

**Tamil Nadu Electricity Board  
Special Pay and Allowances  
Regulations**

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# TAMIL NADU ELECTRICITY BOARD SPECIAL PAY and ALLOWANCES REGULATIONS

In exercise of the powers conferred by Section 79-(c) of the Electricity (Supply) Act, 1948, the Tamil Nadu Electricity Board hereby makes the following Regulations.

## REGULATIONS

### 1. Short Title, Applicability and Commencement

1. These regulations may be called the Tamil Nadu Electricity Board Special Pay and Allowances Regulations. The regulations shall apply to all the employees of the Board. They will come into force with effect from 10-6-1967 and from that date will supersede all previously existing rules on the subject.

In the case of temporary posts, the grant of special pay and allowances, excepting the special pay for unhealthy localities in the places specified in regulation 5 (2) and Hill Stations/other expensive localities Isolated localities allowance in the localities specified in Regulation 8 (a) (i) to (iii), and House Rent Allowance will be regulated by the specific orders issued in each case. In the case of the special pay for unhealthy localities, Hill Station/ Other expensive localities/ Isolated localities allowance, and House Rent Allowance, no such specific order is necessary. If any temporary post is sanctioned for utilisation in an unhealthy locality, or in a Hill station/ Other expensive locality/ Isolated locality, or in a place where House Rent Allowance is admissible, any employee holding that post will automatically draw the special pay or allowance, as the case may be, admissible under these regulations.

*Note* :—Pay includes 'special pay', 'personal pay' and 'charge allowance' but not 'compensatory allowances'.

### 2. Classes of special pay and allowances :

(a) The additional pay and allowances granted to employees under these regulations will be subdivided into the following classes :—

#### I to III—Special pay.

- Class. I. — Special pay for special work.
- Class. II. — Special pay for extra work.
- Class. III. — Special pay for risk to health :—
  - (a) Unhealthy localities.
  - (b) Arduous nature of work.

#### IV to IX—Compensatory allowance.

- Class. IV — Madras House Allowance

Class.	V	—	House Rent Allowance.
Class.	VI	—	Expensive Localities Allowance.
Class.	VII	—	Conveyance Allowance.
Class.	VIII	—	Housing.
Class.	IX	—	Miscellaneous Compensatory Allowance.
Class.	X	—	Personal pay.

- (b) (1) Compensatory allowances attached to a post shall be drawn in full by an employee performing the duties of the post.
- (2) The competent authority after recording reasons, which shall be communicated to Audit, may permit an employee on leave, or relieved temporarily for preparing for or attending an examination or transferred temporarily from a post to which any local or miscellaneous allowances are attached to draw such allowances or part thereof for a period not exceeding four months without prejudice to the employee officiating for him also drawing it.

The above permission shall be accorded only subject to the following considerations, namely:—

- (i) the employee is expected to return to a post to which a similar allowance is attached; and
- (ii) he will continue to incur during the said period the expenses to meet which, the compensatory allowance was granted.

**Explanation :** The competent authority referred to above is the authority who sanctions the leave, relief or transfer.

- (3) When an employee is transferred from a post in which he draws a compensatory allowance such as Madras House Allowance or Hill Allowance (other than a travelling allowance) to a post to which a compensatory allowance of a like nature is attached, he may draw the allowance during joining time, provided that, if the rates of the allowances differ, he may draw the lower rate only.
- (4) (a) **While on Duty :** House rent allowance attached to a post may be drawn in full by an employee officiating in the post provided that, subject to mutual arrangement, it may continue to be paid to the employee for whom he is officiating for a maximum period of four months.
- (b) **While on Leave with Allowances :** In the absence of the certificate referred to in clause (6) below, an employee shall be permitted to draw House-rent allowance for four months of leave including maternity leave but not extraordinary leave provided that—
- (i) He actually returns either to the same post from which he proceeded on leave or to another post carrying a similar allowance;
- (ii) He certifies that he has incurred during the leave with allowances, the expenses to meet which, the allowance is claimed; and

- (iii) the allowance shall be drawn only on the return of the employee from the leave.
- (5) Travelling allowance has been dealt with separately.
- (6) The competent authority shall embody in the orders sanctioning the leave or transfer, a certificate regarding the likelihood of the employee's return either to the post from which he proceeded on leave or transfer to another post carrying a similar allowance.

In the absence of the certificate referred to in the first paragraph, Madras House Allowance may be drawn by an employee for the period of leave provided that—

- (i) he actually returns to the same post from which he proceeded on leave or to another post carrying a similar allowance;
- (ii) the competent authority furnishes a certificate to the effect that the employee, who is allowed Madras House Allowance for the leave period, actually retained his house in Madras City during leave and that he actually incurred the expenses to meet which, such allowance is paid;
- (iii) the allowance shall be drawn only on the return of the employee from leave; and
- (iv) in the case of an employee who is entitled to Madras House Allowance, though he occupies a house owned by him, a certificate shall be furnished to the effect that he continued to reside in the same house during the period of leave.

In the case of an allowance granted for the expensiveness of living, the employee shall certify that he or his family or both resided for the period for which the allowance is claimed at the old station or at another station in which he would be entitled to a similar allowance. In the case of other allowances, the employee shall certify that for the period for which the allowance is claimed, he continued to incur the expenses, to meet which the allowance was granted.

For the purpose of this clause—

- (i) "Family" includes the wife and children including an adopted child of an employee residing with and wholly dependent on him. In the case of a woman employee, the term "family" shall not include her husband unless he is wholly dependent on her. Nor will the term include a married daughter after the date on which she was placed under her husband's protection.
- (ii) 'Leave' means leave with allowances alone including maternity leave but does not include extraordinary leave.

Note :- Compensatory allowance granted to Medical Officers for loss of private practice is not admissible during leave.

- (7) If an employee in receipt of house allowance under the Madras House Allowance Scheme proceeds on leave for a

period extending beyond the half-year or year for which it was sanctioned, he may be allowed by a competent authority under this regulation to continue to draw during the whole period of such leave, house allowance at the rate drawn prior to proceeding on leave, provided the conditions laid down in this regulation are satisfied.

- (8) House rent allowance to an employee, who accepts allotment of Board's quarters, should be stopped from the date of occupation or from the eighth day after the allotment of Board's quarters, whichever is earlier. In cases of refusal of allotment of Board's quarters, house rent allowance will not be admissible, from the date of allotment of the Board's quarters.

An employee, who, on transfer, has been permitted to retain the Board's quarters at the old station, is eligible for the House Rent Allowance in respect of the new station, if otherwise admissible, without regard to the fact whether he has been permitted to retain the Board's quarters at the old station on payment of normal rent or penal rent.

### 3. Class I—Special pay for special work.

(a) Special pays in this class are assigned to posts to which special responsibility is attached or which involve work of a specially difficult nature. No special pay of this class will be granted unless the particular duties for which an allowance is claimed so far differ, in kind or in intensity, from those for the performance of which the service in question was recruited, as to justify a special remuneration.

(3) The table below contains a list of employees to whom and the rate at which this class of special pay is admissible:—

Sl. No.	Designation.	Station.	Amount Rs.	Remarks.
(1)	(2)	(3)	(4)	(5)
(1) (a)	Junior Engineers (Electrical or (Mechanical); Supervisors,	Pykara, Moyar, Mettur, Papanasam,	Rs. 30/- p. m.	(1) Not admissible to a person who had been granted advance increments in consideration of his duties as Operator. (2) Admissible only for eight persons in all in each Power House at four on Electrical side and four on hydraulic side.
	Grade I (Electrical or Mechanical) working as Shift Operators.	Samaya-nallur, Periya, Kundah, I and II Power Houses		
(b)	Supervisor Grade II (Electrical) or (Mechanical) working as Shift Operators.	- do -	Rs. 20/- p. m.	

(1)	(2)	(3)	(4)	(5)
(2)(a) Junior Engineers (Electrical) or (Mechanical) or Supervisors, Grade I (Electrical) or (Mechanical) working as Shift Operator.	'A' 'B' & 'C' stations of Basin Bridge Power House.	Rs. 30/- p. m.	(1) Admissible for only four persons in 'A' Station.	
(b) Supervisors Grade II (Electrical) or (Mechanical) working as Shift Operators.	do	Rs. 20/- p.m.	(2) Admissible for only eight persons in each of 'B' & 'C' Stations.	
(3) Junior Engineers (Electrical) or (Mechanical) or Supervisors, Grade I (Electrical) or (Mechanical) working as Shift Operators.	(1) 'B' Station Turbines. (2) Cooling towers (3) Coal and ash conveyors in Basin Bridge Power House.	Rs. 30/- p. m.	Admissible for only four persons in	
Supervisors, Grade II (Electrical) or (Mechanical) working as Shift Operators.	- do -	Rs. 20/- p. m.	each place.	
Assistant Engineer (Electrical) on Shift duty.	Basin Bridge Power House.	Rs. 50/- p. m.	Admissible for one Assistant Engineer only Permanent sanction.	
Assistant Engineers (Electrical) on Shift duty.	Basin Bridge Power House	Rs. 50/- p. m.	For three Assistant Engineers (appointed in place of Charge Engineers)	
(4) Junior Engineers and Supervisors, Grade I (Electrical) working as Shift Operator.	(1) Erode Receiving Station. (2) Coimbatore Receiving Station (3) Pasumalai Receiving Station.	Rs. 30/- p. m.	Admissible for only four persons in each station.	

(1)	(2)	(3)	(4)	(5)
(5)	Junior Engineers or Supervisors, I Grade or Supervisors, II Grade on shift work as Electrical Operators.	Salem Sub-Station. Korattur Sub-station.	Rs. 30/- p. m. to Junior Engineers or Supervisors, I Grade and Rs. 20/- p. m. to Supervisors, II Grade.	Admissible only to four Junior Engineers or Supervisors at each of the sub stations.
(6)	Operating Engineer.	Pykara Power House, Singara.	Rs. 50/- p.m.	—
(7)	Assistants who supervise the work of clerks including Store keepers.	General.	Rs. 5/- p.m.	Provided that no special pay is admissible to an Assistant who supervises the work of only one clerk. In calculating the number of clerks for this purpose, typists, despatchers and others, who do routine and mechanical nature of work should not be taken into account.
<i>Note:</i> Sanction of the Board for the grant of special pay under item (7) should be obtained in advance.				
(8)	Chief Instructor	Technical Training Centre at Mettur Dam.	Rs. 50/- p.m.	Admissible to one Assistant Engineer (Electrical) who discharges the duties as the Chief Instructor subject to the conditions that no substitute is appointed for the Assistant Engineer posted as Chief Instructor and he does the work in addition to his normal duties.
(9)	Instructors.	Technical Training Centre at Mettur Dam.	Rs. 15/- p.m.	Admissible to Linemen, Fore-man and other employees posted as Instructors.



(1)	(2)	(3)	(4)	(5)
(10)	Chief Instructor.	Technical Training Centres at Madras Madurai and Coimbatore.	Rs. 50/- p.m.	Admissible to one Assistant Engineer (Electrical) of the System concerned who discharges duties as the Chief Instructor in addition to his normal duties.
(11)	Instructor.	Technical Training Centres at Madras, Madurai and Coimbatore.	Rs. 15/- p.m.	Admissible to one Line Inspector of the System concerned posted as Instructor.
(12)	Chief Instructor.	Training Centre in Cable Jointing at Madras.	Rs. 25/- p.m.	Admissible to one Assistant Engineer (Electical) who discharges duties as Chief Instructor of the Training Centre in Cable Jointing at Madras in addition to his normal duties.

#### 4. Class II-Special pay for Extra work.

(a) The cardinal principle is that every employee to whom a variety of duties is assigned or to whose post a number of duties is attached should carry out those duties without extra remuneration unless they involve more than a reasonable day's work. In this respect effect has to be given to Service Regulation 24.

If, however, the volume of work, assigned to an employee is more than a full day's work, the most suitable course is either to increase the staff, should the amount of work justify a fresh whole-time appointment, or to redistribute the work among the members of the sanctioned staff. Special pay in this class will be granted only when neither of these alternatives is possible. The grant of a special pay under this clause will be restricted to cases which strictly satisfy the following test :—

If the duties are of a kind outside the normal duties of the service, is the addition to the normal work of the service, which the performance of these duties involve, really so material as to justify the grant of a separate remuneration in order to secure the contented discharge of those duties by the staff.

(b) The table below shows the shorthand and typewriting Special pays admissible under this class.

Name or Designation.	Station.	Amount or special pay per month.	Remarks.
(1)	(2)	(3)	(4)

### CLASS II — EXTRA WORK.

(1)(a) Clerks, Typist General and steno-typists.	Rs. 35/-	Shorthand. The Special pay is admissible to clerks, steno-typists and typists who possess higher grade qualifications in shorthand subject to the conditions that they are actually engaged in shorthand work and that the sanctioned number of shorthand special pays for the offices is not exceeded.
(b) Typist General and Steno-typists ( Tamil )	Rs. 40 or 15.	The higher rate is admissible to those who possess Tamil Shorthand qualification by the higher grade and the Lower rate is admissible to those who possess Tamil Shorthand qualification by the Lower grade, subject to the condition that they actually work as Steno-Typist in Tamil.  Persons who are qualified in both English and Tamil Shorthand and who actually work as Steno-typists in Tamil will draw the higher of the two allowances admissible for the qualification in Tamil and English Shorthand separately.

An Officer, who has a Steno-typist drawing a special pay for shorthand working under him, will be required to certify in March every year whether or not the steno-typist can discharge his duties efficiently. If an officer is unable to certify that such a steno-typist can discharge such duties efficiently, the steno-typist will become ineligible to draw the special pay with effect from the 1st April succeeding. The special pay shall not be admissible to any person unless, in the opinion of the head of the office, he continues to be employed in a post which requires the possession of the stenographic qualification for the discharge of its duties and unless also he is regularly employed in shorthand work.

*Note* :—The certificate for the drawal of shorthand special pay need not be insisted upon in the case of permanent stenographers attached to officers whose posts are kept vacant for one month or more.

(1)	(2)	(3)	(4)
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(2) Typists. General. Rs. 10 Typewriting. The special pay is admissible to typists (whether they possess the minimum general educational qualification or not) possessing higher grade qualification in typewriting and holding sanctioned post of typists in the offices in which they are employed. It is not admissible to persons drawing shorthand special pay.

### 5. Class III — Special pay for risk to Health.

(1) Special pay falling under this class is sub divided into --

(a) Special pays for risk or arduous nature of work, which are restricted to such cases as involve specific risk to those engaged therein or to cases where the work is of an arduous nature.

(b) Special pays for unhealthy localities which are granted to employees, other than such as are natives of or are domiciled in the concerned locality, serving in such unhealthy localities, as in the opinion of the Board, justify the grant of the special pay for the service therein; and

(c) Special pay under clause (a) above will be granted only if particular locality or other conditions under which the normal duties have to be performed justify the grant of such additional remuneration having regard to the work to be done in normal conditions.

(2) The special pay under clause (1) (b) above is admissible to employees serving in unhealthy localities declared as such by the Board from time to time.

(3) No special pay for service in unhealthy localities will be granted--

(a) to employees who have are natives of or are domiciled in the concerned locality;

(b) to employees who have to tour in unhealthy localities, but whose residence or head-quarters are situated outside those localities. An employee with headquarters not in an unhealthy locality may be granted a special pay, under the specific orders of the Board if he holds a post which normally involves more than nine months' touring during a year in unhealthy localities.

(4) (a) The rate of special pay of employees in Class I and Class II Service for service in the unhealthy localities will be Rs. 67.50.

(b) As regards employees in Class III and Class IV service, the rates of the special pay for service in unhealthy localities will be determined with reference to the average pay of the grades of the several classes of appointment and not on the basis of the rates of pay which a particular individual may draw from time to time. The uniform rates will be regulated as shown below :-

	Rate of Special Pay per mensem.
	Rs.
1. Employees the average pay of whose grade exceeds Rs. 240/-	54.00
2. Employees the average pay of whose grade exceeds Rs. 180/-	45.00
3. Employees the average pay of whose grade exceeds Rs. 120/-	36.00
4. Employees the average pay of whose grade exceeds Rs. 100/-	22.50
5. Employees the average pay of whose grade exceeds Rs. 75/-	13.50
6. Employees the average pay of whose grade exceeds Rs. 65/-	9.00
7. Employees the average pay of whose grade is Rs. 65/- and below.	5.00

*Note:-* In the case of employees employed under emergency provisions, who draw only the minimum pay of the post, the special pay shall be calculated on the actual pay drawn. In cases, where employees appointed under emergency provisions hold a lien on a permanent post and draw substantive pay, when it is higher, the special pay shall be calculated on the average pay of their permanent post.

(c) A list of employees eligible for special pay for arduous nature of work is given below:-

S. No.	Designation.	Station.	Amount
(1)	(2)	(3)	(4)
(1)	Executive Staff in Class I and II/ Service.	Transmission Line Construction Divisions at (i) Madurai. (ii) Kancheepuram. (iii) Tiruchirapalli. (iv) Palani (v) Coimbatore and (vi) Tiruvannamalai.	5% of pay

S. No. (1)	Designation (2)	Station (3)	Amount (4)
(2)	Executive Staff in Class III Service, i. e., Junior Engineers and Supervisors.	- do -	15% of pay.
(3)	Peons attached to Transmission Line Construction Divisions and sub-divisions who are actually on tour.	Transmission Line Construction Divisions at (i) Madurai. (ii) Kancheepuram. (iii) Tiruchirapalli. (iv) Palani. (v) Coimbatore and (vi) Tiruvannamalai.	15% of pay (in proportion to the actual no. of days actually on tour in Transmission Line Construction.)
(4)	Welders. (Rs. 105-4-145)	Mettur Workshop.	Rs. 10/-p.m.
(5)	Welders. (Rs. 85-3-118)	Mettur Workshop.	Rs. 5/-p.m.
(6)	Fitter (Welders) (Rs. 64-2-80)	Mettur Workshop.	Rs. 5/-p.m.

#### 6. Class IV - Madras House Allowance (Compensatory allowance)

The following regulations shall regulate the grant of allowances under the Madras House Allowance scheme to employees employed in posts in Madras City, provided that they actually reside in the City:-

(1) The allowances granted under these regulations are 'Compensatory allowances' within the meaning of Service Regulation 50.

(2) The scheme will not apply to employees the minimum pay of whose time-scale or whose graded or fixed pay is Rs. 200-or less, and will be restricted to the following classes of employees, whether they draw a special pay or not :-

(a) Employees belonging to a regular cadre of service normally liable to be employed either in Madras City or in stations in the mufassal, who, if employed in the City, draw the scale of pay of the cadre in force in the mufassal; and

(b) employees who, though not liable to be employed in the mufassal, draw pay in a scale in force both in the City and in the mufassal:

Provided that in either case they are not occupying free of rent, quarters either built or rented for them by the Board or have not been granted house-rent allowances in lieu thereof.

**Note :-** House allowance will not be admissible to the incumbent of a post in the City merely on the ground that the pay sanctioned for the post corresponds to the pay of some post in the mufassal. The duties of the posts must be comparable and doubtful cases should be referred to the Board for decision.

(3) The allowance will be admissible only when the house-rent proper actually paid by an employee is in excess of 10 per cent of his emoluments, if the house is an unfurnished one, or 12½ per cent, if the house is a furnished one. The amount of the allowance will be the actual excess over 10 or 12½ per cent of the emoluments, as the case may be, subject to the following maxima :-

Group.	Class of employees.	Maximum limit of monthly house allowance.
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**Employees in Class I and Class II Services.**

	Rs.
I. All employees whose total emoluments excluding compensatory allowances exceed Rs. 1,100-	100
II. Employees not included in Group I, the minimum pay of whose time-scale or whose graded or fixed pay is not less than Rs. 450/-	75
III. All employees not included in Groups I and II.	50

**Employees in Class III Service.**

IV. Employees in the City drawing an actual pay exceeding Rs. 200 - per mensem who otherwise satisfy the conditions of Madras House Allowance scheme.	25
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**Note(1)-** Employees drawing pay not exceeding Rs. 500/- per mensem in the revised scale will draw the house rent allowance at the rates prescribed in regulation 7.

**Note(2)-** Employees on a pay exceeding Rs. 200/- but not exceeding Rs. 500/- in the revised scale and who are ordinarily eligible for the Madras House Allowance scheme may opt for the House Rent Allowance scheme if that is more advantageous to them than the Madras House Allowance scheme and vice versa.

**Note(3)-** For the purpose of this sub-regulation, the term 'emoluments' will be interpreted as in regulation 17 but will exclude additional charge allowance and any compensatory allowance and the term "house rent proper actually paid" will be interpreted in accordance with instructions issued from time to time.

*Note(4)*- In the case of employees who elect to remain in the existing scale of pay for a specified period, their pay for the purposes of determining the House Rent Allowance or Madras House Allowance will be the total emoluments (excluding compensatory allowance but including dearness allowance) minus the new rate of dearness allowance appropriate to comparable posts.

*Note(5)*- If any employee, who was eligible for a higher rate of allowance under the Madras House Allowance scheme prior to the introduction of the revised groups consequent on the revised scales of pay he may be allowed to continue to draw at the same higher rate after the introduction of the revised group also. In such cases, the group to which the employee belonged prior to the introduction of the revised group will be personal to him and he will continue to be eligible to that group so long as he holds that particular post.

(4) The sanctioning authority may grant a reduced house allowance or refuse to grant a house allowance if it is satisfied that the employee is occupying an unnecessarily expensive house. The sanctioning authority shall consider in each case whether the employee could have obtained suitable accommodation at a rent lower than that actually paid, and the allowance granted shall in no case exceed that admissible on the basis of the lowest rent for which, in the opinion of the sanctioning authority, the employee could have obtained suitable accommodation.

(5) The Chief Engineer is empowered to sanction the allowance in respect of employees under his control, except in cases where the person stays in a hotel and pays a consolidated rate for boarding and lodging.

The power to sanction Madras House Allowance to employees under the control of the Chief Engineer shall be exercised by the employees specified in column (1) of the table below in respect of the employees specified in the corresponding entry in column (2) thereof:—

## Table.

(1)	(2)
Chief Operation Engineer or Chief Distribution Engineer, as the case may be.	Divisional Engineers (Electricity) and other technical officers of lower rank and subordinates working under them.
Chief Controller of Accounts.	Officers and subordinates in the Accounts Branch.
Personnel Officer.	All other employees in Class III service.

The Chief Engineer himself will sanction the Madras House Allowance to employees of and above the rank of Superintending Engineers.

(6) Claims for Madras House Allowance should be supported by certificates from the employee concerned in the following form :—

(i) Certified that I continue to hold the same post or equivalent post (viz) .....and also to occupy the same accommodation (viz).

.....on the same rent (viz)  
.....on the same rental value

.....as assessed by  
the Corporation as specified in the application form.

(ii) Certified that the house allowance claimed by me for the month of.....is in accordance with the regulations governing the Madras Allowance Scheme and that the rent due for the month aforesaid has been paid to the landlord.

(iii) Certified that no portion of the accommodation is sublet, or is shared with anyone having an independent income of Rs. 100/- and above.

The Chief Engineer or the competent authorities shall verify the fact of actual payment of the rent by directing the recipients to produce annually in the month of September the latest rent receipt/ rental value of the accommodation as assessed by the Corporation of Madras.



## FORM OF APPLICATION FOR THE GRANT OF MADRAS HOUSE ALLOWANCE.

### Period for which the allowance is claimed.

Number and date of the proceedings in which the allowance, if any, was last sanctioned to the applicant.

1. Name.
  2. Designation.
  3. Scale of pay and actual pay in the scale
  3. (a) Details about corresponding mufassal posts on the same scale of pay and whether the duties of the post in the city are similar to those of the mufassal posts.
  3. (b) Whether corresponding or comparable posts in the mufassal stations have existed from the same or earlier date (but not later) as that of sanctioned for the city post.
  3. (c) Whether the post held by the incumbent is permanent or temporary; if temporary, the Board's order in which the post has been created and whether the drawal of Madras House Allowance has been specifically permitted by the Board.
  3. (d) In cases where there are no corresponding mufassal posts, whether the drawal of Madras House Allowance has been specifically permitted by the Board. (If so, reference to the order may be furnished.)
  4. Special pay and other emoluments defined as pay in regulation 17.
  5. Total emoluments for purposes of calculation of house allowance.
  6. Ten/twelve and a half percent of emoluments.
- Note :-* Information regarding any change in the rate of pay and the date from which it would take effect should be given.
7. Whether the house is furnished or unfurnished. (Municipal division, name of street and door number).
  8. Reasons for paying rent in excess of the percentage mentioned in item 6.

9. In the case of an employee transferred to the City, the dates of taking charge and of the occupation of the house in respect of which allowance is claimed and the rent, if any, paid during the intervening period.
10. In the case of an employee who becomes eligible for the allowance subsequent to 1st March or 1st September, the date on which he became so eligible and the rent paid for the house occupied on that day and for the house occupied on the first day and of the preceding March or on the first day of the preceding September, as the case may be.
11. The number of members of the family and others, if any, residing with the applicant and whether they are wholly dependent on him.
12. (a) Whether any of the relatives who are residing with the applicant are earning independent incomes, and if so, who they are, and what their incomes are.
- (b) Whether any of the relatives who are residing with the applicant is a Board employee otherwise eligible for Madras House Allowance under the regulations and if so, give particulars regarding his/her designation and pay and the Madras House Allowance received.
13. Rent of the whole house or if the house is owned by the applicant, monthly rental value of the house according to the registers of the Madras Corporation, i.e., Annual assesment x 10  

$$\frac{\quad}{9 \times 12}$$
- Note:-* If the house is owned by the applicant it should be stated whether he is the sole owner or whether the ownership merely consists in his having reversionary right to the property.
14. (a) Rent actually paid if only a portion of the house is occupied by the applicant.
- (b) If the house is owned by the applicant the monthly rental value less such rent as is recovered in respect of the portion if let out.
15. If relatives with independent incomes of not less than Rs. 100/- per mensem or a relative who is a Board employee otherwise eligible for Madras House Allowance reside with

the applicant, what is three-fifths or two fifths of the rent shown against item 14, according as one such relative or more than one such relative reside with the applicant and what the agreed share of rent of the relative is, if he/she is a Board employee.

*Note :-* In these cases the figure shown against this item should be assumed to be the applicant's share of the rent for the purpose of calculation of the allowances.

15. A. Is the house occupied by the applicant owned by a close relative of his and if so, the nature of relationship between the applicant and the owner.

*Note :-* If the answer to the above question is in the affirmative, the applicant should attach to his application a certificate from the Superintending Engineer (Distribution), Madras Electricity System in the following form:-

"Certified that the rent of Rs.....  
(in words Rs.....)  
paid by Sri.....  
(Designation)

to the house or portion of the house No.

Street.....

Division does not exceed the rental value of the building calculated on the basis of the criteria laid down in Section 4 of the Rent Control Act.

16. Lighting, scavenging taxes and also such portion of the property tax as is in the nature of service tax, gardener's wages and the like, if any, included in the rent.

17. Net Rent

*Note :-* In cases where relatives with independent incomes of not less than Rs. 100/- per mensem do not reside with the applicant the net rent should be taken to be item 15 MINUS item 16. In cases where such relatives reside with the applicant the net rent should be taken to be item 16 MINUS three-fifths/or two-fifths of the amount shown against item 16 according as three-fifths or two-fifths of the rent actually paid is adopted as the basis for the calculation of the allowance.

18. Ten / twelve and a half per cent of the applicant's emoluments.
19. House allowance admissible subject to the prescribed maximum (i.e., item 17 MINUS item 18).

I do hereby certify that the facts stated above are true.

Signature and date of the  
applicant.

**Certificate by the Chief Engineer or other competent authority.**

I have satisfied myself of the correctness of the facts given in the application and that the conditions of the Note under clause (2) of regulation 6 of the Special pay and Allowances regulations are fulfilled.

**Form of sanction of Madras House Allowance by the Chief Engineer or the competent authority**

Sanction is accorded for the drawal of Madras House Allowance at Rs ..... per mensem by Sri / Smt / Kumari..... for the accommodation occupied by him / her as per the details in the application on a monthly rental of Rs ..... for the period from ..... The sanction is valid so long as the employee continues to be employed in the post of..... or an equivalent post and he / she continues to occupy the same accommodation on the same rent as specified in the application.

Place;.....

Signature and designation

Date :.....

of sanctioning authority.

*Note:-* The term "equivalent post" refers to a post in the same category, or Cadre under the control of the same sanctioning authority.

**RULINGS :**

- (1) **Basic rent when an employee of the Board changes his residence during leave and thereby a change in the rate of allowance is caused:**

If an employee of the Board in receipt of Madras House Allowance proceeds on leave and takes a house on a different rate of rent during the period of leave, the allowance should be restricted to the amount drawn immediately before proceeding on leave or that to which he would be entitled on return from leave, whichever is less.

(2) **Rent receipts:** The rent receipt for September or for the month when eligibility commences should invariably be sent along with each application even if the applicant continues to reside in the same house and pays the same rent as in the period for which house allowance was last sanctioned. When it is impossible to send the relevant rent receipt, the rent receipt for the preceding month should be sent and the applicant should, at the same time, certify in the application that he continues to occupy the same house and pay the same rent. A nominal transfer of a rent receipt in the name of the applicant when the rent receipt was previously issued to another person should not be accepted.

(3) **Taxes and other charges:** Lighting, Scavenging, gardeners' wages and the like should be excluded in determining the rent actually paid.

The tax paid under Section 5-A of the Madras Buildings (Lease and Rent Control) Act, 1951, shall, however, be deemed as rent and shall be taken into account in calculating the rent actually paid.

(4) **Subletting of houses:** If a portion of the house is sublet, an amount equal to the rent received from the sublessee will be excluded in determining the rent actually paid.

If an employee takes a house having more accommodation than is necessary with a view to sublet a portion or portions, and if he is unable to secure sub-tenants for the entire portion intended to be sublet, house allowance should not be sanctioned on the basis of the house-rent falling to his share. The loss resulting from such a speculative undertaking should properly be borne by the employee himself.

*Note:—* The above ruling applies only to cases where portions of house are sublet to persons other than relatives for independent tenancy. All other cases, where relatives with independent income reside in the same house with the applicant, should be regulated with reference to ruling (5) below.

(5) **When relatives earning independent incomes reside with the applicant with or without an agreement as to the sharing of rent:**

If a relative earning an independent income resides with the applicant, an amount equal to two fifths of the rent should be deducted from the rent actually paid and the balance should be assumed to be the rent paid by the applicant for the purpose of house allowance, provided that if more than one such relative resides

with the applicant an amount equal to three-fifths of the rent should be deducted. Where, however, the earnings of a relative residing with the applicant are less than Rs. 100- per mensm, no deduction need be made from the rent

If the relative residing with the applicant is a Board employee otherwise eligible for Madras House Allowance, he/she is also entitled to claim Madras House Allowance, based on the balance of two-fifths of the consolidated rent paid for the house shared with the applicant, if his/her pay is less than that of the applicant; otherwise the calculation should be based on three-fifths of the consolidated rent paid and the applicants claim limited to the balance of two-fifths. In such cases, where both the persons sharing the house claim Madras House Allowance, the employee, who pay the consolidated rent for the house should give a receipt to the relative every month for the agreed amount of rent to enable the latter to claim Madras House Allowance on the basis of that receipt.

If both husband and wife are eligible for the allowance, only one of them and not both, should prefer a claim for allowance and deduction should be made on account of the income of the other.

*Note(1)*- If two or more employees of the Board share a house and the claim for Madras House Allowance is preferred, the term 'Independent income' for the purpose of this regulation should be taken as the salary from the Board received by them in respect of whom the deduction is made. If the wife residing with the husband claiming Madras House Allowance is not an employee of the Board, no deduction need be made on account of her income from whatever source it is received

*Note(2)*- A retired employee of the Board drawing pension should be treated as a person *not* in the service of the Board and he should not be treated as a person earning an Independent in-come for purpose of regulating Madras House Allowance.

(6) **Rent for garage:** No deduction will in any case be made from the rent on account of garage accommodation whether garage rent is included in the house-rent or charged separately.

*Note:*— Rent paid for a garage situated at a place different from that of the residential building of the employee should also be taken into account in determining the amount of Madras House Allowance admissible to the employee.

(7) **Rent for more than one house:** The rent paid for additional accommodation in a house other than that in which an employee

actually resides will not be taken into account for the purpose of house allowance.

(8) **Particulars of the house:** In each application information should be given about the municipal division, the street and the number of the house in respect of which the house allowance is claimed

(9) **Reasons for paying rent in excess of 10 per cent of emoluments:** When the rent paid is much in excess of 10 percent of pay, convincing reasons should be given for the payment of such high rent, together with information regarding the number of members of the family and others, if any, residing with the applicant and whether they are wholly dependent on him. Refusal to give full information will entail rejection of the application.

(10) **Emoluments of the applicant:** Additions to pay (e.g. special pay, personal pay, etc.) should be shown separately in addition to the actual pay in the time-scale or grade pay of the applicant. If the applicant's pay will increase or decrease in the course of the period covered by the application, the fact should be mentioned in it and the house allowance sanctioned on the basis of the pay he will draw from time to time

(11) **Form of application and method of working out house allowance:** An application for house allowance should be made in the form prescribed in regulation 6.

(12) **Admissibility of house allowance to an employee owning the house:** An employee who owns the house in which he lives or who is residing in a house jointly owned by himself and his wife or who is residing in a house jointly owned by himself and his brothers will be eligible for the allowance on the assumption of a payment of rent based on the rental value of the house as entered in the register of the Madras Corporation, subject to appropriate reduction as in items (3) to (5) above.

When house allowance is claimed on the basis of rental value of the house owned by an employee, it should be specifically stated whether the applicant is the sole owner or whether the ownership merely consists in the applicant having the reversionary right to the property. House allowance is inadmissible in the latter case. It is also inadmissible if the house is owned by the wife of an applicant and he pays no rent to her. A certificate from the Corporation of Madras as to the annual rental value of the building should be obtained and furnished for this purpose along with the application for Madras House Allowance.

(13) **Drawal of house allowance during leave:** In cases in which a compensatory allowance is to be drawn during leave under regulation 2 (b) (2), clause (b) (6) under regulation 2 requires that the competent authority should embody in the orders sanctioning the leave a certificate regarding the likelihood of the employee's return either to the post from which he proceeds on leave or to another post carrying a similar allowance. This certificate should be furnished by the competent authority as far as possible. In the absence of this certificate, Madras House Allowance may be drawn by an employee for leave period, subject to the following conditions, namely:-

(i) The employee should actually return to the same post from which he proceeded on leave or to another post carrying a similar allowance;

(ii) the competent authority shall furnish a certificate to the effect that the employee who is allowed Madras House allowance for the leave period actually retained his house in Madras City during leave and that he actually incurred the expenses to meet which such allowance is paid;

(iii) the allowance shall be drawn only on the return of the employee from leave ; and

(iv) in the case of the employee who is entitled to Madras House Allowance though he occupies a house owned by him, a certificate shall be furnished to the effect that he continued to reside in the same house during the period of leave.

(14) Sanction of Madras House Allowance need not be accorded every year. It would be enough if, in respect of employees in Class I and II Service drawing Madras House Allowance, the Chief Engineer or the officers delegated with powers to sanction Madras House Allowance conduct annual verification of rent receipts in the month of September and countersign the pay bills for that month as a token of verification of rent receipts. Fresh sanctions need be accorded only when there is a change in post, in accommodation or rent paid. In respect of employees in Class III service, the drawing officers should conduct the annual verification of rent receipts and also review the sanctions whenever an increment to the employee in receipt of Madras House Allowance is sanctioned by them and see whether any change in the rate of Madras House Allowance is necessary. They should also certify annually in the pay bills for September containing claims for Madras House Allowance to the fact of verification of claim of Madras House Allowance by each employee, with the latest rent receipt/rental value of the accommodation as



assessed by the Corporation of Madras. The sanction of Madras House Allowance should be valid so long as the employee continues to hold the same post or an equivalent post and continues to occupy the same accommodation on the same rent as specified in the application.

If an employee becomes eligible for the allowance in the course of the year owing to a change in incumbency or for any other reason, he should submit his application as soon as possible. The Chief Engineer or the competent authority should specify the amount of the allowance sanctioned by him on the application itself and record a certificate therein that he has satisfied himself as to the correctness of the facts stated by the applicant. The applications in original should then be sent to the Accounts Wing, Madras State Electricity Board. At the same time, the Chief Engineer should intimate to the employee concerned the amount of the allowance sanctioned by him.

(15) Madras House Allowance is not admissible to an employee during the period of extraordinary leave when no leave salary is drawn.

**(16) Certificate by the Chief Engineer or other competent authority as to the correctness of the facts given in the application for the grant of Madras House Allowance :**

The certificate which is at the end of the form of application for the grant of Madras House Allowance may be recorded by the head of the office in the case of application from subordinates working under him and by the Chief Engineer in the case of applications from subordinates in his own office and from heads of offices between whom and the Chief Engineer there is no subordinate controlling authority. Where there is a subordinate controlling authority, (e.g. the Superintending Engineer between the Divisional Engineer and the Chief Engineer), that authority will sign the certificate as to the correctness of the facts stated by the applicant. Though the Chief Engineer, who is the sanctioning authority, is permitted to accept the verification made by a subordinate authority in the cases mentioned above, the Chief Engineer will still be generally responsible for satisfying himself as to the correctness of any claim before sanctioning it.

(17) An employee will be allowed, during the period of taking over charge on return from leave under service regulation 61 of a post carrying Madras House Allowance, the same rate of Madras House Allowance which he was drawing while proceeding on leave and during the period of leave.

(18) Calculation of Madras House Allowance in the case of officers paying stoppages at per diem rate :

The Madras House Allowance shall be calculated separately for each month with reference to the total rent chargeable for that month.

(19) A retired person borne on a pension or Contributory provident Fund scheme, who is re-employed, may be allowed Madras House Allowance admissible under the regulations. Pension or pension equivalent of contribution with interest thereon credited to his account in the Contributory Provident Fund will count as 'emoluments' for the purpose of Madras House allowance

(20) There are certain isolated posts in some of the offices in Madras City without any corresponding posts in the mufassal stations. If the conditions laid down for the drawal of Madras House Allowance have been satisfied consequent on the creation of the corresponding post subsequently in the same scale of pay in the mufassal stations for administrative reasons, the incumbents of the isolated posts in such cases in the city are not eligible for Madras House Allowance, since the scale of pay sanctioned for the first time in the city includes the element of Madras House Allowance.

7. Class V - House Rent Allowance.

(a) The employees eligible for the allowance and the rate at which the allowance is admissible are specified below:—

Name of place and Group. (1)	Pay limits for eligibility. (2)	Rates of house rent allowance. (3)
I		
Madras City, St. Thomas Mount, Alandur, Pallavaram and Tambaram.	i. Employees in receipt of a pay of less than Rs. 90/- per mensem.	Rs. 10/- per mensem.
Tiruvothiyur Municipal Limits,	ii. Employees in receipt of a pay of Rs. 90/- or more but below Rs. 300 — per mensem.	Rs. 15/- per mensem.
Employees in the offices of the Madras State Electricity Board located at Villivakam.	iii. Employees in receipt of a pay of Rs. 300/- and above but not exceeding Rs. 590/- per mensem.	Rs. 20/- per mensem.

*Note :-* Those in receipt of a pay exceeding Rs. 500- per mensem but whose pay and dearness allowance together with House Rent Allowance do not exceed Rs. 590/- will be allowed a house rent allowance which together with their pay and dearness allowance will give a total of Rs. 590/- per mensem.

(1)	(2)	(3)
II		
Mufassal Municipalities Kancheepuram, Vellore, Salem, Coimbatore Cudda- lore, Tanjavur, Kumba- konam, Nagapattinam, Nagercoil, Tiruchirapalli, Srirangam, Madurai, Dindigul, Tuticorin, Tiru- nelveli, Palayamkottai, Erode, Tiruppur and Rajapalayam.	i. Employees in receipt of pay of less than Rs. 75/- p.m.	Rs. 5/- Per mensem.
	ii. Employees in receipt of pay of Rs. 75/- or more but below Rs. 100/- p.m.	Rs. 7/- per mensem.
Staff at Ganapathi village Coimbatore.	iii. Employees in receipt of pay of Rs. 100/- but below Rs. 125/- p.m.	Rs. 9/- per mensem.
Staff working in Pasu- malai Receiving Station. Staff working in Vellore sub-station, Office of the Assistant Engineer (Elec- trical) Salem and of the Assistant Engineer (Erec- tion), Salem. Staff at katpadi. Employees working at Tirunagar Colony of the Madurai Co-operative House Construction So- ciety.	iv. Employees in receipt of pay of Rs. 125/- but not exceeding Rs. 300/- p.m.	Rs. 12/- per mensem.

*Note :-* Those in receipt of a pay exceeding Rs. 300/- per mensem but whose pay and dearness allowance together with the house rent allowance do not exceed Rs. 378/- will be allowed a house rent allowance which together with their pay and dearness allowance will give a total of Rs. 378/- per mensem.

Name of Place and Group. (1)	Pay limits for eligibility. (2)	Rates of house rent allowance. (3)
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## III

Revenue Divisional Headquarters which are neither municipalities nor headquarters of taluks - Ranipet, Usilampatti, Ariyalur, Cheranmanadevi and T. Kallupatti. All other municipalities and taluk headquarters including those in the areas transferred from the erst-while Travancore Cochin State not included in Group II above.	All employees on a pay not exceeding Rs. 200/- per mensem.	Rs. 3/- per mensem.
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*Note*:- Those in receipt of a pay exceeding Rs. 200/- per mensem but not exceeding Rs. 203/- per mensem will be allowed a house rent allowance which together with their pay will give a total of Rs. 203/- per mensem.

(b) Employees in occupation of Board's Quarters paying rent at 10% of pay or the standard rent whichever is less, will not be allowed to draw House Rent Allowance or Madras House Allowance, as the case may be.

#### 8. Class VI—Expensive Localities Allowance :

(a) The localities which have been recognized as sufficiently expensive to justify special compensatory allowances are:—

(i) **Hill Stations**— The Nilgiris Plateau including Gudalur, Moyar, Singara, Masinagudi and Hallimoyar in the Nilgiris, the Shevaroy, Kodaikanal, Peermade, Sengalteri in the Kalakad reserve of Nanguneri range in the Tirunelveli District, Mudaliaruthu in the Srivilliputtur reserve of Srivilliputtur range in the Ramanathapuram district, Valparai sub-taluk in Coimbatore District Javadi Hills and Elagiri hills in North Arcot District,

The employees in Class III and IV Service engaged on the Parambikulam-Aliyar Hydro Electric Scheme working in the following places situated in the Anamalais are eligible for Hill Allowances:—

- (i) Attaikatti
- (ii) Upper Aliyar Dam.
- (iii) Navamalai.

- (iv) Sarkarpathy.
- (v) Monomboli (Sholiar I).
- (vi) Kalyanapandal (Sholiar II).
- (vii) Valparai.
- (viii) Topslip.
- (ix) Tunakkadayu.

(ii) **Other expensive localities :—**

(a) Rameswaram and Mandapam.

(b) Villages of Mangalacombu, Pannaikadu. Poolathar, Thandigudi, Periyur, Pachalur and Kilakuchettipatti of Kodaikanal taluk, Madurai District.

(c) Pottiyam, Pudur, Pudupalapattu, Kariyalore and Pacheri in Kallakurichi Taluk, South Arcot District.

(iii) **Isolated Localities :—**Periyar and Papanasam Camps and Iyerpadi, Attakutty, Stanmore, Thaymudi High Forest, Murugalli, Candura and Monica in Anamalais.

(b) Subject to the provisions of clause (c), Class VI allowances are admissible only to employees in Class III and Class IV Service. The rates of the allowances in these localities will be determined as shown below :—

	<u>Rate of allowance per mensem.</u>		
	Hill Stations.	Other expensive localities.	Isolated localities.
	Rs.	Rs.	
1. Employees the average pay of whose grade exceeds. Rs. 180/-	22.50	—	7½ per-cent of basic pay.
2. do . Rs. 125/-	18.00	13.50	
3. do . Rs. 75/-	13.50	9.00	
4. do . Rs. 65/-	9.00	4.50	
5. Employees the average pay of whose grade is Rs. 65/- and below.	7.50	2.50	

*Note: - (1) In the case of employees employed under the emergency provisions, who draw only the minimum pay of the post, the compensatory allowance shall be calculated on the actual pay drawn. In cases,*

where employees appointed under the emergency provisions hold a lien on a permanent post and draw substantive pay, where it is higher, the compensatory allowance shall be calculated on the average pay of their permanent post.

*Note:—* (2) In cases where there is reduction in the rate of the compensatory allowances in individual cases, the employees will draw these allowances at the rates at which they drew on 31-5-1960 until they become eligible for a higher rate as per the regulations.

*Note:—* (3) No arrears of compensatory allowance will be admissible in cases of regularisation of services with retrospective effect unless otherwise ordered by the Board.

(c) (i) The Divisional Engineers and Assistant Engineers working in the power houses at the following places shall be allowed isolated localities allowance as indicated:—

<u>Power House at</u>	<u>Rate of Allowance</u>
(1)	(2)
(1) Singara.	Divisional Engineers at Rs. 100/-
(2) Moyar.	(Rupees one hundred only) per mensem.
(3) Kundah I and II.	
(4) Papanasam.	Assistant Engineers at Rs. 50/-
(5) Periyar.	(Rupees fifty only) per mensem.

Generation Circle—Power House areas.

- |  |                        |
|--|------------------------|
| (6) Assistant Engineer (Electrical),<br>Glenmorgan.      |                        |
| (7) Assistant Engineer (Civil),<br>Glenmorgan.           |                        |
| (8) Assistant Engineer, Lines,<br>Geddai.                | Rs. 50/- (Rupees fifty |
| (9) Assistant Engineer, Meter and<br>Relay Test, Geddai. | only) per mensem.      |
| (10) Assistant Engineer, (Civil),<br>Periyar.            |                        |
| (11) Assistant Engineer, (Civil),<br>Papanasam.          |                        |

**Generation Circle - Special Maintenance Division,  
Kundah Power House No II**

- |  |  |
|--|--|
| (12) Divisional Engineer,<br>(Electrical)              | Rs. 100/- ( Rupees one hundred only) per mensem. |
| (13) Assistant Engineer,<br>(Electrical or Mechanical) | Rs 50/- ( Rupees fifty only per mensem.          |

(ii) Employees in Class I and II service stationed in Hill Stations not getting either isolated localities compensatory allowance or project special pay or any other compensatory allowances and projects concessions shall be allowed Hill allowance as under:-

Pay limit	Rate of Hill allowance.
(1)	(2)
1. Pay upto Rs. 750/- p m.	8% (eight percent only) of pay subject to a minimum of Rs 22-50 Paise per mensem.
2. Pay of Rs. 751/- p. m. and above.	Amount by which pay falls short of Rs. 810/- per mensem.

**9. Class VII. Conveyance allowance.**

(a) As a general rule, every employee of a specified rank is expected to maintain a conveyance suited to his rank; and he is bound to maintain, without claim for a special allowance, such means of conveyance as are requisite for his ordinary duties including touring and normal inspection work attached to his office. In some cases, the pay of employees has been fixed with special reference to the expenditure involved in the performance of their duties; and in such cases no further claim for a conveyance allowance can be admitted.

(b) (i) A conveyance allowance may be granted by the Board to an employee, who has to tour regularly within a specified area, for the maintenance of a specified conveyance and is in lieu of all travelling allowances ordinarily admissible for journeys in the specified area.

(ii) An employee in receipt of a conveyance allowance who is required to tour on duty outside the specified area may draw either conveyance allowance for the days on which such tour is made, or, in lieu thereof, travelling allowance under the ordinary rules in respect of the entire tour beyond the specified area, whichever is greater.

The term 'entire tour' means the journeys performed on the days on which an employee proceeds outside, or returns to, the specified area, and the tour outside that area. A halt for a portion of a day made in the specified area while proceeding outside, or returning to it, may, subject to the provisions of regulations 51 and 52 of the Travelling Allowance Regulations, be counted as part of the tour for purposes of this regulation.

*Note:-* Proportionate conveyance allowance need not be deducted for days on which an employee on tour proceeds outside or returns to the specified area and draws only a single railway fare for the journeys involved. In cases where even a portion of a day is counted for drawal of daily allowance in addition to railway fare, conveyance allowance will not be admissible for the day.

(c) A condition precedent to the drawing of a conveyance allowance is that the employee concerned must certify in the bill in support of the claim that the conveyance for which the allowance is drawn was actually kept in good order and used by him during the month. An employee entitled to a motor car allowance may, if he maintains a motor cycle in place of a motor car, draw a motor cycle allowance of Rs. 20/- or Rs. 25/-. An employee entitled to motor cycle allowance may, if he maintains a bicycle in place of a motor cycle, draw a cycle allowance of Rs. 4/-. If an employee who is entitled to a motor cycle allowance maintains a motor car or one who is entitled to a cycle allowance maintains a motor cycle he may draw only the allowance to which he is entitled, namely, Rs. 20/- or Rs. 25/- in the case of the former and Rs. 4/- in the case of the latter.

An employee who is not required to maintain a specific conveyance as a condition precedent to the drawal of the allowance shall certify in the bill in support of the claim that the actual expenditure incurred by him in the month of hiring a conveyance or maintaining a conveyance for his tour was not less than the amount of the allowance claimed.

(d) A list of conveyance allowances admissible and the particular conveyance which the employee concerned is required to maintain as a condition precedent to the drawal of the allowance is given below:-



**Class VII - Conveyance Allowances.**  
(permanent sanctions)

Sl. No. (1)	Name of the post. (2)	Amount Rs. (3)
1.	Stores Superintendent, Madurai.	Rs. 15/- per mensem.
2.	Wiremen/Meter Readers/Meter Inspectors and Senior Meter Inspectors in Madras Electricity System. (Distribution).	Rs. 4/- per mensem subject to the maintenance of a Cycle by each of them.
3. (i)	Linemen, Wiremen and Assistant Wiremen in charge of Distribution work in Madras Electricity System. (Distribution).	Rs. 4/- per mensem subject to the maintenance of a cycle.
(ii)	Linemen, Wiremen in other Systems who are specifically declared eligible to draw it by the Chief Distribution Engineer.	—do—
<b>Madras Electricity System - Distribution (Items 4-39).</b>		
4.	Superintending Engineer	Rs. 100/- p.m. subject to maintenance of a motor car.
5.	Divisional Engineer/ Electrical/North.	Rs. 75/- p.m. subject to maintenance of a motor car.
6.	Divisional Engineer/ Electrical/South.	Rs. 75/- p.m. subject to maintenance of a motor car.
7.	Divisional Engineer/ Meter Relay Test.	—do—
8.	Assistant Engineer/ Electrical, Mambalam	Rs. 60/- p.m. subject to maintenance of a motor car or Rs. 40/- p.m. subject to maintenance of a motor cycle.
9.	Assistant Engineer/ Electrical/North.	— do —

Sl. No. (1)	Name of the post. (2)	Amount Rs. (3)
10.	Assistant Engineer/ Electrical/South.	—do—
11.	Assistant Engineer/ Civil.	—do—
12.	Supervisor, I Grade, Royapuram.	Rs. 35/- p.m. subject to maintenance of a motor cycle or Rs. 20/- p.m. without maintenance of any conveyance.
13.	Junior Engineer/ Electrical, Mylapore.	—do—
14.	Junior Engineer, George Town, West.	Rs. 25/- p.m. subject to maintenance of a motor cycle or Rs 10/- p.m. without maintenance of any conveyance.
15.	Junior Engineer, Chintadripet.	Rs. 20/- p.m. without maintenance of any conveyance.
16.	Junior Engineer, M.R.T.	—do—
17.	Supervisor, Electrical, I. Grade, Pallavaram.	—do—
18.	Supervisor, II Grade, Rotary Rectifier Station.	Rs. 10/- p.m without maintenance of any conveyance.
19.	Assistant Engineer, Central.	Rs. 60/- p.m. subject to maintenance of a motor car or Rs 40/- p.m. subject to maintenance of a motor cycle or Rs. 25/- p.m. without maintenance of any conveyance.
20.	Assistant Engineer, Electrical, Mylapore.	Rs. 60/- p.m. subject to maintenance of a motor car or Rs. 25/- p.m. without maintenance of any conveyance.
21.	Assistant Engineer/ Electrical, West.	Rs. 60/- p.m. subject to maintenance of a motor car or Rs 40/- p.m. subject to maintenance of a motor cycle or Rs. 25/- p.m. without maintenance of any conveyance.

Sl. No.	Name of the post.	Amount Rs.
(1)	(2)	(3)
22.	Supervisor, II Grade, North.	Rs. 10/- per mensem.
23.	Supervisor, II Grade, Special Maintenance.	--do--
24.	Supervisor, II Grade, Construction, Kodambak- kam.	--do--
25.	Junior Engineer, Electrical, Commercial.	Rs. 20/- p.m.
26.	Supervisor, II Grade, Construction, Central.	Rs. 10/- per mensem.
27.	Supervisor, II Grade, Commercial, Investiga- tion.	--do--
28.	Two Junior Engineers, Electrical/for Surprise Inspection.	Rs. 35/- p.m. subject to mainte- nance of a motor cycle or Rs. 20/- p.m. without maintenance of any conveyance.
29.	Stores Superintendents	Rs. 60/- p.m. subject to mainte- nance of a motor car or Rs. 30/- p.m. without maintenance of any conveyance.
30.	Three Junior Engineers/ Rotaries.	Rs. 10/- p.m.
31.	Assistant Engineer/ Electrical, M.R.T., Laboratory.	Rs. 50/- p.m. subject to mainte- nance of a motor car or Rs. 25/- p.m. without maintenance of any conveyance.
32.	Junior Engineer/ Electrical, M.R.T.	Rs. 25/- p.m. subject to mainte- nance of a motor cycle or Rs. 10/- p.m. without maintenance of any conveyance.
33.	Junior Engineer/ M.R.T./M.R.	--do--
34.	Supervisor/Electrical, II Grade, Recalibration.	Rs. 10/- p.m.

Sl. No. (1)	Name of the post. (2)	Amount Rs. (3)
35.	Supervisor, I Grade, Mambalam.	Rs. 25/- p.m. subject to maintenance of a motor cycle or Rs 10/- p.m. without maintenance of any conveyance.
36.	Assistant Engineer, Special Maintenance.	Rs 50/- p.m. subject to maintenance of a motor car or Rs. 25/- p.m. without maintenance of any conveyance.
37.	Junior Engineer/ Rotaries.	Rs. 25/- p.m. subject to maintenance of a motor cycle or Rs. 10/- p.m. without maintenance of any conveyance.
38.	Supervisor, II Grade, Kilpauk.	Rs. 10/- per mensem.
39.	Assistant Engineer/ Rotaries.	Rs. 50/- p.m. subject to maintenance of a motor car or Rs. 25/- p.m. without maintenance of any conveyance.

*Note :-* The employees taken over from acquired electrical undertakings and granted cycle allowance will continue to draw the allowance if they satisfy the conditions subject to which the allowance was granted to them.

#### 10. Class VIII - Housing.

The following regulations shall govern the allotment of buildings owned or leased by the Board or such portions thereof to employees for use by them as residences and the circumstances in which an employee shall be considered to be in occupation of a residence:—

##### (a) Allotment of Residences:—

(i) Buildings acquired, constructed, or leased by the Board for the holders of particular posts shall ordinarily be occupied by the employees holding those posts.

(ii) Where any question is raised as to which employee has the prior title to occupy a particular house, or if no employee wishes to occupy a house, as to which employee shall be required to pay rent

for it, the question shall be decided by the Superintending Engineer concerned.

(iii) It will be the duty of the officer in charge of the buildings to take action promptly to allot a house falling vacant as soon as it is known that it is likely to fall vacant and to ensure that no house is allowed to remain vacant for a day longer than is unavoidable

**(b) Exchange of residential buildings by employees of the same station:-**

Any two employees at a station may exchange the buildings allotted to them with each other as a purely private arrangement, but each employee will continue to be responsible for the rent of the building assigned to him.

**(c) Sub-letting of residences:-**

The sub-letting of an official residence to another employee of the Board may be permitted only under the following conditions:-

(i) The previous sanction of the Board should be obtained for sub-letting;

(ii) the employee will still remain personally responsible for the rent and for any damage caused to the building beyond fair wear and tear;

(iii) the Board will not recognize the sub-tenancy;

(iv) the rent to be charged by the employee to his tenant should not, except with the sanction of the Board in special circumstances, exceed the rent paid by the employee to the Board;

(v) sub-tenancy should continue only for so long as the employee who makes the arrangement holds the appointment for which the official residence is provided.

**(d) Employees on leave:-**

An employee who goes on leave should be held to have ceased to be in occupation of the building from the date of commencement of leave, unless, for any reason, he is allowed to continue to occupy the building.

*Note-1:* The local officer in charge of the building may grant permission to occupy quarters to employees proceeding on leave on full pay not exceeding 120 days; in other cases the permission of the Board is necessary.

An employee in Class IV service, whether permanent or not, proceeding on leave without allowances for a period not exceeding 30 days may be permitted to occupy Board quarters during the period of leave on payment of rent at concessional rates. Such permission will be granted by the authority competent to make a permanent appointment to the post held by the employee.

*Note-2:* The Superintending Engineers may permit employees on leave to occupy Board's quarters upto a maximum period of 120 days irrespective of the nature of the leave.

*Note-3:* The Chief Engineer may permit the employees under his control who are on leave to occupy Board's quarters upto a maximum period of 180 days irrespective of the nature of the leave.

(e) **Payment of rent:-** An incumbent, whether permanent or temporary, of an appointment, for whose benefit a house has been constructed or purchased or leased by the Board will be held responsible for the prescribed rent during his tenure of the appointment. In the following cases, however, no rent will be recovered:—

(i) When an employee is holding, as a temporary measure under Service regulation 49, an appointment to which a Board residence is attached, in addition to his substantive appointment and does not actually occupy the house;

(ii) When an employee in addition to the duties of such an appointment carries on the duties of another appointment which preclude him from occupying the house;

(iii) When an employee is officiating in an appointment for a period not exceeding 30 days and does not wish to occupy the house; and

(iv) When an employee is officiating in an appointment for a period not exceeding 60 days and the circumstances are such as to preclude him from occupying the house.

*Note-1:* An employee who is merely discharging the current or routing duties of an appointment to which an official residence is attached is not bound to occupy it and should not be considered as the incumbent of the appointment for purposes of recovery of rent.

*Note-2:* In the case of non-recovery of rent, the employee concerned shall furnish necessary certificate from the competent authority to the officer responsible for the recovery of the rent that the conditions laid down in regulation 10 (e) are satisfied.

*Note-3:* An employee, who at his own request is supplied with the residence owned or leased by the Board of a class higher than that for which he is eligible when a house of his class is available for him, shall be charged the full standard, rent and shall not be given the benefit of 10 per cent concession granted under regulation 13 (b).

*Note-4:* When an employee is permitted to occupy the Board's quarters during leave, rent should be recovered from him at the rate at which he is allowed to pay while on duty.

#### 11. (1) **Capital cost of residence for assesment of rent:**

For the purpose of the assessment of rent, the capital cost of a residence owned by the Board shall include the cost or value of sanitary, water supply and electric installations and fittings, but exclude the cost or value of the site (including expenditure on its preparation); and shall be either:—

(a) the cost of acquiring or constructing the residence and any capital expenditure incurred after acquisition or construction; or when this is not known,

(b) the present value of the residence.

The cost of restoration or special repairs shall not be added to capital cost or present value, unless such restoration or repairs add to accommodation or involve replacement of the existing type of work by work of a more expensive character.

*Note-1:* The present value of residences shall be determined in such manner as may be ordered by the Board.

*Note-2:* The following shall be regarded as expenditure upon the preparation of a site, namely:—

- (i) raising, levelling and dressing sites;
- (ii) constructing of revetments, retaining walls, and
- (iii) Storm-water drainage.

*Note-3:* In assessing the cost or value of the sanitary, water-supply and electric installations and fittings, the Board may declare what are to be regarded as fittings for this purpose.

#### (2) **Revaluation of residences.**

(a) The Board may for reasons which should be recorded authorise a revaluation of all residences of a specified class or classes

within a specified area to be conducted under the provisions of Note (1) under clause (1) (b) above, and may revise the capital cost of any or all such residences on the basis of such revaluation.

(b) The capital cost, howsoever calculated, shall not take into consideration:—

(i) any charges on account of establishment and tools and plant other than such as were actually charged direct to the work in the case of residences constructed by the Board; or

(ii) in other cases, the estimated amount of such charges.

(3) **Write off of capital cost of residence.**

The Board may, for reasons to be recorded, write off a specified portion of the capital cost of residence:—

(i) when a portion of the residence must be set aside by the employee to whom the residence is allotted, for the reception of official and non-official visitors visiting him on business,

or

(ii) when it is satisfied that the capital cost as determined under the above regulations would be greatly in excess of the proper value of the accommodation provided.

**12. Calculation of standard rent of a residence.**

(a) **Leased residences.**

The standard rent shall be the sum paid to the lessor plus an addition as determined below for meeting, during the period of lease, such charges for both ordinary and special maintenance and repairs and for capital expenditure on additions or alterations as may be a charge on the Board and for the interest on such capital expenditure, as also for municipal and other taxes in the nature of house or property tax payable by the Board in respect of the residence.

**Additions and alterations to leased residences.**

In the event of any addition or alteration to the building being made with the consent of the owner subsequent to the signing of the lease at the request of the occupant and at the expense of the Board, the following regulations shall govern the recovery of rent:—

(i) If the lessor agrees to take over the work done on the expiry of the lease and to pay to the Board the original cost of that work



less an allowance for deterioration, which should be fixed before the work is done, the standard rent will be raised so as to cover:—

(a) interest charges at 6% on the amount spent on such additions and alterations;

(b) the percentage or amount fixed for deterioration;

(c) the annual estimated charges for maintenance and repairs of the additional works (if repairs are done by the Board).

or

(ii) if the landlord refuses to accept any liability for the additional work, the standard rent will be raised so as to cover during the period of the lease:—

(a) the capital sum expended, including interest charges at 6% on the amount spent on such additional work;

(b) the annual estimated charges for maintenance and repairs of the additional work.

*Note:* The standard rent should be fixed when the work is completed.

In case (i), the capital cost will be held to be the total expenditure less half the amount which will be recovered on account of deterioration.

In case (ii), interest will be calculated on half the amount of the outlay.

**(b) Residences owned by the Board**

The standard rent shall be calculated at 6% percent per annum on the capital cost of the residence.

(c) In both cases, standard rent shall be expressed as standard for a calendar month and shall be equal to onetwelfth of the annual rent as calculated above.

The standard rate of rent of a building shall be fixed at the nearest half-rupee or rupee as indicated below:—

“In regard to rents of Rs. 5/- and above, fractions of 50 paise and over shall be treated as one rupee, those below 50 paise being ignored. In regard to rents below Rs. 5/- fractions of 25 paise and above but below 75 paise shall be taken as 50 paise ignoring the

fraction below 25 paise and fractions of 75 paise and above shall be rounded off as one rupee."

*Note-(1):* For the purpose of sub-clauses (a) and (b) above, the additions for both the ordinary and special maintenance and repairs shall not include anything for the establishment and tools and plant charges, except to the extent allowed under clause 2(b) under regulation 11.

*Note-(2):* The Board may permit minor additions and alterations, the cost of which does not exceed a prescribed percentage of the capital cost of the residence, to be made during such period as the Board may determine without the rent of the residence being increased.

**13. Conditions to be observed in supplying an employee with a residence leased or owned by the Board.**

(a) The scale of accommodation supplied shall not except at the employee's own request, exceed that which is appropriate to the status of the occupant

(b) Unless in any case it be otherwise expressly provided in these regulations, he shall pay (i) rent for the residence, such rent being the standard rent as defined in regulation 12 above or 10 per cent of his monthly emoluments, whichever is less, and (ii) municipal and other taxes payable by the Board in respect of the residence not being in the nature of house or property tax including the consumption tax under the Madras Electricity (Taxation on Consumption) Act, 1962.

*Note:* For the purposes of regulation 12 and 13(b) (ii) the portions of property tax levied on buildings by local bodies representing water, drainage, lighting and scavenging taxes shall be treated as being not in the nature of house or property tax.

(c) Notwithstanding anything contained in sub-clause (b) above, the Board may—

(i) at any time, after the standard rents have been calculated under the provisions of regulation 12, group a number of residences, whether in a particular area or of a particular class or classes, for the purpose of assessment of rent, subject to the following conditions being fulfilled:—

(1) that the basis of assessment is uniform; and

(2) that the amount taken from any employee shall not exceed 10 per cent of his monthly emoluments;

(ii) by general or special order, provide for taking a rent in excess of that prescribed in sub-clause (b) above from an employee but not in excess of the standard rent:—

(1) who is not required or permitted to reside on duty at the station at which the residence is supplied to him, or

(2) who, at his own request, is supplied with accommodation which exceeds that which is appropriate to the status of the post held by him, or

(3) who is in receipt of a compensatory allowance granted on account of dearness of living, or

(4) who is permitted to sub-let the residence supplied to him, or

(5) who sub-lets without permission the residence supplied him, or

(6) who does not vacate the residence after the cancellation of allotment.

**14. (a) Recovery of rent in certain special cases.**

(1) When an employee of the Board who is provided with a residence attached to the post held by him occupies, for his own convenience, an additional residence either at or outside the headquarters or, occupies accommodation at the headquarters in excess of that appropriate to his status, the standard rent as defined in regulation 12 or 10 per cent of salary or the concessional rate that may be applicable to him, whichever is least, should be recovered for the residence attached to the post held by him. The full standard rent as defined in regulation 12 (b) should be recovered for the additional residence or the additional accommodation occupied by the employee at or outside his headquarters, irrespective of his salary or of the recovery of rent for the residence attached to the post held by him.

(2) When a building is leased by the Board for an employee who is not entitled to rent free quarters, the full rent which the Board will have to pay for the building as well as any other incidental expenditure involved in securing a residence for him should be recovered in all cases from the employee occupying the building.

(b) **Payment in case of short recovery of rent.** When rent has been recovered short through an error in calculation of standard rent or through mistake or inadvertance, the employee shall pay the

deficiency on demand made within twelve months from the date on which the short recovery was made, in such number of instalments as the Board may direct

**(c) Payment in case the standard rent cannot be determined**

(i) Where the standard rent of a residence cannot be determined for reasons to be recorded in writing at the time of its allotment, the employee shall pay such rent as may be fixed by the Board on the basis of the actual expenditure on the construction or the cost of acquisition of the building, the cost of fittings therein and the known and anticipated liabilities relating thereto plus 10% of the amount so arrived at, or 10% of his monthly emoluments, whichever is less.

(ii) The rent so fixed shall remain effective until the date of the calendar month in which the standard rent of the residence is determined.

(iii) In addition to the rent referred to in sub-clause (i) above, an employee shall pay municipal and other taxes payable by the Board in respect of the residence not being in the nature of house or property tax and compensation for the charges payable by the Board in respect of the services provided for the residence.

**(d) Recovery of rent during joining time and on transfer.**

In the case of employees occupying Board's residential buildings rent shall be recovered from them for the period of their occupation during joining time on transfers at the rates at which they are payable before their transfer.

Rent shall be recovered at the same rates from the employee on transfer who are allowed to occupy Board's residential buildings beyond their joining time because neither the employees holding additional charge of the posts nor the incoming regular incumbents of the posts for whom the said buildings are intended are in need of them for the period of such extended occupation, provided that the new posts to which the employees are transferred do not carry higher scales of pay. In cases where the new posts to which the employees are transferred carry higher scales of pay, their enhanced rates of pay shall be taken into consideration for calculating rent at 10 percent of their emoluments from the actual dates of their joining the new posts.

Rent shall also be recovered at the rates specified in the first paragraph from employees on transfer, proceeding to new stations during their joining time and occupying Board's residential buildings attached to such posts, if vacant, earlier than actually taking over

charge of the new posts, for the period of such occupation during joining time.

**15. Rent free accommodation and waiver or reduction of the amount of rent to be recovered.**

(1) In special circumstances, for reasons which should be recorded, the Board—

(a) may, by general or special order, grant rentfree accommodation to any employee or class of employees, or

(b) may, by special order, waive or reduce the amount of rent to be recovered from any employee. Not only individuals but also a class of employees can be dealt with under this provision; or

(c) may, by general or special order, waive or reduce the amount of municipal and other taxes, not being in the nature of house or property tax, to be recovered from any employee or class of employees.

*Note-(1):* A sanction accorded under clause (a) above will not exempt the occupant from liability for payment of rent for water-supply, sanitary and electric installations and fittings which will be charged on the basis of 6 percent on their capital cost except in the case of the employees drawing a pay of less than Rs. 80/- a month.

The concessional rates of rent apply to all employees on duty whose average pay is less than Rs. 80/- per mensem to whom quarter have been assigned by a general or special order. But when an employee is permitted to occupy Board's quarters during leave rent should be recovered from him at the rate at which he is allowed to pay while on duty, i.e., at the concessional rate for those whose average pay is less than Rs. 80/- per mensem, who have been exempted from the payment of such rent.

*Note-(2):* In the case of buildings rented by the Board rent for water-supply, sanitary and electric installations should be based on the cost of installations as estimated by the Engineer incharge of buildings in the area.

**(2) Exemptions from payment of rent.**

Exemptions from payment of rent may be sanctioned, with the previous approval of the Board when a building is rendered uninhabitable by reason of extensive repairs or for any other cause and is so certified by the officer in charge of the building. The latter should

forward his certificate to the Superintending Engineer who will report to the Board whether partial or total remission of rent should be allowed and for what period.

When only a portion of a residence becomes uninhabitable, the occupant will be allowed the benefit of a remission of rent, only if the standard rent of the building excluding the proportionate rent of the portion rendered uninhabitable falls below 10 per cent of the occupant's emoluments

Inconvenience caused by petty or ordinary annual repairs is insufficient to warrant a remission of rent.

The total amount of rent and service taxes recoverable from any employee in respect of Board's residential building owned by it shall not exceed 10 percent of his emoluments. Employees entitled to rent-free quarters will be exempted from the payment, of service taxes. The concessional rates of rent fixed for certain employees mentioned in Regulation 20(b) shall be treated as the limits in force for the total of rent and service taxes, i.e., service taxes shall not be recovered from the occupant in addition to the rent at the concessional rate.

*Note-(1):* The Chief Engineer (Electricity) may sanction remission of rent under the above clause up to a limit of Rs. 100 in each case.

*Note-(2):* When an employee provided with free quarters or granted house rent in lieu thereof proceeds on leave he may continue to occupy the quarters free of rent or draw the house rent in lieu thereof during the first 120 days of leave regardless of the nature of the leave taken and irrespective of whether the leave was sanctioned in one spell or different spells provided no substitute is appointed in his place or if a substitute is appointed, quarters are available for the substitute without any extra expense to the Board. If the leave is extended beyond the 120 days limit, rent-free occupation of the quarters must cease.

The authority granting the leave will have to decide in each case whether the concession must be granted or not. An employee granted leave for a period exceeding 120 days in the first instance is ineligible for the concession.

*Note-(3):* The concession is not applicable to an employee who is absent from the station on tour or who is permitted to spend part of the summer at some hill station and the employee is therefore still responsible for the full rent of the house.

*Note-(4)* : A Permanent incumbent may, during absence on leave or on duty elsewhere, be permitted by the Superintending Engineer to store at his own risk, free of rent, his furniture and other belongings in his residence when both the conditions specified below are fulfilled:—

(1) the temporary incumbent does not require the residence and is exempted from the payment of rent for it; and

(2) arrangements cannot be made to lease the house during the absence of the permanent incumbent.

The concession of storage of furniture and other belongings under this note, free of rent, is subject to the condition that if a claim for vacancy remission of property-tax becomes inadmissible consequent on such storage, an amount equal to the vacancy remission of tax that would otherwise have accrued is recovered from employee concerned.

**16. Rents and charges in respect of residences supplied with service- such as furniture, tennis court or garden maintained at the cost of the Board.**

(a) If a residence is supplied with services, other than water-supply, sanitary or electric installations and fittings, such as furniture, tennis court, or garden maintained at the cost of the Board, rent shall be charged as in clause (b) below for these in addition to the rent payable under regulation 13. The Board may however authorise remission or reduction of the additional rent or charge in special circumstances for reasons which should be recorded

**(b) Recovery of rent for supply of furniture.**

(i) If in any case furniture is supplied to a residential building, a rent of 15% per annum should be recovered on its capital cost.

(ii) The addition of tennis courts, cow-sheds, fowl-houses, etc. to Board's residences should be very rare and they should not be provided without the special sanction of the Board in each case. When such amenities are provided, additional rent will be charged on the outlay thereon at 6 percent of the capital cost independently of the rent of the residence. In arriving at the capital cost for working out the additional rent to be charged the value of the site should be excluded.

(iii) The charges for current or for excess water consumption should be paid by the tenant unless specifically exempted under the

above regulation. The tap rate fees levied by Municipality for consumption of water should be borne by the tenant.

*Note:* A sanction accorded under regulation 10 (e) will be held to exempt an employee from the liability for the charges mentioned in regulation 16 also.

(iv) In the case of Board's buildings providing combined office and residential accommodation, the charges on account of excess water should be borne by the Board and the tenants in the proportion of the excess water actually consumed. Seperate meters should be supplied to the residential and non-residential portion for this purpose.

17. For the purpose of regulations 11 to 16 'emoluments' means:—

(i) pay:

(ii) Payments from the revenues of the Board and fees, if such payments or fees are received in the shape of a fixed addition to monthly pay and allowances as part of the authorized remuneration of a post:

(iii) Compensatory allowances, other than travelling allowance:

(iv) pension, other than a Retiring or Invalid Gratuities or Compassionate Gratuity, or compensation received under the workmen's Compensation Act, 1923, as subsequently amended:

(v) in the case of an employee under suspension and in receipt of a subsistence grant, the amount of the subsistence grant, provided that if such employee is subsequently allowed to draw pay for the period of suspension, the difference between the rent recovered on the basis of the subsistence grant and the rent due on the basis of the emoluments ultimately drawn shall be recovered from him.

It does not include allowances, if any attached to the honours conferred by the President of India.

*Note-1:* The emoluments of an employee paid at piece-work rates shall be the total emoluments actually earned by him during the calendar month.

*Note-2:* The emoluments of an employee on leave mean the emoluments drawn by him for the last complete calendar month of duty performed by him prior to his departure on leave.



*Note-3:* In cases in which a portion of the pension has been commuted, the term "pension" means the full sanctioned pension prior to commutation.

*Note-4:* The amount of pension to be taken into account will be the amount originally sanctioned, that is, before commutation, if any, and will also include the pension equivalent of death-cum-retirement gratuity and other forms of retirement benefits, if any, e.g., Board's contribution to a Contributory Provident Fund, commuted value of pension, etc.

**18. Recovery of rent from an employee under suspension, who is subsequently reinstated**

In the matter of calculation of emoluments under regulation 17 for the purposes of recovery of rent, a suspended employee who is treated as on leave (either on full pay or on half pay), subsequently reinstated and whose period of suspension is treated as leave (either on full pay or on half pay) should not be treated differently from an employee who goes on leave in the usual course. Such cases should accordingly be dealt with under Note 2 below regulation 17 and not under clause (v) under that regulation.

**19. Rent free quarters and free electric supply.**

(a) The following employees are eligible for rent free quarters and free supply of electricity:—

(1) Employees in project areas occupying quarters provided by the Board.

(2) Operation Subordinate Staff occupying quarters provided by the Board.

(3) Where quarters are provided or are available, employees in Class I to IV Service in all Power Houses of the Board excepting the Basin Bridge Power House at Madras.

(4) Where quarters are available, the daily paid employees in Pykara, Moyar, Periyar and Papanasam Power House.

(b) **Limit for free consumption of electricity.**

(i) **Operation subordinate staff mentioned in:—  
regulation 19 (a) (2).**

(1) The free allowance of electrical energy that can be consumed per month by the Operation Subordinate staff will be as follows:—

	In places which are not plains.	In plains.
(1) Employees on scales of pay of Rs. 64-2-80/ and below.	15 units.	10 units.
(2) Employees on scales of pay over Rs. 64-2-80 and below Rs. 160-7½-190-10-240.	25 units.	20 units.
(3) Employees on scales of pay above Rs. 160-7½-190-10-240.	30 units.	25 units.

(2) Energy consumed in excess of the limit whether for Fans, Heating or other purposes would be charged at a flat rate of 8 paise per unit.

(3) Meter rent would not be collected from the employee concerned. But the energy consumed would be accounted for in order to know the revenue lost by way of the concession.

**(ii) For the staff mentioned in Regulation 19 (a) (3).**

Free supply of electric energy for lighting will be given to the staff employed on the operation of pykara System in the Nilgiris (Except at Ootacamund) within the maximum limit shown below :—

Type of quarters	Name of quarters	Maximum free allowance per quarters
A.	Divisional Electrical Engineer, Nilgiris.	100 Units
B.	Rest Houses.	40 Units
C.	Assistant Engineers.	60 Units
D.	Junior Engineers	30 Units
E and F.	Supervisors and Clerks.	25 Units
G.	Peons and Maistries.	15 Units

Energy consumed in excess of the limit whether for fans, heating or other purposes will be charged at a flat rate of 8 paise per unit

**N.B. (1).** Meter rent will however be recovered from the occupants.

(2) In the case of 'G' type quarters, no meters are necessary but necessary control should be exercised by restricting the number of lights and the wattage of the lamps.

(3) The above concessions are also applicable to members of the work-charged establishment and to apprentices employed at Pykara.

(4) If due to paucity of quarter, two operators are compelled to occupy one quarter jointly, the joint occupants may be allowed double the above concession of free lighting, because they have to stay in the quarters at different hours as they work in different shifts and consequently the lights have to burn for longer hours.

## 20. Concessional rates of rent.

(a) The employees other than those mentioned in regulation 19 above who are occupying quarters wherever provided or available are eligible for payment of rent at concessional rates or at 10% of pay, whichever is less.

(b) Employees entitled to pay rent at concessional rates :

		Rate of rent.
		Rs. P.
(1)	Employees whose pay is less than Rs. 60/- p.m.	1.00
(2)	Employees whose pay is less than Rs. 70/- but not less than Rs. 60/- p.m.	1.50
(3)	Employees whose pay is not more than Rs. 80/- but not less than Rs. 70/- p.m.	2.50
(4)	Employees whose pay is more than Rs. 80/- p.m.	2.50 plus the pay drawn over and above Rs. 80/- or 10% of emolu- ments, whichever is less.

**NOTE:** (1) : For purpose of this regulation, pay shall include personal pay, pension and special pay, Class I or Class II, but not compensatcry allowances and special pay, Class III.

(2) The Board does not recognise any liability to provide quarters for menials paid from contingencies. If, however, they occupy Board's quarters, rent at concessional rates would be recovered from them. This order will not affect employees who have been provided with rent-free quarters and in respect of whom certificates under regulation 10 (e) are forthcoming.

(3) The concessional rates are applicable also to the members of the work-charged establishment when Board's quarters are allotted to them.

## 21. Rent free quarters-Change in incumbency.

Employees who have been permitted by a specific order of the Board, to enjoy the concession of free quarters pending a change in the incumbency will not be affected so long as they remain in their present posts.

*Note:* A change in the incumbency occurs as soon as an employee in the occupation of rent-free quarters or in receipt of House Rent Allowance is transferred permanently. The concession is not admissible when such an incumbent is subsequently re-transferred to the original post. If however, (i) the incumbent goes on leave and returns on the expiry of the leave to the same post, or (ii) reverts to it after a temporary transfer therefrom, he will be entitled to the concession although the incumbent officiating in his place will not be eligible for it.

22. Employees shall on retirement or otherwise leaving the service of the Board forthwith surrender the Board's quarters occupied by them failing which they will be liable to be removed. For any period they continue to occupy the quarters beyond the date of leaving the Board's service rent shall be paid at the rate prevalent in the area for similar private houses, or the standard rent of the Board's quarters, whichever is higher.

23. If for any reason the Board's vacant quarters are allowed to be occupied by private parties, rent shall be recovered monthly in advance at the rates prevailing in the locality for similar accommodation which shall in no case be less than the standard rent for the building, the standard rent being calculated on the capital cost including the cost of site and its preparation.

24. **Class IX—Miscellaneous Compensatory Allowance.**  
**Medical Officers—Assistant Surgeons.**

A. **Loss of private practice—Rs. 80/- (Rupees Eighty only) per month.** The allowance should be granted only to Officers who are entirely debarred from private practice and are not on a specific scale of pay which takes into account loss of private practice.

B. **For employment in rural areas, that is in places other than the Madras City and District Head quarters—Rs. 50/- (Rupees fifty only) per month.**

C. **Operation of Film Projector in Mettur Dam—Special Allowance.**

An employee who has a licence for Operating a film projector and who is actually attending to the Operation and Maintenance of the 16 M. M. film projector in Mettur Dam in addition to his normal duties.	}	Rs. 10/- per mensem.
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- D. Equipment allowance to employees deputed abroad. } Limited to one month's basic pay in the minimum of the time-scale of the post in which the employee is acting

and rounded off to the next higher hundred rupees subject to a maximum of Rs. 600/- and a minimum of Rs. 400/-.

The grant of the allowance is subject to the following conditions namely :—

- (1) Equipment allowance will be sanctioned only to employees going on deputation to colder countries where warm clothing is absolutely necessary.
- (2) The allowance is admissible only to those whose deputation period is treated as on duty. Employees who go abroad on their own will not be eligible for this allowance.
- (3) An employee will not be eligible for the drawal of this allowance for a second time before the expiry of three years after the drawal of the first allowance. The Chief Engineer when recommending the sanction of equipment allowance to the Board, should furnish a certificate to the effect that no equipment allowance was sanctioned to the employee in the preceding three years. A similar certificate should be furnished by the drawing officer also at the time of drawing the allowance.

An employee who applies for the sanction of an equipment allowance for the first time with reference to the conditions in this regulation should also furnish a certificate to the effect that he is not possessing any warm clothing, purchased out of the money sanctioned to him by the Board.

- (4) The employee should furnish within three months from the drawal of the allowance a certificate to the effect that the amount sanctioned by the Board was spent for the purpose for which it was sanctioned

#### 25. Class X — Personal Pay.

These are personal pays and allowances that may be granted on personal considerations subject to the conditions prescribed in individual cases.

26. 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.

