricity Department of the Government of Tamil Nadu, who have opted for service under the Board and to the employees recruited on and after 1—7—1957.

Provided that employees of the Government Electricity Department whose services have been transferred to the Board shall have the option to be governed by the Rules applicable to them under the Government as on 30—6—1957 as regards "leave" and "retiring benefits" regulations. Such option shall be exercised within such time as may be prescribed by the Board.

Note—1 : If any provision of the regulations in Chapters I—IX of these regulations is repugnant to any provisions of the Regulations in Chapter X of these Regulations, then the provisions in Chapter X of the regulations shall prevail and the provisions in Chapters I—IX of the regulations shall, to the extent of the repugnancy be void.

Note—2 : The applicability of the regulations in Chapters I—X of these regulations in regard to the personnel allotted from the former Travancore—Cochin State to the Tamil Nadu in the Government Electricity Department and taken over into the service of the Tamil Nadu Electricity Board shall be subject to the protection given by the proviso to Section 115 of the States Re-organisation Act, 1956 (Central Act 37 of 1956) in supersession of the corresponding provisions, if any, applicable to them.

* The Regulations have come into force from 10—6—1967.

3. (a) The Board may obtain servants of the Central or State Government on deputation for appointment under the Board and the terms of deputation of such person or persons will be as may be agreed upon by the Board in each case, and except in so far as they are not regulated by the terms of deputation, they will be governed by the provisions of these regulations.

(b) State or Central Government servants on deputation to the Tamil Nadu Electricity Board shall be liable to be recalled by their parent Government Departments. The parent Government Departments may recall such of the Government servants whom the Tamil Nadu Electricity Board desire to revert, provided that adequate notice in each case of recall or reversion is given by the parent Departments of the Government or the Tamil Nadu Electricity Board, as the case may be, to the other.

(c) The Board may also appoint any persons or persons on contract on such terms as may be considered necessary and in such cases, the conditions and classifications of the services of such persons shall, except in so far as they are not governed by the terms of the contract, be regulated by the provisions of these regulations.

4. The Tamil Nadu Electricity Board shall have the right of interpreting these regulations and its decision shall be final and binding.

5. The Board may delegate any of its powers under these regulations to the Chairman or any Officer under it. No person other than the competent authority prescribed under these regulations shall exercise or delegate powers under these regulations without the general specific orders from the Tamil Nadu Electricity Board.

6. (a) The Board may adopt its own classification of service, re-arrange grades, refix responsibilities and prescribe minimum educational, Technical and other qualifications as may be considered suitable for making selections and appointments to posts in each class of service.

(b) Subject to any modifications that the Board may decide from time to time, the services in the Tamil Nadu Electricity Board shall be classified as mentioned in Regulation 88 of Tamil Nadu Electricity Board Service Regulations.

7. All employees joining the service of the Board shall be deemed to be new entrants into the service of the Board and their retention or otherwise in employment will depend on the result of the Board's review of the Staff requirements from time to time, depending on the exigencies of works. The staff of the Electricity Department of the Government of Tamil Nadu, who have opted for service under the Board, will hold on 1-7-57 the status under the Board corresponding to that held by them in the Government on 30-6-57. The Service rendered by them under the Government will count for purposes of seniority, probation, increment, leave, pension etc., as if it were a service rendered to the Board.

8. There shall be common hours of attendance as may be prescribed by the Board for different categories of employees which may be regulated by the competent authorities according to the exigencies of work.

9. All servants of the Board shall perform such duties and carry out such functions as may be entrusted to them.

9-A. DEDUCTIONS WHICH MAY BE MADE FROM WAGES (as defined in the Tamil Nadu Shops and Establishments Act, 1947)

(1) 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, authorise ;

[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 authorisation of the employee in furtherance of any savings scheme approved by the Board for the purchase of securities of the Central or State Government.

(2) FINES :

[a] The total amount of fine which may be imposed in any one wage period of an employee shall not exceed an amount equal to 3 paise in the rupee of the wages payable to him in respect of that wage period.

[b] No fine shall be recovered from any employee after the expiry of sixty days from the day on which it was imposed.

[c] All fines and all realizations thereof shall be recorded in a register in such form as may be prescribed by the Board and all such realization shall be applied only to such purposes beneficial to the persons employed as are approved by the Board.

(3) DEDUCTIONS FOR ABSENCE FROM DUTY :

[a] Deductions may be made under clause (1) (b) only on account of the absence of an employed person from the place or places where, he is required to work, such absence being for the whole or any part of the period during which he is so required to work ;

[b] The amount of such deductions shall in no case bear to the wages payable to the employee in respect of the wage period for which the deduction is made, a larger proportion than the period for which he was absent bears to the total period, within such wage period during which by the terms of his employment, he was required to work :

provided that, if ten or more employees acting in concert absent themselves without prior intimation and without reasonable cause, such deduction from any such person may include such amount not exceeding his wages for eight days.

Explanation :-

For the purposes of this clause, an employee shall be deemed to be absent from the place where he is required to work, if although present in such place, he refuses, in pursuance of a stay-in-strike or for any other cause which is not reasonable in the circumstances, to carry out his work.

(4) DEDUCTIONS FOR DAMAGE OR LOSS:

(a) A deduction under clause (1)(c) shall not exceed the amount of the damage or loss caused to the Board by the neglect or default of the employee and shall not be made until the employee has been given an opportunity of showing cause against the deduction, or otherwise than in accordance with such procedure as may be prescribed for the making of such deductions.

(b) All such deductions and all realizations thereof shall be recorded in a register in such form as may be prescribed by the Board.

(5) DEDUCTIONS FOR SERVICES RENDERED :

A deduction under clause (1) (d) or clause (1) (e) shall be made from the wages of an employee in accordance with the rules and orders issued by the Board for the time being in force.

(6) DEDUCTIONS FOR RECOVERY OF ADVANCES :

Deductions under clause (1) (f) shall be subject to the following conditions, namely :-

(a) recovery of an advance of money given shall be made from the payment of wages in respect of a complete wage period ;

(b) recovery of advances of wages not already earned shall be subject to any rules made by the Board regulating the extent to which such advances may be given and the instalments by which they may be recovered.

(7) DEDUCTIONS FOR PAYMENTS TO CO-OPERATIVE SOCIETIES AND INSURANCE SCHEMES.

Deductions under clauses (1) (J) and (1) (K) shall be subject to such conditions as the Board may impose.

(8) Any loss of wages arising consequent on the imposition, for good and sufficient cause upon an employee, of penalties in the Tamil Nadu Electricity Board Employees Discipline and Appeal Regulations other than that coming under clauses (1) (a) and (1) (c) above shall not be deemed to be a deduction in wages.

Chapter—II

DEFINITIONS

10. Unless there be something repugnant in the subject or context the terms defined in this chapter are used in these regulations in the sense here explained :

(1) THE ACT means the Electricity (supply) Act, 1948 (Central Act 54 of 1948)

(2) AGE:

(a) Age, for the purpose of these regulations shall be computed from the date of birth, evidence of which shall be produced by the employee at the time of selection for appointment or within such period as the appointing authority may direct.

(b) If the year of birth of an employee is known but not the month and date, the 1st July should be treated as the date of birth.

(c) When both the year and month of birth are known but not the exact date, the 16th of the month should be treated as the date of birth.

(d) If the date of birth cannot be correctly ascertained, a certificate from the Medical Officer approved by the Board specifying the approximate year may be accepted for the purpose of fixing age.

(3) AVERAGE PAY means the average monthly pay earned during the twelve complete months immediately preceding the month in which the event occurs which necessitates the calculation of average pay.

(4) THE BOARD means the Tamil Nadu Electricity Board established by the Government of Tamil Nadu under section 5 of the Electricity (supply) Act, 1948.

(5) COMPENSATORY ALLOWANCE means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed and it includes travelling allowance also.

(6) COMPETENT AUTHORITY: 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 where no such specific delegation has been made, the competent authority is, unless 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 the authority to which power has been delegated by the Board for the purpose of these regulations.

(7) DAY means a calendar day beginning and ending at midnight.

(8) DAILY WAGE EARNER means a person employed on daily rates of pay.

(9) DUTY : A person is said to be on duty.

a) When he is performing the duties of a post or is undergoing the probation, instructions or training prescribed for a post in a class of service ;

b) When he is on joining time ; or

c) When he is absent from duty on authorised holidays or on casual leave taken in accordance with the instructions regulating such leave issued by the Board, having been on duty immediately before and after such absence.

d) When he is absent during a course of instruction or training or deputations in India or abroad, authorised by the Board or when he is absent during a course of instruction, or training in any one of the Circles or Workshops under the Tamil Nadu Electricity Board or in any outside agencies in the Tamil Nadu authorised by the competent authority,

e) When he is permitted to attend any examination (optional or obligatory), the period of examination including the number of days actually required for proceeding to and returning from the station at which the examination is held. This concession shall not be granted more than twice for the same optional examination.

Note-1: The period spent by newly appointed Engineer Officers from the day they report for duty to the day they complete taking over charge of posts involving verification and inspection of stores, etc., shall be treated as duty. It is not necessary to create new posts to accommodate the direct recruits since treating the period as duty is itself a sufficient sanction in this regard.

Note-2: The periods of absence from duty, pay to be allowed, etc., in respect of employees of the Board enrolled in the Territorial Army, Auxiliary Air-Force and of Reservists employed under the Board will be regulated as under :-

I. EMPLOYEES ENROLLED IN THE TERRITORIAL ARMY:

(1) ABSENCE FROM DUTY : The period of absence from duty in the following cases will be treated as duty for purposes of leave :-

a) periods spent in training, courses of instruction, or camps;

b) period spent for interview or for attending medical examination at the time of recruitment or commissioning and

c) absence when called up for military duty in aid of civil power or embodied for supporting or supplementing the regular forces.

(2) PAY :

a) During the periods spent on training, courses of instructions or camps in the Territorial Army, employees will be allowed the rates of pay and allowances admissible to them in Board's service in addition to the military pay and allowances which they might receive from the Defence services Estimates according to the military rank they held in the Territorial Army.

b) Employees who are called up for or embodied under Section 7 (3) of the Territorial Army Act and whose rates of pay at that time in Board's service are higher than the military rates of pay and allowance, will be allowed to draw pay at the rates which they would have received had they remained in Board's Service. The difference between the civil pay and allowances and the military pay and allowances shall constitute a charge against the Board. The civil pay in full for the period from by the date of last payment in the post held under the Board upto the date of joining the Territorial Army Unit will also be a charge against the Board.

(3) APPOINTMENT OF SUBSTITUTES : Substitutes may be appointed in the place of employees absent from duty in connection with the Territorial Army, but the appointing authorities shall see that, as far as possible, no substitute is appointed when the period of absence is less than one month.

(4) LEAVE, ACTING PROMOTIONS ETC :- During the absence referred to in item (1) (c) above, an employee will continue to be governed by the leave regulations applicable to him in Board's service before transfer to military duty. Acting promotions may be made in the place of such employee. The interests of an employee on military duty will be protected under regulation 99 of the Service Regulations. The military Service will count for increment in the Civil post to the extent he would hold that post but for his absence.

(5) REGULATION OF LEAVE, LEAVE SALARY, ETC., WHEN CALLED FOR EMBODIMENT OR WHEN EMPLOYED ON THE PERMANENT STAFF OF THE TERRITORIAL ARMY UNDER RULE 21-A OF THE TERRITORIAL ARMY ACT (RULE, 1948.

(i) The employees of the Board embodied on the permanent staff of the Territorial Army units will be governed by the leave regulations applicable to them in Board's Service.

(ii) The pay and allowances at military rates, for the period of leave actually earned by the employees under the leave regulations applicable to them in Board's service during service in the Territorial Army, will be debited to the Defence Services Estimates. Even if the leave is availed of after reversion from the Territorial Army, the leave allowances at military rates will be the liability of the Defence Services Estimates. The difference, if any, between the civil leave salary and military pay and allowances, if the former are higher, will be charged to the Board. If the leave taken by such individuals while serving with the Territorial Army is in excess of what has been earned under the Board's regulations in respect of service rendered under the Territorial Army, the pay and allowances for the excess period of leave will be admissible at civil rates and will be charged in their entirety to the Board.

(iii) The employees embodied for service, course of instructions and attachment are entitled to military pay and allowances, plus the difference between civil and military pay and allowances, where the former is higher. This difference will be a charge against the Board. Besides they are also entitled to count such period of embodiment towards their civil increments, leave, pension and promotions, Employees embodied on the permanent staff of the Territorial Army units will also be entitled to identical treatment.

(iv) Leave salary of the Board employees embodied for service, course of instructions and attachment will be regulated and apportioned between Defence Services Estimates and the Board in the same manner as in (ii) above.

II EMPLOYEES ENROLLED IN THE AUXILIARY AIR FORCE :

(1) ABSENCE FROM DUTY :

(a) The period of absence from duty of an employee for the purpose of interview or other tests or medical examination at the time of recruitment or commissioning in the Auxiliary Air Force shall be treated as casual leave or to that extent that casual leave is not due as special casual leave. The absence of a member of the Auxiliary Air Force when required to report for medical examination shall be treated as special casual leave.

(b) The period of absence of permanent employees when called up for service in aid of the civil power or for Air Force service, shall be treated as duty for purposes of leave. The Air Force service will count for increment in the post in Board's service in the same way as if he had put in the period of service in the civil appointment.

(2) PAY:

(a) Employees shall be allowed during the period of annual training, pay and allowances according to their rank in the Auxiliary Air Force from the Defence Service Estimates in addition to civil emoluments which will be reduced by the amount of dearness and compensatory (city) allowances already included in the Auxiliary Air Force pay and allowances. They shall be allowed during the non-continuous period of training pay and allowances according to their ranks in the Auxiliary Air-Force from the Defence Services Estimates in addition to civil emoluments.

(b) If at any time during Air Force Service, the civil pay and allowances which an employee would have received had he remained in civil employment are higher than the Air Force pay and allowances, he shall be allowed to draw pay and allowances at civil rates and the difference between the civil pay and allowance and the Air Force pay and allowance shall constitute a charge against the Board.

(3) LEAVE, ACTING PROMOTIONS, ETC: Employees called up for Air Force duty will continue to be governed by the leave regulations of the Board before transfer to Air Force Service. Officiating promotion or appointment may be made in the place of the employees who are called up for Air Force duty.

(4) Temporary employees and persons on work charged establishment when they are in Air Force duty shall be treated in the same way as permanent employees and the concessions mentioned in items (1) to (3) above shall be extended to them so long as the posts in which the persons concerned were employed continue to exist. If the posts are abolished while they are in Air Force duty, they should be treated to have ceased to be in civil employment for the above purpose. But on release from Air Force duty all such persons shall be absorbed in the posts in which they would have continued but for their military duty subject to the posts being available, the period the absence from civil posts being treated as duty for all relevant purposes.

III RESERVISTS EMPLOYED UNDER THE BOARD:

(1) ABSENCE FROM DUTY:

(a) The periods spent in Reservist training and on the journey to and from the place of training will be treated as duty for purposes of civil leave and increment in civil post.

(b) Reservists appointed purely under the emergency provisions to posts in the Board, will be granted extraordinary leave without allowances for the period of their military training subject to the conditions that they would have continued to act in the post during that period but for their undergoing the training. The period of absence, if any, before or after the period of military training, for which period the pay is not drawn by the military authorities shall, however, be treated as leave to which the individuals are eligible.

(2) PAY: Members of the Indian Fleet Reserve and Army and Air Force Reservists employed under the Board shall be allowed the difference between the Civil and Naval, Army or Air Force pay, as the case may be, and also the allowances admissible in the latter for the periods spent by them on training. They shall also be paid civil pay and allowances for the period of

their transit to and from the place of training. They will not, however, be eligible for any travelling concession from the Board for these transit periods.

(3) APPOINTMENT OF SUBSTITUTES : Substitutes may be appointed in the place of reservists when called up for periodical military training as and when the exigencies of the case require the appointment of a substitute.

Note 3 : When an employee on return from leave has compulsorily to wait for orders of posting such period of waiting shall be treated as duty. During such period he shall be eligible to draw the pay plus special pay which he would have drawn had he continued in the post he held immediately before going on leave or the pay plus special pay which he will draw on taking charge of the new post, whichever is less. For this purpose no temporary post need be created. The compensatory allowances shall be reckoned at the rates admissible at the station in which he was on compulsory wait.

Note 3-A : In the case of Board employee under suspension, the period from the date of order of revocation of suspension to the date prior to the date of serving the posting order on the Board employee concerned shall be treated as compulsory wait.

Note 3-B : In the case of an employee of the Board who has been dismissed or removed or compulsorily retired from service as a measure of penalty and subsequently reinstated into service, the period from the date of order of reinstatement into service to the date prior to the date of serving of the posting order on the employee of the Board shall be treated as compulsory wait.

Note 4 : The period of enforced halts occurring enroute on journeys undertaken by employees of the Board in connection with tour, temporary transfer or training necessitated by breakdown of communications due to blockade of roads on account of floods, rains, heavy snow-fall, land slides etc., or delayed sailing of ships or awaiting for the air lift shall be treated as duty. They may be granted daily allowance at three-fourths of the rate applicable to them at the station in which the enforced halt for which no daily allowance should be allowed.

(10) FOREIGN SERVICE means service in which an employee receives his substantive or officiating pay with the sanction of the Board from any source other than the revenues of the Board.

(11) GOVERNMENT means the Government of Tamil Nadu.

(12) JOINING TIME means the time allowed to an employee of the Board in which to join a new post or to travel to a station to which he is posted.

(13) HOLIDAY means any day declared as such by the Board or any competent authority to whom power has been delegated by the Board, generally or for specified employees or class of employees.

(14) LEAVE SALARY means salary payable to an employee on leave.

(15) LIEN means the title of an employee to hold substantively, either immediately or on the termination of a period or periods of absence, a permanent post, to which he has been appointed substantively.

(16) MONTH means a calendar month. In calculating a period expressed in terms of months and days, complete calendar months, irrespective of the number of days in each, should first be calculated and the odd numbers of days calculated subsequently.

'Calculation of Calendar Months'

Calculation of a period expressed in terms of months and days :

- (a) to calculate 3 months and 20 days on and from the 25th January, the following method shall be adopted :

	Y.	M.	D.
25th January to 31st January	0	0	7
February to April	0	3	0
1st May to 13th May.	0	0	13
	<hr/>	<hr/>	<hr/>
	0	3	20

- (b) The period commencing on 30th January and ending with 2nd march should be deemed as 1 month and 4 days as indicated below :

	Y.	M.	D.
30th January to 31st January	0	0	2
February	0	1	0
1st March to 2nd March	0	0	2
	<hr/>	<hr/>	<hr/>
	0	1	4

(17) **OFFICIATE** : An employee officiates in a post when he performs the duties of a post on which another person holds a lien. The Board, may, if it thinks fit, appoint an employee to officiate in a vacant post in which no other employee holds a lien.

(18) **OVER-TIME PAYMENT** is the remuneration, in so far as it relates to employees governed by the Factories Act, 1948, or the Tamil Nadu Shops and Establishments Act, 1947, payable for service beyond the normal spell of duty, subject to the provisions of the Act applicable to the employees concerned.

(19) **PAY** means the amount drawn monthly by a Board employee as :

(i) the pay, other than special pay or pay granted in view of his personal qualifications which has been sanctioned for a post held by him substantively or in an officiating capacity, or to which he is entitled by reason of his position in cadre ; and

(ii) special pay and personal pay ; and

(iii) any other emoluments which may be specially classed as pay by the Board.

Note-1 : Hill allowance will not count as pay.

Note-2 : Additional pay drawn under regulation 49 will count as pay.

(20) **PERMANENT POST** means a post carrying a definite rate of pay sanctioned without limit of time.

(21) **PERSONAL PAY** means additional pay granted to an employee—

(a) to save him from a loss of substantive pay in respect of a permanent post due to a revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure ; or

(b) in exceptional circumstances, on other personal considerations.

(22) **SPECIAL PAY** means an addition, of the nature of pay, to the emoluments of a post or of an employee, granted in consideration of—

(a) the specially arduous nature of the duties or

(b) a specific addition to the work or responsibility or

(c) the unhealthiness of the locality in which the work is performed.

(23) **SUBSISTENCE GRANT** means a monthly grant made to an employee who is not in receipt of pay or leave salary.

(24) **SUBSTANTIVE PAY** means the pay other than special pay, personal pay or emoluments classed as pay by the Board under regulation 10 (19) (iii) to which an employee is entitled on account of a post to which he has been appointed substantively or by reasons of his substantive position in a cadre.

(24-A) **Supernumerary Post** means a person oriented post created for a limited period and for a limited purpose to accommodate a person in certain contingencies

RULINGS

(i) A Supernumerary Post is normally created to accommodate the lien of an employee who in the opinion of the authority competent to create such a post, is entitled to hold a lien against a regular permanent post but due to non-availability of a regular permanent post, cannot have his lien against such a post ;

(ii) It is a shadow post, that is no duties are attached to such posts. The officer whose lien is maintained against such a post, generally performs duties in some other vacant temporary or permanent post ;

(iii) It can be created retrospectively only if another vacant permanent or temporary post is not available to accommodate the person whose lien is retained by the creation of the supernumerary post ;

(iv) It shall not be created for an indefinite period as other permanent posts are, but shall normally be created for a definite and fixed period sufficient for the purpose in view.

(v) It is personal to the employee for whom it is created, and no other employee can be appointed against such a post. It stands abolished as soon as the employee for whom it was created, vacates it on account of retirement or confirmation in another regular permanent post or for any other reason ;

(vi) No extra financial commitment is involved in the creation of such posts in the form of increased pay and allowances, pensionary benefits etc. except the circumstances arising out of the orders passed by a Court of Law.

(25) **TEMPORARY POST** means a post carrying a definite rate of pay sanctioned for a limited time.

(26) (a) **TIME-SCALE PAY** means pay which, subject to any conditions prescribed in these regulations, rises by periodical increments from a minimum to a maximum.

(b) **TIME-SCALES** are said to be identical if the minimum, the maximum, the period of increment and the rate of increment of the time-scales are identical.

(c) A post is said to be on the same time-scale as another post on a time scale if the two time-scales are identical and the posts fall within a cadre, or a class in a cadre, such cadre or class having been created in order to fill all posts involving duties of approximately the same character or degree of responsibility, in a service or establishment or group of establishments, so that the pay of the holder of any particular post is determined by his position in the cadre or class and not by the fact that he holds that post.

(27) **TRAVELLING ALLOWANCE** means an allowance granted to an employee towards the expenses which he incurs in travelling for the discharge of his duties. It includes allowances granted for the maintenance of conveyances.

(28) **ABSENCE FROM HEADQUARTERS:** The officers of class I and II shall not, except when they are on camp or duty, leave their headquarters without the prior permission of the competent authority. Such permission shall be obtained even for absence from headquarters overnight. Before leaving headquarters, the officer shall furnish his address during his temporary absence with the competent authority.

Chapter—III

GENERAL CONDITIONS OF SERVICE

11. (a) Appointments to various posts in the Board shall be made by the Board, or by the competent authorities in accordance with the powers vested in them by the Board from time to time.

(b) All first appointments shall be made by the appointing authority from a list of approved candidates, prepared in a manner prescribed by the Board. Where the candidates are arranged in their order of preference, appointments shall be made in such order.

12. All appointments shall unless otherwise specified be on probation in the first instance for such period as may be prescribed.

13. A REGULAR EMPLOYEE is an employee who has been appointed on a regular basis in accordance with the provisions of these regulations and does not include an employee appointed temporarily under regulation 106.

14. SUBSTANTIVE APPOINTMENT is an appointment made on a regular basis in a permanent post without limit of time.

15. (a) Every candidate who applies for direct recruitment to any class of service shall, when required to do so, produce a certificate of physical fitness in the form that may be prescribed by the Board from time to time.

(b) Any candidate selected may, pending production of the certificate, be appointed on such terms as may be laid down by the competent authority subject to his being found physically fit, but such appointment shall be terminated if he is subsequently found to be physically not fit.

Provided that in the case of a person appointed by direct recruitment to the post of Assistant Draughtsman, Duffadar, Office Helper, Watchman, Sweeper, Gardener or sanitary Worker, he shall be required to produce a certificate of physical fitness only at the time of his appointment as full member.

(c) If any person had produced a certificate of physical fitness as a candidate for a post in Board's Service, no further medical examination shall ordinarily be necessary before employment or confirmation.

Provided that in the case of an approved probationer, who is not the holder of a permanent post, the appointing authority may, if it has reason to believe that the probationer's physical fitness has been seriously deteriorated since the production of the medical certificate, require him to undergo a fresh medical examination.

If the production of a further medical certificate is considered unnecessary, the previous medical certificate should be attached to the employee's first pay bill after confirmation.

16. A member of a service shall, if he resigns his appointment forfeit not only the service rendered by him in the particular post held by him at the time of resignation but also his previous service under the Board.

The re-appointment of such person to any class of service shall be treated in the same way as a first appointment to such class of service by direct recruitment, and all regulations governing such appointment shall apply and on such re-appointment he shall not be entitled to count any portion of his previous service for any benefit or concession admissible under any regulation or order.

Provided further that a member of a class of service, who has resigned his appointment and contested in the General Election to parliament or State Legislature or in the Elections to Local Bodies either as a party candidate or as an independent candidate, shall not be eligible for re-appointment to any class of service.

16-A. Acceptance of resignation :

(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 :—

(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 Tamil Nadu Electricity Board 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 serve 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".

17. Age of Retirement :

(a) The age of retirement on superannuation of the employees of the Board belonging to the categories of posts mentioned below shall be 60 years :-

- (1) Duffadar
- (2) Office Helper
- (3) Store Helper/Lascar, II Grade
- (4) Coal Mazdoor
- (5) Nursing Orderly
- (6) Lascar, II Grade
- (7) Cleaner, II Grade, Power House Cleaner
- (8) Telephone boy, Messenger boy
- (9) Sanitary Worker
- (10) Sweeper
- (11) Gardener
- (12) Watchman
- (13) Fitter Mazdoor
- (14) Laboratory Helper
- (15) Groundsman 'B'
- (16) Blue Printer II Grade
- (17) Menial
- (18) Mazdoor
- (19) Anti-malaria Mazdoor
- (20) Matty-cum-watchman

(b) Subject to the provisions in clause (a) above, the age of retirement on superannuation in respect of the employees of the Board belonging to the clerical and non-clerical categories to whom the Industrial Employment (Standing Orders) Act, 1946 applies, shall be 58 years.

(c) The age of retirement on superannuation of the employees of the Board belonging to the following categories of supervisory staff to whom the Industrial Employment (Standing Orders) Act, 1946 does not apply shall be 58 years :—

- (1) Stores officers
- (2) Assistant Accounts Officers
- (3) Section Officers, Tamil Nadu Electricity board Secretariat,
- (4) Assistant Audit Officers, Internal Audit Department of the Tamil Nadu Electricity Board,
- (5) Special Grade Foremen
- (6) Special Winders.
- (7) Chief Head Draughtsmen.
- (8) Assessment officer.
- (9) Legal officer.

The age of superannuation mentioned above shall come into force from 12—10—79.

(d) The age of retirement on superannuation of persons employed in the following managerial or administrative posts or supervisory posts to whom the Industrial Employment (Standing Orders) Act, 1946 does not apply shall be 58 years.

- (1) Chief Engineers.
- (2) Chief Financial Controllers.
- (3) deleted
- (4) Superintending Engineers (Electrical, Mechanical and Civil).
- (5) Financial Controllers.
- (6) Chief Internal Audit Officer.
- (7) Deputy Financial Controllers.
- (8) Deputy Chief Internal Audit Officers.
- (9) Executive Engineers (Electrical) / (Civil) / (Mechanical)
- (10) Assistant Executive Engineers (Electrical) / (Civil) / (Mechanical)
- (11) Secretary, Tamil Nadu Electricity Board.
- (12) Deputy Secretaries T.N.E.B.
- (13) Under Secretaries, T.N.E.B.
- (14) Internal Audit Officers, Internal Audit Department, Tamil Nadu Electricity Board.
- (15) Personnel Officers.
- (16) Accounts Officers.
- (17) Personal Assistants.
- (18) Senior Special Grade Foreman.
- (19) Senior Chemist.
- (20) Dy. Chief Chemist
- (21) Chief Medical Officer
- (22) Medical Officers
- (23) Senior Personnel Officers
- (24) Press Superintendent
- (25) Assistant Press Superintendent
- (26) Stores Controller
- (27) Administrative Officer
- (28) Assistant Administrative Officer
- (29) Assistant Legal Adviser
- (30) Labour welfare Officer.

The age of superannuation mentioned above shall come into force from 12—10—79.

(e) The date of effect of retirement of the above said employees shall be the afternoon of the last day of the month in which they attain superannuation instead of the afternoon of their actual date of superannuation. The employees of the Board should actually be retained in service till the afternoon of the last day of the month in which they attain superannuation.

The above provision will come into force from 1st January, 1974.

(f) Notwithstanding anything contained in sub-regulation (a), an employee of the Board who is under suspension,

(i) on a charge of misconduct ; or

(ii) against whom an enquiry into grave charges of criminal misconduct or allegations of criminal misconduct is pending ; or

(iii) against whom an enquiry into grave charges is contemplated or is pending ; or

(iv) against whom a complaint of criminal offence is under investigation or trial shall not be permitted to retire on his reaching the date of retirement, but shall be retained in service until the enquiry into the charge of misconduct or criminal misconduct or the enquiry into allegations of criminal misconduct or the enquiry into contemplated charges or disciplinary proceeding taken under Tamil Nadu Electricity Board Employees' (Discipline and Appeal) Regulations or under the respective Standing Orders applicable to the Workmen, as the case may be, in respect of item (iv) above is concluded and a final order passed thereon by the competent authority or by any higher authority.

EXPLANATION : For the purpose of this clause, the expression 'criminal misconduct' shall have the same meaning as in Section 13 of the Prevention of Corruption Act, 1988 (Central Act 49 of 1988)''.

(g) Notwithstanding anything contained in this regulation, the appropriate authority shall, if it is of the opinion that it is in the Board's interest so to do, have the absolute right to retire any employee excluding those covered by the I. D. Act, 1947 by giving him notice of not less than three months in writing or three months' pay and allowances in lieu of such notice at any time after he has attained the age of fifty years or after he has completed thirty years of qualifying service. Any employee aforesaid who has attained the age of fifty years or who has completed twenty five years of qualifying service may likewise retire from service by giving notice of not less than three months in writing to the appropriate authority.

(i) The first review of the cases of employees of the Board excluding those who are covered by I.D. Act, 1947 shall be done approximately six months prior to their attaining the age of 50 years or approximately six months prior to their completing 30 years of qualifying service, whichever is earlier.

(ii) The second review of the employees of the Board excluding those who are covered by I.D. Act, 1947 shall be done approximately six months prior to their attaining the age of 55 years.

(iii) Notwithstanding anything contained in sub-paragraphs (a) and (b) above, a review may be taken up at any time if no such review had been undertaken earlier with reference to sub-paragraphs (a) and (b).

(iv) Notwithstanding anything contained in sub-paragraphs (a), (b) and (c) above the Board shall have the right to review the case of any employee excluding those who are covered

by the I.D. Act, 1947 at any time after first or second review if it is of opinion that exceptional reasons such as the subsequent work or the conduct, or the stage of the physical health of the employees of the Board justify that his earlier retirement is clearly desirable.

(v) Every employee of the Board who is compulsorily retired under this Regulation shall be entitled to submit within a period of one month from the date on which the order was communicated to him, a petition to the Board for review of the order passed.

(vi) Whenever a Board employee who is compulsorily retired under sub-regulation (g) is ordered to be reinstated in service, consequent on the examination of his review petition to the Tamil Nadu Electricity Board or on the basis of the orders of Court, a supernumerary post shall be created if the post has already been filled, from the date of his compulsory retirement till the date of his rejoining duty or the date of his superannuation, as the case may be, so as to regulate the pay and allowances due to the individual for the period in question".

Explanation--I

Appropriate authority means the authority which has the power to make substantive appointments to the post or service from which the employee is required to retire or wants to retire.

Explanation—II

(omitted)

Explanation—III

In computing the notice period of three months, the date of service of the notice shall be included.

Explanation—IV

When a Board's employee under suspension or against whom disciplinary action is pending seeks to retire voluntarily under this regulation, the specific permission of the appropriate authority for such voluntary retirement shall be necessary. The appropriate authority may withhold the permission sought by the Board's employee.

Explanation—V

The powers conferred on "appropriate authority" under this regulation may also be exercised by any higher authority.

Explanation—VI

The term "Qualifying Service" means permanent or officiating service (including temporary service under emergency provisions) rendered in a post included in a pensionable establishment without interruption."

"(gg) **Voluntary retirement** — (a) 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 a reference to such authority that he has completed the required number of years of qualifying service.

Explanation - I: The term "appointing authority" means the authority which has the power to make appointment to the post from which the employee wants to retire and includes any higher authority to such appointing authority.

Explanation - II: The term "qualifying service" means permanent or officiating service (including temporary service under emergency provisions) rendered in a post included in a pensionable establishment without interruption".

(b) The period of three months notice shall be reckoned from the date of receipt of notice by the appointing authority.

(c) The three months notice may be given before the employee attains the qualifying age or the qualifying service, as the case may be, provided that the retirement takes place after attaining the specified age or completing the required number of years of qualifying service, as the case may be.

(d)(i) An employee including an Office Helper/Duffadar and certain categories of Regular Work Establishment workmen, for whom the age of retirement is 60 years retiring voluntarily shall be given weightage not exceeding five years, subject to the condition that the total qualifying service including the weightage shall not, in any case, exceed thirty three years or shall not be allowed to take his service beyond his normal date of superannuation, as the case may be. The weightage shall be calculated as specified in the Table below :—

THE TABLE

Weightage with reference to Qualifying service (1)		Weightage with reference to Age (2)	
Qualifying Service (a)	Weightage (b)	Age (a)	Weightage (b)
For all the employees		For all the employees other than Office Helper and Duffadars and certain categories of RWE workmen for whom the age of retirement is 60 years.	
28 years and below	5 years of weightage and it shall not go beyond the maximum of 33 years of qualifying service.	53 years & below	5 years of weightage
29 years	4 years of weightage	54 years	4 years of weightage
30 years	3 years of weightage	55 years	3 years of weightage
31 years	2 years of weightage	56 years	2 years of weightage
32 years	1 year of weightage	57 years	1 year of weightage
		For Office Helper and Duffadars and certain Categories of RWE workmen for whom the age of retirement is 60 years.	
		55 years and below.	5 years of weightage.

(ii) The weightage given shall be in addition to the qualifying service for purposes of pension and gratuity only and it shall not entitle an employee retiring voluntarily

to any notional fixation of pay for purposes of calculating the pension and gratuity. The pension shall be based on the average emoluments drawn during the last ten months prior to the date of such voluntary retirement and gratuity on the actual emoluments on the date of such voluntary retirement.

(e) Notice of voluntary retirement given by an employee shall be accepted by the appointing authority, subject to the following conditions being satisfied, namely :—

(i) that no disciplinary proceedings are contemplated or pending against the employee concerned for the imposition of a major penalty ;

(ii) that no prosecution is contemplated or pending in a Court of Law against the employee concerned ;

(iii) that a report from the Vigilance Cell has been obtained to the effect that no enquiry is contemplated or pending against the employee concerned in Vigilance Wings ;

(iv) that no dues which cannot be recovered from his Death-cum-Retirement Gratuity are pending to be recovered from the employee concerned ; and

(v) that there is no contractual obligation to serve the Board during the period in which the employee concerned seeks to retire voluntarily.

(f) The appointing authority shall issue orders before the date of expiry of notice either accepting the voluntary retirement or not. Otherwise, the employee shall be deemed to have been retired voluntarily from service at the end of the period of notice .

Provided that where an employee under suspension or against whom disciplinary or criminal action is pending seeks to retire voluntarily, specific orders of the appointing authority for such voluntary retirement is necessary. The appointing authority may withhold the permission sought for by the employee, if any of the conditions specified in clause (e) are not satisfied.

(g) The employee may withdraw the notice of voluntary retirement or withdraw the voluntary retirement after acceptance, as the case may be, subsequently with the approval of the appointing authority, before the expiry of the period of notice."

(h) (i) A Board employee on foreign service in a foreign country or in India may retire from service voluntarily 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 a reference to such authority that he has completed the required number of years of qualifying service.

- (ii) Notice of voluntary retirement given by such Board employee shall be accepted by the appointing authority, subject to the following conditions being satisfied, namely: —
- (1) "that he has attained the age of 50 years or completed 20 years of qualifying service.
 - (2) that no disciplinary proceedings are pending against him.
 - (3) that a report from the Director for Vigilance and anti corruption as well as Vigilance Cell of the Board should be obtained to the effect that no enquiry is pending against the Officer.
 - (4) that no Board dues are pending recovery and
 - (5) that there is no contractual obligation to serve the Board during the period in which the Board employee concerned seeks to retire voluntarily".
- (iii) In respect of the other matters, relating to voluntary retirement of a Board employee in a foreign service in a foreign country or in India, which are not specifically provided for in this sub-regulation, the provision contained in sub-regulation (gg) shall, mutatis/mutandis, apply.

18. Every employee will normally have a weekly holiday and such other holidays including National and Festival holidays as are prescribed by the Board from time to time.

19. The hours of work on all working days for clerical and other office staff other than executive staff shall normally be from 10-30 a. m. to 5-00 p. m. or such other timings as may be prescribed by the Board from time to time not exceeding 8 hours a day with lunch recess for half an hour. The working hours in respect of the executive staff and works establishment will be as may be declared by the Officer-in-charge of that staff or establishment. The above hours of work shall be operative except as otherwise provided by any law in the case of any specified class of employees.

Note : The working hours for Project Offices, Circle, Division or Sub-division shall be as fixed by the Board from time to time.

20. Whenever an employee or class of employees governed by the provisions of the Factories act, 1948 or the Tamil Nadu Shops and Establishments Act, 1947 and declared by the competent authority eligible to over-time payment, is called for work beyond his normal working hours, he will be eligible for over-time payment subject to the provisions of the said Act.

Provided that the competent authority, may, in addition to any punishment provided under these regulations, reject the claim for over-time payment, if the authority is satisfied that the employee has willfully or deliberately or without proper reason, neglected to discharge his duties and/or delayed work.

21. If an employee assumes or relinquishes charge of a post after 12 noon on any day, he shall be deemed to have assumed or relinquished the charge on the following day.

The pay and allowance attached to post shall be drawn by an employee with effect from the date of assumption of the duties of that post and they shall cease to be drawn as soon as he ceases to discharge those duties.

Note-1 : Ordinarily, the duties of the post shall be assumed and given up by the relieving and relieved employees simultaneously at Headquarters, both of them being present. In the case of employees in Class I or II service both should sign a Certificate indicating the place and the date and hour at which the change in the incumbency of the post has taken place. The transfer should ordinarily not take place on a Sunday.

Note-2 : The Board in the case of the Chief Engineer, the Chairman in the case of the Secretary, Deputy Secretary in the case of Under Secretary to the Board and other Officers of the Board Secretariat and the Chief Engineer in the case of other class I and II service employees may direct that the transfer shall be effected at a specified place other than the Headquarters or that the two employees concerned shall communicate to one another by post or telegram that they have respectively assumed or given up the duties of a post with effect from a specified date.

The above directions may be issued only for special reasons of a public nature. The exact nature of the reasons should be recorded as a part of the Order, full consideration being given to the financial effect which the order will produce.

Note-3 : Transfer of an employee in Class I or II service is not completed until the Certificate of transfer of charge has been signed, by both the relieving and relieved employees. When once signed, the relieved employees must be regarded as on joining time and must take charges of his new office before its expiry. Ordinarily, the transfer should be completed before the expiry of the joining time of the relieving employee and it is his duty to arrive at the place of transfer in time to enable him, within his joining time to complete the transfer. In cases in which the relieving employee does not sign the transfer certificate within this period, he should be treated as having exceeded his joining time.

22. An employee may be required to subscribe to a provident fund or other fund in accordance with such regulations as the Board, may, by order, prescribe.

Dispensing with Service

23. (a) (i) The service of any employee holding the post of Assistant, Junior Assistant, Typist, Steno-typist, Accounts Supervisor, Administrative Supervisor, Superintendent, Office Helper or Record Clerk and who is employed continuously for a period of not less than 6 months shall not be dispensed with except for a reasonable cause and without giving such employee atleast one month's notice or wages in lieu of such notice.

Provided however, that such notice shall not be necessary where the service of such employees are dispensed with as a measure of discipline on a charge of misconduct in accordance with the procedure laid down in the Tamil Nadu Electricity Board Employees' Discipline and Appeal Regulations.

(ii) Any such employee who has completed a continuous service of not less than six months and whose services have been dispensed with otherwise than as a measure of disci-

pline may appeal to the authority specified below either on the ground that there was no reasonable cause for dispensing with his service or on the ground that he had not been guilty of misconduct as held by the authority who imposed the penalty :

- (i) An employee belonging to Class III and IV Service in the Office of the Chief Engineer and subordinate Offices shall appeal to the Chief Engineers against the orders passed by an authority subordinate to him and to the Chairman, Tamil Nadu Electricity Board against the orders passed by the Chief Engineer.
 - (ii) An employee belonging to Class III and IV Service in the Office of the Tamil Nadu Electricity Board Secretariat shall appeal to the Chairman, Tamil Nadu Electricity Board.
 - (iii) Such appeal shall be preferred within 30 days after the date on which the appellant was informed or was in receipt of the order appealed against, provided that an appeal may be admitted after the said period of 30 days if the appellant satisfies the appellate authority that he had sufficient cause for not preferring the appeal within that period.
- (b) The decision of the appellate authority shall be final and binding on the employee.
- (c) The procedure to be followed by the appellate authority when hearing appeals preferred to him under clause (a) (ii) above shall be summary. He shall record briefly the evidence adduced before him and then pass orders giving his reasons therefore. The result of the appeal shall be communicated to the employee as soon as possible.
- (d) A competent authority may dismiss or remove from service or impose any penalty on an employee after following the procedure laid down by the Board. This procedure may be amended or modified by the Board from time to time as may be deemed fit.

24. Unless in any case, it be otherwise distinctly provided, the whole time of an employee of the Board is at the disposal of the Board which pays him, and he may be employed in any manner required by proper authority, without claim for additional remuneration.

25. (a) Two or more employees of the Board cannot be appointed substantively to the same permanent post at the same time.

(b) An employee cannot be appointed substantively to two or more permanent posts at the same time.

(c) An employee cannot be appointed substantively to a post on which another employee holds a lien.

26. Unless in any case it be otherwise provided in these regulations, an employee of the Board on substantive appointment to any permanent post acquires a lien on that post and ceases to hold any lien previously acquired on any other post.

27. Unless his lien is suspended under regulation 28, or transferred under regulation 30, an employee holding substantively a permanent post retains a lien on that post :

(a) While performing the duties of that post

(b) While on foreign service, or holding a temporary post, or officiating in another post :

(c) During joining time or transfer to another post; unless he is transferred substantively to a post on lower pay in which case his lien is transferred to the new post from the date on which he is relieved of his duties in the old post;

(d) While on leave other than refused leave granted after the date of compulsory retirement under regulation 29(b) of the Leave Regulations;

(e) While under suspension; and

(f) While absent during a course of instruction or training or on deputation.

28. (a) The Board shall suspend the lien of an employee on a permanent post if he is appointed in a substantive capacity provisionally, to a post on which another employee would hold a lien had his lien not been suspended under this regulation.

(b) The Board may, at its option, suspend the lien of an employee on a permanent post which he holds substantively if he is transferred to foreign service, or, in circumstances not covered by clause (a) of this regulation, is transferred, to a post in another cadre, and if in any of these cases there is reason to believe that he will remain absent from the post on which he holds a lien for a period of not less than three years.

Provided that the provisional confirmation of an employee in any post shall not be suspended and another employee confirmed provisionally on the same post.

Note 1: The term 'cadre' used in this sub-regulation will apply to all the posts sanctioned as a separate unit. The expression 'Separate Unit' is meant to cover all posts, appointments to which are made by the same authority and is intended to apply to posts in different Offices or establishments and not to those in the same Office or establishment.

Note 2: The suspension of lien of an employee under this sub-regulation is not permissible when an employee holding post in one class or service is promoted to the corresponding higher post in a higher class of service or when an employee holding a lien on a permanent post in one class of service is promoted to another post in the same Class of service.

(c) If an employee's lien on a post is suspended under clause (a) or (b) of this regulation, the post may be filled substantively, and the employee appointed to hold it substantively shall acquire a lien on it, provided that the arrangements shall be reversed as soon as the suspended lien revives.

Note: The clause shall also apply to a post in a selection grade of a cadre.

(d) An employee's lien which has been suspended under clause (a) above shall revive as soon as he ceases to hold a lien on a post of the nature specified in that clause.

(e) An employee's lien which has been suspended under clause (b) of this regulation shall revive as soon as he ceases to be on foreign service or to hold a post in another cadre, provided that a suspended lien shall not revive because the employee takes leave, if there is reason to believe that he will, on return from leave, continue to be on foreign service or to hold a post in another cadre and the total period of absence on duty will not fall short of three years or that he will hold substantively a post of the nature specified in clause (a)

(f) The lien of an employee cannot be suspended while he is on probation in another post. If the employee completes the period of probation satisfactorily, suspension of lien may

be made with retrospective effect from the date on which the employee was transferred to other duty, provided that the conditions in regulations 28 (b) are otherwise satisfied.

Delegation under Regulation (28) (b)

The Chief Engineer is empowered to suspend the lien in respect of any post to which he or his subordinate authority can appoint.

29. (a) An employee's lien on a post may in no circumstances be terminated, even with his consent, if the result will be to leave him without a lien or a suspended lien upon a permanent post.

(b) In a case in which the lien of an employee on a permanent post is suspended, the suspended lien may not, except on the written request of the employee concerned be terminated on his appointment substantively to a permanent post outside the cadre on which he is borne while the employee remains in Board Service.

Note :- The competent authority may refuse consent to a Board employee being confirmed or retained in a permanent post outside the cadre on which he is borne unless he makes a written request that his lien on the permanent post in his parent office should be terminated.

(c) Notwithstanding the provisions of regulations 28 (a), the lien of an employee holding substantively a permanent post shall be terminated while on refused leave granted after the date of compulsory retirement.

30. Subject to the provisions of regulation 31, the Board may transfer to another permanent post in the same cadre the lien of an employee who is not performing the duties of the post to which the lien relates, even if that lien has been suspended.

Delegation under Regulation 30

The Chief Engineer is empowered to transfer a lien provided that he or an authority subordinate to him is authorised to make appointments to both the posts concerned.

31. (a) The Board may transfer an employee from one post to another provided that except—

- (1) On account of inefficiency or misbehaviour, or
- (2) On his written request, —

an employee shall not be transferred substantively to, or, appointed to officiate in a post carrying less pay than the pay of the permanent post on which he holds a lien, or would hold a lien had his lien not been suspended under regulation 28.

(b) Nothing contained in clause (a) of this regulation or in regulation 10 (15) shall operate to prevent the transfer of an employee to the post on which he would hold a lien had it not been suspended in accordance with the provisions of clause (a) of regulation 28.

32 (1) Except leave on Medical Certificate or Study leave under Regulation 25 of the Tamil Nadu Electricity Board Leave Regulations, no Board Employee (Permanent or Approved

Probationer) who has not completed five years of service, shall be granted leave of any kind for a continuous period exceeding six months at any one time.

(2) Except on Medical Certificate or study leave under Regulation 25 of the Tamil Nadu Electricity Board Leave Regulations, no Board employee (Permanent or Approved Probationer), who has completed five years of service, shall be granted leave of any kind for a continuous period exceeding one year at any one time.

(3) When a Board Employee (Permanent or Approved Probationer) does not resume duty after remaining on leave for a continuous period of six months or one year, as the case may be under sub-regulations (1) and (2) or remains absent from duty after the expiry of his leave otherwise than on foreign service or on account of suspension, for any period which, together with the period of leave granted to him, exceeds the limit, he shall, unless the Board in view of the exceptional circumstances of the case otherwise determines, be removed from service, following the procedure laid down in the Tamil Nadu Electricity Board Employees Discipline and Appeal Regulations.

Provided that the period of absence which exceeds the limit of eligible leave shall be treated as "non-duty" only in cases where exceptional circumstances exist that rule out the possibility of relaxation of this Regulation or removal from service as provided thereunder.

(4) There shall be an interval of a period of three years between two spells of the maximum leave so granted.

Chapter—IV

PAY

33. (a) An employee shall normally be eligible to the minimum of the time-scale of the post to which he is appointed as his initial pay.

Where the passing of an examination or test confers on an employee of the Board, the title to any right, benefit, or concession such title should be deemed to have accrued on the day following the last day of the examination or test, which he passed.

(b) An employee on appointment or promotion to another post carrying duties and responsibilities of greater importance shall have his initial pay in the time-scale of the higher post fixed at the stage next above the pay notionally arrived at by increasing his pay in respect of the lower post by one increment at the stage at which such pay has accrued ;

Provided that the provision of regulation 40 (2) shall not apply in any case where the initial pay is fixed under this regulation :

Provided also that where an employee, immediately before his promotion or appointment to higher post carrying higher duties and responsibilities, is drawing pay at the maximum of the time scale of the pay applicable to the lower post or has drawn stagnation increments beyond the maximum of the lower post, his initial pay in the time scale of pay applicable to the higher post shall be fixed at the stage next above the pay notionally arrived at by increasing the pay in the lower post by one increment equivalent to the amount of the stagnation increment under the above sub-regulation.

Note-1 : The initial fixation of pay under Regulations 33 (b) shall be allowed in all cases of temporary appointments of persons who satisfy all the rules relating to regular promotion/appointment to the category in which they have been temporarily appointed with effect from 1st January, 1974. Appointments made prior to 1st January 1974 and remaining unregularised on 1st January, 1974 shall also be eligible for such fixation. The period from the initial fixation of

pay under Regulation 33 (b) shall count for increments. Such fixation and increments shall be admissible even in cases where fixation is at the minimum. In cases where the services of a person are regularised from a date subsequent to the date of initial temporary appointment/promotion, his pay shall be refixed in the higher post, under Regulation 33 (b) with effect from the date of regularisation of services in the higher post, and the Increments, if any, granted, revised. The excess pay drawn due to the initial fixation under Regulation 33 (b) on temporary promotion/appointment shall not be recovered in such cases or in cases where he is reverted to the lower post subsequently or if the person ceased to hold the higher post due to retirement or for any other reasons.

Note-2 : The pay fixed under Service Regulation 33 (b) on each occasion of repromotion after reversion shall not exceed what the Board employee would have been entitled to had he continued in the same post without reversion.

Provided that the above Note shall not apply while fixing the pay of a Board employee on re-promotion/re-appointment to higher post if such Board employee is first promoted/appointed to higher post from the ordinary grade of the lower post and is appointed to selection grade of the lower post while on reversion. The pay of the Board employee on such repromotion/re-appointment to higher post shall be refixed under Regulation 33 (b) with reference to the pay drawn in the selection grade of the lower post. However, if the Board employee is again reverted to selection grade of the lower post and repromoted/reappointed to higher post, the above Note shall apply while fixing the pay.

Note-3 : Where an employee of the Board is appointed to another post by direct recruitment, such employee shall be allowed to draw the minimum in the time scale of pay of such post or such pay as may be provided in the service regulations relating to such appointment, and fixation of pay under Regulation 33 (a) or 33 (b) of the Tamil Nadu Electricity Board Service Regulations is not admissible.

Note-4 : In cases where both the senior and junior are drawing the same rate of pay in the lower post, the senior who was promoted to the higher post before drawing the next increment in the lower post would be drawing less pay than his junior who was promoted to the higher post after drawing the next increment in the lower post. In such cases, the pay of the senior officer in the higher post should be stepped up to a figure equal to the pay fixed for the junior officer in that higher post and the stepping up should be done with effect from the date of promotion or appointment of the junior and also subject to the following conditions :-

(i) Both the junior and senior officers should belong to the same cadre and the post in which they have been promoted or appointed should be identical and in the same cadre;

(ii) The scales of pay of the lower and higher posts in which they are entitled to draw pay should be identical.

(iii) The anomaly should be directly due to the application of Service Regulation 33 (b). For example, if, even in the lower post, the junior officer draws from time to time a higher rate of pay than the senior by virtue of grant of advance increments, the provisions contained in this Note, should not be invoked to step up the pay of the senior officer; and

(iv) The order refixing the pay of the senior officers in accordance with the provisions of this Note should be issued under Service Regulation 37. The next increment of the

senior officer will be drawn on completion of the requisite qualifying service with effect from the date of re-fixation of pay.

(c) An employee on appointment to another post which does not involve assumption of duties and responsibilities of greater importance, shall draw in the new post, the pay equal to his pay in the old post if there is a stage in the scale of the new post, or if there is no such stage, the stage next below that pay plus personal pay equal to the difference to be merged in the next increment or further increments.

(d) In cases other than cases of re-employment after resignation, removal or dismissal from Service, an employee on appointment to the same post previously held by him or another post on the same or identical time-scale, shall draw initial pay which is not less than the pay other than special pay, personal pay or emoluments classed as pay which was drawn by the employee on the last such occasion and he shall count the period during which he drew that pay on the last and any previous occasions for increment in the stage of the time-scale equivalent to that pay.

If the pay last drawn has been inflated by the grant of premature increments, the pay which the employee would have drawn but for the grant of these increments shall, unless otherwise ordered by the authority competent to create the new post, be taken to be the pay which the employee last drew.

(e) In respect of any period treated as duty under regulation 10 (9) (d), an employee may be granted such pay as the Board may consider equitable but in no case exceeding the pay, exclusive of special pay, which an employee would have drawn had he been on duty other than duty under Regulation 10 (9) (d).

Note—1: If an employee either permanent or Officiating is deputed to undergo training or a course of instruction, treating such period as duty under regulation 10 (9) (d), and if a substitute is appointed in his place, an order creating a new post to accommodate the substitute is not necessary since the order of posting the employee for training, etc., by itself would be considered a sanction in this regard.

Note—2: For the period of hospitalisation resulting from sickness or injury during training/service in the Territorial Army, an employee should be granted full pay and allowances for six months beyond the duration of training or embodiment which will be debitable to Defence Service Estimates. If the pay under the Board is more than the military pay, the difference would be debitable to Board's Funds. For the period of hospitalisation in excess of six months, the balance period should be regularised as special disability leave under Leave Regulation 22 (i.e., on half pay.)

Note—3: If Board employees during a course of instruction or training are promoted or appointed to higher posts, treating the period of such course of instruction or training as duty under Regulation 10 (9) (d), they shall be eligible for the pay and allowances admissible to the higher posts, for the period during which they would have officiated in the higher posts but for the course of instruction or training.

(f) The pay of Typists and Steno-Typists on their promotion as Assistants shall be fixed at the appropriate stage in the time scale applicable to the post of Assistant taking into account the pay and special pay drawn by them in the post of Typist or Steno typist, as the case may be, prior to promotion, and if there is no such stage in the scale of pay for the Assistant the pay shall be fixed at the stage next below the pay plus special pay, the difference being treated as personal pay to be absorbed in future increments. If however the pay plus special pay is less than the minimum of the time scale of pay of the Assistant, then their pay shall be fixed at the Minimum of the time scale of pay applicable to the Assistant. The provisions of Regulation 33 (b) shall not apply in this case.

34. The holder of a post, the pay of which is changed shall be treated as if he were transferred to a new post on the new pay, provided that the Board may, if considered necessary, permit the holder of a post to retain his old pay until the date on which he has earned his next or any subsequent increment on the old scale, or until he vacates his post or ceases to draw pay on that time-scale.

Note : The provisions of regulation 34 will equally apply in cases where a revision of pay is accompanied by change in status of the post. In such cases, the posts virtually continue as before. Where, however, a revision of pay is concurrent with a specific change in the duties and responsibilities attached to the post, the old post will be deemed to have been substituted by a different post. In such cases, the individual will be treated as having been appointed to a higher or lower post, as the case may be, and pay will be fixed under the relevant Regulation and not under Regulation 34.

35. An increment shall ordinarily be drawn as a matter of course unless it is withheld. An increment may be withheld from an employee by the Board, or by any authority to whom the Board may delegate this power under regulation 5, if his conduct has not been good or his work has not been satisfactory. In ordering the withholding of an increment, the withholding authority shall state the period for which it is withheld and whether the postponement shall have the effect of postponing future increments.

Instruction

An authority withholding an increment of an Officer should expressly state in the order, that the period for which the increment has been stopped will be exclusive of any interval spent on leave before the period is completed. If a Board employee avails leave during the period of punishment, the period of punishment shall be extended. If during such extended period, he again goes on leave, the increment shall be postponed further corresponding to the period of leave availed by him during the extended period of punishment.

Note—1 : In all cases of stoppages of increment with cumulative effect, the period of stoppage reckoned should be inclusive of intervals spent on leave.

Note 2 : Under Regulation 35, an increment shall ordinarily be drawn as a matter of course unless it is withheld. Therefore, the fact that charges are pending against an employee is not an adequate reason for not authorising the increments due to him. If the penalty of stoppage of increment is imposed on him as a result of the charges against him, his next increment accruing after the date of the order imposing the penalty can be withheld as there is no objection to withholding it subsequent to the period of service to which the charges relate.

36. The following provisions prescribe the conditions on which service counts for increments in a time scale :

(a) All duty in a post on a time-scale counts for increments in that time scale :

Provided that the increments of all the Board employees shall be so advanced as to fall due on the commencement of the quarter concerned, that is advanced to 1st January for all those drawing increments between 2nd January and 31st March, or 1st April, 1st July or 1st October, as the case may be.

Provided further that for the purpose of arriving at the date of next increment in that time-scale, the total of all such periods as do not count for increment in that time-scale shall be added to the normal date arrived at after advancing the date of increment to the first of the quarter.

In cases where the punishment of stoppage of increment has been imposed with cumulative effect, the benefit of advancing the date of increment to the first of the quarter shall stand withdrawn permanently and all future increments shall be given effect to only from the date of actual accrual.

Note 1. If an officiating employee in a post is discharged from service for want of vacancy, he shall on reappointment to the same post, draw the pay last drawn prior to his discharge from his service. The periods during which such pay was last drawn shall count for purpose of future increment in the time scale of pay of that post.

Increments on Fixed Dates and Temporary Service Counting for Increments under Regulation 36(a)

(i) In the case of a Board employee availing a period of extraordinary leave without medical certificate or reverting to a lower post or punished with stoppage of increments without cumulative effect, his increment will be regulated as illustrated below ;

Illustration—I

	D.	M.	Y.
Date of accrual of last increment.	1	12	1973
Normal date of accrual as per proviso under Service Regulation 36(a)	1	10	1974
Stoppage of increment for 2 months ordered in May, 1974	+0	2	0
<hr/>			
Date from which increment has to be sanctioned.	1	12	1974
Normal date of subsequent Increment.	1	12	1975
<hr/>			
The date of accrual as per proviso under 36(a)	1	10	1975

Illustration—II

Date of accrual of last increment	1	12	1973
Increment sanctioned as per proviso under Service Regulation 36(a)	1	10	1974
Normal date of accrual of next increment	1	10	1975
Stoppage of increment for 2 months ordered in November, 1974.	+0	2	0
<hr/>			
Date from which increment has to be sanctioned.	1	12	1975
Normal date of subsequent increment.	1	12	1976
The date of accrual as per proviso under Service regulation 36(a)	1	10	1976

After advancing the date of increment to first of the quarter, the period which will not count for increment should be added to the first of the quarter provided before sanction of the increment it should be ensured that all the period not counting for increment occurred prior to the date of sanction of increment is given effect to.

(ii) Probationers can also be sanctioned increments before completion of probation. However, for sanction of increment that accrued prior to the 1st January, 1974, the rules as they stood prior to the 1st January, 1974 shall apply.

(iii) The increments for temporary service can be sanctioned by competent authority. No special sanction of any superior authority is necessary.

(iv) If any increment accrues to any Board employee on any day in a quarter after the 1st January 1974, taking also into account the service rendered prior to that date, the increment shall be sanctioned on the first of the quarter itself even though he has put in less than a year's service on the first of the quarter.

(v) Board Employees in temporary service will be eligible to count their temporary service in a post towards increment only if they satisfy all the regulations prescribed for holding that post in a regular capacity. In other cases, the temporary service will count from the date on which they become fully qualified to hold that post.

(vi) The increment of an employee of the Board which falls due in a quarter may be sanctioned on the first day of that quarter even though he retires from service prior to the actual date of accrual of increment.

Note-2 : Service in a post in respect of which rules have not been made, shall not count for increment.

Provided that not more than two increments to incumbents of such posts shall be sanctioned with the approval of the Board.

(b) Service in another post, other than a post carrying less pay referred to in clause (a) of Regulation 31, whether in a substantive or officiating capacity, service on deputation and leave except extraordinary leave taken otherwise than on medical certificate count for increment in the time-scale applicable to the position which the employee holds a lien, as well as in the time-scale applicable to the post or posts, if any, on which he would hold a lien had his lien not been suspended ;

Provided that the Board shall have power in any case in which it is satisfied that the leave was taken for any cause beyond the employee's control to direct that extraordinary leave shall be counted for increment under this clause,

Note-1 : An employee deputed out of India may count the period of deputation for increments in the time-scale of pay attached to the post in which he was officiating when he proceeded on deputation. The period of deputation so reckoned for increment should be limited to the period during which the employee would have actually officiated in the post but for his deputation.

Note-2 : When an employee, while officiating in a post, is deputed on foreign service, the period of such deputation shall count for increment in the time scale applicable to the post in which he was officiating at the time of deputation. The period of deputation which counts for increment in the post in which the employee was officiating at the time of deputation shall be limited to the period during which he would have continued so to officiate but for his deputation.

(c) All leave except extraordinary leave taken otherwise than on medical certificate counts for increments in the time-scale applicable to a post in which an employee was officiating at the time he proceeded on leave and would have continued to officiate but for his proceeding on leave. The period which counts for increments under this clause is, however, restricted to the period during which the employee would have actually officiated in the post.

Provided that the Board shall have power in any case in which it is satisfied that the leave was taken for any cause beyond the employee's control to direct that extraordinary leave shall be counted for increment under this clause.

Note-1 : The appointing authority or other authority specifically empowered by the Tamil Nadu Electricity Board in this behalf should certify in each case that the employee would have actually continued to officiate in the post but for his proceeding on leave and availing himself of joining time, if any and that the period of leave including joining time, if any, will count for increment only to the extent it is covered by the certificate. Where no officiating arrangement is made in the leave vacancy and the employee returns to the same post after leave, the certificate that he would have actually continued to officiate in the post but for his proceeding on leave may be issued by the leave sanctioning authority.

Note-2 : OMITTED

Note-3 : The certificate of officiation contemplated in Note (1) above shall be dispensed with in respect of those employees who have put in more than 3 years of continuous service in the officiating post or who are approved probationers in that post, subject to the condition that if any such officer is reverted to a lower post during such leave a specific intimation should be sent to audit giving full details of the case after review of that individual case.

(d) If an employee while officiating in a post or holding a temporary post on a time-scale of pay, is appointed to officiate in a higher post or to hold a higher temporary post, his officiating or temporary service in the higher post shall, if he is reappointed to the lower post, or is appointed or re-appointed to a post on the same time-scale of pay, count for increments in the time-scale applicable to such lower post

The period of officiating service in the higher post which counts for increment in the lower is, however, restricted to the period during which the employee would have officiated in the lower post but for his appointment to the higher,

This clause applies also to an employee who is not actually officiating in the lower post at the time of his appointment but who would have so officiated in such lower post or in a post on the same time-scale of pay had he not been appointed to the higher post.

Provided that if a Board employee, while holding a post in a substantive or officiating capacity is appointed temporarily to another post carrying identical time-scale of pay, his temporary service in that post shall, if he is reappointed to his substantive or officiating post, count for increment in the time scale of that substantive or officiating post and that the period of temporary service counting for increment in the substantive or officiating post, shall, however, be restricted to the period during which he would have held the substantive or officiating post but for his temporary appointment.

(e) Foreign service counts for increments in the time-scale applicable to :—

(i) the post in Board service on which the Board employee concerned holds a lien as well as the post or posts, if any, on which he would hold a lien had his lien-not been suspended.

(ii) any post to which he may receive officiating promotion for the duration of such promotion;

(iii) the post in Board Service held by him in an officiating or temporary capacity, subject to the condition that the period of foreign service which counts for increments in the officiating or temporary post will be restricted to the period during which the employee would have held the officiating or temporary post but for his appointment in foreign service ; and

(iv) the certificate of officiation contemplated under this rule shall be dispensed with in respect of those who have put in more than 3 years of continuous service in the officiating post or who are approved probationers in that post, subject to the condition that if any such officer is reverted to a lower post while on Foreign Service a specific intimation should be sent to audit giving full details of the case for review of that individual case.

(f) (1) Joining time counts for increments in the time-scale applicable to the post on which an employee holds a lien or would hold a lien had his lien not been suspended as well as in the time-scale applicable to the post, the pay of which is received by an employee during the period in the following cases :—

(a) to join a new post to which he is appointed while on duty in his old post : or

(b) (i) to proceed from a specified station to join a post in a place in a remote locality which is not easy access ;

(ii) to proceed on relinquishing charge of a post in a place in a remote locality which is not easy of access to a specified station.

(2) In the following cases joining time counts for increments in the timescale applicable to the post or posts on which the last day of leave before the commencement of the joining time counts for increment :—

(a) to join a new post :

(i) on return from leave on average pay of not more than four months' duration; or

(ii) when he has not had sufficient notice of his appointment to the new post, on return from leave other than that specified in subclause (i) ; or

(b) to travel from the port of debarkation or in the case of arrival by aircraft, from its first regular port in India and organize his domestic establishment when he returns from leave, study leave or deputation out of India of more than four months' duration.

37. The Board may grant a premature increment to an employee in a time scale. Such increments will, however, be granted only in exceptional circumstances. Further increments in the timescale should be with reference to the date on which the premature increment is granted.

Note : 1 When a Board employee is reverted to a lower post due to administrative reasons, the benefit of advance increment sanctioned to him in the higher post, shall be sanctioned in the lower post also. The pay in the lower post shall be the pay he would have drawn had he been sanctioned advance increment on the date of attaining eligibility for the advance increment in the lower post plus the annual increments due to him in the lower post till the date of reversion.

Note : 2 In case where an employee has been overlooked for promotion/appointment to the next higher post but subsequently promoted/appointed to that higher post after restoration of his original seniority on appeal, his pay shall be fixed on the date of assumption of charge in the higher post on par with the pay of his junior, provided, he has drawn the same rate of pay as his junior in the lower post from time to time ; if he has not drawn the same rate of pay as his junior in the lower post, his pay shall be fixed, on the date of assumption of charge, at the stage at which he would have drawn pay on that date had he been promoted/appointed to the higher post along with his junior."

38. The authority which orders the transfer of an employee as a penalty from a higher to a lower grade or post may allow him to draw any pay, not exceeding the maximum of the lower grade, or post, which it may think proper.

Provided that the pay allowed to be drawn by an employee under this regulation shall not exceed the pay which he would have drawn by the operation of regulation 33 read with clause (b) or (d), as the case may be, of regulation 36.

“39. If an employee is reduced as a measure of penalty to a lower grade, or post or to a lower stage in his time scale, the authority ordering such reduction shall state the period for which it shall be effective and whether on restoration, the period of reduction shall operate to postpone future increments and if so, to what extent”.

Instruction

1. An Authority ordering the reduction of an employee should expressly state in the order that the period for which the reduction has been ordered will be exclusive of any interval spent on leave before that period is completed.

2. (a) Every Order passed by a competent authority imposing on an employee the penalty of reduction to a lower stage in a time-scale should indicate :

- (i) the date from which it will take effect and the period (in terms of years and months) for which the penalty shall be operative ;
- (ii) the stage in the time-scale (in terms of rupees) to which the employee is reduced ; and
- (iii) The extent (in terms of years and months) if any, to which the period referred to at (i) above should operate to postpone future increments.

The reduction to a lower stage in a time-scale is not permissible under the regulations either for an unspecified period or as a permanent measure. Also when an employee is reduced to a particular stage, his pay will remain constant at that stage for the entire period of reduction. The period to be specified under (iii) should in no case exceed the period specified under (i)

(b) The question as to what should be the pay of an employee on the expiry of the period of reduction should be decided as follows :

- (i) If the order of reduction lays down that the period of reduction shall not operate to postpone future increments, the employee should be allowed the pay which he would have drawn in the normal course but for the reduction.
- (ii) If the order specifies that the period of reduction was to operate to postpone future increments for any specified period, the pay of the employee shall be fixed in accordance with (i) above but after treating the period for which the increment were to be postponed as not counting for increments.

(3) Every order passed by a competent authority imposing on an employee the penalty of reduction to a lower service, grade or post or to a lower time-scale should indicate :

(i) the date from which it will take effect and in cases where the reduction is proposed to be imposed for a specified period, the period (in terms of years and months) for which the penalty shall be operative, It should be noted that the reduction may be for an unspecified or an indefinite period and in cases where no period has been specified in the order of penalty the conclusion is that the penalty is for an unspecified period.

(ii) the extent (in terms of years and months) if any, to which the period referred to at (i) above shall operate to postpone future increments on restoration after the specified period. The period specified under this sub-clause shall in no case exceed the period specified under sub-clause (i) above.

(4) Under Sub-regulation (2) of regulation 39, if the period of reduction to a lower service, grade or post or to a lower time-scale is specified in the order of penalty, the employee shall be automatically restored to his old post after the expiry of the specific period and the question what should be his pay on such restoration shall be decided as follows :

(i) If the order of reduction lays down that the period shall not operate to postpone future increments, the employee shall be allowed the pay which he would have drawn in the normal course but for his reduction to the lower post.

(ii) If the order lays down that the period of reduction shall operate to postpone his future increments, or any specified period which shall not exceed the period of reduction to the lower post or grade, or to a lower time-scale, the pay of the employee on restoration shall be fixed in accordance with item(i) above but after treating the period for which increments are to be postponed, as not counting for increments.

In cases where the reduction to the lower post or grade or to a lower time-scale is for an unspecified period, if and when the employee is re-appointed to the higher post in the normal course, the pay in the higher post will be regulated only in accordance with the normal regulations relating to pay fixation.

(5) In all cases of reduction to a lower stage in the time-scale with cumulative effect, the period of reduction reckoned should be inclusive of intervals spent on leave.

39-A. Where an order of penalty of withholding of increment of an employee or his reduction to a lower service, grade or post, or to a lower time-scale, or to a lower stage in a time-scale, is set aside or modified by a competent authority on appeal or review, the pay of the employee shall, notwithstanding anything contained in these regulations be regulated in the following manner:-

(a) If the said order is set aside, he shall be given, for the period such order had been in force, the difference between the pay to which he would have entitled had that order not been made and the pay he had actually drawn ;

(b) If the said order is modified the pay shall be regulated as if the order as so modified had been made in the first instance.

Explanation :

If the pay drawn by an employee in respect of any period prior to the issue of the orders of the competent authority under this regulation is revised, the leave salary and allowance (other than travelling allowance) if any, admissible to him during that period shall be revised on the basis of the revised pay.

Note-1 : In cases falling under sub-regulation (a) of regulation 39-A service tendered by the employee in the lower service, grade or post or lower time-scale or lower stage in the time-scale or at the stage the increment was withheld, from the date of imposition of such penalty by the disciplinary authority to the date on which the order of penalty is set aside by the competent appellate or reviewing authority, shall count for increment or for other purposes in the post which he was holding immediately before the imposition of the penalty provided that he would have continued to hold that post but for the order of penalty.

Note-2 : In cases falling under sub-regulation (b) of regulation 39-A, service from the date of imposition of the penalty by the disciplinary authority, to the date on which the order is modified by the appellate or reviewing authority shall be counted for the purpose of increment or for other purposes in the post which he was holding immediately before the imposition of the penalty or any other post which he would have held but for the order of penalty to the extent the modified order permits of such counting.

For example, if an employee holding a post in the scale of Rs. 375—25—650 is reduced to a post in the scale of Rs. 240—15—375 for a period of two years, and if after six months, the order is modified by the appellate authority as reduction to a post in the scale, of Rs. 300—25—500, the period of six months will count for increment in the scale of 300—25—500.

If, on the other hand, the order of penalty is modified as reduction to a lower stage in the time-scale of Rs. 375—25—650 for a specified period, or withholding of increment in that time-scale, for a specified period, the period that has already elapsed since the date of imposition of the original penalty shall be taken into account only for the purpose of computing the specified period of penalty under the modified order.

Note-3 : A permanent post vacated by reduction of an employee to a lower service, grade or post or to a lower time-scale should not be filled substantively until the expiry of a period of one year from the date of such reduction.

Where on the expiry of the period of one year the permanent post is filled and the original incumbent of the post is reinstated thereafter, he should be accommodated against any post which maybe substantively vacant in the grade to which his previous substantive post belonged.

If there is no such vacant post, he should be accommodated against a supernumerary post which should be created in this grade with proper sanction and with the stipulation that it would be terminated on the occurrence of the first substantive vacancy in the grade.

40. (1) Subject to the provisions of Regulation 33 (a), an employee who is appointed to officiate in a post will draw the minimum pay of that post.

(2) On an enhancement in the substantive pay as a result of increment or otherwise, the pay of such employee shall be re-fixed under sub-regulation (1) from the date of such enhancement as if he was appointed to officiate in that post on that date where such refixation is to his advantage :

Provided that the provisions of Regulation 33 (b) shall not be applicable in the matter of refixation of pay under sub-regulation (2) of this regulation.

Note : Where the increment of an employee in the post in which he is officiating has been withheld under regulation 35, without any reference to the increments that will accrue to him in the post held by him substantively, the provisions contained in sub-regulation (2) of this regulation shall not apply, before the date from which orders withholding the increment finally cease to be operative. However, the employee may be allowed during the period of penalty of withholding of increment, his sub-stantive pay from time to time if the same happens to be more than the officiating pay. These provisions shall also apply in respect of an employee whose pay in the post held by him in an officiating capacity has been withheld at a particular stage of the time-scale of that post for failure to pass a departmental examination.

41. (1) (a) A probationer and an approved probationer in any class of service on duty shall draw pay subject to the provisions of Regulation 33 (a) and of sub-regulation (2) of this regulation:

Provided that a probationer who does not hold a permanent post shall draw :

- (i) While undergoing a course of instruction or training, the pay specified in the regulations relating to the post; and
- (ii) after completion of the course of instruction or training or where there is no prescribed course of instruction or training, the pay of the lowest grade or the minimum pay in the time-scale of pay, as the case may be, applicable to his class or category, subject to such orders as the Board may from time to time issue.

(b) An approved probationer shall draw such pay as would be admissible to him if he were a full member of the class of service in the category in which he is holding a post.

(2) (i) (a) PROBATIONERS WHOSE PERIOD OF PROBATION IS TWO YEARS AND WHOSE INCREMENT IS ANNUAL :-

A probationer, whether he is a direct recruit, transferee or promotee, shall be entitled to draw the first increment after putting in the service necessary to earn the increment, exclusive of the period during which he was undergoing a course of instruction or training, if any, applicable to the post he holds; his next increment shall, however, be drawn only with effect from the date of satisfactory completion of probation, but the period of his service from the date of the first increment shall count for subsequent increment.

(b) PROBATIONERS WHOSE PERIOD OF PROBATION IS ONE YEAR AND WHOSE INCREMENT IS ANNUAL :-

They shall be entitled to draw increment only with effect from the date of satisfactory completion of probation, but the period of service from the date of appointment exclusive of the period during which he was undergoing a course of instruction or training, if any, applicable to the post he holds, shall count for subsequent increments :

Provided that the period of training which counts for probation and during which an employee is allowed the time-scale of pay of the post under the regulations relating to the post need not be excluded for purpose of clause (i).

(ii) A probationer or approved probationer shall be entitled to draw his substantive pay, if any, under Regulation 40, if at any time that happens to exceed the officiating pay otherwise admissible.

Note: (1) The initial pay of a Typist or Steno-Typist appointed as a Junior Assistant and VICE VERSA, shall be fixed at the stage of the time-scale which is equal to the pay drawn in the old post and the period of service which was not counted for increment in the old post shall count for increment in the new post.

Note: (2) The initial pay of a Typist or Steno-Typist appointed from the post of Assessor shall be fixed at the stage of the time-scale which is equal to the pay drawn in the old post, and the period of service which was not counted for increment in the post of Assessor shall count for increment in the post of Typist or Steno-Typist.

41-A. Notwithstanding anything contained in these regulations, the pay of an employee, whose promotion or appointment to a post is found to be or to have been erroneous, shall be regulated in accordance with any general or special orders issued by the Board in this behalf.

42. When an employee of the Board officiates in a post the pay of which has been fixed at a rate personal to another employee, the Board may permit him to draw pay at any rate not exceeding the rate so fixed, or, if the rate so fixed be a time-scale, may grant him initial pay not exceeding the lower stage of that time-scale and future increments not exceeding those of the sanctioned scale. If the pay fixed is on a time-scale the officiating incumbent will be eligible to draw increment in the time-scale.

43. The Board may issue general or special orders allowing acting promotions to be made in place of employees who are treated as on duty under Regulation 10 (9) (d).

44. PERSONAL PAY: Except when otherwise ordered, personal pay shall be reduced by any amount by which the recipient's pay may be increased and shall cease as soon as his pay is increased by an amount equal to his personal pay.

45. PAY OF TEMPORARY POSTS: When a temporary post is created which may have to be filled by a person not already in Board's service, the pay of the post shall be fixed with reference to the minimum that is necessary to secure the services of a person capable of discharging efficiently the duties of the post.

46. When a temporary post is created which will probably be filled by a person who is already a Board employee, its pay should be fixed by the Board with due regard to -

- (a) the character and responsibility of the work to be performed, and
- (b) The existing pay of Board employees of a status sufficient to warrant their selection for the post.
- (c) When a subordinate authority intends appointing a person already in Board service to a temporary post which he is empowered to create, he cannot under the above regulation fix the pay of the temporary post created at an amount in excess of the pay of the Board employee, without the sanction of the Board.

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

(b) 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 (d) below. The delegations specified therein are subject to the general conditions,

(1) that either a sufficient specific appropriation for the expenditure involved already exists or provision can be made for it by re-appropriation by the sanctioning authority under its own powers without reference to the Board; and

(2) that the provisions in the Service Regulations are observed in regard to fixing the pay of the persons appointed to hold the posts created under the delegated powers.

(c) (i) 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,

(ii) The sanctioning authority should send to the Board before the end of each month a report of the temporary establishment sanctioned during the previous month showing the number and categories of posts sanctioned with their scales of pay and the purpose for which they were sanctioned.

(d) (i) The posts in class II, III and IV Service specified in column (1) of the table below may be increased temporarily by the authority specified in the corresponding entry in column (2) of the said table by the number and subject to the condition specified in the corresponding entry in column (3) thereof :-

TABLE

Services and Posts	Authority	Number of posts and Conditions
(1)	(2)	(3)
CLASS II SERVICE :		
1. Assistant Engineers, Junior Engineer I Grade, (Electrical), (civil) and (Mechanical)	Chief Engineer	Such number of posts as may be necessary for construction work for a period not exceeding three months in each case, expenditure being met from provision under "Establishment" in sanctioned construction estimates.
CLASS III SERVICE :		
2. Junior Engineers II Grade (Civil), (Electrical) and (Mechanical)	Chief Engineer	Such number of posts as may be necessary for construction work for a period not exceeding three months in each case, expenditure being met from provision under "Establishment" in sanctioned construction estimates.
3. Junior Assistants for billing work in Circle offices.	Chief Engineer	Such number of posts as may be necessary on the time-scale of pay applicable to holders of permanent posts of Junior Assistants on the regular establishment for a period of one year, subject to the following conditions, namely :-

(1)	(2)	(3)
4. Assessors	Chief Engineer	(a) Sanctions shall be limited to One Junior Assistant for every 600 services. (b) The expenditure shall be met from lumpsum provision in the budget.
		Such number of posts as may be necessary on the time-scale of pay applicable to the holders of permanent posts of Assessors on the regular establishment, for a period of one year, subject to the following conditions, namely :- (a) Sanction shall be limited to One Assessor for the first 100 services whether in Rural or Urban area and an extra Assessor for every 300 to 400 additional services in Rural areas and for every 750 to 800 additional services in Urban areas, i.e., within a radius of 5 Miles, whether a Municipality or Panchayat. (b) the expenditure shall be met from lumpsum provision in the budget.
5. Other posts in class II, III and IV service excepting the following namely :-	Chief Engineer	Such number of posts as may be necessary, on the prescribed time-scale of pay, whenever required for circles and for Project Works
<ul style="list-style-type: none"> (1) Draughtsmen including Head Draughtsmen (2) Junior Chemist/Assistant Chemist (3) P.W.D. Electrician (4) Instrument Repairers (5) Transport overseers 		

Note : Continuance of the posts created will be subject to the approval of the Board.

(1)	(2)	(3)
(6) Assistant Draughtsmen		
(7) Superintendents		
(8) Accounts Supervisor		
(8-A) Administrative Supervisor		
(9) Assistants		
(10) Typist/Steno-typists		
(11) Stores Supervisor/Stock Verifier		
(12) Stores Custodians		
(13) Revenue Supervisor including Special Grade Revenue Supervisor		
(14) Inspector of Assessment		
(15) Record Clerks		
(16) Duffadars		
(17) Office Helpers.		

(ii) The Regulations applicable to the holders of the posts borne on the regular establishment in the class of service concerned shall apply to the holders of the posts mentioned in clause (d) (i) above.

48 Every case of fixation of pay and increment not covered by the above Regulations may be decided by the Board and the decision, unless otherwise stated, shall not have general application but will only cover the specific case referred to it.

49. **COMBINATION OF APPOINTMENTS:** The Board may appoint an employee whether permanent or officiating, to hold full additional charge or to discharge the current duties of one or more independent posts at one time, as a temporary measure and grant additional pay subject to the following limits :-

(1) (i) When a Board employee, either permanent or officiating including a re-employed pensioner or a permanent employee of Government or a local body, holding a temporary post or officiating in a post under the Board, is appointed to hold full additional charge of one or more posts, additional pay shall be allowed only if the period of additional charge is more than thirty nine days. In computing the period of additional charge, holidays and casual leave shall also be included.

(ii) No additional pay shall be granted for holding additional charge of current duties of one or more posts.

(iii) Additional pay in respect of full additional charge of a post shall be granted at the rate of one fifth of the pay drawn in the regular post or half the minimum pay of the additional post, whichever is less, for the first five months only.

(iv) Additional pay shall not be paid in respect of the period in excess of five months. After completion of the fifth month of the additional charge, i.e., at the commencement of the sixth month, the sanction for the temporary post shall automatically lapse, and if it is a permanent post, it shall automatically be kept in abeyance. Proposal for the revival of such posts should be submitted to Board with detailed justification therefor as for the creation of a new post.

(v) The period of additional charge may be extended beyond five months by the Board at its discretion on appropriate terms, if the circumstances so warrant.

(vi) No arrears of such additional pay shall be paid in pursuance of subsequent retrospective orders of confirmation, completion of probation or regularisation of services in the post held by him resulting in an increase of substantive pay or pay in the regular post. But, such additional pay may be calculated and paid on the basis of such orders, if it has not already been drawn.

(vii) Additional pay shall be allowed to an officer holding a post in the Board when he is appointed to hold full additional charge of one or more posts in other state public sector undertaking.

Note : In the case of a pensioner re-employed, the pay drawn by him in the re-employed post along with the pension originally sanctioned, that is before commutation, if any, together with the pension equivalent of the Death-cum-Retirement Gratuity admitted to him as retirement benefit shall be taken as officiating pay for this purpose.

Explanation-I :

For the purpose of this Regulation, the expressions 'pay' and 'substantive pay' shall not include any special pay.

Explanation-II :

Whenever the post held in additional charge is under the public sector Undertakings, the additional pay shall be borne by the Public Sector Undertakings.

(2) In the case of full additional charge of one or more posts, the employee shall in addition to the additional pay be permitted to draw,

(a) the compensatory allowance in full if it is attached to only one of the posts including his own; or

(b) the highest of the compensatory allowances if it is attached to more than one of the posts including his own.

Note : 1. The authority competent to appoint an employee to hold additional charge of a post shall declare whether he holds full charge of the other additional post, or is appointed merely to discharge the current duties.

Note : 2. No additional pay shall be granted unless the previous incumbent of the other post has actually given over charge thereof under orders of the competent authority.

In the case, however of additional charge of a new post which does not involve handing over charge thereof by the previous incumbent, additional pay shall be admissible subject to the provisions of this Regulation, from the date the incumbent signs the certificate of transfer of charge when taking over additional charge of the new post.

Note : 3. Leave not exceeding two months taken by an employee holding additional charge of another post shall not be construed as constituting a break in the additional charge arrangement for the purpose of reckoning the period of three months specified in this Regulation.

Note : 4. No additional pay shall be granted when a Junior Assistant/ Assistant discharges the duties of one or more Junior Assistants/ Assistants in the same office, as the posts cannot be held to be independent within the meaning of this Regulation.

Note : 5. Additional pay shall not be allowed as a matter of course or granted when the extra duties to be performed are only nominal or comparatively light.

Note : 6. Additional pay as defined under Note—2 under Regulation 10 (19) (ii) of Tamil Nadu Electricity Board Service Regulations shall not count as pay for purposes of calculating compensatory allowances.

DELEGATION

(1) The Chief Engineer is empowered to appoint an employee to hold additional charge of more than one post provided that he is authorised to appoint permanently to each of the posts concerned including the post held by the employee aforesaid. In the case of other posts under his control, the Chief Engineer may make similar appointment when it is not proposed to grant any additional remuneration.

(2) The Chief Engineer is empowered to sanction additional pay subject to the rates and condition prescribed in Regulation 49, in respect of all subordinates upto and inclusive of the rank of General Superintendents for a maximum period of three months. If the period is likely to exceed three months he should report the case to the Board for orders.

(3) The Chief Engineer is empowered to appoint any member in class I and II Service upto and inclusive of the rank of Executive Engineers to hold full additional charge of another post or discharge current duties of the post.

RULINGS**Interpretation of the term "independent" occurring in the Regulation.**

(1) The term "independent" occurring in Regulation 49 should be interpreted to mean "separate" or "distinct".

Additional charge in leave vacancies

(2) In cases where leave reserve has been provided for in a cadre, the appointment of officers to hold additional charge of the post of Officers going on leave should not generally be made as such arrangements amount to increasing the strength of the cadre and throw extra cost on the Board. The leave vacancies should be filled only by the leave reserve officers and exceptions can be allowed only when there are special circumstances justifying the arrangement, e. g., when it would be cheaper to make appointments under Regulation 49 than to transfer for this purpose an officer from a distant station.

Admissibility of the special pay attached to a post or granted for the collateral duties of the post for purpose of determining additional pay.

(3) The special pay attached to any post will not be taken in to account for purposes of calculation of additional pay. But in cases where the responsibility or work in consideration of which the special pay is sanctioned pertains to a post which is separable but not independent, then the special pay may be allowed in full in addition to the additional pay admissible under Regulation 49.

(4) In case where an Assistant Engineer holds additional charge of a Junior Engineer's post the minimum pay of the post for the purpose of calculating additional pay shall be Rs. 680/- per mensem. In case where a diploma holder holds additional charge of the Junior Engineer's the minimum pay for the purpose shall be Rs. 375/- per mensem.

(5) (1) Post in respect of which additional charge arrangements have to be ordered can be classified as—

- (i) those not in the same office, establishment or line of promotion and cadre ; and
- (ii) those in the same office, establishment or line of promotion and cadre ;

Those in category (i) are clearly independent and are eligible for the grant of additional pay,

2. Many posts in respect of which additional charge arrangements can be ordered, happen to be in the same line of promotion, the same office and the same cadre.

Cases in this category may be divided further into -

- (a) additional post subordinate to post originally held ;
- (b) additional post equivalent and of same rank as that of the regular post; and
- (c) additional post superior to regular post.

3. Additional post subordinate to the regular post.

In such cases, additional pay is not permitted.

The reason for the non-grant of additional pay is that in the normal course, the superior officer is expected to supervise the work of the subordinate and the additional charge arrangement should not in the normal course entitle him to extra remuneration. The work of the additional post should be re-distributed among other subordinates in such a way that each one's load of work is increased to a small extent that no one is entitled to additional pay.

4. Additional post equivalent to the regular post :

- (i) When additional charge arrangements are in respect of different territorial jurisdictions, the posts are definitely independent. In such cases additional pay is admissible.
- (ii) When the posts held are in the same office and of the same rank, additional pay shall not be admissible if the duties of the said additional post are of exactly identical nature and if the responsibilities are such as can easily be spread out among others holding the same posts.
- (iii) Additional pay shall be admissible only when the responsibilities are indivisible and cannot be distributed to more than one officer. In such cases, a Certificate to the effect that the responsibilities of the post held in additional charge are not divisible, should be furnished by the competent authority sanctioning the additional pay.

Illustration

In the Office of a Superintending Engineer with a number of draughtsmen-one draughtsman dealing with designs holding charge of the post of draughtsman not dealing with design.

5. Additional post superior to the regular post.

In these cases, only the pay of the higher post shall normally be allowed. Where the pay scales of the higher and lower posts are the same or are overlapping, the arrangement is to permit the payment of additional pay.

Chapter—V

ADDITIONS TO PAY

50. **COMPENSATORY ALLOWANCE**—Subject to the condition that the amount of compensatory allowance should be so regulated that the allowance is not on the whole a source of profit to the recipient, the Board may grant compensatory allowances and may make regulations prescribing the amount and the conditions subject to which the allowance may be drawn.

51. Buildings owned or leased by the Board or such portions thereof may be allotted to the employees under its administrative control for use by them as residences. The allotment of such buildings, their occupation, etc., shall be governed by the principles as may be laid down by the Board from time to time.

52. (a) **Fees**: The Board may permit an employee to perform a specified service or series of services for a private person or body or for a public body or for the State or Central Government, if it be satisfied that this can be done without detriment to his official duties or responsibilities and if the service be material, he may be permitted to receive as remuneration therefor a non-recurring or recurring fee.

Note-1: Permission to an employee to perform a specified service or series of services for a private person or body or for a public body and to receive remuneration therefor will be given very rarely and under very clear circumstances justifying such a course wherein the rare qualification of the employee and the public importance of the service demand the utilisation of his service.

Note-2: Literary, cultural and artistic efforts aided by knowledge acquired in the course or service will require prior permission of the competent authority and any income derived there from is to be treated as fee, but writing of reports or studies on selected subjects for international bodies like the United Nations Organisation, UNESCO, etc., and literary contributions to both Indian and Foreign magazines will not require prior permission, if this is done unaided by knowledge acquired in the course of service.

Note-3: This clause does not apply to fees received by employees from a University or other examining body in return for their services as examiners or for other work done in connection with the examinations.

(b) **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.

(c) (i) **Fees & Honoraria:** While either fee or honoraria is sanctioned, the reasons justifying the grant of the extra remuneration shall be recorded. It should also be recorded in writing that due regard has been paid to the general principles enunciated in Regulation 24.

(ii) The amount of an honorarium or fee must be fixed with due regard to the value of the service in return for which it is given. No portion of the fees earned by an employee with the necessary permission of the Board need be credited to the Board.

Note-1: Scholarship or stipend received by an employee from the Board's fund is treated as honorarium and if received from any other source, it is treated as fees.

No portion of any scholarship or stipend received during study leave or otherwise by an employee from a source other than the funds of the Board for the purpose of prosecuting a course of studies or receiving specialised training in professional or technical subjects need be credited to the Board.

Note-2: The regulation requires that the reasons for the grant of honoraria or fees should be recorded in writing, so that the honoraria or fee should be subject to departmental or audit scrutiny. Audit officers may, therefore, require that the reasons for the grant of honorarium or fee should be communicated to them in each case.

Note-3: Temporary increase in work to the staff of an office due to the holding of special conferences under the auspices of subordinate authority and the like are normal incidents of the Board's service and form part of the legitimate duties of the employees employed on the work within the meaning of Regulation 24. The employees so employed have therefore no claim to extra remuneration under this regulation.

(d) Subject to the conditions in clauses (a) to (c) above, the authorities specified in the table below may sanction the grant of honoraria to or the acceptance of fee by an employee under its administrative control as indicated therein :-

Nature of Power (1)	Competent Authority (2)	Extent of Power (3)
(1) Power to sanction the undertaking of the work and grant of honoraria therefor.	Employees of the Secretariat Branch including Audit Branch.	Secretary Full Powers.
	Employees of Administrative and Technical Branches.	Chief Engineers concerned. Full Powers.
(2) Powers to sanction the undertaking of the work and the acceptance of fees in connection with examinations held by a University or other examining Body.	(i) Employees of the Secretariat Branch including Audit Branch.	Secretary Full Powers.
	(ii) Employees of Administrative Branch and Technical Branch.	Deputy Chief Engineer. Full Powers.
	(iii) Employees of Accounts Branch.	Chief Financial Controller Full Powers.

(1)	(2)	(3)
(3) Power to sanction the acceptance of remuneration for broadcast talks.	(iv) Employees of Offices of Circle Offices. do	Concerned Superintending Engineers. Full Powers. Full Powers.

(e) Unless the Board, by Special Order or otherwise direct one third of any fee in excess of Rs. 400/- or if a recurring fee of Rs. 250/- a year, paid to a Board employee shall be credited to general revenues.

53. Any employee is eligible to receive and except as otherwise provided by a general or special order of the Board to retain without special permission.

(a) the premium awarded for any essay or plan in public competitions ;

(b) any reward offered in connection with the administration of justice ;

(c) any reward payable in accordance with the provisions of any Act or Regulation or Rule framed thereunder ;

(d) any reward sanctioned for services in connection with the administration of the customs and excise laws ; and

(e) any fees payable to an employee for duties which he is required to perform in his official capacity under any law or by order of the Board.

Ruling

No employee shall accept any present or emolument of any kind from any Foreign Government without the consent of the President of India. In all cases when a present or emolument is offered to any Board employee by a Foreign Government, it is essential to get the prior approval of the President of India before allowing the employee concerned to accept it.

54. (a) An employee whose duties involve the carrying out of scientific or technical research shall not apply for or obtain, or cause or permit any other person to apply for or obtain a patent for an invention made by such employee save with the permission of the Board and in accordance with such conditions as the Board may impose.

(b) (1) Application for permission under clause (a) should be made by the employee making an invention to the Chief Engineer or to the Board, if the application is from the Chief Engineer.

(2) The Chief Engineer should deal with the application confidentially and with expedition so that the inventor may not be prejudiced by delaying in making his application at the Patent Office and should forward it with his recommendations to the Board.

(3) Permission may be granted by the Board to the applicant without any restriction if the invention has no connection with the employee's official duties and has not resulted from facilities provided at Board's expense.

(4) If the invention is made in the course of the employee's official duties under the Board or has resulted from facilities provided at Board's expense, of which the Board shall be the sole Judge, then the application will be dealt with as follows :

- (i) If the invention is of such general interest and utility that the public interest will be best served by allowing the public a free use of the invention, the application for taking out a patent will be refused and the invention, will be published. An ex-gratia payment will ordinarily be made to the inventor as a reward in all such cases ;
 - (ii) if the invention is not of the kind mentioned above but is of sufficient public utility as is likely to make its commercial exploitation profitable, the inventor should be directed to take out a patent and to assign his rights under the patent to the Board. In all such cases, the inventor should be rewarded either by a suitable lumpsum payment or by a liberal percentage of the profits made by the Board in connection with the invention ;
 - (iii) in other cases, the inventor should be allowed to take out a patent for his own benefit subject to his undertaking to permit the Board the use of the invention either without payment or on such terms as it may consider reasonable.
- (5) When the invention has been assigned to the Board, the Board may exploit the patent themselves, or
- (i) advertise the patent and grant licenses on payment to manufacturers, or
 - (ii) sell the rights under the patent to a firm or to a private person.
- (6) In order to secure reasonable uniformity of practice and to secure for the Board the full benefits of inventions, the Controller of Patents and Designs should ordinarily be consulted before any awards are made under item (4) above or steps are taken for the exploitation of the patents under item (5) above.

Chapter—VI

Dismissal, Removal and Suspension

55. The pay and allowances of an employee who is dismissed or removed from service cease from the date of such dismissal or removal.

56. (1) An employee who is placed or deemed to have been placed or continues to be under suspension shall be entitled to the following payments, namely :—

(a) Subsistence allowance at an amount equal to the leave salary which the employee would have drawn, if he had been on leave on half pay and, in addition, dearness allowance, if admissible, on the basis of such leave salary :

Provided that where the period of suspension exceeds six months, the authority which made or is deemed to have made the order of suspension shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of the first six months as follows :—

- (i) the amount of subsistence allowance may be increased by a suitable amount, not exceeding fifty percent of the subsistence allowance admissible during the period of the first six months, if in the opinion of the said authority, the period of suspension has been prolonged for reasons, to be recorded in writing not directly attributable to the employee ;
- (ii) the amount of subsistence allowance may be reduced by a suitable amount, not exceeding fifty percent of the subsistence allowance admissible during the period of the first six months, if in the opinion of the said authority, the period of suspension has been prolonged for reasons, to be recorded in writing, directly attributable to the employee;
- (iii) the amount of dearness allowance will be based on the increase or the decrease in the amount of subsistence allowance, as the case may be, admissible under clause (i) or (ii) above :

Provided further that if an employee under suspension continues to be under suspension after the date of compulsory retirement, the amount of subsistence allowance shall be reduced to the amount of pension which will be provisionally admissible to him, whether or not the employee will be exonerated of the charges for which he was placed under suspension and the provisions of the preceding proviso shall not apply to such cases. If such employee is not borne on the pensions scheme, the amount of subsistence allowance shall be reduced to the pension equivalent of the retirement benefits provisionally admissible to him.

(b) The authority which made or which is deemed to have made the order of suspension may, if it is satisfied that the employee continues to incur the expenditure for which the compensatory allowances are granted, direct that the employee shall be granted in addition, such compensatory allowances as are admissible from time to time on the basis of pay of which the employee was in receipt on the date of suspension as the Board may sanction by general or special order.

(c) Board employees under suspension shall be paid house rent allowance in full at the rates admissible at the place where they are ordered to stay during suspension with reference to the pay last drawn before suspension. Where the headquarters of an employee under suspension is changed on his request, he shall be eligible for the house rent allowance at the rates admissible at the earlier headquarters or at new headquarters, whichever is less:

(d) Board employees under suspension shall not be eligible for cash allowance in lieu of surrender of official Office Helper. The Board employees whose period of suspension is subsequently treated as duty shall not also be eligible for such cash allowance for the said period and that they shall be eligible for such allowance only from the date of re-instatement into service after revocation of suspension.

(2) No payment under Sub-Regulation (1) shall be made unless the employee furnishes a certificate and the authority which made or is deemed to have made the order of suspension is satisfied, that the employee is not engaged in any other employment, business, profession or vocation.

Provided that in the case of an employee dismissed, removed or compulsorily retired from service, who is deemed to have been placed, or to continue to be, under suspension from the date of such dismissal or removal or compulsory retirement under clauses (c) and (d) under Regulation 9 of the Tamil Nadu Electricity Board Employees' Discipline and Appeal Regulations and who fails to furnish such a certificate for any period or periods during which he is deemed to have been placed or to continue to be, under suspension, he shall be entitled to subsistence allowance and other allowances equal to the amount by which his earnings during such period or periods, as the case may be, falls short of the amount of subsistence allowance and other allowances, that would otherwise be admissible to him, but when the subsistence and other allowance admissible to him are equal to or less than the amount earned by him, nothing in this proviso shall apply to him.

Note : 1 OMITTED

Note : 2 Recovery from the subsistence grant due to an employee shall be made as follows :—

(a) Compulsory Deductions :

- (i) Income Tax and Super Tax (provided the employee's yearly income calculated with reference to subsistence allowance is taxable).
- (ii) House Rent and allied charges, i.e., electricity, water, furniture, etc.
- (iii) Repayment of loans and advances taken from the Board at such rates as the competent authority deems it right to fix.

The above deductions shall be enforced from the subsistence allowance.

(b) Optional Deductions :—

- (i) Premia due on Postal Life Assurance Policies.
- (ii) Amounts due to Co-operative Stores and Co-operative Credit Societies
- (iii) Refund of advances taken from General Provident Fund.

The deductions under category (b) above shall not be made from the subsistence allowance except with the written consent specifically obtained from the employee under suspension.

The following deductions shall not be made from the subsistence allowance :—

- (i) Subscription to a General Provident Fund.
- (ii) Amounts due on Court Attachments.
- (iii) Recovery of loss to Board for which an employee is responsible.

As regards recovery of over payments there is no bar to effect the same from the subsistence allowance but the competent administrative authority will exercise discretion to decide, whether the recovery should be held wholly in abeyance during the period of suspension, or it should be effected at full or reduced rate, depending on the circumstances of each case.

INSTRUCTION

The recovery of over payments from an employee under suspension shall not ordinarily be made at a rate greater than one-third of the amount of the subsistence allowance, i.e., exclusive of dearness allowance, if or any, admissible to him under Regulation 56 (1) (a).

Note : 3 OMITTED

Note : 4 When an employee placed under suspension and subsequently dismissed is reinstated in pursuance of an order passed by the Board or other competent authority and if he is again placed under suspension immediately from the date of such reinstatement, the second suspension cannot be treated as continuance to the first one. Subsistence allowance has, therefore, to be allowed at the rate of one half of average pay or half pay for the first year during the second period of suspension also. The question as to how the first period of suspension should be treated would be decided only after the employee's case is finally disposed of and hence the difficulty arises as to how the average pay should be calculated for the purpose of fixing the subsistence allowance during the second period of suspension. In such case, the average pay adopted during the first period of suspension may be adopted during the second period of suspension also.

Note-5 : OMITTED

Note-6 : In the case of an employee who is deemed to have been placed or continue to be under suspension from the date of dismissal, removal or compulsory retirement from service, as the case may be, under clauses (c) and (d) of regulation 9 of the Tamil Nadu Electricity Board Employees' Discipline and Appeal Regulations, he shall be paid subsistence and other allowances with retrospective effect from the date of order of such dismissal, removal or compulsory retirement, subject to the provisions of Regulation 56 (2) and the proviso thereunder. It is not necessary to invoke the law of limitation while paying the arrears of subsistence and other allowances in such a case.

Note-7 : The expression "pension which will be provisionally admissible" occurring in the second proviso under clause (a) of sub-regulation (1) of Regulation 56 ordinarily means pension normally admissible to the employee, and therefore no recovery need be made from him subsequently due to the reduction in pension ordered at a later stage. But, if it has been decided provisionally to reduce the pension of an employee under suspension before he attains the age of superannuation, the subsistence allowance, for the period of suspension beyond the age of his superannuation may be restricted to such reduced pension.

Note-8 : In the case of employees under suspension, the subsistence allowance, after the first six months period can be increased or decreased and the increase or decrease can be for any period and at any time. The authorities empowered to place employees under suspension are competent to reduce the amount of the allowance for any period after the first increase or to increase it after an initial decrease on the expiry of the first six months. But such a reduction or increase shall be subject to the maximum limit laid down in the provision to Regulation 56 (1) (a), (i.e.), upto 50 per cent of the subsistence allowance admissible during the period of six months.

3. (i) If a Board employee is suspended while on foreign service, either for any lapses committed by him or for any criminal misconduct not connected with his office work, during the course of his employment in the Board Service prior to his appointment to foreign service, the foreign employer shall pay the subsistence allowance initially. The subsistence allowance so paid by the foreign employer shall be reimbursed by the Board later.

(ii) If a Board employee is suspended while on foreign service, either for any lapses committed by him or for any criminal-misconduct not connected with his office work, during the course of his employment in the foreign service, the foreign employer shall pay the subsistence allowance till the case is disposed of.

(iii) If a Board employee is suspended while on foreign service for any lapses committed by him or for any criminal misconduct not connected with his office work, during the course of his employment in the Board service prior to his appointment to foreign service and subsequently, if the period of suspension is regularised as duty or leave period according to the merits of the case, the pay or leave salary shall be paid by the Board itself.

(iv) If a Board employee is suspended while on foreign service for any lapses committed by him during the course of his employment in the foreign service and subsequently if the period of suspension is regularised as duty or leave according to the merits of the case, the pay or leave salary shall be paid by the foreign employer.

(v) If a Board employee is suspended while on foreign service for any criminal misconduct not connected with the office work during the course of his employment in the foreign service and subsequently if the period of suspension is regularised as duty or leave according to the merits of the case, the pay or leave salary shall be paid by the foreign employer, until the expiry of the period of deputation and by the Board beyond the period of deputation.

Provided that in the case of criminal misconduct committed during the course of his employment in the foreign service, if foreign employer does not want extension beyond the existing period of deputation of a Board employee, the Board employee shall be deemed to have been reverted to Board service on the expiry of the period of deputation and the subsistence allowance paid by the foreign employer beyond the period of deputation shall be reimbursed by the Board later.

4. No payment under Sub-Regulation (1) shall be made unless the employee continues to reside in the place fixed from time to time, by the authority which made or which is deemed to have made the order of suspension.

Instruction

A certificate to the effect that employee continues to reside in the headquarters fixed by the competent authority should be obtained from him by the head of the office before the subsistence allowance is disbursed to him.

5. If an employee under suspension continues to be under suspension after the date of superannuation in view of pending disciplinary proceedings against him and is fully exonerated from the charges against him later, he shall be paid dearness allowance as admissible on normal superannuation and house rent allowance and city compensatory allowance as admissible prior to the date of superannuation for the period from the date subsequent to the date of superannuation till the date on which final orders on the disciplinary proceedings are issued.

57. (1) When an employee, who has been dismissed, removed or compulsorily retired, is reinstated as a result of appeal or review or would have been so re-instated (but for his retirement on superannuation while under suspension or not), the authority competent to order the re-instatement shall consider and make a specific order.

(a) regarding the pay and allowances to be paid to the employee for the period of his absence from duty (including the period of suspension preceding his dismissal, removal or compulsory retirement, as the case may be) and

(b) whether or not the said period shall be treated as a period spent on duty.

(2) Where the authority competent to order re-instatement is of the opinion that the employee who had been dismissed, removed or compulsorily retired has been fully exonerated, the employee shall, subject to the provisions, of sub-regulation (6), be paid the fully pay and allowance to which he would have been entitled, had he not been dismissed, removed or compulsorily retired or suspended prior to such dismissal, removal or compulsory retirement, as the case may be.

Provided that where such authority is of the opinion that the termination of the proceedings instituted against the employee had been delayed due to reasons directly attributable to the employee, it may, after giving him an opportunity to make his representation within sixty days from the date on which the communication in this regard is served on him, and after considering the representation, if any, submitted by him, direct, for reasons to be recorded in writing, that the employee shall, subject to the provisions of sub-regulation (7), be paid for the period of such delay, only such amount (not being the whole), of such pay and allowances as it may determine.

(3) In a case falling under sub-regulation (2), the period of absence from duty including the period of suspension preceding dismissal, removal or compulsory retirement, as the case may be, shall be treated as a period spent on duty for all purposes.

(4) In cases other than those covered by sub-regulation (2) (including cases where the order of dismissal, removal or compulsory retirement from service is set aside by the appellate or reviewing authority solely on the ground of non-compliance with the requirements of the provisions of regulation 8 (b) of the Tamil Nadu Electricity Board Employees' Discipline and Appeal Regulations, and no further inquiry is proposed to be held) the employee shall, subject to the provisions of sub-regulation (6) and (7), be paid such amount (not being the whole) of the pay and allowance to which he would have been entitled, had he not been dismissed, removed or compulsorily retired or suspended prior to such dismissal, removal or compulsory retirement, as the case may be, as the competent authority may determine after giving notice to the employee of the quantum proposed and after considering the representation, if any, submitted by him in that connection within such period which in no case shall exceed sixty days from the date on which the notice has been served or as may be specified in the notice.

Provided that any payment under this sub-regulation to an employee shall be restricted to a period of three years immediately preceding the date on which orders for re-instatement of such employee are passed by the appellate authority or reviewing authority or immediately preceding the date of retirement on superannuation of such employee, as the case may be.

(5) In a case falling under sub-regulation (4) the period of absence from duty including the period of suspension preceding his dismissal, removal or compulsory retirement, as the case may be, shall not be treated as a period spent on duty, unless, the competent authority specifically directs that it shall be so treated for any specified purpose.

Provided that if the employee so desires, such authority may direct that the period of absence from duty including the period of suspension preceding his dismissal, removal or compulsory retirement, as the case may be, shall be converted into leave of any kind due and admissible to the employee.

Explanation :

The order of the competent authority under the preceding proviso shall be absolute.

(6) The payment of allowances under Sub-Regulation (2) or Sub-Regulation (4) shall be subject to all other conditions under which such allowances are admissible.

(7) The amount determined under the proviso to Sub-Regulation (2) or under sub-regulation (4) shall not be less than the subsistence allowance and other allowances admissible under Regulation 56.

(8) Any payment made under this regulation to an employee on his re-instatement shall be subject to adjustment of the amount, if any, earned by him through an employment during the period between the date of removal, dismissal or compulsory retirement, as the case may be, and the date of re-instatement. Where the emoluments admissible under this Regulation are equal to or less than the amounts earned during the employment elsewhere, nothing shall be paid to the employee.

57-A. (1) Where the dismissal, removal or compulsory retirement of an employee is set aside by a Court of Law and such employee is re-instated without holding any further inquiry, the period of absence from duty shall be regularised and the employee shall be paid pay and allowances in accordance with the provisions of sub-regulation (2) or (3) subject to the direction, if any, of the Court.

(2) (i) Where the dismissal, removal or compulsory retirement of an employee is set aside by the Court solely on the ground of non-compliance with the requirements of the provisions in Regulation 8 (b) of Tamil Nadu Electricity Board Employee's Discipline and Appeal Regulations, and where he is not exonerated on merits, the employee shall, subject to the provisions of sub-regulation (7) of Regulation 57, be paid such amount (not being the whole) of the pay and allowance to which he would have been entitled had he not been dismissed, removed or compulsorily retired or suspended prior to such dismissal, removal or compulsory retirement, as the case may be, as the competent authority may determine, after giving notice to the employee of the quantum proposed and after considering the representation, if any, submitted by him, in that connection within such period which in no case shall exceed sixty days from the date on which the notice has been served as may be specified in the notice.

Provided that any payment under this sub-regulation to an employee shall be restricted to a period of three years immediately preceding the date on which the judgement of the court was passed, or the date of retirement on superannuation of such employee, as the case may be.

(ii) The period intervening between the date of dismissal, removal or compulsory retirement including the period of suspension preceding such dismissal, removal

or compulsory retirement, as the case may be, and the date of judgement of the Court shall be Regularised in accordance with the provisions contained in sub-regulation (5) of Regulation 57.

(3) If the dismissal, removal or compulsory retirement of an employee is set aside by the Court on the merits of the case, the period intervening between the date of dismissal, removal or compulsory retirement including the period of suspension preceding such dismissal, removal or compulsory retirement, as the case may be, and the date of re-instatement shall be treated as duty for all purposes and he shall be paid the full pay and allowances for the period, to which he would have been entitled, had he not been dismissed, removed or compulsorily retired or suspended prior to such dismissal, removal or compulsory retirement, as the case may be.

(4) The payment of allowances under Sub-Regulation (2) or Sub-Regulation (3) shall be subject to all other conditions under which such allowances are admissible.

(5) Any payment made under this regulation to an employee on his re-instatement shall be subject to adjustment of the amount, if any, earned by him through an employment during the period between the date of dismissal, removal or compulsory retirement and the date of re-instatement where the emoluments admissible under this regulation are equal to or less than those earned during the employment elsewhere, nothing shall be paid to the employee.

57-B. (1): When an employee who has been suspended is re-instated or would have been so re-instated but for his retirement on superannuation or compulsory retirement while under suspension, the authority competent to order re-instatement shall consider and make a specific order.

(a) regarding the pay and allowances to be paid to the employee for the period of suspension ending with re-instatement or the date of his retirement on superannuation or compulsory retirement as the case may be, and

(b) whether or not the said period shall be treated as a period spent on duty.

(2) Notwithstanding anything contained in regulation 56 where an employee under suspension dies before the disciplinary or the Court proceedings instituted against him are concluded, the period between the date of suspension and the date of death shall be treated as duty for all purposes and his family shall be paid the full pay and allowance for that period to which he would have been entitled had he not been suspended, subject to adjustment in respect of subsistence allowance already paid.

(3) Where the authority competent to order re-instatement is of the opinion that the suspension was wholly unjustified, the employee shall, subject to the provisions of sub-regulation (8) be paid the full pay and allowance to which he would have been entitled, had he not been suspended.

Provided that where such authority is of the opinion that the termination of the proceedings instituted against the employee had been delayed due to reasons directly attributable to the employee, it may, after giving him an opportunity to make his representation (within sixty days from the date on which the communication in this regard is served on him) and after considering the representation, if any, submitted by him, direct, for reasons to be recorded in writing, that the employee shall be paid for the period of such delay only such amount (not being the whole) of such pay and allowances as it may determine.

(4) In a case falling under sub-regulation (3), the period of suspension shall be treated as a period spent on duty for all purposes.

(5) In cases other than those falling under Sub-Regulation (2) and (3) the employee shall, subject to the provisions of sub-regulation (8) and (9) be paid such amount (not being the whole) of the pay and allowances to which he would have been entitled had he not been suspended, as the competent authority may determine, after giving notice to the employee of the quantum proposed and after considering the representation, if any, submitted by him in that connection within such period which in no case shall exceed sixty days from the date on which the notice has been served as may be specified in the notice.

(6) Where suspension is revoked pending finalisation of the disciplinary or the court proceedings, any order passed under sub-regulation (1) before the conclusion of the proceedings against the employee, shall be reviewed on its own motion after the conclusion of the proceedings by the authority mentioned in sub-regulation (i) who shall make an order according to the provisions of sub-regulation (3) or sub-regulation (5), as the case may be.

(7) In a case falling under Sub-Regulation (5), the period of suspension shall not be treated as a period spent on duty unless the competent authority specifically directs that it shall be so treated for any specified purpose :

Provided that if the employee so desires, such authority may order that the period of suspension shall be converted into leave of any kind due and admissible to the employee.

Explanation

The order of the competent authority under the preceding proviso shall be absolute.

(8) The payment of allowances under Sub-Regulation (2), Sub-Regulation (3) or sub-regulation (5) shall be subject to all other conditions under which such allowances are admissible.

(9) The amount determined under the proviso to sub-regulation (3) or under sub-regulation (5) shall not be less than the subsistence allowance and other allowances admissible under regulation 56.

INSTRUCTIONS UNDER REGULATION 57, 57-A & 57-B

1. The cases of suspension during pendency of criminal proceedings or proceeding for arrest for debt or during detention under a law providing for preventive detention shall be dealt with in the following manner hereafter :

(a) An employee who is detained in custody under any law providing for preventive detention or as a result of a proceeding either on a criminal charge or for his arrest for debt shall, if the period of detention exceeds 48 hours and unless he is already under suspension, be deemed to be under suspension, from the date of detention until further orders as contemplated in the Tamil Nadu Electricity Board Employee's Discipline and Appeal Regulations. An employee who is undergoing a sentence of imprisonment shall also be dealt with in the same manner pending a decision on the disciplinary action to be taken against him.

(b) An employee against whom a proceeding has been taken on a criminal charge but who is not actually detained in custody (e.g. a person released on bail) may be placed under suspension by an order of the competent authority under the Tamil Nadu Electricity Board Employee's Discipline and Appeal Regulations. If the charge is connected with the official position of the employee or involving any moral turpitude on his part, suspension shall be ordered under this regulation unless there are exceptional reasons for not adopting this course.

(c) An employee against whom a proceeding has been taken for his arrest for debt but who is not actually detained in custody may be placed under suspension by an order under the Tamil Nadu Electricity Board Employee's Discipline and Appeal Regulations, i.e., only if a disciplinary proceeding against him is contemplated.

(d) When an employee who is deemed to be under suspension in the circumstances mentioned in clause (a) or who is suspended in the circumstances mentioned in clause (b) is re-instated without taking disciplinary proceedings against him, his pay and allowances for the period of suspension will be regulated under Regulation 57/57-B, i.e., in the event of his being acquitted of blame or if the proceeding taken against him was for his arrest for debt or its being proved that his liability arose from circumstances beyond his control or the detention being held by any competent authority to be wholly un-justified, the case may be dealt with under Regulation 57(2)/57-B(3); otherwise it may be dealt with under Regulation 57(4)/57-B(5).

2. The grant of pay and allowances or a proportion of them under Regulation 57 or 57-A or 57-B does not cancel any officiating arrangements that may have been in force while the employee was under suspension or dismissal or removal or compulsory retirement.

3. In deciding whether any pay and allowances should be granted under Regulation 57 or 57-A or 57-B to an employee in temporary employment, the period for which the temporary post has been sanctioned should be taken into consideration.

4. The headquarters of an employee under suspension is his last place of duty. An employee under suspension may change his headquarters provided the competent authority who has placed him under suspension is satisfied that such a course will not put the Board to any extra expenditure like grant of travelling allowance.

5. A permanent post vacated by the dismissal, removal or compulsory retirement of an employee should not be filled substantively until the expiry of the period of one year from the date of such dismissal, removal or compulsory retirement, as the case may be. Where, on the expiry of the period of one year the permanent post is filled and the original incumbent of the post is reinstated thereafter, he should be accommodated against any post which may be substantively vacant in the grade to which his previous substantive post belonged. If there is no such vacant post he should be accommodated against a supernumerary post which should be created in his grade with proper sanction and with the stipulation that it would be terminated on the occurrence of the first substantive vacancy in that grade.

Explanation :

It is not necessary to keep a post vacant for a period of one year to provide for the contingency of subsequent reinstatement and confirmation in respect of officers who at the time of dismissal, removal or compulsory retirement, as the case may be, were not holding substantively permanent posts but would have been considered for confirmation but for the penalty imposed.

RULINGS

1. The case of an employee reduced to a lower grade or post as a measure of punishment and subsequently restored to his former post should be dealt with in accordance with the provisions of Regulation 57 and 57-A.

2. Where a temporary employee is due to be discharged from a service on account of the expiry of the sanction of the post held by him or otherwise becomes liable to be retrenched when he is under suspension, the question whether he should be discharged from service or whether to enable disciplinary proceedings being continued, special steps should be taken to provide a

post for him should be examined on the merits of each case and his post extended for an appropriate period. The vacancy caused by the extension should not, however, be filled.

The authority competent to dismiss or remove the employee concerned from service may, in such circumstances extend the post without reference to the competent authority, if delay is anticipated in obtaining sanction, before the expiry of the term of the post, under the normal procedure and obtain ratification of the competent authority. Otherwise, the sanction of the competent authority should be obtained as usual.

3. The competent authority in exercising the discretion vested in him under sub-regulation (5) of Regulation 57, sub-regulation 2(ii) of Regulation 57-A and sub-regulation (7) of Regulation 57-B may divide the period of absence from duty into several parts and declare whether each such part shall count as duty for purpose of increment, leave and pension.

4. The amount of subsistence grant, already drawn, should be adjusted against the leave salary which may be granted under the proviso to sub-regulation 5 of Regulation 57, sub-regulation 2(ii) of Regulation 57-A and the proviso to sub-regulation (7) of Regulation 57-B and the excess, if any, in each case, should be waived by the authority competent to regularise the period of suspension and a copy thereof sent to audit for scrutiny.

5. (i) The decision of the competent authority under Regulation 57, 57-A or 57-B is in respect of two separate and independent matters, viz.,

(a) pay and allowances for the period of absence; and

(b) Whether or not the period of absence should be treated as duty.

It is not necessary that the decision on sub-clause (a) above should depend upon the decision on sub-clause (b) above. The competent authority has the discretion to pay the proportionate pay and allowances and treat the period as duty for any specified purpose(s) or only to pay the proportionate pay and allowances. There is no discretion to pay full pay and allowances when the period is treated as "non-duty".

If no order is passed directing that the period of absence be treated as duty for any specified purpose, the period of absence should be treated as 'non-duty'. In such an event, the past service (i.e., service rendered before dismissal, removal, compulsory retirement or suspension) will not be forfeited.

(ii) As Regulation 57 is absolute, the law of limitation need not be invoked at the time of paying the arrears of pay and allowances for the period from the date of dismissal/removal/compulsory retirement/suspension to the date of reinstatement in respect of all cases where the pay and allowances are regulated on reinstatement in accordance with the provisions contained in Regulations 57, 57-A and 57-B with the exception of those covered under sub-regulation (4) of Regulation 57 and sub-regulation 2 (i) of Regulation 57-A

6. Regulation 57 is in-applicable in cases where dismissal/removal/discharge from or termination of service is held by a court of law or by an appellate/reviewing authority to have been made without following the procedure required under Regulation 8 (b) of Tamil Nadu Electricity Board Employees Discipline and Appeal Regulation.

In such cases—

(i) If it is decided to hold a further inquiry and thus deem the employee to have been placed under suspension from the date of dismissal/removal/discharge/termination, under Regulation 9 (c) or 9 (d) of the Tamil Nadu Electricity Board Employees' Discipline and Appeal

Regulations, the employee will be paid the subsistence allowance from the date he is deemed to have been placed under suspension.

(ii) If the employee is not 'deemed' to have been under suspension as envisaged under (i) above, the payment of full pay and allowances for the intervening period and treatment of that period as duty for all purposes will be automatic and compulsory, provided that—

- (a) The arrears should be paid subject to the law of limitation and
- (b) Where the reinstated employee has secured employment during any period between the dismissal / removal / discharge / termination and reinstatement, the pay and allowances admissible to him after reinstatement for the intervening period shall be reduced by the emoluments earned by him during such employment, unless the emoluments earned by him exceed the pay and allowances admissible to him. If the pay and allowances admissible to him after re-instatement for the intervening period are equal to or less than emoluments earned by him during such employment, nothing shall be paid to him.

Provided that the amount to be paid under (i) and (ii) above will be determined subject to the directions, if any, in the decree of the court regarding arrears of salary.

7. Uniform allowance shall not be granted during the period of suspension even if the period is subsequently treated as duty or leave as the case may be.

8. An employee, who has been placed under suspension pending enquiry, should not be dismissed or removed or compulsorily retired from service retrospectively from the date on which he was placed under suspension. The order in such a case should take effect only from the date of issue thereof.

9. Where a Board employee is —

- (a) Placed under suspension in view of the fact that a complaint against him of any criminal offence is under investigation or trial; or
- (b) dismissed or removed from service or compulsorily retired on the ground of conduct which has led to his conviction on a criminal charge and—

—the Board employee is subsequently reinstated in service on his acquittal by the Court either on merits or on the ground that the charge has not been proved against him or by giving benefit of doubt or on any other technical ground or on the ground that he has been pardoned by the Court as he turned approver based on his judicial confession, he must be regarded as having been prevented from discharging his duties and the period of his absence including the period of suspension shall be treated as duty for all purposes and he shall be paid full pay and allowances which he would have been entitled to, had he not been under suspension, or dismissed or removed or compulsorily retired from service.

10. When a Board employee, who was suspended, is fully exonerated of the charges on appeal, the period of suspension shall be treated as duty; and he shall be entitled to pay and allowances for the entire period of suspension, provided the period of suspension ended before the date of his superannuation.

11. When a Board employee is placed under suspension where enquiry into grave charges against him is pending or contemplated and criminal proceedings are also instituted

simultaneously in respect of the same charges and subsequently he is reinstated into service the period of suspension shall be :

- (i) treated as duty if there is a specific order or direction of a Court of competent jurisdiction to this effect notwithstanding the fact that a penalty has been imposed in the departmental inquiry ;
- (ii) regulated under Regulation 57, only after the final order of the criminal court is delivered in which he is acquitted notwithstanding the fact that departmental enquiry has been finalised and a penalty has also been imposed upon him prior to the finalisation of criminal proceedings.

58. Leave may not be granted to an employee under suspension.

Chapter—VII

JOINING TIME

59. Admissibility of Joining Time :

Joining time may be granted to an employee to enable him :-

- (a) to join a new post either at the same or a new station without availing himself of any leave on relinquishing charge of his old post ;
- (b) to join a new post in a new station on return from :-
 - (i) leave of any kind including Surrender Leave not exceeding six months.
 - (ii) leave other than that specified in sub-clause (i) when he has not had sufficient notice of his appointment to a new post;
- (c) (i) to proceed on transfer or on the expiry of leave from a specified station to join a post in a place in a remote locality which is not easy of access;
- (ii) to proceed, on relinquishing charge of a post, on transfer or leave, in a place in a remote locality which is not easy of access to a specified station.

Note-1 : Probationers holding training posts which they may be considered as taking with them on transfer are entitled to joining time on transfer under this regulation. An employee deputed to undergo a course of training if the training is at a fixed centre and the course of training exceeds three months, may be allowed joining time as on transfer for the journeys to and from the place of training. If the course of training does not exceed three months or is not confined to a particular station, he may be allowed only the time actually required for the journey to and from the place of training. In the case of persons granted Commissions in the Army in India Reserve of Officers and of persons deputed for training in the Indian Territorial Force, the period of training will not, however, include the time spent in journeying to and from the station at which training is carried out

Exception :

However in cases where the period of training exceeds three months and the Board allows at its discretion stipend or deputation allowance or the training allowance for the period of training, only the time actually required for the journeys to and from the training centre shall be permissible.

Note-2 : Probationers and approved probationers in one service when appointed to the same or another service by direct recruitment shall be allowed joining time and transit pay, but not travelling allowance.

Admissibility of Joining Time to Employees sent for Training

- Note-3 : If, in addition to the time actually required for the journey to and from the place of training, the need of a few days' relief from work to prepare for departure exists, there is no objection to the grant of casual leave for the purpose, provided the grant of the leave does not cause any evasion of the Regulations regarding date of reckoning allowances and change of office.
- Note-4 : An employee on return from leave of any kind not exceeding six months duration and transferred to a post of which he was in additional charge at the time of his proceeding on leave, may be granted joining time as under clause (b) (i) provided there is a change of headquarters.
- Note-5 : An employee who is deputed for training should be deemed to be on duty, while on training in the post he was holding immediately before proceeding on training and if he is posted at the end of training to different place he should be allowed joining time under clause (a).
- Note-6 : When employees of the Board are called for training in the Territorial Army/ Defence Reserves/Auxiliary Air Force, the period spent by them in transit from the date of their relief from their posts under the Board to the date on which they report to Military Authorities and vice versa should be treated as special casual leave. During such periods, which should be restricted to the minimum required for the purpose, they would be paid pay and Allowances at the rates admissible under the Board by their parent office.
- Note-7 : The joining time admissible to an employee returning from, leave, who had compulsorily to wait for orders of posting, should follow the period of such compulsory wait and will be reckoned from the date of receipt of orders of posting by him.
- Note-8 : In the case of revocation of suspension of a Board employee, the period from the date of serving the posting order to the date of joining of the Board employee in duty shall be treated as joining time for which the Board employee is eligible, and any excess period over and above the joining time admissible availed of by the Board employee shall be treated as leave to which he is eligible.
- Note-9 : In the case of an employee of the Board who has been dismissed or removed or compulsorily retired from service as a measure of penalty and subsequently reinstated into service, the period from the date of serving the posting order to the date on which the employee of the Board joins duty shall be treated as joining time for which the employee of the Board is eligible and any excess period over and above the joining time admissible availed of by the employees of the Board shall be treated as leave to which he is eligible.

60. Number of Days of joining Time Admissible.

Instructions regulating the joining time admissible in each of the cases mentioned in Regulation 59 and specifying the places and stations to which clause (c) of that regulation shall apply, with due regard to the time required for actual transit and for the organisation of domestic establishments are given below :—

Instructions

(1) Not more than one day is allowed to an employee in order to join a new post when the appointment to such post does not necessarily involve a change of residence from the station

to another. A holiday or Sunday counts as a day for the purpose of this instruction. No joining time is admissible in cases where the change of post does not involve an actual change of office.

(2) In cases involving a change of station, the joining time allowed to an employee is subject to a maximum of 30 days. Six days are allowed for preparation and, in addition, a period to cover the actual journey calculated as follows :

(a) For that portion of the journey which he travels or might travel :

One day for each.

By Railway	400 Kilo Metres.		
By Ocean steamer	320 "	}	or any longer time actually occupied in the journey
By river steamer or by motor or steam launch.	130 "		
By motor vehicle or Horse drawn conveyance.	130 "		
In any other way	25 "		

(b) For that portion of journey which he travels by air craft, only actual time occupied in the journey.

(c) For any fractional portion of any distance prescribed in clause(a), an extra day is allowed.

(d) When part of the journey is by steamer, the limit of six days for preparation may be extended to cover any period unavoidably spent in awaiting the departure of the steamer.

(e) Travel by road not exceeding 8 kilometres to or from a railway station at the beginning or end of a journey does not count for joining time.

(f) Sundays do not count as days for the purpose of calculation in these Instructions but they are included in the maximum period of 30 days.

(3) By whatever route an employee actually travels, his joining time shall, unless the Chief Engineer in the case of employees in his office and the offices under his control and the Chairman in the case of employees in the Borad Secretariat, for special reasons otherwise ordered, be calculated by the route which travellers ordinarily use.

(4) If an employee is authorised to make over charge of a post elsewhere than at his Headquarters, his joining time shall be calculated from the place at which he makes over charge.

(5) (i) Within the maximum of 30 days, the Chief Engineer or the Chairman, as the case may be, may extend the joining time admissible :

(a) When the employee has been unable to use the ordinary mode of travelling or, notwithstanding due diligence on his part, has spent more time on the journey than is allowed by the instructions to the extent of the time actually taken; or

(b) When such extension is considered necessary for the public convenience or for the saving of such expenditure as is caused by unnecessary or purely formal transfers to the extent necessary ; or

(c) When the instruction have in any particular case operated harshly; as, for example, when an employee though no fault on his part missed a steamer or fallen ill on the journey to the extent necessary, on such condition as to allowances or otherwise as the Chief Engineer or the Chairman, as the case may be, may think fit.

(ii) All other cases require the sanction of Board.

Note : The Chairman the case of employees in the Board Secretariat and the Chief Engineer in the case of employees in his office and the offices under his control are empowered to regularise the excess joining time availed of by employees in Class I and II Service due to late receipt of posting orders within the maximum of 30 days.

(6) If an employee is appointed to a new post while in transit from one post to another, his joining time begins on the day following that on which he receives the order of appointment, but no second period of six days for preparation is admissible.

If an employee while in transit from one post to another is reposted to the original post, such posting shall be construed as appointment to a new post for the purpose of these instructions.

(7) If an employee takes leave while in transit from one post to another, the period which has elapsed since he handed over charge of his old post must be included in his leave, unless the leave is taken on medical certificate. In the latter case, he may be allowed the joining time calculated for the journey from his old station to the place to which he has proceeded on his route to the new station.

(8) If an employee is appointed to a new post while on leave of any kind not exceeding six months duration his joining time shall be calculated from his old station or from the place at which he received the order of appointment, whichever calculation will entitle him to the less joining time. If, however, such an employee actually performs the journey to his old headquarters for winding up his personal affairs and the like, his joining time shall be calculated from the old headquarters to the new headquarters, irrespective of the place where he spends leave or receives posting orders. If the leave is being spent out of India, and the order of appointment to the new post reaches him before he arrives at the post of debarkation, the port of debarkation is the place in which he received the order for the purpose of these instructions.

In cases falling under these instructions in which an employee joins his post before the expiry of his leave PLUS full joining time admissible, the period short-taken shall be considered as leave not enjoyed and a corresponding portion of the leave sanctioned shall be cancelled without any reference to the authority which granted the leave.

Note : A certificate to the effect that the employee had actually performed the journey from the station where he was spending leave to the old headquarters for winding up personal affairs should be furnished by the officer concerned with his charge report for assumption of the post at the new headquarters. The responsibility for obtaining the Certificate from an officer of Class I or Class II service would rest with the AUDIT OFFICER concerned and for employees of Class III and Class IV Service with the Head of office.

(9) The authority which granted the leave will decide whether the notice referred to in Regulation 59(b) (ii) was insufficient.

(10) When a Board employee has not availed himself of the joining time in full at the time of transfer, the number of days of joining time which has not been so availed of, subject to a maximum of 15 days, shall be credited to his earned leave account, subject also to the condition that the number of days of joining time so credited and the earned leave already at his credit together shall not exceed 240 days as on the date of his joining the new post.

Note - 1: The authority sanctioning the transfer may, in special circumstances, reduce the period of joining time admissible under the instructions under Regulation 60.

Note - 2: Transfers which do not involve change of building should not be treated as involving change of office for the purpose of instruction(1) and no joining time is admissible in such cases.

A joining time of one day may be sanctioned by the Chairman in the case of employees in Board Secretariat and by the Chief Engineer in the case of employees in his office and other offices under his control, in cases where the transfer of charge of the post and taking over by the relieved officer of another post cannot be done in the same morning even though no change of building is involved, with reference to the facts of each case.

Note - 3: Applications from employees in Class I and II Service for extension of joining time should be forwarded through the Audit Officer.

Note - 4: The route which travellers ordinarily use, for rail journeys from any station on the Chennai-Kolcatta line other than Gudur to any station on the Chennai-Mangalore line other than Katpadi and vice versa, is via Chennai.

Note - 5: The period of joining time admissible to an employee who proceeds on leave of any kind not exceeding six months from his old post and is at the end of it transferred to a new post at another station where he is spending his leave and receives the order of posting is only one day under instruction (1) under Regulation 60.

Note - 6: For the purpose of instruction(8) under Regulation 60 "the period shorttaken" should be calculated with reference to the Officer's actual date of joining his new post and the assumed date of joining, i.e., the date on which he would have joined his newpost had he availed himself of the full period of joining time admissible to him under the instructions.

Note - 7: The principle underlying in instruction(8) under Regulation 60 is applicable also to the balance of joining time admissible on return from leave in the case of an employee who proceeds on leave of any kind not exceeding six months on medical certificate while in transit from one post to another. The balance of joining time to which the employee will be entitled is the full joining time admissible under Regulation 59 (b) (i) reduced by the period of joining time actually availed of with reference to instruction (7) under Regulation 60 prior to the commencement of the leave on medical certificate. Should the employee join his new appointment before the expiry of such leave plus the balance of joining time admissible, the leave should be re-adjusted in the manner indicated in instruction (8) under Regulation 60.

Note - 8: The road journeys exceeding 8 kilo-metres performed by an employee at either end of rail journey should be taken together for the purpose of calculating joining time.

Note - 9 : The joining time pay for the first spell of joining time granted under instruction (7) under Regulation 60 shall be regulated under Regulation 61 (a), while joining time pay for the second spell of joining time be regulated under Regulation 61 (b).

Note-10 : A Board employee transferred at his request shall be allowed joining time under this regulation.

61. Pay during joining time.

An employee on joining time shall be regarded as on duty and shall be entitled to be paid as follows :

(a) Where joining time is granted under clause (a) of Regulation 59, the pay which he would have drawn if he had continued in the old post or the pay which he will draw on taking charge of his new post, whichever is less;

(b) where joining time is granted under clause (b) of Regulation 59 :-

(i) if it is in continuation of earned leave or in continuation of leave which included a period of earned leave, the pay equal to the leave salary which he last drew during such earned leave at the rate prescribed for payment of leave salary in India, and

(ii) if it is in continuation of leave which did not include period of earned leave, the pay equal to the leave salary which he would have drawn under the leave Regulations applicable to him as if he had been on earned leave in India for the period of joining time.

(c) Where joining time is granted under clause (c) of Regulation 59, the pay which he would draw in his post in the remote locality.

Note-1 : No extra pay (when the transfer involves the grant of extra pay) can be drawn in any case by a relieving employee until the transfer is complete; but, as far as ordinary pay and allowances are concerned, an exception may be made to the general rule in all cases in which the charge to be transferred (whether division or sub-division or other charge) consists of several scattered works which the relieving and relieved employees are required by the orders of a superior officer to inspect together before the transfer can be completed. The relieving employee will be considered as on duty if the period taken in carrying out these inspections is not considered by the Chief Engineer or the Superintending Engineer or any other officer of equivalent rank in so far as they relate to employees subordinate to him to be excessive. While so taking over charge, the relieving employee will draw.

(a) (i) if he is transferred from a post which he held substantively his presumptive pay in that post.

(ii) if he is transferred from a post which he held in an officiating capacity, the officiating pay admissible in that post or the pay he would draw after the transfer is complete, whichever is less.

(b) City Compensatory Allowance/House Rent Allowance as admissible at the new station on the basis of the pay drawn as at (a) (i) or (ii) above, as the case may be.

(c) If he returns from leave, the presumptive pay of the post from which he went on leave while working in the post held by him substantively or the officiating pay of that post or the pay which will be admissible to him in the new post, after taking over charge, whichever is less, if he went on leave while working in a post in an officiating capacity.

The period of taking over charge will count for probation in the post which he takes charge.

In each case where the Chief Engineer or the Superintending Engineer or any other officer of equivalent rank to whom the powers are delegated decides to treat the period of taking over charge of a relieving officer as "duty" under the provisions of the above Note, a declaration in the following Form should be invariably issued :-

Declaration

I, (Name), (Designation)
 declare that Thiru (Name and designation of
 the officer to be relieved) and Thiru (Name and
 designation of the relieving officer) were engaged in joint inspection of several scattered works
 and/or stores during the period from to in connection with hand-
 ing over and taking over charge and I do not consider the above period as excessive during which
 Thiru (Name of relieving officer) shall be treated as on duty.

Station :

Name :

Date :

Designation :

Note-2 : The concession of house-rent allowance or free quarters ordinarily admissible to an employee should be treated as "ordinary pay and allowances" within the meaning of the first sentence of Note (1) above and is therefore admissible to both the relieved and the relieving employees.

Note-3 : For an employee who, while officiating in a post, proceeds on training or to attend a course of instruction and who is treated as on duty, while under training the period of such duty will count for increment in the post in which he was officiating prior to his being sent for training or instruction if he is allowed the pay of the officiating post during such period.

Note-4 : For the purposes of Regulation 61 (a), "PAY" should be taken to be as defined in Regulation 10 (19).

Note-5 : Whenever an employee officiating in a higher post is in transit consequent on reversion to his substantive post, but is subsequently re-appointed to the same officiating post, before taking charge of substantive post, the claim for "transit pay" should be based only on his substantive pay and such period of joining time will not count for increment in the officiating post.

Note-6 : The period spent by the employees holding the posts mentioned in the schedule, appointed by direct recruitment, in taking over charge on their first appointments, should be treated as duty and they should be paid the pay and allowances admissible to such posts.

Note-7 : An employee will be allowed during period of taking over charge on return from leave of a post carrying House Rent Allowance, the same rate of House Rent Allowance which he was drawing while proceeding on leave and during the period of leave.

Note-8 : The period spent by newly appointed Engineer Officers from the day they report for duty to the day they complete taking over charge of posts involving verification and inspection of stores, etc., shall be treated as duty. It is not necessary to create new posts to accommodate the direct recruits since treating the period as duty is itself a sufficient sanction in this regard.

Note-9 : Omitted.

Schedule

(Referred to in Note (6) under Regulation 61)

1. Assistant Engineers (Electrical) Mechanical) (Civil).
2. Members of the Chennai Local Authorities (Electrical Engineers' Service, III Grade.
3. Junior Engineers (Electrical), I Grade.
4. Junior Engineers (Electrical), II Grade.
5. Public Works Department Electrician.
6. Junior Engineers (Civil), I Grade
7. Junior Engineers (Civil), II Grade.
8. Junior Engineers (Mechanical), I Grade.
9. Junior Engineers (Mechanical) II Grade.
10. (Omitted).
11. Head Draughtsman.
12. Senior Draughtsman.
13. Draughtsman.
14. Assistant Draughtsman.
15. Stores Supervisor.
16. Stock Verifiers.
17. Instrument Repairers, I Grade.
18. Instrument Repairers, II Grade.
19. Transport Overseers, I Grade.
20. Transport Overseers, II Grade.
21. Junior Chemists.
22. Assistant Chemists.

62. Overstay of joining time.

An employee who does not join his post within his joining time is entitled to no pay or leave-salary after the end of the joining time. Wilful absence from duty after the expiry of joining time may be treated as misbehaviour.

63. A person in employment other than in Board's Service or on leave granted from such employment, if in the interest of the Board he is appointed to a post under the Board, may at the discretion of the Board, be treated as on joining time while he prepares for and makes the journey to join the post under the Board and while he prepares for and makes the journey on reversion from the post under the Board to return to his original appointment. During such joining time he shall receive pay equal to the pay, or, in the case of joining time immediately following leave granted by the previous employer, to the leave-salary, paid to him by his previous employer prior to his appointment to Board's service, or pay equal to the pay of the post in Board's Service, whichever is less.

Chapter—VIII

FOREIGN SERVICE

64. APPLICABILITY: The Regulations in this Chapter apply to all employees transferred to foreign service.

65. (a) CONDITIONS OF TRANSFER: No employee may be transferred to foreign service against his will :

Provided that, this sub-regulation shall not apply to the transfer of an employee to the service of a body incorporated or not, which is wholly or substantially owned or controlled by the State or Central Government or Co-operative Institutions or Local Bodies.

(b) The Chairman in the case of Class I & II Officers of the Board upto the level of Superintending Engineer and Class III and IV employees in the Board Office Secretariat Branch, Audit and Accounts Branches and the Chief Engineer/Personnel in the case of Class III & IV employees in his office and other offices may sanction the **transfer of the employees to foreign service inside Tamil Nadu.**

- (c) (i) The initial deputation of a Board employee shall be sanctioned for a block period of **three years at a stretch.** The period of the said deputation shall lapse on the expiry of the said period of **three years or** on the date of his retirement from service on superannuation or on the date when he is transferred from the service of the foreign employer by the competent authority, whichever is earlier.
- (ii) No extension of deputation of any Board employee shall be sanctioned for the **fourth** year. However, the Board may, in exceptional and special circumstances in Public interest, sanction the extension of deputation for the fourth year in respect of any Board employee.
- (iii) In case, the Board require the services of Board employee in the middle of three years period for administrative reasons the competent authority may revert him to the Board.

66. A transfer to foreign service is not admissible unless :-

(a) the duties to be performed after the transfer are such as should, for public reasons, be rendered by a Board employee, and

(b) the Board employee transferred holds, at the time of transfer, a regular post under the Board or holds a lien on a permanent post, or would hold a lien on such a post had his lien not been suspended.

Note 1: The transfer of a temporary employee to foreign service is permissible

Note 2: The transfer to foreign service from the date on which an individual is appointed to a post on probation is permissible.

Note 3: The loan of an employee to a private undertaking is to be regarded as a very exceptional measure requiring special justification on a rigorous application of the principle enunciated in clause (a) of this regulation.

Note 4: No employee shall ordinarily be permitted to take up outside employment concurrently with leave preparatory to retirement. If such an employee is keen on taking up outside employment before he attains the age of superannuation, his services shall ordinarily be placed at the disposal of the outside employer on the usual foreign service terms after cancelling the unexpired portion of the leave preparatory to retirement. The balance of leave preparatory to retirement shall not be treated as constructive refusal of leave for purposes of regulation 29 (b) of Leave Regulations. The terms of foreign service shall not be extended beyond the age of superannuation.

67. Transfer to Foreign Service During Leave: If an employee is transferred to foreign service while on leave he ceases from the date of such transfer, to be on leave and to draw leave salary.

68. Promotions During Foreign Service: An employee transferred to foreign service shall remain in the cadre or cadres in which he was included in a substantive or officiating capacity immediately before his transfer and may be given such substantive or officiating promotion in those cadres as the authority competent to order promotion may decide in giving such promotion, such authority shall also take into account the nature of the work performed in foreign service.

68-A. (a) If the service of an employee of the Board in a particular cadre is required by a foreign employer, and if no Board employee in that cadre is readily available, the senior most person in the approved list for promotion to such cadre shall be promoted and deputed to the foreign service giving him the benefit of promotion with effect from the date of his assuming charge in the foreign service.

(b) When an employee of the Board is already on deputation and his name included in the approved list for promotion and if his junior gets promotion in the regular line, the foreign employer concerned, shall be asked to examine whether they would like to upgrade the post held by such Board employee and give him the benefit of promotion or revert him from the foreign service to Board Service and get the service of someone else from the lower category, if the foreign employer still wants to have the service of a Board Employee from such lower category. Upgrading of the post held by the employee of the Board in the foreign service shall be subject to the following conditions namely :—

- (i) The Board employee in foreign service shall be one among those awaiting promotion on regular basis in the parent department.
- (ii) The post held by the Board employee in foreign service may be upgraded to the higher post only when his junior is given promotion in the regular line in the parent department. The upgrading of the post shall be done only once.

(c) If the promotion of a Board employee in foreign service is to an intermediate grade lower than the next promotion post in the regular line in the parent department, it shall be done with the concurrence of the parent department.

69. Pay and Joining Time: An employee in foreign service will draw pay from the foreign employer from the date on which he relinquishes charge of his post in Board's service. The amount of his pay, the amount of joining time admissible to him and his pay during such joining time will be fixed by the Board in consultation with the foreign employer.

Note: The grant of deputation allowances shall be regulated as follows:

(i)	For deputation to State or Central Government.	No deputation allowance
(ii) (a)	For deputation to statutory bodies whether incorporated or not, which is wholly or substantially, owned or controlled by the State Government, Localbodies or co-operative institutions.	No deputation allowance
(b)	For the deputation to institutions, not wholly, or substantially owned or controlled by the State Government or Central Government e.g., Handloom Finance Corporation.	No Deputation allowance
(iii)	For the deputation to statutory institutions whether incorporated or not which are wholly or sub-stantially owned or controlled by the Government of India or State Governments other than Tamil Nadu, like Neyveli Lignite Corporation Limited Hindustan Photo Films manufacturing Company Limited	For the first two years of deputation at 20 per cent of the pay admissible in the cadre in which the employee held a post prior to his deputation. During the third year of deputation at 15 per cent of the pay referred to above. During the fourth year of duputation at 10 per cent of the pay referred to above. After the fourth year of deputation no deputation allowance or according to the Rules of the statutory institutions concerned.

DELEGATION

The Chairman, Tamil Nadu Electricity Board and the Chief Engineer have powers to fix the pay in foreign service of employees whose transfer to such service they are empowered to sanction, subject to the following conditions:

(a) The pay and deputation allowance shall be Regulated with reference to the Note under Regulation 69.

(b) No concessions are sanctioned in addition to Pay, except.

(i) Payment of leave and Pension contributions by the foreign employer,

(ii) Grant of travelling allowance admissible under Board.

(iii) Grant of House Rent Allowance, Unhealthy localities special pay, Hill Allowance and other compensatory allowance at the appropriate rates provided that

- (1) Such allowances are specifically admissible to employees of the Board stationed in same localities, and
- (2) The foreign employer meets the cost of such allowances.

Note - 1 : The travelling allowance of an employee both in respect of the journey on transfer to foreign service and the journey on reversion therefrom to Board's service will be borne by the foreign employer.

N.B. The above note applies even in cases where the employee lent taken leave on reversion before joining duty under the Board.

Note - 2 : The transit pay and allowance and Transfer Travelling Allowance of an employee on deputation to Government Department / Institution, while serving under a foreign employer, will be borne by that foreign body from which he is proceeding.

Note - 3 : The amount of remuneration which may be sanctioned for an employee transferred to foreign service in India shall be regulated as follows :

(1) The pay which he shall receive in foreign service must be precisely specified in the order sanctioning the transfer. If it is intended that he shall receive any remuneration, or enjoy any concession of pecuniary value, in addition to his pay proper, the exact nature of such remuneration or concession must be similarly specified. No employee will be permitted to receive any remuneration or enjoy any concession which is not so specified and, if the order is silent as to any particular remuneration or concession it must be assumed that the intention is that it shall not be enjoyed.

(2) The following two general principles must be observed in sanctioning the conditions of transfer :

(a) The terms granted to the employee must not be such as to impose an unnecessarily heavy burden on the foreign employer who employs him.

(b) The terms granted must not be so greatly in excess of the remuneration which the employee would receive in Board's service as to render foreign service appreciably more attractive than Board's Service.

(3) Provided that the two principles laid down in paragraph (2) above are observed, the following concessions may be sanctioned by the foreign employer. These concessions must not be sanctioned as a matter of course, but in those cases only in which their grant is justified by the circumstances. The Value of the concession must be taken into account in determining the appropriate rate of pay for the employee in foreign service :

(a) The payment of contributions towards leave salary and Provident Fund under the rules Regulating such contributions.

(b) The grant of travelling allowance, under the Travelling Allowance Regulations of the Board and of permanent travelling allowance, conveyance allowance, etc.,

(c) The grant of free residential accommodation which may be furnished in cases in which the Board considers this to be desirable on such scales as may seem proper to the Board.

(d) The use of any conveyance provided by the foreign employer.

(4) The grant of any concessions not specified in paragraph (3) above requires the sanction of the Board.

Note-4 : When an employee is transferred to foreign service under a private employer, the authority sanctioning the transfer should require the employer to deposit security equivalent to three months' pay of the employee in foreign service. The Board may however exempt any private employer from making the deposit for any special reasons to be recorded in writing.

For this purpose, the term 'Private employer' will not include the Reserve Bank of India, Municipalities, District Boards, Universities, the Court of wards, religious institutions under the control of the Hindu Religious and Charitable Endowments (Administration) Department, the Indian Central cotton committee, the Indian Central Coconut committee, the Indian Central Tobacco Committee, the Indian Central Arecanut Committee, the Indian Council of Medical Research, the Indian Council of Agricultural Research and the Neyveli Lignite Corporation and similar undertakings owned or controlled by the Government of India.

Note-5 : The whole expenditure in respect of any compensatory allowance, for periods of leave in or at the end of foreign service, shall be borne by the foreign employer.

Instruction

When any employee lent on foreign service conditions retires from Board Service, without at the same time retiring from the service of his foreign employer, the Board Office Audit Branch shall communicate to the foreign employer through the usual authorities a statement showing the date of retirement and the amount of pension gratuity etc., drawn from the Board, so as to give the foreign employer the opportunity, if he be so inclined, of revising the existing terms of employment.

70. Foreign Service Contributions :

(a) While an employee is in foreign service, contributions towards the cost of his pension must be paid to the Board on his behalf.

(b) If the foreign service is in India, contributions must be paid on account of the cost of leave salary also.

(c) Contributions due under clauses (a) and (b) above shall be paid by the employee himself, unless the foreign employer consents to pay them. These contributions shall not be payable during leave taken while in foreign service.

(d) By special arrangement made under Regulation 76 (b), contributions on account of leave-salary may be required in the case of foreign service out of India also, the contributions being paid by the foreign employer.

Explanation—1 :

The rate of contribution payable on account of pension in respect of all Board employees deputed on foreign service shall be on the basis of the prescribed percentage of the maximum of the scale of pay of the officiating post which the Board employee would have held in the Board from the date of promotion to the higher post including special pay or deputation allowance which would count for pension drawn from the foreign employer.

Explanation—2 :

Leave salary contribution in respect of Board employees deputed on foreign service to the State Government Departments or to the Corporation/Boards/Undertakings owned or controlled by the State Government is not recoverable. The leave salary of such Board employee for any period of leave taken while on his foreign service shall be entirely met by the foreign employer and for any period of leave taken on his rejoining the Board shall be met by the Board. But, on and from the 28th September 1977 if such Board employee deputed on foreign service avails himself of leave for a period of more than one month during the first year of his foreign service, the leave salary for a period of one month shall be met by the foreign employer and for the remaining period shall be met by Board, and if he avails himself of leave for a period of more than two months during the second year of his foreign service, the leave salary for period of two months shall be met by the foreign employer and for the remaining period shall be met by the Board and so on.

Explanation :—3 When a Board employee on reversion from foreign service proceeds on leave before joining the Board, the foreign employer shall pay the leave salary to the Board employee for the period upto which he is competent to sanction earned leave and subsequently get it reimbursed from the Board to the extent to be borne by the Board.

INSTRUCTIONS

(1) All the terms and conditions of an employee's transfer on foreign service MUST be settled well in advance in consultation with the foreign employer and communicated to the foreign employer, the Chief Internal Audit Officer and the employee concerned BEFORE the employee is released to take up the foreign service.

(2) The authorities competent to sanction the transfer of an employee to foreign service should also include the following as an additional term in the orders sanctioning the transfer of employees on foreign service :-

"The foreign employer/employee shall pay leave salary and/or pension contributions within fifteen days from the end of the month in which the pay on which it is based has been drawn by the employee concerned at the following rates :-

Leave Salary Contribution Rs.....per month.

Pension Contribution Rs.....per month.

The amounts of contributions are to be credited under the following Heads of Accounts :-

(i) Pension Contributions under the Head.....

(ii) Leave salary contributions under the Head.....

The rates mentioned above shall be treated as provisional, pending confirmation by the Board Office Audit Branch and will be subject to adjustment retrospectively.

(3) While communicating the provisional rates of contributions, the fact that the contributions should be paid promptly subject to adjustment and alterations in accordance with final rates, as may be necessary after intimation of final rates by the Board Office Audit Branch and

that penal interest is leviable for delays in their payment may also be indicated by the sanctioning authorities.

(4) In all cases of transfer to foreign service in which the liability for making contributions on account of Pension and leave salary rest on the transferee, it shall be necessary to secure a letter from the transferee addressed to the foreign employer to pay to the Board from his salary a specific monthly sum which would be based on the foreign service contributions which the employee himself has to pay. The issue of such a letter would enable the foreign employer lawfully to effect the necessary deductions from the employee's salary and remit it to the Board.

A provision to this effect may be incorporated in all cases of foreign service where the transferee is himself liable for payment of foreign service contributions.

(5) In order to avoid procedural difficulties and to enable the Chief Internal Audit Officer to report lapses to Board promptly, the contributions shall be remitted to the concerned Internal Audit Officer by means of demand drafts. However, where it is not possible to issue demand drafts, the contributions may be remitted by means of crossed cheques.

71. (a) The rates of monthly contributions for pension and leave salary payable to the Board by the employee or the foreign employer, during active foreign service shall be as indicated below or at such rates as may be prescribed by the Board from time to time :-

TABLE
Rates of Monthly Contribution for Pension Payable during Active Foreign Service
in Respect of —

Length of Service in years (1)	Class-I Employees (2)	Class-II Employees (3)	Class-III Employees (4)	Class-IV Employees (5)
0- 1 year	7% of the maximum monthly pay of the post in the officiating/substantive Grade, as the case may be, held by the officer at the time of proceeding on foreign service.	6% of the maximum monthly pay of the post in the officiating/substantive Grade, as the case may be, held by the officer at the time of proceeding on foreign service.	5% of the maximum monthly pay of the post in the officiating/substantive Grade, as the case may be, held by the officer at the time of proceeding on foreign service.	4% of the maximum monthly pay of the post in the officiating/substantive Grade, as the case may be, held by the officer at the time of proceeding on foreign service.
1- 2 years	7% -do-	6% -do-	6% -do-	4% -do-
2- 3 years	8% -do-	7% -do-	6% -do-	5% -do-
3- 4 years	8% -do-	7% -do-	7% -do-	5% -do-

(1)	(2)	(3)	(4)	(5)
4- 5 years	9% -do-	8% -do-	7% -do-	5% -do-
5- 6 years	10% -do-	8% -do-	7% -do-	6% -do-
6- 7 years	10% -do-	9% -do-	8% -do-	6% -do-
7- 8 years	11% -do-	9% -do-	8% -do-	6% -do-
8- 9 years	11% -do-	10% -do-	9% -do-	7% -do-
9-10 years	12% -do-	10% -do-	9% -do-	7% -do-
10-11 years	12% -do-	11% -do-	10% -do-	7% -do-
11-12 years	13% -do-	11% -do-	10% -do-	8% -do-
12-13 years	14% -do-	12% -do-	10% -do-	8% -do-
13-14 years	14% -do-	12% -do-	11% -do-	8% -do-
14-15 years	15% -do-	13% -do-	11% -do-	9% -do-
15-16 years	15% -do-	13% -do-	12% -do-	9% -do-
16-17 years	16% -do-	14% -do-	12% -do-	9% -do-
17-18 years	16% -do-	14% -do-	13% -do-	10% -do-
18-19 years	17% -do-	15% -do-	13% -do-	10% -do-
19-20 years	17% -do-	15% -do-	13% -do-	10% -do-
20-21 years	18% -do-	16% -do-	14% -do-	11% -do-
21-22 years	19% -do-	16% -do-	14% -do-	11% -do-
22-23 years	19% -do-	17% -do-	15% -do-	11% -do-
23-24 years	20% -do-	17% -do-	15% -do-	12% -do-
24-25 years	20% -do-	17% -do-	16% -do-	12% -do-
25-26 years	21% -do-	18% -do-	16% -do-	12% -do-
26-27 years	21% -do-	18% -do-	16% -do-	13% -do-
27-28 years	22% -do-	19% -do-	17% -do-	13% -do-
28-29 years	23% -do-	19% -do-	17% -do-	13% -do-
29-30 years	23% -do-	20% -do-	18% -do-	13% -do-
Over 30 years	23% -do-	20% -do-	18% -do-	14% -do-

Note : (1) The rates of pension contribution will be designed to secure to the employee the pension that he would have earned under the Board if he had not been transferred to foreign service.

Note : (2) The rate of contribution payable on account of pension in respect of Board employees deputed on foreign service to the State Government Departments or to the Corporations/Boards/Undertakings owned or controlled by the State Government shall be at 10 percent of the total emoluments other than compensatory allowance. But, on and from the 1st April 1979, the rate of such contribution shall be 10 percent of the maximum of the scale of pay including the special pay and personal pay-if any.

B. Leave Salary Contribution

The leave salary contribution shall be 11 % of pay, drawn in foreign service.

RULINGS

(1) The term "active foreign service" used in this Regulation is intended to include the period of joining time which may be allowed to an employee both on the occasion of his proceeding to, and reverting from, foreign service, and accordingly contributions are leviable in respect of such periods.

(2) (a) The length of service of an employee should, for the purpose of calculation of pension contribution, be reckoned from the date of commencement of service. All leave including leave on loss of pay, periods of overstay and of suspension should be taken into account in calculating the length of service.

(b) The assessment of contribution should be made after taking into account the temporary and officiating service rendered by employees transferred to foreign service. No refunds of contribution should be made even if it is eventually decided that the temporary or officiating service taken into account in the original calculation of contribution should not count for pension.

(c) If in the case of any employee, the periods of previous war service have been allowed to count for active service and total service, for pension, such periods of war service should be added to normal length of his service.

(d) All services rendered in substantive posts before an employee completed 18 years of age should be excluded in reckoning length of service for the assessment of contribution for pension.

(3) In the case of a temporary employee who is transferred to foreign service, it is for the Board to decide whether or not to recover pension contribution, having regard to the probabilities of the employee qualifying for pension. If it is decided to recover such contribution, they should be calculated, with reference to his length of service, in the following manner:

(a) If he is on a time-scale of pay, on the maximum of time-scale: and

(b) If he is on a fixed rate of pay, on that pay. In such cases, the recovery of contributions for leave-salary does not present any difficulty, the amounts being calculated on the pay actually drawn in foreign service.

(4) When an employee is transferred to foreign service, or when the period of foreign service of an employee is extended, it should be stipulated that the contributions for pension and leave salary or for pension alone, as the case may be, will be recoverable at the rates in force from time to time in accordance with orders issued under Regulation 71.

(5) In respect of temporary employees in foreign service, pension contribution should be recovered from the foreign employer at the rates prescribed in Regulation 71.

Note: In the case of non-permanent employee officiating in more than one post at the time of proceeding on foreign service, the recovery of pension contribution shall be based on the prescribed percentage of the maximum of the grade of the lower of the officiating post.

(6) Pension contribution shall be recovered from the foreign employer on special pay also, which the employee would have drawn in his department but for his deputation on foreign service in addition to the contribution on the maximum of the substantive pay, when such special pay counts for pension.

Explanation — 1

The officiating pay of an employee shall be treated as substantive pay for purpose of calculating the average emoluments for pension, subject to the fulfilment of all the conditions laid down in Article 486-B, Civil Service Regulation as adopted by the Board. The pension contribution shall in the following cases be calculated on the maximum of the pay of the higher officiating post from the dates indicated against each.

(i) Where the employee is officiating in a higher post at the time of proceeding on foreign service.

(a) Where the employee has completed continuous service of three years in the higher post at the time of proceeding on foreign service.

From the date of commencement of foreign service.

(b) Where the employee has not completed continuous service of three years in the higher post at the time of proceeding on foreign service.

From the date on which he would have completed 3 years continuous service but for his deputation on foreign service, subject to the condition that a certificate to the effect that but for proceeding on foreign service the employee would have continued to officiate in the higher post is forthcoming from the parent department.

(ii) Where the employee is not officiating in higher post at the time of proceeding on foreign service but is given officiating proforma promotion to such post or where he is promoted proforma to still higher officiating posts.

From the date on which he completed three continuous years of such proforma promotion, subject to a certificate from the parent department specified in entry (i) (b) above.

Explanation—2 :

For computing the length of continuous service in the higher post, all the periods taken into account under Article 486-B (ii), Civil Service Regulations as adopted by the Board shall be taken into account.

The Internal Audit Officer who is responsible for watching the recovery of foreign service contributions shall calculate the pension contributions on the basis of the maximum of the scale of the higher officiating post in respect of the case where the employee has completed three years of continuous service in the higher officiating post while on foreign service, as well as in respect of the case where the employee has been given proforma promotion under Regulation 68 while on foreign service and who has completed three years of continuous service thereafter. This shall also apply to employees in Class III and IV Service on foreign service. To enable the Internal Audit Officer to effect correct recoveries, the Chief Engineer or other authority empowered to make proforma promotions shall keep the Internal Audit Officer concerned apprised of all proforma promotions given under Regulation 68 to the employees on foreign service.

Explanation—3 :

'Pay' as defined in Regulation 10 (19) of the Tamil Nadu Electricity Board Service Regulations, which an employee received immediately before his retirement, has to be taken into account for the purpose of calculating average emoluments. Therefore, pension contribution shall be based on the maximum of the 'Pay' as defined in Regulation 10 (19) of the Tamil Nadu Electricity Board Service Regulations of the post held by an employee at the time of his proceeding on foreign service or to which he may receive proforma promotion while on foreign service.

72. PAYMENT OF CONTRIBUTIONS

(1) Contributions for leave salary or pension, due in respect of a Board employee on foreign service, may be paid annually within fifteen days from the end of each financial year or at the end of the foreign service. If the deputation on foreign service expires before the end of a

financial year, and if the payment is not made within the said period, interest must be paid to Board on the un-paid contribution, unless it is specifically exempted, at the rate of two paise per day per Rs. 100/- from the date of expiry of the period aforesaid upto the date on which the contribution is finally paid. The interest shall be paid by the Board employee or the foreign employer according as the contribution is paid by the former or the latter.

(2) The leave salary and pension contributions should be paid separately as they are creditable to different Heads of Accounts and no dues recoverable from Board, on any account, shall be set off against these contributions.

(3) If any amount due, including interest, is not paid within twelve months of its accrual, the officer who maintains the accounts of the contribution shall intimate to the employee the amount due up-to-date, and inform him that, in consequence of the default, he has forfeited his claim to the retiring benefits under the Board's Regulations or retiring benefits and leave salary, as the case may be. In order to revive his claim, the employee must at once pay the amount due and represent his case to the Board who will deal finally with it.

(4) Interest on over due contributions will not be remitted by the Board save in very exceptional circumstances.

(5) Interest on over due contributions from foreign employers, who have been exempted from the payment of Security Deposit, will be levied as laid down in clauses (1) and (2).

73. WITHHOLDING OF CONTRIBUTIONS

An employee in foreign service may not elect to withhold contributions and forfeit the right to count as duty in Board's Service the time spent in foreign service. The contribution paid on his behalf maintains his claim to pension or pension and leave salary, as the case may be, in accordance with the Regulations of the Board.

Provided the amounts paid by way of pension contribution and leave salary by the Government/other Public Sector Undertakings / Boards in respect of Board employees permanently absorbed therein during the period from the date of absorption to the date of issue of orders of absorption shall be refunded to the concerned Government Department/Public Sector Undertakings/Boards. In cases where the pension contributions are remitted by such foreign employer in excess of the demand, the authority concerned should draw a bill for excess amount and pay it to the foreign employer.

74. PAYMENT BY FOREIGN EMPLOYER OF GRATUITY OR OTHER BENEFIT.

An employee transferred to foreign service other than the United Nations Organisations and the developing countries in Asia, Africa and Latin America may not without the sanction of the Board accept any pension or gratuity from his foreign employer in respect of such service.

74-A. A Board employee transferred to foreign service in the United Nations Organisations and the developing countries in Asia, Africa and Latin America may accept the retirement benefits from his foreign employer in respect of such service subject to the following conditions:-

(1) (i) A Board employee transferred to foreign service in the United Nations Organisations for a period of five years or more shall be allowed option either to avail himself of the retirement benefits as admissible under the rules of such Organisation and to exclude such service from the qualifying service for calculation of pension under the Regulations of the Board applicable to him or to pay the pension contribution to Board for the period of his foreign service and to count such service as qualifying service for calculation of pension under the Regulations of Board applicable to him.

(ii) If the Board employee opts to avail himself of the retirement benefits under the rules of the United Nations Organisations as in sub-clause (i), such retirement benefits shall be received by him in Indian Rupee.

(iii) A Board employee, who is transferred to foreign service in the United Nations Organisations for a period of one year or more but less than five years and who is not entitled to the retirement benefits under the rules of the said Organisations shall pay pension contribution to Board at the rates prescribed under Regulation 71 (a).

On the conclusion of the foreign service he shall be allowed to receive from his foreign employer the withdrawal benefits as admissible under rules of the said Organisations.

(iv) The retirement benefits shall not be paid concurrently with the salary from the Board to a Board employee who rejoins duty in Board service on the conclusion of foreign service but it shall be credited to the Board under the head "Tamil Nadu Electricity Revenue Expenses—G—Sub head No. 2 (a) (ii) Contribution to Pension Reserve" under intimation to the Chief Internal Audit Officer, Tamil Nadu Electricity Board and to the Head of Office who maintain the Service Books so that a note could be kept in the Service records/Service Books of the Board employee concerned of the amount received from the United Nations Organisations. The amount so credited shall be paid to the Board employee concerned, along with other pensionary benefits when he finally retires from Board service.

(2) A Board employee transferred to foreign service in the developing countries in Asia, Africa and Latin America shall be allowed to receive from his foreign employer concerned the gratuity payable to him on the conclusion of foreign service. The above gratuity shall not, however, be paid to the Board employee on the conclusion of foreign service but it shall be credited to the General Provident Fund of the Board employee concerned. The gratuity payable by the foreign employer concerned is not a pensionary benefit. The Board employee transferred to foreign service in the developing countries in Asia, Africa and Latin America shall be required to pay the pension contribution to Board for the period of his foreign service and to count such service as qualifying service for calculation of pension under the Regulations of Board applicable to him.

75. LEAVE DURING FOREIGN SERVICE IN INDIA

An employee in foreign service in India may not be granted leave otherwise than in accordance with the Regulations applicable to the service of which he is a member and may not take leave or receive leave-salary from the Board unless he actually quits duty and goes on leave.

76. LEAVE DURING FOREIGN SERVICE OUT OF INDIA

(a) An employee in foreign service out of India may be granted leave by his employer on such conditions as the employer may determine. In any individual case, the authority sanctioning the transfer may determine beforehand, in consultation with the employer, the conditions on which leave will be granted by the employer. The leave-salary in respect of leave granted by the employer will be paid by the employer and the leave will not be debited against the employee's leave account.

(b) In special circumstances, the authority sanctioning a transfer to foreign service out of India may make arrangement with the foreign employer, under which leave may be granted to the employee in accordance with the Regulations applicable to him as an employee of the Board, if the foreign employer pays leave contribution at the rate prescribed under Regulation 71.

Ruling

For the purpose of pension, the period of leave granted by foreign employers out of India to employees lent to them under Regulation 76 (a) should be treated as 'leave' and not as 'duty'.

77. FIXATION OF PAY ON OFFICIATING PROMOTION

An employee of the Board in foreign service, if appointed to officiate in a post in Board's service, will draw pay calculated on the pay of the post in Board's service, on which he holds a lien or would hold a lien had his lien not been suspended and that of the post in which he officiates. His pay in foreign service will not be taken into account in fixing his pay.

78. Reversion from foreign service :

An employee reverts from foreign service to Board's service on the date on which he takes charge of his post in the service of the Board, provided that, if he takes leave on the conclusion of foreign service before rejoining his post, his reversion shall take effect from such date as the Board may decide.

DELEGATION

The authority which granted the leave is empowered to decide the date of reversion of the employee returning after leave from foreign service.

If joining time or travelling allowance or both will be admissible to the employee, the date of reversion from foreign service should not be earlier than the date on which he will take charge of the post in Board's service, unless the foreign employer agrees to pay the transit pay (including leave and Pension Contribution) and the travelling allowance.

Note : The period of employment of an employee placed at the disposal of a private employer under Note 6 under Leave Regulation 29 will be counted as service for purposes of pension because the contributions paid on behalf of the employee either by the foreign employer or the employee maintains the employee's claim to pension. The entire expenditure in respect of any compensatory allowance for the period of leave in or at the end of foreign service shall be borne by the foreign employer. Such leave availed of by an employee during foreign service is not leave preparatory to retirement unless the employee quits duty under the foreign employer before reaching the age of superannuation.

- (i) It shall no longer be necessary on the part of foreign employers to obtain the leave eligibility reports from the Heads of Offices before sanctioning leave to the deputationists. An extract of the leave account of the Board's servants shall be furnished, to the foreign employer at the time of transfer of the Board servant to foreign service by the Heads of Offices. The foreign employer shall determine the leave eligibility from the extract of leave account furnished to them and sanction the leave with reference to the delegation of powers vested with the leave sanctioning authority under intimation to the Heads of Offices.
- (ii) Whenever the leave is sanctioned by the foreign employer and an intimation is received, the Heads of Offices shall make necessary entries in the Service Records/Service Books. The foreign employer shall send to the Heads of Offices an Half-yearly statement of all leave sanctioned and leave salary paid to the Board servants and at the end of foreign service

they shall return an extract of leave account maintained by them to the Heads of the Offices duly completing it upto the date of relief from the foreign service.

- (iii) The Heads of Offices shall duly verify the Service Record/Service Books with the half-yearly statement and leave account received from the foreign employer.

79. When an employee reverts from foreign service to Board's service, his pay will cease to be paid by the foreign employer and his contributions will be discontinued, with effect from the date of reversion.

Chapter-IX

INVALIDATION FROM SERVICE

80. An employee is liable to be invalided from service, who by bodily or mental infirmity is permanently incapacitated for service.

Note : A decision to invalid 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 the treatment, he will be invalided. Invalidation in the latter case will not be considered as one of complete and permanent incapacity for service.

81. CERTIFICATE REGARDING INCAPACITY FOR SERVICE

(a) Incapacity for service must be established by a medical certificate from a Medical Board in the case of employees of Class I and Class II and in the case of others by a Civil Surgeon or a District Medical Officer or a Medical Officer of equivalent status in the District in which they are employed.

(b) An employee wishing to retire on invalidation may apply with a medical certificate to the authority competent to fill the appointment held by him who will arrange to send him before a Medical Board or a Medical Officer, as the case may be.

(c) No medical certificate of incapacity for service may be granted unless the applicant produces a letter to show that the head of his office is aware of his intention to appear before a Medical Board or Medical Officer, as the case may be. The Medical Board or Medical Officer, as the case may be, shall also be supplied by the head of the office with a statement of what appears from official records to be the applicant's age. Where the applicant has a service book, the age there recorded should be reported.

Note (1) : The finger-prints of the applicants shall be taken on the medical certificates by the Medical Board or Medical Officer, as the case may be.

Note (2) : All cases in which it is certified that the incapacity for service is due to irregular or intemperate habits should be submitted to the Board for orders through the proper channel, together with the opinion of the Director of Medical Services.

Note (3) : If a certificate is granted by a Civil Surgeon or other Medical Officer in a district other than the district in which the employee was serving on account of the fact that he was spending his leave in that district, the certificate so granted should be got countersigned by the Director of Medical Services.

Note (4) : All employees in class III and IV Service as to whose fitness for further service there may be doubt, should unless they happen to be absent in other district, on long leave, be sent for examination before the District Medical Officer of the District in which they are serving. Where an employee's jurisdiction falls within more than one Revenue District, he may be required to appear before the District Medical Officer of such district as may be administratively convenient. If, in special cases, this procedure has necessarily to be departed from, the reasons therefor should be recorded in writing.

Note (5) : The Chief Medical Officer, Lady Willingdon Leper Settlement, Tirumani, is deemed to be a Civil Surgeon for the purpose of granting invaliding certificates to employees under his treatment for leprosy. The Medical Superintendent, Union Mission Tuberculosis Sanatorium, Madanapalle, is deemed to be a Civil Surgeon for granting invaliding certificates to employees under his treatment for tuberculosis provided that he is registered under the Madras Medical Registration Act, 1914. The invaliding certificates in these cases should be countersigned by the Director of Medical Services concerned.

82. (a) A succinct statement of the medical case and of the treatment adopted, should, if possible, be appended.

(b) If the Examining Medical Officer, although unable to discover any specific disease in the employee, considers him incapacitated for further service by general debility while still under the age of fifty-five years he should give detailed reasons for his opinion, and if possible, a second medical opinion should always, in such a case, be obtained.

(c) In a case of this kind, special explanation will be expected from the head of the office of the grounds on which it is proposed to invalid the employee.

83. A simple certificate that inefficiency is due to old age or natural decay from advancing years is not sufficient in the case of an employee whose recorded age is less than fifty-five years, but a Medical Officer is at liberty, when certifying that the employee is incapacitated for further service by general debility, to state his reasons for believing the age to be understated.

FORM OF MEDICAL CERTIFICATE

84. The form of the certificate to be given respecting an employee applying for invalidation is as follows :-

Certified that I (We) have carefully examined A, B son of C, D
a.....in the.....His age is by his own state-
ment.....years, and by appearance about.....years. I (We) consider, A, B
to be completely and permanently incapacitated for further service of any kind in consequence
of..... (here state disease or cause). His incapacity does not appear to me (us)
to have been caused by irregular or intemperate habits.

Note : If the incapacity is the result of irregular or intemperate habits, substitute for the last sentence:

"In my (our) opinion, his incapacity is directly due to.....has been accelerated or aggravated by irregular or intemperate habits."

(If the incapacity does not appear to be complete and permanent, the certificate should be modified accordingly and the following addition should be made) I am (we are) of opinion that A,B, is fit for further service of a less laborious character than that which he has been doing (or) may, after resting for..... months, be fit for further service of a less laborious character than that which he has been doing.

85. An employee who has submitted a medical certificate of incapacity for further service shall, if he is on duty, be invalided from service from the date of relief of his duties, which should be arranged without delay on receipt of the medical certificate, or, if however, after receipt of the medical certificate, he is granted leave, other than extraordinary leave, the amount of the leave together with any period of duty beyond the date of medical certificate being restricted to six months, he shall be invalided from service on the expiry of such leave. If he is already on leave other than extraordinary leave at the time of submission of the medical certificate, he shall be invalided from service on the expiry of that leave or extension of leave, if any, granted to him. If he is on extraordinary leave, he will be invalided from the date of the medical report.

86. An employee who is invalided from service, shall be eligible for payment of gratuity/pension and Death-cum-Retirement Gratuity as admissible to him.

Chapter—X

DEFINITIONS

87. (1) Appointed to a Class of Service :

A person is said to be "appointed to a class of service" when in accordance with these regulations or in accordance with the Regulations applicable at the time, as the case may be, he discharges for the first time the duties of a post borne on the cadre of such class of service or commences probation, instruction or training prescribed for members thereof.

Explanation :

The appointment of a person holding a post borne on the cadre of one category or class of service to hold additional charge of a higher post in the same category or class of service or a post in another category or class of service or to discharge the current duties thereof does not amount to appointment.

(2) **Approved Candidate** means, a candidate whose name appears in an authoritative list of candidates approved for appointment to any class of service or post borne on the cadre of a class of service.

(3) **Approved Probationer** in a category of a class of service is a member of the service who has satisfactorily completed his probation and awaits appointment as a full member of such category of the class of service.

(4) **"Scheduled Castes and Scheduled Tribes"** mean the Communities declared as such by the Government from time to time.

"Backward Classes" mean the Communities specified as Backward Classes (other than Most Backward Classes and Denotified Communities) Most Backward Classes and Denotified Classes declared as such by the Government from time to time. Persons who belong to the State of Tamil Nadu alone who belong to one of the above Communities shall be treated as persons who belong to one of such Communities.

(5) **Discharge of a Probationer** means, in case the probationer is a full member or an approved probationer of another class or category of service reverting him to such class or category of service and in any other case, dispensing with his services.

(6) **Full Member** of a class of service means, a member of that class of service who has been appointed substantively to a permanent post borne on the cadre thereof.

(7) **Member of a Class of Service** means, a person who has been appointed to that class of service and who has not retired or resigned, been removed or dismissed, been substantively transferred or reduced to another class of service, or been discharged otherwise than for want of a vacancy. He may be a probationer, an approved probationer or a full member of that class of service.

(8) **MILITARY DUTY** means, such duties as are treated as military duty from time to time by the State Government.

(9) **PROMOTION** means, the appointment of a member of any category in a class of service to a higher category in that class or in a higher class of service.

(10) **RECRUITED DIRECT :**

A candidate is said to be 'recruited direct' to a class of service or post borne on the cadre of such class of service if, at the time of his first appointment thereto he is not in the service of the Board.

Provided that for the purpose of this definition, a person shall be deemed to be not in the service of the Board.

(i) if a period of five years has not elapsed since his first appointment to a class of service in the Board; or

(ii) if he belongs to the Scheduled Castes, Scheduled Tribes or Backward Classes, declared as such by the Government.

(10-A) A candidate is said to be recruited by internal selection to a post if at the time of his selection for appointment thereto he is in the service of the Board. Appointment by internal selection shall be deemed to be direct recruitment for all purposes including reservation of appointment with reference to regulation 89 (b).

(11) **WAR SERVICE** means, such service as has been recognised as war service from time to time by the State Government.

88. CONSTITUTION

The Tamil Nadu Electricity Board Service shall consist of the following classes, categories and grades :

CLASS I

DIVISION I

Chief Engineers including Director of Research and Development.

DIVISION II

Secretary to the Board.

DIVISION II (a)

Deputy Secretary to the Board

DIVISION II (b)

Under Secretary to the Board

DIVISION II (c)

Assistant Legal Adviser

DIVISION III (ELECTRICAL)

Category 1	Superintending Engineers (Electrical) including Deputy Chief Engineer and Director of Training
Category 2	(OMITTED)
Category 3	Executive Engineers (Electrical) including Executive Assistant to Chairman, Vigilance Officers, Deputy Director of Training and Chief Public Relations Officer.

DIVISION III (a)

Category 1	(Omitted)
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DIVISION IV (CIVIL)

Category 1	Superintending Engineer (Civil)
Category 2	(OMITTED)
Category 3	Executive Engineer (Civil)

DIVISION V (MECHANICAL)

Category 1	Superintending Engineer (Mechanical)
Category 2	(OMITTED)
Category 3	Executive Engineers (Mechanical) including Director of Printing Press.

DIVISION VI (ACCOUNTS)

Category 1	Chief Financial Controller
Category 2	Financial Controllers
Category 3	Chief Internal Audit Officer
Category 4	Deputy Financial Controllers
Category 5	Deputy Chief Internal Audit Officers

DIVISION VI (a)

Senior Personnel Officer

DIVISION VI (b)

Personnel Officers

DIVISION VII

Category 1	(Omitted)
Category 2	Deputy Chief Chemist

DIVISION VIII (MEDICAL)

Chief Medical Officer

DIVISION IX (STORES)

Stores Controller

CLASS II**DIVISION I**

Category 1	(OMITTED)
Category 2	Section Officers, Secretariat Branch
Category 3	Legal Officer

DIVISION II (ELECTRICAL)

Category 1	Assistant Executive Engineer (Electrical) including Public Relations Officer and Executive Assistants to Members/Chief Engineers/ Superintending Engineers
Category 2	(OMITTED)
Category 3	Assistant Engineer (Electrical)
Category 4	Junior Engineer (Electrical) Grade I

DIVISION III (CIVIL)

Category 1	Assistant Executive Engineer (Civil)
Category 2	Assistant Engineer (Civil)
Category 3	Junior Engineer (Civil) Grade I

DIVISION IV (MECHANICAL)

Category 1	Assistant Executive Engineer (Mechanical)
Category 2	Assistant Engineer (Mechanical)
Category 3	Junior Engineer (Mechanical) Grade I

DIVISION V**Chief Stores Officer****DIVISION V (a)****Stores Officers****DIVISION VI****Senior Chemist****DIVISION VII****Chief Head Draughtsman****DIVISION VIII (ACCOUNTS)**

Category 1	Accounts Officers
Category 1 (a)	Internal Audit Officers
Category 2	Assistant Accounts Officers
Category 3	Assistant Audit Officers

DIVISION VIII-A**Assessment Officers**

DIVISION VIII-B

Circle Administrative Cadre

Category 1

Administrative Officer

Category 2

Assistant Administrative Officer

DIVISION VIII C (LABOUR)

Labour Welfare Officer

DIVISION IX

Category 1

(OMITTED)

Category 2

Personal Assistants

Category 3

(OMITTED)

Category 3 (a)

Press Superintendent

Category 4

Assistant Press superintendent

DIVISION X

Category 1

Marine Engineers

Category 2

Assistant Marine Engineers

DIVISION XI (Medical)

Medical Officer

CLASS III

DIVISION I

Category 1

(OMITTED)

Category 2

Members of the Local Authority Electrical
Engineers Service III Grade and IV Grade

Category 3

Junior Engineer (Electrical) II Grade

Category 4

Public Works Department Electrician

Category 5

Junior Engineer (Civil) Grade II

Category 6

(OMITTED)

Category 7

Junior Engineer (Mechanical) Grade II

Category 8

Supervisor (Thermal)

Category 9

Head Draughtsmen Senior Draughtsmen,
Draughtsmen

Category 10

Assistant Draughtsmen

DIVISION II

Category 1

Stores Supervisor/Stock Verifier

Category 2

Stores Custodian Grade I

Category 3

Stores Custodian Grade II

DIVISION III	Instrument Repairers I Grade, II Grade
DIVISION IV	Transport Overseers I Grade, II Grade
DIVISION V	Junior Chemist
DIVISION VI-A	

OFFICE OF THE BOARD
OFFICE SECRETARIAT BRANCH

Category 1	Assistants
Category 2	Junior Assistants
Category 3	Assistant-cum-Steno Typist
Category 4	Typist including Steno-typist
Category 4 (a)	Telephone Supervisor
Category 5	Telephone Operators
Category 6	Special Grade Foreman (Driver)
Category 6 (a)	Driver (Heavy Vehicle)
Category 6 (b)	Senior Driver
Category 6 (c)	Driver
Category 7	Head Sergeant
Category 7(a)	Sergeant

DIVISION VI-B

OFFICE OF THE BOARD OFFICE
AUDIT BRANCH

Category 1	Auditors
Category 2	Junior Auditors
Category 3	Typists including Steno-typists
Category 4	Telephone Operator

DIVISION VII-A

(BOARD OFFICE ADMINISTRATIVE
AND TECHNICAL BRANCHES)

Category 1	Superintendent
Category 2	Assistant
Category 3	Junior Assistant
Category 4	Typist including Steno-typist
Category 5	Librarian
Category 6	Assistant Librarian

DIVISION VII-B**(ADMINISTRATION CADRE IN OFFICES OF THE CIRCLES)**

Category 1	Administrative Supervisor
Category 2	Assistant
Category 3	Junior Assistant

**DIVISION VII-C
(ACCOUNTS CADRE IN OFFICES OF THE CIRCLES AND BOARD OFFICE ACCOUNTS BRANCH)**

Category 1	Accounts Supervisor
Category 2	Assistant
Category 3	Junior Assistant
Category 4	Typists including Steno-typists (Common to Division VII-B and VII-C)

NOTE : Such of the Typists including Steno-typists in category 4 above who want to choose Administration Cadre for their further service shall exercise an option to this effect within a period of six months from the date of their appointment. If no such option is exercised, they shall continue in the Accounts Cadre.

DIVISION VIII

Category 1	Revenue Supervisors including Special Grade Revenue Supervisors
Category 2	Inspectors of Assessment
Category 3	Assessors

DIVISION IX**REGULAR WORK ESTABLISHMENT**

Sl. No. (1)	Designation (2)
1.	Charge Engineer
2.	(Omitted)
3.	Special Grade Foreman
4.	Foreman, Grade-I
5.	Foreman, Grade-II
6.	Foreman, Grade-III

(1)	(2)
7.	Operator Water Treatment Plant
8.	Senior Construction Foreman
9.	Surveyor
10.	Surveyor (Unqualified)
11.	Special Winder
12.	Assistant Special Winder
13.	Winder
14.	Line Inspector
15.	Tester (Electrical), Grade-I
16.	Tester (Electrical), Grade-II
17.	Tester (Chemical)
18.	Commercial Inspector (Same as Load Surveyor/Canvasser)
19.	Commercial Assistant
20.	Senior Machine Operator
21.	Junior Machine Operator
22.	Maistry, Grade-I
23.	Maistry, Grade-II
24.	Maistry, Grade-III
25.	Mechanic, Grade-I
26.	Mechanic, Grade-II
27.	Mechanic, Grade-III
28.	Instrument Mechanic, Grade-I
29.	Instrument Mechanic, Grade-II
30.	Instrument Mechanic, Grade-III
31.	Telephone Inspector, Grade-I
32.	Telephone Inspector, Grade-II
33.	Instrument Repairers (Telephone)
34.	Mechanical Estimator
35.	Syrang, Grade-I
36.	Syrang, Grade-II
37.	Loco Driver/Transport
38.	Meter Inspector
39.	Assistant Chargeman
40.	Junior Chargeman

(1)	(2)
41.	Workshop Chargeman
42.	Switch Board Attendant/Operator
43.	Assistant Operator, Grade-I
44.	Oil Tester
45.	Sergeant
46.	Assistant to Hydraulic Operator
47.	Driver (Tractor, Trailer of Heavy Vehicles)
48.	Lorry Driver
49.	Calyx Drill Driver
50.	Compressor Driver
51.	Road Roller Driver
52.	Mixer Driver
53.	Winch Driver
54.	Driver, Power House
55.	Shop Assistant
56.	Lineman Turner
57.	Lineman Fitter
58.	Lineman
59.	Lineman Driver
60.	Electrician, Grade-I
61.	Crane Driver
62.	Crane Driver-Cum-Electrician
63.	Fitter, Grade-I
64.	Fitter, Grade-II
65.	Fitter, Grade-III
66.	Filter Operator
67.	Tool-keeper, Grade-I
68.	Time-keeper, Grade-I
69.	Time-keeper, Grade-II
70.	Job Clerk
71.	Plate Layer (Transport)
72.	Fireman (Transport)
73.	Cleaner (Transport)
74.	Tyndal

(1)	(2)
75.	Packer
76.	Carpenter, Grade-I
77.	Carpenter, Grade-II
78.	Mason
79.	Senior Store Assistant
80.	Wireman/Wireman Meter Reader,
81.	Telephone Operator
82.	Turbine Operator
83.	Trolley Guard
84.	Valve House Attendant
85.	Fitter Slinger
86.	Caulker and Rivetter
87.	Warden
88.	Machineman, Grade-I
89.	Machineman, Grade-II
90.	Inspector of Recorders
91.	Gauge Reader
92.	Rotaprint Operator
93.	Blacksmith, Grade-I
94.	Blacksmith, Grade-II
95.	Blacksmith, Grade-III
96.	Welder, Grade-I
97.	Welder, Grade-II
98.	Pattern Maker.
99.	Painter.
100.	Tinsmith.
101.	Moulder.
102.	Filter Mechanic.
103.	Pump Driver,
104.	Head Fitter-Cum-Pump Driver.
105.	Senior Attendant, Filter House.
106.	Foreman, Grade I/Printing Press.
107.	Foreman, Grade-II/Printing Press.
108.	Senior Proof Reader.

(1)	(2)
109.	Imposer
110.	Machine Man/Machine Operator.
111.	Senior Binder
112.	Compositor.
113.	Proof Reader.
114.	Carrier Special Grade Foreman
115.	*Carrier Foreman, Grade I.
116.	Carrier Foreman, Grade II.
117.	Carrier Mechanic, Grade-I
118.	Carrier Mechanic, Grade-II.
119.	Teleprinter Mechanic, Grade-I
120.	Assistant Carrier Mechanic.
121.	Carrier Assistant.

DIVISION X

Category I	Staff Nurse.
Category 1 (a)	Refractionist
Category 2	Pharmacist,
Category 3	Laboratory Technician, Grade II.
Category 4	Auxiliary Nurse.
Category 5	Dark Room Assistant
Category 6	Sanior Auxiliary Nurse

CLASS IV

DIVISION I

Category 1	Record Clerks.
Category 2	Duffadars.
Category 3	Office Helpers.
Category 3 (a)	Motor cycle Messenger in Board Office Secretariat Branch.
Category 4	(Omitted)
Category 5	Gurkha Watchman in Secretariat Branch and Audit Branch.
Category 6	Sweepers in Secretariat Branch and Audit Branch.

Category 7

Sanitary Workers in Secretariat Branch and
Audit Branch.

Category 8

Menials in Secretariat Branch and Audit Branch.

DIVISION II

REGULAR WORK ESTABLISHMENT

Sl. No. (1)	Designation (2)
1.	Assistant Operator, Grade-II
2.	Electrician, Grade-II
3.	Stone Cutter
4.	Plumber
5.	Boiler House Fireman
6.	Machineman, Grade-III
7.	Semi-skilled Workman
8.	Coal Maistry
9.	Pipe Line Fitter
10.	Tool keeper, Grade-II
11.	Hammerman
12.	Junior Attendant, Filter House
13.	Blue Printer, Grade-I
14.	Blue Printer, Grade-II
15.	Pump House Attendant
16.	Sanitary Maistry
17.	Winder Mate
18.	Boiler House Attendant
19.	Helper
20.	Groundsman 'A'
21.	Groundsman 'B'
22.	Nursing Orderly
23.	Mazdoor, Grade-I
24.	Mazdoor, Grade-II
25.	Coal Mazdoor
26.	Laboratory Helper
27.	Messenger Boy

(1)	(2)
28.	Gurkha Watchman (Chennai City)
29.	Gurkha Watchman (Muffassal)
30.	Matty-Cum-Watchman
31.	Watchman
32.	Gardener
33.	Sweeper
34.	Sanitary Worker
35.	Junior Machineman
36.	Junior Binder
37.	Copy Holder
38.	Junior Compositor
39.	Packing Helper
40.	Vehicle Helper

89. (a) Proportion or order of filling up of vacancies

Where the normal method of recruitment to any class of service or category or grade is both by direct recruitment and by promotion.

(i) the proportion or order in which the vacancies may be filled by persons recruited direct and by promotees shall be as may be prescribed by the Board;

(ii) nothing in this regulation shall adversely affect any persons who on the date of issue of these regulations was a probationer in such class of service, category or grade, as the case may be.

(b) Reservation of Appointments

(i) The unit of selection for appointment, for the purpose of this Regulation, shall be fifty, of which nine shall be reserved for the Scheduled Castes and Scheduled Tribes, fifteen for Backward Classes (other than Most Backward Classes and Denotified Communities) ten shall be reserved for the Most Backward Classes and Denotified Communities, and the remaining sixteen shall be filled on the basis of merit.

(ii) Selection for appointment shall be made in the order of rotation as specified below:—

1. Open Competition.
2. Scheduled Castes and Scheduled Tribes.
3. Backward Classes (other than Most Backward Classes and Denotified Communities).
4. Open Competition.
5. Most Backward Classes and Denotified Communities.

6. Open Competition.
7. Backward Classes (other than Most Backward classes and Denotified Communities).
8. Scheduled Castes and Scheduled Tribes.
9. Backward Classes (other than Most Backward Classes and Denotified Communities.)
10. Open Competition.
11. Most Backward Classes and Denotified Communities.
12. Open Competition.
13. Backward Classes (other than Most Backward Classes and Denotified Communities).
14. Scheduled Castes and Scheduled Tribes.
15. Most Backward Classes and Denotified Communities.
16. Open Competition.
17. Backward Classes (other than Most Backward Classes and Denotified Communities).
18. Open Competition.
19. Backward Classes (other than Most Backward Classes and Denotified Communities).
20. Scheduled Castes and Scheduled Tribes.
21. Most Backward Classes and Denotified Communities.
22. Open Competition.
23. Backward Classes (other than Most Backward Classes and Denotified Communities).
24. Open Competition.
25. Most Backward Classes and Denotified Communities.
26. Backward Classes (other than Most Backward Classes and Denotified Communities).
27. Scheduled Castes and Scheduled Tribes.
28. Backward Classes (other than Most Backward Classes and Denotified Communities).
29. Open Competition.
30. Most Backward Classes and Denotified Communities.
31. Open Competition.
32. Backward Classes (other than Most Backward Classes and Denotified Communities).
33. Scheduled Castes and Scheduled Tribes.
34. Most Backward Classes and Denotified Communities.
35. Open Competition.
36. Backward Classes (other than Most Backward Classes and Denotified Communities).
37. Open Competition.
38. Backward Classes (other than Most Backward Classes and Denotified Communities).

39. Scheduled Castes and Scheduled Tribes
40. Most Backward Classes and Denotified Communities.
41. Open Competition.
42. Backward Classes (other than Most Backward Classes and Denotified Communities).
43. Open Competition.
44. Most Backward Classes and Denotified Communities.
45. Scheduled Castes and Scheduled Tribes.
46. Backward Classes (other than Most Backward Classes and Denotified Communities).
47. Open Competition.
48. Backward Classes (other than Most Backward Classes and Denotified Communities).
49. Scheduled Castes and Scheduled Tribes.
50. Most Backward Classes and Denotified Communities.

(bb) Out of the total number of appointments reserved in the categories referred to in sub-Regulation (b), in the case of appointments made by direct recruitment internal selection three percent in each such category shall be reserved for the physically handicapped candidates and the appointment shall be made in turn and in the order of rotation as specified below :

- (i) in the case of Scheduled Castes and Scheduled Tribes, every second turn shall be reserved in the second, sixth and tenth rotations and thereafter in the fourteenth, eighteenth, twenty second rotations and so on ;
- (ii) in the case of Backward Classes, every thirty fourth turn shall be reserved in the second, third and fourth rotations and thereafter in the sixth, seventh, eighth rotations and so on ;
- (iii) in the case of appointment of candidates on the basis of merit, every eighteenth turn shall be reserved in the second, fourth, and sixth rotations and thereafter in the eighth, tenth, twelfth rotations and so on ;

Provided that the appointment of physically handicapped candidates, against the reserved turns shall be subject to availability of such candidates ;

Provided further that if no qualified and suitable physically handicapped candidate belonging to Scheduled Caste or Scheduled Tribe or Most Backward class or denotified communities is available for selection for appointment against the reserved turn, such turn shall be filled up by the candidate other than physically handicapped belonging to that category and if no such candidate is available in that category for selection for appointment against the reserved turn, such turn shall be carried forward as provided in sub-Regulation (c).

Provided further that in the case of appointment of candidates belonging to Backward Classes or Most Backward Class or denotified community or in the case of appointment of candidates on the basis of merit, if no qualified and suitable physically handicapped candidate is available for selection for appointment against the reserved turn, such turn shall be filled up by a candidate other than physically handicapped belonging to that category and if no such candidate is available in that category for selection for appointment against the reserved turn, such turn shall be allowed to lapse".

Provided also that in so far as the posts for employees in Class I and II service are concerned, the reservation of three percent of vacancies for physically handicapped will not be made applicable and the reservation of vacancies for physically handicapped shall be made applicable in respect of posts for employees in Class III and IV service only.

(c) If a qualified and suitable candidate belonging to any of the Scheduled Castes/Scheduled Tribes or Backward Classes is not available for selection for appointment in the turn allotted for them in the cycle, the turn so allotted to the Backward Classes shall lapse, and the vacancy shall be filled by the next turn in the order of rotation, but the turn so reserved for Scheduled Castes and Scheduled Tribes shall, however, not lapse and the number of candidates to be selected in that recruitment shall be reduced by the number of Scheduled Castes/Scheduled Tribes candidates not available for selection against the turn reserved for them, the unfilled vacancies reserved for Scheduled Castes/Scheduled Tribes shall be carried over to the next recruitment, and selection for appointment to that post in the next recruitment shall be made first for the carried over turns and then the normal rotation shall be followed. If qualified Scheduled Castes/Scheduled Tribes candidates are not available even then, the carried over turns shall lapse and the vacancy shall be filled by the next turn in the order of rotation.

89. (d) (i) Mode of Recruitment :

The Tamil Nadu Electricity Board shall have the Employment Exchange as its, normal channel of recruitment for posts to be filled up by direct recruitment in all classes of service. However recruitment through other sources like advertising and calling for applications for such posts from the open market shall be resorted to in case suitable qualified persons are not available through the Employment Exchange, after obtaining non-availability certificate from the Employment Exchanges. Selection of candidates shall be made by the appointing authority on the results of the written examination OR interview OR based on the performance in the qualifying examination prescribed for the respective post OR by awarding marks for the performance in the qualifying examination OR by combining any of the method as considered suitable. All appointments by direct recruitment shall be made only from the list of candidates selected and arranged in the order of preference by the appointing authority. It is open to the Board to cancel any selection duly recording the reasons therefor.

The selection of candidate for appointment from Nominal Muster Rolls Establishment to Regular Work Establishment posts in Division IX under Class III Service shall be made in such manner as may be ordered by the Board from time to time.

The above sub-regulation shall not apply in the case of appointments of dependants of employees, who die in harness or the employees who retire from service on medical invalidation before attaining the age of 50 years or members of family, which are displaced on account of acquisition of lands for project.

NOTE : The Board, may, if circumstances so warrant, select candidates through the Employment Exchange for filling up vacancies in the category of Assistant in the Tamil Nadu Electricity Board Secretariat and Audit Branch in Division VI-A and VI-B under Class III by direct recruitment.

(ii) Selection for appointment by direct recruitment to Class IV shall be made by the appointing authority concerned or by a Selection Committee in such manner as may be ordered by the Board from time to time.

(iii) Selection for appointment by promotion shall be made by the appointing authority concerned in all cases or by a Selection Committee in such manner as may be ordered by the Board from time to time.

(e) Whenever recruitment is made for appointment to any Class or Category of a service to which the principle of reservation of appointments applies 3 per cent of the Vacancies/Seats shall be reserved for physically handicapped.

The reservation of 3 per cent for physically handicapped persons ordered above shall be made as noted below :-

(a) Out of the quota of 18 per cent reserved for Scheduled Castes/Scheduled Tribes, 3 out of every 100 Vacancies/Seats shall be reserved for physically handicapped persons belonging to Scheduled Castes/Scheduled Tribes.

(b) Out of the quota of 50 per cent reserved for Backward Classes, 3 out of every 100 Vacancies/Seats shall be reserved for physically handicapped persons belonging to Backward Class.

(c) Out of the quota of 32 per cent intended for open competition, 3 out of every 100 Vacancies/Seats shall be reserved for physically handicapped persons in general.

(f) The list of candidates selected for appointment to various categories of posts by direct recruitment/internal selection shall be valid for a period of one year from the date of approval of the list by the competent authority and shall lapse at the end of the year.

Provided that the Chairman and the Board shall be competent to extend the validity of the lists of candidates for appointment by direct recruitment/internal selection, for a period of three months and six months respectively, whenever preparation of a fresh list of candidates is not possible and delayed due to Court Orders or on administrative grounds.

90. (a) ANNULMENT, MODIFICATION OR REVERSION OF THE LIST OF APPROVED CANDIDATES FOR APPOINTMENT OR PROMOTION :-

Notwithstanding anything contained in these Regulations, the Board shall have power to annul, modify or reverse a list of approved candidates for appointment or promotion to any category, class or service prepared by the competent authority.

(b) CANDIDATES INCLUDED IN MORE THAN ONE APPROVED LIST :-

Where a candidate's name has been included in the list of approved candidates for more than one class or category of service, the appointing authority who proposes to appoint such a candidate first shall require him to elect the class or category of service to which he wishes to be appointed. On such election, the candidate's name shall be removed from the list or lists of approved candidates for the class or category of service or services to which he does not wish to be appointed.

(c) An approved candidate for any class or category of a service who joins the Armed Forces in connection with the National Emergency before he is appointed to the class or category for which he has been selected or a person who while on such military duty is selected and included in the list of approved candidates for appointment to a class or category of service under the Board shall be appointed to such class or category on his due turn with effect from the date on which he would have been so appointed but for his absence on military duty. With effect from the date on which he is so appointed, he shall be entitled to count the period of his military duty towards probation in his post under the Board.

He shall be deemed to have entered the time-scale applicable to the post with effect from the same date. The military duty shall count for increments to which he shall be eligible in the time-scale in the same manner in which they would have been admissible, if he-

had not taken up the military duty. On discharge from military duty, he shall, within a period of six months from the date of such discharge, take up his post under the Board and, thereafter, undergo such portion of the period of probation as remains after counting the period of military duty under this Sub-Regulation. He shall also undergo such training and pass such tests as may have been prescribed in these Regulations for the said post within a period equal to the prescribed period of probation or such other period as may have been prescribed in these Regulations from the date of joining the post after discharge from military duty :

Provided that the time-limit of six months referred to in this Sub-Regulation shall not apply to a person who is wounded while on military duty or as a result of such duty is otherwise rendered unfit to take up his post within that time. He may take up his post after he is declared on medical examination to be fit for duty, within a period of two years or such further period as may be granted by the appointing authority from the date of his discharge from military duty.

(d) **PERMANENT ALLOTMENT OF CANDIDATES TO UNITS AND THEIR APPOINTMENT :**

List of approved candidates for appointment by direct recruitment shall be prepared separately for each unit of appointment. The candidates included in the list for each unit shall be regarded as permanently allotted to the unit and appointment in each unit shall be made from the list for that unit by the appointing authority for the unit.

(e) **CANDIDATES ALLOTTED TO BUT NOT ACTUALLY EMPLOYED IN A UNIT :**

A candidate included in the list for a unit but not actually employed may, with the consent of the appointing authority in the unit; be allotted to another unit if no candidate is available from the current list for the latter unit and if the candidate is willing to be so allotted. If a candidate is allotted only on a temporary basis to the latter unit, his temporary appointment in that unit shall not count for probation in the class of service and shall cease if the candidate is required to fill a vacancy in the unit in the list for which he has been included.

(f) **FAILURE OF APPROVED CANDIDATES, DISCHARGED PROBATIONERS AND APPROVED PROBATIONERS TO JOIN DUTY WHEN REQUIRED :**

When an approved candidate or a probationer or an approved probationer who has been discharged from the service for want of a vacancy fails without adequate reason to take up, when directed to do so by the competent authority, the duties of a post in a class of service, his name shall be removed from the list of approved candidates or, as the case may be from the list of probationers or approved probationers by an order of that authority. In the case of an approved probationer, such order shall be passed after observing the procedure prescribed in Regulation 8 of the Discipline and Appeal Regulations. An approved candidate a probationer or an approved probationer, whose name has been removed from the list of approved candidates, or, as the case may be, from the list of probationers or approved probationers by an order so passed by the competent authority shall not be eligible for appointment again on the basis of the inclusion of his name in the said list. The competent authority referred to above shall be the officer nominated to maintain the list of probationers for the administrative unit.

91. Minimum general educational qualification

(1) The minimum general educational qualification wherever referred to in these Regulations, shall mean the qualification prescribed in the Schedule to these Regulations.

Note : An employee in regular service who does not possess the minimum general educational qualification but who is certified by the competent authority to be

deserving of appointment as full member or promotion or transfer from one post to another in the same class of service or from one class of service to another shall be deemed to possess the minimum general educational qualification if he appears for the examination of the Secondary School Leaving Certificate Standard conducted by the Tamil Nadu Public Service Commission and obtains the minimum percentage of marks specified by the State Government in that Examination.

(2) General conditions for appointment

(a) No person shall be eligible for appointment to any class of service by direct recruitment unless he has attained the age of 18 years on the first day of July of the year in which the selection for appointment is made and satisfies the Board or the appointing authority, as the case may be :-

- (i) that his character and antecedents are such as to qualify him for such service; and
- (ii) that such a person does not have more than one wife living, or if such a person is a woman, that she is not married to any person who has a wife living,
- (aa) No person shall be eligible for appointment to any service by direct recruitment unless he satisfies the appointment authority regarding his physical fitness for the post for which production of physical fitness certificate is prescribed.

(b) A candidate for appointment to a post under The Tamil Nadu Electricity Board must be :-

- (a) a citizen of India; or
- (b) a subject of Sikkim; or
- (c) a subject of Nepal; or
- (d) a subject of Bhutan; or
- (e) a Tibetan refugee who came over to India before the 1st January, 1962 with the intention of permanently settling in India;
- (f) a person of Indian Origin who has migrated from Pakistan Burma, Sri Lanka, East African Countries of Kenya, Uganda, the United Republic of Tanzania (formerly Thanganyika and Zanzibar) Zambia, Malawi, Zaire and Ethiopia with the intention of permanently settling in India.

Provided that physically handicapped persons may be appointed if the defect is not such as it would render the candidate unfit for efficiently discharging the duties attached to the post and their fitness for service is assessed on the basis of the nature and degree of their disability and their functional capacity relative to the job which they seek.

Provided that a candidate belonging to categories (c), (d), (e), and (f) shall be a person in whose favour a certificate of eligibility has been given by the Government of Tamil Nadu and if he belongs to category (f), the certificate of eligibility will be issued for a period of one year, after which such a candidate will be retained in service subject to his having acquired Indian Citizenship.

A candidate in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Tamil Nadu Electricity Board or other recruiting

authority and he may also provisionally be appointed subject to the necessary certificate being given to him by the Government of Tamil Nadu.

(c) The upper age limit prescribed in these Regulations in respect of posts to which the minimum general educational qualification or lower qualification is prescribed shall be increased by 5 years in the case of candidates belonging to Scheduled Castes, Scheduled Tribes and destitute widows.

(d) The upper age limit prescribed in these Regulations shall not apply :-

- (i) to the appointment [of a candidate belonging to any of the Scheduled Castes, Scheduled Tribes or Backward Classes or destitute widows of all castes to a category or post included in a class of service for which the Regulations prescribe a qualification lower than the degree of B.A., or B.Sc., of the Chennai or Annamalai University, if such candidate possesses a general educational qualification which is higher than that referred to in Sub-Regulation (1) and he/she is otherwise qualified for appointment; or
- (ii) to the appointment to a post included in a class of service of a candidate belonging to any of the Scheduled Castes, Scheduled Tribes or Backward Classes or destitute widows of all castes who holds a degree of the Chennai or Annamalai University or any other degree recognised as being equivalent to such a degree, if the degree he/she holds is not lower than the degree, if any, prescribed for appointment to such post and if he/she is otherwise qualified for appointment; or
- (iii) to the appointment, in special circumstances to be recorded in writing, of a person selected for appointment to one class of service or category thereof to another class of service or category thereof the qualifications prescribed for appointment to which are identical with those prescribed for appointment to the former class of service or category.

Explanation :

For the purpose of clauses (c) and (d), "destitute widow" means a widow who has neither any means by herself to live on nor any dependent to protect her from starvation.

(e) In the case of candidate who has rendered war service, the period of his war service shall be excluded in computing his age for appointment.

(f) Notwithstanding anything contained in these Regulations, an ex-serviceman who has not completed 48 years of age, if he does not belong to Scheduled Caste and Scheduled Tribe or Backward Class, and 53 years if he belongs to Scheduled Castes, Scheduled Tribes, or Backward Class on the first day of July of the year in which the selection for appointment is made, and who is other-wise qualified and whose name is suggested by a local employment exchange for appointment to a vacancy notified to it, shall be eligible for such appointment.

(g) **LIABILITY TO SERVICE IN DEFENCE SERVICES :**

Every person appointed as Assistant Executive Engineer/Assistant Engineer by direct recruitment on or after the 29th December, 1964 shall, during his service including service in any higher category to which he may be appointed, be liable to serve for a minimum period of four years (including the period spent on training) in the Armed Forces or on works relating to Defence effort anywhere in India or Abroad, if so required. The liability to serve in the Armed Forces shall be limited to the first 10 years of service from the date of his first appointment as Assistant Executive Engineer/Assistant Engineer and shall not ordinarily apply to a candidate who is above 40 years of age.

(3) LINGUISTIC QUALIFICATION :

(a) Any person appointed by direct recruitment shall possess an adequate knowledge of the Official Language of the State, namely, Tamil.

Provided that a person, being otherwise qualified for appointment to the post to which recruitment is to be made, may apply for recruitment to the post, despite the fact that, at the time of such application, he does not possess an adequate knowledge of Tamil

Explanation :

For the purpose of this Regulation, a person shall be deemed to have an adequate knowledge of Tamil, if :-

(i) in the case of a post for which the educational qualification is the Minimum General Educational Qualification and above, he has passed the Secondary School Leaving Certificate Public Examination or its equivalent examination with Tamil as one of the languages, or studied the High School course in Tamil Medium and passed the Secondary School Leaving Certificate Public Examination or its equivalent Examination in Tamil Medium, or passed the Second Class Language Test in Tamil Conducted by the Tamil Nadu Public Service Commission

(ii) in the case of post for which the educational qualification prescribed is VIII Standard and above but below S. S. L. C. he has studied in Tamil Medium in those standards or passed the Language Test in Tamil referred to in Sub-Regulation (c) (i) ;

(iii) in the case of post for which the educational qualification prescribed is below VIII Standard. he has studied in Tamil Medium in those standards or passed the oral Test in Tamil referred to in Sub-Regulation (c) (ii).

(b) Every such candidate as is referred to in the proviso to clause (a), shall, if selected and appointed on or after 10th May, 1996, pass the Second Class Language Test in Tamil conducted by the Tamil Nadu Public Service Commission, or pass the language Test in Tamil referred to in Clause C(i) of this Sub-Regulation conducted by the appointing authority or pass the oral test in Tamil referred to in Clause C(ii) of this Sub-Regulation conducted by the appointing authority, as the case may be, **within a period of two years from the date of his appointment. If he fails to pass the said Language Test within the said period of two years he shall be discharged from service.**

(c) (i) A language test of the standard for VIII standard, shall be prescribed for those whose educational qualifications is VIII Standard and above but below Secondary School Leaving Certificate and for those who do not possess an adequate knowledge of the official language of the State of Tamil Nadu as specified below :-

Item. of Syllabus	Maximum marks	Minimum marks for a pass	Aggregate marks for a pass	Duration of Test
(1)	(2)	(3)	(4)	(5)
Part I				
Dictation of half a page typed matter	60	24	50	10 minutes
Part II				
Reading	40	16		

- (ii) An oral test of the Standard for IV Standard shall be prescribed for those, whose educational qualification is below VIII Standard and for those who do not possess an adequate knowledge of Tamil to find out whether a person is able to converse freely and fluently in Tamil.

The above tests shall be conducted by the appointing authorities.

92. Appointment :

(a) Appointment to the several classes, divisions and categories specified in column (1) of Annexure I shall be made as specified in the corresponding entry in column (2) thereof.

(b) A member of the Chennai Local Authorities Electrical Engineers' Service shall not be eligible for appointment as Executive Electrical Engineer in Category 3, Division III of Class I or as Assistant Executive Engineer (Electrical) in Category 1, Division II of Class II, unless he has relinquished in writing his right for appointment as Member, Chennai Local Authorities Electrical Engineers' service in I Grade declared fit for holding Divisional charge in category 4, Division III of Class I, or as Member, Chennai Local Authorities Electrical Engineers' Service in I Grade (other than those in category 4, Division III of Class I) and II Grade, in Category 2, Division II of Class II, as the case may be.

Note : The relinquishment of right by a member of the Chennai Local Authorities Electrical Engineers' Service shall be made within two months from the receipt of the communication from the Chief Engineer in this behalf.

(c) Such relinquishment of right made by a person as required above, shall be final and irrevocable and shall render him ineligible for appointment to Category 4 in Division III of Class I or to Category 2 in Division II of Class II, as the case may be.

(d) Such number of temporary vacancies in the categories of Assistant Executive Engineer (Electrical), Assistant Executive Engineer (civil), Accounts Officer and Assistant Accounts Officer, as the Board may from time to time determine, shall be filled or reserved to be filled by direct recruitment.

(e) The principle of reservation of appointment for Scheduled Castes, Scheduled Tribes and Backward Classes, shall apply to appointments by transfer/appointments by direct recruitment or both to all categories of the posts except Office Helper in Tamil Nadu Electricity Board.

92-A. Notwithstanding anything contained in these Regulations, preference shall be given to the destitute widows who possess the qualifications prescribed for appointment to any post under Tamil Nadu Electricity Board by direct recruitment.

Explanation : For the purpose of this rule, "destitute widow" means a widow who has neither any means by herself, to live nor any dependant to protect her from starvation.

93. Appointing Authority :

The appointing authorities for the categories and posts specified in column (1) of Annexure II shall be the authorities specified in the corresponding entry in column (2) thereof.

94. Qualifications :

(a) No person shall be eligible for appointment to the post and by the method mentioned in Annexure-III, unless he possesses the qualification specified therein.

Note 1 : In cases where the Regulations prescribe a degree or diploma as a qualification, then a degree or diploma granted by any of the Universities or Institutions recognised by the University Grants Commission for purpose of its grants or any of the Universities recognised by the Government of Tamil Nadu, shall be recognised as the qualification.

Note 2 : In cases where the Regulations prescribe a Diploma in a particular subject as a qualification, then a Degree in that subject should be deemed to be a higher qualification, and where a lower qualification or its equivalent is prescribed for appointment to any category, a person possessing a higher qualification will be eligible for appointment.

(b) Special Provisions Relating to Certain Degrees

(i) Where the Regulation prescribe any of the degrees specified in column (1) of the table below as a special qualification for appointment to any post included therein, a person who holds the degree specified in the corresponding entry in column (2) thereof, shall, except where a contrary intention appears from the said Regulations be deemed to possess the said special qualification.

TABLE

(1)	(2)
B. A. (Hons) or B.Sc. (Hons) Degree of the Chennai or Annamalai University.	B.Com., (Hons) Degree of the Chennai or Andhra University.
BA., B.Sc., Degree of the Chennai or Annamalai University.	B.Com., Degree of the Chennai or Andhra University.
B.A , or B.Sc., or B.Com., Degree of the Chennai or Annamalai University.	B.O.L. Degree of Annamalai University or Bachelor of Business Administration Degree of the Madurai University.

(ii) Where the Regulation prescribe the degree of B.A., or B.Sc., of the Chennai or Annamalai University as a special qualification for appointment to any post included therein, a person who holds the B.O.L. Degree of the Chennai or Annamalai University or the B.Sc., Degree in Agricultural, and not in any other professional subject such as pharmacy, of the Chennai or Andhra University shall be deemed to possess the said special qualification.

95. Probation

(a) Every person appointed initially to the entry level post shall be on probation for a total period of six months on duty within a continuous period of nine months, except in respect of persons appointed to the following categories by direct recruitment in whose cases the period of probation shall be as follows :-

- | | |
|-----------------------------------|--|
| (i) Assistant Executive Engineers | } Two years on duty within a continuous period of 3 years |
| (ii) Assistant Engineers | |
| (iii) Accounts officers | |
| (iv) Assistant Accounts officers | |
| (v) Medical Officers | |
| (vi) Office Helper | } Six months on duty within a continuous period of one year. |

Explanation :

In respect of persons recruited direct, the period of taking over charge on first appointment shall be treated as duty for the purpose of this Regulation.

Note 1: The probationer in a post of Assistant Engineer (Electrical) or Junior Engineer (Electrical) shall be eligible to count for probation any period of service rendered by him as an Assistant Engineer (Mechanical), Junior Engineer (Mechanical) or Junior Engineer (Civil) with reference to Regulation 105.

Note 2: No probation shall be necessary in the case of appointment between the categories of Junior Assistants and Typists including Steno-typists.

Note 3: The period of joining time availed by a probationer on return from leave should be counted towards the prescribed period of probation if but for the leave, he would have continued to officiate in the post to which he was appointed. The absence on Gazetted holidays and on compensatory leave which are permitted to be affixed to earned leave cannot be counted as duty for purpose of probation.

(b) RIGHT OF PROBATIONERS AND APPROVED PROBATIONERS TO REAPPOINTMENT :- A vacancy in any class of service, category or grade not being a vacancy which should be filled by direct recruitment shall not be filled by the appointment of a person who has not yet commenced his probation in such class or service, category or grade when an approved probationer or a probationer therein is available for such appointment.

(c) DISCHARGE AND REAPPOINTMENT OF PROBATIONERS AND APPROVED PROBATIONERS :

(1) [i] Where the normal method of recruitment to any category is both by direct recruitment and by promotion, probationers and approved probationers, who were recruited direct, shall not be discharged for want of vacancies. Other probationers and approved probationers shall be discharged for want of vacancies in the order of juniority.

[ii] In other cases, the probationers and approved probationers shall be discharged for want of vacancies in the order of juniority.

[iii] The order of discharge laid down in clauses (i) and (ii) may be departed from in cases where such order would involve excessive expenditure on travelling allowance or exceptional administrative inconvenience.

(2) Approved probationers and probationers who have been discharged for want of vacancies shall be re-appointed as vacancies (not being vacancies which should be filled by direct recruitment) arise, in the inverse of the order laid down in clause (i) or (ii) of sub-clause (1) :

Provided that the said order may be departed from in cases where such order would involve excessive expenditure on travelling allowance or exceptional administrative inconvenience.

Note : The provisions of clause (c) regarding discharge of employees from service for want of vacancies otherwise than in the order of juniority and re-appointment of the discharged employees otherwise than in the order of seniority shall NOT apply to the employees to whom the Industrial Disputes Act will apply, in whose case, discharge for want of vacancy should be strictly in accordance with juniority and re-appointment according to the seniority of the discharged persons, the senior-most being reappointed first.

(d) SUSPENSION TERMINATION OR EXTENSION OF PROBATION :

(1) Where the Regulations prescribe a period of probation for appointment as a full member of the class of service or where such period of probation has been extended under Sub-Regulation (g) below, the appointing authority may, at any time before the expiry of the prescribed period of probation or the extended period of probation, as the case may be :-

- (i) Suspend the probation of a probationer and discharge him from the class of service for want of a vacancy, or
- (ii) At its discretion, by order, either extend the probation of a probationer in case the probation has not been extended under Sub-Regulation (g) below or terminate his probation and discharge him from service after giving him a reasonable opportunity of showing cause against the proposed termination of probation.

Explanation :

An opportunity to show cause may be given after the appointing authority arrives at a provisional conclusion on the suitability or otherwise of the probationer for full membership of the service, either by such authority himself or by a subordinate authority who is superior in rank to the probationer.

(2) (i) If within the period of probation, a probationer fails to acquire the special qualifications or to pass the special tests, if any, prescribed for the post or to acquire such other qualifications as may be declared by the Board or by the appointing authority with the approval of the Board to be equivalent to the said special qualifications or special tests, the appointing authority shall, by order, discharge him from the class of service unless the period of probation is extended under Sub-Regulation (g) below

(ii) If, within the period of probation prescribed in Sub-Regulation(a) for the class of service or within the extended period of probation, as the case may be, a probationer has appeared for any such tests or for any examinations in connection with the acquisition of any such qualifications and the results of the tests or examinations for which he has so appeared are not known before the expiry of such period, he shall continue to be on probation until the publication of the results of the tests or examinations for which he has appeared or the first of them in which he fails to pass, as the case may be

In case the probationer fails to pass any of the tests or examinations for which he has so appeared, the appointing authority shall, by order, discharge him from the class of service.

(iii) Any delay in the issue of an order discharging a probationer under clause (i) or clause (ii) shall not entitle him to be deemed to have satisfactorily completed his probation.

(e) Appeal Against Discharge :

(1) A probationer who is discharged under clause (i) of Sub-Regulation (d) or under clause (3) of Sub-Regulation (f) below shall be entitled to appeal against the order of discharge passed by the competent authority to the authority to which and within the period of limitation within which an appeal would lie against an order of dismissal passed by the competent authority against a full member of the class of service, or category, as the case may be.

(2) the authority competent to entertain an appeal under Sub-Regulation (1) may, either of its own motion or otherwise, revise any order discharging a probationer under any of the provisions referred to in the said Sub-Regulation within one year of the date of such order

(3) (i) When an order discharging a probationer is set aside on appeal under Sub-Regulation (1) or on revision under Sub-Regulation (2) and the probationer is restored to the service the period on and from the date of discharge to the date of such restoration may, with the previous sanction of the Board, be treated as on duty except for purpose of his probation. The period of probation undergone by such probationer at the time of his discharge shall, however, count towards the period of probation prescribed by the Regulations applicable to him.

(ii) Such probationer may, during the period on and from the date of his discharge to the date of his restoration, be paid such pay and allowances not exceeding the pay and allowances, to which he would have been entitled if he had not been discharged, as the authority passing the order under Sub-Regulation (1) or (2) may with the previous sanction of the Board determine.

(f) Probationer's suitability for full membership :

(1) At the end of the prescribed or extended period of probation as the case may be, the appointing authority shall consider the probationer's suitability for full membership of the class of service or category for which he was selected.

(2) If the appointing authority decides that probationer is suitable for such membership, it shall, as soon as possible issue an order declaring the probationer to have satisfactorily completed his probation. If no such order is issued within six months from the date on which he is eligible for such declaration, the probationer shall be deemed to have satisfactorily completed his probation on the date of the expiry of the prescribed or extended period of probation a formal order declaring the completion of probation shall, however, be issued by the competent authority. In all cases in which serious charges are pending and, therefore, probation cannot be declared, the final order on probation shall be passed as early as possible and in any case within one month after the disposal of the charges or six months after the due date of completion of probation whichever is later.

Explanation :

For the purpose of calculating the period of probation of a probationer, complete calendar months, irrespective of the number of days in each month, shall first be calculated and then the odd number of days calculated subsequently. Periods of Leave, if any taken during the period of probation shall be excluded while calculating the period of probation.

(3) If the appointing authority decides that the probationer is not suitable for such membership, it shall, unless the period of probation is extended under Sub-Regulation (g) below by order, discharge him from the service after giving him a reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

Provided that where a probationer has been given a reasonable opportunity of showing cause against the imposition on him of any of the penalties specified in Regulation 8 (b) of the Discipline and Appeal Regulations, the procedure laid down therein shall be followed (even though it is ultimately decided to discharge him from service) ;

Explanation I :

The decision of the appointing authority that the probationer is not suitable for full membership may be based also on his work and conduct till the date of the decision, inclusive of the period subsequent to the prescribed or extended period of probation.

Explanation II :

An opportunity to show cause may be given after the appointing authority arrives at a provisional conclusion on the suitability or otherwise of the probationer for full membership of the class of service, either by such authority himself or by a subordinate authority who is superior in rank to the probationer.

Explanation III :

Where the competent authority proposes to terminate the probation of a member of a service for general unsatisfactory work or incapacity without the need for enquiry into specific charges, he shall do so under Regulation 95 (d) or 95 (f) as the case may be. In cases, where he proposes to terminate the probation of such a member for specific charges in addition to, or distinct from, general inefficiency or incapacity, he shall frame specific charges and follow the detailed procedure laid down in Regulation 8 (b) of the Tamil Nadu Electricity Board Employees' Discipline and Appeal Regulations.

(g) EXTENSION OF PROBATION :

In the case of any probationer falling under clause (2) of Sub-Regulation (d) above or clause (3) of Sub-Regulation (f) above, the appointing authority may extend his probation to enable him to acquire the special qualifications or pass the prescribed tests, as the case may be, to enable the appointing authority to decide whether the probationer is suitable for full membership or not. The period of probation as extended under clause (i) (ii) of Regulation 95 (d) or clause (3) of Regulation 95 (f) or in a case where a probationer is reverted due to want of vacancy during the extended period shall terminate at the latest when the probationer has, after the date of expiry of the period of probation prescribed for the service, class or category in which he is on probation, completed one year of duty in such service, class or category. The period of probation as extended under clause (2) of Regulation 95 (d) shall terminate at the latest when the probationer has, after the date of expiry of the period of probation prescribed for the service, class or category in which he is on probation, completed one year of duty in such service, class or category. In cases where the probation of a probationer is extended a condition shall unless there are special reasons to the contrary, be attached to the order of extension of probation that the probationer's increment shall be stopped until he is declared to have satisfactorily completed his probation. Such stoppage of increment shall not be treated as a penalty, but only as a condition of extension of probation and shall not have the effect of postponing future increments after he has passed the prescribed tests or examinations or after he is declared to have satisfactorily completed his probation.

Explanation :

The maximum period upto which the probation of an employee of the Board shall be extended so as to enable him to acquire the test qualification, be fixed as five years. If he does not acquire the test qualification even within the maximum period of five years he shall be reverted and the qualified and eligible junior shall be considered for promotion. If such a person is appointed by direct recruitment and has not acquired the test qualification even within the maximum period of five years, his probation shall be terminated.

(h) PROBATIONERS DESIRING COURSES OF STUDY NOT CONNECTED WITH PROBATION :

(1) A probationer who desires to undergo any course of study which though not essentially connected with his probation is likely to enhance his usefulness as a member of the service may on his application, be permitted by the competent authority to undergo the desired course of study. He shall in such case be granted the entire amount of leave, if any, admissible under the Regulations applicable to him if but for such leave he would have continued to be on duty.

(2) Notwithstanding anything contained in the Regulation relating to seniority, such probationer shall, on the completion of the course of study, be entitled to reappointment according to the rank and seniority held by him in his category before undergoing the said course of study. He shall also be entitled to count his continuous service immediately before his undergoing the said course of study for increments in the time-scale of pay applicable to him, if but for his absence from the service (whether on leave or otherwise) for undergoing the said course of study, he would have continued to be on duty.

(3) This Regulation shall not have the effect of excluding the period of absence in computing the continuous period within which the prescribed period of probation has to be served under Sub-Regulation (a) above ;

(i) EXERCISE OF CERTAIN POWERS OF APPOINTING AUTHORITY BY HIGHER AUTHORITIES :

The powers conferred on the appointing authority other than the Board, may be exercised also by any higher authority to whom the appointing authority is administratively subordinate whether directly or indirectly, in the following cases :—

- (1) Termination of probation of a probationer under clause (1) (ii) of Sub-Regulation (d).
- (2) Discharge of a probationer under clause (3) of Sub-Regulation (f).
- (3) Extension of probation under clause (1) (ii) of Sub-Regulation (d) or under Sub-Regulation (g).

96. (1) (a) SPECIAL TESTS TO BE PASSED OR OTHER QUALIFICATIONS TO BE ACQUIRED.

Persons appointed to the classes of service whether by direct recruitment or by promotion in the categories or posts specified in column (1) of the table below shall pass the tests or acquire the qualification specified in the corresponding entry in column (2) within the period stated or as otherwise required by the corresponding entry in column (3) thereof :—

Sl. No. (1)	Members of Class of Service (2)	Tests or Qualifications (3)	Period (4)
1.	Members in Class I service appointed to posts in Division I to III except Secretary to the Board.	Electricity Department Account Test	Within the period of probation, if he has not already passed the test before.
2.	Members in Class II Service appointed to posts in Division II to V	—do—	—do—
3.	Probationary Accounts Officer recruited direct.	Departmental Test for Accounts Officer,	—do—
4.	Assistant Accounts Officer recruited direct.	—do—	—do—

(1)	(2)	(3)	(4)
5.	Assistant Engineers (Electrical)	Electricity Department Account Test unless he has already passed the Account Test for Public Works Department Officers and subordinates.	Within a period of two years from the date of appointment to the post.
6.	Junior Engineer (Electrical)		
7.	Assistant Engineer (Civil)		
8.	Junior Engineer (Civil)		
9.	Asst. Engineers (Mechanical)		
10.	Junior Engineer (Mechanical)		
11.	Supervisor (Thermal)		
12.	Stores Supervisor and Stock Verifier	Electricity Department Account Test.	For purpose of promotion as Stores Officer
13.	(Omitted)		

No member of the categories specified in items (5) to (12) above shall be eligible for increments in the time-scale of pay applicable to him or for promotion to higher posts unless and until he has passed the Electricity Department Account Test according to the revised syllabus thereof, including the Electricity Department Manual. Ineligibility for increments shall not operate to postpone future increments after he has passed the test:

Provided however that a probationer shall be eligible for the first increment in accordance with the Regulations governing the grant of such increments.

14.	Public Works Department Electrician.	Electricity Department Account Test unless he has already passed the Account Test for Public Works Department Officers and Subordinates or has been granted exemption from passing the test.	Within a period of two years from the date of appointment
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Note : In the event of failure to pass the test, he shall not be eligible for promotion as Junior Engineer (Electrical), I Grade until such time he passes the test.

15.	Medical Officer.	(1) Account Test for Executive Officers	Within the period of probation.
		(2) Tamil Nadu Medical Code Test.	Within a period of four years from the date of appointment.

Note : 1. If he does not pass the Account Test for Executive Officers within the period of his probation, he may be declared to have satisfactorily completed his probation, if he is found otherwise suitable, but his increment in the time scale of pay applicable to him shall be stopped without cumulative effect till he passes the said Account Test. He shall not be entitled to appointment as a full member unless and until he passes the said account test and shall be discharged from service if he does not pass the said test within a period of five years from the date of the order placing him on probation in the post of Medical Officer.

Note 2 : If he does not pass the test in the Tamil Nadu Medical Code within the period of four years from the date of the order appointing him regularly on probation, his increment shall be stopped without cumulative effect till he passes the said test.

(b) No employee shall be eligible for promotion to any of the posts mentioned in column (1) of the table below unless and until he has passed the special tests specified in the corresponding entry in column (2) thereof :-

Sl. No. (1)	Posts (2)	Tests (3)
(1)	BOARD OFFICE ADMINISTRATIVE BRANCH AND TECHNICAL BRANCH	
	(i) Superintendent	} Account Test for Subordinate Officers Part-I
	(ii) Assistants	
(2)	ACCOUNTS CADRE IN THE OFFICES OF CIRCLES AND BOARD OFFICE ACCOUNTS BRANCH	
	(i) Assistant Accounts Officer	Accountancy Higher Grade
	(ii) Accounts Supervisor	Accountancy Lower Grade
	(iii) Assistant	Account Test for Subordinate Officers, Part-I
(3)	ADMINISTRATIVE CADRE IN THE OFFICES OF CIRCLES	
	Assistant	Account Test for Subordinate Officers, Part-I
(4)	Stores Custodian Grade-I	Account Test for Subordinate Officers, Part-I

Members in Circle Offices including the Construction Branch and Audit Branch who possess the B.Com. degree of any university recognised by the University Grants Commission shall not be required to pass the Government Technical Examination in Accountancy. Those who have passed Accountancy in Part-III of the Intermediate Examination in Arts and Science of any university recognised by the University Grants Commission shall not be required to pass the Government Technical Examination in Accountancy by the Lower Grade for purpose of promotion as Assistant in Circle Offices (including the Construction Branch and the Accounts Branch).

Provided that members of the acquired Electrical Undertakings regularly absorbed, who have attained the age of 40 years on the 9th December, 1953, shall not be required to acquire the qualification prescribed for appointment to higher posts :

Provided also that members of the acquired Electrical Undertakings regularly absorbed who were declared eligible for college course and who, after their absorption acquire the minimum general educational qualifications and who have attained the age of 40 years on the date on which they acquire such minimum general educational qualification shall not be required to acquire the qualification prescribed for appointment to higher posts.

If an Upper Division Clerk, II Grade appointed by direct recruitment before 1—1—1959 or an Upper Division Clerk/Assistant recruited thereafter in the Central Offices of the Operating Circles and Construction Circles and in the Office of the Chief Financial Controller fails to pass the Account Test for Subordinate Officers, Part I within the period of probation, the appointing authority shall forthwith, by order, terminate his probation and discharge him from the service.

Provided that it shall be in the discretion of the appointing authority to appoint any such person as Junior Assistant, in the Central Offices of the Operating Circles and Construction Circles and in the Office of Accounts Branch as the case may be.

Note : (i) DELETED

(ii) DELETED

(iii) DELETED

(iv) DELETED

(2) OFFICE OF THE SECRETARIAT BRANCH AND AUDIT BRANCH :

No person who belongs to the category specified in column (1) of the Table below shall be eligible for promotion to the next higher category, unless he has passed the test specified in the corresponding entry in column (2) thereof :-

TABLE

Sl. No.	Category	Test
(1)	(2)	(3)
(i)	Junior Assistant in Board Secretariat	Account test Test for Subordinate Officers Part I
(ii)	Assistant Audit Officer in Audit Branch	Departmental Test for Pay and Accounts Officers
(iii)	Auditor in Audit Branch	Accountancy Lower Grade and Accountancy Higher Grade
(iv)	Junior Auditor in Audit Branch	Account Test for Subordinate Officers Part I

Note - 1 : DELETED

Note - 2 : An Auditor of Board Office Audit Branch who is appointed by Direct recruitment shall pass tests within the period of his probation.

(3) Persons appointed to the service whether by direct recruitment or by promotion, as the case may be, in the categories or posts specified in column (1) of the table below shall pass tests or undergo the training or acquire the qualification specified in the corresponding entry in column (2) within the period stated or as otherwise required by the corresponding entry in column (3) thereof :

TNEB Service Regulations

Sl. No. (1)	Members of Service (2)	Test, Training or Qualification (3)	Period (4)
(1)	A Member appointed as Typist or Steno-typist who has not passed the Government Technical Examination in Typewriting by the Higher Grade.	Government Technical Examination in Typewriting by the Higher Grade.	Before appointment as full member of the service or before raising above the minimum stage of the time-scale of pay sanctioned for the post he is holding or above the stage of pay drawn by him on 30th June, 1957 if such stage is higher than the minimum stage.
(2)	A Member appointed as Typist or Steno-Typist (Tamil) on and after 4-5-1963 in the Chief Engineer's Office and other subordinate Offices who has not passed the Government Technical Examination in Typewriting in English by the Lower Grade.	Government Technical Examination in Typewriting in English by the Lower Grade.	Within the prescribed period of probation.
(3)	A Member appointed as Typist or Steno-typist (English) on and after 4-5-1963 in the Chief Engineer's Office and other Subordinate Offices who has not passed the Government Technical Examination in Typewriting in Tamil by the lower Grade.	Government Technical Examination in Type-writing in Tamil by the Lower Grade.	Within the prescribed period of probation.
(4)	A Member appointed as Steno-typist on or after the 1st January, 1955, in the case of employees of the Government taken over into Board's Service and on or after 1-7-1957 in the case of others who has not passed the Government Technical Examination in Shorthand by Higher Grade.	Government Technical Examination in Shorthand by the Higher Grade.	Within the prescribed period of probation, if recruited direct and within two years from the date of appointment of the post if the appointment is made from among typists before completion of probation in that post.
(5)	A Member appointed as Steno-typist (Tamil) on and after 4-5-1963 in the Chief Engineer's Office and other Subordinate Offices who has not passed the Government Technical Examination in Shorthand (English) by the Lower Grade.	Government Technical Examination in Shorthand (English) by the Lower Grade.	Within the prescribed period of probation, if recruited direct and within two years from the date of appointment to the post, if the appointment is made from among typists before completion of probation in that post.
(6)	A Member appointed as Steno-typist (English) on and after 4-5-1963 in Chief Engineer's Office and other Subordinate Offices who has not passed the Government Technical examination in Shorthand (Tamil) by the Lower Grade.	Government Technical Examination in Shorthand (Tamil) by the Lower Grade.	Within the prescribed period of probation.

Note (1) : A person appointed to the post of Typist or Steno-typist in the Board's Secretariat on or after 24-9-1964 shall undergo training in Tamil typewriting on the standard key-board for such period and in such manner as may be required by the competent authority.

Note (2) : If a person appointed to the post of Steno-typist by direct recruitment fails to pass the Tamil Shorthand by the lower grade but has passed the Tamil Typewriting by the lower grade within the prescribed period of probation, or extended period of probation, and if he desires, he shall be appointed to the post of Typist and his probation shall be declared in the post of Typist, counting the service previously rendered in the post of Steno-typist. There shall be no objection to reappoint such a person to the post of Steno-typist after he passes the Tamil Shorthand by the Lower Grade.

(4) SPECIAL QUALIFICATION :

No person shall be eligible for appointment to any class of service, category or grade or any post borne on the cadre thereof unless he ;

- (a) Possesses such special qualification and has passed such special test as may be prescribed in that behalf in these Regulations ; or
- (b) Possesses such other qualifications as may be considered to be equivalent to or higher than the said special qualifications or special tests by the Board or by the appointing authority with the approval of the Board.

In cases where the Regulations prescribe a period of practical or other experience in addition to educational/technical qualifications, for an appointment, such a period of practical or other experience, as the case may be, should have been acquired after obtaining the educational or technical qualifications prescribed for such appointment, unless otherwise specified in the Regulations.

(5) SPECIAL QUALIFICATION TO BE ACQUIRED OR SPECIAL TEST TO BE PASSED DURING PROBATION—EXEMPTION.

Where a probationer has, before he commenced probation, already acquired any special qualification or passed any special test prescribed by these Regulations for holders of any posts, or has acquired such other qualification as may be considered by the Board or by the appointing authority with the approval of the Board to be equivalent to the said special qualification or special test he shall not be required to acquire such special qualification or to pass such special test again after the commencement of his probation.

(6) PENALTY ON A MEMBER ON MAXIMUM OF THE SCALE FOR FAILURE TO PASS PRESCRIBED TESTS :

Where the Regulations prescribe stoppage of increments as a penalty for failure to pass a special test or to acquire a special qualification, such failure shall, in the case of a member who has reached the maximum of the time-scale of pay applicable to him, render him liable to the penalty of reduction to the next lower stage in his time-scale.

96 (A) (1) Notwithstanding anything contained in these Regulations where a member belonging to the category of Junior Assistant, Junior Auditor and Stores Custodian Grade II who has put in twelve years of service, in that category and is unable to pass the Account Test for Subordinate Officers Part I after making atleast three attempts such member may be considered for promotion to the next higher category in every fifth vacancy.

(2) If no such Junior Assistant, Junior Auditor or Stores Custodian Grade II is available for being considered for promotion to the next higher category as provided for in Sub-Regulation (1) referred to above, the vacancy shall be filled up by promoting a person who has passed the Account Test for Subordinate Officers, Part I.

(3) The Junior Assistant, Junior Auditor and Stores Custodian Grade II who have been promoted to the next higher category with reference to the provisions contained in Sub-Regulation (1) above, shall not be eligible for further promotion unless he passes the Account Test for Subordinate officers, Part I.

(B) (1) Notwithstanding anything contained in these Regulations, where an Assistant employed in the Circle and other Subordinate Offices of the Board who has put in fifteen years of service in that category and is unable to pass the examination in Accountancy Lower Grade after making at least three attempts such Assistant may be considered for promotion to the next higher category in every fifth vacancy.

(2) If no such Assistant is available for being considered for promotion to the next higher category as provided for in Sub-Regulation (1) above, the vacancy shall be filled up by promoting an Assistant who has passed the examination in Accountancy Lower Grade.

(3) The Assistant promoted as Accounts Supervisor with reference to the provisions contained in Sub-Regulation (1) above, shall not be eligible for further promotion, unless he passes the examination in Accountancy Lower Grade.

(c) Notwithstanding anything contained in these Regulations, every fifth vacancy in the category of Assistant Accounts Officer may be filled by promotion from among the Accounts Supervisors who have passed the Departmental Test for Accounts Officers and Account Test for Subordinate officers Part I Accountancy Lower Grade and Accountancy Higher Grade Examinations in the order of seniority.

Provided that no such Accounts Supervisor shall be promoted as Assistant Accounts Officer unless he has put in not less than five years of service as Accountant (including Special Grade Accountant).

Provided further that if no such Accounts Supervisor is available for promotion as Assistant Accounts Officer, the vacancy shall be filled up by promoting an Accounts Supervisor who has not passed the Departmental Test for Accounts Officers.

97. SENIORITY :

(a) The seniority of a person in a class of service, category or grade shall, unless he has been reduced to a lower rank as a punishment, be determined by the rank obtained by him in the list of approved candidates drawn up by the Board or other appointing authority, as the case may be. The date of commencement of his probation shall be the date on which he joins duty irrespective of his Seniority.

Provided that the seniority of Assistant Engineers (Electrical) / (civil) / (Mechanical) recruited both by Internal Selection and direct recruitment in the ratio of 1 : 1 in a particular calendar year shall be fixed in the following cyclic order :

(1) Internal Selection

(2) Direct Recruitment

(b) The transfer of a person from the category or grade in a class of service to another category or grade in the same class of service carrying the same pay or scale of pay shall not be treated as first appointment to the latter for purpose of seniority and the seniority of a

person so transferred shall be determined with reference to the rank in the category or grade from which he was transferred. Where any difficulty or doubt arises in applying this Sub-Regulation, seniority shall be determined by the appointing authority.

(c) Where a member of a class of service, category or grade is reduced to a lower class of service, category or grade, he shall be placed at the top of the latter unless the authority ordering such reduction directs that he shall take rank in such lower class of service, category or grade, next below any specified member thereof.

(d) Application for the revision of seniority of a person in a service, class, category or grade shall be submitted to the appointing authority within a period of three years from the date of appointment to such service, class, category or grade or within a period of three years from the date of order fixing the seniority, as the case may be. Any application received after the said period of three years shall be summarily rejected. This shall not, however, be applicable to cases of rectifying orders, resulting from mistake of facts.

98. (1) Promotion :

(a) No employee shall be eligible for promotion to a higher post unless he is an approved probationer in the category from which promotion to the higher post is admissible.

(b) (i) Promotion in all cases shall be made on grounds of merit and ability, seniority being considered where merit and ability are approximately equal.

(ii) On and from 1—9—98, no Superintending Engineer shall be eligible for promotion to the post of Chief Engineer unless he has a minimum service of one year before retirement on Superannuation.

Where the Superintending Engineer having less than one year of service before his retirement, is otherwise qualified may be considered for inclusion in the panel for promotion as Chief Engineer, but such Superintending Engineer will be appointed as Additional Chief Engineer from the date on which their respective Junior is promoted as Chief Engineer and he will continue to discharge the duties and exercise the powers assigned to the post of Superintending Engineer only.

Provided that only those Superintending Engineers, who have put in not less than 8 (Eight) years of Service in Class I Service shall be eligible for being considered for the post of Chief Engineer by promotion.

2. The amendment hereby made shall be deemed to have come into force from the 22nd May 2000.

(iii) The principles in sub-clauses (i) and (ii) above shall apply to the posts of other Chief Engineer level officers also.

(c) PROBATION ON PROMOTION

Where the Regulations prescribe probation for members of a class of service appointed to a category or grade by promotion from another category or grade, no probation shall be deemed to be compulsory unless such promotion involves the assumption of duties and responsibilities of greater importance than those attaching to the category or grade from which promotion is to be made.

(2) Revision of orders of promotion to selection Posts :

(a) The list of approved candidates selected for appointment to all categories falling under Class I, II, III, and IV Services of the Board indicating the order in which the appointments, will be made, shall be communicated immediately on approval of the list to all persons concerned by Registered post, i.e. to those selected in the list as well as to those whose claims have been overlooked.

Such lists of approved candidates for promotion/appointment to various posts will be approved following the programme prescribed from time to time, and will be valid for one year from the date of approval.

(b) Any person who wishes to appeal against his non-inclusion in the approved list, should do so within a period of two months from the date of communication of the approved list. If no appeal is received within the said period, the approved list communicated shall be deemed to be final.

(c) The appellate authorities in these cases will be as shown below :-

Authority which approved the list	Appellate authority
Superintending Engineer	Chief Engineer/Personnel
Chief Engineer/Personnel	Chairman
Secretary	Chairman
Chairman	Board

Where the Board has approved the list, the aggrieved member shall have the right of preferring a revision petition to the Board within the time limit prescribed in clause (b) above.

(d) If an appeal is proposed to be accepted by the appellate authority and the select list proposed to be modified or revised accordingly, then an opportunity shall be given to all the persons in the list likely to be adversely affected by the proposal to file their objections and on considering the objections, if any, the modification or revision of the select list if found necessary, shall be ordered.

(e) If a modification or revision of a select list is proposed to be done based on court orders, then no notice need be given to the persons in the select list likely to be adversely affected.

(f) The list may be revised suo motu at any time by the appellate authority or by the Board.

(g) The said period of two months may be extended by the appellate authority if sufficient cause is shown for the delay in the submission of petition.

99. Members absent from duty :

The absence of a member of a service from duty in such class of service, whether on leave, on foreign service or on deputation or for any other reason and whether his lien in a post borne on the cadre of such class of service is suspended or not, shall not if he is otherwise fit render him ineligible in his turn-

(a) for re-appointment to a substantive or officiating vacancy in the category, grade or post in which he may be a probationer or an approved probationer ;

(b) for promotion from a lower to a higher category in such class of service; or

(c) for appointment to any substantive or officiating vacancy in another class of service for which he may be an approved candidate, as the case may be, in the same manner as if he had not been absent. He shall be entitled to all the privileges in respect of appointment, seniority, probation and appointment as full member which he would have enjoyed but for his absence subject to his completing satisfactorily the period of probation on his return.

99. (A) An employee in a category of the Board service, whenever selected by direct recruitment for appointment to any other category of service in the Board or in any service of the Government of Tamil Nadu or in other State Governments, Central Government, Public Sector Undertakings, Local Bodies, Corporations or any other Quasi—Government Organisations, shall hold the service right in the former service of the Board for a period not exceeding one year only from the date of relief from the former service of the Board.

Provided that persons appointed to the Services of the Government of Tamil Nadu, or other State Governments, Central Government, Public Sector Undertakings, Local Bodies, corporations, or any other Quasi-Government Organisations, shall hold such service right in their former service of the Board only if the pay, leave salary and pensionary contributions for the said period of one year are paid by such State Governments, Central Government Public Sector Undertakings, Local Bodies, Corporations or any other Quasi—Government Organisations or by the individual concerned.

100. (a) Appointment of full members :

Subject to the provisions of Regulation 97 (a) and 99, an approved probationer shall be appointed to be a full member of the class of service or category for which he was selected, at the earliest possible opportunity, in any substantive vacancy which may exist or arise in the permanent cadre of such class or category and if such vacancy existed from a date previous to the issue of the order of appointment, he may be so appointed with retrospective effect from the date or, as the case may be, from any subsequent date from which he was continuously on duty as a member of the class of service or in a higher class or category:

Provided that (i) where more than one approved probationer is available for such appointment as full member, the seniormost approved probationer shall be appointed.

(ii) Where by reason of administrative convenience a member completes his probation earlier than another member who is senior to him, the member who so completes his probation earlier shall not be confirmed before the member who is senior to him the senior member shall be confirmed according to his seniority after he completes satisfactorily the period of his probation.

Provided that if the senior is on foreign service and does not within a reasonable time revert to the service of the Board to undergo probation when asked to do so, the junior may be confirmed in that vacancy.

Explanation :

For the purposes of this Sub-Regulation an approved probationer, who has been on leave during the period of his probation or after such period, shall be deemed to be on duty as a member of the class of service or category concerned, if he would have been on duty in such class or category or in a higher class or category but for his absence on leave.

(b) Any substantive vacancy which may exist or arise in the permanent cadre of a class or category of the employees of the Board and which is to be filled up by an approved probationer against whom serious charges are pending, shall be reserved for such person till final orders are issued on the proceedings against him or where such person is reduced in rank for a specified period, till he is actually restored to his original ranks.

Note: Clause (b) above shall apply only in the case of the employees of the Board to whom the Standing Orders are not applicable.

101. Reduction of Full Members :

(a) If the full member of any class of service, category or grade is substantively reduced to a lower class or service, category or grade, he shall be deemed to be a full member of the latter and the permanent cadre thereof shall, if there is no vacancy in which he could be absorbed, be deemed to be increased by one :

Provided that against every such addition an officiating or temporary vacancy, if any, in such lower class of service, category or grade, shall be kept unfilled and such addition shall be absorbed in the first permanent vacancy that subsequently arises in such lower class of service, category or grade, as the case may be.

(b) APPOINTMENT IN PLACE OF MEMBERS DISMISSED, REMOVED COMPULSORILY RETIRED OR REDUCED :

Where a person has been dismissed, removed, compulsorily retired or substantively reduced from any class of service category or grade, no vacancy caused thereby or arising subsequently in such class of service, category or grade, shall be substantively filled to the prejudice of such person until the expiry of a period of one year from the date of such dismissal, removal, compulsory retirement or reduction or until the appeal, if any, preferred by him against such dismissal, removal, compulsory retirement or reduction is decided, whichever is later.

102. Re-employment of Retired Persons :

The Board may re-employ for a period not exceeding one year at a time persons who have retired from the service of the Board, in any class of service. The re-employment of such a person in any class of service shall not be regarded as a first appointment to that class of service. On such re-employment the pay of the person in the new post shall be so fixed that the pay plus his pension and the pension equivalent of the gratuity drawn does not exceed the pay last drawn by him before retirement. If, however, the pay last drawn by him before retirement is less than the minimum pay of the post in which he is re-employed, he shall be paid the minimum pay of that post including pension. If the pay last drawn is greater than the maximum pay of the post to which he is appointed, he shall be paid only the maximum pay of the post including pension.

103. Relinquishment of Rights by Members :

(1) Any person may, in writing, relinquish any right or privilege to which he may be entitled under these Regulations, if, in the opinion of the appointing authority, such relinquishment is not opposed to the interest of the administration; and nothing contained in these Regulations shall be deemed to require the recognition of any right or privilege to the extent to which it has been so relinquished.

(2) In the case of promotion, an employee may, subject to his giving an undertaking in the prescribed form, either—

(i) temporarily relinquish his right for promotion for period of not less than three years subject to the condition that after the expiry of that period the claim for promotion will be with reference to state of affairs that exist on that date i.e., after the expiry of period of relinquishment without restoration of original seniority, or

(ii) permanently relinquish his right for promotion, in which case any subsequent claim for promotion will not be entertained under any circumstances whatsoever.

104. Training :

(a) **ACCOUNTS OFFICER :** Every Accounts Officer recruited direct shall be on training for a period of three months under the Chief Financial Controller. During the period of training he shall draw pay at Rs. 300/- per mensem. The period of training shall NOT count for probation or increment in the post of Accounts Officer.

(b) **ASSISTANT ACCOUNTS OFFICER :** Every Assistant Accounts Officer recruited direct shall undergo training for a period of one month in the Accounts Branch. During the period of training he will be paid at the rate of Rs. 150/- a month and such period shall NOT count for purposes of probation or increment.

105. Postings and Transfers :

(i) A member of a class of service may be required to serve in any post borne on the cadre of such class of service and in any place of duty as the exigencies of the administration require.

(ii) Postings and transfers of members of the categories of employees specified in column (1) of Annexure-IV shall be made by the authority specified in the corresponding entry in column (2) thereof. Any authority to whom the authority specified in Column (2) of Annexure-IV is administratively subordinate may also order such postings and transfers.

(iii) The authority to transfer any employee outside the state shall be the Chairman.

(iv) Seat changes within the same office will not constitute "Postings and Transfers".

106. Temporary Appointments and Promotions :

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.

(a) 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 an 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 travelling 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 clause (a) (1) who does not possess the qualifications 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 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.

(c) Where it is necessary to appoint or promote an employee against whom an enquiry into allegations of corruption or misconduct is pending the appointing authority may appoint or promote him temporarily pending enquiry into the charges against him. The competent authority shall have discretion to make regular appointments or promotions in suitable cases.

(d) A person appointed or promoted temporarily under clause (a), (b) or (c) shall not be regarded as a probationer in such category or be entitled by reason of such appointment to any preferential claim to future appointment or promotion to such category. The service of such a person shall be liable to be terminated by the appointing authority at any time without notice and without any reason being assigned.

(e) A person fully qualified under the rules to hold a post borne on the cadre of a service, class or category, who has rendered continuous temporary service shall be eligible to draw annual increment, in the scale of pay for the post, subject to the conditions that the rules do not prescribe any special qualification to be acquired or test to be passed as a condition precedent to the drawal of such increments or the increment is not denied as a measure of specific punishment. In the case of unqualified persons, the temporary service rendered by them shall be allowed to count for increment from the date on which they become fully qualified to hold that post.

(ee) A person who is not covered by the Standing Orders framed by the Board and fully qualified under the Rules to hold a post borne on the cadre of a Service, class, Division, Category, who has rendered temporary service for a continuous period of three years, whose pay is regulated under Sub-Regulation (e) above shall be eligible for the first increment in the scale of pay for the post on completion of duty period of one year reckoned from the day following the completion of three years of temporary service and subsequent increments on completion of the requisite periods for earning such increments, subject to the conditions that the Regulations do not prescribe any special qualification to be acquired as a condition precedent to the drawal of such increments. The increments so drawn shall be adjusted if and when the person is subsequently appointed in accordance with the Regulations.

Explanation-I :

Continuous temporary service rendered prior to the 26th May 1962, shall also be taken into account for the purpose of this clause.

Explanation-II :

Leave other than extraordinary leave taken on or after the 8th June 1962 shall be treated as service for the purpose of this clause. Leave taken prior to the 8th June 1962 shall be treated as service in accordance with the provisions of rules as it stood prior to the 8th June 1962.

Explanation-III :

Increments sanctioned under this clause shall not be ordered with effect from a date prior to the 26th May 1962.

(f) If a temporary appointee or promotee is subsequently appointed or promoted to the higher category in accordance with the Regulations, he shall commence his probation in that category from the date of such subsequent appointment or promotion or from such earlier date as the appointing authority may determine. He shall be eligible to draw increments in the time-scale of pay applicable to him from the date of commencement of probation, but shall not be entitled to arrears of pay unless otherwise ordered by the Board.

(g) Notwithstanding anything contained in these Regulations, if and when a temporary post is created as an addition to the cadre of any class of service or category and the holder thereof is required by the Board to possess any special qualifications, knowledge or experience any person who possesses such qualifications, knowledge or experience, and is considered to be the best fitted to discharge the duties of such post may, irrespective of other considerations, be appointed to that post by the appointing authority; but the person so appointed shall not, by reason only of such appointment, be regarded as a probationer in such class of service, or category nor shall he acquire thereby any preferential right to future appointment to such class of service or category.

107. Service in a higher category counting for probation

A probationer in any lower post shall be eligible to count for probation in that post his service, if any, in a higher post in an officiating capacity if so appointed by relaxation of the relevant Regulation or in a temporary capacity.

Provided that the temporary service in the higher post during which he would have held the lower post but for his appointment in the higher post shall alone count for probation in the lower post.

108. Completion of probation and drawal of arrears of increments

Any delay in passing orders of completion of probation shall not monetarily affect probationers and arrears of increments shall be allowed from the date of completion of probation as a matter of course, subject to the following conditions, namely:-

(1) That the probation would have been declared to have been satisfactorily completed from the date ordered, even if the question of declaration of probation had been taken up earlier.

(2) That the declaration of satisfactory completion of probation was delayed by factors which would not, in any case, change the date of such completion :

(3) That the person whose probation is declared to have been satisfactorily completed is qualified as on the date ordered;

(4) That declaration of satisfactory completion of probation was not the result of any relaxation of Regulations.

In all cases coming under items (1) to (4) above, orders issued declaring the probation or relaxing Regulations shall include a specific provision in regard to drawal of arrears of increments.

109. Securities

(a) When a holder of a post is required to deposit security for due and faithful performance of his duties, appointment to the post shall be made only after the required security is deposited.

(b) When an employee who has furnished security takes leave other than casual leave or is deputed to other duty, the person who is appointed to officiate for him shall be required to furnish the full amount of the security prescribed for the post.

(c) Stores custodian shall deposit such security as may be prescribed by the Chief Engineer.

(d) Junior Assistants and Assistants when appointed to posts the holders of which have to deal with cash, shall deposit such security as may be prescribed by the Chief Engineer.

110 (a) Acceptance of Date of Birth

(i) The date of birth of a candidate entered in the Secondary School Leaving Certificate or Matriculation Register or the discharge Certificate issued by the Army or in the genuine certificates issued by recognised schools shall be taken as authentic for purpose of appointment in the service of the Board.

(ii) When the date of birth as entered in the records mentioned in clause (i) above is not available or its genuineness is in doubt, an extract from the birth register with evidence to indicate that the extract relates to the particular individual, issued by the Government or Local Authorities or by the Village Munsiffs attested by a Revenue Officer not lower in rank than a Tahsildar shall be accepted.

(iii) In the absence of Certificate of date of Birth as in clause (i) or (ii) above the age certificate from a Medical Officer not lower in rank than a District Medical Officer or his equivalent shall be accepted.

(iv) In all doubtful cases of certificates of date of birth, the appointing authorities shall cause enquiries to be made. In respect of employees in the office of the Chief Engineer and subordinate offices, or for appointment to posts therein, the appointing authority concerned, other than the Board, shall after approval by the Chief Engineer, forward the case to an Executive Engineer/Operation and Maintenance having jurisdiction over the place of birth of the employee of the Board concerned, for enquiry and report. If the employee himself happens to be an Executive Engineer/Operation and Maintenance whose place of birth falls within his own jurisdiction, some other Executive Engineer nominated by Chief Engineer/Personnel shall be asked to conduct the enquiry. If the employee is a Superintending Engineer/Operation and Maintenance or Chief Engineer/Distribution having jurisdiction over his place of birth, some other Executive Engineer nominated by the Chief Engineer/Personnel shall be asked to conduct the enquiry. On receipt of the report of enquiry from the Executive Engineer, the case shall be submitted to the Board for decision. Such enquiry reports in respect of Superintending Engineers and above shall be submitted to the Board through the Chief Engineer (Personnel) with the specific remarks of the Chief Engineer (Personnel). The decision of the Board shall be final.

(b) Alteration of date of Birth

(i) If, at the time of appointment, a candidate claims that his date of birth is different from that entered in the records mentioned in clause (a) (i) above, he shall make an application in the prescribed form to the appointing authority stating the evidence on which he relies and explaining how the mistake occurred. The appointing authority shall cause an enquiry to be made by an Executive Engineer, Operation and Maintenance having jurisdiction over the place of birth of the Board employee concerned. If the employee himself happens to be an Executive Engineer/Operation and Maintenance whose place of birth falls within his own jurisdiction, some other Executive Engineer nominated by the Chief Engineer/Personnel shall be asked to conduct an enquiry. If the employee is a Superintending Engineer/Operation and Maintenance or Chief Engineer/Distribution having jurisdiction over his place of birth, some other Executive Engineer nominated by the Chief Engineer/Personnel who is not directly under the control of the applicant shall be asked to conduct an enquiry. On receipt of the report of enquiry, the case shall be submitted to the Board for decision. The decision of the Board shall be final.

(ii) After a person has entered service under the Board, an application to alter the date of birth as entered in the records of the Board shall be entertained only if such application is made within five years of such entry into service. Such an application shall be made in the prescribed form to the authority competent to make an appointment to the post held by the applicant at the time of his application. Such an application, not supported by entries

in Secondary School Leaving Certificate, School, College or University records, birth extract from records of local bodies or military discharge certificates, shall be summarily rejected. The appointing authority shall cause an enquiry to be made by an Executive Engineer/Operation and Maintenance having jurisdiction over the place of birth of the employee concerned. If the employee himself happens to be an Executive Engineer/Operation and Maintenance whose place of birth falls within his own jurisdiction, some other Executive Engineer nominated by Chief Engineer/Personnel shall be asked to conduct the enquiry. If the applicant is a Superintending Engineer/Operation and Maintenance or Chief Engineer (Distribution) having jurisdiction over his place of birth, some other Executive Engineer nominated by the Chief Engineer/Personnel who is not directly under the control of the applicant shall be asked to conduct the enquiry. Such enquiry reports in respect of Superintending Engineers and above shall be submitted to the Board through the Chief Engineer/Personnel. The decision of the Board shall be final.

(iii) Omitted.

(iv) Whenever Service Registers are opened for Board employees on their entry into Board Service a declaration should be obtained from them that the date of birth to be noted in the Service Register is the correct one and if there is any discrepancy, it will be got corrected within the prescribed period of 5 years from the date of their entry into Board Service.

(v) In doubtful cases relating to date of birth of persons born outside the State of Tamil Nadu, who apply for appointment in the Board, or if already appointed under the Board, apply for alteration of the date of birth, the following procedure shall be adopted:-

(a) IN RESPECT OF CHIEF ENGINEER'S OFFICE AND OTHER
SUB-ORDINATE OFFICES :-

The Chief Engineer shall examine and scrutinise the records that may be produced by the persons and submit the case to the Tamil Nadu Electricity Board for decision and the decision of the Board shall be final.

(b) IN RESPECT OF THE BOARD'S SECRETARIAT : The Secretary, Tamil Nadu Electricity Board, shall examine and scrutinise the records that may be produced by the persons and submit the case to the Tamil Nadu Electricity Board for decision and the decision of the Board shall be final.

(vi) Any application received after five years after entry into service shall be summarily rejected.

Provided that the application for alteration of date of birth of a person who entered into service prior to the 24th January 1961 shall be submitted at least one year before the date of his retirement reckoned with reference to the official records.

(vii) In considering the question of permitting an alteration in the date of birth as entered in the official records even when such entry is proved to have been due to a bonafide mistake, the Tamil Nadu Electricity Board shall take into consideration the circumstances whether the applicant would normally be eligible for appointment to the concerned post at the time of entry into service had his age been correctly stated and what would have been the effect on his service and the service conditions of other employees in the service, and may permit the alteration subject to such conditions as it may deem fit to impose.

(viii) Resort to Medical opinion shall be made only if age cannot be established otherwise even after enquiry.

110-A. Correction of date of birth :

After a person has entered service, if it is found that his date of birth entered in his service register is different from that entered in the Secondary School Leaving Certificate or Military Discharge Certificate, which may be due to some clerical error or otherwise wrong entries, application for correction of such clerical error or wrong entries shall be made to the appointing authority. Such corrections in the Service Register shall be made straightaway by the appointing authority, only in cases where the original entry in the service record regarding date of birth was entered on the basis of Secondary School Leaving Certificate or Military Discharge Certificate in the case of lower qualification, as the case may be. The appointing authority may adopt verification procedure in cases of doubt. In cases where the entry regarding date of birth in the service register is on the basis of other records, the procedure laid down for alteration of date of birth only should be followed even for correction of date of birth.

111. Notwithstanding anything contained in these Regulations, the Board shall have power to deal with the case of any person serving under the Board or any candidate for appointment to any class of service in such manner as may appear to it to be just and equitable ;

Provided that, where any such Regulation is applicable to the case of any person, the case shall not be dealt with in any manner less favourable to him than that provided by that Regulation.

112. In respect of matters in these Regulations for which there is provision also in the Standing Orders for the employees of the Board framed under the Industrial Employment (Standing Orders) Act, 1946, the provisions in the Standing Orders shall prevail in regard to the employees governed by the Standing Orders.

ANNEXURE—I

(Referred to in Regulation 92)

Class (1)	Division and Category. (2)	Method (3)
CLASS I		
Division I	Chief Engineer (Electrical)	Appointment from Superintending Engineers (Electrical) in category I of Division III (Electrical.)
	Chief Engineer (Mechanical)	Appointment from Superintending Engineers (Mechanical) in Category 1 of Division V (Mechanical)
	Chief Engineer (Civil)	Appointment from Superintending Engineers (Civil) in category 1 of Division IV (Civil)
Division II	Secretary to the Board	The appointment of the Secretary will be made subject to the approval of the State Government.
Division II (a)	Deputy Secretary to the Board	Promotion from under Secretary in the Board Office Secretariat Branch in Division II-b.
Division II (b)	Under Secretary to the Board	Promotion from Section Officers in the Board Office Secretariat Branch Category 2, Division I, in Class II.

(1)	(2)	(3)
Division II (c)	Assistant : Legal Adviser :	By deputation of Under Secretary to Government Law Department, Civil Judge, (Junior Division) (formerly known as District Munsif) on foreign service terms and conditions (or) by promotion of full member or approved probationer in category-2, Division-I in the Category of Section Officer in Class-II service or by promotion from the category of Legal Officer.

DIVISION III (Electrical)

Category 1	Superintending Engineers (Electrical)	Promotion from Executive Engineers (Electrical) in Category 3.
Category 2	OMITTED	
Category 3	Executive Engineers (Electrical)	<p>“Promotion from Assistant Executive Engineer (Electrical) in category-1, Division—II, Class-II, who possesses a Diploma in Engineering of the College of Engineering Guindy, or a degree in Engineering. Those who possess the Diploma of the LEE/DEE of the Technological Diploma Examination Board, Chennai will be considered for promotion, if they possess outstanding ability and have shown exceptional merit as Assistant Executive Engineers (Electrical).</p> <p>For promotion as Executive Engineer (Electrical) experience as Assistant Executive Engineer (Electrical) in any one of the following fields for a total period of two years shall be possessed by an Assistant Executive Engineer (Electrical.)</p> <ol style="list-style-type: none"> On Shift duty or maintenance relating to the Generation equipments/Switchgear in Hydro/ Thermal Stations. Operation and Maintenance of 230 KV/110 KV Sub-stations classified as Grid Sub-Stations. Meter Relay Test/Sub-station Erection/ Transformer Erection/Special Maintenance. Transmission Line Construction and Project Works.

Note : 1. Experience as Assistant Engineer (Electrical) Junior Engineer (Electrical) I Grade in any one of the above fields for a total period of 4 years shall be taken as equivalent to experience as Assistant Executive Engineer (Electrical) in the fields for a period of two years.

(1)

(2)

(3)

Note : 2. Experience in the specified fields may also be in the lower categories of Assistant Engineer (Electrical) / Junior Engineer (Electrical) Grade-I and also in the feeder category of Assistant Executive Engineer (Electrical) put together where there is such a mixture, while reckoning the period of years as Assistant Executive Engineer (Electrical) full period shall be taken into account and while reckoning the period of years as Assistant Engineer (Electrical)/Junior Engineer (Electrical) I Grade, 50 percent of the period only should be taken.

DIVISION IV (Civil)

Category 1	Superintending Engineers (Civil)	Promotion from special cadre Executive Engineers (Civil) in Category 2 and from Executive Engineers (Civil) in Category 3.
Category 2	OMITTED	
Category 3	Executive Engineers (Civil)	Promotion from Assistant Executive Engineers (Civil) in Division III under Class II. Provided that those who possess only the diploma qualification (L.C.E. or equivalent) will be considered for promotion only if they have rendered a minimum service of ten years as Assistant Executive Engineer (Civil) and possess outstanding ability and have shown exceptional merit as Assistant Executive Engineer (Civil).

DIVISION V (Mechanical)

Category 1	Superintending Engineers (Mechanical)	Promotion from Executive Engineers (Mechanical) in Category 3.
Category 2	OMITTED	
Category 3	Executive Engineers (Mechanical)	Promotion from Assistant Executive Engineers (Mechanical) in Division IV, Class II, who possess a degree in Mechanical Engineering or a Diploma in Mechanical Engineering of the College of Engineering, Guindy or Who have shown outstanding ability and exceptional merit as Assistant Executive Engineer (Mechanical) and possess atleast Diploma of LME/DME of the Technological Diploma Examination Board, Chennai.

DIVISION VI (Accounts)

Category 1	Chief Financial Controller	Direct Recruitment or promotion from Financial Controller in Category 2 Division VI (Accounts) in Class I.
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(1)	(2)	(3)
Category 2	Financial Controller	Direct recruitment or promotion from Deputy Financial Controller in category 4 and Accounts Officers, Category 1, Division VIII in Class II.
Category 3	Chief Internal Audit Officer/Board Office Audit Branch	Promotion from Deputy Chief Internal Audit Officers in Class I, Division VI (Accounts) Category 5.
Category 4	Deputy Financial Controller	Promotion from Accounts Officers, Category 1, Division VIII in Class II. If suitable candidates are not available for promotion, by direct recruitment.
Category 5	Deputy Chief Internal Audit Officer/Board Office Audit Branch	Promotion from Internal Audit Officers Class II Division VIII category 1 (a) with not less than two years experience as Internal Audit Officer. If no suitable person is available for promotion an Officer from the Office of the Accountant General, Chennai, shall be obtained on foreign service terms and conditions. The period of such deputation shall be restricted to two years except on extraordinary circumstances based on administrative exigencies.
Division VI (a)	Senior Personnel Officer	Promotion from Personnel Officers (in Category-1 Division IX of Class II).
Division VI (b)	Personnel Officers	Promotion from Personal Assistants-Category 2, Division IX of Class II in the Board Office-Administrative and Technical Branches with experience in the category for not less than two years.
Division VII	OMITTED	
Category 1	Deputy Chief Chemist	By Promotion from Senior Chemist in Division VI under Class II.
Division VIII (Medical)	Chief Medical Officer	Direct Recruitment or by promotion from Medical Officers in Division XI in Class - II.
Division IX (Stores)	Stores controller	Promotion from Chief Stores Officer in Division V under Class II.
CLASS II		
Division I	OMITTED	
Category 1	Section Officer/Board Office Secretariat Branch.	Promotion from Assistants in Category 1 Division VI (a) in Class III.

(1)	(2)	(3)
Category 3	Legal Officer	By appointment from Section Officer who have worked/are working in Legal Cell of Board Office Secretariat Branch or By appointment from Section Officers in Board Office Secretariat Branch or By deputation of Section Officers from Law Department of the Government of Tamil Nadu.

Note : Superintendents in the Office of the Administrative Branch of the Board may be appointed as Section Officer in the Office of the Tamil Nadu Electricity Board Secretariat Branch for a specific work and the appointment shall be for such period as the Board may consider necessary. A member of the Administrative Branch of the Board so appointed, shall not, by reason only of such appointment cease to be a member of the category from which he was appointed nor shall such appointment confer on him any claim to substantive appointment as Section Officer or to appointment thereto in any subsequent acting or temporary vacancy.

DIVISION II (ELECTRICAL)

Category 1	Assistant Executive Engineers (Elect.)	Direct recruitment to such number of temporary posts as the Electricity Board may from time to time determine, and for the remaining by promotion from Assistant Engineers (Electrical) in category 3 and Junior Engineers (Electrical) I Grade in category 4 or by promotion of Chief Head Draughtsman Division VII in Class II. Promotion of Assistant Engineers (Electrical) and Junior Engineers (Electrical) I Grade to the post of Assistant Executive Engineers shall be in the ratio of 3 : 1 respectively.
Category 2	OMITTED	
Category 3	Assistant Engineer (Electrical)	Internal Selection and Direct Recruitment in the ratio of 1 : 1 For the purpose of appointment by internal selection, the selection shall be made on the basis of service rendered after acquiring the B.E. Degree or equivalent qualification.

Note 1: Those who have been recruited as Assistant Engineers (Telecommunication) shall be merged in the cadre of Assistant Engineers (Electrical), and their seniority fixed with reference to the date of their appointment as Assistant Engineer (Telecommunication).

Note 2: Every batch of recruits to the category of Assistant Engineer (Electrical) shall consist of persons possessing the prescribed qualifications for appointment as Electrical Engineers, Telecommunication Engineers, and Instrumentation Engineers and Computer Engineers in the following percentage ratio:-

Electrical Engineers 91 %
 Telecommunication Engineers 5 %
 Instrumentation Engineers 2 %
 Computer Engineers 2 %

(1)	(2)	(3)
Category 4	Junior Engineer (Electrical) Grade I	Promotion from Junior Engineer (Electrical) II Grade in Division I Class III.
<p>Note : Junior Engineers (Electrical) I Grade, who are holders of Diploma in Electrical Engineering and who have subsequently acquired a degree in Electrical Engineering shall be permitted to be redesignated as Assistant Engineers (Electrical) and appointed in the post of Assistant Engineers (Electrical), if there are regular vacancies in the post of Assistant Engineers (Electrical).</p>		

DIVISION III (Civil)

Category 1	Assistant Executive Engineers (Civil)	Direct recruitment to such number of temporary posts as the Electricity Board may from time to time determine and for the remaining by promotion from Assistant Engineers (Civil) in category 2 and Junior Engineers (Civil) I Grade in category 3 or promotion from Chief Head Draughtsman in Division VIII in Class II. Promotion of Assistant Engineers (Civil) and Junior Engineers (Civil) I Grade to the post of Assistant Executive Engineers shall be in the ratio of 3 : 1 respectively.
Category 2	Assistant Engineer (Civil)	Internal Selection and Direct Recruitment in the ratio of 1 : 1
<p>Note: For the purpose of Appointment by Internal Selection, the selection shall be made on the basis of service rendered after acquiring B.E. Degree or equivalent qualification.</p>		
Category 3	Junior Engineer (Civil) I Grade	Promotion from Junior Engineer (Civil) II Grade in Division I Class III.

Note (1): Persons recruited as Junior Engineers (Civil) before coming into force of the amendment effected by B.P. Ms. No. 31, dt. 5-1-71 shall be deemed to have been regularly recruited as Assistant Engineers (Civil) on the date of their appointment.

Note (2): Junior Engineers (Civil) I Grade who are holders of Diploma in Civil Engineering who have subsequently acquired B.E. Degree in Civil Engineering or who have held practical experience for a period of not less than three years before or after passing sections A and B of the A.M.I.E. (India) Examination be permitted to be redesignated as Assistant Engineers (Civil) and appointed to the post of Assistant Engineers (Civil) if there are regular vacancies in the post of Assistant Engineers (Civil).

DIVISION IV (Mechanical)

Category 1	Assistant Executive Engineer (Mechanical)	Promotion from Assistant Engineers (Mechanical) in category 2 and Junior Engineers (Mechanical) I Grade in category 3. Promotion of Assistant Engineers (Mechanical) and Junior Engineers (Mechanical) I Grade to the posts of Assistant Executive Engineers (Mechanical) shall be in the ratio of 3 : 1 respectively.
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(1)	(2)	(3)
Category 2	Assistant Engineer (Mechanical)	Direct recruitment or appointment by internal selection from Regular Work Establishment, Junior Engineers I Grade, Junior Engineer II Grade and Draughtsmen including Assistant Draughtsmen.
<p>Note: For the purpose of appointment by internal selection, the selection shall be made on the basis of service rendered after acquiring the B.E. Degree or equivalent qualification.</p>		
Category 3	Junior Engineer (Mechanical) I Grade	Promotion from Junior Engineer (Mechanical) II Grade in Division I, Class III.
<p>Note: Junior Engineers (Mechanical) I Grade, who are holders of a diploma in Mechanical Engineering and who have subsequently acquired a Degree in Mechanical Engineering shall be permitted to be redesignated as Assistant Engineers (Mechanical) and appointed to the post of Assistant Engineers (Mechanical) if there are regular vacancies in the post of Assistant Engineers (Mechanical).</p>		
DIVISION V	Chief Stores Officer	Recruitment by promotion from Stores Officers.
DIVISION V (a)	Stores Officer	Promotion from stores Supervisor/Stock Verifier in category I Division II under class III and Stores Custodian Grade I in category 2, Division II under class III.
DIVISION VI	Senior Chemist	Direct recruitment or recruitment by promotion from Junior Chemist Category 1 Division V, in Class III.
DIVISION VI (a)	Chemist	Direct recruitment or promotion from Junior Chemist, Category I, Division V in Class III.
DIVISION VII	Chief Head Draughtsman	Promotion from Head Draughtsman or Senior Draughtsman, Category 9, Division I, in Class III
DIVISION VIII (Accounts)		
Category 1	Accounts Officer	Direct Recruitment to such number of temporary posts as the Electricity Board may from time to time determine and for the remaining by promotion from Assistant Accounts Officer, in Category-2.
Category 1 (a)	Internal Audit Officer/ Board Office Audit Branch.	Promotion from Assistant Audit Officer, Class II Division VIII, Category 3 with not less than five years of experience as Assistant Audit Officer.
Category 2	Assistant Accounts Officers.	Direct recruitment to such number of temporary posts as the Electricity Board may from time to time determine and for the remaining by promotion from Accounts Supervisors in category I, Division VII (c) in class III.

(1)	(2)	(3)
Category 3	Assistant Audit Officers/ Board Office Audit Branch	Promotion from Auditors in Category I Division VI-b, in Class III.
Division VIII-A	Assessment Officer	Promotion from Revenue Supervisors in Class III Division VIII, Category 1, with not less than 7 years experience as Revenue Supervisor.
Division VIII-B		
Category 1	Administrative Officer	Promotion from Assistant Administrative Officer
Category 2	Assistant Administrative Officer	Promotion from Administrative Supervisors in Category 1, in Division VII-B under Class III.
Note : While initially forming the Administration Cadre, the posts in the above categories shall be filled up in the manner provided in B.P.Ms. (FB) No. 62 (SB) dt. 23—7—87.		
DIVISION VIII-C (LABOUR)	Labour Welfare Officer.	By Direct Recruitment or By Internal selection among the existing employees who possess the prescribed qualifications.
DIVISION IX		
Category 1	OMITTED	
Category 2	Personal Assistant	Promotion from Superintendents of the Board Office-Administrative and Technical Branches in Category 1, in Division VII of Class III.
Category 3	OMITTED	
Category 3 (a)	Press Superintendent	Promotion from Assistant Press Superintendents (or) Recruitment by appointment of Foreman I Grade with 8 years experience in Tamil Nadu Electricity Board Press. (or) By direct recruitment.
Category 4	Assistant Press Superintendent	Direct Recruitment or promotion from the category of Foreman I Grade or II Grade.
DIVISION X		
Category 1	Marine Engineer	By direct recruitment or by promotion from Assistant Marine Engineer or by transfer from the category of Assistant Executive Engineers.

(1)	(2)	(3)
Category 2	Assistant Marine Engineer	By direct recruitment or by transfer from the category of Assistant Executive Engineers.
DIVISION XI	Medical Officers	Direct recruitment.
CLASS III		
DIVISION I		
Category 1	OMITTED	
Category 2	Members of Chennai Local Authorities Electrical Engineers Service III Grade.	Nil
Category 3	Junior Engineer (Electrical) II Grade	Direct recruitment or appointment from Regular Work Establishment employees.
<p>Note : One out of every four vacancies occurring in the category of Junior Engineers (Electrical) II Grade shall be filled or reserved to be filled by the appointment of holders of posts in Division IX, Class III, who are holders of completed S.S.L.C, issued under the authority of the Government of Tamil Nadu and who possess not less than six years of practical experience in Electrical Engineering in the Government Electricity Department and the Board, or in any Department of the State Government or not less than 10 years practical experience in all including experience elsewhere. The Regulations relating to age and educational qualification shall not apply to persons appointed under this provision.</p>		
Category 4	Public Works Department (Electrician)	Direct recruitment
Category 4 (a)	(OMITTED)	
Category 5	Junior Engineer (Civil) II Grade	Direct recruitment or appointment by internal selection from Regular Work Establishment and Draughtsmen including Assistant Draughtsmen.
<p>Note : For the purpose of appointment by internal selection, the selection shall be made on the basis of service after acquiring Diploma in Civil Engineering.</p>		
Category 6	OMITTED	
Category 7	Junior Engineer (Mechanical) II Grade	Appointment by internal selection of Mechanical Estimator or equivalent categories in Regular Work Establishment and Draughtsmen.

Note 1: For the purpose of appointment by internal selection, the selection shall be made on the basis of service rendered in the categories mentioned above with diploma qualification.

(1)	(2)	(3)
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Note 2: One out of every four vacancies occurring in the category of Junior Engineers (Mechanical) II Grade may be filled or reserved to be filled by the appointment of the holders of posts in Division IX Class III, who are holders of completed S.S.L.C. issued under the authority of the Government of Tamil Nadu and who possess not less than six years practical experience in Mechanical Engineering in the Government Electricity Department and the Board or in any Department of the State Government or not less than 10 years practical experience in all including experience elsewhere or by the appointment of Transport Overseas, I Grade who possess not less than twelve years experience in the Government Electricity Department and the Board. The Regulations relating to age and educational qualifications shall not apply to persons appointed under this provision.

Category 8	Supervisor (Thermal)	Direct recruitment or by promotion.
Category 9	Head Draughtsmen Senior Draughtsmen Draughtsman	Promotion of Senior Draughtsman. Promotion of Draughtsman or by direct recruitment or by promotion from any other post. Promotion of Assistant Draughtsmen.
Category 10	Assistant Draughtsmen	Direct recruitment OR appointment by internal selection from Regular Work Establishment. For the purpose of appointment by internal selection, the selection shall be made in the order of length of service in a category having common scales of pay, preference being given to those in the higher scale group.

Note : In the case of posts in Division I excepting category 2, appointment may also be made by promotion to any category or grade from any other category or grade, whose scale of pay or the maximum pay is lower or by transfer from another category of Division II to V of an identical scale of pay provided however that the Public Works Department Electricians, category 4, shall NOT be eligible for promotion to higher posts in the Division unless they have rendered service for a period of at least three years.

Senior Draughtsman shall be eligible for appointment as Junior Engineers (Electrical), II Grade, if they possess the prescribed qualifications and experience although the condition in regard to pay is not satisfied.

DIVISION II

Category 1	Stores Supervisor/ Stock Verifiers	Direct recruitment or by promotion from any other posts.
Category 2	Stores Custodian Grade-I	Promotion from Stores Custodian Grade-II or from any category in Divisions VII-A, VII-B, VII-C whose rate of pay or maximum pay is lower.
Category 3	Stores Custodian Grade-II	Direct recruitment or appointment by internal selection from Regular Work Establishment, Record Clerks and Office Helpers.

(1)

(2)

(3)

DIVISION IIIInstrument Repairer,
I GradePromotion from Instrument Repairer, II Grade
or Direct recruitment.Instrument Repairer
II GradeDirect recruitment or by promotion from any
other posts in Division IX in class III Service.**DIVISION IV**Transport Overseer,
I GradePromotion from Transport Overseer, II Grade or
direct recruitment.Transport Overseer,
II GradeDirect recruitment or by promotion from any
other post.

Note : Appointment to the above posts shall be made only with the prior approval of the Chief Engineer.

DIVISION V

Junior Chemist

Appointment from Tester (Chemical).

DIVISION VI-a Board Office Secretariat Branch

Category 1

Assistants

Promotion from Junior Assistant in category 2 ;
or Direct recruitment ; or promotion from
Assistants in the Office of the Administrative
and Technical Branches and other subordinate
Offices, provided that at no time shall the
number of persons promoted from the Office of
the Administrative and Technical Branches and
other subordinate Offices exceed 25 % of the
permanent cadre of Assistants.

or

Typists or Steno-typists in category 4 in very
exceptional and deserving cases.

A Junior Assistant, Typist or Steno-typist need
not have completed his probation before he is
promoted as Assistant, but a probationer in any
such category shall NOT be promoted in
preference to a full member or an approved
probationer in the same category.

Category 2

Junior Assistants

Direct recruitment or appointment from typists
including Steno-typists, category 4, who are full
members or approved probationers or for special
reasons recruitment from Junior Assistants in
the Board Office Administrative and Technical
Branches and other subordinate Offices or
appointment from Assessors in Circle Offices.

Note: The seniority of a person in the category of Junior Assistant appointed from the category of typist or Steno-typist shall be determined by the date of his regular appointment as Junior Assistant.

(1)	(2)	(3)
Category 3	Assistant-cum-Steno typist	Promotion from Steno-typist in category 4.
Category 4	Typists including Steno-typists	Direct recruitment or appointment of full members or approved probationers in category 2, viz. Junior Assistants or for special reasons recruitment from Typists or Steno-typists in the office of the Administrative and Technical Branches, and other subordinate offices,
Category 4 (a)	Telephone Supervisor	Promotion of Telephone Operator in category 5 or by Direct recruitment.
<p>Note : Direct recruitment shall be resorted to only when Telephone Operators in Category 5 with the requisite qualifications prescribed for the post of Telephone Supervisor are not available for promotion.</p>		
Category 5	Telephone Operator	Director recruitment
Category 6	Special Grade Foreman (Driver)	By promotion from Driver (Heavy Vehicle) in Category 6 (a)
Category 6 (a)	Driver (Heavy Vehicle)	By promotion from Senior Driver in Category 6 (b)
Category 6 (b)	Senior Driver	By promotion from Driver in Category 6 (c)
Category 6 (c)	Driver	By appointment of Record Clerks, Duffadars, or Office Helpers in Board Office Secretariat Branch who possess the qualifications prescribed for appointment to the post of Drivers in Board Office Secretariat Branch.
or		
<p>Appointment by direct recruitment, when persons possessing the qualifications prescribed to the post of Driver in Board Office Secretariat Branch are not available in the categories of Record clerk, Duffadar and Office Helper in Board Office Secretariat Branch.</p>		
Category 7	Head Sergeant	Promotion by virtue of Seniority from Sergeant in Board office Secretariat Branch.
Category 7 (a)	Sergeant	By promotion from the category of Gurkha Watchman in Board Office Secretariat Branch By direct recruitment, when persons possessing the qualifications for the post of Sergeant in Board Office Secretariat Branch are not available in the category of Gurkha Watchman in Board Office Secretariat Branch.

(1)

(2)

(3)

Division VI-b-Board Office Audit Branch :

Category 1	Auditors	<p>Promotion from Junior Auditors in Category 2 or Direct recruitment; or Promotion from Assistants in the Office of the Administrative Branch or Technical Branch, or other subordinate offices, Provided that at no time shall the number of persons promoted from the office of the Administrative and Technical Branches and other subordinate offices exceed 25 % of the permanent cadre of Auditors ; or Promotion from Typists or Steno-typists in category 3 in very exceptional and deserving cases. A Junior Auditor, Typist or Steno-typist need not have completed his probation before he is promoted as Auditor, but a probationer shall not be promoted in preference to a full member or an approved probationer in the same category.</p> <p>Note : 1 The seniority of Assistants appointed as Auditors on transfer from other Offices till 8—9—1970 shall be reckoned with reference to their total service as Auditor in the Audit Branch plus half of their past service as Assistant in other offices,</p> <p>Note 2 : The seniority of the Assistants appointed as Auditors who joined the Audit Branch on and from 9—9—1970 will be fixed at the time of entry in the Audit Branch taking into account half of their service as Assistants in other offices. They shall not however be entitled to automatically become seniors to the Auditors already in the Audit Branch.</p>
Category 2	Junior Auditors	<p>Direct recruitment or appointment from typists including steno-typists Category 3, who are full members of approved probationers; or for special reasons recruitment from Junior Assistants in the Office of the Administrative Branch or Technical Branch and other subordinate offices or appointment from Assessors in circle offices.</p> <p>Note : The seniority of a person in the category of Junior Auditor appointed from the category of typist or steno-typist shall be determined from the date of his regular appointment as Junior Auditor. In the case of persons directly recruited or transferred from other branches of the Board Office, the seniority shall be determined, unless otherwise specifically ordered from the date of joining duty.</p>

(1)	(2)	(3)
Category 3	Typist including Steno-typist	Direct recruitment or appointment of full members or approved probationers in category 2 viz, Junior Auditors or for special reasons recruitment from Typists or Steno-typists in the Office of the Administrative Branch or Technical Branch or other subordinate offices.
Category 4	Telephone Operators	Direct recruitment.

Division VII-A : Board Office Administrative and Technical Branches

Category 1	Superintendents	Promotion from Assistants in category 2 of this Division
Category 2	Assistants	Promotion from Junior Assistants in Category 3 and Typists including Steno-typists in Category 4 of this Division
Category 3	Junior Assistants	Direct recruitment or appointment by internal Selection from Assessors Record Clerks, Office Helpers and Regular Work Establishment.
Category 4	Typists including Steno-typists	Direct Recruitment or appointment by internal Selection from Record Clerks, Office Helpers and Regular Work Establishment
Category 5	Librarian	Promotion from Assistant Librarian or by Direct recruitment
Category 6	Assistant Librarian	Direct recruitment

Division VII-B (Administrative cadre in Offices of Circles)

Category 1	Administrative Supervisors	Promotion from Assistants in category 2 of this Division
Category 2	Assistants	Promotion from Junior Assistant in category 3 of this Division and Typists including steno-typists in category 4 of Division VII-C who opt for Circle Administration Cadre
Category 3	Junior Assistant	Direct recruitment or appointment by Internal Selection from Assessors, Record Clerks, Office Helpers and Regular Work Establishment.

Note : While initially forming the Administration cadre, the posts in the above categories shall be filled up in the manner provided in B.P. Ms. (FB) No. 62 (SB) dt. 23-7-87.

(1)

(2)

(3)

Division VII-C (Accounts cadre in Offices of Circles and Board Office Accounts Branch)

Category 1	Accounts Supervisors	Promotion from Assistants in Category 2 of this Division
Category 2	Assistants	Promotion from Junior Assistants in Category 3 of this Division and Typists including stenotypists in category 4 of this Division. The Board may also resort to Direct recruitment for 25% of vacancies.
Category 3	Junior Assistants	Direct recruitment or appointment by internal selection from Assessors, Record Clerks, Office Helpers, and Regular Work Establishment.
Category 4	Typists including Steno-typists	Direct recruitment or appointment by Internal selection from Record Clerks, Office Helpers and Regular Work Establishment

Note : 1 A Junior Assistant shall be eligible for appointment as Typist or a Steno-Typist and a Typist or Steno-typist shall be eligible for appointment as Junior Assistant, if he has satisfactorily completed his period of probation as Junior Assistant or as Typist or Steno-Typist, as the case may be. The seniority of a person in the category of Junior Assistant appointed from category of typist or steno-typist shall be determined by the date of his regular appointment as Junior Assistant, Similarly, the seniority of a person in the category of typist or steno-typist appointed from the category of Junior Assistant shall be determined by the date of his regular appointment as typist or steno-typist, as the case may be.

Assessors who possess the qualifications prescribed for the post of Typist or Steno-typist shall be eligible for appointment as Typist/Steno-typist subject to the conditions that they should relinquish their rights in the category of Assessors and agree to take the last rank in the cadre of Typist/Steno-typist in the offices of Circles or Board Office Branches or Offices of the Chief Engineers concerned and that they should undergo probation afresh in the category of Typist/Steno-typist.

Note : 2 For recruitment from among employees in Class IV Service, an employee must possess the minimum general educational qualification or an equivalent qualification and must have rendered satisfactory service for not less than 5 years. The approval of the Board should be obtained whenever recruitment is made.

Note : 3 National Trade Certificate/National Apprenticeship Certificate candidates recruited as Helpers shall not be eligible for internal selection to the post of Junior Assistants and Typists including Steno-typists.

(1)

(2)

(3)

DIVISION VIII

Category 1 Revenue Supervisors Promotion from Inspectors of Assessment who have served as such for a minimum period of 7 years.

Note : For the purpose of computing the minimum period of 7 years service as Inspector of Assessment in respect of persons who have been absorbed as Inspector of Assessment from other categories, the services rendered by them in the posts on equivalent scale including the service as Sub-Inspector of Cashiers, shall be taken into account.

Category 2 Inspectors of Assessment Promotion from Assessors who have served as such for a minimum period of three years

Note : In the case of Assessors, who have come into the category from the categories other than the former category of Cashier and who have not passed X Standard they shall be considered for promotion as Inspector of Assessment subject to suitability for the post.

Category 3 Assessors Direct recruitment or appointment by internal selection from Regular Work Establishment, Office Helpers and Record Clerks.

Note : For the purpose of appointment by internal selection, the selection shall be made in the order of length of service in a category having common scales of pay, preference being given to those in the higher scale group.

DIVISION IX

Regular Work
Establishment posts

Direct recruitment or by promotion from any other posts of which the scales of pay or the maximum pay is lower than that of the post to which appointment is made.

Provided that preference shall be given to Nominal Muster Roll workers subject to their suitability for appointment to these posts and that the appointment by direct recruitment of outsider shall be resorted to only when suitable candidates from the Nominal Muster Roll Establishment are not available for appointment.

Provided also that appointments to 20 % of the posts carrying a scale of pay of Rs. 390—15—480—20—600—25—650 and less may be made by direct recruitment from among the daily wage earners :

Provided further that the employees of the licensees' undertakings who have been or are regularly absorbed consequent on the acquisition of licensees' Electrical Undertakings, shall notwithstanding their seniority in the particular post in which they have been absorbed be eligible for appointment to higher posts after completion of three years service.

(1)	(2)	(3)
DIVISION X		
Category 1	Staff Nurse	Recruitment through employment exchange or by advertisement or from among the existing qualified employees of Tamil Nadu Electricity Board.
Category 1 (a)	Refractionist	Direct recruitment.
Category 2	Pharmacist	Recruitment through employment exchange or by advertisement or from among the existing qualified employees of Tamil Nadu Electricity Board.
Category 3	Laboratory Technician II Grade	Recruitment through employment exchange or by advertisement or from among the existing qualified employees of Tamil Nadu Electricity Board.
Category 4	Auxiliary Nurse	Recruitment through employment exchange or by advertisement or from among the existing qualified employees of Tamil Nadu Electricity Board.
Category 5	Dark Room Assistant	Direct Recruitment.
Category 6	Senior Auxiliary Nurse	Promotion from Auxiliary Nurse
Class IV		
Division I		
Category 1	Record Clerks	Direct recruitment or for special reasons by promotion from Duffadars and Office Helpers in categories 2 and 3.
Category 2	Duffadars	Promotion from a lower post or category within the jurisdiction of the appointing authority concerned
Category 3	Office Helpers	Direct Recruitment.
Category 3 (a)	Motor/Cycle Messenger in Board Office Secretariat Branch	By appointment from among the Duffadars, in Category 2. If suitable persons are not available in the category of Duffadars, appointment from among the Office Helpers in Category 3. By direct recruitment when persons possessing the qualification prescribed to the post of Motor Cycle Messenger are not available in the Categories of Duffadar and Office Helper in Board Office Secretariat Branch.
Category 4	Drivers in Board Office Secretariat Branch and Audit Branch.	Direct Recruitment.

(1)	(2)	(3)
Category 5	Gurkha Watchman in Board Office Secretariat Branch and Audit Branch.	Direct Recruitment.
Category 6	Sweepers in Board Office Secretariat Branch and Audit Branch	Direct Recruitment.
Category 7	Sanitary Workers in Board Office Secretariat Branch and Audit Branch	Direct Recruitment.
Category 8	Menials in Board Office Secretariat Branch and Audit Branch	Direct Recruitment.
DIVISION II	Regular Work Establishment posts	Appointment to any post shall be either by direct recruitment or by promotion from any other post.
		<p>Provided that preference shall be given to Nominal Muster Roll Workers subject to their suitability for appointment to these posts and that appointment by direct recruitment of outsiders shall be resorted to only when suitable candidates from the Nominal Muster Roll Establishment are not available for appointment.</p>
		<p>Provided also that appointments to 20 % of the Posts may be made by direct recruitment from among the daily wage earners.</p>
		<p>Provided further that the employees of the licensees undertakings who have been or are regularly absorbed consequent on the acquisition of licensee's Electrical Undertakings, shall notwithstanding their seniority in the particular post in which they have been absorbed be eligible for appointment to higher posts after completion of three years' service.</p>

ANNEXURE—II

(Referred to in regulation—93)

CATEGORY AND POSTS (1)	APPOINTING AUTHORITY (2)
Class I Service	
1. (a) Chief Engineer	Tamil Nadu Electricity Board
1. (b) Chief Financial Controller	
1. (c) Omitted	Chairman/Tamil Nadu Electricity Board
1. (d) All other categories and posts	
Class II Service	
1. (e) All categories and posts except those mentioned in items (1) (f) to (1) (l) below.	Chief Engineer
1. (f) Assistant Engineers	Superintending Engineer Concerned.
1. (g) Junior Engineer, I Grade	
1. (h) Chief Head Draughtsman	
1. (i) Section Officer in Board Office Secretariat Branch	Deputy Secretary
1. (j) Legal officer in Board Office Secretariat Branch	Deputy Secretary
1. (k) Internal Audit Officer	Chief Internal Audit Officer
1. (l) Assistant Audit Officer	
1. (m) Labour Welfare Officer	Chief Engineer/Personnel

Note: (1) Where the Chief Engineer is the appointing authority, the Chief Engineer concerned will make the appointments from the list of employees suitable for promotion approved by the Chairman, and allotted by Chief Engineer/Personnel.

Note: (2) Where the Superintending Engineer is the appointing authority, in respect of posts for which State-wide seniority is maintained for purpose of promotion, the Superintending Engineer concerned will make the appointments from the list of employees suitable for promotion, approved and allotted by the Chief Engineer/Personnel.

(1)	(2)	(3)
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CLASS III SERVICE

Division I to V

2.	Junior Engineer (Electrical) II Grade	Superintending Engineer
3.	Junior Engineer (civil) II Grade	Superintending Engineer
4.	Junior Engineer (Mechanical) II Grade	Superintending Engineer
5.	Head Draughtsman	Superintending Engineer
6.	Senior Draughtsman	Superintending Engineer
7.	Draughtsman	Superintending Engineer
8.	Assistant Draughtsman	Superintending Engineer
9.	(a) Stores Supervisor/Stock Verifier in (in units other than Board Office Accounts Branch)	Superintending Engineer
9.	(b) Stores Supervisor/Stock Verifier in Board Office Accounts Branch	Financial Controller
10.	Stores Custodian, I Grade	} Superintending Engineer
11.	Stores Custodian, II Grade	
12.	Junior Chemist	

Division VI-A

Board Office Secretariat Branch

13.	Assistant	} Deputy Secretary
14.	Junior Assistant	
15.	Assistant-cum-Steno-typist	
16.	Typist including Steno-typist	
17.	Telephone Supervisor	
18.	Telephone Operator	
19.	(a) Special Grade Foreman (Driver)	
19.	(b) Driver (Heavy Vehicle)	
19.	(c) Senior Driver	
19.	(d) Driver	
20.	Head sergeant	
20.	(a) Sergeant	

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(3)

Division VI-B**Board Office Audit Branch**

- | | | |
|-----|-------------------------------|------------------------------|
| 21. | Auditor | |
| 22. | Assistant-cum-Steno-typist | |
| 23. | Junior Auditor | Chief Internal Audit Officer |
| 24. | Typist including Steno-typist | |
| 25. | Telephone Operator | |

Division VII-A**Board Office Administrative and Technical Branches**

- | | | |
|-----|-------------------------------|--------------------------|
| 26. | Superintendent | |
| 27. | Assistant | |
| 28. | Junior Assistant | |
| 29. | Typist including Steno-typist | Senior Personnel Officer |
| 30. | Librarian | |
| 31. | Assistant Librarian | |

Division VII-B**Administration Cadre in the Offices of the Circles**

- | | | |
|-----|---------------------------|--|
| 32. | Administrative Supervisor | (i) in units other than the offices of Chief Engineer/Distribution—
Superintending Engineer |
| 33. | Assistant | |
| 34. | Junior Assistant | (ii) in offices of Chief Engineer/
Distribution—The Chief Engineer/
Distribution |

Division VII-C**Accounts Cadre in Offices of the Accounts Branch
Circles and Board Office**

- | | | |
|-----|-------------------------------|---|
| 35. | Accounts Supervisor | (i) in units other than Board Office
Accounts Branch and Offices of
the Chief Engineer/Distribution
Superintending Engineer. |
| 36. | Assistant | |
| 37. | Junior Assistant | |
| 38. | Typist including Steno-typist | (ii) in Board Office Accounts Branch
Financial Controller

(iii) in offices of Chief Engineer/
Distribution.—The Chief Engineer/
Distribution. |

(1)	(2)	(3)
Division VIII		
39.	Special Grade Revenue Supervisor and Revenue Supervisor	Superintending Engineer
40.	Inspector of Assessment	
41.	Assessor.	Superintending Engineer
42.	Regular Work Establishment	
	All categories and posts	Superintending Engineer of the Circle or the Superintending Engineer (Operation) of the Power Station concerned.
Division X		
43.	Staff Nurse	(i) in units other than Headquarters dispensary at Chennai - Superintending Engineer.
43. (a)	Refractionist	
44.	Pharmacist	
45.	Laboratory Technician Grade II	
46.	Auxiliary Nurse	(ii) in the Headquarters Office dispensary at Chennai - Senior Personnel Officer.
46. (a)	Dark Room Assistant	
46. (b)	Senior Auxiliary Nurse	Senior Personnel Officer
Class IV Service		
47.	Record Clerks in :	
	(i) Office of the Secretariat Branch	Under Secretary
	(ii) Office of the Audit Branch	Chief Internal Audit Officer
	(iii) Office of the Administrative Branch	Personnel Officer
	(a) Board Office Accounts Branch	Financial Controller
	(iv) (a) Board Office Technical Branch	Personnel Officer
	(b) Ennore Thermal Power Station.	Administrative Officer
	(v) Other Offices	Personal Assistant in System/Circle Offices and Superintending Engineer concerned in other offices.
48	Duffadar in-	
	(i) Office of the Secretariat Branch	Under Secretary
	(ii) Office of the Administrative Branch	Personnel Officer

(1)	(2)	(3)
49.	Office Helpers in-	
	(i) (a) Office of the Secretariat Branch	Under Secretary
	(b) Office of the Audit Branch	Chief Internal Audit Officer
	(ii) Office of the Administrative Branch	Personnel Officer
	(ii) (a) Board Office Accounts Branch	Financial Controller
	(iii) Office of the Technical Branch	Personnel Officer
	(iv) (Omitted)	
	(v) Office of the other Superintending Engineers and Sub-divisions directly under them.	Personnel Assistant in system Office and Superintending Engineers concerned in other offices.
	(vi) Office of the other Superintending Engineers and sub-divisions directly under them	Executive Engineers concerned.
50.	Gurkha Watchman in B.O.S.B.	Under Secretary.
51.	All categories and posts in Regular Work Establishment coming under Class IV Service.	Superintending Engineer of the Circle of the Superintending Engineer (Operation) of the Power Station concerned.
52.	Motor cycle messenger in Board Office Secretariat Branch.	Under Secretary.

ANNEXURE—III

(Referred to in Regulation 94)

Post (1)	Method of Recruitment (2)	Qualification (3)
Secretary to the Board	Recruitment by promotion	Must possess a Degree of the Chennai or Annamalai University or equivalent qualification
Deputy Secretary to the Board	Recruitment by promotion	Must possess a Degree of the Chennai or Annamalai University or equivalent qualification.
Under Secretary	Recruitment by promotion	<p>Must possess a degree of the Chennai or Annamalai University or equivalent qualifications.</p> <p>Provided that in deserving cases of exceptionally good service a Section Officer who does not hold any such degree but who has rendered a service of not less than two years as Section Officer in Board Office Secretariat Branch may be promoted.</p> <p>Provided further that from 1—4—87 onwards, a Section Officer must have undergone the training for Section Officers as prescribed by the Board from time to time in order to become eligible for promotion</p>
Assistant Legal Adviser	<p>By deputation of Under Secretary to Government Law Department, Civil Judge, (Junior Division) (formerly known as District Munsif).</p> <p>(or)</p> <p>By promotion of Section Officer/Legal Officer.</p>	<p>(i) Must possess a degree of any University or Institution recognised by the University Grants Commission for the purpose of its grants or any of the Universities, recognised by the Government of Tamil Nadu with a Bachelor's Degree in Law obtained from any University established by law in India and recognised by the University Grants Commission by undergoing a three years course of study</p> <p>(or)</p> <p>a Bachelor's Degree in Law obtained from any University established by Law in India and recognised by the University Grants Commission by undergoing a five year course of study.</p> <p>(ii) Must have served in Legal Cell of Tamil Nadu Electricity Board for a period of not less than five years or in Government Law Department or Judicial Department,</p>

(1)	(2)	(3)
Financial Controller	Direct recruitment	<p>Must Possess :</p> <p>(a) The B.A., B.Sc. or B.Com., Degree preferably with the subjects of Accountancy and Auditing of the Chennai or Annamalai University.</p> <p>(b) A pass in the final examination for Registered Accountants in Rules 25 to 27 of the Auditors' Certificate Rules, 1932, or in the final examination for chartered Accountants in Regulation 20 to 22 of the Chartered Accountants Regulation, 1949.</p> <p>(c) Experience in accounting department of a large public utility undertaking preferably in electric supply company for a period of not less than ten years of which five years must be in independent charge ; and</p> <p>(d) Must not be above fifty years of age on the first day of July of the year in which the selection is made if recruited direct.</p>
Chief Medical Officer	Direct Recruitment	<p>1. Must be a registered Medical Practitioner within the meaning of the Tamil Nadu Medical Registration Act, 1914 (T. N. Act IV Of 1914) ;</p> <p>2. Must have obtained the degree of M.B.B.S., of any University or Institution recognised by the University Grants Commission of India ; and</p> <p>3. Must have had experience as a Medical Officer, in a Medical Institution under the Central or State Govt. or a Govt. Undertaking for a period of not less than fifteen years.</p>
		<p>Preference shall be given to candidates possessing post graduate degree in medicines.</p>
		<p>Must not be above 45 (forty five) years of age on the 1st day of July of the year in which the selection for appointment is made.</p>
	By promotion	<p>Must have served as Medical Officer in the Electricity Board dispensaries for a period of not less than 10 years.</p>

(1)	(2)	(3)
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Medical Officer Direct recruitment

1. Must not have completed or will not complete 35 (thirty five) years of age on the first day of July of the year in which the selection for appointment is made;

Explanation :

For this purpose, the period of service rendered by a person in the Army Medical Corps as short Service Commissioned Officer shall be allowed to be deducted from his age subject to a maximum period of 5 years.

2. Must be a registered Medical practitioner within the meaning of the Tamil Nadu Medical Registration Act, 1914 (T.N.A IV OF 1914); and—
3. must have obtained the degree of M.B.B.S. of any University or Institution recognised by the University Grants Commission for the purpose of its grant; and
4. must have served as House Surgeon (or) House physician (or) Clinical Assistant (or) Assistant Surgeon (or) a Medical Officer in a recognised hospital in or out of India for a period of not less than twelve months, if he has not undergone, "compulsory House Surgeoncy" as part of the M.B.B.S. Degree course.

Explanation :

1. In the case of those who have served as House Surgeons or House physicians, "Recognised Hospital" means, an institution in Tamil Nadu to which House Surgeons are posted by the Director of Medical Services or a teaching Hospital in or out of India or any other Institution in India, the House Surgeoncy in which is recognised by the University concerned.

In the case of those who have served as Clinical Assistant or Assistant Surgeon or Medical Officer "Recognised Hospital" means any hospital in or out of India, with a bed strength of 25 or more, where enough clinical materials for training are available.

2. Preference will be given to those who have put in a minimum service of one year as Medical Officer in primary Health Centre in the State of Tamil Nadu.

Deputy Financial Direct recruitment
Controller

- (a) Must possess the B.A., B.Sc., or B.Com., Degree of a University;
- (b) must have passed the Final examination for chartered Accountants in Regulations 20 to 22 of the Chartered Accountants Regulations 1949, or must have passed the Examination for Chartered Accountants or Incorporated Accountants (England) or must possess a Degree in Accounting, Finance or Business Administration of a Recognised University;

(1)	(2)	(3)
		<p>(c) must have held responsible executive charge, involving considerable scope for initiative independent judgement and unreviewed action of Accounting and Commercial Management of a large industrial or public utility concern, with considerable maintenance, repair and construction activities and stores, preferably in a State or private electric supply or public utility concern, for a period of not less than five years and be capable of supervision and management of cost accounts, budgets and commercial organisation of a large undertaking with 200 accounting staff and officers, handling modern office equipment and machines in accounting and statistics work; and—</p> <p>(d) must not be above 45 years of age on the first day of July of the Year in which the selection is made.</p>
Deputy Financial Controller	Recruitment by promotion	Must have served as Accounts Officers for not less than two years.
Deputy Chief Internal Audit Officer	Recruitment by promotion	<p>(i) Must possess Degree of Chennai (or) Annamalai or Madurai or equivalent qualifications.</p> <p>(ii) Must have passed all special tests prescribed for the post of Internal Audit Officer.</p>
<p>Note : The qualification of a University Degree or equivalent qualification shall not apply to the Typist and Steno-Typists who have been promoted as Auditors or Assistant Audit Officer in the Audit Branch.</p>		
Assistant Executive Engineer (Electrical)	Direct Recruitment	<p>(1) Must not have completed or will not complete 30 years of age on the first day of July of the year in which the selection for appointment is made.</p> <p>(2) Must possess :-</p> <p>(i) a Degree in Electrical Engineering of the Chennai or Annamalai University or equivalent qualification.</p>

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(3)

(ii) Subject to the following conditions, a pass in Sections A and B of the A.M.I.E. (Ind.) Examination with Electrical Engineering (General) and any two of the following subjects under section B as optional or additional subjects :-

(1) Electric Supply and Power Distribution

(2) Electrical Machinery.

(3) Electrical Installation.

(4) Electrical Measurement.

(5) Thermodynamics and Heat Engines (Steam and Internal Combustion).

(6) Hydro Electricity and

(7) Hydraulics or Hydraulic Machinery.

(a) Should furnish evidence of having undergone practical training in "Surveying" for at least one year, or hold the Upper Subordinate or L.C.E. Diploma of the College of Engineering, Guindy, or any other qualification recognised as equivalent thereto;

(b) Should have had practical experience for a period of not less than six years after passing Sections A and B of the AMIE (Ind.) Examination which should include practical experience for a period of not less than one year in erection, maintenance or construction works.

(2) Must have had practical experience in Factory, Workshops or Electrical Undertakings for a period of not less than three years ;

Provided that such practical experience shall not be necessary in respect of persons possessing the qualifications specified in item (2) (ii) above.

(1)	(2)	(3)
Assistant Executive Engineer (Electrical)	Recruitment by promotion	<p>(1) Must possess :</p> <p>(i) A Degree in Electrical Engineering or Electronics and communication or Instrumentation of the Chennai or Annamalai University or equivalent qualification, or</p> <p>(ii) a Diploma in Electrical Engineering of the College of Engineering, Guindy, obtained on or after 1933 and before 1944.</p> <p style="text-align: center;">or</p> <p>(iii) Subject to the following conditions, a pass in Sections A and B of the A.M.I.E. (Ind.) Examination with Electrical Engineering (General) and any two of the following subjects under section B as optional or additional subjects.</p> <ol style="list-style-type: none"> (1) Electric Supply and Power Distribution (2) Electrical Machinery (3) Electrical Installation (4) Electrical Measurements (5) Thermodynamics and Heat Engines, (Steam and Internal Combustion) (6) Hydro Electricity, and (7) Hydraulics or hydraulic Machinery. <p>(a) Should furnish evidence of having undergone practical training in 'surveying' for at least one year or hold the Upper Subordinate or L.C.E. Diploma of the College of Engineering, Guindy or any other qualifications, recognised as equivalent thereto.</p> <p>(b) Should have had practical experience for a period of not less than six years which should include at least four years practical experience after passing section A and B of the A.M.I.E. (Ind.) Examinations ; and</p> <p>(2) Must have had practical experience in Factory, Workshops or Electrical Undertakings (or experience in the Government and/or the Electricity Board) for a period of not less than three years. Provided that such practical experience shall not be</p>

(1)	(2)	(3)
Assistant Executive/ Engineer/ Electrical	By promotion of Chief Head Draughtsman	<p>necessary in respect of persons possessing the qualifications specified in item (iii) above.</p> <p>(3) Practical experience in Factory, Workshops or Electrical Undertakings for a period of not less than seven years which shall also include service as Junior Engineer (Electrical) Grade I in the Government Electricity Department and/or the Board for a period of not less than three years.</p> <p>Must have rendered a total service of twenty years in all as Draughtsman in the Govt. Electricity Deptt. and/or the Board, of which a period of not less than two years service must be as Chief Head Draughtsman.</p>
Assistant Executive Engineer (Civil)	Direct recruitment	<p>(1) Must not have completed or will not complete 30 years of age on the first day of July of the year in which the selection is made.</p> <p>(2) Must possess a Degree, in Civil or Mechanical Engineering of the Chennai or Annamalai University or equivalent qualification; and</p> <p>(3) Must have had practical experience in large construction works (Civil) for a period of not less than three years.</p>
Assistant Executive Engineer (Civil)	Recruitment by promotion	<p>(1) [a] Must possess :-</p> <p>(i) a Degree in Civil or Mechanical Engineering of the Chennai or Annamalai University or equivalent qualification</p> <p>or</p> <p>(ii) a Diploma in Civil or Mechanical Engineering of the College of Engineering, Guindy obtained before 1944; and</p> <p>[b] Must have had practical experience of not less than three years in the Government Electricity Department/Tamil Nadu Electricity Board;</p> <p>or</p> <p>(2) [a] Must possess the Upper subordinate Diploma of the College of Engineering Guindy; and</p>

(1)	(2)	(3)
		<p>[b] must have served in the Government Electricity Department and/or Tamil Nadu Electricity Board for a period of not less than five years on duty;</p> <p>or</p> <p>(3) [a] must possess the Lower Subordinate Diploma of the College of Engineering, Guindy;</p> <p>[b] must have served in the Electricity Department and/or Tamil Nadu Electricity Board for a period of not less than eighteen years as Assistant Draughtsman, Draughtsman and Junior Engineer;</p> <p>or</p> <p>4. (a) A Diploma in L.C.E. or D.C.E. awarded by the Technological Diploma Examination Board or by State Board of Technical Education and Training Chennai or any other qualification recognised as equivalent thereto by Board; and</p> <p>(b) must have had practical experience for a period of not less than 7 years as Assistant Engineer (Civil) which shall also include service as Junior Engineer (Civil), I Grade in the Board for a period not less than 3 years.</p>
	<p>Note : The Supervisor (Civil) Classified as Junior Engineer (Civil) I Grade as on 15—3—73 will count their total service in the category of Junior Engineer (Civil) for purpose of promotion to the category of Assistant Executive Engineer (Civil).</p>	
Assistant Executive Engineer/Civil	By promotion of Chief Head Draughtsman	Must have rendered a total service of twenty years in all as Draughtsman in the Govt. Electricity Department and/or the Board, of which a period of not less than two years service must be as Chief Head Draughtsman.
Assistant Executive Engineer (Mechanical)	Recruitment by promotion	<p>1. Must possess :-</p> <p>(1) [i] a Degree in Mechanical Engineering of the Chennai or Annamalai University or equivalent qualification;</p> <p>or</p> <p>[ii] a diploma in Mechanical Engineering of the College of Engineering, Guindy obtained before 1944;</p>

(1)

(2)

(3)

[iii] subject to the following conditions a pass in Sections A and B of the A.M.I.E., (Ind.), Examination with any three of the following subjects under section B as optional or additional subjects :-

- (1) Theory and Design of Structures.
- (2) Hydraulics and Hydraulic Machinery.
- (3) Machine Design.
- (4) Workshop Technology, and
- (5) Thermodynamics and Heat Engines (Steam and Internal Combustion).
 - (a) should furnish evidence in having undergone practical training in "Surveying" for at least one year or hold the Upper Subordinate or L. C. E. Diploma of the College of Engineering, Guindy or any other qualification recognised as equivalent; and
 - (b) Should have had practical experience for a period of not less than six years which should include atleast four years practical experience after passing the Sections A and B of the A.M.I.E., (Ind.) Examination ; and

- (2) Must have had practical experience in Mechanical Workshops or Electrical Power House for a period of not less than three years;

Provided that such practical experience shall not be necessary in respect of persons possessing the qualifications specified in item [I] [1] [iii] above.

or

- II Practical experience in Factory, Workshops or Electrical Undertakings for a period of not less than seven years which shall also include service as Junior Engineer [Mechanical], I Grade in the Government Electricity Department and/or the Board for a period of not less than three years.

(1)	(2)	(3)
Marine Engineer	By direct recruitment	Degree or Diploma in Mechanical Engineering with two years experience in land dredging in the case of Degree holders and five years experience in land dredging in the case of Diploma holders with basic knowledge of Diesel Engines.
Assistant Marine Engineer	By direct recruitment	Degree or Diploma in Mechanical Engineering with two years experience in land dredging in the case of Degree holders and five years experience in land dredging in the case of Diploma holders with basic knowledge of Diesel Engines.
Stores Officer	Recruitment by promotion	Evidence of porficiency in Stores Accounting and charge of stores in a large electric supply Undertaking for a period of not less than three years.
Deputy Chief Chemist	By promotion	1. Promotion from among the existing Senior Chemists with qualification being the same as for the post of "Senior Chemist" with a minimum service of 2 years:

Note: This age limit will be relaxed in special case.

2. (a) Must possess M.E. [Chemical Engineering] or M.Sc., [Chemical Engineering] M.Tech., [Chemical Engineering] of a recognised University;

or

the M.A. or M.Sc., Degree with Chemistry as the main subject of Chennai, Madurai or Annamalai University, or any other qualification recognised as equivalent thereto.

- (b) Must have had practical experience for a period of not less than 8 years in a responsible position as a chemist in:
- (i) a large Thermal Power Plant with high pressure boilers, or
 - (ii) a big chemical process industry raising high pressure steam in large boilers, and
- (c) shall be fully conversant with the analysis of coal, water and oil.

Note: Experience in Metallurgical analysis will be an added qualification.

Senior Chemist Direct recruitment.

Must possess M.Sc. (Chemistry) of Chennai Madurai or Annamalai University.

(1)	(2)	(3)
Chemist	<p>Recruitment by promotion</p> <p>Direct recruitment.</p>	<p>Must have had experience for not less than 10 years as Junior Chemist in the Government Electricity Department and/or in Tamil Nadu Electricity Board as on the date of selection.</p> <p>(i) Must not have completed or will not complete thirty years of age on the first day of July of the year in which the selection for appointment is made ;</p> <p>(ii) must possess the B.Sc., or B.Sc. [Hons.] Degree with Chemistry as the main subject of the Chennai or Annamalai University; and</p> <p>(iii) must have had practical experience in Chemical Industry or Power House or in a University Department or the Indian Institute of Science, Bangalore or the King Institute. Guindy in Analytical work or research work.</p>
Chief Head Draughtsman	<p>Recruitment by promotion.</p> <p>Recruitment by promotion</p>	<p>(i) Must possess the B.Sc., or B.Sc. [Hons.], Degree with Chemistry as the main subject of the Chennai or Annamalai University; and</p> <p>(ii) Must have had practical experience in Chemical Industry or Power House or in a University Department or the Indian Institute of Science, Bangalore or the King Institute, Guindy in Analytical work.</p> <p>(i) Must have had experience for not less than six years as Head Draughtsman or Senior Draughtsman in the Board;</p> <p style="text-align: center;">or</p> <p>(ii) Must have rendered a service of not less than twenty years in all as Draughtsman in the Government Electricity Department and or the Board.</p>
Accounts Officer	<p>Direct recruitment</p>	<p>(a) Must possess the Degree of B.A., B.Sc., or B.Com., of the Chennai or Annamalai University or B.O.L. Degree of the Chennai or Annamalai University, or B.L. Degree of a University; and</p> <p>(b) Must have passed the final examination prescribed for Registered Accountants in Rules 25 to 27 of the Auditors Certificate Rules, 1932 or for Chartered Accountants in</p>

(1)	(2)	(3)
		<p>Regulations 20 to 22 of the Chartered Accountants Regulations, 1949 or any foreign University certificate approved as sufficient and comparable.</p> <p>(c) Must have had experience in the Accounting Department of a large industrial concern or public utility undertaking, preferably an electric supply company, for a period of not less than three years of which one year must have been in independent responsible charge; such experience must cover atleast any three of the following subject:</p> <ul style="list-style-type: none"> (i) Budgeting (ii) Costing (iii) General Accounting (iv) Revenue Accounting and (v) Stores Accounting <p>(d) Must have completed 28 years of age on the first day of July of the year in which the selection is made.</p>
Accounts Officer	Recruitment by promotion	Must have rendered service as Assistant Accounts Officer in the Government Electricity Department and/or in the Board for not less than two years.
Internal Audit Officer	Recruitment by promotion	Must possess a Degree of the Chennai or Madurai or Annamalai University or equivalent qualification.
<p>Note : The qualification of a University degree shall not however apply to the Typists and Steno-typists who have been promoted as Auditors or Assistant Audit Officers in Audit Branch.</p>		
Assistant Accounts Officer	Direct recruitment	<p>(1) Must be below 30 years of age on the first day of July of the year, in which the selection is made.</p> <p>(2) Must have passed the final examination conducted by the Institute of Chartered Accountants of India for enrolling as Chartered Accountant or by the Institute of cost and works Accounts of India for enrolling as Cost Accountant.</p>

Note : Employees of the Board who possess the above qualification are also eligible to be considered for appointment by direct recruitment provided they have not completed the age of 40 years on the first day on July of the year in which the selection is made.

(1)	(2)	(3)
Assistant Accounts Officer	Recruitment by promotion	Must have had at least six months experience in the Accounts Branch, and who unless specifically exempted, have passed the Government Technical Examination in Accountancy by the Higher Grade.
Note : For the purpose of this Regulation persons who have passed the B.Com.. Degree examination of the Chennai University shall be deemed to have been exempted from passing the Government Technical Examination in Accountancy by the Higher Grade.		
Personnel Officer	Recruitment by promotion	(i) Must have served for a period of not less than 15 years in the Board including service under the Government.
Personal Assistant	Recruitment by promotion	Must have served under the Government and/or the Board for a period of not less than twelve years. Provided that from 1—4 - 87 onwards, a Superintendent in the Board Office Administrative Branch or Technical Branch must have undergone the training for the Superintendents as prescribed by the Board from time to time in order to become eligible for promotion.
Labour Welfare Officer	Direct Recruitment or Appointment by Internal Selection	<p>(a) A degree of any University or Institution recognised by the University Grants Commission for the purpose of its grant and</p> <p>(b) A degree or diploma in Social Work or Social Science or Labour Regulations or Social Welfare with Labour Laws or Industrial Relations as a Principal subject, from any University or Institution recognised by the University Grants Commission, for the purpose of its grant or a Diploma in Labour Laws awarded by the Indian Law Institute, New Delhi or Post Graduate Diploma in Labour Laws and Administrative Laws conducted by the Chennai Law College or a degree in Law of any University or a post graduate Diploma in Labour Administration awarded by the Tamil Nadu Institute of Labour Studies or a Post Graduate Diploma in Personnel Management, Industrial Relations and Labour Welfare awarded by the Chennai and Coimbatore Productivity Councils or any other Institution recognised by the State Government and</p> <p>(c) Adequate knowledge of the language spoken by the majority of the workers in the Factory to which he is attached.</p>

(1)	(2)	(3)
Assistant Engineer [Electrical]	Internal selection or Direct recruitment	<p>(a) Must not have completed or will not complete 30 years of age on the first day of July of the year in which the selection for appointment is made, if recruited direct.</p> <p>(b) (i) A Degree in Electrical Engineering or Electronics and Communication Engineering or Instrumentation Engineering or Computer Engineering of the Chennai or Annamalai University or equivalent qualification.</p> <p style="text-align: center;">or</p> <p>(ii) A Diploma in Electrical Engineering of the College of Engineering Guindy obtained before 1944;</p> <p style="text-align: center;">or</p> <p>(iii) Subject to the following conditions, a pass in Sections A and B of the A.M.I.E. (Ind.) Examination, with Electrical Engineering (General) and any two of the following subjects under section B as optional or additional subjects :</p> <ul style="list-style-type: none"> (i) Electrical Supply and Power Distributions. (ii) Electrical Machinery. (iii) Electrical Installation. (iv) Electrical Measurements. (v) Thermodynamics and Heat Engines (Steam and Internal Combustion) (vi) Hydro Electricity. (vii) Hydraulics or Hydraulic Machinery. <p>(a) Should furnish evidence of having undergone practical training in "Surveying" for at least one year, or hold the Upper Subordinate or L.C.E. Diploma of the College of Engineering, Guindy or any other qualification recognised as equivalent thereto; and</p> <p>(b) Should have had practical experience for a period of not less than four years after passing Section A and B of the A.M.I.E. (Ind.) Examination which should include practical experience for a period not less than one year in erection, maintenance or construction works.</p>

(1)	(2)	(3)
Junior Engineer (Electrical) II Grade	Direct recruitment or by promotion	<p>Provided that no candidate possessing the Diploma in Electrical Engineering or a pass in Sections A and B of the A.M.I.E., (Ind.) Examination, shall be eligible for appointment as Assistant Engineer (Electrical) if a suitable candidate possessing the Degree in Electrical Engineering is available for such appointment.</p> <p>(1) Must not have completed or will not complete 32 years of age on the first day of July of the year in which the selection for appointment is made in the case of direct recruits.</p> <p>(2) [a] A Diploma of L.E.E. issued by the Technological Diploma Examination Board, Chennai or equivalent qualification; and [b] Practical experience in maintenance or erection or construction work for a period of not less than two years in the Government Electricity Department/Tamil Nadu Electricity Board or three years elsewhere.</p>
<p>Note-1: For the purpose of direct recruitment to the post of Junior Engineer (Electrical) Grade II half the total period of service rendered as Draughtsman (Grade I, Grade II or Grade III) in the Government Electricity Department/Tamil Nadu Electricity Board will be counted as practical experience.</p>		
<p>Note-2: The practical experience prescribed is not necessary in the case of a person possessing the B.E. Degree qualification of the Chennai or Annamalai University or any other recognised University.</p>		<p>(3) Subject to the following conditions, a pass in Sections A and B of the A.M.I.E. (Ind.) Examination with Electrical Engineering (General) and any two of the following subjects under Section B as optional or additional subjects:</p> <ul style="list-style-type: none"> [i] Electric Supply and Power Distribution. [ii] Electric Machinery. [iii] Electrical Installation. [iv] Electrical Measurements. [v] Thermodynamics and Heat Engines (Steam and Internal Combustion) [vi] Hydro Electricity. [vii] Hydraulics or Hydraulic Machinery.

(1)	(2)	(3)
Assistant Engineer (Civil)	Internal Selection or Direct recruitment	<p>(a) Should furnish evidence of having undergone practical training in "Surveying" for at least one year, or hold the Upper Subordinate or L.C.E. Diploma of the College of Engineering, Guindy, or any other qualification recognised as equivalent thereto; and</p> <p>(b) Should have had practical experience in erection, maintenance or construction work for a period of not less than one year after passing Sections A and B of the A.M.I.E. (Ind.) Examination.</p> <p>(a) Must not have completed or will not complete 30 years of age on the first day of July of the year in which the selection for appointment is made if recruited direct.</p> <p>(b) (i) A degree in Civil Engineering of the Chennai or Annamalai University or a degree in Civil and Structural Engineering of the Annamalai University, with a minimum experience of one year as a Civil Engineer after obtaining the degree.</p> <p style="text-align: center;">or</p> <p>(ii) A pass in Sections A and B of A.M.I.E. (Ind.) Examination with Geodesy as an optional or additional subject, subject to the following conditions:—</p> <p>(a) (i) Should furnish evidence of having undergone practical training in "Surveying" for not less than one year.</p> <p style="text-align: center;">or</p> <p>(ii) Should have put in a service of one year as Overseer or Supervisor in the Public Works Department or Electricity Board.</p> <p style="text-align: center;">or</p> <p>(iii) Should hold the Upper Subordinate or L.C.E. Diploma of the College of Engineering, Guindy or the L.C.E. Diploma awarded by Technological Diploma Examination Board, Chennai or any qualification recognised as equivalent thereto; and</p> <p>(b) Should have had practical experience for a period of not less than three years after passing Sections A and B of the A.M.I.E. (Ind.) Examination of which one Year experience should have been as a Civil Engineer.</p>

(1)	(2)	(3)
Junior Engineer Civil II Grade	Direct recruitment or appointment by internal Selection.	<p>Provided that no candidate possessing the A.M.I.E. (Ind.) Qualification will be recruited if a suitable candidate possessing the B.E. Degree (Civil) of the Chennai or Annamalai University is available.</p> <ol style="list-style-type: none"> 1. Must not have completed or will not complete 32 years of age on the first day of July of the year in which the selection for appointment is made. 2. (i) A Diploma of L.C.E. or D.C.E. awarded by the Technological Diploma Examination Board or by the State Board of Technical Education and Training Chennai, or any qualification recognised as equivalent thereto by the Board. <ol style="list-style-type: none"> (ii) A pass in Sections A and B of A.M.I.E. (Ind.) Examination with Geodesy as an optional or additional subject, subject to the following conditions: <ol style="list-style-type: none"> (a) (i) Should furnish evidence of having undergone practical training in "Surveying" for not less than one year. <p style="text-align: center;">or</p> (ii) Should have put in a service of one year as Overseer or Supervisor in Public Works Department or Electricity Board. <p style="text-align: center;">or</p> (iii) Should hold the Upper Sub-ordinate or L.C.E. Diploma of the College of Engineering Guindy or the L. C. E. or D.C.E. Diploma awarded by the Technological Diploma Examination Board or by the State Board of Technical Education and Training, Chennai or any qualification recognised as equivalent there to by the Board; and (b) Should have had practical experience for a period of not less than one year in Civil Engineering after passing Sections A and B of the A.M.I.E. (Ind.) Examination. (iii) The Upper Subordinate of L.C.E. Diploma of the College of Engineering, Guindy, <p style="text-align: center;">or</p> (iv) Lower Subordinate Diploma of the College of Engineering, Guindy and continuous service as Draughtsman for a period of eight years in the Government Electricity Department and/or Tamil Nadu Electricity Board ; <p style="text-align: center;">or</p> (v) A Diploma in Civil and Rural Engineering awarded by the National Council for Higher Education.

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Note : Junior Engineers (Civil) who are holders of Diploma in Civil Engineering and who have had practical experience for a period of not less than three years before or after passing Sections A and B of the A.M.I.E. (India) Examination be permitted to be redesignated as Assistant Engineer (Civil) and appointed to the post of Assistant Engineer (Civil) if there are regular vacancies in the post of Assistant Engineer (Civil).

Assistant
Engineer
(Mechanical)

Internal Selection
or
Direct Recruitment

1. Must not have completed or will not complete 30 years of age on the first day of July of the year in which the selection for appointment is made. if recruited direct.
 2. (a) A Degree in Mechanical Engineering of the Chennai or Annamalai University or equivalent qualification ;
 - (b) A Diploma in Mechanical Engineering of the College of Engineering, Guindy. Provided that no candidate who possesses the Diploma in Mechanical Engineering or who, has secured a pass in Sections A and B of the A.M.I.E. (India) Examination shall be eligible for appointment as Assistant Engineer (Mechanical) if a suitable candidate possessing the Degree in Mechanical Engineering is available for such appointment.
- or
- (c) Subject to the following conditions, a pass in Sections A and B of the A.M.I.E. (Ind.) Examination with any three of the subjects under Section B as optional or additional subjects:
 1. Theory and Design of Structures.
 2. Hydraulics & Hydraulic Machinery.
 3. Machine Design.
 4. Workshop Technology.
 5. Thermodynamics and Heat Engines (Steam and Internal Combustion).
 - (i) Should furnish evidence of having undergone practical training in "Surveying" for at least one year.
- or
- Hold the Upper Subordinate or L.C.E. Diploma of the College of Engineering, Guindy or any other qualification recognised as equivalent thereto.

(1)	(2)	(3)
Press Superintendent	Direct recruitment	<p>(ii) Should have had practical experience for a period of not less than four years after passing Sections A and B of the A.M.I.E. (India) Examination, which should include practical experience for a period of at least one year in mechanical workshop and structural works.</p> <p>(i) Must not have completed 32 years of age as on the first day of July of the year in which selection for appointment is made.</p> <p>(ii) Must have passed SSLC or equivalent Examination.</p> <p>(iii) Must possess a Diploma in Printing Technology awarded by the State Board of Techn. Examination or any other qualification recognised as equivalent thereto; and</p> <p>(iv) Must have had at least 12 years experience in a responsible post in the printing job.</p>
Assistant Press Superintendent	Direct recruitment	<p>Must not have completed or will not complete 32 years of age on the first day of July of the year in which the selection for appointment is made.</p> <p>Must have passed S.S.L.C. or equivalent examination.</p> <p>Must possess a Diploma in Licentiate in Printing Technology. Must have worked for at least 12 years and more in a responsible post in the printing job.</p>
	Recruitment by Promotion	<p>Must have had 5 years experience as Foreman I Grade or 8 years experience as Foreman II Grade in the Tamil Nadu Electricity Board Press.</p>
Junior Engineer (Mechanical) II Grade	Appointment by internal selection	<p>[1] Must not have completed or will not complete 32 years of age on the first day of July of the year in which the selection for appointment is made in the case of direct recruits.</p> <p>[2] [a] A Diploma of L.M.E. issued by the Technological Diploma Examination Board or equivalent qualification ;</p> <p style="text-align: center;">and</p> <p>[b] Practical experience in Mechanical workshop and structural works for a period of not less than two years in the Government Electricity Department and/or Tamil Nadu Electricity Board or three years elsewhere.</p>

Note: The practical experience prescribed is not necessary in the case of a person possessing the B.E. Degree qualification of the Chennai or Annamalai University or any other recognised University.

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[3] Subject to the following conditions, a pass in Sections A and B of the A.M.I.E. (Ind.) Examination with any three of the following subjects under Section B as optional or additional subjects :-

1. Theory and Design of Structures.
2. Hydraulics and Hydraulic Machinery.
3. Machine design.
4. Workshop Technology.
5. Thermodynamics and Heat Engines [Steam and Internal Combustion)

(i) Should furnish evidence of having undergone practical training in "Surveying" for at least one year ;

or

hold the Upper Subordinate or L. C. E. Diploma of the College of Engineering, Guindy or any other qualification recognised as equivalent thereto ; and

(ii) should have had practical experience in workshops and structural works for a period of not less than one year after passing Sections A and B of the A.M.I.E. (Ind.) Examination.

Supervisor
(Thermal)

Direct recruitment
or by promotion

- (1) Must not have completed or will not complete 32 years of age as on the first day of July of the year in which the selection for appointment is made in the case of direct recruits.
- (2) L. E. E. or L.M.E. Diploma holders with practical experience in a Thermal Power House for a period of not less than one year in Tamil Nadu Electricity Board.

Senior
Draughtsman,

Direct recruitment
or by promotion

- (a) Must not have completed or will not complete 33 years of age on the first day of January immediately following the date of publication of the approved list of selected candidates if recruited direct.
- (b) (i) A Diploma of L. E. E. of the Government School of Technology or of the Technological Diploma Examination Board, Chennai

or

(ii) The Certificate granted by the College of Engineering Guindy, on completion of the [course prescribed for the Lower Subordinate class.

or

(iii) A pass in the examination prescribed for

1. the Engineering Subordinate class;

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2. the Overseer class, or
 3. the Sub-Overseer class, or
 4. the Surveyor class; or
 5. the Draughtsman class in the College of Engineering, Guindy; or
- (iv) A pass in the Special examination for Group Certificate in Building Drawing which has been prescribed for Draughtsman in the Government Technical Examination, Chennai and
- (c) Practical experience as Draughtsman in Drawing and Design for a period of not less than three years, preferably in the Government Department and/or Tamil Nadu Electricity Board.

or

Craftsmanship Certificate in the trade of Draughtsman [Civil] and Draughtsman [Mechanical] issued by the Ministry of Labour and Employment, Government of India and practical experience as Draughtsman in Drawing and Design for a period of not less than three years preferably in Government/ Tamil Nadu Electricity Board.

Draughtsman

- [a] Must not have completed or will not complete 30 years of age on the first day of January, immediately following the date of publication of the approved list of selected candidates in the case of direct recruitment.
- [b] [i] A Diploma of the L.E.E. of the Government School of Technology or of the Technological Diploma Examination Board, Chennai or a pass in the L.E.E. Examination conducted by the Technological Diploma Examination Board, Chennai, if persons with the L.E.E. Diploma are not available; or
- [ii] The certificate granted by the College of Engineering, Guindy on the completion of the course prescribed for the Lower Subordinate class; or
- [iii] A pass in the examination prescribed for :-
1. The Engineering Subordinate class,
- or
2. The Overseer class; or
 3. The Sub-Overseer class, or
 4. The Surveyor class, or

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5. The Draughtsman class in the College of Engineering, Guindy.

or.

[iv] The New Overseer Diploma of the College of Engineering, Guindy; or

[v] A pass in the special examination for Group Certificate in Building Drawing which has been prescribed for Draughtsman in the Government Technical Examinations, Chennai and in the case of a candidate for appointment as Draughtsman for electrical work, practical experience in Drawing and Design in Electrical works for a period of not less than six months in the Government Electricity Department and/or the Board or one year elsewhere.

Provided that a candidate possessing the L.E.E. Diploma shall not be required to possess such practical experience: or

[vi] Craftsmanship Certificate in the trades of Draughtsman (Civil) and Draughtsman (Electrical) issued by the Ministry of Labour and Employment, Government of India;

or

(vii) A pass in the special examination for the "Group Certificate in Civil Engineering" in the Government Technical Examinations comprising the subjects mentioned below :

Subject	Grade
1. Building materials and Constructions	Lower
2. Earth work and road making	Lower
3. Building drawing and estimating	Higher
4. Hydraulic and irrigation works	Higher
5. Surveying and Levelling	Lower
6. Applied Mechanics	Higher
7. Geometrical Drawing	Lower

The qualifications specified above shall not be necessary for appointment as Draughtsman, or Assistant Draughtsman with not less than 10 years experience.

(1)	(2)	(3)
Assistant Draughtsman	Direct recruitment or appointment by internal selection	<p>(a) Must not have Completed or will not complete 30 years of age on the first day of January immediately following the date of publication of the approved list of selected candidates.</p> <p>This age limit shall not apply to the appointment of any person borne on the workcharged establishment on monthly pay in Operating and Construction Circles and to persons in the Operation Branch. The age limit in respect of candidates belonging to Backward Classes, shall be 30 years.</p> <p>(b) A pass in the Government Technical Examination in the Lower Grade in Geometrical Drawing, Building; Drawing and Estimating and Freehand outline and Model Drawing or a completed S.S.L.C. issued under the authority of the Government of Tamil Nadu with not less than the percentage of marks specified against the following subjects under "Engineering" included as a special subject in the bifurcated courses in Secondary Schools :-</p> <p>(a) Science and Drawing 30 %.</p> <p>(b) Applied Science and Practical 30 %.</p> <p>or</p> <p>A pass in Building and Structural Draughtsmanship Certificate course of the Central Polytechnic, Chennai.</p> <p>or</p> <p>Craftsmanship Certificate in the trades of Draughtsman (Civil) and Draughtsman (Mechanical) issued by the Ministry of Labour and Employment, Government of India.</p> <p>No person shall be eligible for appointment by direct recruitment if he has completed the age of 35 years.</p> <p>Must have passed the S.S.L.C. Public examination of the Government of Tamil Nadu or possess any equivalent qualification and evidence of proficiency in stores accounting and charge of stores in a large electric supply undertaking for a period of not less than three years and in the case of appointment to the post of Stores Supervisor a security deposit of Rs. 1,000/- (Rupees One thousand only).</p>
Stores Supervisor and Stock Verifier		

(1)	(2)	(3)
Instrument Repairer.		<p>No person shall be eligible for appointment by direct recruitment if he has completed the age of 30 years.</p> <p>Experience for a period of not less than five years in the maintenance of batteries and in repairs to watches and meters.</p>
Transport Overseer, I Grade.	For direct recruitment.	<p>(a) A completed S.S.L.C. and</p> <p>(b) Experience in rail or road transport of materials for a period of not less than</p> <p>(i) four years in the Government Electricity Department and/or the Board ; or</p> <p>(ii) five years elsewhere.</p>
Transport Overseer, II Grade.		<p>(a) Ability to read, write and transact business in English ; and</p> <p>(b) Experience in rail or road transport of materials for a period of not less than</p> <p>(i) two years in the Government Electricity Department and/or the Board; or</p> <p>(ii) three years elsewhere.</p>
		<p>No person shall be eligible for appointment by direct recruitment as Transport Overseer if he has completed the age of 30 years. This age limit does not apply to persons borne on the work charged establishment on monthly pay in Operating and Construction Circles or to employees in the Operation Branch.</p>
Junior Chemist	Promotion from Testers (Chemical)	<p>Must have had experience for not less than two years as Tester (Chemical) in a Thermal Power Station of the Board".</p>
Staff Nurse	<p>Recruitment through Employment Exchange or by advertisement or from among the existing qualified employees of Tamil Nadu Electricity Board</p>	<p>(i) Must not have completed 32 years of age.</p> <p>(ii) Three years course in General Nursing conducted by the State Government and six months Midwifery training in recognised Government Medical Institution.</p>

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Refractionist	Direct recruitment	<p>(i) Must not have completed 32 years of age.</p> <p>(ii) A pass in Matriculation Examination of the Chennai or Annamalai University or a pass in the Secondary School Leaving Certificate Examination or any other Examination, recognised by the Tamil Nadu Public Service Commission as equivalent thereto.</p> <p>2. An Opticians Diploma: Provided that if a candidate with optician Diploma is not available, a person who has served under any one of the leading opticians in the country who is a member of the Manufacturing Opticians' Association for a period of not less than five years may be appointed to the post.</p> <p>Note : "Leading Optician" means an optical manufacturing and dispensing firm of atleast fifteen years standing.</p>
Pharmacist	Recruitment through Employment Exchange or by advertisement or from among the existing qualified employees of Tamil Nadu Electricity Board	<p>(i) Must not have completed forty years of age.</p> <p>(ii) A successful course in such training prescribed by State Government i.e., A Diploma in Pharmacy.</p>
Laboratory Technician, II Grade	Recruitment through Employment Exchange or by advertisement or from among the existing qualified employees of Tamil Nadu Electricity Board	<p>(i) Must not have completed 25 years of age.</p> <p>(ii) Certificate of having successfully completed shortended training course for a Laboratory Technician.</p>
Auxiliary Nurse	Recruitment through Employment Exchange or by advertisement or from among the existing qualified employees of Tamil Nadu Electricity Board	<p>(i) Must not have completed 35 years of age.</p> <p>(ii) Must have passed E.S.L.C. and</p> <p>(iii) Must have passed Auxiliary Nurse Midwife Course in a recognised Medical Institute.</p>
Dark Room Assistant	Direct Recruitment	<p>(i) Must not have completed 32 years of age.</p> <p>(ii) Certificates for having successfully completed the training course for Dark Room Assistant Provided that preference shall be given to candidates who have passed the Dark Room Assistant Examination.</p>

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Board Office Secretariat Branch		
Section Officers	Promotion of staff employed in Secretariat Branch.	Must hold the B.A., or B.Sc., Degree of the Chennai or Annamalai University. "Provided that any Assistant / Assistant cum-Steno-Typist who does not hold any such degree may be promoted.
	Promotion of staff employed in other Offices.	(a) Must hold the B.A., or B.Sc., Degree of the Chennai or Annamalai University ; (b) Must have had experience in dealing with some of the subjects with which he will deal as Section officer and (c) Must have had previous drafting experience for a period of not less than seven years.
Legal Officer	Appointment from among the Section Officers who have worked or are working in Legal Cell of Board Office Secretariat Branch.	Must possess a degree of any University or Institution recognised by the University Grants Commission for the purpose of its grants or any of the Universities recognised by the Government of Tamil Nadu with a Bachelor's Degree in Law obtained from any University established by law in India and recognised by the University Grants Commission by undergoing a three year course of study.
	or	or
	Appointment from Section Officers.	a Bachelor's Degree in Law obtained from any University established by law in India and recognised by the University Grants Commission by undergoing a five year course of study,
Assistants	Direct recruitment.	Must hold- (1) the Degree of the M.A., M.Sc., B.A. (Hons) or B.Sc., (Hons) of the Chennai or Annamalai University or (2) the B.A. or B.Sc., Degree of the Chennai or Annamalai University and a Degree in Law of the Chennai University or (3) the B. A. Degree of the Chennai or Annamalai University and must have obtained a first class in English (Part I) or in the optional Subjects (Part III) or (4) The B. Sc., Degree of the Chennai or Annamalai University and must have obtained a first class in the optional subjects (Part II) Provided that in the case of a person belonging to any of the Scheduled

(1)	(2)	(3)
Promotion	Castes, Scheduled Tribes or Backward Classes, it shall be sufficient if he holds the B.A. or B.Sc. Degree of the Chennai or Annamalai University.	Need not possess the above qualification if the candidate is in the opinion of the appointing authority otherwise suitable for promotion but must possess the minimum general educational qualification.
By appointment of Assistants in the Board Office Administrative Branch, Technical Branch and other Subordinate Offices.	Must have passed the Account Test for Subordinate Officers, Part-1.	Must hold the B.A. or B.Sc., Degree of the Chennai or Annamalai University.
Junior Assistants Direct recruitment; appointment from Junior Assistants in the Board Office Administrative Branch Technical Branch and other Subordinate Offices or appointment from Typists including Steno-Typists in the Board Office Secretariat Branch or appointment from Assessors in the circle offices.	Must hold the B.A. or B.Sc., Degree of the Chennai or Annamalai University.	
Typist Direct recruitment; or appointment from Board Office Administrative Branch, Technical Branch and other Subordinate Offices	Must possess the minimum general educational qualification.	(2) Must have passed the Government Technical Examination in Typewriting by the Senior Grade.
		If, however, candidates who have passed the examination by the Senior Grade are not available those who have passed the examination by the Junior Grade at an examination held after the 1st January, 1933 may be appointed.
Steno Typists Direct recruitment to appointment from the Board Office Administrative Branch, Technical Branch and other subordinate offices.	(1) Must possess the minimum general educational qualification.	

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- (2) Must have passed the Government Technical examination in Typewriting by the Senior Grade.

If, however, candidates who have passed the examination by the Senior Grade are not available, those who have passed the Examination by the Lower Grade at an Examination held after the 1st January, 1933 may be appointed; and

- (3) Must have passed the Government Technical Examination in Shorthand by the Senior Grade.

If, however, candidates who have passed the examination by the Senior Grade are not available those who have passed the Intermediate Grade in Shorthand in English or the examination by the Junior Grade may be appointed.

No candidate for appointment by direct recruitment as Assistant, Junior Assistant, Typist or Steno-Typist shall be eligible for the inclusion of his name in the list of approved candidates if he would have completed or will complete 30 years of age on the first day of July of the year in which the selection is made.

Telephone Super- By promotion
visor

- [i] Must possess a pass in S.S.L.C., or Matriculation or equivalent examinations;
- [ii] Should pass the certificate for having undergone the prescribed course of Training in Telephone Operating and passed the final examination conducted by the Institute approved by the State Government; and
- [iii] Must have had practical experience as Telephone Operator in Category-5 in Board Office Secretariat Branch for a period of not less than five years.

Direct Recruitment

- [i] Must possess a pass in S.S.L.C. or Matriculation or equivalent examination.
- [ii] Should possess the certificate for having undergone the prescribed course of Training in Telephone Operating and passed the final examination conducted by the institute approved by the State Government.

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Telephone Operators	(ii) Must have had practical experience as Telephone Operator for a period of not less than five years in any organisation.	Pass in S.S.L.C. Public examination and knowledge to operate Telephone Switch Board. Must not have completed or will not complete 30 years of age on the 1st day of July of the year in which the selection is made.
Special Grade By Promotion Foreman (Driver)	Must have had experience in driving Motor vehicle for twelve years	
Driver (Heavy Vehicle)	By Promotion	Must have had experience in driving Motor Vehicle for eight years
Drivers	Direct recruitment or By promotion	(a) Must possess a pass in VIII Std; (b) Must possess a heavy vehicle driving licence without Police (or) Magisterial endorsement; (c) Must have experience in driving for two years.
Sergeant	Direct recruitment or By promotion	(a) Must have appeared for SSLC or equivalent public examination. (b) Must have had experience for five years as Gurkha Watchman.
BOARD OFFICE AUDIT BRANCH		
Assistant Audit Officers	By Promotion	(i) Must hold the B.A., or B.Sc., or B.Com., Degree of the Chennai or Annamalai University. (ii) Must have passed the Government Technical Examination in Accountancy by the Lower and Higher Grade; and (iii) Must have worked for at least two years as Auditor in the Audit Branch.
Note :—The qualification of University Degree shall not apply to the Typist and Steno-Typist who have been promoted as Auditors.		
Auditors	By Promotion	(a) Must possess the degree of B.A. or B.Sc., or B.Com., of the Chennai Madurai or Annamalai University. (b) Must have passed the Account Test for subordinate Officers Part I ; (c) Must have served atleast for six months as Junior Auditor in the Audit Branch.

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Note :— A Junior Auditor who has not passed the Account Test for Subordinate Officers, Part-I and the Government technical Examination in Accountancy by the Lower Grade may be temporarily promoted as Auditor, provided he has put in at least one year of service in the Audit Branch but subject to the condition that he should pass the tests in one of the first two examinations held after such promotion, failing which, he shall be reverted as Junior Auditor and he shall not be eligible again for promotion till he passes the tests.

Auditors	Direct Recruitment	<p>Must hold (a) the degree of M.A. or M.Sc., or B.A. (Hons) or B.Sc., (Hons) or M.Com. or B.Com. (Hons) of the Chennai Madurai or Annamalai University.</p> <p>or</p> <p>[b] the B.A. or B.Sc., or B.Com. degree of the Chennai, Madurai or Annamalai University and a degree in Law of the Chennai University.</p> <p>or</p> <p>[c] the B.A. or B.Com., degree of the Chennai, Madurai or Annamalai University and must have obtained a First Class in English (Part-I) or in the optional subjects (Part-III)</p> <p>or</p> <p>[d] the B.Sc., degree of the Chennai, Madurai or Annamalai University and must have obtained a First Class in the optional subjects (Part III); Provided that in the case of person belonging to Scheduled Caste, Scheduled Tribe or Backward Class, it shall be sufficient if the candidate holds the B.A. or B.Sc., degree of the Chennai, Madurai or Annamalai University.</p>
Auditors	<p>By appointment of Assistants in the Board Office Administrative Branch, Technical Branch and other Subordinate Offices.</p> <p>Promotion from the category of Typists/ Steno-Typist in Audit Branch</p>	<p>[a] Must possess the degree of B.A. or B.Sc., or B.Com. of the Chennai, Madurai or Annamalai University or any qualification which is equivalent thereto;</p> <p>[b] Must have passed the Account Test for Subordinate Officers Part-I.</p> <p>[a] Must possess the Minimum general Educational Qualification.</p> <p>[b] Must have passed the Account Test for Subordinate Officers, Part-I.</p> <p>[c] Must have served atleast for ten years as typist or steno typist.</p>

(1)	(2)	(3)
Junior Auditors	Direct Recruitment or appointment from Junior Assistant in the Board Office Administrative Branch, Accounts Branch, Technical Branch and other Subordinate Offices or appointment from Typists including Steno-Typists or appointment from Assessors in Circle Offices.	Must hold the B A. or B.Sc., or B.Com. degree of the Chennai or Annamalai University.
Typists	Direct Recruitment or appointment from Board Office Administrative Branch, Accounts Branch, Technical Branch and other Subordinate Offices	<p>(1) Must possess the minimum general Educational Qualification.</p> <p>(2) Must have passed the Government Technical Examination in Typewriting by the Senior Grade. If, however, candidates who have passed the examination by the Senior Grade are not available, those who have passed the examination by the Junior Grade at an Examination held after the 1st January, 1933 may be appointed.</p>
Steno-Typists	Direct recruitment or appointment from the Board Office Administrative Branch, Accounts Branch, Technical Branch and other Subordinate Offices	<p>(1) Must possess the minimum general educational qualification.</p> <p>(2) Must have passed the Government Technical Examination in Typewriting by the Senior Grade.</p> <p>If, however, candidates who have passed the examination by the Senior Grade are not available, those who have passed the examination by the Junior Grade at an examination held after the 1st January, 1933, may be appointed.</p>

(1)

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Telephone
Operators

- (3) Must have passed the Government Technical Examination in Shorthand by the Senior Grade.

If, however, candidates who have passed the examination by the Senior Grade are not available, those who have passed the examination by the Junior Grade may be appointed. No candidate for appointment by direct recruitment as Auditor, Junior Auditor Typist or Steno-Typist shall be eligible for the inclusion of his name in the list of approved candidates if he would have completed or will complete 30 years of age on the first day of July of the year in which the selection is made.

Pass in S.S.L.C. Public Examination and knowledge to operate Telephone Switch Board. Must not have completed or will not complete 30 years of age on the 1st day of July of the year in which the selection is made,

**Board Office Administrative Branch Board Office Accounts Branch,
Board Office Technical Branch and Circles**

Assistants

Direct Recruitment

- (a) Must not have completed or will not complete the age of 30 years on the first day of July of the year in which the selection for appointment is made.

- (b) (i) Must hold the Degree of B.Com., of the Chennai or Annamalai University with Accountancy as the main Subject or one of the main subjects ;

or

- (ii) Must hold the Degree of B.A. of the Chennai or Annamalai University and must have passed the Government Technical Examination in Accountancy by the Senior grade or must possess a Diploma in Commerce issued by the Government of Tamil Nadu with Accountancy as main subject.

Junior Assistants,
Typists and Steno typists,
Stores CustodianDirect Recruitment
or Appointment
by Internal
selection

- [a] No person shall be eligible for the inclusion of his name in the list prepared by the Board for appointment if he would have attained the age of 30 years on the first day of July of the year in which the selection on the results of which the list is prepared, is held.

Provided that a candidate belonging to the Scheduled Castes or the Scheduled Tribes shall

(1)

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(3)

be eligible for the inclusion of his name in any such list if he will not complete the age of 27 years on the said date. This concession shall be in operation in respect of all lists prepared on or before the 31st day of December, 1964.

[b] Must pass the Minimum General Educational Qualification.

[c] (i) (a) For appointment as Typist, prior to 4-5-1963, candidates must have passed the Government Technical Examination in Typewriting in Senior Grade :

Provided the candidates who have passed that examination are not available, candidates who have passed the examination in the Junior Grade at an examination held after 1st January, 1933 may, if otherwise qualified, be appointed thereto.

(b) For appointment as Typist on or after 4-5-1963, candidates must have passed the Government Technical Examination in typewriting by the Senior grade (Tamil or English) :
 Provided that if candidates, who have passed the Government technical examination by the Senior grade [Tamil or English] are not available for appointment as typist, candidates who have passed the Government technical examination in typewriting by the Junior grade at an examination held after the 1st January 1933, may, if otherwise qualified, be appointed thereto.

(ii) (a) For appointment as steno-typist prior to 4-5-1963, candidates must have passed.

[1] Government Technical examination in Typewriting in Senior Grade.

[2] The Government examination in Shorthand in the Senior Grade. If however the candidates who passed the examination in Typewriting or Shorthand in the Senior Grade are not available, those who have passed the examination in the lower grade may be appointed.

(b) For appointment as Steno-typist on or after 4-5-1963 candidates must have passed :-

(1)	(2)	(3)
		<p>(1) The Government Technical examination in typewriting and Shorthand by the Senior Grade (Tamil).</p> <p>or</p> <p>(2) The Government Technical examination in typewriting and Shorthand by the Senior Grade (English).</p> <p>If, however, candidates who have passed the examination in typewriting and Shorthand (Tamil) or typewriting and Shorthand (English) by the Senior Grade are not available, those who have passed the intermediate Grade in Shorthand in English or those who have passed the examination by the Junior Grade may be appointed.</p>
Librarian	Direct Recruitment	<p>No person shall be eligible for appointment to the post of Librarian unless he/she possess the qualification mentioned below :-</p> <p>[i] Must hold a degree in Arts or Science of the Chennai, Annamalai University or Madurai University recognised by the Central University Grants Commission.</p> <p>[ii] Must hold a Degree in Library Science or Library and information Science of the University of Chennai or any other University recognised by the University Grants Commission.</p> <p>Note:- The requirement of a Degree as aforesaid shall not be necessary for promotion from Assistant Librarian who entered the Board Service as Assistant Librarian prior to 17-6-1985 with Certificate in Librarianship issued by the University of Chennai or any other University recognised by the University Grants Commission.</p> <p>[iii] Must possess an adequate knowledge of the Official Language of the State viz., TAMIL.</p> <p>EXPLANATION : for the purpose of this Regulation a person with adequate knowledge of Tamil shall mean a person :-</p> <p>(a) who has acquired knowledge in Tamil in High School Courses or,</p> <p>(b) who, whether his/her mother tongue is Tamil or not, is able to speak, read and write Tamil.</p> <p>Preference shall be given to persons who, in addition to the qualification specified in items [i] to [iii] above have some experience as Librarian under the Government of Tamil Nadu or any Public Library.</p>
Assistant Librarian	Direct Recruitment	<p>[i] Must not have completed 30 years of age on the first day of July of the year in which the selection for appointment is made.</p>

(1)	(2)	(3)
		<p>[ii] Must hold a Degree in Arts or Science of Chennai or any other University recognised by the University Grants Commission.</p> <p>[iii] Must hold a Degree in Library Science or Library and Information Science of the University of Chennai or any other University recognised by the University Grants Commission.</p>
Assessors	Direct recruitment	<p>(i) Must have passed Xth Standard.</p> <p>(ii) Must know cycling.</p> <p>(iii) Must be medically fit, and eye sight should be normal.</p> <p>(iv) Must be able to read the Meter correctly.</p> <p>(v) Age : as on 1st July of the year in which recruitment is made :- Minimum-18 years Maximum-30 years.</p> <p>(vi) Must be able to do simple arithmetic.</p>
Record Clerks		<p>(i) Must not have completed 30 years of age if recruited direct; and</p> <p>(ii) (a) Completed S.S.L.C. in case of appointment by direct recruitment only.</p> <p>(b) A pass in the III Form in a recognised Secondary School in case of appointment from other categories; or</p> <p>Must possess the Indian Army I Class Certificate of Education or the Indian Army III Class English Certificate.</p>

Explanation :

For the purposes of these Regulations "a recognised Secondary School" shall mean a Secondary School maintained by, or opened with the sanction of the Tamil Nadu Government or to which recognition has been accorded by the Director of School Education, Chennai under the Tamil Nadu Educational Rules.

Office Helpers	<p>(i) Must not have completed 30 years of age ;</p> <p>(ii) Must have passed III Form or VIII Standard ;</p> <p>(iii) Must be able to ride a bicycle if the appointment is to the post of Office Helper in an Office to which a bicycle is supplied by the Board.</p> <p>(iv) Possession of knowledge in Tamil :- (a) Persons appointed by direct recruitment shall be deemed to possess an adequate knowledge</p>
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(1)	(2)	(3)
		in Tamil, if they have passed the following tests conducted by the appointing authority concerned :
	1. Dictation in Tamil for about 10 minutes	— 60 Marks
	2. Reading a portion in Tamil	— 40 Marks
	Total	<u>100 Marks</u>

Provided that the tests shall be conducted in the Standard of III Form or VIII Standard.

- (b) A person shall be deemed to have passed the tests prescribed in Sub-Rule (a) if he obtains 50 per cent or more marks in aggregate. He should pass the said test within the period of probation failing which he shall be discharged from Service, provided that notwithstanding anything contained in Sub-Regulation (4) of Regulation 91 of Tamil Nadu Electricity Board Service Regulations, the period of his probation may be extended upto four years from the date of appointment in order to enable him to pass the said test.

Note : The following categories of persons shall, however, be exempted from possession of the qualification in item (ii) above :-

- | | |
|--|--|
| | (i) Ex-Servicemen. |
| | (ii) Existing incumbents of Office Helpers (This will not include persons who are not regularly holding the post of Office Helpers) |
| Motor Cycle Messenger in Board Office Secretariat Branch | (i) Must have passed VIII Standard. |
| By appointment of Duffadars/ Office Helpers in Board Office Secretariat Branch | (ii) Must possess Licence to drive Motor Cycle without police or Magistrial endorsement. |
| or | (iii) Must have experience in driving Motor Cycle for a period of not less than two years. |
| By direct recruitment | Seven years' experience as Assistant Chargeman. |
| Charge Engineer | L.M.E., L.E.E. or equivalent qualification as approved by the Chief Engineer (Personnel) with 8 years' practical experience as Foreman or Erector in a large Engineering Organisation or |
| Special Grade Foreman | |

(1)	(2)	(3)
Foreman, Grade I	<p>pass in III Form with 14 years' practical experience in a responsible position as Foreman, Erector, Civil Maistry or Surveyor or in the type of work concerned or</p> <p>Study upto I Form with :-</p>	<p>(a) ability to draw sketches and read Engineering Drawings.</p> <p>(b) not less than 3 years apprenticeship in Mechanical or Electrical Engineering Works, and</p> <p>(c) not less than 5 years' experience as Foreman or Erector in a large Engineering Organisation.</p>
Foreman, Grade II	<p>L.M.E. or L.E.E. as the case may be, or equivalent qualification as approved by the Chief Engineer (Personnel) with 5 years' practical experience in a responsible position in the type of work concerned; or</p> <p>pass in III Form with 12 years' practical experience in a responsible position in the type of work concerned; or</p> <p>group certificate in Electrical Engineering with ten years' practical experience in the type of work concerned.</p>	<p>L.E.E. or L.M.E. as the case may be, or equivalent qualification as approved by the Chief Engineer (Personnel) with practical experience in maintenance or erection or construction works for a period of not less than</p> <p>(i) two years in the Chennai Electricity Department and/or the Board or</p> <p>(ii) three years elsewhere than in the said department and/or the Board; or</p>
Foreman, Grade III	<p>pass in III Form with 8 years' practical experience in responsible posts in the type of work concerned in the Electricity or other Government Departments and/or the Board or not less than 10 years in all including experience acquired elsewhere. The period of practical experience specified shall be reduced by two years in the case of those who have completed S.S.L.C. course or who possess higher general educational qualification; or</p> <p>group certificate in Electrical Engineering with five years' practical experience in the type of work concerned.</p>	<p>L.M.E. or L.E.E. as the case may be, or equivalent qualification as approved by the Chief Engineer</p>

(1)	(2)	(3)
Senior Construction Foreman	Surveyor	<p>(Personnel) with 3 years' practical experience in a responsible position in the type of work concerned; or</p> <p>pass in III Form with 7 years' practical experience in a responsible position in the type of work concerned; or</p> <p>group certificate in Electrical Engineering with five years' practical experience in the type of work concerned.</p> <p>L.C.E., L.M.E. or L.E.E. as the case may be, or equivalent qualification as approved by the Chief Engineer (Personnel) with 5 years' practical experience in construction works; or</p> <p>passed S.S.L.C. with 10 years' experience in construction works; or</p> <p>practical experience for 15 years' in construction works.</p>
Surveyor (Unqualified) Special Winder	Assistant Special Winder	<p>L.C.E., L.M.E., or L.E.E. as the case may be, or equivalent qualification as approved by the Chief Engineer (Personnel) with 2 years' experience in surveying, levelling and similar works or completed S.S.L.C. with 12 years experience in surveying, levelling and similar works.</p> <p>Completed S.S.L.C. with 4 years' experience in surveying, levelling and similar works.</p> <p>Pass in III Form or E.S.L.C. with practical experience for not less than 10 years in winding high voltage alternators and special repairs to electrical plant and machinery.</p> <p>Pass in III Form or E.S.L.C. with practical experience for not less than 5 years in winding motors and alternators.</p>
Winder, Grade I	Winder, Grade II	<p>Pass in IV Standard and practical experience in winding motors for five years.</p> <p>Pass in IV Standard and practical experience in winding motors for three years.</p>
Line Inspector		<p>L.E.E. or equivalent qualification as approved by the Chief Engineer (Personnel) with 2 years' practical experience in the type of work concerned; or completed S.S.L.C. with 8 years' practical experience in the type of work concerned; or</p> <p>Group certificate in Electrical Engineering with 5 years' practical experience in the type of work concerned;</p>

(1)	(2)	(3)
Tester (Electrical), Grade I		L.E.E. or equivalent qualification as approved by the Chief Engineer (Personnel) with one year practical experience in the type of work concerned.
Tester (Electrical) Grade II		L.E.E. or equivalent qualification as approved by the Chief Engineer (Personnel).
Tester (Chemical)		B.Sc., in Chemistry or equivalent qualification with one year practical experience in the type of work concerned.
Commercial Inspector		L.E.E. or equivalent qualification as approved by the Chief Engineer (Personnel).
Commercial Assistant		L.E.E. or equivalent qualification as approved by the Chief Engineer (Personnel); or Completed S.S.L.C. with 3 years' practical experience in the filed.
Senior Machine Operator		Study upto S.S.L.C. course; one year practical experience in Card punching machine section and one year experience in the operation of automatic tabulating equipments including minor repairs and care of equipment, working knowledge of sources and use of data, speed accuracy and judgement, good eye sight.
Junior Machine Operator		Study upto S.S.L.C. course; six months' experience as a punch card operator possessing selective and discriminative ability; ability to apply the code and punch numbers accurately and quickly; ability to withstand noise and aptitude for improving speed accuracy; good eye sight.
Maistry, Grade I Maistry, Grade II		Pass in L.C.E. or Overseer examination or equivalent qualification as approved by the Chief Engineer (Personnel); or Pass in IV Form with 6 years' practical experience in the type of work concerned.
Maistry, Grade III		Pass in IV Form with 3 years' practical experience in the type of work concerned. The practical experience prescribed may be reduced by two years in the case of candidates possessing any technical qualifications acceptable to the Chief Engineer (Personnel).
Mechanic, Grade I Mechanic, Grade II		L.M.E. or equivalent qualification as approved by the Chief Engineer (Personnel) with one year practical experience in the type of work concerned; or

(1)	(2)	(3)
Mechanic, Grade III		pass in IV Standard with 10 years' practical experience in the type of work concerned.
		Pass in IV Standard with 4 years' practical experience in the type of work concerned; or the Industrial School Certificate of 3 to 5 years duration awarded by the Industries and Commerce Department.
Instrument Mechanic, Grade I		L.M.E., or L.E.E. as the case may be. or equivalent qualification as approved by the Chief Engineer (Personnel) with one year practical experience in the type of work concerned; or
		pass in IV Standard with 6 years' practical experience in the type of work concerned; or
		group certificate in Electrical Engineering with 3 years' practical experience in the type of work concerned; or
		craftsmanship Certificate in the trade of Mechanic (Instrument) issued by the Ministry of Labour and Employment, Government of India with practical experience for ONE year in the type of work concerned; or
		the Industrial School Certificate of 3 to 5 years duration awarded by the Industries and Commerce Department.
Instrument Mechanic, Grade II and Instrument Mechanic, Grade III		Pass in IV Standard with 3 years' practical experience in the type of work concerned; or
		group Certificate in Electrical Engineering with one year practical experience in the type of work concerned; or
		craftsmanship Certificate in the trade of Mechanic (Instrument) issued by the Ministry of Labour and Employment, Government of India for appointment as Instrument Mechanic, Grade II; or
		the Industrial School Certificate of 3 to 5 years duration awarded by the Industries and Commerce Department.
Telephone Inspector, Grade I and Telephone Inspector, Grade II		L.E.E. or equivalent qualification as approved by the Chief Engineer (Personnel) with one year practical experience in the type of work concerned; or
		pass in IV Form with 6 years' practical experience in the type of work concerned.

(1)	(2)	(3)
Instrument Repairer (Telephones)		A pass in IV Standard with three years' practical experience in the type of work concerned; or a pass in Instrument Mechanic grade conducted by the Industrial Training Institute of the Government of Tamil Nadu.
Mechanical Estimator		L.M.E. or equivalent qualification as approved by the Chief Engineer (Personnel); or completed S.S.L.C. with 6 years' practical experience in the type of work concerned.
Syrang, Grade I and Syrang, Grade II		Pass in IV Standard with 6 years' practical experience in the type of work concerned.
Loco Driver		Certificate of competency for charge of small boilers or internal combustion engine driver with 3 years' practical experience in the type of work concerned.
Meter Inspector		L.E.E. or equivalent qualification as approved by the Chief Engineer (Personnel) with one year practical experience in the type of work concerned; or completed S.S.L.C. with 6 years' practical experience in the type of work concerned viz., Meter reading, checking of meters, etc., or group certificate in Electrical Engineering with three years' practical experience in the type of work concerned.
Assistant Chargeman		L.M.E. or equivalent qualification as approved by the Chief Engineer (Personnel) with practical experience in Boiler House Operation and Maintenance for 5 years; or pass in IV Form with practical experience in Boiler House Operation and Maintenance for 10 years.
Junior Chargeman		L.M.E. or equivalent qualification as approved by the Chief Engineer (Personnel) with practical experience in Boiler House Operation and Maintenance for 2 years; or pass in IV Form with practical experience in Boiler House Operation and Maintenance for 5 years.
Workshop Chargeman		L.M.E. or L.E.E. as the case may be, or equivalent qualification as approved by the Chief Engineer (Personnel) with one year practical experience in the type of work concerned; or

(1)	(2)	(3)
Switch Board Attendant/ Operator		<p>pass in III Form with 5 years' practical experience in the type of work concerned.</p> <p>L.E.E. or equivalent qualification as approved by the Chief Engineer (Personnel) with practical experience for one year in the type of work concerned; or</p> <p>Certificate in Electrical wiring issued by the Polytechnics or equivalent qualification as approved by the Chief Engineer (Personnel) with 3 years' practical experience in the type of work concerned; or</p> <p>Completed S.S.L.C. with 5 years' practical experience in the type of work concerned; or</p> <p>group certificate in Electrical Engineering with 2 years' practical experience in the type of work concerned.</p>
Assistant Operator/Grade I Assistant Operator/Grade II		<p>Certificate in Electrical Wiring issued by the Polytechnics or equivalent qualification as approved by the Chief Engineer (Personnel); or</p> <p>pass in III Form with practical experience for two years of which one year shall be in the type of work concerned.</p>
Oil Tester		<p>L.E.E. or equivalent qualification as approved by the Chief Engineer (Personnel) with one year practical experience in the type of work concerned; or</p> <p>Completed S.S.L.C. with 4 years' experience in Operation and Maintenance.</p>
Sergeant		<p>(i) Appeared for S S.L.C. Public Examination,</p> <p>(ii) Must not be less than 5' 6" in height and 34" round the chest on full inspiration with a minimum expansion of 2,</p> <p>(iii) Must possess a clear eye sight,</p> <p>(iv) Direct recruits must have completed 21 years of age and must not have completed 30 years of age on the 1st day of July of the year in which the appointment is made.</p>
Assistant to Hydraulic Operator		<p>L.M.E., or Diploma course in Hydraulic Machinery or equivalent qualification as approved by Chief Engineer (Personnel); or</p> <p>completed S.S.L.C. with practical experience for 5 years' of which one year shall be in the type of work concerned.</p>

(1)	(2)	(3)
Driver (Tractor, Trailer of Heavy Vehicles) Grade I		A pass in IV Standard, Possessing of driving licence without police or magisterial endorsement and experience in lorry driving for 8 years of which at least 3 years must have been in driving heavy vehicles and/or tractor trailers.
Driver (Tractor, Trailer of heavy Vehicles), Grade II		Pass in IV Standard, Possessing of driving licence without police or magisterial endorsement and experience in lorry driving for 8 years of which at least 3 years must have been in driving heavy vehicles and/or tractor trailers.
Lorry Driver, Grade I		Pass in IV Standard, Possessing of driving licence without police or magisterial endorsement and experience in lorry driving for six years.
Lorry Driver, Grade II		Pass in IV Standard, Possessing of driving licence without police or magisterial endorsement and experience in lorry driving for 2 Years.
Calyx Drill Driver		Pass in III Form and 3 years' experience in the type of work concerned.
Compressor Driver		—do—
Road Roller Driver		Certificate of Competency for charge of small boiler or internal combustion engine drivers, and practical experience for 3 years in the type of work concerned; or
		Pass in III Form and 3 years' experience in the type of work concerned.
Mixer Driver		Pass in III Form and 3 years' practical experience in the type of work concerned.
Winch Driver		Pass in III Form and practical experience for a period of not less than 3 years of which at least two years shall be in the type of work concerned.
Driver, Power House		L.M.E. or equivalent qualification as approved by the Chief Engineer (Personnel); or
		Certificate of competency for internal combustion engine drivers issued by the Board of Examination or certificate of II Class Engineer Operator issued by the Board of Examiners or other equivalent qualifications as approved by the Chief Engineer (Personnel) with two years' practical experience in the type of work concerned; or
		Pass in III Form with 5 years' practical experience in the type of work concerned.

(1)	(2)	(3)
Shop Assistant		Study upto V Form with 2 years' practical experience in the type of work concerned.
Lineman Turner		<p>L.E.E. or equivalent qualification as approved by the Chief Engineer (Personnel); or</p> <p>Pass in IV Standard with practical experience in Electrical Operation and Maintenance for a period of not less than 3 years in the type of work concerned; or</p> <p>Group certificate in Electrical Engineering with one year practical experience in the type of work concerned; or</p> <p>A pass in Turner Course conducted by the Industrial Training Institutes of the Government of Tamil Nadu.</p>
Lineman Fitter		<p>Certificate of competency issued by the Board of Examiners with practical experience for 2 years in the type of work concerned; or</p> <p>Pass in IV Standard with 4 years' practical experience in the type of work concerned; or</p> <p>Group certificate in Electrical Engineering with one year practical experience in the type of work concerned.</p>
Lineman, Grade I Lineman, Grade II		<p>L.E.E. or equivalent qualification as approved by the Chief Engineer (Personnel); or</p> <p>Certificate in electrical wiring issued by the Polytechnics or equivalent qualification as approved by the Chief Engineer (Personnel) with one year practical experience in the type of work concerned; or</p> <p>Completed S.S.L.C. with practical experience in Electrical operation and Maintenance for a period of not less than 5 years in the type of work concerned; or</p> <p>Group certificate in Electrical Engineering with one year practical experience in the type of work concerned; or</p> <p>Craftsmanship certificate in the trade of Lineman and Wireman issued by the Ministry of Labour and Employment, Government of India; or</p> <p>The Industrial School Certificate of 3 to 5 years duration awarded by the Industries and Commerce Department.</p>

(1)	(2)	(3)
Lineman, Driver		Pass in IV Standard with driving experience for 2 years and possessing of driving licence without police and magisterial endorsement.
Electrician, Grade I		<p>L.E.E. or equivalent qualification as approved by the Chief Engineer (Personnel); or</p> <p>Certificate in Electrical wiring issued by the Polytechnics or equivalent qualification as approved by the Chief Engineer (Personnel) with 2 years practical experience in the type of work concerned;</p> <p>or</p> <p>Completed S.S.L.C. with practical experience for 4 years in the type of work concerned; or</p> <p>Group certificate in Electrical Engineering with one year practical experience in the type of work concerned; or</p> <p>Craftsmanship certificate in the trade of Electrician issued by the Ministry of Labour and Employment, Government of India; or</p> <p>The Industrial School Certificate of 3 to 5 years duration awarded by the Industries and Commerce Department.</p>
Electrician Grade II		<p>Certificate of electrical wiring issued by the Polytechnic or equivalent qualification as approved by the Chief Engineer (Personnel); or</p> <p>Completed S.S.L.C. with 2 years practical experience in the type of work concerned.</p>
Crane Driver		<p>L.E.E. or equivalent qualification as approved by the Chief Engineer (Personnel); or</p> <p>Pass in IV Standard with practical experience in Electrical Operation and Maintenance for a period of not less than 3 years in the type of work concerned; or</p> <p>Group certificate in Electrical Engineering with one year practical experience in the type of work concerned.</p>
Crane Driver-cum- Electrician		<p>L.E.E. or equivalent qualification as approved by the Chief Engineer (Personnel); or</p> <p>Completed S.S.L.C. with practical experience for 4 years in the type of work concerned; or</p> <p>Group Certificate in Electrical Engineering with 2 years' practical experience in the type of work concerned.</p>

(1)	(2)	(3)
Fitter, Grade I Fitter, Grade II	<p>Certificate of competency issued by the Board of Examination with 2 years' practical experience in the type of work concerned; or</p> <p>Pass in IV Standard with four years' practical experience in the type of work concerned;</p> <p>Craftsmanship certificate in the trade of Fitter issued by the Ministry of Labour and Employment, Government of India with practical experience for ONE year in the type of work concerned for Fitter, Grade I in Mettur workshops and work charged establishment.</p> <p>The practical experience of one year is NOT necessary in the case of employment in operation Branch; or</p> <p>Craftsmanship Certificate in the trade of Fitter issued by the Ministry of Labour and Employment, Government of India for Fitter II Grade in Mettur Workshops and work charged establishment; or</p> <p>The Industrial School Certificate of 3 to 5 years duration awarded by the Industries and Commerce Department.</p>	
Fitter, Grade III Fitter, Grade IV	<p>Certificate of competency issued by the Board of Examiners with one year practical experience in the type of work concerned; or</p> <p>Pass in IV Standard with three years' practical experience in the type of work concerned.</p>	
Fitter, Grade V	<p>Certificate of competency issued by the Board of Examiners with one year practical experience in the type of work concerned; or</p> <p>Pass in IV Standard with two years practical experience in the type of work concerned.</p>	
Filter Operator	<p>L.E.E. or L.M.E. or equivalent qualifications as approved by the Chief Engineer (Personnel); or</p> <p>Pass in IV Standard with practical experience in Electrical Operation and Maintenance/Mechanical Operator of not less than 5 years in the type of work concerned.</p>	
Tool Keeper, Grade I	Completed S.S.L.C. with 3 years' practical experience in the type of work concerned.	
Tool Keeper, Grade II	Pass in IV Standard with one year practical experience in the type of work concerned.	
Time Keeper, Grade I	Minimum general educational qualification.	
Time Keeper, Grade II	Pass in III Form with practical experience for 3 years in the type of work concerned.	

(1)	(2)	(3)
Job Clerk		Completed S.S.L.C. with 3 years experience in the type of work concerned.
Plate Layer (Transport)		Certificate of competency issued by the Board of Examiners with two years' practical experience in the type of work concerned; or Pass in IV Standard with four years experience in the type of work concerned.
Fireman (Transport) Cleaner (Transport)	}	Pass in IV Standard with one year practical experience in the type of work concerned.
Tyndal/Packer		Pass in IV Standard with practical experience for three years in the type of work concerned.
Carpenter Grade I		Pass in IV Standard with practical experience for three years in the type of work concerned; or Craftsmanship certificate in the trade of Carpentry issued by the Ministry of Labour and Employment, Government of India.
Carpenter Grade II Stone Cutter		Pass in IV Standard with practical experience for three years in the type of work concerned.
Mason Grade I Mason Grade II		
Plumber		Certificate of competency issued by the Board of Examiners with one year practical experience in the type of work concerned; or Pass in IV Standard with three years' practical experience in the type of work concerned.
Senior Store Assistant		Pass in S.S.L.C. with 3 years' practical experience in Stores works.
Store Assistant		Completed S.S.L.C. with three years' practical experience in the type of work concerned.
Wireman/ Wireman Meter Reader		Certificate in Electrical wiring issued by the Polytechnics or equivalent qualification as approved by the Chief Engineer (Personnel); or Pass in IV Standard with practical experience in Electrical Operation and Maintenance for a period of not less than two years; or Craftsmanship Certificate in the trade of Lineman and Wireman issued by the Ministry of Labour and

(1)	(2)	(3)
		Employment, Government of India for appointment as Wireman; or The Industrial School Certificate of 3 to 5 years duration awarded by the Industries and Commerce Department.
Assistant Wireman		Certificate in Electrical wiring issued by the Polytechnics or equivalent qualification as approved by the Chief Engineer (Personnel); or Pass in IV Standard with practical experience in Electrical Operation and Maintenance for a period of not less than two years.
Telephone Operator, Grade I		Completed S.S.L.C. with 6 months experience in the type of work concerned.
Telephone Operator, Grade II		- do -
Turbine Operator		Pass in III Form with practical experience for two years of which one year shall be in the type of work concerned.
Trolley Guard		Pass in IV Standard and three years experience in the type of work concerned.
Valve House Attendant		Pass in IV Standard and 3 years experience in the type of work concerned.
Fitter Slinger, Caulker and Riveter		Certificate of competency issued by the Board of Examiners with 2 years practical experience in the type of work concerned; or Pass in IV Standard with 4 years' practical experience in the type of work concerned.
Warden, Grade I Warden, Grade II.		Pass in IV Standard and ability to cook with one year experience in the type of work concerned.
Boiler House Fireman		Pass in IV Standard with one year practical experience in the type of work concerned.
Machineman, Grade I		Pass in IV Standard and four years' practical experience in the type of work concerned.
Machineman, Grade II		- do -
Machineman, Grade III		- do -
Machineman, Grade IV		Pass in IV Standard with 2 years' practical experience in the type of work concerned.

(1)	(2)	(3)
Inspector of Recorder		L.C.E. or equivalent qualification as approved by the Chief Engineer (Personnel); or Pass in III Form, with practical experience in apparatus or type of work concerned for not less than 2 years.
Gauge Reader		Pass in III Form with practical experience in apparatus or type of work concerned for not less than one year.
Rota Print Operator		Ability to understand, read and write English. Should have undergone practical Training for two months in the Operation of Rota print machine in a well reputed firm or in Government Departments and possess a certificate to that effect.
Blacksmith, Grade I		Must be able to read and work to drawings, design dyes for mass forging works and be conversant with heat treatment process. Prior experience in workcharge of at least 6 years except in cases of special skill and merit; or Craftsmanship Certificate in the trade of Blacksmithy issued by Ministry of Labour and Employment, Government of India with practical experience for ONE year in the type of work concerned for appointment in Mettur Workshops and Workcharged Establishments; or The Industrial School Certificate of 3 to 5 years duration awarded by the Industries and Commerce Department.
Blacksmith, Grade II		Must be able to read drawings and carry out intricate forging works to drawings. Must have a knowledge of design and making of dyes and heat treatment. prior experience in workcharge of atleast 5 years; or Craftsmanship Certificate in the trade of Blacksmithy issued by the Ministry of Labour and Employment, Government of India for appointment in Mettur Workshops and Workcharged Establishments; or The Industrial School Certificate of 3 to 5 years duration awarded by the Industries and Commerce Department.
Blacksmith, Grade III		Must be able to carry out smithy and forging works to instructions given. Prior experience in smithy works for 3 years.

(1)	(2)	(3)
Blacksmith, Grade IV		Must be able to carry out smithy and forging works to instructions given. Prior experience in smithy works for 2 years.
Blacksmith, Grade V		Must be able to carry out smithy and forging works to instructions given. Prior experience in smithy works for one year.
Welder, Grade I		Must have passed III Form and must be conversant with rudimentary principles of electricity and working of motor generators and transformer welding plants. Must be able to design jigs for mass welding works and must be able to do overhead welding and welding in other difficult positions. Prior experience in welding for 6 years; or Craftsmanship Certificate in the trade of welding issued by the Ministry of Labour and Employment, Government of India with practical experience for ONE year in the type of work concerned for appointment in Mettur Workshops and Workcharged establishment; or The Industrial School Certificate of 3 to 5 years duration awarded by the Industries and Commerce Department.
Welder, Grade II		Must be able to handle and maintain motor generator and transformer welding plants. Prior experience in welding for 4 years; or Craftsmanship Certificate in the trade of welding issued by the Ministry of Labour and Employment, Government of India for appointment in Mettur Workshops and Workcharged establishment; or The Industrial School Certificate of 3 to 5 years duration awarded by the Industries and Commerce Department.
Pattern Maker		Must have prior experience of 6 years as carpenter of which 3 years must be in pattern making in a foundry.
Painter		Must be able to handle spray painting equipment and should have skill in hand painting and letter painting prior experience in painting for five years.
Tinsmith		Prior experience as Tinker in soldering work for 5 years.
Moulder		Prior experience in moulding and casting in cast iron and non-ferrous alloys for four years.

(1)	(2)	(3)
Semi-skilled workman	Certificate of competency issued by the Board of Examiners with one year practical experience in the type of work concerned; or	
	Pass in IV Standard with 3 years practical experience in the type of work concerned.	
Filter Mechanic	Pass in IV Standard with 4 years practical experience in the type of work concerned.	
Pump Driver, Head Filter-cum-Pump Driver	Certificate of competency issued by the Board of Examiners with two years, practical experience in the type of work concerned; or	
Senior Attendant, Filter House	Pass in IV Standard with four years practical experience in the type of work concerned.	
Junior Attendant, Filter House	Pass in IV Standard with one year practical experience in the type of work concerned.	
Coal Maistry	Pass in IV Standard with one year practical experience in the type of work concerned.	
Pipe Line Fitter	Pass in IV Standard with one year practical experience in the type of work concerned.	
Hammerman	Must have worked in a workshop as a Mazdoor for three years in smithy.	
Blue Printer, Grade I	Pass in IV Standard with one year practical experience in the type of work concerned.	
Blue Printer, Grade II	-do-	
Pump House Assistant	-do-	
Sanitary Maistry	-do-	
Winder-mate	-do-	
Boiler House Attendant	-do-	
Helper	Must possess National Trade Certificate/National Apprenticeship Certificate awarded by the National Council for Training and Vocational Trade in any one of the following Trades :	
	1. Fitter	
	2. Turner	
	3. Machinist	

(1)	(2)	(3)
		4. Welder 5. Wireman 6. Building Constructor 7. Blacksmith 8. Carpenter 9. Plumber 10. Electrician 11. Instrument Mechanic 12. Draughtsman (Civil) 13. Surveyor.
		Provided that the Chairman shall have the power to order the selection from any of the Trades referred to above and to such number as may be decided by him.
Groundsman 'A'		Pass in IV Standard with one year practical experience in the type of work concerned.
Groundsman 'B'		
Lascar, Grade I		
Lascar, Grade II		
Vehicle Helper		
Nursing Orderly		
Mazdoor, Grade I		Pass in IV Standard with one year practical experience in the type of work concerned.
Mazdoor, Grade II		-do-
Coal Mazdoor		-do-
Laboratory Helper		-do-
Messenger Boy		-do-
Gurkha Watchman		-do-
Matty-cum-Watchman		-do-
Watchman		Ability to read and write Tamil
Gardener		-do-
Sweeper		-do-
Sanitary Worker		-do-

Note—1 : The qualification of certificate in Electrical wiring issued by the Polytechnics or equivalent qualification with suitable practical experience prescribed as an alternative qualification in the posts in this Annexure, is for adoption in very special circumstances, if candidates possessing the non-technical qualifications with longer experience, are not available among the existing Nominal Muster Roll and work Establishment and when such candidates even if available are not found suitable for appointment or promotion to the posts.

Note—2 : The qualifications prescribed for appointment will not apply to the appointment to posts carrying pay scales of Rs. 650-25-775-30-925-35-1100 and below of persons

(1)

(2)

(3)

employed on daily wages or by promotions from one category/grade to another category/grade of persons who in the opinion of the appointing authority have sufficient practical experience for the proper discharge of duties of the posts to which they are proposed to be appointed or promoted.

Note-3 : No person shall be eligible for appointment to any post, unless he knows cycling and possessing a bicycle and maintains it in a proper condition, if the appointing authority considers that a cycle is necessary for the discharge of the duties attached to the post. No additional remuneration will be given on this account.

Note-4 : No person shall be eligible for appointment by direct recruitment to any of the categories or grades in work establishment specified above if he has attained the age of 30 years on the 1st day of July of the year in which the appointment is made.

Provided that in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes, they must not have completed 30 years of age as on the 1st day of July of the year in which the appointment is made ;

Provided further that this age limit shall not apply to the recruitment to post carrying pay scales of Rs. 650—25—775—30—925 35—1100 and below of daily paid employees who have rendered not less than three years service and also in respect of appointments made in construction Circles for Project works.

Note-5 : The qualification of 'Ability to read and write Tamil' prescribed for the posts of Watchman, Gardener, Sweeper and Sanitary Workers, will not be applicable to the appointment of dependents of employees who die in harness.

Printing Press

Foreman, Grade I

1. Must have passed S.S.L.C.
2. Must possess a Diploma in L.P.T.
3. Must have worked for atleast 3 years as Foreman Grade II in or a similar post in a printing press (Letter Press).

Foreman, Grade II

L.P.T. with 5 years practical experience in the type of work concerned.

Senior Proof Reader

1. Must have passed S.S.L.C.
2. Must possess a certificate in Government Technical Examination in Proof Reading by Higher Grade.

Must possess atleast 5 years experience in the type of work concerned.

Imposer

Passed VIII Standard with 2 years' practical experience in the type of work concerned

(1)	(2)	(3)
Machineman Grade I	By Promotion	Must possess three years experience as Machine Operator in Machine Section with adequate knowledge in operating off-set machine, Letter Press and Treadle Machines.
Foreman Grade III (Binding)	By Promotion	Must possess three years experience as Senior Binder Binding Section who exercises option to operate the Digital Copy Printer Machine, or Must possess three years experience as Machine Operator in Machine Section.
Machineman/ Machine Operator		L.P.T. with 1 year practical experience in the type of work concerned; or V Standard with 4 years practical experience in the type of work concerned.
Senior Binder		V Standard with 2 years experience in the type of work concerned.
Compositor		VIII Standard with 2 years practical experience in the type of work concerned.
Proof Reader		Completed S.S.L.C. with 2 years practical experience in the type of work concerned.
Junior Machineman		IV Standard with 2 years practical experience in the type of work concerned.
Junior Binder		V Standard with 1 year practical experience in the type of work concerned.
Copy Holder		VIII Standard with 1 year practical experience in the type of work concerned.
Junior Compositor		VIII Standard with 1 year practical experience in the type of work concerned.
Packer Helper		V Standard with 1 year practical experience in the type of work concerned.

Note : The qualification prescribed for appointment in the categories created for Printing Press will not be applicable to the persons who have entered service in the Printing Press prior to 12—3—1975.

Power Line Carrier Communication :

Carrier Special
Grade Foreman

Diploma in Communication Engineering or Diploma in Electrical Engineering with Electronics as special subject or B.Sc., with Physics; and

5 years in the category of Foreman, I Grade in the field of Carrier Communication/VHF field.

(1)	(2)	(3)
Carrier Foreman, I Grade		Diploma in Communication Engineering or Diploma in Electrical Engineering with Electronics as Special subject or B.Sc., with Physics; and 6 years in Carrier Communication/VHF field; or Pass in S.S.L.C. with I.T.I. Training in Electronics/ Radio Mechanic Course; and 10 years in Carrier/VHF field.
Carrier Foreman, II Grade		Diploma in Communication Engineering or Diploma in Electrical Engineering with Electronics as Special subject with Physics; and 4 years in the carrier Communication; or Pass in S.S.L.C. with I.T.I. Training in Electronics/ Radio Mechanic Course; and 8 years in the Carrier Communication.
Carrier Mechanic, I Grade		Diploma in Communication Engineering or Diploma in Electrical Engineering with Electronics as Special subject with Physics; and 3 years in the Carrier Communication; or Pass in S.S.L.C. with I.T.I. Training in Electronics/ Radio Mechanic Course; and 6 years in Carrier Communication; or Pass in S.S.L.C. and 10 years in Carrier Communication.
Carrier Mechanic, II Grade		Diploma in Communication Engineering or Diploma in Electrical Engineering with Electronic as Elective or B.Sc. Degree with Physics Main; or Pass in S.S.L.C. with I.T.I. Training in Electronics/ Radio Mechanic Course, and 3 years in the Carrier Communication. or Pass in S.S.L.C. and 8 years in the Carrier Communication.
Teleprinter Mechanic, I Grade		Pass in S.S.L.C. with I. T. I. Training in Teleprinter Mechanism; and 10 years in Instrument repairing/Teleprinter repairing. or Pass in S.S.L.C. with I.T.I. Training in Radio, Electronics or Instrument repairing. and 6 years in Instrument repairing.
Assistant Carrier Mechanic.		Pass in S.S.L.C. with I.T.I. Training with Electronics and Radio Engineering Instrument repairing, or Pass in S.S.L.C. and 5 years in Carrier Communication or III Form passed and 8 years in Carrier Communication.
Carrier Assistant		III Form passed.

ANNEXURE—IV

(Referred to in Regulation 105)

Category of Employees (1)	Authority competent to order postings and transfers (2)
I. Employees in Class I Service	
Chief Engineer Superintending Engineer Executive Engineer Chief Financial Controller Financial Controller Deputy Financial Controller Deputy Secretary Chief Internal Audit Officer Deputy Chief Internal Audit Officer Chief Medical Officer Deputy Chief Chemist Stores Controller	Within the State, Chairman, Tamil Nadu Electricity Board.
II. Employees in Class II Service:	
Assistant Executive Engineer Accounts Officer Assistant Accounts Officer Labour Welfare Officer Assessment Officer Assistant Engineer Junior Engineer Grade-I	Within the State-Chief Engineer (Personnel)
Supervisor Thermal Grade-I Administrative Officer Assistant Administrative Officer	I. Within the State-Chief Engineer (Personnel) II. Distribution Circle/regions. i. Request and administrative transfer within the System-Chief Engineer (Distribution) ii. Administrative transfers within the Region Chief Engineer (Distribution) III. General Construction Circle and Generation and Project Circles i. Request and Administrative transfers within the circle Chief Engineer concerned. ii. Administrative transfers within a particular Chief Engineer's jurisdiction—Chief Engineer concerned.

(1)	(2)
Under Secretary Section Officer, Secretariat Branch	} Within the State-Secretary, Tamil Nadu Electricity Board.
Internal Audit Officer Assistant Audit Officer,	
Personnel Officer Personal Assistant Chief Stores Officer Stores Officer Chief Head Draughtsman Medical Officer Senior Chemist Chemist Assistant Press Superintendent	} Within the State-Chief Engineer/Personnel.

Note 1: Chief Engineers (Distribution) are empowered to transfer employees of all the categories of Class II Service within the Station not involving Transfer Travelling Allowance.

Note 2: The Superintending Engineers are empowered to transfer officers and staff of and below the category of Assistant Engineers within the station not involving Transfer Travelling Allowance.

III. Employees in Class III & IV Service, Board Office Secretariat Branch

Assistant Assistant-cum-Steno Typist Junior Assistant	Within the Board Office (Headquarters)— Under Secretary, Tamil Nadu Electricity Board.
Steno-Typist Typist Telephone Operator Telephone Supervisor Record Clerk Duffadar Office Helper Other Categories, if any	Within the State-Secretary.

BOARD OFFICE AUDIT BRANCH

Auditor Junior Auditor Steno Typist Typist Telephone Operator Record Clerk Office Helper Other Categories, if any	Within the State—Chief Internal Audit Officer
--	---

(1)

(2)

BOARD OFFICE ADMINISTRATIVE & TECHNICAL BRANCHES

Superintendent Within the State—Chief Engineer (Personnel).
Assistant
Assistant-cum-Steno Typist

Junior Assistant Within the State—Chief Engineer/Personnel.
Steno-Typist
Typist
Librarian
Record Clerk
Duffadar
Office Helper
Other Categories, if any

BOARD OFFICE, ACCOUNTS BRANCH

Stores Supervisor/Stock Verifier
Accounts Supervisor
Assistant

Assistant-cum-Steno Typist Within the Board Office, Accounts Branch (Head-quarters)—Chief Financial Controller.

Junior Assistant
Steno-Typist
Typist

Record Clerk Within the State—Chief Engineer/Personnel.
Office Helper
Other Categories, if any

Offices of the Chief Engineers (Distribution)

Accounts Supervisor
Assistant

Junior Assistant Within the Chief Engineer's Office—Chief Engineer, (Distribution).
Steno-Typist
Typist
Record Clerk

Office Helper Within the State—Chief Engineer/Personnel
Other Categories; if any

Circles / Regions

I. Within the state -
Chief Engineer (Personnel)

Junior Engineer II Grade
Supervisor (Thermal) II Grade

Stores Supervisor/Stock Verifier II. **Distribution Circles/Regions**

(1)

(2)

Staff Nurse, Pharmacist,
Laboratory Technician, Grade-I
and Auxiliary Nurse.

Within the State - Chief Engineer (Personnel)

Note: (1) If the transfer or sanction of leave to a member of Class I and II Service involves promotion (including promotion under Regulation 106) of a person not selected previously for such promotion by the Board or whose first appointment to the category concerned was not previously ordered by the Board, the matter shall be referred to the Board for orders.

Note: (2) In the exigencies of service, a Superintending Engineer (Electrical) can be posted temporarily as Superintending Engineer (Civil), Construction Branch.

Note: (3) In the exigencies of service or in short leave vacancies, the competent authority may post -

(i) Executive Engineer (Electrical) to post of Executive Engineers (Mechanical).

(ii) Assistant Executive Engineers (Electrical) to posts of Assistant Executive Engineers (Civil) or (Mechanical).

Note: (4) In the exigencies of service, the authority competent to make postings and transfers may post full members or approved probationers or probationers in the categories specified below to the categories mentioned against them :

Assistant Engineers (Electrical)	Assistant Engineers (Mechanical)
Junior Engineers (Electrical) Gr. I.	Junior Engineers (Mechanical) Gr. I
Assistant Engineers (Electrical)	Junior Engineers (Electrical) Gr. I
Junior Engineers (Electrical) Gr. I	Assistant Engineers (Electrical)
Junior Engineers (Electrical) Gr. II	Junior Engineers (Mechanical) Gr. I
	Junior Engineers (Civil) Gr. II
Assistant Engineers (Mechanical) and Junior Engineer (Mechanical) Gr. I	Assistant Engineers (Civil)
Junior Engineers (Mechanical) Gr. II	Junior Engineers (Civil) Gr. II

Note: (5) Any person holding any of the posts to which Circle/Office wise seniority is maintained may be transferred from one unit to another on grounds of administrative necessity and also in special cases.

Note: (6) A probationer or approved probationer in the categories of Junior Assistant, Typist including Steno-typist and Assessor in the offices other than the Board Office Secretariat and Audit Branches may be transferred from one unit to another at the request of the employees. In case of such request transfers, the transferred employees shall (i) forgo their right to seniority on the basis of the date of their first appointment and each of them takes his rank last in the list of probationers or approved probationers, as the case may be, in the administrative unit to which he is transferred as it stands on the date on which he joins the new unit and (ii) receive no travelling allowance for their journeys to the unit to which they are transferred.

SCHEDULE

(See Regulation 91 (1))

Minimum General Educational Qualification

(1) A pass in the Secondary School Leaving Certificate Examination with eligibility for admission to college course of studies in the Universities in this State ; or

(2) A pass in the Secondary School Leaving Certificate Examination of this State.

Explanation -(1)

A person who had appeared for 11 year Secondary School Leaving Certificate Public Examination and obtained 35 % marks in each subject either in one sitting or compartmentally, shall be deemed to have passed the Secondary School Leaving Certificate Public Examination.

Explanation -(2)

A person who had appeared for 11 year Secondary School Leaving Certificate Public Examination and had failed to obtain 35 % marks in one or more subjects, but who has appeared and obtained 35 % marks in the corresponding subject or subjects in 10 years Secondary School Leaving Certificate Public Examination, shall be deemed to have passed the Secondary School Leaving Certificate Public Examination

Explanation -(3)

A person who had studied optional subjects in 11 year Secondary School Leaving Certificate and failed in the optional subjects but had obtained 35 % marks in all other subjects except the optional subjects in 11 year Secondary School Leaving Certificate Public Examination shall be deemed to have passed the Secondary School Leaving Certificate Public Examination.

Explanation -(4)

A person who had appeared and passed the X standard Government Examination conducted by the Board of open School, Tamil Nadu shall be deemed to have passed the Secondary School Leaving Certificate Public Examination.

INDEX

Note : This index has been compiled solely for the purpose of assisting reference. No expression used in it should be considered as interpreting the Regulation. The abbreviations represent :

A - ANNEXURE	D - DELEGATION
SR - SERVICE REGULATION	In. - INSTRUCTION
N - NOTE	P - PROVISIO
T - TABLE	E - EXPLANATION
S - SCHEDULE	

A

ABSENCE	: SR 10 (9) (c) and I, II & III 10 (28).
ACT	: SR (10) (1)
ACTING PROMOTION	: SR 43
ADDITIONS TO PAY	: SR 50 - 54
ADVANCE INCREMENT	: SR 37
AGE	: SR 10 (2)
AGE OF RETIREMENT	: SR 17
ALLOWANCE - Compensatory	: SR 10 (5), 50

Appointments

To more than one post	: SR 49
Authority competent to order additional charge	: SR 49, D 1 - 4
General conditions of appointment	: SR 91 (2)
Approved candidate	: SR 87 (2)
Approved probationer	: SR 87 (3)
Appointing authority	: SR 93 A II
Appointment of full member	: SR 100
Average pay	: SR 10 (3)

B

BACKWARD CLASSES	: SR 87 (4)
Board	: SR 10 (4)
Whole time at the disposal of the Board	: SR 24
Delegation of powers	: SR 5

C

COMBINATION OF APPOINTMENTS	: SR 49
COMPENSATORY ALLOWANCES	: SR 10 (5), 50
COMPETENT AUTHORITY	: SR 10 (6)
Compulsory Retirement	: SR 17 (g)
Retention in Service after date of	: SR 17 (h)
Contribution	
Foreign Service	: SR 70, 71, 72, 73
CURRENT DUTIES	: SR 49

D

Date of Birth	: SR 110 (a)
Acceptance	: SR 110 (a)
Alteration	: SR 110 (b) (i), (ii), and (iii)
Verification	: SR 110 (b), (i) & (ii)
DEDUCTIONS	: SR 9-A
DEFINITIONS	: SR 10
Delegation of Powers	
By Board	: SR 5
Deputation	: SR 65 (a), (b), (c), (d)
Pay and Allowance During	: SR 69
Dismissal	
Pay and Allowances	: SR 55
Pay and Allowances on reinstatement	: SR 57
Vacancies arising due to	: SR 57 (13)
Duties	
Assumption and relief of	: SR 21
Duty	: SR 10 (9)

E**F**

Fees	
Grant and acceptance of	: SR 52 (a) and (c)
When officers may receive without permission	: SR 53
S.R.—29 (9—2001)	

Foreign Service

Acceptance of Pension or gratuity from Foreign employer	: SR 74
Authority competent to transfer to	: SR 65
Contributions to Board	: SR 70
Counts for increments	: SR 36 (e)
Date from which begins	: SR 66 N 2
Date on which reversion from	: SR 78
Defined	: SR 10 (10)
Leave while on	: SR 75, 76
Pay during	: SR 69
Promotion during	: SR 68
Remission of Contributions	: SR 70, 71 72, 79
Transfer while on leave	: SR 67
When transfer not permissible	: SR 65 (a) 66
Withholding of contributions	: SR 73

Fines

	: SR 9-A (2)
Full Number	: SR 87 (6)
Appointments of full member	: SR 100
Reduction of full member	: SR 101

G

Government	: SR 10 (11)
------------	--------------

H

Holidays	: SR 10 (13), 18
Honoraria	: SR 52(b)
Hours of work	: SR 19

I

Increment	: SR 34, 35, 36
Authority Competent to withhold	: SR 35
Premature increments	: SR 37
Reduction to a lower grade	: SR 39

Instruction

Courses of	: SR 10(9) (a), (b)
------------	---------------------

Interest

Of Foreign Service	: SR 72 (1), (3), (4), (5)
Interpretation of Service Regulations	: SR 4
J	
Joining Time	
Admissibility	: SR 59, 60
Defined	: SR 10 (12)
Excess	: SR 62
Included in duty	: SR 10 (9) (b), 61
Lien during	: SR 27 (c)
No change of residence	: SR 60 in (1)
On Foreign Service	: SR 59
Pay during	: SR 61
Persons not in Board's Service	: SR 63

K**L****Leave**

Leave salary	: SR 10 (14)
Period of-excluded in calculating average pay	: SR 10 (3) N-1
Lien Defined	: SR 10 (15)
During joining time	: SR 27 (c)
Suspension of conditions	: SR 28
Transfer of-Authority Competent to order	: SR 28-D
While on probation in another post	: SR 28 (f)
While on Foreign Service	: SR 28 (b)
While under Suspension	: SR 28 (c)

Liability to Serve in

DEFENCE SERVICES	: SR 91 (2) (e)
LINGUISTIC QUALIFICATION	: SR 91 (3)
SAFEGUARD FOR LINGUISTIC MINORITIES	: SR 91 (4)

M

MONTH	: SR 10 (16)
--------------	--------------

MEMBER OF A CLASS OF SERVICE	: SR 87 (7)
MILITARY DUTY	: SR 87 (8)
MINIMUM GENERAL EDUCATIONAL QUALIFICATION	: SR 91, S

N

O

OFFICIATE-Defined	: SR 10 (17)
Officiating Service	
Increment	: SR 36 (d)
Initial Pay	: SR 33
OVERTIME PAYMENT	: SR 10 (18), 20

P

Pay

Additions to Pay	: SR 50-54
Defined	: SR 10 (19)
Foreign Service	: SR 69
Initial	: SR 33 (a), 34, 38, 42
Officiating Board employee	: SR 33 (a) 41 (1)
Of reduced Board employee	: SR 38
Of reinstatement	: SR 57
Of temporary Posts	: SR 45, 46
Personal	: SR 10 (21)
Time-Scale of pay	: SR 33, 34, 36, 37, 38, 39

Pension

Foreign Service	: SR 70-74
-----------------	------------

Permanent Post

Defined	: SR 10 (20)
Substantive appointment	: SR 25 (a) (b) and (c), 14

PERSONAL PAY	: SR 10 (19), 10 (21), 44
--------------	---------------------------

PROBATION	: SR 95
-----------	---------

Completion of probation and drawal of arrears of increments	: SR 108
Desiring courses of study not connected with probation	: SR 95 (h)
Probationer	: SR 10 (9) (a), 95 (a)
Appeal against discharge	: SR 95 (e)
Discharge and reappointment of probationer	: SR 87 [5], 95 [c]
Right of probationers and approved probationers to Re-appointment	: SR 95 [b]
Service in higher post counting for probation	: SR 107
Suitability for full membership	: SR 95 [f]
Suspension, termination or extension of probation	: SR 95 [d]
Promotion	
Defined	: SR 87 [9] , 98 [1]
Officiating	: SR 43
Probation on promotion	: SR 98 [1] [c]
Duty in a different class of service counting for probation	: SR 98 [1] [d]
Members absent from duty	: SR 99
Revision of orders of promotion to selection posts	: SR 98 [2]
	Q
Qualifications	: SR 94 [a], All
Special Provisions	: SR 94 [b], T
	R
REGULAR EMPLOYEE	: SR 13
Retirement	
Age	: SR 17 [a], [b] & [c]
Benefit Schemes	: SR 22
Compulsory	: SR 17 [g]
Re-employment of retired Persons :	: SR 102
Recruitment	
Candidates included in more than one approved list	: SR 90 [b]
Direct	: SR 87 [10]

Mode of Recruitment

- : SR 89 [d]
- Permanent allotment of candidates to units and their Appointment : SR 90 [d]
- Relinquishment of rights by members : SR 103
- Reservation of appointments : SR 89 [b]
- Revision of list approved candidates for appointment or promotion : SR 90 [a]

S**Securities**

: SR 109

SCHEDULED CASTE AND SCHEDULED TRIBE :

: SR 87 [4]

Service

Dispensing with

: SR 23

General conditions

: SR 11-32

SPECIAL PAY

: SR 10 [22]

Special Qualifications

: SR 96 [1], [a], 96 [4]

To be passed or other qualifications to be acquired

: SR 96 [1], [a], 96, [4]

During probation

: SR 96 [5]

Penalty on a member on maximum of his scale for failure to pass prescribed tests

: SR 96 [6]

Subsistence Grant

Defined

: SR 10 [23]

During suspension

: SR 56 [b], 57

SUBSTANTIVE APPOINTMENT

: SR 14

SUBSTANTIVE PAY

: SR 10 [24]

Suspension

Board employee in Prison

: SR 57 [6]

Compulsory deductions

: SR 56 [2] [a]

Leave on

: SR 58

Of Lien

: SR 28 [b]

Optional deduction

: SR 56 [2] [b]

Pay & Allowances during

: SR 56, 57

Reinstatement

: SR 57

T

TEMPORARY APPOINTMENT : SR 106

Temporary Post

Defined : SR 10 (25)
 Increments in : SR 36 (b) and (c)
 Lien when holding : SR (28) (b)
 Pay of : SR 45
 Pay of Board employee appointed to : SR 46 (c)

Time Scale of Pay

Defined : SR 10 (26) (a)
 Increments in : SR 35
 Initial pay in : SR 33 42
 Premature increments in : SR 37
 Service counting for increment : SR 36, 39

TIME SCALES

: SR 10 (26) (b)

Training

Authorised courses of : SR 10 (9) (d)
 Pay admissible during : SR 33 (e) N-1

Transfer

Initial Pay on-as penalty : SR 38
 Joining time on : SR 59-63
 Lien on : SR 28 (b)
 Postings and Transfer : SR 105 A-IV
 Regulation governing : SR 31

TRAVELLING ALLOWANCE

: SR 10 (27)

**U
V****Vacancies**

Proportion or order filling : SR 89 (a)

W

WAR SERVICE

: SR 87 (11)

**X
Y
Z**

CORRECTIONS

Page No.	Existing	To be Read
1.	5th line—regulations (wherever occurs regulations to be read as	Regulations Regulations)
50.	Regulation 56 (iii) 9th line—pensions scheme	pension scheme
74.	Note 3 : (1) 17th line—be precisely	precisely
76.	under the heading INSTRUCTIONS (1) 4th line—employee is released	employee is released
132.	Category 3, col. 3, 5th line—possesses	possess
137.	DIVISION V (a) first line—from stores DIVISION VI 2nd line—Junior Chemist Category 1 DIVISION VI (a) 2nd line—Chemist Category I DIVISION VII 2nd line—Draughtsman Category 9,	from Stores Junior Chemist in Category I Chemist in Category I Draughtsman in Category 9.
138.	DIVISION IX	DIVISION IX
139.	DIVISION XI CLASS III DIVISION I	DIVISION XI CLASS III DIVISION I
140.	DIVISION II	DIVISION II
143.	under category 2, col. 3 3rd line—members of approved	members or approved
149.	under Class II Service 1 (e) col. 1, 2nd line— items (1) (f) to (1) (l)	items (1) (f) to (1) (l)
151.	under heading : Division VII—C Accounts Cadre in Offices of the Accounts Branch Circles and Board Office	Accounts Cadre in Offices of the Circles and Board Office Accounts Branch
152.	under Sl. No. 41—	to add DIVISION IX
153.	under Sl. No. 51, col. (3) first line—the Circle of the	the Circle or the
157.	under col. (3) (i) 2nd line—Madurai or equivalent	Madurai University or equivalent
158.	under col. (3) (b) 5th line—a period of	a period of
159.	under col. (3), (b) 5th line—Examinations; and	Examination and
161.	under col. (3), 4th para, (b) : 5th line—period not less than	period of not less than
162.	under col. (3), para No. (5) 1st line—Thermodynamics and	Thermodynamics and
164.	under col. (1) Chief Head Draughts man, in clo. (ii) 1st line—Must have rendered a	Must have rendered a
173.	col. 3 last line— I. the Engineering Subordinate class ;	I. the Engineering Subordinate class; or
174.	under the headline col. I Draughtsman (b) (i) 5th line—Chennai if persons	Chennai ; if persons
176.	under col. (3) (b) 3rd line—Building ; Drawing	Building Drawing
181.	under col. (3) No. (3) para 3—6th line— will complete 30 years	will complete 30 years