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# TAMIL NADU ELECTRICITY BOARD GENERAL PROVIDENT FUND

## REGULATIONS MANUAL (Amended upto 30.11.88)

[B.P. Ms. No. 562 dated 8th March 1963  
as amended up to 30.11.88]

# Tamil Nadu Electricity Board

## General Provident Fund

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**TAMIL NADU ELECTRICITY BOARD**  
**General Provident Fund 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. (a) Short Title**

These regulations may be called the Tamil Nadu Electricity Board General Provident Fund Regulations.

**(b) Commencement**

They shall come into force on and with effect from 1st April, 1963.

**2. Definitions**

(1) In these regulations unless there is anything repugnant in the subject or context-

(a) "Accounts Officer" means the Accounts Officer (Provident Funds), Tamil Nadu Electricity Board.

(b) "Board" means the Tamil Nadu Electricity Board constituted under Section 5 of the Electricity (Supply) Act, 1948.

(c) "Emoluments" except where otherwise expressly provided, means pay, leave salary or subsistence grant and includes dearness pay and dearness allowance and any remuneration of the nature of pay received in respect of foreign service.

(d) "Family" means -

(i) in the case of a male subscriber the wife or wives and children of the subscriber, and the widow, or widows and children of a deceased son of the subscriber:

Provided that if a subscriber proves that his wife has been judicially separated from him or has ceased, under the customary law of the community to which she belongs, to be entitled to maintenance, she shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which these regulations relate, unless the subscriber subsequently indicates by express notice in writing to the Account Officer that she shall continue to be so regarded; and

- (ii) in the case of a female subscriber, the husband and children of a subscriber, and the widow or widows and children of a deceased son of a subscriber:

Provided that if a subscriber by notice in writing to the Accounts Officer expresses her desire to exclude her husband from her family, the husband shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which these regulations relate, unless the subscriber subsequently cancels formally in writing her notice excluding him.

**Note-I:** "Children" means legitimate children.

**Note-II:** An adopted child shall be considered to be a child when the Accounts Officer, or if any doubt arises in the mind of the Accounts Officer, the Legal Adviser of the Board, is satisfied that under the personal law of the subscriber, adoption is legally recognised as conferring the status of a natural child, but in this case only.

**Note-III:** A child of one person given in adoption to another shall not be considered to be the child of the former, if the Accounts Officer or if any doubt arises in the mind of the Accounts Officer, the Legal Adviser of the Board, is satisfied that under the personal law of the person concerned such adoption is legally recognised and in that case only.

(e) "Fund" means the Tamil Nadu Electricity Board General Provident Fund.

(f) "Leave" means any kind of leave recognised by the leave regulations applicable to the employee concerned of the Board, or any modification thereof for the time being in force.

(g) "Year" means the financial year commencing on the 1st day of April and ending with the 31st day of March following.

(2) Any expression connoting the masculine gender shall include the feminine gender also.

- (3) Words imparting the singular number shall include the plural number and *vice versa*.
- (4) Any other term or expression used in these regulations which is defined either in the Provident Funds Act (XIX of 1925) or in the Tamil Nadu Electricity Board Regulations is used in the sense therein defined.

### 3. Powers of Board to amend the Regulations, etc.

- (a) All powers under these regulations, including powers of altering, amending or adding to any of the provisions of these regulations, will be exercised by the Board.

*(Board's Proceedings Ms.(FB)No.1 (Audit) dt.14-2-85)*

- (b) The power of interpreting these regulations is vested in the Board.
- (c) "The Power of relaxing any of the provisions of these regulations in individual cases will be exercised by the Chairman".

*(Board's Proceedings Ms. (FB) No.1 (Audit) dt.14-2-85)*

### 4. Constitution of the fund

- (1) A fund known as the Tamil Nadu Electricity Board General Provident Fund shall be deemed to have been established by the Electricity Board on and from the 1st April, 1963.
- (2) The fund shall be maintained in India in rupees.
- (3) Such of the employees as are governed by the Madras Contributory Provident Fund-Pension Insurance Rules, 1950, as adopted by the Board, and who have opted for the revised scales of pay sanctioned by the Board in 1961 shall cease to be governed by those rules with effect from 1st July, 1960. The accounts of such employees in the above fund shall be wound up in the following manner:
  - (a) The Board's contribution together with interest thereon already credited to that fund shall be recredited to the Board;
  - (b) The amount standing to the credit of the subscribers on the subscription side with interest thereon shall be transferred to their credit in the Tamil Nadu Electricity Board General Provident Fund.

## 5. Membership

(1) All employees, whether permanent, temporary, or officiating other than re-employed persons, who are in receipt of a total emoluments of not less than Rs.100/- per mensem shall join the fund; provided that -

(i) Temporary and officiating employees shall join the Fund from the month following that in which they completed six months of continuous service;

*(Board's Proceedings Ms. (CH) No.5 (Audit B.) dt.25-3-88)*

(ii) No such employee as has been required or permitted to subscribe to the Tamil Nadu Electricity Board Contributory Provident Fund, or the Employees' Provident Fund Scheme, or the Contributory Provident (Madras) Scheme or the Gratuity Scheme of the Government of Tamil Nadu, as adopted by the Board, shall be eligible to join the Fund while he retains his right to subscribe to any such Fund.

(iii) No employee who is appointed purely under the emergency provisions shall be eligible to join the Fund.

(2) The following persons may join the Fund at their option subject to the conditions laid herein, namely:

(i) Employees temporary, permanent, or officiating, who are in receipt of emoluments of less than Rs.100/- per mensem. Temporary and officiating employees falling under this category shall be eligible to join the Fund only after putting in a continuous service of one year;

(ii) Re-employed persons. The right to be admitted to the Fund, in the case of such an employee shall subsist from the date of his appointment to the post and not from the date of his exercising the option to join the Fund.

(3) Instructions for the guidance of subscribers and drawing officers are incorporated in the Appendix.



**6. Employees of acquired electrical undertakings taken over into Board's Service**

If an employee of an acquired electrical undertaking, who is a subscriber to a Provident Fund established and maintained by it, is taken over to pensionable service under the Board the amount of subscriptions and contributions with the interest thereon, standing to his credit in the Provident Fund of the acquired electrical undertaking shall be transferred to his credit in this Fund.

**7. Transfer from non-pensionable to pensionable service**

If a subscriber to the Board's Contributory Provident Fund is brought under these regulations on his permanent transfer to pensionable service under the Board -

- (i) the amount of subscriptions, with interest thereon, standing to his credit in the Contributory Provident Fund shall be transferred to his credit in this Fund;
- (ii) the amount of contributions, with interest thereon, standing to his credit in the Contributory Provident Fund shall be recredited to the Board; and
- (iii) he shall thereupon be entitled to count towards pension service rendered prior to the date of permanent transfer to the extent permissible under the relevant pension rules.

**8. Discontinuance of subscription**

- (1) A subscriber falling under sub-regulation (2) of regulation 5 may discontinue subscribing to the Fund at any time, but his right of renewing subscription shall lapse if he discontinues subscribing except when on leave more than three times.
- (2) If any employee's right to resume subscription lapses under sub-regulation (1) above, he shall nevertheless retain his other rights and liabilities as a subscriber to the Fund; and no final withdrawal of his deposit shall be allowed except on the happening of one or other of the contingencies provided for in regulations 31, 32 and 33.

**9. Nominations**

- (1) A subscriber shall, along with his application for admission to the Fund in the form in Appendix-II send to the Accounts Officer a nomination confer-

ring on one or more persons the right to receive the amount that may stand to his credit in the Fund in the event of his death before that amount has become payable, or having become payable, has not been paid:

Provided that when a subscriber is a minor he shall be required to make the nomination only on his attaining the age of majority.

Provided further that a subscriber who has a family at the time of making the nomination shall make such nomination only in favour of a member or members of his family.

*(Board's Proceedings Ms. No.1993, dated 24th August 1964.)*

Provided further that the nomination made by the subscriber in respect of any other Provident Fund to which he was subscribing before joining the Fund shall, if the amount to his credit in such other Fund has been transferred to his credit in his Fund be deemed to be a nomination duly made under this regulation until he makes a nomination in accordance with this regulation.

(2) If a subscriber nominates more than one person under sub-regulation (1); he shall specify in the nomination, the amount or share payable to each of the nominees in such manner as to cover the whole of the amount that may stand to his credit in the Fund at any time.

(3) Every nomination shall be in the Form setforth in the First Schedule.

*(Board's Proceeding's Ms. (Ch.) No.2 (Audit Br.) dt.12-2-86.)*

(4) A subscriber may at any time cancel a nomination by sending a notice in writing to the *Accounts Officer*:

Provided that the subscriber shall, along with such notice, send a fresh nomination made in accordance with the provisions of this regulation.

(5) A subscriber may provide in a nomination -

(a) In respect of any specified nominee, that in the event of his pre-deceasing the subscriber, the right conferred upon that nominee shall pass to such other person or persons as may be specified in the nomination, provided that such other person or persons shall, if the subscriber has other members of his family, be such other member or members;

- (b) that the nomination shall become invalid in the event of the happening of a contingency specified therein:

Provided that if at the time of making the nomination the subscriber has no family, he shall provide in the nomination that it shall become invalid in the event of his subsequently acquiring a family:

Provided further that if at the time of making the nomination the subscriber has only one member of the family he shall provide in the nomination that the right conferred upon the alternate nominee under clause (a) shall become invalid in the event of his subsequently acquiring other member or members in his family.

- (6) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under clause (a) of sub-regulation (5) or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of clause (b) of sub-regulation (5) or the proviso thereto, the subscriber shall send to the Accounts Officer a notice in writing cancelling the nomination, together with a fresh nomination made in accordance with the provisions of this regulation.
- (7) Every nomination made, and every notice of cancellation given by a subscriber shall, to the extent that it is valid, take effect on the date on which it is received by the Accounts Officer.

**Note:** In this regulation, unless the context otherwise requires, "person" or "persons" shall include a company or association or body of individuals, whether incorporated or not.

*(Board's Proceedings Ms.No.1657, dated 15th July 1964.)*

- (8) Every subscriber shall intimate the change in his status, i.e., married or otherwise, at once to the Accounts Officer through the proper channel and file fresh nominations, if necessary, along with such intimation.
- (9) Every subscriber shall review his nomination once in five years and confirm or intimate any change in the nomination if necessary, in the form in Appendix-III accompanied by a fresh nomination in triplicate.

*(Board's Proceedings Ms. No.306, dated 8th February 1968.)*

**Ruling (i):** Each Head of Office/Drawing Officer shall send a certificate once in five years to the Accounts Officer to the effect that all the provident fund subscribers borne on his establishment.

review their nomination and declarations confirming/cancelling their earlier nominations together with fresh nomination in triplicate in cases of cancellation have been obtained from all subscribers and forwarded to the Accounts Officer. A copy of the certificate shall be sent to the Chief Engineer (Electricity) in respect of subscribers working in the offices under his control and to the Secretary, Tamil Nadu Electricity Board, in respect of the subscribers in the Accounts Wing and Board's Secretariat. The form referred to in sub-regulation (9) together with the fresh nominations in triplicate shall be sent to the Accounts Officer for acceptance of the fresh nominations.

**Ruling (ii):**

The duplicate and triplicate copies of the nomination shall invariably be marked prominently as 'Duplicate' and 'Triplicate' with a rubber stamp. The original copy of the nomination accepted by the Accounts Officer shall be retained by him. The duplicate copy of the nomination shall be returned to the subscriber through the concerned Head of Office/Drawing Officer. The triplicate copy of the nomination shall be retained by the departmental officer for pasting and record in the service book of the subscriber, if he is an employee in Class III or IV service or for keeping it in a guard file, if he is an employee of Class I or II service. In the case of employees in class I or II service, triplicate copies of nominations shall be maintained centrally by the Chief Engineer (Electricity)/Secretary, Tamil Nadu Electricity Board. In the case of any dispute or doubt, the original copy of the nomination in the custody of the Accounts Officer and failing that the duplicate and triplicate copies shall be relied upon, in the same order. In no case the original copy shall be liable to be disputed or set aside due to any possible discrepancy in the other copies and the original copy should, as a general rule, be treated as conclusive evidence of the correctness of the nomination.

**Ruling (iii):**

The nominations should be treated as confidential documents.

*(Board's Proceedings Ms.No.306, dated 8th February 1968.)*

**10. Subscriber's accounts**

An account shall be prepared in the name of each subscriber and shall show the amount of his subscriptions with interest thereon calculated as provided in sub-regulation (2) of regulation 15.

## 11. Conditions of subscriptions

- (1) Save as provided in Regulation 8, a subscriber shall subscribe monthly to the fund except during:
  - (a) the period of suspension and
  - (b) the last four months of service in respect of persons retiring on attaining the age of superannuation;
  - (c) proportionate recovery for the month in which the subscriber died.

*[B.P.Ms.No. 1682 dated 13th November 78]*

Provided that a subscriber may, at his option, not subscribe during leave, which either does not carry any leave salary or carries leave salary equal to or less than half pay or half average pay;

Provided further that a subscriber on reinstatement after a period passed under suspension, shall be allowed the option of paying in one lumpsum or in instalments, any sum not exceeding the maximum amount of arrear subscriptions payable for that period.

*[B.P.Ms.No. 791 dated 23rd June 77]*

- (2) The subscriber shall intimate his election not to subscribe during leave by a written communication to the head of his office before he proceeds on leave. Failure to make due and timely intimation shall be deemed to constitute an election to subscribe. The election made or deemed to be made by a subscriber under this sub-regulation shall be final.
- (3) A subscriber who has, under regulation 32, withdrawn the amount standing to his credit in the Fund shall not subscribe to the Fund after such withdrawal unless and until he returns to duty.

## 12. Rate of subscriptions

- (1) The amount of subscription shall be fixed by the subscriber himself subject to the following conditions, namely:
  - (a) It shall be expressed in whole rupees.
  - (b) It may be any sum, so expressed, not less than the sum shown in the Appendix-V of his emoluments and not more than his total emoluments.

- (2) For the purposes of sub-regulation (1) the emoluments of a subscriber shall be:
- (a) In the case of a subscriber who was in Board Service on the 31st March of the preceding year, the emoluments to which he was entitled on that date provided as follows:
    - (i) if the subscriber was on leave on the said date and has elected not to subscribe during such leave or was under suspension on the said date, his emoluments shall be the emoluments to which he was entitled on the first day after his return to duty;
    - (ii) if the subscriber was on deputation out of India on the said date or was on leave on the said date and continues to be on leave and has elected to subscribe during such leave, his emoluments shall be the emoluments to which he would have been entitled, had he been on duty in India or had he not been on leave.
  - (b) In the case of a subscriber who was not in Board service on the 31st March of the preceding year, the emoluments to which he was entitled on the day he joins the Fund.
- (3) The subscriber shall intimate to the Accounts Officer the fixation of the amount of his monthly subscription in each year in the following manner:
- (a) If he was on duty on the 31st March of the preceding year, by the deduction which he makes in this behalf from his pay bill for that month;
  - (b) If he was on leave on the 31st March of the preceding year and elected not to subscribe during such leave, or was under suspension on that date, by the deduction which he makes in this behalf from his first pay bill after his return to duty;
  - (c) If he has entered Board service for the first time during the year, by the deduction which he makes in this behalf, from his pay bill for the month during which he joins the Fund.
  - (d) If he was on leave on the 31st March of the preceding year and continues to be on leave and has elected to subscribe during such leave, by the deduction which he caused to be made in this behalf from his salary bill for that month;
  - (e) If he was on foreign service on the 31st March of the preceding year, by the amount credited by him or on his behalf to the Accounts

Officer on account of subscription for the month of April in the current year.

- (4) The amount of subscription so fixed shall remain unchanged throughout the year.

Provided that a member at his option subscribe a higher rate than that prescribed. The amount of subscription may be enhanced only on two occasions in a year namely in the pay for March drawn in April and the pay for September drawn in October and it can be reduced by him once at any time during the course of the year, but in no case shall it be less than the minimum rate fixed.

*(Board's Proceedings Ms.No.256 dated 24th February 1978)*

Provided further that if a subscriber is on duty for a part of a month and on leave for the remainder of that month and if he has elected not to subscribe during leave, the amount of the subscription payable shall be proportionate to the number of days spent on duty in the month.

### **13. Subscriber in foreign service (or on deputation)**

When a subscriber is transferred to foreign service or sent on deputation out of India, he shall remain subject to the regulations of the Fund in the same manner as if he were not so transferred or sent on deputation.

### **14. Realisation of subscriptions**

- (1) When emoluments are drawn by employees from the Board's Fund or are drawn and paid by the Heads of Offices recovery of subscriptions on account of these emoluments and of the principal and interest of advances shall be made from the emoluments themselves.
- (2) When a subscriber is on foreign service and receives his emoluments from the foreign employer, the subscriptions shall be recovered and forwarded to the Accounts Officer by the foreign employer.

*(Board's Proceedings Ms. No. 547, dated 16th March 1964)*

- (3) If a subscriber fails to subscribe with effect from the date on which he is required to join the Fund or in default in any month or months during the course of a year otherwise than as provided in regulation 11 the total amount due to the Fund on account of arrears of subscription shall, with interest thereon at the rate provided in regulation 15 forthwith be paid by

the subscriber to the Fund or in default be ordered by the Accounts Officer to be recovered by deduction from the emoluments of the subscriber by instalments or otherwise, as may be directed by the authority competent to sanction an advance for the grant of which special reasons are required under clause(c) of sub-regulation (1) of regulation 16:

Provided that the subscribers whose deposits in the Fund carry no interest shall not be required to pay any interest:

## 15. Interest

- (1) Subject to the provisions of sub-regulation (5), the Board shall pay to the credit of the account of a subscriber interest at such rate as may be determined for each year according to the method of calculation prescribed from time to time by the Board which shall be the same rate prescribed from time to time by the Government of India for the payment of interest on subscriptions to the General Provident Fund in respect of Central Services:

Provided that if the rate of interest determined for a year is less than 4 per cent, all existing subscribers to the Fund in the year preceding that for which the rate has for the first time been fixed at less than 4 per cent shall be allowed interest at 4 per cent:

Provided further, that a subscriber who was previously subscribing to General Provident Fund of the State Government and whose subscriptions together with interest thereon, have been transferred to his credit in this Fund under regulation 35 (a) shall also be allowed interest at 4 per cent if he had been receiving that rate of interest under the rules of that Fund under a provision similar to that of the first proviso to this regulation.

- (2) Interest shall be credited with effect from the last day in each year in the following manner:
  - (i) on the amount at the credit of a subscriber on the last day of the preceding year, less any sums withdrawn during the current year-interest for twelve months;
  - (ii) on sums withdrawn during the current year-interest from the beginning of the current year up to the last day of the month preceding the month of withdrawal,
  - (iii) on all sums credited to the subscriber's account after the last day of the preceding year-interest from the date of deposit up to the end of the current year;
  - (iv) the total amount of interest shall be rounded to the nearest whole rupee (fifty Paise and above counting as the next higher rupee);



Provided that when the amount standing at the credit of a subscriber has become payable, interest shall thereupon be credited under this sub-regulation in respect only of the period from the beginning of the current year or from the date of deposit as the case may be, up to the month preceding that in which payment is authorised shall be payable to the person to whom such amount is to be paid

*(Board's Proceedings Ms.No.82 dated 17th January 1978.)*

- (3) In this regulation, the date of deposit shall, in the case of a recovery from emoluments, be deemed to be the first day of the month in which it is recovered. In the case of an amount forwarded in accordance with sub-regulation (2) of regulation 14, the date of deposit shall be deemed to be the first day of the month, if it is received by the Accounts Officer before the fifteenth day of that month, but if it is received on or after the fifteenth day of that month, the first day of the next succeeding month:

Provided that where the emoluments for a month are drawn and disbursed on the last working day of the same month, the date of deposit shall, in the case of recovery of subscription, be deemed to be the first day of the next succeeding month.

*(Board's Proceedings Ms.No.547 dated 16th March 1964.)*

*(Board's Proceedings Ms.No. 240 dated 11th February 1966.)*

- (4) In addition to any amount to be paid under Regn. 31, 32, or 33, interest thereon upto the end of the month preceding that in which payment is authorised shall be payable to the person to whom such amount is to be paid

*(Board's Proceedings Ms.No.82 dated 17th January 1978.)*

Normal rate of interest be allowed for the first three months after the date of retirement and higher rate of interest (eight percent) be allowed from the fourth month onwards in cases where the accumulations in General Provident Fund remains unpaid for more than three months from the month in which the accumulations became payable.

*(Board's Proceedings Ms.No.1563 dated 21st November 1977)*

Provided that where the Accounts Officer has intimated to that person (or his agent) a date on which he is prepared to make payment in cash, or has posted a cheque in payment to that person, interest shall be payable only up to the end of the month preceding the date so intimated, or the date of posting the cheque, as the case may be.

- Note : (1)** If a subscriber holding a post in an officiating or temporary capacity exercises on the termination of his post the option allowed by regulation 31 of leaving in the Fund the amount accumulated to his credit.

interest shall be allowed on that amount for not more than a year after the termination of employment. If the subscriber subsequently obtains re-employment under the Board, deposits not withdrawn will commence again to bear interest from the date on which subscriptions are renewed.

**Note : (2)** If a subscriber dies on the last day of a month, he shall be deemed to have quit the service on the following day and the period of three months for the purpose of this regulation shall be reckoned from the second month following the month in which the subscriber dies.

**Note : (3)** If a subscriber retires on the last day of a month, the period of three months shall be reckoned after excluding the immediate succeeding month.

*(Board's Proceedings Ms. No. 79 dated 12th January 1968.)*  
*(Board's Proceedings Ms. No. 1563 dated 21st November 1977.)*

**Note : (4)** The authority competent to dismiss the services of a subscriber may sanction the Special rate of interest ordered in this sub-regulation.

*(Board's Proceedings Ms. No.1563 dated 21st November 1977)*

(5) Interest shall not be credited to the account of a Muslim subscriber if he informs the Accounts Officer that he does not wish to receive it; but if he subsequently asks for interest, it shall be credited with effect from the first day of the year in which he asks for it, or if he had joined the Fund during the year from the date of his joining the Fund.

(6) The interest on amounts which under sub-regulation (3) of regulation 14, regulation 31 or regulation 32 are replaced at the credit of the subscriber in the Fund, shall be calculated at such rates, as may be successively prescribed under sub-regulation (1) of this regulation and so far as may be in the manner described in this regulation.

## 16. Advances from the Fund

(1) A temporary advance may be granted to a subscriber from the amount standing to his credit in the Fund at the discretion of the appropriate authority specified in the Fifth Schedule subject to the following conditions:

*(Board's Proceedings Ms.(Ch) No.5 (Audit) dt.25-3-88)*

(a) No advance shall be granted unless the sanctioning authority is satisfied that the applicant's pecuniary circumstances justify it, and that it will be expended on any one or more of the following objects and not otherwise:

(i) to pay expenses in connection with the illness, confinement or disability including where necessary, the travelling expenses of the subscriber, or any person actually dependent on him:

*(Board's Proceedings Ms.No. 2857, dated 8th December 1965.)*

**Note:**

An advance is permissible, to meet the expenses on account of 'confinement' (1) in cases necessitating prolonged medical attention, prolonged stay in a hospital or protracted treatment; and (2) in other circumstances involving expenditure disproportionate to the subscriber's income.

(ii) to meet the cost of higher education, including where necessary, the travelling expenses of the subscriber or any person actually dependent on him in the following cases, namely:

(a) for education outside India for academic, technical, professional or vocational course; and

*(Board's Proceedings Ms.No. 377, dated 18th March 1978.)*

**Note:**

"An employee in class III or/ IV service is eligible for part final withdrawal to meet the expenses connected with his educational courses contemplated in these rules, taken either in regular colleges or evening classes".

*(Board's Proceedings Ms.No. 978, dated 18th May 1973.)*

(b) for education in India:

(1) In the case of employees in Class III or IV service, for all academic, medical, engineering or other technical or scientific courses and

*(Board's Proceedings Ms.No.377, dated 18th March 1978.)*

- (2) In the case of employees in Class I or II service for any medical, engineering or other technical or specialised course

*(Board's Proceedings Ms.No.377 dt. 18-3-78)*

**Explanation:**

For the purpose of this regulation specialised course shall mean a course leading to M.Sc. (Ag.) and B.Sc. (Ag) degrees in Agricultural Science, M.V.Sc. and B.V.Sc. degrees in Veterinary Science, but shall not include degree courses such as B.A., B.Com., B.Sc., M.A., M.Com., and M.Sc., degree courses irrespective of the period of study.

*(Board's Proceedings Ms.No. 1657 dated 15th July 1964.)*

**Note:** The courses detailed in the seventh schedule should be treated as technical in nature.

*(Board's Proceedings Ms.No.377, dated 18th March 1978.)*

- (iii) to pay obligatory expenses on a scale appropriate to the applicant's status which, by customary usage, the applicant has to incur in connection with his marriage or other ceremonies or in connection with marriages, funerals or other ceremonies of persons actually dependent on him:

Provided that the condition of actual dependence shall not apply in the case of son or daughter of the subscriber:

Provided further that the condition of actual dependence shall not apply in the case of an advance required to meet the funeral expenses of the parent of a subscriber.

*(Board's Proceedings Ms.No. 608 dated 18th March 1964.)*

**Note:** A temporary advance for meeting expenditure in connection with the "shraddh ceremony" shall be allowed only for the first annual "shraddh ceremony" of the person who prior to his death was a member of the subscriber's family or dependent on the subscriber.

*(Board's Proceedings Ms.No.2484 dated 19th December 1967.)*

- (iv) to meet the cost of legal proceedings instituted by the subscriber for vindicating his position in regard to any allegations made against him in respect of any act done or purporting to be done by him in the discharge of his official duty, the advance in this case being available in addition to any advance admissible for the same purpose from any other Board's source:

Provided that the advance under this sub-clause shall not be admissible to a subscriber who institutes legal proceedings in any court of law either in respect of any matter unconnected with his official duty or against the Board in respect of any condition of service or penalty imposed on him; and

- (v) to meet the cost of his defence where the subscriber is prosecuted by the Board in any court of law or where the subscriber engages a legal practitioner to defend himself in any enquiry in respect of any alleged official misconduct on his part.
- (b) The sanctioning authority shall record in writing its reason for granting the advance.
- (c) (i) An advance shall not, except for special reasons exceed three months' pay or half the amount at the credit of the subscriber in the fund whichever is less.

*(Board's Proceedings Ms.No.1290, dated 17th September 1977.)*

- (ii) There should be an interval of six months between the sanction of two advances after consolidation under sub-regulation (1) of regulation 17 (i.e.) when an advance is sanctioned during the course of the year the subsequent advance should be sanctioned after the expiry of six months from the date of sanction of the previous advance. The sanctioning authority should also incorporate a certificate to this effect in the sanction orders.

*(Board's Proceedings Ms.No.1290 dated 17th September 1977)*

- (iii) In special circumstances, an advance may be sanctioned upto three fourth of the balance at the credit of the subscriber in the fund having due regard to:-

- (i) the object for which the advance is being made and
- (ii) the status of the subscriber

*(Board's Proceedings Ms.No. 1543 dated 14th September 1976.)*

- (iv) There should be an interval of atleast six months between a temporary advance and a succeeding partfinal withdrawal and vice versa.

- (d) Notwithstanding anything contained in clause (c), the advance to be sanctioned for the purpose of sub-clause (iv) or sub-clause (v) of clause (a) shall not exceed three months' pay or Rs.500/-, whichever is greater, and shall in no case exceed half the amount at the credit of the subscriber.

In fixing the amount of an advance, the sanctioning authority shall pay due regard to the amount at the credit of the subscriber in the Fund.

- (2) A temporary advance may be sanctioned by the competent authority to a subscriber who is under suspension, subject to the usual conditions and to the subscriber's written consent for effecting the recovery of the advance from his subsistence allowance. In such cases the pay which he was drawing immediately before he was placed under suspension should be taken to be the pay of the subscriber mentioned under Regulation 2 (1) (c).

*(Board's Proceedings Ms.No.929 dt. 17th June 1978.)*

- (3) No temporary advance shall be granted to a subscriber from the month of discontinuance of subscription to General Provident Fund in accordance with Regulation 11 (1) (b)

*(Board's Proceedings Ms.No.791 dated 23rd June 1977.)*

## 17. Recovery of advances

- (1) When there is an advance running, it should be consolidated when a second advance is sanctioned and the subsequent instalments for recovery of advances shall be fixed with reference to the consolidated amount. The advance shall be recovered from the subscriber in such number of equal monthly instalments as the sanctioning authority may direct, but such number shall not be less than 12 unless the subscriber so elects and more than 24. In special cases where the consolidated amount exceeds three months pay of the subscriber, under Clause(c) of sub-regulation (1) of Regulation 16, the sanctioning authority may fix such number of instalments to be more than twenty four but in no case more than thirty six. A subscriber may, at his option repay two or more instalments in a month. Each instalments shall be in multiples of Rs.5/-, the amount of advance being raised or reduced if necessary to admit of the fixation of such instalments. No interest shall be charged on the temporary advance.

*(Board's Proceedings Ms.No.1290 dt. 17-9-77)*

*(Board's Proceedings Ms.(Ch.) No.5(Audit) dt. 25-3-88)*

**Note:**

In the case of subscribers who are due for retirement, within a year, the authorities competent to grant advances to such subscribers, shall while sanctioning the advance, fix the number of instalments for recovery, not exceeding the limit prescribed above, so as to recover the advance completely, prior to four months of the date of retirement on superannuation. There shall be no recovery of advance during the four months prior to the date of retirement of superannuation.

- (2) Recovery shall be made in the manner prescribed in Rule 14 for realisation of subscriptions whenever an application for the sanction of advance is recommended to the sanctioning authority for sanction, the recovery of advance should be stopped. Recovery should be given effect to as soon as the orders are received from the sanctioning Authority sanctioning the advance. However if the advance is drawn before the 16th of a particular month, recovery shall commence from the pay for the month itself. Otherwise, recovery shall commence from the pay for the subsequent month. The sanctioning authority need not specify the month from which recovery should be given effect to. It is enough if the amount of the recovery and the number of instalments are specified.

Recovery shall not be made except with the subscriber's consent while he is in receipt of subsistence grant or is on leave which either does not carry any leave salary or carries leave salary equal to or less than half pay or half average pay as the case may be. The recovery may be postponed on the subscriber's written request, by the sanctioning authority during the recovery of an advance of pay granted to the subscribers.

*(Board's Proceedings Ms.No. 1290 dt. 17-9-77)*

- (3) If an advance has been granted to a subscriber and drawn by him and the advance is subsequently disallowed before re-payment is completed, the whole or balance of the amount withdrawn, shall with interest at the rate provided in regulation 15, forthwith be re-paid by the subscriber to the Fund, or, in default, be ordered by the Accounts Officer to be recovered by deductions from the emoluments of the subscriber in a lumpsum or in monthly instalments not exceeding twelve, as the Board may direct:

Provided that Muhammadan subscribers whose deposits in the Fund carry no interest shall not be required to pay any interest.

- (4) Recoveries made under this regulation shall be credited as they are made to the subscriber's account <sup>23 of 161</sup> in the Fund.

## 18.A. Withdrawals from the fund

- (1) Subject to the conditions specified herein, withdrawals may be sanctioned by the authorities competent to sanction an advance for special reasons under clause (c) of sub-regulation (1) of regulation 16, at any time as shown in the Fifth Schedule after the completion of twenty years of service (including broken periods of service, if any) of a subscriber or within ten years before the date of his retirement on superannuation, whichever is earlier, from the amount standing to his credit in the fund, for one or more of the following purposes, namely:

*(Board's Proceedings Ms.(Ch.) No.5 (Audit) dt.25-3-88)*

- (a) meeting the cost of higher education, including where necessary, the travelling expenses, of any child of the subscriber in the following cases, namely:
- (i) for education outside India for academic, technical, professional or vocational course and

*(Board's Proceedings Ms.No.377 dt.18-3-78)*

- (ii) for education in India.

### **Note:1**

"An employee in Class III or IV Service is eligible for part-final withdrawal to meet the expenses connected with his educational courses contemplated in these rules, taken either in regular Colleges or evening classes".

*(Board's Proceedings Ms.No. 978, dt.18-5-73)*

### **Note:2**

For purpose of withdrawals from the fund, the length of continuous service, is the criterion which may include service under emergency provisions also.

*(Board's Proceedings Ms.No. 1670, dated 7th October 1974.)*

### **Note:**

"A subscriber belonging to clause III or IV service is eligible for a part final withdrawal for meeting the cost of his law course in the evening classes, once in six months:

Provided that the period of study of the law course in the evening classes shall not be less than three years in the aggregate".

In the case of Non-Gazetted officers for all academic, medical, (including Homeopathy, Ayurvedic and Unani System), engineering or



other technical (including Hotel Management) or specialised courses and conducted by recognised institutions.

*(Board's Proceedings Ms.No. 840, dt. 22-4-72)*

*(Board's Proceedings Ms.No. 377, dt. 18-3-78)*

In the case of Gazetted Officers for any medical (including Homeopathy, Ayurvedic and Unani System), engineering or other technical (including Hotel Management) or specialised courses and conducted by recognised institutions.

*(Board's Proceedings Ms.No.840, dated 22d April, 1972)*

*(Board's Proceedings Ms.No.377, dated 18th March 1978)*

**Explanation:**

For the purpose of this regulation specialised course shall mean a course leading to M.Sc. (Ag.) and B.Sc. (Ag.) degrees in Agricultural sciences M.V.Sc., and B.V.Sc., degrees in Veterinary Science, but shall not include degree courses such as B.A., B.Com., B.Sc., M.A., M.Com. and M.Sc. irrespective of the period of study.

**Note: 3** The courses detailed in the seventh Schedule should be treated as Technical in nature.

*(Board's Proceedings Ms.No.377, dated 18th March 1978)*

- (b) meeting the expenditure in connection with the marriage of the subscriber's sons or daughters, and any other female relation actually dependent on him.

Provided that in respect of the same marriage a subscriber may either withdraw the money in terms of this regulation or in terms of regulation 16.

**Note:**

A subscriber shall be permitted to make a final withdrawal in connection with the betrothal ceremony as well as in connection with the marriage ceremony of the subscriber's sons or daughters and any other female relations actually dependent on him. Cousin sisters, Brother's daughters are not eligible as per Bd's Memo No.2339 F/67-2 dt.9-2-68.

*(Board's Proceedings Ms.No. 1490, dated 30th July 1968.)*

- (c) meeting the expenses in connection with illness including where necessary, the travelling expenses, of the subscriber or any person actually dependent on him;
- (d) building or acquiring a suitable house for his residence including the cost of the site or repaying any outstanding amount on account of loan expressly taken for this purpose, or reconstructing, or making additions or alterations to a house already owned or acquired by a subscriber;
- (e) purchasing a house site or repaying any out-standing amount on account of loan expressly taken for this purpose;
- (f) for constructing a house on a site purchased utilising the sum withdrawn under clause (e).
- (g) (i) for constructing a house for subscriber's residence on a site owned by his/her spouse. (ii) for reconstructing or making additions or alteration to a house already owned or acquired by his/her spouse.

*(Board's Proceedings Ms.(Ch.)No.13 (Audit) dt.16-11-88)*

**Note (1):**

A subscriber who has availed himself of an advance under the scheme for the grant of loan for house building purposes, sponsored by the State or Central Government, or the Tamil Nadu Electricity Board or has been allowed any assistance in this regard from any other Government/Board source, shall be eligible for the grant of final withdrawal under sub-clauses (d), (e), (f) and (g) for the purposes specified therein and also for the purpose of repayment of any loan taken under the aforesaid scheme subject to the limit specified in the proviso to sub-regulation (1) of regulation 18-B.

*(Board's Proceedings Ms.(Ch.) No.13 (Audit) dt. 16-11-88)*

**Note (2):**

A subscriber who has been granted a final withdrawal for any of the purposes mentioned in sub-clauses (d) to (g) should not be granted a second withdrawal.

*(Board's Proceedings Ms.(Ch.) No.13 (Audit) dt. 16-11-88)*

- (2) The actual withdrawal from the fund shall be made only on receipt of an authorisation from the Accounts Officer concerned who will arrange this as soon as the formal sanction of the sanctioning authority has been issued.

Provided that no payment of part-final withdrawals to the subscriber shall be made during the last four months of his service except on the specific authorisation from the Accounts Officer, Accounts Wing, Madras.

*(Board's Proceedings Ms.No.791 dated 23rd June 1977)*

- (3) Only one withdrawal shall be allowed for the same purpose.

*(Board's Proceedings Ms.No.2483 dt. 19-12-67)*

- (4) Part final withdrawal admissible for various purposes from the Fund may also be sanctioned to a subscriber, who is under suspension, provided he is otherwise eligible for such withdrawals.

*(Board's Proceedings Ms.No.929 dated 17th June 1978)*

**Explanation:**

- 1) The marriage of the different sons or daughters or any other female relation dependent on the subscriber or the education of the different sons or daughters or the illness of the subscriber or his dependents on different occasions will not be treated as the same purpose.
- 2) A subscriber shall be permitted to make a withdrawal for higher education based on the actual requirements for one year, provided the withdrawal on each occasion does not exceed the limit specified in regulation 18-B.  
*(Board's Proceedings Ms.(Ch.) No. 5(Audit) dt. 25-3-'88)*
- 3) A person shall be granted either an advance or a withdrawal for a particular purpose, but not both.
- 4) A subscriber shall be permitted to make a final withdrawal to pay an instalment other than a monthly instalment for site or house purchased through House Building Co-operative Societies or similar agencies based on the actual requirement for one year, provided the withdrawal on each occasion does not exceed the limit specified in regulation 18-B.

*(Board's Proceedings Ms.No. 2483 dt. 19-12-67)*

*(Board's Proceedings Ms.(Ch.)No.5(Audit) dt. 25-3-88)*

- 5) Partfinal Withdrawal shall be sanctioned for any purpose under the regulation only once in a year (ie.) there should be an interval of one year between two partfinal withdrawals irrespective of the purpose for which it is sanctioned.

*(Board's Proceedings Ms.(Ch) No.5(Audit) dt.25-3-88)*

**Rulings:**

- 1) A subscriber may be allowed a second withdrawal for house building in relaxation of rules provided the total of first and second withdrawals does not exceed the prescribed limit (as laid down under Regulation 18-B) of the balance standing to the subscriber's credit in the Fund at the time of first withdrawal.
- 2) If a person has converted an advance into a final withdrawal under Regulation 18-C he should not be allowed another withdrawal for the same purpose. A person who has made a withdrawal under regulation 18-A should not be allowed to convert a temporary advance for the same purpose into a withdrawal under regulation 18-A.

*(Board's Proceedings Ms.No. 2483 dt.19-12-67)*

**18-B. Conditions of withdrawals**

- 1) Any sum withdrawn by a subscriber at any one time for one or more of the purpose specified in regulation 18-A from the amount standing to his credit in the Fund shall not ordinarily exceed one half of such amount or *six months* pay, whichever is less. The sanctioning authority may, however, sanction the withdrawal of an amount in excess of this limit up to 3/4th of the balance at his credit in the fund having due regard to (i) the object for which the withdrawal is being made (ii) the status of the subscriber and (iii) the amount to his credit in the Fund :

Provided that in no case the maximum amount of withdrawals shall exceed Rs. 1,25,000 or 75 times the monthly pay, whichever is less, provided further that in the case of a subscriber who has availed himself of an advance under the scheme for the grant of loans for house building purpose, sponsored by State or Central Government or Tamil Nadu Electricity Board or has been allowed any assistance in this regard from any other Govt./Board source the sum withdrawn under this sub regulation together with the amount of advance taken under the aforesaid scheme or the assistance taken from any other Govt./Board source shall not exceed Rs. 1,25,000/- or 75 times the monthly pay, whichever is less.

- (2) A subscriber who has been permitted to withdraw money from the Fund under Regulation 18A shall satisfy the sanctioning authority within a reasonable period as may be specified by that authority that the money has been utilised for the purpose for which it was withdrawn, and if he fails to do so, the whole of the sum withdrawn, or so much thereof as has not been applied for the purpose for which it was withdrawn shall forthwith be repaid in one lumpsum by the subscriber to the Fund, and in default of such payment, it shall be ordered by the sanctioning authority to be recovered from his emoluments either in a lumpsum or in such number of monthly instalments as may be determined by the Board.

*(Board's Proceedings Ms. No. 879 dt. 3.6.76)*

- (3) (a) A subscriber who has been permitted under clause (d) clause (e) or clause (f) of sub-regulation (1) of regulation 18A to withdraw money from the amount standing to his credit in the Fund, shall not part with the possession or the house built or acquired or house-site purchased with the money so withdrawn, whether by way of sale, mortgage (other than mortgage to the Board) gift, exchange or otherwise, without the previous permission of the sanctioning authority;

Provided that such permission shall not be necessary for-

- (i) the house or house-site being leased for any term not exceeding three years, or
  - (ii) its being mortgaged in favour of a Housing Board, Nationalised Bank, Life Insurance Corporation or any other Corporation owned or controlled by the State/Central Government which advances loans for the construction of a new house or for making additions or alterations to an existing house.
- (b) (i) The subscriber should submit along with her/his application for final withdrawal, a specific undertaking from his/her spouse, agreeing for the sanction of a final withdrawal from his/her Provident Fund to his/her wife/husband for the construction of a house on a plot owned by him/her, or for reconstructing or for making additions or alteration to a house already owned by him/her and also agreeing to abide by the rules and conditions which may be stipulated by Tamil Nadu Electricity Board in this regard.
- (ii) The spouse of the subscriber, who holds the title of the house site or the house, should be the sole nominee, to receive the Provident Fund money, in the nomination made by the subscriber and it should not be revised so long as the person continues to be a member of the family and alive.

- (iii) If both the husband and the wife are Board servants and if they apply for the withdrawal in terms of these orders, the total amount of withdrawal applied for by them shall not exceed the maximum limit prescribed under the relevant Provident Fund Regulations.
- (iv) The subscriber and his/her spouse should execute a joint undertaking to the effect that either the subscriber or the spouse shall not part with the possession of the house built or acquired or a house site whether by way of sale, mortgage (other than mortgage to the Board) gift, exchange or otherwise without the previous permission of the Board.
- (v) The subscriber and his/her spouse shall submit a joint declaration not later than 31st day of December every year as to whether the house and the house site continue to be in his/their possession, or has been mortgaged, otherwise transferred or let out as aforesaid and shall if so required produce before the sanctioning authority on or before the date specified by that authority in that behalf, the original mortgage or lease deed and also the documents on which her/his title to the property is based.
- (vi) In the case of a Board servant who has availed himself/herself of a loan from the Board, for house building purpose, both the subscriber and his/her spouse shall furnish not later than 31st day of December of every year, the following joint declaration duly signed by both of them to the sanctioning authority as long as the house and house site remains mortgaged to Board.

### **Declaration**

We do hereby certify that the house site and the house for the construction of which or for the acquisition of which a final withdrawal from the Provident Fund was taken, continue to be in our possession but stands mortgaged to the Board.

*(Board's Proceedings Ms. (Ch.) No. 13 (Audit) dt. 16.11.88)*

- (c) If, at any time before his retirement, the subscriber parts with the possession of the house or house-site without obtaining the previous permission of the sanctioning authority, he shall forthwith repay the sum so withdrawn by him in a lumpsum to the Fund, and, in default of such repayment, the sanctioning authority shall, after giving the subscriber a

reasonable opportunity of making a representation in the matter, cause the said sum to be recovered from the emoluments of the subscriber either in a lumpsum or in such number of monthly instalments, as may be determined by it.

*(Board's Proceedings Ms. No. 516 dt. 2.5.77)*

#### **18-C. Conversion of an advance into a withdrawal**

- (1) A subscriber who has already drawn or may draw in future an advance under regulation 16 for any of the purposes specified in subregulation (1) of regulation 18A, may convert, at his discretion by written request addressed to the Accounts Officer, through the sanctioning authority, the balance outstanding against him into a final withdrawal on his satisfying the conditions laid down in Regulations 18A and 18B.

*(Board's Proceedings Ms. No. 173 (Sectt. Br.) dt. 6.10.79)*

- (2) There should be an interval of atleast six months between the sanction of conversion of the entire or part of the outstanding temporary advance into Part final withdrawal and the succeeding temporary advance, Part final withdrawal and vice versa.

*(Board's Proceedings Ms. (Ch) No. 5 (Audit) dt. 25.3.88)*

**Note (1) :** The conversion of temporary advance into a final withdrawal may be permitted, if the subscriber satisfies the conditions on the date of conversion of the temporary advance into final withdrawal in respect of the balance outstanding against him.

**Note (2) :** Recoveries from the pay bills of the employees of the Board towards advances, should be stopped by the Heads of the Offices, when the applications for conversion of advances into part final withdrawals are recommended for sanction.

*(Board's Proceedings Ms. No. 265 (Sectt.) dated 23rd November 1979)*

#### **18-D. Withdrawals from the fund for the purchase of motor car**

- (1) Withdrawals may be sanctioned by the authorities competent to sanction an advance for special reasons under clause (c) of sub-regulation (1) of regulation 16, at any time after the completion of twenty five years of service, including

broken period of service, if any, of a subscriber or within five years before the date of his retirement on superannuation, whichever is earlier, from the amount standing to his credit in the fund for purchasing a motor car or for repaying a loan already taken by him from the Board for the purpose, subject to the following conditions, namely :

- (i) The Officer's pay shall be Rs. 1,000/- per mensem or more
- (ii) The amount to be withdrawn shall be limited to Rs. 16,000/- or one third of the amount standing to the credit of the subscriber in the fund or the actual price of the car, whichever is the least. The Sanctioning authority, may, however, sanction the withdrawal of an amount in excess of this limit upto one-half of the balance at subscriber's credit in the fund account, if considered necessary as a special case.

*(Board's Proceedings Ms. No. 1687 dt. 24.11.75)*

- (iii) The withdrawal shall be allowed only on one occasion. In the case of withdrawal for the purchase of another car, no motor car advance shall be admissible.

- (2) The actual withdrawal from the fund shall be made only on receipt of an authorisation from the Accounts Officer concerned, who shall arrange this as soon the formal sanction of the sanctioning authority has been received.

**18-E. 1** Part-final withdrawals may be sanctioned by the authorities competent to sanction an advance for special reasons under clause (c) of sub-regulation (1) of regulation 16 at any time after completion of 28 years of service or who have less than 3 years to attain the age of superannuation, whichever is earlier, from the amount standing to his credit in the fund for the extensive repairs or overhauling of their motor cars subject to the following conditions :

- (i) the officer's basic pay is Rs. 1,100/- or more.
- (ii) the amount of withdrawal should be limited to Rs. 5,000/- or 1/3rd of the amount standing to the credit of the subscriber in the Fund account as the case may be or the actual amount of repairing/overhauling, whichever is the least:

*(Board's Proceedings Ms. (Ch) no. 19 (Audit) dt. 8.10.85)*



- (iii) not less than 5 years should have lapsed since the car was purchased by the subscriber concerned. In the case of a second-hand car, the initial date of purchase of the first purchaser will be taken into account.
- (iv) such withdrawal shall be allowed only once in the service carrier of the subscriber.

2. The actual withdrawal from the fund shall be made only on receipt of an authorisation from the Accounts Officer concerned, who shall arrange this as soon as the formal sanction of the sanctioning authority has been received.

*(Board's Proceedings Ms. No. 526 dt. 1st April 1976).*

**19. Subject to the conditions hereinafter contained in regulations 20 to 29.**

- (a) payments towards a policy of Life Insurance may, at the option of a subscriber, be substituted in whole or part for subscriptions due to the Fund :
- (b) the amount of subscriptions with interest thereon standing to the credit of a subscriber in the Fund may be withdrawn to meet –
  - (i) a payment towards a policy of Life Insurance.
  - (ii) the purchase of a single payment Life Insurance policy.

Provided that no amount shall be withdrawn-

- (1) before the details of the proposed policy have been submitted to the Accounts Officer and accepted by him as suitable, or
- (2) to meet any payment or purchase made or affected more than three months before the date of application for withdrawal, or
- (3) to meet payment of any premium or subscription more than three months in advance of the date of payment.

**Explanation I:**

Due date of payment for the purpose of this proviso shall be the date upto which payment can be made including the grace time allowed by the Insurance Companies.

## **Explanation II:**

No withdrawal from the fund for financing a policy of Life Insurance shall be made after the due date of payment without production of the premium receipt in token of such payment.

*(Board's Proceedings Ms. No. 444, dated 7th March 1967)*

The Accounts Officer shall, before accepting as suitable the details of the proposed policy, satisfy himself that the policy is taken out mainly for the benefit of the subscriber's family and shall refuse to accept a policy which does not fulfil this condition:

Provided further that payments towards an educational endowment policy may not be substituted for subscriptions to the Fund and that no amounts may be withdrawn to meet any payment or purchase in respect of such a policy if that policy is due for payment in whole or part before the subscriber's age of normal superannuation :

Provided further that amounts withdrawn shall be rounded to the nearest whole rupee.

## **Ruling :**

In the case of employees in Class III/IV Service the heads of office should at the time of withdrawal of premium by a subscriber, furnish a certificate in the bill for withdrawal of current premium to the effect that he is satisfied that the amount previously withdrawn on the same account by the subscriber has been utilised for the purpose for which it was intended and that necessary premium receipt has been duly enaced by him. In the case of a transfer of a subscriber from one office to another, the subscriber should at the time of withdrawal of next premium, be asked by the new head of office to produce the premium receipt in respect of previous withdrawal. This receipt would normally show the enfacement made by the previous head of office if this had been done. Otherwise, the new head of office may himself enface the receipt at that time.

In the case of a subscriber on foreign service, the premium receipt in respect of previous withdrawal should be produced to the head of office under whom the subscriber was serving prior to proceeding on foreign service.

In the case of employees in Class I/II Service a certificate should be furnished in the bill for withdrawal of next premium to the effect that the premium receipt in respect of previous withdrawal has been forwarded to the Accounts Officer and necessary enfacement made by him on the receipt (in case he was not a bill drawing

officer at the time of the previous withdrawal on this account, he should certify that the receipt for the previous withdrawal has been scrutinised by the previous head of office).

*(Board's Proceedings Ms. No. 1921, dated 11th September 1967.)*

20. (1) The number of policies in respect of which substitution for subscription due to the Fund or withdrawal of subscriptions from the Fund may be permitted under regulation 19 shall not exceed four :

Provided that where immediately before the 21st October 1953 in respect of employees of the Electricity Department of the Government of Madras taken over into Board's service, substitution for subscriptions due to the Fund or withdrawal of subscriptions from the Fund is permitted in respect of more than four policies, such substitution or withdrawal shall continue to be permitted in respect of these policies.

- (2) The premium for a policy, including any policy referred to in the proviso to sub-regulation (1), in respect of which withdrawal of subscriptions from the Fund may be permitted under regulation 19 shall not be payable otherwise than annually.

**Explanation:**

In computing the maximum number of policies specified in sub-regulation (1), policies which have matured or have been converted into paid up ones shall be excluded.

21. (1) If the total amount of any subscriptions or payments substituted under clause (a) of regulation 19 is less than the amount of the minimum subscription payable to the Fund under sub-regulation (1) of regulation 12, the difference shall be rounded to the nearest rupee in the manner provided in clause (iv) of sub-regulation (2) of regulation 15 and paid by the subscriber as a subscription to the Fund.

- (2) If the subscriber withdraws any amount standing to his credit in the Fund for any of the purposes specified in clause (b) of regulation 19, he shall, subject to his option under clause (a) of that regulation, continue to pay to the Fund the subscription payable under regulation 12:

Provided that no subscription shall be payable by an employee who in exercise of the option allowed by regulation 8 (1) has ceased to subscribe to the Fund.

22. (1) A subscriber who desires to substitute a subscription or payment under clause (a) of regulation 19, may reduce his subscription to the Fund accordingly :

Provided that the subscriber shall

- (a) intimate to the Accounts Officer on his pay bill or by letter the fact, and reason for, the reduction; and
  - (b) send to the Accounts Officer, within such period as the Accounts Officer may require, receipts or certified copies of receipts in order to satisfy the Accounts Officer that the amount by which the subscription has been reduced was duly applied for the purposes specified in clause (a) of regulation 19.
- (2) A subscriber who desires to withdraw any amount under clause (b) of regulation 19 shall
- (a) intimate the reasons for the withdrawal to the Accounts Officer by letter ;
  - (b) make arrangements with the Accounts Officer for the withdrawal; and
  - (c) send to the Accounts Officer, within such period as the Accounts Officer may require, receipts or certified copies of receipts in order to satisfy the Accounts Officer that the amount withdrawn was duly applied for the purposes specified in clause (b) of regulation 19.
- (3) The Accounts Officer shall order the recovery of any amount by which subscriptions have been made reduced, or of any amount withdrawn, in respect of which he has not been satisfied in the manner required by clause (b) of sub-regulation (1) and clause (c) of sub-regulation (2) in respect of the year in which the payments should have made from the emoluments of the subscriber and place it to the credit of the subscriber in the Fund.
23. (1) The Board will not make any payments on behalf of subscribers to Insurance Companies nor take steps to keep a policy alive.
- (2) A policy to be acceptable under these regulations shall be one effected by the subscriber himself on his own life and shall (unless it is a policy effected by a male subscriber which is expressed on the face of it to be for the benefit of his wife, or of his wife and children, or any of them) be such as may be legally assigned by the subscriber to the Board.

#### Explanation 1

A policy on the joint lives of the subscriber and the subscriber's wife or husband shall be deemed to be a policy on the life of the subscriber for the purpose of this sub-regulation.

## **Explanation 2**

A policy which has been assigned to the subscriber's wife—shall not be accepted unless either the policy is first reassigned to the subscriber or the subscriber and his wife both join in an appropriate assignment.

## **Explanation 3**

The policy may not be effected for the benefit of any beneficiary other than the wife or husband and children of the subscriber or any of them.

## **24. Assignment of policies**

(1) The policy, within six months after the first withholding of a subscription or withdrawal from the Fund in respect of the policy, or in the case of an insurance company whose headquarters are outside India, within such further period as the Accounts Officer if he is satisfied by the production of the completion certificate (INTERIM receipt) may fix, shall

(a) unless it is a policy effected by a male subscriber which is expressed on the face of it to be for the benefit of the wife of the subscriber, or of his wife and children, or any of them, be assigned to the Board as security for the payment of any sum which may become payable to the Fund under regulation 28 and delivered to the Accounts Officer, the assignment being made by endorsement on the policy in Form (1) or Form (2) or Form (3) of the Forms in the Second Schedule according as the policy is on the life of the subscriber or on the joint lives of the subscriber and the subscriber's wife or husband; or the policy has previously been assigned to the subscriber's wife;

(b) if it is a policy effected by a male subscriber which is expressed on the face of it to be for the benefit of the wife of the subscriber, or of the wife and children or any of them, be delivered to the Accounts Officer.

**Note (1) :** Employees subscribing to the General Provident Fund (Madras) or to the Contributory Provident Pension Fund, as the case may be and whose policies have been assigned to the Governor of Madras, shall, on coming over to this fund, get the policies reassigned to them; and those policies shall be assigned to the Tamil Nadu Electricity Board and delivered in accordance with these regulations. If the policies are of the kind mentioned in regulation 24 (1) (b), they shall be delivered to the Accounts Officer.

**Note (2) :** Employees, who were members of the Employee's Provident Fund and whose Life Insurance policies were assigned to the competent authority under that fund, shall on their coming over to this fund, have their policies assigned to the Tamil Nadu Electricity Board and delivered in accordance with these regulations. If the policies are of the kind mentioned in regulation 24 (1) (b), they shall be delivered to the Accounts Officer.

*(Board's Proceedings Ms. No. 2284, dated 10th October 1966).*

- (2) The Accounts Officer shall satisfy himself by reference to the Life Insurance Corporation of India where possible, that no prior assignment of the policy exists.
- (3) Once a policy has been accepted by the Accounts Officer for the purpose of being financed from the Fund, the terms of the policy shall not be altered, nor shall the policy be exchanged for another policy without the prior consent of the Accounts Officer to whom details of the alteration of the new policy shall be furnished.

**Explanation:**

If a subscriber desires to replace his policy by another, he may be permitted by the Accounts Officer to do so subject to the following conditions, namely:

- (i) the new policy shall be for an equal or a higher amount ;
- (ii) the premium in respect of the new policy shall not be more than the premium paid in respect of the old policy ;
- (iii) the new policy shall mature on the same date as the old policy; and
- (iv) the new policy shall be in force on the date on which the original policy is surrendered.

The cases, which do not satisfy the above conditions, and those involving alterations in terms of policies shall be decided by the Tamil Nadu Electricity Board.

*(Board's Proceedings Ms. No. 1269, dated 6th July 1968.)*

- (4) If the policy is not assigned and delivered, or delivered, within the said period of six months or such further period as the Accounts Officer may, under sub-regulation (1) have fixed, any amount withheld or withdrawn from the Fund in respect of the policy shall, be paid or repaid, as the case may be, by the subscriber to the Fund, or in case of default be ordered by the Accounts Officer

to be recovered forthwith by deduction from the emoluments of the subscriber by instalments or otherwise.

- (5) Notice of assignment of the policy shall be given by the subscriber to the Insurance Corporation, and the acknowledgement of the notice by the Insurance Corporation shall be sent to the Accounts Officer within three months of the date of assignment.

**Note (1) :** Subscribers are advised to send notice of the assignment to the Insurance Corporation in duplicate accompanied in cases in which the notice has to be sent to a Company in Great Britain or Ireland, by a remittance of five shillings, which is the fee for the acknowledgement authorized by the Policies of Assurance Act, 1867 (30 and 91, Vict. c 144).

**Note (2) :** Subscribers who proceed to Great Britain or Ireland on quitting the service are advised that under the English Stamp Law assignments or reassignments are required to be stamped within 30 days of their first arrival in these countries. Otherwise penalty will be incurred under Stamp Act, 1891 (54 & 55, Vict. c. 39) and difficulties may arise when the policy matures for payment.

25. The subscriber shall not during the currency of the policy draw any bonus, the drawal of which during such currency is optional under the terms of the policy, and the amount of any bonus which under the terms of the policy the subscriber has no option to refrain from drawing during its currency shall be paid forthwith into the Fund by the subscriber or in the case of default be ordered by the Accounts Officer to be recovered by deduction from the emoluments of the subscriber, by instalments or otherwise, as may be directed by the authority competent to sanction an advance for the grant of which special reasons are required under clause (c) of sub-regulation (1) of regulation 16.

26. (1) Save as provided by regulation 29 when the subscriber
- (a) Quits the service; or
  - (b) has proceeded on leave preparatory to retirement and applies to the Accounts Officer for reassignment or return of the policy; or
  - (c) while on leave has been permitted to retire or declared by a competent medical authority to be unfit for further service and applies to the Accounts Officer for reassignment or return of the policy; or

(d) pays or repays to the Fund the whole of any amount withheld or withdrawn from the Fund for any of the purposes mentioned in sub-clause (ii) or clause (a) of regulation 19 and sub-clause (i) and (ii) of clause (b) of regulation 19, the Accounts Officer shall -

(i) if the policy has been assigned to the Board under regulation 24, reassign the policy in Form (1) of the Forms setforth in the Third Schedule to the subscriber, or to the subscriber and the joint assured, as the case may be, and make it over to the subscriber together with a signed notice of the reassignment addressed to the Insurance Corporation/Company; or

(ii) if the policy has been delivered to him under clause (b) of sub-regulation (1) of regulation 24, make over the policy to the subscriber ;

Provided that, if the subscriber, after proceeding on leave preparatory to retirement, or after being, while on leave, permitted to retire or declared by a competent medical authority to be unfit for further service, returns to duty, any policy so reassigned or made over shall, if it has not matured or been assigned or charged or encumbered in any way, be again assigned to the Board and delivered to the Account Officer, or again be delivered to the Account Officer, as the case may be, in the manner provided in regulation 24, and thereupon the provisions of these regulations shall, so far as may be, again apply in respect of the policy :

Provided further that, if the policy has matured or been assigned or charged or encumbered in any way, the provision of sub-regulation (4) of regulation 24 applicable to a failure to assign and deliver a policy shall apply.

2) Save as provided by regulation 29, when the subscriber dies before quitting the service, the Accounts Officer shall

(i) if the policy has been assigned to the Board under regulation 24, reassign the policy in Form (2) of the Forms setforth in the Third Schedule to such person as may be legally entitled to receive it, and shall make over the policy to such person together with a signed notice of the reassignment addressed to the Insurance Corporation/Company; or

(ii) if the policy has been delivered to him under clause (b) of sub-regulation (1) of regulation 24, make over the policy to the beneficiary, if any, or, if there is no beneficiary, to such person as may be legally entitled to receive it.



27. (1) If a policy assigned to the Board under regulation 24 matures before the subscriber quits the service, or if a policy on the joint lives of a subscriber and the subscriber's wife or husband assigned under regulation 24 falls due for payment by reason of the death of the subscriber's wife or husband, the Accounts Officer shall, save as provided by regulation 29, proceed as follows :

- (i) if the amount assured together with the amount of any bonuses which have accrued is greater than the whole of the amount withheld or withdrawal from the Fund. In respect of the policy, the Accounts Officer shall reassign the policy in the Form set forth in the Fourth Schedule to the subscriber and the joint assured, as the case may be, and make it over to the subscriber, who shall immediately on receipt of the policy moneys from the Insurance Corporation/Company pay or repay to the Fund the whole of any amount withheld or withdrawn with interest, and in case of default, the provisions of regulation 30 shall apply as they apply in relation to cases where money withheld or withdrawn from the Fund under clause (a) or clause (b) of regulation 19 has been utilized for a purpose other than that for which sanction was given to the withholding or withdrawal.
- (ii) if the amount assured together with the amounts of any bonuses which have accrued is less than the whole of the amount withheld or withdrawn with interest, the Account Officer shall realise the amount assured together with any such bonuses and shall place the amount so realized to the credit of the subscriber in the Fund.

(2) Save as provided by regulation 29, if a policy delivered to the Accounts Officer under the clause (b) of subregulation (1) of regulation 24 matures before the subscriber quits the service, the Accounts Officer shall make over the policy to the subscriber:

Provided that if the interest in the policy of the wife of the subscriber, or of the wife and children, or any of them, as expressed on the face of the policy, expires when the policy matures, the subscriber, if the policy moneys are paid to him by the Insurance Corporation/Company, shall immediately on receipt thereof, pay or repay to the Fund either

- (i) the whole of any amount withheld or withdrawn from the Fund in respect of the policy; or
- (ii) an amount equal to the amount assured together with the amounts of any bonuses which have accrued, whichever is less, and, in case of default, the provisions of regulation 30 shall apply as they apply in relation to cases where money withheld or withdrawn from the

Fund under clause (a) or clause (b) of regulation 19 has been utilized for a purpose other than that for which sanction was given to the withholding or withdrawal.

28. If the policy lapses, or is assigned otherwise than to the Board under regulation 24, or is charged or encumbered, the provisions of sub-regulation (4) of regulation 24 applicable to a failure to assign and deliver a policy shall apply.

29. If the Accounts Officer receives notice of

(a) an assignment (other than an assignment to the Board under regulation 24) of, or

(b) a charge or encumbrance on, or

(c) an order of a court restraining dealings with, the policy or any amount realised thereon, the Accounts Officer shall not-

(i) reassign or make over the policy as provided in regulation 26, or

(ii) realise the amount assured by the policy or reassign or make over the policy, as provided in regulation 27; but shall, forthwith, refer the matter to the Board.

29-A The provisions of regulations 19 to 29 shall apply only to the employees mentioned in the Note under regulation 24 (1), and also to the employees referred to in regulation 4 (3), who are subscribers to this fund, and who have been previously substituting in whole or in part, payments towards policies of Life Insurance for subscriptions due to the Fund or making withdrawals from the Fund for such payments.

Provided that such employees shall not be permitted to substitute such payments for subscriptions due to the Fund or to withdraw from the Fund for making such payments in respect of any new policy.

**Note :** This regulation does not prohibit a subscriber from financing a new policy taken out in exchange of his existing policy provided the conditions laid down in the explanation under regulation 24 (3) are satisfied; for such replacement.

*(Board's Proceedings Ms. No. 1269, dt. 6th July 1968).*

**30. Recovery of moneys drawn, withheld or withdrawn from the fund for improper use**

Notwithstanding anything contained in these regulations if the sanctioning authority is satisfied that money drawn as an advance from the Fund under sub-regulation (1) of regulation 16 or withheld or withdrawn from the Fund under clause (a) or clause (b) of regulation 19 has been utilized for a purpose other than that for which sanction was given to the drawal, withholding or withdrawal of the money, the amount in question shall forthwith be repaid or paid, as the case may be, by the subscriber to the Fund, or in default, be ordered to be recovered by deduction in one sum from the emoluments of the subscriber, even if he be on leave. If the total amount to be repaid or paid, as the case may be, be more than half the subscriber's emoluments, recoveries shall be made in monthly instalments of his emoluments till the entire amount recoverable be repaid or paid, as the case may be, by him.

**Note :** The term 'emoluments' as used in this regulation does not include subsistence grant.

**31. Final withdrawal of accumulations in the Fund**

When a subscriber quits the service, the amount standing to his credit in the Fund shall become payable to him :

Provided that where a subscriber is dismissed or removed or invalidated from service, the amount standing to his credit in the Fund shall not be paid to him :

- (a) If he has preferred an appeal against such dismissal, removal, or invalidation until the appeal is disposed of or unless he states in writing that he has withdrawn the appeal, and

*(Board's Proceedings Ms. (Ch) No. 14 (Audit) dt. 29.7.86)*

- (b) if he has not preferred such an appeal, until the time allowed for preferring an appeal has expired or unless he states in writing that he will not prefer an appeal :

Provided further that a subscriber who has been dismissed or removed or compulsorily retired or invalidated from the service and is subsequently reinstated in the service, shall, if required to do so by the Board, repay any amount paid to him from the Fund in pursuance of this regulation, with interest thereon at the rate provided in regulation 15, in the manner provided in the proviso to regulation 32. The amount so repaid shall be credited to his account in the Fund :

Provided further that where a subscriber resigns his appointment and his resignation is accepted with retrospective effect and *where a subscriber retires voluntarily with retrospective effect*, the amount standing to his credit in the Fund shall be deemed to have become payable only after the issue of orders accepting the resignation or permitting the voluntary retirement of the subscriber.

*(Board's Proceedings Ms. No. 535, dated 19th March 1973).*

A subscriber holding a post in an officiating or temporary capacity may either withdraw the amount on the termination of his post or leave it in the Fund to be withdrawn at the time he finally quits service.

**32. When a subscriber**

- (a) has proceeded on leave preparatory to retirement, or
- (b) while on leave, has been permitted to retire or has been declared by a competent medical authority to be unfit for further service, or
- (c) has attained the age of superannuation but has not been permitted to retire from service owing to some reason or other, the amount standing to his credit in the Fund shall, upon application made by him in that behalf to the Accounts Officer, become payable to the subscriber.

Provided that the subscriber, if he returns to duty, shall, if required to do so by the authority competent to sanction an advance for the grant of which special reasons are required under clause (c) of sub-regulation (1) of regulation 16, repay to the Fund, for credit to his account, the whole or part of any amount paid to him from the Fund in pursuance of this regulation with interest thereon at the rate provided in regulation 15, in cash or securities or partly in cash and partly in securities, by instalments or otherwise, by recovery from his emoluments or otherwise, as may be directed by the said authority.

**33.** On the death of a subscriber before the amount standing to his credit has become payable, or where the amount has become payable, before payment has been made :

- (i) when the subscriber leaves a family :
  - (a) if a nomination made by the subscriber in accordance with the provisions of regulation 9 in favour of a member or members of his family subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates shall become payable to his nominee or nominees in the proportion specified in the nomination :

Provided that the amount shall be payable only to a person who fulfils the character of a member of the family on the date of the death of the subscriber;

- (b) if no such nomination in favour of a member or members of the family of the subscriber subsists, or if such nomination relates only to a part of the amount standing to his credit in the Fund, the whole amount or the part thereof to which the nomination does not relate, as the case may be, shall, notwithstanding any nomination purporting to be in favour of any person or persons other than a member or members of his family, become payable to the members of his family in equal shares :

Provided that no share shall be payable to :

- (1) sons who have attained legal majority ;
- (2) sons of a deceased son who have attained legal majority;
- (3) married daughters whose husbands are alive ;
- (4) married daughters of a deceased son whose husbands are alive if there is any member of the family other than those specified in clauses (1), (2), (3) and (4).

Provided further that the widow or widows and the child or children of a deceased son shall receive between them in equal parts only the share which that son would have received if he had survived the subscriber and had been exempted from the provisions of clause (1) of the first proviso ;

- (ii) when the subscriber leaves no family, if a nomination made by him in accordance with the provisions of regulation 9 in favour of any person or persons subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates, shall become payable to his nominee or nominees in the proportion specified in the nomination.

**Note (1):**

Payment of provident fund money due to a minor beneficiary of a deceased subscriber may be made to the guardian appointed by the Court to receive payment on behalf of a minor beneficiary even where the amount involved does not exceed the limit of Rs. 5,000 specified in clause (b) of sub-section (1) of section 4 of the Provident Funds Act, 1925. But if the party pleads inability to incur expenditure for obtaining the guardianship certificate from the Court, the orders of the Board should be obtained for making any payment.

**Note (2):**

(a) Payment may, however, be made without the production of a guardianship certificate, to the natural guardian of a minor(s) beneficiary or in the absence of a natural guardian, to the person considered fit by the head of the office to receive payment on behalf of such minor(s) beneficiary, to the extent of Rs. 5,000 (or the first Rs. 5,000 where the amount payable exceeds Rs. 5,000) but subject to the execution of an indemnity bond with two suitable sureties to the satisfaction of the sanctioning authority. The balance in excess of Rs. 5,000 if any, would become payable on the production of a certificate of guardianship :  
ship :

Provided that in cases governed by the Hindu Law payments of provident funds moneys shall be made to a Hindu widow of a deceased subscriber on behalf of her minor children, other than step children, irrespective of the amount involved without the production of guardianship certificate or any indemnity bond, unless there is anything concrete to show that the interests of the mother are adverse to those of the minor children.

Provided also that in case governed by the Hindu Law, payment may be made without the production of the guardianship certificate or any indemnity bond to a Hindu widower of a deceased subscriber on behalf of his minor children irrespective of the amount involved unless there is anything concrete to show that the interests of the father are adverse to those of the minor children.

*(Board's Proceedings Ms. No. 1618, dated 11th August 1970)*

(b) In cases where a person other than the natural guardian is considered fit by the head of the office to receive payment, payment shall be made to that person on filing a sworn declaration claiming to be the *de facto* guardian of the minor(s). Such person shall also file an affidavit that he is in charge of the property of the minor, if any, and is looking after it or if the minor has no property other than the provident fund money, the minor is in his custody and care. The said affidavit shall be filed in addition to the indemnity bond referred to in clause (a).

*(Board's Proceedings Ms. No. 407 dated 6th March 1967).*

**Note (3):**

Payment of provident fund money due to a person nominated to receive the whole or part of the amount standing to the credit of a subscriber in the Fund shall be made as follows in cases where the nominee dies after the subscriber but before receiving payment :

(a) When the amount due to the deceased nominee does not exceed Rs. 500/- the Accounts Officer may authorise payment of the amount to the claimant or claimants reported by the Collector of the district concerned to be entitled to receive payment, after making such enquiry into the right and title of the claimant or claimants as the Collector

may deem sufficient, if the Collector considers that the production of letters of administration or other legal authority may be dispensed with. The records of enquiry should contain the signed statements of atleast two trustworthy or disinterested persons :

Provided that the Collector may, in such cases, if he considers it expedient, require the party to execute, before the payment is made, a bond signed by two sureties agreeing to indemnify the Board against any subsequent claim which might arise.

(b) When the amount due to the deceased nominee exceeds Rs.500/-, payment shall be made by the Accounts Officer to the person who produces probate or letters of administration evidencing the grant to him of administration to the estate of the deceased nominee or a succession certificate entitling the holder thereof to receive payment of the amount:

Provided that, in cases where the Board is satisfied of the right and title of a person claiming payment as heir of the deceased nominee and that undue delay and hardship would be caused by insisting on the production of letters of administration or other legal authority, they may authorise the Accounts Officer to pay the amount to the claimant on his executing a bond signed by two sureties agreeing to indemnify the Board against any subsequent claim which might arise.

#### **34. Duty of Accounts Officer to settle Provident Fund Accounts promptly**

- (1) When the amount standing to the credit of a subscriber in the Fund becomes payable, it shall be the duty of the Accounts Officer to make payment, as provided in section 4 of the Provident Funds Act, 1925.
- (2) If the person, to whom, under these regulations, any amount or policy is to be paid, reassigned or delivered, is a lunatic for whose estate a manager has been appointed in this behalf under the Indian Lunacy Act, 1912, the payment, reassignment or delivery shall be made to such manager and not to the lunatic.
- (3) Heads of offices shall send a report to the Accounts Officer in the form prescribed as soon as the subscriber retires, dies, or quits service. They shall obtain and forward to the Accounts Officer, application from subscribers for payments of provident fund balance under the regulation. The application shall be in the form prescribed in the sixth schedule. In the case of retirements on attaining the age of superannuation, the applications shall be sent so as to reach the Accounts Officer, within a fortnight after stoppage of subscription in accordance with Regulation 11(1)(b). In all other cases, the applications shall be sent so as to reach the Accounts Officer within a fortnight of the event necessitating closure of the fund

accounts. Payment of amount withdrawn shall be made in India only. The persons to whom the amounts are payable shall make their own arrangements to receive payment in India.

**Explanation:**

When the amount standing to the credit of a subscriber has become payable under Regulations 31, 32, or 33, the Accounts Officer shall authorise prompt payment of that portion of the amount standing to the credit of the subscriber in regard to which there is no dispute or doubt, the balance being paid as soon after as may be.

*(Board's Proceedings Ms.No.791 dated 23rd June 1977.)*

- (4) When the final payment of the balance at the credit of the subscriber to a provident fund is to be made outside the Jurisdiction of the Audit unit of the Tamil Nadu Electricity Board which maintains the Provident Fund accounts of the subscribers, the Chief Pay and Accounts Officer/Accounts Wing or the bill drawing Officer in the System/Circle as the case may be will make payment to the payee by a crossed bank draft.

For this purpose, the Chief Pay and Accounts Officer will intimate the amount payable to the payee and also send the forms of receipt (see Appendix IV) to be filled in by him. On return of the form of receipt duly signed by the payee with proper value of stamps etc., a bank draft will be purchased by the Chief Pay and Accounts Officer/Accounts Wing or the bill drawing Officer of the concerned circle/system as the case may be and sent to the payee by "Registered Post" and a simple receipt demanded.

*(Board's Proceedings Ms No. 1116 dated 8th August 1977.)*  
*(Endorsement No. 773/P2/1/76-46 dated 25th August 1977.)*

**35. Transfer of accumulations from G.P.F.(M) account**

- (a) If any employee eligible for membership of this Fund is already a subscriber to the General Provident Fund (Madras), the amount of subscriptions, together with interest thereon, standing to his credit in the Fund shall be transferred to his credit in this Fund.
- (b) If any employee governed by the Madras Contributory Provident Fund pension Insurances Rules 1950, later comes under the Liberalised Pension Scheme and is admitted to this Fund-
- (i) the amount of subscriptions with interest thereon standing to his credit in that Fund shall be transferred to his credit in this Fund;  
and



- (ii) the amount of contributions with interest thereon standing to his credit in that Fund shall be recredited to the Board.
- (c) If a Government servant, State or Central, who is already a member of the General Provident Fund of the Government, is appointed to Board's Service, the entire amount standing to his credit in that Fund shall be transferred and paid to this Fund when the employee joins this Fund. The amount so transferred to this fund shall be credited to the account of the member and be subject to the provisions of these regulations.

*(Board's Proceedings Ms No. 31, dated 17th January, 1966)*

- (d) If any employee eligible for membership of this Fund was previously a subscriber to the Employees' Provident Fund and is admitted to this Fund.
  - (i) the amount of subscriptions with interest thereon standing to his credit in the Employees Provident Fund shall be transferred to his credit in this Fund:
  - (ii) the amount of contributions with interest thereon standing to his credit in the Employees' Provident Fund shall be recredited to the Board.

*(Board's Proceedings Ms. No. 2284, dated 10th October 1966)*

### **36. Transfer of accumulations from CPF account**

If a subscriber to this fund is subsequently admitted to the benefits of the Board's Contributory Provident Fund, the amount of his subscriptions, together with interest thereon, shall be transferred to the credit of his account in the Board's Contributory Provident Fund.

**Note:** The provisions of this regulation do not apply to a subscriber who is appointed on contract or who has retired from service and is subsequently reemployed with or without a break in service in another post carrying Contributory Provident Fund benefits.

### **37. Crediting of sums paid into the Fund, etc.**

All sums paid into the Fund under these regulations shall be credited in the books of the Board to an account named "The Tamil Nadu Electricity Board General Provident Fund". Sums of which payment has not been taken by the party concerned within six months after they become payable under these regulations shall be transferred to "Deposits" at the end of the year and treated under the ordinary regulations relating to deposit.

### **38. Allotment of Account number**

When paying a subscription in India, either by deduction from emoluments for in cash, a subscriber shall quote the number of his account in the Fund, which shall be communicated to him by the Accounts Officer. Any change in the number shall similarly be communicated to the subscriber by the Accounts Officer.

### **39. Furnishing of Statement of accounts to Subscribers**

- (1) As soon as possible after the close of each year, the Accounts Officer shall send to each subscriber a statement of his account in the Fund showing the opening balance as on the 1st April of the year, the total amounts credited or debited during the year, the total amount of interest credit as on the 31st March of the year and the closing balance on that date. The Accounts Officer shall attach to the statement of account an inquiry as to whether the subscriber—
  - (a) desires to make any alteration in any nomination made under regulation 9;
  - (b) has acquired a family in cases where the subscriber has made no nomination in favour of a member of his family under the proviso to sub-regulation (1) of regulation 9.
- (2) Subscribers should satisfy themselves as to the correctness of the annual statement and errors should be brought to the notice of the Accounts Officer within three months from the date of receipt of the statement.
- (3) The Accounts Officer shall, if required by a subscriber, once but not more than once, in a year inform the subscriber of the total amount standing to his credit in the Fund at the end of the last month for which his account has been written up.

# FIRST SCHEDULE

[See Regulation 9 (3)]

*Form of Nomination*

Account No .....

I, ..... hereby nominate the person(s) mentioned below who is/are member(s) members of my family as defined in rule 2 (d) of the Tamil Nadu Electricity Board General Provident Fund Regulations to receive amount that may stand to my credit in the ..... Fund as indicated below in the t of my death before that amount has become payable or having become payable has not been paid.

Name and full address of the nominee(s)	Relationship with the subscriber	Age of the nominee(s)	Share payable to each nominee	Contingencies on the happening of which the nomination will become invalid	Name, address and relationship, of the person(s) if any to whom the right of nominee shall pass in the event of his/her pre-deceasing the subscriber	If the nominee is not a member of the family as provided in rule 2 (d) indicate the reasons.
(1)	(2)	(3)	(4)	(5)	(6)	(7)

I do this ..... day ..... at .....

Two Witnesses to Signature Name and address

Signature

Signature of the subscriber

1. Name in Block Letters.....

2. Designation .....

**For use by the office**

nomination by Thiru/Tmt./Selvi ..... Signature of  
.....  
Head Office/A.O. incharge of maintenance of P.F.  
Designation.....  
Date .....

**Instruction for subscriber**

Your name may be filled in

Name of the fund may be completed suitably

Definition of term 'family' as given in the TNEB General Provident Fund Regulations.  
Family means :

- i) In the case of a male subscriber, the wife or wives and children of the subscriber and the widow or widows, and Children of a deceased son of the subscriber,  
Provided that if a subscriber proves that his wife has been judicially separated from him or has ceased under the customary law of the community to which she belongs, to be entitled to maintenance, she shall hence forth be deemed to be no longer a member of the subscriber's family in matters to which these rules relate, unless the subscriber subsequently indicates by express notice in writing to the Accounts Officer that she shall continue to be so regarded; and
- ii) In the case of female subscriber, the husband and children of a subscriber, and the widow or widows and Children of a deceased son of the subscriber;  
Provided that if a subscriber by notice in writing to the Accounts Officer expresses her desire to exclude her husband from her family, the husband shall hence forth be deemed to be no longer a member of the subscriber's family in matters to which these regulations relate, unless the subscriber subsequently cancels formally in writing her notice excluding him.

1. "Children" means legitimate Children
  2. An adopted child shall be considered to be a child when the Accounts Officer or if any doubt arises in the mind of the Accounts Officer, the legal Adviser of the Board is satisfied that under the personal Law of the subscriber, adoption is legally recognised as conferring the status of a natural child, but in this case only.
  3. A child of one person given in adoption to another shall not be considered to be the child of the former, if the Accounts Officer, or if any doubt arises in the mind of the Accounts Officer, the Legal Adviser of the Board is satisfied that under in the personal law of the person concerned such adoption is legally recognised and in that case only.
  - 5  
4  
5  
6  
Col. 4 If only one person is nominated the words 'in full' should be written against the nominee. If more than one person is nominated, the share payable to each nominee over the whole amount of the Provident Fund shall be specified.
  - Col. 5 (i) Death of nominee (s) should not be mentioned as contingency in the column.
  - Col. 6 Do not mention your name.
  - Draw line across the blank space below last entry to prevent insertion of any name after you have signed.
- 

Note : A nomination shall become invalid in case of a subscriber who had no family at the time of nomination subsequently acquires a family.

**SECOND SCHEDULE**  
*[See Regulation 24 (1) (a)]*  
**Forms of Assignment**

(1)

I, A.B. of ..... hereby assign unto the Tamil Nadu Electricity Board within the policy of assurance as security for payment of all sums which under regulation 28 of the Tamil Nadu Electricity Board General Provident Fund Regulations I may hereafter become liable to pay to that Fund.

I hereby certify that no prior assignment of the within policy exists,  
Dated this ..... day of ..... 19

Signature of subscriber

One witness to signature

(2)

We, A.B. (the subscriber) of ..... and C.D. (the joint assured) of ..... in consideration of the Board agreeing at our request to accept payments towards the within policy of assurance in substitution for the subscriptions payable by me the said A.B. to the Board's General Provident Fund (or, as the case may be, to accept the withdrawal of the sum of Rs. .... from the sum to the credit of the said A.B. in the Board's General Provident Fund for payment of the premium of the within policy of assurance) hereby jointly and severally assign unto the said Board the within policy of assurance as security for payment of all sums which under regulation 28 of the Tamil Nadu Electricity Board General Provident Fund Regulations, the said A.B. may hereafter become liable to pay to that fund.

We hereby certify that no prior assignment of the within policy exists.

Dated this ..... day of ..... 19

Signature of subscriber  
and the joint tenant.

One witness to signature

**Note:** The assignment may be executed on the policy itself either in the subscriber's handwriting or in type or alternatively a typed or printed slip containing the

assignment may be pasted on the blank space provided for the purpose on the policy. A typed or printed endorsement must be duly signed and if pasted on the policy it must be initialled across all four margins.

(3)

I, C.D., wife of A.B., and the assignee of the within policy, having, at the request of A.B. the assured agreed to release my interest in the policy in favour of A.B. in order that A.B. may assign the policy to the Board which has agreed to accept payments towards the within policy of assurance in substitution for the subscriptions payable by A.B. to the Board's General Provident Fund hereby at the request and by the direction of A.B. assign and I the said A.B. assign and confirm unto the said Board the within policy of assurance as security for payment of all sums which under regulation 28 of the Tamil Nadu Electricity Board General Provident Fund Regulations, the said A.B. may hereafter become liable to pay to the Fund.

We hereby certify that no prior assignment of the within policy exists. Dated this.....day  
of..... 19

Station.....

Signature of the assignee  
and the subscriber.

One witness to signature.

(4)

Form of single tenant assignment to be used in cases where a subscriber to the..... Provident Fund who has effected an insurance policy under the regulations of that Fund is admitted to the Tamil Nadu Electricity Board General Provident Fund.

I (Subscriber's name)..... of subscriber's address) ..... hereby further assign unto the Board the within policy of assurance as security for the payment of all sums which under regulation 28 of the Board's General Provident Fund Regulations the said (subscriber's name) ..... may hereafter become liable to pay to the Board's General Provident Fund.

I hereby certify that except an assignment to the Board as security for payment of all sums which the said (subscriber's name) .....

has become liable to pay under regulation ..... of the  
.....Tamil Nadu Electricity Board General Provident Fund  
Regulations, no prior assignment of the within policy exists.

Dated this            day of            19

Station

Signature of the subscriber.

One witness to signature.

Form of joint tenant assignment to be used in cases where a subscriber to  
..... Provident Fund who has effected an Insurance Policy  
under the regulations of that Fund is admitted to the Tamil Nadu Electricity Board  
General Provident Fund.

We (Subscriber's Name) .....  
of (subscriber's address) .....  
and wife's name) ..... wife of  
..... hereby jointly and severally further as-  
sign unto the Board the within policy of assurance as a security for the payment of  
all sums which under regulation 28 of the Tamil Nadu Electricity Board General  
Provident Fund Regulations, the said (subscriber's name) .....  
may hereafter become liable to pay to the Board's General Provident Fund.

We hereby certify that except an assignment to the Board as security for  
payment of all sums which the said (subscriber's name) .....  
has become liable to pay under regulation ..... of the  
..... provident Fund Regulations, no prior assignment of the  
within policy exists.

Dated this .....day of ..... 19

Station

One witness to signature

Signature of the subscriber  
and the joint tenant.



**THIRD SCHEDULE**

*(See Regulation 26)*

**Forms of Reassignment by the Tamil Nadu Electricity Board**

(1)

All sums which have become payable by the above named A.B. under regulation 28 of the Tamil Nadu Electricity Board General Provident Fund Regulations having been paid and/or all liability for payment by him of any such sums in the future having ceased, the Board doth hereby reassign the within policy of assurance to the said.

A.B.  
-----  
A.B.            and            C.D.

Dated this ..... day of ..... 19

Executed by

Accounts Officer of the Fund  
for and on behalf of the Board  
in the presence of

(Signature of the Accounts Officer)

YZ

(One witness who should add his designation and address.)

(2)

The above named A.B. having died on the..... day of 19..... the Board doth hereby reassign the within policy of assurance to C.D.\*

Dated this ..... day of ..... 19

Executed by

Accounts Officer of the Fund  
for and on behalf of the Board  
in the presence of

XY

(Signature of the Accounts Officer)

YZ

(One witness who should add his designation and address)

\* Fill in particulars of persons legally entitled to receive the policy.

**FOURTH SCHEDULE**

*(See Regulation 27)*

**Form of Reassignment by the Tamil Nadu Electricity Board**

The Board doth hereby reassign the within policy to the said

A.B.

\_\_\_\_\_

A.B.            and            C.D.

Dated this ..... day of ..... 19

Executed by

Accounts Officer of the Fund  
for and on behalf of the  
Board in the presence of

XY

(Signature of the Accounts Officer)

YZ

(One witness who should add his designation and address)

## FIFTH SCHEDULE

(See Regulations 16, 18A, 18C, 18D and 18E)

*Authority competent to grant Temporary Advances, withdrawals and relaxation of Provisions under Reg. 18A (1)*

Category of employee	Authority competent to sanction Temporary Advance		Authority competent to sanction part-final withdrawal conversion		Authority competent to relax provision under Reg. 18A (1)	Orders take effect from	
	Under ordinary reason	Under special reason	Under ordinary reason	Under special reason		For Col. 3 to 6	For Col. 7 to 9
59 of (2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Chief Engineer	Chairman	Chairman	Chairman	Chairman	Chairman	20.6.63	20.6.63
Chief Financial Controller	Chairman	Chairman	Chairman	Chairman	Chairman	20.6.63	20.6.63
Superintending Engineers & General Superintendent	Secretary	Secretary	Secretary	Secretary	Chairman	24.6.77	20.6.63
Chief Internal Audit Officer	Secretary	Secretary	Secretary	Secretary	Chairman	24.6.77	20.6.63
Board Secretariat							
i. All employees upto the Rank of Class III	Under Secretary	Deputy Secretary	Deputy Secretary	Deputy Secretary	Deputy Secretary	24.6.77	24.6.77
ii. All employees upto the level of Under Secretary	Deputy Secretary	Deputy Secretary	Deputy Secretary	Deputy Secretary	Deputy Secretary	24.6.77	24.6.77
iii. Deputy Secretary	Secretary	Secretary	Secretary	Secretary	Chairman	24.6.77	20.6.63

*P.P. 10/11 & 12/11*

*Temple*

(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Board office audit branch i. All the employees upto the level of Class III. ii. All the employees upto the level of DCIAO	Dy. Chief Internal Audit Officer Chief Internal Audit Officer	CIAO CIAO	CIAO CIAO	CIAO CIAO	Secretary Secretary	1.10.77 1.10.77	24.6.77 24.6.77
Accounts Branch i. All the employees upto the level of Assistant ii. All the employees upto the level of Accountant iii. All the employees upto the level of Deputy Financial Controller	D.F.C. D.F.C. C.F.C	D.F.C. C.F.C. C.F.C	D.F.C. D.F.C. C.F.C	D.F.C. C.F.C. C.F.C	C.F.C. C.F.C. C.F.C	6.12.75 15.6.81 5.3.82	15.6.81 15.6.81 5.3.82
Administrative Branch i. All the category of employees upto the level of Class II. ii. Class I Services upto the rank of D.E./E.E.	D.C.E. P.O. D.C.E. P.O.	D.C.E. P.O. D.C.E. P.O.	D.C.E. P.O. D.C.E. P.O.	D.C.E. P.O. D.C.E. P.O.	C.E. Chairman	1.4.81 1.4.81	23.9.80 20.6.63
System/Circle/Generation i. All the employees upto the level of Class II Service. ii. Class I Service upto the rank of D.E./E.E.	S.E. D.E. (Genl.) S.E. D.E. (Genl.)	S.E. D.E. (Genl.) S.E. D.E. (Genl.)	S.E. D.E. (Genl.) S.E. D.E. (Genl.)	S.E. D.E. (Genl.) S.E. D.E. (Genl.)	C.E. Chairman	1.4.81 1.4.81	23.9.80 20.6.63
DE/O & M Division of distribution system. All employees under Class III & IV in provincial and RWE establishment working under his control	DE	DE	SE	SE	CE	8.1.87	23.9.80

ect of subscribers deputed to foreign service, an advance shall be sanctioned by the authority competent to sanction the advance, had the  
ber continued to be in the service of the Tamil Nadu Electricity Board.

B.P. Ms. (Ch.) No. 5 (Audit) dt. 25.3.88

## SIXTH SCHEDULE

[See Regulation 34 (3)]

### Application for Final closure of G.P.F. Account

Please ensure that all the relevant particulars are given along with certificate, wherever necessary to avoid delay in settlement of the claim.)

1. Name of the Subscriber:  
(In Block letters)
2. Designation:
3. G.P.F. Account No.
4. Date of Birth:
5. Office to which attached:
6. Residential Address:
7. Event necessitating closure of Account.
  - (A) Retirement date:
  - (B) Resignation / Voluntary retirement date:
  - (C) Dismissal / Removal / Compulsory retirement / Invalidation date:
    - (i) Have you preferred an appeal:
    - (ii) If yes, date of its disposal / withdrawal:
    - (iii) If no, date of expiry of appeal time:
    - (iv) If no appeal has been preferred, I hereby undertake that no appeal shall be preferred by me against my dismissal/ removal/Compulsory retirement/ Invalidation (Cancel whichever is not applicable)
  - (D) Death date:
    - (i) Has the subscriber filed any nomination? (If yes, the date of nomination and name of nominee to be furnished)  
(Enclose the nomination in original)
    - (ii) If no or if the nomination has been rendered null and void, who are the surviving family members on the date of death of the subscriber?

Name	Relationship	Age	Marital Status

(Enclose a Legal Heirship Certificate)

- (iii) Did the nominee die after the subscriber but before receiving payment?
- (iv) If there is no nomination and if the subscriber has left no family, to whom should the money be paid? (Enclose letters of probate or succession certificate)

(E) Transfer of balance:

- (i) Date of absorption:
- (ii) Is absorption on permanent basis?
- (iii) Is the absorption with the approval of Board?
- (iv) Office to which the balance is to be transferred:

8. Details of Insurance Policy financed from G.P.F.

Stock No.	Policy No.	Sum assured	Amount of premium	Date of Payment	Date of maturity	Name of Insurance Co.

9. Name and addresses of Offices served during the last 3 years

Name of the Office	Address	Period of Service		Designation
		From	To	

10. Particulars of Last Fund Deductions :

Pay for (Month)	G.P.F.		Gross amount of the bill	Net amount of the bill	Date of encash- ment	Place of Payment	Voucher No.
	Subns.	Refund of Loan					

11. Details of Advance/withdrawals in the last 12 months prior to stoppage of subscription to General Provident Fund :

Nature of withdrawal	Amount	Date and Place of payment	Voucher No.
Temporary Advance Part Final withdrawal Insurance Premium			

12. Religion of the subscriber:

13. If you desire payment outside the place of last duty, enclose the following:

- (i) Personal Marks of Identification :
- (ii) Specimen signature or Left / Right hand thumb and fingers impression:

14. I hereby undertake to refund any excess payment arising out of clerical errors in the settlement of G.P.F. Claims.

Station:  
Date:

Signature of the claimant.  
(with name in Block letters)

**For use by Head of Office**

Certified that all the particulars furnished above have been fully verified with reference to office records and are found correct.

Certified that no advance withdrawal from General Provident Fund was granted during the last 12 months except those detailed in item (11) above.

Station:  
Date:

Signature of Head of Office.

[B.P.Ms. (Ch) No.6 (Audit) dated 28.3.88]

## **SEVENTH SCHEDULE**

*(See Regulations 16 and 18.A.)*

### **List of Courses to be treated as Technical in Nature**

- a) Diploma Courses in the various fields of Engineering and Technology e.g. Civil Engineering, Mechanical Engineering, Electrical Engineering, Telecommunication, Radio Engineering, Metallurgy Automobile Engineering, Textile Technology, Leather Technology, Printing Technology, Chemical Technology etc. etc. conducted by Recognised Technical Institutions.
- b) Degree Courses in the various field of Engineering and Technology, e.g. Civil Engineering, Mechanical Engineering, Electrical Engineering, Tele-electrical communication Engineering and Electronics, Mining Engineering, Metallurgy, Aeronautical Engineering, Chemical Engineering, Chemical Technology, Textile Technology, Leather Technology, Pharmacy, Ceramics etc. etc. conducted by Universities and Recognised Technical Institutions.
- c) Post-graduate course in the various fields of Engineering and Technology conducted by the Universities and Recognised Institutions.
- d) Degree and Diploma courses in Architecture, Town Planning and Allied Fields conducted by Recognised Institutions.
- e) Diploma and Certificate courses in Commerce conducted by Recognised Institutions.
- f) Diploma Courses in Management conducted by Recognised Institutions.
- g) Degree Courses in the Agriculture, Veterinary Science and Allied subjects conducted by Recognized Universities and Institutions.
- h) Courses conducted by Junior Technical Schools.
- i) Courses conducted by Industrial Training Institutes under the Ministry of Labour and Employment (DGEIT).
- j) Degree and Diploma courses in Art/Applied Art and Allied Subjects conducted by Recognised Institutions.
- k) Draftsmanship courses by Recognized Institutions.
- l) Medical Courses.
- m) B.Sc., Course in Home Science.
- n) Diploma course in Hotel Management conducted by recognised Institutions.



- (o) Chartered Accountancy Full time course.
- (p) Degree and Post-Graduate course in Home Science.
- (q) Pre-Professional Course in Medicine in Part of regular 5 years course in Medicine.
- (r) Ph.D. in Bio-Chemistry.
- (s) Bachelor and Master Degree courses in Physical Education.
- (t) Degree and post-graduate course in Law.
- (u) "Honours" courses in Micro-Biology.
- (v) Associateship of the Institute of Chartered Accountants.
- (w) Associateship of the Institute of Cost and Works Accountants.
- (x) Degree and Masters course in Business Administration or Management.
- (y) Diploma Course in Hotel Management.
- (z) M.Sc., Course in Statistics.
- (aa) Payment of initial charges for admission to the National Academy, Khadak-vasala.
- (ab) Course in Marine Engineering conducted by the Directorate of Marine Engineering.

*[B.P.Ms No.377 dated 18th March 1978]*

## APPENDIX I

[See regulation 5 (3)]

To impress upon all concerned that the accounts of the subscribers should be kept up-to-date so that the money should always be available for payment in full without any delay. This can be achieved with the co-operation of all drawing officers. It is imperative that the applications for admission, nominations and final withdrawal papers are processed with the utmost expedition.

### Application for Admission

As per regulation 5[1] [1] of the Tamil Nadu Electricity Board General Provident Fund Regulations, employees should join the Fund compulsorily after completion of regular service.

The date of birth of the subscriber should be noted in the application.

In the column, "emoluments per mensem" the basic pay and Dearness Allowance should be indicated separately.

### Nominations

The nominations should be executed in the appropriate form.

The name of the subscriber should be indicated in block letters and his residential address (not the place of duty) should be indicated.

Full particulars of the residential address(es) of the nominee(s) and alternate nominee(s) should be furnished.

Under the column "Contingencies on the happening of which the nomination should become invalid", "Death or in the event of the nominee predeceasing the subscriber" *need not be written* as under the Provident Fund Act, the nomination becomes automatically cancelled in either event. Events such as "divorce", "Legal Separation", etc, should be specified in this column. If no events are visualised, the space below the column may be crossed off neatly with diagonal lines.

It may particularly be noted that a nomination is to be made only in favour of the members of the family except where the subscriber has no family. Alternate nominees should also be members of the family if there be any such member(s) besides the primary nominee. A subscriber who has no family should specify in the column "contingencies on the happening of which the nomination shall become invalid in the event of his subsequently acquiring a family".

If there is only one member of the family and a person other than a member is nominated as the alternate nominee, it should be provided in the above column that "the nomination in favour of such alternate nominee shall become invalid in the event of the subscriber acquiring any other member(s) of his family.....".Every

alteration, correction or deletion in the nomination should be attested by the full signature of the subscriber.

### **Sanction to advances**

It should be remembered that the accumulations in the Provident Fund are intended primarily as a provision for the family after the retirement or death of the subscriber. The utmost caution should, therefore, be exercised in sanctioning temporary withdrawals. The sanctioning authorities have a special duty to ensure that advances are not sanctioned in excess of what the occasion demands and that the need for such advances is genuine. It should also be particularly borne in mind that as subscription cannot now be discontinued, the repayment of the advance together with further subscriptions would be a substantial strain on the current resources of the subscribers.

### **Preparation of fund schedules**

The amounts deducted in pay bills are not often posted in the accounts immediately. The main reason for such delay is that Fund schedules are not prepared with due care. The attention of the drawing officers is particularly drawn to the instructions given below for the preparation of schedules:

When signing the bills the drawing officers should pay particular attention to ensure that schedules have been prepared properly. The schedules should be prepared in the printed (prescribed) form. The correct account numbers including the suffix such as 'A', 'B', 'C', 'D', 'E', etc. should always be noted.

The account numbers should be arranged in the ascending order (i.e.) if in an office, there are five subscribers with account Nos. 101, 48, 629, 1042, 33, the entries for 33 should appear first, then those for 48 and so on. It may be found convenient to type out columns (1) and (2) of the schedules in sufficient numbers to last for about six months or a year. The names of new entrants and subscribers transferred from other offices in the course of the year may be added at the end. The names may, however, be re-arranged when new copies are typed out. When a new name appears for the first time in a schedule, the place from where an officer has been transferred should be shown in the remarks column of the schedules.

Applications for admission to the Provident Fund should be sent without any delay so that the account numbers are allotted well in time. The Account number should be quoted in the bill for the first month as required under the rules.

Where no recovery is made of subscription or repayment of advance for a subscriber, the reasons for such non-recovery should be briefly stated against his name, e.g., "pay not drawn" "discontinued during leave" etc.

The particulars of differences between previous month's schedule and the schedule for the current month should be given in the form of the subsidiary statement to the schedule of General Provident Fund deductions stating the reasons for the variations in the last column.

If a subscriber proceeds on leave or retires or dies, the date of the event should be recorded in the remarks column of the schedule against the subscriber's name.

The column "amount realised" should be used only for recording regular monthly subscriptions. In the case of schedules running to more than a page, totals should be struck on each page and carried forward to the succeeding page and the grand total of the schedule agreed with the total of the deductions in the pay bills. The total of the schedule should be written both in figures and words.

In the schedule for the month of April (i.e.) schedule attached to the Pay bill for March paid in April pay, as on 31st March, including special pay and Dearness Allowance should be noted in the column "pay" in respect of every subscriber.

However, in the schedules relating to establishments in which the names of incumbents are not shown in the pay bills. (i.e.) peons and daffadars the following certificate should be recorded by the drawing officers at the foot of the schedules:

"Certified that the rates of subscriptions shown in the schedules are in accordance with the General Provident Fund Rules".

The schedules should be prepared in Form "T.R. 56-A" and attached to the pay bills.

### **Application for final withdrawals**

The amounts at the credit of the subscribers' accounts become payable only when one of the events mentioned in regulations 31, 32, and 33 of the Tamil Nadu Electricity Board General Provident Fund Regulations happens, viz., retirement, resignation, removal, dismissal, compulsory retirement, invalidation, leave preparatory to retirement or death. The applications should, therefore, be sent only after one of the events has taken place and not before. In the case of subscribers who have been dismissed, removed, compulsorily retired or invalidated, the following particulars should be furnished:

- (i) Whether the subscriber has preferred an appeal against the orders; if so, the date of final orders on appeal or the date on which he states in writing that he has withdrawn the appeal;
- (ii) Where the subscriber has not preferred an appeal, the date of expiry of the time allowed for appeals. If however, the subscriber gives in writing before the expiry of the time that he would not appeal, the date of such letter.

To obviate delay in the final settlement of Provident Fund balances, the applications for final withdrawals should be obtained from the subscribers of families as the case may be, as soon as the amount has become payable under the rules and forwarded to the Accounts Officer (Provident Funds), Accounts Wing, forthwith.

The applications for final withdrawals should be sent in the form prescribed in Sixth Schedule to the Tamil Nadu Electricity Board General Provident Fund Regulations.

The certificates regarding the drawal of temporary advance/part final withdrawal and for Life Insurance Premium in the case of employees in class III or IV Service and the certificates regarding temporary advance/part final withdrawals in the case of employees in class I or II Service should be signed by the authority empowered (vide sixth schedule to the Tamil Nadu Electricity Board General Provident Fund Regulations) to sanction advance for which special reasons are not required.

In all cases where subscribers have served in more than one office during the 12 months before quitting service/death, the Head of Office/Department under whom the subscribers last served should collect the necessary information from the various offices in which they served during the period and then furnish a certificate to the Accounts Officer on behalf of all such officers regarding any advance taken / withdrawals made by the subscribers.

Any over payments made to subscribers due to furnishing of incomplete or incorrect certificates may have to be recovered from the departmental officers who furnished them. In all cases of payments of Provident Fund balances to nominees or legal heirs of deceased subscribers, the Accounts Officer relies entirely on the reports received from the Departmental officers. The responsibility for conducting a complete and careful enquiry and furnishing the reports to the Accounts Officer devolves on the heads of the offices/department. Irregular payments made on inconclusive enquiry are liable to be recovered from the persons responsible for furnishing erroneous reports.

*(Board's Proceedings Ms. No. 2534, dated 18th November, 1963.)*

## APPENDIX II

[Referred to in Regulation 9 (1).]

### Application for Admission to the Tamil Nadu Electricity Board General Provident Fund

(To be submitted together with the nomination in the prescribed Form in triplicate).

1. Account Number to be allotted by the Accounts Officer.
2. Name of applicant (in Block letters)
3. Official Designation.
4. Office to which attached. If on deputation, state the parent office also.
5. Date of birth.
6. Service to which the applicant belongs.
7. Whether the applicant's service is pensionable or not.
8. (a) Whether the subscriber has exercised the option within the time limit to come under pensionable service  

*[B.P. Ms. No. 480, dated 20th April 1977]*
9. Whether the applicant is permanent, temporary or re-employed. If temporary, give the date of commencement of service.
10. Emoluments per mensem (pay, Special Pay, etc. and Dearness Allowance to be shown separately).
11. Rate of subscription per mensem.
12. Whether compulsory or optional subscriber.
  - (a) Whether appointment is 'regular' or under regulation 106 of the Tamil Nadu Electricity Board Service Regulations.
  - (b) If regular, the date of appointment.
13. Date of completion of one year of continuous service.
14. Date of completion of probation.

15. Date of provincialisation.
16. Date of regular absorption in Board's service (in the case of acquired electrical undertakings only).
17. Date from which subscription is admissible.
18. If subscriber to any other Fund, the name of such Fund and the Account Number.
19. Whether the applicant has a family or not.
20. Remarks.  
A form of Nomination in the prescribed Form, duly filled in is enclosed.

Station

Signature of the applicant.

Date

Certificate to be furnished by the Head of Office.

Certified ..... that  
 ..... is eligible to  
 join the Tamil Nadu Electricity Board General Provident Fund with reference to  
 regulation ..... of the Board's General Provident Fund Regulations.

Station

Signature of the

Date

Head of Office

**\*Enclosure:** A minor applying for admission to Tamil Nadu Electricity Board General Provident Fund is not required to furnish a nomination with this application but should do so, only on his attaining majority.

*(Board's Proceedings Ms. No.526, dated 12th March, 1968)*

**APPENDIX III**

*[Referred to in Regulation 9 (9).]*

To

The Accounts Officer, Accounts Wing,  
Tamil Nadu Electricity Board,  
800, Anna Salai, Madras-2.

I have reviewed my nomination ..... to my  
Provident Fund Account No. .... and hereby  
confirm / cancel the same.

\* I send herewith a fresh nomination in the prescribed form.

\* Score this out in cases where it is not applicable.

Subscriber.

*(Board's Proceedings Ms. No. 306, dated 8th February, 1968)*



**APPENDIX IV**  
*(Referred to in Regulation 34 (4))*

Received payment of Rs.                      (Rupees .....only)

being the accumulation in my Provident Fund Account No.

.....

Signature .....

Address .....

(Please pay by Bank Draft).

Signature .....

Address .....

*[B.P. Ms. No.1116 dated 8-8-1977]*

## APPENDIX V

(Referred to in Regulation 12)

S. No.	* Emoluments i.e. Pay + D.A.	Minimum monthly rate of subscription
1.	185 - 250	15
2.	251 - 250	20
3.	351 - 500	30
4.	501 - 650	40
5.	651 - 800	50
6.	801 - 1000	60
7.	1001 - 1150	70
8.	1151 - 1300	80
9.	1301 - 1500	90
10.	1501 - 1650	100
11.	1651 - 1800	110
12.	1801 - 2000	120
13.	2001 - 2150	130
14.	2151 - 2300	140
15.	2301 - 2500	150
16.	2501 - 2650	160
17.	2651 - 2800	170
18.	2801 - 3000	180
19.	3001 - 3150	190
20.	3151 - 3300	200
21.	3301 - 3500	210
22.	3501 - 3650	220
23.	3651 - 3800	230
24.	3801 - 4000	240
25.	4001 - 4150	250

\* Emoluments include Pay, Special Pay, Personal Pay, Dearness Pay and Dearness Allowance

B.P. Ms. (Ch.) No.5 (Audit) dt. 25.3.88]

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## **CORRECTIONS**

Consequent on the decentralisation of Funds work to the respective Circles, the words "Account Officer" wherever they appear, may be read as the Accounts Officer of the relating Circle, where action is required to be taken.

# **Recent Executive Orders on Tamil Nadu Electricity Board General Provident Fund Regulations**

## **1.0 Minimum rate of subscription**

- 1.1 The Superintending Engineers are required to ensure that recovery of subscription towards General Provident Fund is made not less than the minimum slab rate of subscription based on the emoluments of each subscriber as per orders issued in B.P. (Ms.) No. 1460 dt. 2-9-'76 read with B.P.Ms. (Ch) No.5 (Audit Branch) dt. 25-3-'88.
- 1.2 The Superintending Engineers are also required to furnish the details of emoluments in respect of each subscriber in the prescribed columns of the General Provident Fund schedules.

*(Circular Lr. No. BOAB/GPF/U.II/D. 98/88 dt. 18-10-'88)*

## **2.0 Furnishing particulars in General Provident Fund Schedules.**

- 2.1 When there is any transfer/change in the system/circle head quarter offices/division offices, the pay drawing officer should continue to prepare the schedules for GPF/CPF subscribers for the subsequent month also, even though the recovery is stopped on account of transfer in the system / circle / head quarter office / division offices with an indication of the office to which the official has been transferred. Similarly if a new entry is made in the schedule on account of transfer from other system, the system from which the subscriber is transferred may also be indicated in the remarks column of the schedule. This will facilitate the funds section to make an entry in the General Provident Fund/Contributory Provident Fund ledger cards of the respective subscribers and to pursue the matter either to call for the ledger card from the system concerned or to forward the ledger cards to the system concerned or to forward the ledger cards to the system to which he is transferred immediately or in the next month itself.

*(Circular Lr.No. BOAB/GPF/GI./D. 183/8384 dt. 12'84)*

### **3.0 Maintenance of General Provident Fund Accounts.**

- 3.1 Account slips in respect of the subscriber transferred from other Systems/Circles should not be issued without incorporating the opening balances. In the monthly Progress Report, a note may be incorporated, indicating the No. of cases for which Account slips have not been issued due to nontransfer of ledger cards.
- 3.2 Before transferring a ledger card the System/Circle from which the ledger card is to be transferred should ascertain the period upto which Account slips have been issued by the System/Circle to which the subscriber has been transferred.
- 3.3 If the System/Circle to which ledger cards are to be transferred and it has made further Progress in regard to issue of account slips, postings, etc., the system/Circle from which ledger card is to be transferred should carry over the balances in the accounts of the subscribers till the accounting year for which postings are in Progress in the System/Circle to which ledger cards are to be sent and should see that the ledger cards are transferred in March Final account of that year.

### **Illustration**

Take for example, a subscriber has been transferred in 10/79 from system 'A' to 'B' The System 'A' from which the subscriber has been transferred has issued Account slips upto 1978-79 and the posting for the year 1979-80 are in progress whereas the System 'B' to which he has been transferred has already issued Account slips upto 1982-83 and postings for the year 1983-84 are in Progress. In this case, the system 'A' should carry over the balances in the Accounts of the subscriber in its Broad sheet till the accounting year 1983-84 and transfer the ledger card with instruction to incorporate it in 3/84 Final Accounts as postings for the year 1983-84 are in progress at System 'B'. On receipt of the ledger card, the System 'B' should incorporate the opening balance in 3/84 Final Accounts and allow interest for the accumulations as per the normal procedure.

- 3.4 If the System/Circle to which the ledger card has been transferred is in arrears in issuing account slips, it should keep the ledger card transferred by the System/Circle in safe custody till postings for the month in which the subscriber joined duty are taken up. The opening balances transferred from the System/Circles should be incorporated in March Final Account of that year and the interest allowed after incorporation of the opening balances as per the normal procedure.

### **Illustration:**

Take for example, a subscriber has been transferred from system 'A' to 'B' in 10/83. The system 'A' has issued Account slips upto 1982-83 whereas the system 'B' has issued slips only upto 1980-81. In this case, the system 'B' should keep the ledger cards in safe custody on its receipt from system 'A' till postings for 10/83 in which the subscriber joined duty in the system are taken up and the opening balance incorporated in 3/84 (Final) accounts.

- 3.5 In respect of cases, where Account slips have not been issued for want of opening balances, but issued subsequently after incorporating the opening balances, on its receipt from the System/Circle from which the subscribers were transferred and after allowing interest on the accumulations, yearwise abstract of the ledger balances for the years for which Account slips have not been issued may be exhibited in the Account slip.

*(Circular Lr. No. BOAB/M. Unit II/D.55/84 (Audit Branch) dt.25-5-84)*

- 3.6 The following instructions should be followed in regard to maintenance of Provident Fund accounts whenever a system/circle is bifurcated.

- i) Whenever a system/circle is bifurcated, the parent system/circle should clear the arrears in the Funds work up to the date of bifurcation.
- ii) The newly formed system/circle should open new ledger cards for the subscribers under its control, and the monthly postings should be done from the month of formation of the system/circle.
- iii) The parent system/circle should issue the Account slips to all the subscribers upto the end of the last financial year prior to the month of bifurcation and the ledger cards should be transferred with the monthly postings upto the month of bifurcation.

### **Example:**

System 'A' was bifurcated into system 'A' and system 'B' from 1.6.84. Then, the parent system, i.e. 'A', should issue the Account slips to subscribers of both the system 'A' and 'B' upto the financial year 1983-84, including interest calculation, issue of Reconciliation certificate etc., and the monthly postings in the ledger cards should be done upto 5/84 and then only the Ledger Cards should be transferred to the newly formed system, i.e. 'B', for the subscribers in system 'B', as per the instructions already issued. The system 'B' should open new ledger cards for the subscribers and the monthly postings should be done from 6/84 onwards without waiting for the Ledger Cards from system 'A'.

*(Memo. No. BOAB/M. Cell/Unit-II/D. 99/84 (Audit Branch) dt. 27-9-'84.)*

- 3.7 As per the instruction contained in Para-12 of the Brochure communicated in IAD/CPF/Gl.I/666 dt.22-2-79/15-3-79, an entry for the Part-Final withdrawal authorization has to be made in the Ledger cards. As there are chances for omission of details due to misclassification or wrong postings in some other accounts etc., it is required that the entries for both part-final withdrawal sanction and temporary advance should be incorporated invariably in all cases in the ledger cards. The sanctioning authority should therefore mark a copy of temporary advance sanction order to the funds section, which is maintaining the funds accounts. On receipt of the copy of the temporary advance sanction order, an entry should be made in the ledger card and attested by Assistant Account Officer/Accounts Officer.
- 3.8 Further, only one withdrawal shall be allowed as per General Provident Fund regulation for the purpose of marriage, earboring ceremony, purchase of house site etc. As such, the purpose for which the part Final withdrawal/temporary advance is sanctioned should also be recorded in the Ledger card to avoid second withdrawal.
- 3.9 The instructions contained in Paras - 3.7 and 3.8 above should be scrupulously followed both for General Provident Fund/Contributory Provident Fund without fail to avoid over payment at the time of final settlement and to avoid second withdrawal for the same purpose, in certain cases.

*(Circular Lr.No. TNEB/BOAB/M.Cell/Unit-II/D.6/85 dt. 9-1-85)*

- 3.10 The subscribers to Tamil Nadu Electricity Board General Provident Fund should verify the Correctness of the Accounts slips immediately on its receipt and bring the discrepancy, if any, to the notice of the office in which the same is issued within three months from the date of issue of Accounts Slips.
- 3.11 The failure to bring out the fact about missing debits will also have its impact in finalising the individual accounts. Hence the subscribers to Tamil Nadu Electricity Board General Provident fund should point out the missing debits too in their provident Fund Accounts as in the case of missing credits.

*(Circular Lr. No. BOAB/GPF./Unit-II/D.335/85 (Audit Branch)dt. 17-12-'85)*

#### **4.0 Transfer of Ledger Cards**

- 4.1 The ledger cards of subscribers transferred to other Systems/Circles should be arranged to be sent to the System/Circles to which they are transferred, along with the Last Pay Certificate of the subscribers. If for any reasons, the postings of the ledger cards are in arrears, the systems/circles should take necessary steps to bring the postings in the ledger cards upto the which date of transferred, and as expeditiously as possible.

- 4.2 In regard to ledger card which was required by a system/circle for final settlement of the accounts consequent on death, superannuation, resignation etc., of a subscriber, top priority may be given to complete the ledger postings and the card should be sent within 15 days from the date of receipt of intimation from the system/circles. In such cases it may be ensured that interest is allowed for the accumulations only upto the year upto which the account slips have been issued by the system/circle. It should also be ensured that in respect of subscribers transferred to other systems/circles, interest is not allowed for a part of the year as this is to be allowed only for the complete year upto which he has worked in the system/circle.
- 4.3 In respect of cases, where the ledger cards have not been transferred from the system/circles where they have previously served, the postings of ledger cards and tallying of Broad sheets may be completed without waiting for the original ledger cards from the systems/circles from which they were transferred. In such cases, interest may be allowed for the accumulations only after the receipt of the ledger cards from the systems/circles in which they have last served. However, temporary advance/part final withdrawal to the subscriber may be allowed based on the working sheet obtained from the previous systems/circles. The Systems/Circles from whom the ledger cards are due to be received may be requested to expedite the ledger cards as expeditiously as possible.
- 4.4 In cases, where a subscriber has been transferred to other system/circles after a short spell of duty in a system/circle and the ledger card has not been transferred from the previous system/circle before his transfer, the system/circle in which the subscriber is presently working may get the ledger card direct from the system/circle in which the ledger card is available under intimation to the previous system/circle. The system/circle may also arrange to get the card from the system/circle, from which he is transferred.
- (Circular Lr.No.BOAB/M.Cell/Unit II/D.32/84 (Audit Branch) dt.26-3-84)*
- 4.5 While transferring the ledger cards, the entire ledger cards from 1974 - 75 onwards shall be forwarded to the System/Circle to which the official has been transferred as the ledger card system has been introduced from 4/74 onwards and the old ledger cards are required to be verified at the time of final settlement. If the subscriber has joined the Contributory Provident Fund /General Provident Fund subsequent to 3/74, the ledger cards containing the postings of first recovery to the date of transfer have to be forwarded to the system to which the official has been transferred
- 4.6 The Chief Internal Audit Officer/Board office Audit Branch is maintaining the Contributory Provident Fund/General Provident Fund ledger cards for the Board Head Quarters Offices only. For subscribers working in the field office



such as Superintending Engineer/distribution/Madras Electricity System/ North, Superintending Engineer/distribution/Madras Electricity System/ Central, Superintending Engineer/distribution/Madras Electricity System/ North, Superintending Engineer/General Construction Circle, Madras etc, ledger cards are maintained in the respective offices and not in the Board Office Audit Branch/Tamil Nadu Electricity Board, Madras - 2. In the case of transfer of subscribers to Board Office Head Quarters Offices, the ledger cards relating to Board Office Headquarters offices alone shall be transferred to Board Office Audit Branch.

- 4.7 All the entries in the ledger cards shall be inked (except the working details for interest calculation) before transfer and all ledger cards from 4/74 onwards relating to the subscribers, who have worked in different System / Circles have to be obtained and linked and transferred along with the latest ledger cards. If any missing credits are noticed, the reason(s) for the same have to be stated in the reference.
- 4.8 Necessary transfer schedule for closing the balances with details of month of transfer has to be sent along with the ledger cards.
- 4.9 The ledger cards with transfer schedule and covering letter shall be sent by Registered Post only. Folding of the ledger cards should be avoided.
- 4.10 A Register should be maintained in the Systems/Circles to incorporate the details of transfers affected to other Systems/Circles and receipts from other Systems/Circles for every year so that at the end of the financial year, total ledger cards with amounts, received from/sent to particular Systems/Circle may be arrived for consolidation purposes and also for accounting in ledger cards.
- 4.11 The Opening Balance in each year in the ledger cards has to be attested by the Assistant Accounts Officer/Assistant Audit Officer, Provident Fund, as the case may be and a detailed entry for transfer has to be made in the ledger cards with details of amount, month/year of transfer, System to which the transfer is made etc., duly attested by Assistant Accounts Officer/Assistant Audit Officer, as the case may be.
- 4.12 It shall be ensured that each month posting in the ledger cards contains the Vr.No. and Month, month to which the credit and debit relate, and also initials of the Assistant who has done the postings. The abstract of each year has to be attested by the Assistant who is maintaining the Accounts and also by the Assistant who is counter-checking the Accounts. All pencil entries based on which the Accounts Slip has been issued shall be inked without omission.
- 4.13 The interest has to be calculated till the end of the previous financial year before transferring ledger card to other System/Circle.

- 4.14 If any Contributory Provident Fund Account is operated for a subscriber who has been allotted General Provident Fund Account No. or vice versa, action has to be taken to transfer the Contributory Provident Fund / Contributory Provident Fund Account recrediting the Board's contribution to Board Account for Contributory Provident Fund transfers before transferring the ledger card to other System/Circle.
- 4.15 The review of ledger cards of the subscribers shall be done after issuing the Account Slips for a particular year, in this review, the ledger cards for 1974 - 75 or from the month of first recovery of Contributory Provident Fund / General Provident Fund shall be verified by the concerned Assistant in charge of maintenance of ledger cards, and missing ledger cards, for any period shall be called for from the System/Circle in which the subscriber had worked during that period and amount incorporated in the ledger card of the present system. While reviewing the ledger card for a year, the reviewing Assistant should check for any missing Credit/Debit during that year, besides attending the routine review work as detailed in para IX (i) & (ii) of Brochure Communicated in Lr. No. I AD/CPF(GI.) /GLI/666/22-2-79/1-5-79.
- 4.16 While effecting transfer of ledger cards, necessary entry in the Broad sheet should be made, also giving the details of System/Circle to which the ledger cards are sent with month of transfer.

*Accounts Member's Circular*  
*Lr.No. BOAB/GPF/U.II/D.187 (Audit Branch) dt. 20-8-'85)*

## **5.0 Delegation of powers**

- 5.1 According to the orders issued in B.P.Ms.No.1 (Audit) dated 13-8-79. Chairman is the competent authority for sanction of the final settlement of General Provident Fund amount in respect of Class - I Officers (i.e. superintending Engineers, Deputy Chief Engineer, Chief Financial Controller, Deputy Secretary, Chief Internal Audit Officer, General Superintendent, Financial Controller and Chief Engineers.)
- 5.2 All the Superintending Engineers and Chief Engineers are required to adhere strictly to the others issued in B.P.Ms.No.1, dated 13-8-1979 referred to in para 5.1 above, in respect of payment of final settlement of General Provident Fund amount. (Memorandum (Permanent) No. 94273/M1/838 (Sectt. Branch) dt. 19.7.84.)
- 5.3 Divisional Engineers of distribution Divisions in Operation & Maintenance systems are delegated with powers to sanction advances from General Provident Fund to the Regular Work Establishment employees belonging to Class - III and IV Services under their control. (B.P.Ms. (FB.) No. 2 (Administrative Branch) dt. 8-1-87.)

- 5.4 The salaries and allowances and personal claims of provincial staff in class - III & IV services working in the Distribution Divisional offices as below shall also be drawn and paid at the Division level by the Divisional Engineers of Distribution Divisional Offices as done in the case of Regular Work Establishment staff.
- (a) Pay and allowances
  - (b) Travelling Allowances
  - (c) Medical reimbursement
  - (d) Provident Fund advances
  - (e) Grant for funeral expenses on the death of staff.
  - (f) All loans and advances, except Marriage and House Building Advance.
- 5.5 All other payments will continue to be sanctioned by the Superintending Engineers and cheques drawn in favour of Divisional Engineers for disbursement.
- 5.6 Powers are delegated to the Divisional Engineers of Distribution Divisional offices to sanction claims to all staff under them belonging to Class III and IV services.
- 5.7 These orders will come into effect from 1-7-87.
- 5.8 The salaries and allowances etc., of Class II and I officers will continue to be drawn at the central office of Superintending Engineers of Operation and Maintenance systems. (B.P.Ms. (Ch.) No.311 (Administrative Branch) dt. 16-6-'87
- 5.9 The following additional powers are delegated to the Chief Internal Audit Officer:
- (i) To sanction Festival Advance and all temporary advances and Part final withdrawal from General Provident Fund in respect of all Class-I Officers of Audit Branch (except Chief Internal Audit Officer).
  - (ii) To sanction marriage advance to all the staff in Audit Branch (except Chief Internal Audit Officer).
- 5.10 These powers will be exercised without relaxation of any rules. (B.P.Ms. (FB.) No.71 (Secretariat Branch) dt. 19-9-88).
- 6.0 Temporary Advance and Part Final Withdrawal.**
- 6.1 It is emphasised that Provident Fund Advance/Part Final withdrawal should be utilised only for the purpose for which it has been sanctioned, and if there

is any saving out of the amount sanctioned to the subscriber, the proper course would be that unutilized amount be refunded by the subscriber immediately. (Memo. No. 4529/M2/Sectt./81 dt. 7-4-'82)

- 6.2 All sanctioning authorities should sanction the General Provident Fund advance to the concerned employees within one month from the date of application.

*(B.P.Ms. (Ch.) No.18 (Secretariat) dt 22-1-'83*

- 6.3 It should be ensured that the Temporary Advance from General Provident Fund sanctioned before the 16th of the month should be disbursed before the last working day of the month and recovery towards repayment should commence from the pay for that month itself. Before giving instructions for recovery of the advance it should be ascertained and made sure that the advance had actually been paid to the employee. In this connection, attention is also invited to the instructions issued in the Annexure to B.P.Ms. No. 633 dt. 3.5.1974 where in detailed instructions governing the sanction of Temporary Advance from the General Provident Fund and for effecting the recoveries towards refund of the Advance are specified.

*(Letter No.BOAB/G.P.F./G.2/D.No.36/88 dated 11-6-1988).*

- 6.4 The applicant should apply for the advance duly intimating the credit in his account as on date by producing the latest account slip issued to him and also the subsequent credit and debit details. The application may be processed by the Administrative Section and sanction may be accorded subject to availability of funds. This order will be marked to the Funds Section and also to pay Bill Section. The Funds Section, on receipt, should check up the account and certify to the availability of funds and the copy of the certificate should be sent both to the Administrative Section and also to pay Bill Section. On receipt of these certificates, the Administrative Section will confirm the provisional order issued subject to availability of funds and the pay Bill Section pass the bill drawing the advanced asked for.
- 6.5 Regarding part final Withdrawal, the existing procedure of consulting the Funds Section before issue of orders shall continue.
- 6.6 Temporary Advance/Part Final Withdrawal from the General Provident Fund / Contributory Provident Fund for Rs. 3,000/- and above may be sanctioned by the concerned Superintending Engineers based on the Medical Officer of the concerned area without referring each case to the Chief Medical Officer, Tamil Nadu Electricity Board. In case of Head Quarters Officers the cases may continue to be referred to Chief Medical Officer, when a Medical Certifi-

cate is issued by another Medical Officer. If a Medical Certificate is issued by the Chief Medical Officer, Tamil Nadu Electricity Board himself, the case need not be referred to him again. The Temporary Advance/part Final Withdrawal may be sanctioned taking into account the recommendation of the concerned Medical Officer, subject to eligibility.

*Memorandum No. 23657  
M2/822, dated 245(1982).*

## **7.0 Settlement of General Provident Fund Account.**

7.1 In cases where the payment of General Provident Fund money has to be made to the legal heir as per Regulation 33 (i) (b) of Tamil Nadu Electricity Board General Provident Fund Regulation but the legal heir dies before receiving payment, the General Provident Fund money shall be paid in the manner provided in Note 3 under Regulation 33 (ii) of Tamil Nadu Electricity Board General Provident Fund Regulations.

*(Memorandum No. BOAB/G.P.F./Unit II/D. No. 369/85,  
Dated 30/12/1985/31/1986).*

7.2 As per B.P.Ms.No. 1 (Audit) dated 13.8.1979 100% or 90% payment of Final withdrawal of General Provident Fund in respect of retired employees of the Board is to be made on the date of retirement i.e., on the last day of the month. If this is made as per rules, the interest can be allowed only upto the last day of the previous month of the date of retirement as per regulation 15(4) of the Tamil Nadu Electricity Board General Provident Fund Regulations. In order to avoid any loss of interest to the retired employees and also to make payment of the Final Withdrawal of the General Provident Fund in respect of retired employees (whether 100% (or) 90%) on the date of retirement, the interest should be allowed upto and inclusive of the date of retirement and the cheque should be drawn dated first of the succeeding month so that the payment could be booked in the respective month Cash Book i.e., in the succeeding month and the cheque handed over to the retired employees on the date of retirement so as to encash the cheque after retirement.

7.3 If there is any delay in the settlement of the final withdrawal on the date of retirement, the interest should be allowed till the last day of the month preceding the month in which settlement is made.

*(Circular Lr.No. BOAB/GPF/Unit II/D.No. 1988  
(Audit Branch) dated. 30/4/88/145/1988).*

## 8.0. படிவங்களின் தமிழாக்கம்

8.1 தமிழ் ஆட்சிமொழிச் செயலாக்கத்தின் ஒரு பகுதியாக பொது வருங்கால வைப்புநிதி (ஜி.பி.எப்.), பங்குத்தொகை பெற வருங்கால வைப்பு நிதி (ஜி.பி.எப்.) யிலிருந்து முன் பணம் பெறுவதற்கான விண்ணப்பமும், வழங்குவதற்கான உத்தரவும் தமிழிலேயே விடுக்கப்பட வேண்டும் என்ற நோக்கில் இவற்றிற்க்கான படிவங்கள் தமிழாக்கம் செய்யப்பட்டு கீழே கொடுக்கப்பட்டுள்ளன. இவை உடனடியாக நடை முறைக்குக் கொண்டு வரப்பட வேண்டும். கையிருப்பில், ஆங்கிலத்தில் உள்ள படிவங்கள் தீர்ந்த பிறகு உடனடியாகத் தமிழாக்கம் செய்யப்பட்ட படிவங்களை நடைமுறைக்கு கொண்டு வர வேண்டும்.

### அலுவலகக் குறிப்பு

## தமிழ்நாடு மின்சார வாரியம்

வாரிய அலுவலகம்

பிரிவு.

பொருள் பொது வருங்கால வைப்பு நிதி - தற்காலிக முன் பணம் அனுமதிப்பது குறித்து.

1. (அ) பணியாளர் பெயர் .. .. .
- (ஆ) வகிக்கும் பதவி .. .. .
- (இ) பணிபுரியும் அலுவலகம் .. .. .  
(மின் அமைப்பு/அலுவலகம்)
- (ஈ) சம்பளம் .. .. .
2. கணக்கு எண். .. .. .
3. கோரும் முன் பணத் தொகை. .. ரூ
4. . . . . அன்று கணக்கிலுள்ள தொகை .. .. ரூ
5. முன் பணம் பெறுவதற்கான காரணம் - பணியாளரையே சார்ந்துள்ள அவரது மனைவி/மகன்/மகள்/தாய்/தந்தையின் மருத்துவச்செலவு/காதணி விழாச் செலவு/திருமணச்செலவு
6. நிலுவையில் உள்ள முன் பணத்தொகைகளும், பிடித்தம் செய்யப்பட வேண்டிய தொகைகளும்

அனுமதிக்கப் பட்ட தொகை/நாள்	இதுவரைப் பிடித்தம் செய்யப்பட்ட தொகை	பிடித்தம் செய்யப்பட வேண்டிய தொகை
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7. பிடிக்கப்பட வேண்டிய ஒருங்கிணைந்த தொகை

8. குறிப்பு

தற்காலிக முன்பணம் பெறுவதற்கான எல்லா விதிகளும் இவரைப்பொறுத்த வரை நிறைவளிக்கின்றன. ஒப்புதலை எதிர்பார்த்து முன் பணத்தை அனுமதிக்கும் ஆணை கீழே வைக்கப்பட்டுள்ளது.

பிடித்தங்கள் பற்றிய தகவல்கள்

சம்பளம்	ரூ.	பொது வருங்கால வைப்புநிதிச் சந்தாவுக்காக	ரூ.
சிறப்புணதியம்	ரூ.	பொது வருங்கால வைப்புநிதிக்கடனுக்காக	ரூ.
அகவிலைப்படி	ரூ.	ஆயுள் காப்புறுதிக் கழகத்திற்காக	ரூ.
வீட்டு வாடகைப்படி	ரூ.	குடும்ப நல நிதிக்காக	ரூ.
நகர ஈட்டுப்படி	ரூ.	பண்டிகை முன்பணத்திற்காக	ரூ.
		கல்வி முன் பணத்திற்காக	ரூ.
ரொக்கப்படி	ரூ.	வெள்ள முன் பணத்திற்காக	ரூ.
(கேஷ் அலவன்ஸ்)		திருமண முன் பணத்திற்காக	ரூ.
		கடன் வழங்கு சங்கத்திற்காக	ரூ.
		நுகர்வோர் சங்கத்திற்காக	ரூ.
		வீடு கட்ட முன் பணத்திற்காக	ரூ.
		வீடு கட்ட முன் பணத்திற்காக (கூடுதல்)	ரூ.
		மிதிவண்டி முன் பணத்திற்காக	ரூ.
		தொடர் வைப்பு நிதிக்காக	ரூ.
		கைத்தறித் துணிக்கடனுக்காக	ரூ.
		சுதர்த் துணிக்கடனுக்காக	ரூ.
மொத்தச்சம்பளத்தில் 25%	ரூ.		

பி.கு தேவையில்லாததை அடித்து விடவும். தேவையிருப்பின் தக்க திருத்தங்களைச் செய்து கொள்ளவும்.

தமிழ்நாடு மின்சார வாரியம்

நிருவாகக்கிளை

படிவம்-1

1. பணியாளரின் பெயர் -
2. கணக்கு எண். -
3. வகிக்கும் பதவி -
4. சம்பளம் 87 of 161. -

5. மனுச் செய்த நாளில் பணியாளரின் கணக்கில் மீதமுள்ள தொகை
6. (அ) வாரியத் தலைமை உள் தணிக்கை- அலுவலரால் (தணிக்கைப்பிரிவு) கடைசியாக வழங்கப்பட்ட கணக்கு விவரச்சீட்டில் குறிக்கப்பட்டுள்ள மீதத்தொகை
- (ஆ) இதற்குப் பிறகு கணக்கில் வரவு - வைக்கப்பட்ட சந்தாவுடன், வாங்கிய முன்பணத்திற்காகத் திருப்பிச் செலுத்தப் பட்ட தொகையையும் சேர்க்க
- (இ) இதற்குப்பிறகு பெறப்பட்ட முன் பணத் தொகை ஏதேனும் இருப்பின் அதைக் கழிக்க
- (ஈ) மனுச்செய்த நாளில் கணக்கில் மீதமுள்ள தொகை

வாங்கப்பட்ட முன் பணத்தொகையில் திருப்பிச் செலுத்தப்பட வேண்டிய தொகை ஏதேனும் இருப்பின் அதுபற்றிய விவரங்கள்.

எண்	வழங்கப்பட்ட			பிடித்தம் செய்யப்பட வேண்டிய தொகை
	தொகை (1)	குறிப்பாணை எண் / நாள் (2)	காரணம் (3)	
1.				
2.				
3.	அனுமதி வழங்கப்பட்ட நாள்			

7. தேவைப்படும் முன் பணத்தொகை
8. பொது வருங்கால வைப்புநிதி விதி எண். (16)ன் கீழ் (அ) பங்குத்தொகை பெறு வருங்கால வைப்புநிதி விதி எண். (2) ன் கீழ் முன் பணம் வழங்க வேண்டியதற்கான காரணம் எந்த விதி களின் அடிப்படையில்? (பொருந்தாதை அடித்துவிடவும்)



9. ஒருங்கிணைக்கப்பட்ட முன் பணத்தொகையம்  
(வரிசை எண். 6.7ன் கட்டுத்தொகை) இது  
எத்தனை மாதங்களின் எவ்வளவு  
ரூபாயாகப்பிடித்தம் செய்யப்பட  
வேண்டும் என்ற விவரமும்
10. கேட்டுள்ள முன் பணத்தை வழங்குவது  
நியாயமானதே என்பதற்கு உரிய  
எதிர்பாராத் தெளிவான காரணங்கள்
11. பணயாளரது கையொப்பம், பணிபுரியும்  
பிரிவு

பி.கு: தேவையில்லாததை அடித்து விடவும். தேவையிருப்பின் தக்க திருத்தங்களைச் செய்து கொள்க.

## தமிழ்நாடு மின்சார வாரியம்

### நிருவாகக் கிளை

(தொகை கணக்கிடப்பட்ட விவரங்கள்)

1. பணியாளர் பெயர்
2. வகிக்கும்பதவி
3. பொது வருங்கால வைப்புநிதித்  
கணக்கு எண்.
4. வாரியத்தலைமை உள்தணிக்கை அலுவல  
ரால் (தணிக்கைப்பிரிவு) கடைசியாக  
வழங்கப்பட்ட கணக்கு விவரச்சீட்டில்  
குறிக்கப்பட்டுள்ள மீதத்தொகை
5. இதற்குப்பிறகு பிடித்தம் செய்யப்பட்ட  
சந்தாவையும், வாங்கிய முன்பணத்திற்காகத்  
திருப்பிச் செலுத்தப்பட்ட தொகையையும்  
சேர்க்க

மாதம்	செலுத்தப்படும் மாதச்சந்தாத் தொகை ரூ.	முன் பணத்தில் திருப்பிச் செலுத்தப்பட்ட தொகை ரூ.	பிடித்தங்களின் மொத்தம் ரூ.
எவ்வளவு மாதங்கள் தேவையோ அதைச் சேர்த்து கொள்ளவும்	1. 1980 மார்ச்சு சம்பளம் (ஏப்ரல் மாதம் வழங்கப்பட்டது) 2. ஏப்ரல் சம்பளம் (மே) 3. மே சம்பளம் (ஜூன்) 4. ---- 5. ----		
	மொத்தம்		

இதற்குப்பிறகு பெறப்பட்ட முன் பணத் தொகைகளின் விவரம்  
(கழிக்க வேண்டியவை)

1. ..... அன்று பெறப்பட்ட முன் பணம் (தற்காலிகம்)  
இறுதி நிலை வழங்கலின் ஒரு பகுதி ரூ.
2. ..... ரூ.

காப்புறுதிப் பத்திரத்திற்கான தவணையைச் செலுத்தப்  
பெறப்பட்ட முன் பணம் போன்றவை

ரூ.

பெறப்பட்ட முன் பணத் தொகைகளின் மொத்தம் (ஆ)

ரூ.

பணியாரின் கணக்கில் மீதமுள்ள நிகரத் தொகையின் விவரம்.

(அ) பகுதியில் உள்ள தொகையிலிருந்து

(ஆ) பகுதியில் உள்ள தொகைகளைக்கழித்தது போக வந்த தொகை ரூ.

ரூ.

தொகையில் 75%  
90 of 161.

ரூ.

## சான்றளிப்பு

- (1) . . . . . அன்று பணியாளரின் கணக்கில் மீதமுள்ளதாகக் காட்டப்பட்டுள்ள தொகை கடைசியாக வழங்கப்பட்ட கணக்கு விவரச் சீட்டில் குறிக்கப்பட்டுள்ள மீதத் தொகை, அதற்குப்பிறகு மாதந்தோறும் பிடித்தம் செய்யப்பட்ட தொகை ஆகியவற்றின் துணை கொண்டு சரி பார்க்கப்பட்டது என்பதற்குச் சான்றளிக்கப்பட்டது.
- (2) 26.4.58. நாளிட்ட த.பொ./பொ.வின் சுற்றறிக்கை எண் 631/பி2/58-25, 19.12.58. நாளிட்ட த.பொ./பொ.வின் கு.எண். 631-பி2/58-52 ஆகியவற்றில் குறிக்கப்பட்டுள்ள வரையறைகள், இப்பணியாளரைப் பொறுத்தவரை நிறைவளிக்கின்றன என்பதற்குச் சான்றளிக்கப்படுகிறது.
- (3) இவர் தனது காப்புறுதிப் பத்திரத்திற்கான ஆண்டுத் தவணையைத் தனது பொது வருங்கால வைப்பு நிதி/பங்குத் தொகை பெறு வருங்கால வைப்பு நிதியிலிருந்து செலுத்துகிறார் என்பதற்கும், இதற்கென வழங்கப் போதிய பணம் இவரது கணக்கில் உள்ளது என்பதற்கும் சான்றளிக்கப்படுகிறது.

பி.கு. தேவையில்லாததை அடித்து விடவும் அல்லது தக்க திருத்தங்களைச் செய்து கொள்க

## தமிழ்நாடு மின்சார வாரியம்

### நிருவாகக் கிளை

791, அண்ணா சாலை, சென்னை.

குறிப்பாணை எண் . . . . . நாள்

திருவள்ளூர் ஆண்டு - 2018

கார்த்திகை துன்மதி.

தமிழ்நாடு மின்சார வாரியத்தின் பொது வருங்கால வைப்புநிதிக்கான, ஒழுங்குமுறை விதிகள் 18 (1) (எ) & (சி) / 18 (1) (ஏ) & (சி) இன் கீழ் திரு/திருமதி/செல்வி . . . . . க்கு அவரையே சார்ந்துள்ள . . . . . செலவை ஈடு செய்வதற்கென, அவரது பொது வருங்கால வைப்பு நிதிக் கணக்கு என் . . . . . லிருந்து ரூ. . . . . (ரூபாய். . . . . மட்டும்) தற்காலிக முன் பணமாகப் பெற அனுமதிக்கப்படுகிறது.

வழங்கப்பட்ட தற்காலிக முன் பணம் ரூ. . . . . (ரூபாய் . . . . . மட்டும்)ல் இன்றுள்ளபடி பிடித்தம் செய்யப்பட வேண்டிய தொகையான ரூ. . . . . (ரூபாய் . . . . . மட்டும்) மீதம் உள்ளது. இந்தத் தொகை + இப்பொழுது வழங்கும் முன் பணம் இரண்டும் சேர்ந்த தொகையான ரூ. . . . . (ரூபாய் . . . . . மட்டும்) . . . . . மாதங்களில், மாதம் ஒன்றுக்கு ரூ. . . . . (ரூபாய் . . . . . மட்டும்) வீதம் பிடித்தம் செய்யப்படும்.

3. பணியாளரின் கணக்கிலுள்ள தொகை, வாங்கியுள்ள முன் பணத்தில் இவரால் திருப்பிச் செலுத்தப்பட வேண்டியத் தொகை போன்ற விவரங்கள் இன்றுள்ளபடி கீழே தரப்பட்டுள்ளன.

- |                                                                                                                                   |     |       |
|-----------------------------------------------------------------------------------------------------------------------------------|-----|-------|
| 1. பணியாளரின் சம்பளம்                                                                                                             | ரூ. | ..... |
| 2. (அ) கடைசியாகப் பெறப்பட்ட கணக்கு விவரச் சீட்டின்படி மீதமுள்ள தொகை.                                                              | ரூ. | ..... |
| (ஆ) இதற்குப் பிறகு கணக்கில் வரவு வைக்கப்பட்ட சந்தாவுடன் வாங்கிய முன் பணத்திற்காகத் திருப்பிச் செலுத்தப்பட்ட தொகையைச் சேர்க்கவும். | ரூ. | ..... |

மொத்தம் ரூ. \_\_\_\_\_

- |                                                        |     |       |
|--------------------------------------------------------|-----|-------|
| (இ) இதற்குப்பிறகு வழங்கப்பட்ட முன் பணத்தைக் கழிக்கவும் | ரூ. | _____ |
| (ஈ) இன்றுள்ளபடி கணக்கில் மீதமுள்ள தொகை                 | ரூ. | _____ |

பெறுநர்

திரு/திருமதி/செல்வி. . . . .

நகல் சம்பளப்பட்டியல் பிரிவு (2 நகல்கள்)

நகல் தலைமை உள் தணிக்கை அலுவலர்/தணிக்கைப்பிரிவு/தமிழ்நாடு மின்சார வாரியம்/சென்னை 2.

பின் குறிப்பு

தேவையில்லாததை அடித்து விடவும், தேவையிருப்பின் தக்க திருத்தங்களைச் செய்துகொள்க

(எண். 131774 (399) த.வ/நிகு/81.1. நாள்.1 .12. 81).

8.2. தமிழ் ஆட்சிமொழிச் செயலாக்கத்தின் ஒரு பகுதியாக பொது வருங்கால வைப்புநிதி (ஜி.பி.எப்)யிலிருந்து இறுதிநிலை வழங்கலின் ஒரு பகுதியை வழங்குவதற்கான அலுவலகக் குறிப்பும் உத்தரவும் தமிழிலேயே விடுக்கப்பட வேண்டும் என்ற நோக்கில் இவற்றுக்கான படிவங்கள் தமிழாக்கம் செய்யப்பட்டு கீழே கொடுக்கப்பட்டுள்ளன. இவற்றை உடனடியாக நடைமுறைக்குக் கொண்டு வரப்பட வேண்டும். கையிருப்பில் உள்ள ஆங்கில படிவங்கள் தீர்ந்த பிறகு உடனடியாகத் தமிழாக்கம் செய்யப்பட்ட படிவங்களை நடைமுறைக்குக் கொண்டு வரவும்.

..... பிரிவு.

பொருள் பொது வருங்கால வைப்பு நிதி. .... ஆம் பணித்தொகுதி  
திரு/திருமதி/செல்வி. .... க்கு இறுதி நிலை வழங்கலின் ஒரு பகுதியை  
அனுமதிப்பது-குறித்து

பார்வை திரு/திருமதி/செல்வி. .... நாளிட்ட விண்ணப்பம்.

தன்னையே சார்ந்துள்ள தாய் / தந்தை / மனைவி / மகன் / மகளின் மருத்துவச்செலவு / திருமணச்செலவு / கல்விச்செலவு / ஊர்திகள் (சைக்கிளைத் தவிர) வாங்க / மனை வாங்க / வீடு கட்டுவதற்கு எனத் தனது பொது வருங்கால வைப்பு நிதிக்கணக்கு எண். .... லிருந்து ரூ. .... (ரூபாய் .... மட்டும்) இறுதிநிலை வழங்கலின் ஒரு பகுதியாக வழங்கக் கோரி திரு/திருமதி .... பார்வையில் குறிக்கப்பட்டுள்ள கடிதத்தில் விண்ணப்பித்துள்ளார்.

திரு/திருமதி/செல்வி .... யின் விண்ணப்பத்தைப் பரிசீலித்து அனுமதி வழங்கத் தேவையான தகவல்கள் கீழே குறிப்பிடப்பட்டுள்ளன.

1. பிறந்த நாள்
2. ஓய்வு பெறும் நாள்
3. 20 ஆண்டு பணிக்காலம் நிறைவுறும் நாள்
4. மனுச்செய்த நாளில் பணியாளரின் கணக்கில் மீதமுள்ள தொகை.
5. நடப்பு ஆண்டில் கணக்கிலிருந்து பணியாளரால் பெறப்பட்ட தொகை
6. இறுதிநிலை வழங்கலின் ஒரு பகுதியாக அனுமதிக்கும்படி பணியாளர் கோரியுள்ள தொகை
7. இறுதிநிலை வழங்கலின் ஒரு பகுதியாக அனுமதிக்கும்படி பரிந்துரைக்கப்பட்ட தொகை
8. எந்த அலுவலருக்கு இதைப் பரிந்துரைக்க உரிமை வழங்கப்பட்டுள்ளதோ அவரது பதவியைக் குறிப்பிடவும்.

இறுதிநிலை வழங்கலின் ஒரு பகுதியை அனுமதிக்கத் தேவையான எல்லா விதிகளும் இப்பணியாளரைப் பொறுத்தவரை நிறைவளிக்கின்றன.

ஒப்புதலை எதிர்பார்த்து, இறுதிநிலை வழங்கலின் ஒரு பகுதியை அனுமதிக்கும் வரைவுக் குறிப்பாணை, கீழே வைக்கப்பட்டுள்ளது.

பி.கு.: தேவைக்கேற்ப உரிய மாற்றங்களைச் செய்து கொள்க.

## தமிழ்நாடு மின்சார வாரியம்

வாரிய அலுவலகம், நிருவாகக் கிளை

குறிப்பாணை எண்.

நாள்

கார்த்திகை, துன்மதி,

திருவள்ளூர் ஆண்டு ' 2012

நடைமுறையிலுள்ள பொது வருங்கால வைப்பு நிதிக்குரிய விதிமுறைகளுக்கு உட்பட்டுக் கீழே குறிக்கப்பட்டுள்ள இறுதிநிலை வழங்கலின் ஒரு பகுதி, கீழே கையொப்பமிட்டுள்ள அலுவலரால் அனுமதிக்கப்படுகிறது.

1. பணியாளரின் பெயர்
2. வகிக்கும் பதவி  
(எந்த நிலை பணித்தொகுதியைச் சேர்ந்தவர் என்பது குறிக்கப்பட வேண்டும்)
3. பொது வருங்கால வைப்புநிதிக்கணக்கு எண்
4. இறுதிநிலை வழங்கலின் ஒரு பகுதியை அனுமதிக்கும்பொழுது பணியாளரின் சம்பளம் (வாரியப்பணி ஒழுங்குமுறை விதிகளில் தெளிவுபடுத்தப்பட்டுள்ளதற்கு ஏற்ப)
5. (அ) இதுவரை பணியாற்றியுள்ள காலம் (இடைவெளியிருப்பின் அது உட்பட)  
(ஆ) பிறந்த நாள்  
(இ) 20 ஆண்டுபணிக்காலத்தை முடித்த நாள் (இடைவெளி உள்ள காலம் உட்பட)  
(ஈ) பணி முதிர்வு பெற்றுப் பணியிலிருந்து ஓய்வு பெறும் நாள்
6. இறுதிநிலை வழங்கலின் ஒரு பகுதியாக அனுமதிக்கப்படும் தொகை (எண்ணாலும் எழுத்தாலும் குறிக்கப்பட வேண்டும்)

7. மனுச்செய்த நாளில் பணியாளரின் கணக்கில் உள்ள மீதத் தொகை (விவரங்கள் கீழே உள்ளன).

(அ) கடைசியாக வாரியத் தலைமை உள் தணிக்கை அலுவலரால் வழங்கப்பட்ட கணக்கு விவரச் சீட்டில் குறிக்கப்பட்டு உள்ள மீதத் தொகை

(ஆ) இதற்குப் பிறகு கணக்கில் வரவு/வைக்கப்பட்ட சந்தாவுடன் வாங்கிய முன் பணத்திற்காகத் திருப்பிச் செலுத்தப்பட்ட தொகையையும் சேர்க்க

(இ) இதற்குப் பிறகு பெறப்பட்ட தொகை ஏதேனும் இருப்பின் அதைக் கழிக்க;

(ஈ) மனுச் செய்த நாளில் கணக்கில் மீதமுள்ள தொகை

8. கணக்கிலிருந்து பணத்தைத் திரும்பப் பெறுவதற்குரிய காரணம்

9. அ. திருமணம்

1. திருமணமாக உள்ளவர் பணியாளருக்கு எவ்வகை உறவினர்?

2. திருமணமாக உள்ளவர் பெண்பாலராயிருந்து பணியாளரின் மகளாக இல்லா திருப்பின், பணியாளரையே சார்ந்து உள்ளவரா என்பதைக் குறிப்பிடவும்.

3. இதே காரணத்திற்காகத் தற்காலிக முன் பணம் எதுவும் பெறவில்லை என்பதற்கு சான்றளிக்கவும்.

4. இதே காரணத்திற்காக முன்பு இறுதி நிலை வழங்கலின் ஒரு பகுதி அனுமதிக்கப் பட்டிருப்பின், அவை பற்றிய விவரங்கள்

ஆ. மேற்படிப்பு

1. படிக்க உள்ளவர் பணியாளருக்கு எவ்வகை உறவினர்?

2. பெறவுள்ள கல்வியின் சிறப்பும், பயிலும் காலமும் உ.ம். பொதுக் கல்வியா? தொழில் நுட்பக்கல்வியா? பொறியியல் கல்வியா? மருத்துவக் கல்வியா? அறிவியல் கல்வியா?

3. கல்வி பயில உள்ளது இந்தியாவிலா?  
வெளிநாட்டிலா?
4. இதே காரணத்திற்காக இதே உறவினருக்கு  
இதற்கு முன்பு தற்காலிக முன் பணம் /  
இறுதிநிலை வழங்கலின் ஒரு பகுதி  
அனுமதிக்கப்பட்டிருப்பின் அவைபற்றிய  
விவரங்கள் (வழங்கப்பட்ட மாதம்  
போன்றவை)
5. அடுத்த ஒரு ஆண்டுத் தேவையளவுக்கு  
அனுமதிக்கப்பட்ட தொகை வரையறை  
செய்யப்பட்டதா? இறுதிநிலை வழங்கலின்  
ஒரு பகுதி ஆண்டுக்கொருமுறை அனுமதிக்கப்  
படுவதால் ஒவ்வொரு முறையும் திரும்பப்  
பெறும் தொகை தனித்தனியாக காரணமாக  
ஏற்கப்பட வேண்டும்.

இ. மருத்துவச் செலவு

1. பணம் பெறுவது பணியாளரின் மருத்துவச்  
செலவிற்காகவா அல்லது அவரையே  
சார்ந்துள்ளோரது மருத்துவச் செலவிற்காகவா?
2. சார்ந்துள்ளோரது மருத்துவச் செலவிற்கு  
எனில், பணியாளருக்கு எவ்வகை உறவினர்?  
இவர் பணியாளரையே சார்ந்துள்ளவரா?

ஈ. வீடு கட்டுவதற்கு

1. என்ன காரணத்திற்காக? அதாவது வீட்டு  
மனை வாங்குவதற்காகவா, வீடு கட்டுவதற்  
காகவா, திருத்தி கூடுதலாகக்கட்டுவதற்காகவா,  
மாற்றிக் கட்டுவதற்காகவா, கடனைத் திருப்பிச்  
செலுத்துவதற்காகவா என்பதைக் குறிப்பிடுக.
2. பணியாளர் ஏற்கனவே வீட்டு மனையோ  
அல்லது வீடோ சொந்தமாக உடையவரா?
3. பொது வருங்கால வைப்புநிதியிலிருந்து  
பெறப்பட்ட தொகையைக் கொண்டு  
வாங்கப்பட்ட வீட்டு மனையில் வீடு  
கட்டுவதற்காக எனில், வீட்டு மனை  
வாங்கப் பெறப்பட்ட முன் பணத்தையும் நாளையும்  
குறிப்பிடுக.



4. எடுக்கப்படவுள்ள தொகை கடனைத்திருப்பிச் செலுத்த எனில், இக்கடன் வீடு கட்டுவதற்கென்றே வாங்கப்பட்டதாயின், கடன் தொகைகள் எவ்வகையில் பெறப்பட்டன என்பதையும் வாங்கிய நாளையும் குறிப்பிடுக.
5. மாநில அல்லது மத்திய அரசினர் பொறுப்பேற்று அமைத்துள்ள வீட்டு வசதித் திட்டங்களின் கீழ் வீடு கட்டுவதற்கு எனில், இவை பற்றிய விவரங்கள், இத்திட்டத்திற்கென ஏற்கனவே வாங்கப்பட்டுள்ள முன் பணத்தின் விவரங்கள், போன்றவைகளைக் குறிப்பிடுக.
6. இதற்கென அரசினரிடமிருந்தோ அல்லது வாரியத் திடமிருந்தோ பெறப்பட்ட உதவித் தொகை (அசிஸ்டென்ஸ்) குறித்த விவரம்.
7. கோரியுள்ள தொகை வீடு கட்டக் கடனுதவி யளிக்கும் கூட்டுறவு அமைப்புகள் அல்லது அது போன்ற அமைப்புகள் வாயிலாகத் தவணை முறையில் பெறப்பட்ட வீட்டு மனையையோ அல்லது வீடு கட்டக் கடனையோ திருப்பிச் செலுத்துவதற்கெனில்
  - அ. எவ்வளவு தவணைகளில் இவை திரும்பச் செலுத்தப்பட வேண்டும் என்பதையும், எவ்வளவு காலத்திற்குள் இது திரும்பச் செலுத்தப்பட வேண்டும் என்பதையும் குறிப்பிடுக.
  - ஆ. இப்பொழுது வழங்கப்படும் முன் பணம் எந்தத் தவணையைச் சேர்ந்தது?
  - இ. வீடு கட்டும் சங்கத்தின் பெயர்
  - ஈ. சங்கத்திற்குச் செலுத்த வேண்டிய தொகையின் விவரம்.
  - உ. இதற்கு முன்பு வீடு கட்டுவதற்கென இறுதிநிலை வழங்கலின் ஒரு பகுதியாக அனுமதிக்கப்பட்ட தொகைகளின் விவரம் (எதற்காக அனுமதிக்கப் பட்டது என்பதையும் எந்த மாதத்தில் அனுமதிக்கப்பட்டது என்பதையும் குறிப்பிடுக.)
  - உ. மோட்டார் கார் ஊர்நிக்கான முன் பணம்
    1. 28 ஆண்டு பணிக்காலத்தை பணியாளர் முடித்த நாள்
    2. காரின் உண்மையான விலை

3. கோரியுள்ள முன் பணம், மோட்டார் காரை வாங்குவதற்காகவா? அல்லது அரசினரிடமிருந்தோ வாரியத்திடமிருந்தோ இதற்கெனப் பெறப்பட்ட கடனைத்திருப்பிச் செலுத்துவதற்காகவா? இது கடனைத்திருப்பிச் செலுத்துவதற்கெனில் பெறப்பட்ட கடன் தொகையையும் திருப்பிச் செலுத்தப்பட வேண்டிய தொகையையும், தேதியையும் குறிப்பிடுக.
4. கோரியுள்ள இறுதிநிலை வழங்கலின் ஒரு பகுதி எந்த விதி அமைப்பின்கீழ் அனுமதிக்கப்படுகிறது.
10. இதை அனுமதிக்க அதிகாரம் உள்ளவரால் அனுமதி வழங்கப்பட்டதா? (உ.ம்) சிறப்புக் காரணங்களின் அடிப்படையில் பொது வருங்கால வைப்பு நிதியிலிருந்து முன் பணம் வழங்க எந்த அலுவலருக்கு அதிகாரம் உள்ளதோ அவரிடமிருந்து இதற்காக அனுமதி பெறப்பட்டதா?
11. வருங்கால வைப்புநிதியை நிருவகிக்கும் துணைத் தலைமை உள் தணிக்கை அலுவலர், எந்த பணம் எடுக்கும் அலுவலரின் பெயருக்கு இந்தத் தொகையை விடுவிக்கவேண்டும்.
12. எந்த மின் அமைப்பு/வட்ட அலுவலகத்திலிருந்து இத்தொகை பெறப்பட வேண்டும்.
13. மேலே (9) வது பத்தியில் குறிக்கப்பட்டுள்ள விதிமுறைகள் அனைத்தும், இந்த முன் பணத்தை அனுமதிக்க நிறைவளிப்பதாய் உள்ளன.

அனுமதிக்கும் உரிமையுள்ளவர்

பெறுநர்:

திரு/திருமதி/செல்வி. . . . . இப்பணம் பயன் படுத்தப்பட்டது குறித்த சான்றிதழை . . . . . முன்னதாக அளிக்கும்படி கேட்டுக் கொள்ளப்படுகிறார். .

நகல் பெறுவோர்

தலைமை உள் தணிக்கை அலுவலர்/உள் தணிக்கைக் கிளை / சென்னை.

இணைப்பு : தொகை கணக்கிடப்பட்ட விவரங்கள் பணம் எடுப்பதற்கான தக்க உரிமையை விரைவாக வழங்கும்படி கேட்டுக் கொள்ளப்படுகிறார்.

பின் குறிப்பு : தேவைக்கேற்ப உரிய மாற்றங்களைச் செய்து கொள்க.  
(எண். 131774 (399) / தவ / நிதி /81-2. நாள். 9.12.81).

# **TAMIL NADU ELECTRICITY BOARD**

## **Employees' Special Provident Fund cum Gratuity Scheme**

**With effect from 1-4-1984 and Executive Orders thereon  
(Amended upto 30-9-1988)**

**(B.P.Ms. (F.B.) No.76 (Secretariat Branch)**

**Dated 31st Aug. 1985)**

# Special Provident Fund cum Gratuity Scheme

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**TAMIL NADU ELECTRICITY BOARD**

**Employees' Special Provident Fund cum  
Gratuity Scheme**

1. These rules shall be called the "Tamil Nadu Electricity Board Employees" Special Provident Fund-cum-Gratuity Rules".
2. These rules shall come into force on 1-4-1984 and recovery of subscription for those in service will commence from the pay bill for the salary for October, 1985 payable in November 1985. Employees retiring after 1-4-1984 shall get the benefit under this scheme.
3. These rules apply to all monthly paid regular Tamil Nadu Electricity Board employees, including persons on foreign service and on deputation who are governed by the Pension Scheme. The scheme shall not apply to Board employees appointed under emergency provisions.
4. A monthly subscription of Rs. 20/- shall be paid by the Board employee commencing from his pay for October, 1985 and it shall continue till *one month before the date of his* superannuation or till the subscription with interest thereon adds upto Rs. 5,000/- whichever is earlier. If a Board employee is on extraordinary leave, the subscription due for the extraordinary leave period shall be recovered in subsequent months. Not more than one month's arrear subscription shall be recovered at a time along with current subscription. In respect of future entrants, contribution will commence from the beginning of the calendar month following the date of regularisation in service. The deduction shall be made from the monthly pay bills.

*(As amended in Lr.No. 11520/N1/87-1 (Sectt. Branch) dt. 6-5-87)*

5. The subscription shall carry 8 percent compound interest till the amount reaches Rs. 5,000/- Afterwards, it shall be treated on par with General Provident Fund contribution and the General Provident Fund rate of interest will apply. No temporary advances or withdrawals from this amount shall be permitted.
6. A format as in schedule-I shall be attached to the pay bills for the deduction made. The number of instalments in with the subscriptions have to be

recovered shall be indicated in the pay bills. For example, if the subscription has to be recovered in 144 instalments, recovery of the instalments shall be indicated against the subscription amount in the pay bills a 1/144, 2/144 and so on. In addition, as it is not proposed to maintain individual ledgers, the scope of entries in the Service Registers has to be amplified to provide for monthwise entries. For this purpose, required number of additional sheets have to be added to the Service Registers and the entries should indicate the number of instalments in which the subscriptions should be recovered, the amount recovered, the gross and net amount of the bill etc. and attested by the Head of the office. A format for making entries in the Service Registers is provided in Schedule-II.

7. Necessary entries shall be made in the Service Registers or Service Rolls regarding the option exercised by the Board employee to come under the scheme.

8. The pay drawing officers will be held responsible for the prompt recovery of the subscription. In respect of Board employee on deputation or on foreign service, the foreign employer should effect the recovery and credit the amount to Board's account every month, a in the case of House Building Advance etc.

**9. Final payment in the event of superannuation, etc. :**

In the case of an employee retiring on superannuation he will be paid the actual amount of subscription recovered from him together with interest thereon as per the table of repayment as in Annexure. In addition, the Board will be contributing a fixed amount of Rs. 5,000/- (Rupees Five thousand only.) In all other cases including death while in service, the actual subscription made by him till then, together with interest thereon alone, will be paid. In the event of death while in service, the amount will be paid to his/her nominee or to his/her legal heirs a per the nomination made vide Appendix enclosed.

**10. Persons entitled to receive the money in the event of death of the Board employee while in service:**

The Board employee shall nominate his family members in accordance with Tamil Nadu Electricity Board Family Pension Regulations 1964 (Death-cum-retirement Gratuity Scheme).

**11. Administration and Audit:**

The Chief Internal Audit Officer/Board Office Audit Branch will function as the Auditor of the scheme and test audit the recovery of the subscription.

**12. Head of account:**

The following shall be the heads of accounts for the transactions relating to this Fund:

**Fund:**

**(a) Subscription:**

Tamil Nadu Electricity Board Funds – Debts & Deposits-Debt (b) – Other Funds (ii) Tamil Nadu Electricity Board Employees' Special Provident Fund-cum-Gratuity Scheme.

**(b) Payments:-**

**(i) Employees subscriptions:**

Tamil Nadu Electricity Board Funds Debts & Deposits-Debt (b) Other Funds (ii) Tamil Nadu Electricity Board Employees' Special Provident Fund-cum-Gratuity Scheme (outgoings). 1

**(ii) Board's Contribution and Interest:**

Tamil Nadu Electricity Board Funds (2) (c) Board's Contributions to Employees' Special Provident Fund-cum-Gratuity Scheme.

**13. Sanctioning Authorities:**

The following shall be the sanctioning authorities for final payments of subscription with interest along with Board's contribution of Rs. 5,000/- (Rupees Five thousand only) on superannuation of the employee or final payment of subscription with interest in the event of the employee demitting office for any other reason earlier than the date of his superannuation, or in the event of death of the Board employee while in service.

- |    |                                                                                                                                                                      |                                           |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| 1) | All Chief Engineers/Chief Financial Controllers, General Superintendents All Superintending Engineers and all other officers in the rank of Superintending Engineer. | Chairman, Tamil Nadu Electricity Board    |
| 2) | All Class-I and II Officers/Board's Secretariat and Board Office Audit Branch except officers in the rank of Superintending Engineer.                                | Secretary / Tamil Nadu Electricity Board. |
| 3) | All Class-I and II Officers in Board Office Administrative and Technical Branches except the officers in the rank of Superintending Engineer.                        | Chief Engineer / Personnel.               |



- |    |                                                                                                                                  |                                          |
|----|----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| 4) | Class-I & II Officers in the Board Office Accounts Branch, except the officers in the rank of Superintending Engineer.           | Chief Financial Controller.              |
| 5) | Class-I and II officers in the Systems/Circles except the officers in the rank of Superintending Engineer.                       | Superintending Engineers concerned.      |
| 6) | Class-III and IV employees:                                                                                                      | Head of office.                          |
| 7) | Employees on deputation on foreign service.                                                                                      | Authority who sanctioned the deputation. |
| 8) | Class-I and II officers in the office of the Regional Chief Engineer except the officers in the rank of Superintending Engineer. | Regional Chief Engineer.                 |

*(As amended in Memo.(per.) No.66372/E2/85-2 (S.B) dt. 30-11-85)*

14. Payment shall be mad by the offices from which the employee retires from service.
15. Copies of sanction orders shall be communicated to the Chief Internal Audit Officer / Board Office Audit Branch.

ANNEXURE

TAMIL NADU ELECTRICITY BOARD  
Employees' Special Provident Fund cum  
Gratuity Scheme Amount payable

1. EMPLOYEE SUBSCRIPTION  
AMOUNT .. Rs. 20/- per month  
  
DURATION .. 12 years and 4 months or till  
superannuation, whichever is earlier.
2. INTEREST .. *First stage*  
8 per cent compounded monthly  
*Second stage*  
9 per cent compounded annually. ;
3. BOARD CONTRIBUTION .. Rs. <sup>12,000</sup>5,000/- at the point of retirement.
4. AMOUNT PAYABLE TO A  
RETIRING EMPLOYEE .. Shown monthwise in the  
following tables.

**Note:** The columns and rows of the tables represent the years and months respectively.

For Example:

Column	0	row	1	Pertains to	0	year	1	month
Column	0	row	11	Pertains to	0	year	11	month
Column	1	row	0	Pertains to	1	year	0	month

**Tamil Nadu Electricity Board  
Employees' Special Provident Fund cum  
Gratuity Scheme**

**Amount Payable**

MONTHS	YEARS							
	0	1	2	3	4	5	6	7
0		5249	5519	5811	6127	6470	6841	7242
1	5020	5271	5542	5836	6155	6499	6873	7277
2	5040	5292	5566	5862	6182	6529	6905	7312
3	5060	5314	5590	5887	6210	6560	6938	7348
4	5081	5337	5613	5913	6238	6590	6971	7383
5	5101	5359	5638	5939	6266	6621	7004	7419
6	5122	5381	5662	5966	6295	6651	7037	7455
7	5143	5404	5686	5992	6323	6682	7071	7492
8	5164	5426	5711	6019	6352	6714	7105	7528
9	5185	5449	5736	6046	6381	6745	7139	7565
10	5206	5472	5760	6073	6411	6777	7173	7602
11	5227	5495	5785	6100	6440	6808	7208	7640

MONTHS	YEARS							
	8	9	10	11	12	13	14	15
0	7677	8149	8659	9212	9810	10322	10801	11323
1	7715	8190	8703	9260	9862	10359	10842	11368
2	7753	8231	8748	9308	9915	10397	10883	11412
3	7792	8272	8793	9357	9967	10435	10924	11457
4	7830	8314	8838	9406	10021	10472	10965	11502
5	7869	8356	8884	9455	10058	10513	11010	11550
6	7908	8399	8930	9505	10096	10554	11054	11599
7	7948	8441	8976	9555	10133	10596	11099	11648
8	7987	8484	9022	9605	10171	10637	11144	11697
9	8027	8527	9069	9656	10209	10678	11189	11746
10	8067	8571	9116	9707	10246	10719	11233	11794
11	8108	8615	9164	9758	10284	10760	11278	11843

MONTHS	YEARS							
	16	17	18	19	20	21	22	23
0	11892	12512	13188	13925	14728	15604	16558	17599
1	11941	12565	13246	13988	14797	15679	16640	17688
2	11989	12618	13304	14051	14866	15754	16722	17777
3	12038	12672	13362	14115	14935	15829	16804	17866
4	12087	12725	13420	14178	15004	15904	16885	17955
5	12140	12783	13483	14247	15079	15986	16975	18052
6	12193	12841	13546	14315	15154	16068	17064	18149
7	12246	12899	13609	14384	15229	16149	17153	18247
8	12299	12956	13673	14453	15304	16231	17242	18344
9	12353	13014	13736	14522	15379	16313	17331	18441
10	12406	13072	13799	14591	15454	16395	17420	18538
11	12459	13130	13862	14660	15529	16477	17509	18635

MONTHS	YEARS							
	24	25	26	27	28	29	30	31
0	18732	19968	21315	22784	24384	26129	28031	30103
1	18830	20074	21431	22910	24522	26279	28194	30281
2	18927	20180	21546	23036	24659	26428	28357	30459
3	19024	20286	21662	23161	24796	26578	28519	30636
4	19121	20392	21777	23287	24933	26727	28682	30814
5	19227	20507	21903	23424	25083	26890	28860	31007
6	19333	20623	22029	23562	25232	27053	29038	31201
7	19439	20738	22155	23699	25382	27216	29215	31395
8	19545	20854	22281	23836	25531	27379	29393	31588
9	19651	20969	22406	23973	25681	27542	29571	31782
10	19757	21085	22532	24110	25830	27705	29748	31975
11	19862	21200	22658	24247	25980	27868	29926	32169

MONTHS	YEARS							
	32	33	34	35	36	37	38	39
0	32363	34825	40435	43625	47101	47101	50890	55020
1	32556	35036	40686	43898	47399	47399	51215	55374
2	32750	35247	40937	44171	47697	47697	51539	55728
3	32944	35458	41188	44445	47995	47995	51864	56082
4	33137	35669	41438	44718	48292	48292	52189	56436
5	33348	35899	41712	45016	48617	48617	52543	56822
6	33559	36129	41985	45314	48942	48942	52897	57207
7	33770	36360	42258	45611	49267	49267	53251	57593
8	33981	36590	42532	45909	49591	49591	53604	57979
9	34192	36820	42805	46207	49916	49916	53958	58365
10	34403	37050	43078	46505	50241	50241	54312	58750
11	34614	37280	43351	46805	50565	50565	54666	59136
						40years		59522

**SCHEDULE I**  
**(For attachment to salary bills)**

Schedule for collections under Tamil Nadu Electricity Board Employees Special Provident Fund - Cum - Gratuity Scheme 1985.

---

Office of .....	Month .....
No. of Subscribers	Amount deducted
	Rs.

**Note:** Office copy should be kept in the Register Form.

**SCHEDULE II**  
**(For entries in Service Register)**

Tamil Nadu Electricity Board Employees Special Provident Fund-Cum-Gratuity Scheme 1985.

Name of Subscriber:-

Name of Office	Month & Year	Amount recovered	No. of instalments	Gross Amount of the bill	Net Amount of the bill	Month in which recovered	initials
----------------	--------------	------------------	--------------------	--------------------------	------------------------	--------------------------	----------

**N.B.:** The amount of arrear subscription shall be noted against the month to which it relates.

## APPENDIX

### Nomination for Tamil Nadu Electricity Board Employees' Special Provident Fund cum Gratuity Scheme.

When the Board employee has a family and wishes to nominate one member, or more than one member, there of.

I hereby nominate the person/persons mentioned below who is/are member's of my family, and confer on him/them the right to receive, to the extent specified below, any Tamil Nadu Electricity Board Employee's Special Provident Fund-Cum-Gratuity that may be sanctioned by the Board in the event of my death while in service and the right to receive on my death, to the extent specified below, any Tamil Nadu Electricity Board Employees' Special Provident Fund cum Gratuity Scheme which having become admissible to me on retirement may remain unpaid at my death:

Original nominee(s)	Alternate nominee(s)
<p style="text-align: center;">Name and address of nominee / nominees.</p> <p style="text-align: center;">Relationship with Board Employee</p> <p style="text-align: center;">Age.</p> <p style="text-align: center;">Amount or share of Gratuity payable to each.</p> <p style="text-align: center;">Name, address relationship and age of the person or persons, if any to whom the right conferred on the nominee shall pass in the event of the nominee predeceasing the Board employee or the nominee dying after the death of the Board employee but before receiving payment of gratuity.</p> <p style="text-align: center;">Amount of share of Tamil Nadu Electricity Board Employees' Special Provident Fund-cum-Gratuity Scheme payable to each.</p>	
(1)	(2)*
(2)	
(3)	
(4)	
(5)	
(6)*	

\* This nomination supersedes the nomination made by me earlier on ..... which stands cancelled.



Note:

(i) The Board Employee shall draw lines across the blank space below the last entry to prevent the insertion of any name after he has signed.

(ii) Strike out which is not applicable.

This column should be filled in so as to cover the whole amount of the Gratuity.

The amount/share of the gratuity shown in this column should cover the whole amount/share payable to the original nominee(s).

Dated this ..... day of..... 19 at  
.....

Witness to Signature:

1. ....
2. ....

Signature of Board employee.

(To be filled in by the Head of office / Audit Office).

Nomination by .....

Signature of Head of Office/  
Audit Officer.

Designation.....

Date .....

**Executive Orders on Tamil Nadu Electricity Board  
Employees Special Provident Fund cum Gratuity Scheme**

**1.0 Salient features of the Scheme**

- 1.1 The Tamil Nadu Electricity Board Employees' Special Provident Fund-cum-Gratuity Scheme shall come into force with effect from 1-4-1984 and will apply to all regular monthly paid employees governed by the pension scheme recruited on or after 1-4-1984 with effect from the date of their regular appointment. Employees governed by the Pension scheme retiring after 1-4-84 will also get this benefit under this scheme. All monthly paid regular employees governed by the Pension Scheme of the Board who were in service on 1-4-1984, including persons on foreign service and on deputation, and who are willing to come under this scheme shall exercise their option before 15th October, 1985. The option once exercised shall be final and irrevocable. Those who are specifically *not* opting for the scheme should give intimation in writing, on or before the expiry of the option date to the effect that they are *not* opting to come under the scheme. In cases of those from whom no intimation is received on or before 15th October, 1985, they shall be deemed to have opted for the scheme and the subscription will be recovered from their pay.
- 1.2 No separate account will be kept for each employee, as the deduction will be on a uniform basis.
- 1.3 In the event of death of an employee while in service or voluntary retirement or medical invalidation or compulsory retirement etc., the actual subscription made by him till then together with interest thereon *alone* will be paid.
- 1.4 In respect of employees retiring between 1-4-1984 and 30-9-1985 on attaining the age of superannuation, the arrears of subscription at the rate of Rs. 20/- p.m. will be collected in full after obtaining option from them to come over to this scheme. The arrears of subscription so collected will be repaid in full without interest, along with the Board's contribution on of Rs. 5,000/- (Rupees Five thousand only) immediately. In respect of employees who are in service as on 31-10-1985, the arrears of subscription will be deducted at the rate of Rs. 20/- p.m. from the pay of the employees for October, 1985 payable in November, 1985 along with the current subscription of Rs. 20/- p.m. In respect of employees retiring on superannuation from whom the arrears of subscription at Rs. 20/- p.m. could not be recovered before their superannuation along with the current subscription, the entire arrears of balance of subscription should be recovered in full from the pay of the employees last drawn on retirement.

- 1.5 The chief Internal Audit Officer/Board Office Audit Branch will administer the scheme ordered above, subject to usual audit.
- 1.6 The recoveries made in each pay bill towards monthly subscription shall be adjusted to the credit of the head of account the authorities which pass the pay bill for payment.

*(B.P.Ms(FB.)No.76 (Sectt. Branch) dt. 31-8-85)*

## **2.0 Applicability to Regular Works Establishment Employees.**

- 2.1 In B.P.Ms.(F.B.) No.5 (Audit Branch) dated 6-6-86, orders were issued extending the pensionary benefits to the Regular Works Establishment Workmen also with effect from 1-7-1986. Consequently the Tamil Nadu Electricity Board Employees' Special Provident Fund-cum-Gratuity Scheme which is applicable to the employees governed by the pension scheme of the Board is applicable to the Regular Works Establishment Employees with effect from 1-7-'86. Those who are willing to come under the said scheme shall exercise their option on or before 15th October 1986. The option once exercised shall be final and irrevocable. Those who are *not* opting for the scheme should give intimation in writing on or before the expiry of the option date to the effect that they are *not* opting to come under the scheme. In cases of those from whom no intimation is received on or before 15th October 1986, they shall be deemed to have opted for the scheme and the subscription will be recovered from their pay for the month of October 1986 payable in November 1986.

The arrears of subscription for the month of July, August and September 1986 respectively shall be collected along with the usual subscription of the month of October, November and December 1986.

*(Memo.(Per.) No.75354/N1/85-3/Sectt. Branch/dt. 29-8-86.)*

## **3.0 Applicability to the Employees continued on extension of Service:**

- 3.1 Government of Tamil Nadu have issued clarification on the point that the employees continued on extension of service be continued to subscribe to the Special Provident Fund-cum-Gratuity Scheme till the period of their extension is over. As the Board has followed the Gratuity Scheme introduced by the Government, the subscription of Rs. 20/- per month should be continued to be recovered from the monthly pay bill of the Board employee who is on extension

of service till the period of extension is over and the subscription recovered till that date together with interest plus contribution of the Board of Rs. 5,000/- should be paid to the employee immediately on the date of relief.

*(Lr.No.22810-N1/86-2 (Sectt. Branch) dt. 25-10-'86)*

**4.0 Issue of sanction order in the prescribed form:**

4.1 As per rule 11 and rule 15 of the scheme, the Chief Internal Audit Officer/Board Office Audit Branch will audit the recovery of the subscription and the copies of sanction orders should be communicated to the Chief Internal Audit Officer. In order to fulfil the need of communicating the sanction orders to audit in a uniform and complete shape with full details, the Board has prescribed a single form for use in Board offices.

4.2 Sanctioning Authorities under the Tamil Nadu Electricity Board Special Provident Fund-Cum-Gratuity Scheme should ensure that sanction orders are issued in the following format:

(Sanction Order Form)

Proceedings of the

Present:

Thiru

No.

Dated:

Sub: Tamil Nadu Electricity Board Employees' Special Provident Fund-Cum-Gratuity Scheme-Final Payment

Thiru

Retired on super annuation/Expired/resigned - Sanctioned.

Ref: (1) B.P.Ms. (FB.) No.76 (Sectt.) dt. 31-8-85.

(2) Board's Memo. (Per.) No. 75354/N1/85-3 dt. 29-8-86.

**Order:**

Thiru ..... has retired voluntarily or on superannuation / expired / resigned on ..... He was admitted to the scheme or ..... He has been subscribing regularly to the Special Provident Fund from ..... till .....

In exercise of the powers conferred in rule 13 of the Tamil Nadu Electricity Board Employees' Special Provident Fund-cum-Gratuity rules issued in the B.P.cited, sanction is accorded to the payment of an aggregate amount of Rs. .... (Rupees .....) to Thiru / Tmt ..... residing at ..... towards his / her dues as follows:

Subscription :  
Interest :  
Board's Contribution :

.....  
.....

The expenditure is debitable to the head of accounts noted below:

1. Employees Subscription : Rs.  
Debitable to TNEB. Funds-Debts and Deposits Debt (b)-other Funds (ii) TNEB. Employees' Special Provident Fund-cum-Gratuity Scheme (outgoing).
  
2. Board's contribution and Interest : Rs. 5000/- (in the event of superannuation)  
Debitable to : TNEB. Funds (2) (c) - Board's contribution to Employees' Special Fund-cum-Gratuity Scheme.

The above amounts are to be drawn in separate bill form.

Sanctioning Authority.

To

The Beneficiary,  
Accounts Officer/Assistant Accounts Officer etc. concerned.  
Copy to Chief Internal Audit Officer/Board Office Audit Branch.

*(Memo.(per.) No.71784/N1/86-2 (Sectt. Branch) dt. 11-2-'87)*

**5.0 Deductions under the Scheme not eligible for relief under Income Tax Act 1961:**

5.1 The subscriptions made to the scheme do not fall within the ambit of Section 80(c) (2) (ii) of the Income Tax Act, 1961. Therefore, subscription to the scheme should not be deducted from the gross salary of annual income for purpose of relief from payment of Income-Tax.

*(Lr.No.9956N1/86-7 (Sectt. Branch) dt. 23-5-'87)*

**6.0 Payment of amount on the next day of retirement:**

6.1 The Board has issued orders to stop the recovery of subscription towards this scheme one month before the date of retirement (i.e.) there will not be any recovery for the month in which the employee is to retire. The Head of office should therefore work out the amount payable to the retiring employee under the scheme immediately after the last recovery is made, sanction the payment and make payment to the retiring employee on the next working day following the date of retirement. The payment should be done personally by Head of office or by his Gazetted Assistant, if any incharge of the office procedure/Establishment Branch. This may be done, if possible, at a small informal get together.

*(Lr.No.33031/N1/87-1 (Sectt. Branch) dt. 10-6-'87)*

# **TAMIL NADU ELECTRICITY BOARD**

## **Employees' Family Security Fund Rules with selected executive orders thereon**

(as amended upto 30-9-1988)



# Family Security Rules

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**TAMIL NADU ELECTRICITY BOARD**  
**EMPLOYEES FAMILY SECURITY FUND RULES**

- 1) These rules shall be called the Tamil Nadu Electricity Board Employees Family Security Fund Rules.
- 2) These rules shall be deemed to have come into force on and from the 21st June 1974.
- 3) These rules shall apply to all Tamil Nadu Electricity Board monthly paid employees including employees appointed under emergency provisions, Board's employees on foreign service and on deputation and employees borne on Regular Work and Temporary Work Establishment.
- 4) A monthly contribution of Rs. 10/- (Rupees Ten only) shall be paid by the employee commencing from his pay for July 1974 and it shall continue till the end of the calendar month in which he retires from service. No contribution shall be made during the period of extraordinary leave. If an employee is on extraordinary leave for 15 days or more in a month, no contribution need be recovered. In respect of future entrants, contribution will commence from the beginning of the calendar month following the date of entry in service and shall continue till the end of the month in which he retires from service or quits office. The deduction shall be made from the monthly pay bills.
- 5) No schedules need be attached to the pay bills for the deduction made, nor any separate account maintained therefor.
- 6) (i) In the case of employees in Classes-II, III and IV Service whose pay is drawn on establishment pay bills, a card in the form prescribed in *Schedule-II* shall be maintained in duplicate for each employee indicating the date of commencement of contribution to the fund and the periods spent on extraordinary leave. One copy of the card should be given to the

subscriber, and the second copy should be maintained by the Head of the Office after making necessary entries regarding opening of the card in the Service Register or service rolls.

- (ii) Periods spent on extraordinary leave during which contribution was not made by the employee will be noted in the copy of the card maintained by the Head of office. The card will be transferred to the new station along with other transfer documents, in case of transfer of employees.
  - (iii) In the case of self drawing officers, one copy of the card should be given to the concerned officer and the other copy will be maintained by the sanctioning authorities who will note the periods of extraordinary leave for which contribution to the fund was not made.
- 7) The pay drawing officers will be held responsible for the prompt recovery of the contribution. In the case of self drawing officers, the Chief Internal Audit Officer, Audit Branch and the Superintending Engineers should watch the recovery. In respect of the Tamil Nadu Electricity Board employees on deputation or on foreign service, the foreign employer should effect the recovery and remit the amount there recovered to the Chief Engineer Personnel of the Tamil Nadu Electricity Board who in turn will remit it to the Audit Branch. In the case of members of the Board's Secretariat / Audit Branch, the remittances should be sent to the Secretary, Tamil Nadu Electricity Board.

*(Memo. (Perm.) No. 66372-E2/85-1 (Sectt. Br.) dt. 30-11-85);*

**8) Refund of contribution in the event of superannuation, etc.**

In case of superannuation or if an employee demits office for any other reason, he shall be paid 80 per cent of the actual amount contributed by him till then at the rates indicated in Schedule-I. The balance of 20 percent will be paid after verifying the period of extraordinary leave availed of by him. In the case of employees working purely under emergency provisions, the repayment will be based on the schedule as in other cases. For the purpose of refunding the contribution, the total amount payable should be notionally worked out from the beginning of the calendar month in which the contribution was first commenced and the end of the calendar month in which he retires from service after deducting the period spent on extraordinary leave.

The dues to the Board from the employee retiring or demitting office earlier for any reason shall be adjusted against the subscription together with interest that accrues under the Family Security Fund which is refundable to the employee.

*(B.P.Ms. (FB.) No. 111 (Sectt. Branch) dt. 1-2-86.)*

*Illustration - I*

An employee who had commenced contribution on 1-7-1974 (ie. pay for July 1974) and was on extraordinary leave from 1-10-1974 to 31-12-1974 will be eligible for the following amount assuming that his date of superannuation is 5-6-1985.

	Years	Months
Total period of contribution 1-7-1974 to 31-5-1985	= 10	11
<i>Deduct:</i> Period spent on extraordinary leave	=	3
Net period of contribution	=	<u>8</u>
Amount payable for 10 years	=	Rs. 1,600
Amount payable for 11 years	=	Rs. 1,804
Amount payable for 10 years and 8 months	=	Rs. 1,600 + 8/12 x (1804-1600)
	=	Rs. 1,736/-

*Illustration - II*

An employee who had commenced contribution from 1-7-1974 (i.e. pay for July 1974) and was on extraordinary leave from 1-10-1974 to 31-12-1974 will be eligible for the following amount assuming that his date of superannuation is 5-4-1985.

	Years	Months
Total period of contribution 1-7-1974 to 31-3-1985	= 10	9
<i>Deduct:</i> Period spent on extraordinary leave	=	3
Net period of contribution	=	<u>6</u>
Amount payable for 10 years and 6 months		1,600 + (1804-1600) <u>2</u>
		Rs. 1,702/-

*Illustration - III*

An employee who had commenced contribution from 1-7-1974 (i.e. pay for July 1974) and was on extraordinary leave from 1-10-1974 to 31-12-1974 will be eligible for the following amount assuming that his date of retirement is 5-2-1985.

	Years	Months
Total period of contribution 1-7-1974 to 31-1-1985	10	7
Deduct: Period spent on extraordinary leave		3
Net period of contribution	10	4

$$\text{Amount payable} = \text{Rs. } 1,600 + 4/12 \times (1804 - 1600) = \text{Rs. } 1,668/-$$

*Illustration - IV*

An employee who had commenced contribution from 1-7-1974 (i.e. pay for July 1974) and was on extraordinary leave from 1-10-1974 to 17-12-1974 will be eligible for the following amount assuming that his date of retirement is 5-12-1985.

	Years	Months	Days
Total period of contribution 1-7-1974 to 31-1-1985	10	7	-
Deduct: Period spent on extraordinary leave		2	17
	OR	3	
Net period of contribution	10	4	-

$$\text{Amount payable Rs. } 1,600 + 4/12 \times (1804 - 1600) = \text{Rs. } 1,668/-$$

*Illustration - V*

An employee who had commenced contribution from 1-7-1974 (i.e. pay for July 1974) and was on extraordinary leave from 1-10-1974 to 11-1-1975 will be eligible for the following amount assuming that his date of retirement is 10-5-1985.

	Years	Months	Days
Total period of contribution 1-7-1974 to 30-4-1985	10	10	-
Deduct: period spent on extraordinary leave (1-10-74 to 11-1-75)		3	11
	OR	3	
Net period of contribution	=	10	7
			-

Amount payable = Rs. 1,600 + 7/12 x (1804-1600) = Rs. 1,719/-

**9) (i) "Persons entitled to receive Family Security Fund" means:**

- i. In the case of a male employee, the wife or wives and children of the employee and the widow or widows and children of a deceased son of the employee provided that if an employee proves that his wife had been judicially separated from him or has ceased under the customary law of the community to which she belongs to be entitled to maintenance, she shall henceforth be deemed to be no longer a member of the employee's family in matters to which Family Security Fund Rules relate, unless the employee subsequently indicates by express notice in writing that she shall continue to be so regarded; and
- ii. In the case of female employee, the husband and children of an employee and the widow or widows and children of deceased son of an employee.

Provided that if an employee expresses her desire to exclude her husband from her family, the husband shall, henceforth be deemed to be no longer a member of the employees' family in matters to which Family Security Fund Rules relate, unless the employee subsequently cancels formally in writing her notice excluding him.

**Note I:** "Children" means legitimate and step children.

**Note II:** "An adopted child shall be considered to be a child if the sanctioning authority under the rules, is satisfied that under the personal law of the employee, adoption is legally recognised as conferring the status of a natural child, but in this case only.

**Note III:** A child of one person given in adoption to another shall not be considered to be the child of the former if the sanctioning authority is satisfied that under the personal law of the persons concerned such adoption is legally recognised and in that case only.

**Note IV:** An unmarried Board employee both male and female can nominate any person within the member of the family. Such members will include (1) Father (2) Mother (3) brothers below the age of 18 years including step brothers, (4) Unmarried sisters, widowed sisters including step sisters. If such nomination is given in favour of more than one person, the Board employee concerned should specify the amount of sum payable to each nominee. The above nomination will stand as cancelled immediately after the marriage of the Board employee and a fresh nomination should be made in favour of his wife/her husband. If the Board employee dies before filing such nomination the lumpsum is payable only to the wife/husband of the deceased and not with reference to the previous nomination.

*(Memo. No. 84375-F1/74-2 dt. 24.3.75)*  
*(Memo. No. 39643/B.P./77-1 dt. 6.9-77 (To be read with*  
*B.P. Ms. (Ch.) No. 234 (Sectt. Branch) dt. 18-6-84 and*  
*B.P. Ms. (Ch.) No. 385 (Sectt. Branch) dt. 18-11-85)*

(ii) Where a nomination has been made in favour of a legally wedded second wife when the first wife had predeceased the employee, in the event of death of the employee while in service, then, irrespective of the nomination made the lumpsum amount shall be apportioned equally among the children born through the first wife the legally wedded second wife and the children born through the said second wife.

*(B.P. Ms. (Ch.) No. 424 (Sectt. Branch) dt. 14-12-87)*

**10) Administration and audit**

The Chief Internal Audit Officer/Audit Branch, Tamil Nadu Electricity Board shall administer this scheme subject to the usual audit.

*(Memo.(Perm.) No.66372E2/851 (Sectt. Branch) dt. 30-11-85)*

**11) Head of Account.**

The following shall be the heads of accounts for the transaction on relating to this fund:-



(i) Contribution:

T.N.E.B, Funds Debts & Deposits I Debt, b.other funds

1. Tamil Nadu Electricity Board Employees. Family Security Fund (Receipt)

(ii) Refund of contribution:

T.N.E.B. Funds Debt & Deposits I Debt, b. other funds

1. Tamil Nadu Electricity Board Employees. Family Security Fund (outgoings)

(i) Outgoing at the time of retirement, resignation etc.

(ii) Payment of lumpsum benefit in the event of death while in service.

*(To be read with Memo.No.6315F2/761 dt. 13-2-76 and  
Memo.No.DFC/BS/983/X/R/78 dt. 27-2-78)*

**12. Sanctioning Authorities:**

The following shall be the sanctioning authorities for the refund of contribution on superannuation or payment of lumpsum benefit in the event of death of the employee while in service.

Sl.No.	Officers/Employees	Suicide/ Murder	All other cases
1.	2.	3.	4.
1.	Chief Engineers, and equal cadre Chief Financial Controllers, General Superintendent, Superintending Engineers and all other Officers in the rank of Superintending Engineers.	Chairman	Chairman
2.	All Class I and II Officers in Board Office Secretariat Branch except officers in the rank of Superintending Engineer.	Chairman	Secretary

1.	2.	3.	4.
3.	All Class I and II Officers in Board Office Administrative Branch except officer in the rank of Superintending Engineer.	Chairman	Chief Engineer / personnel.
4.	All Class I and II Officers in the Board Office Accounts Branch except officers in the rank of Superintending Engineer.	Chairman	Chief Financial Controller.
5.	All Class I and II Officers in Audit Branch except the officers in the rank of Superintending Engineer.	Secretary	Chief Internal Audit Officer.
6.	All Class I and II Officers in Board Office Technical Branch except the officers in the rank of Superintending Engineer.	Chairman	Respective Chief Engineers concerned.
7.	Class I and II Officers in the office of the Regional Chief Engineer except the officers in the rank of Superintendent in Engineer.	Chairman	Chief Engineer / Distn. Region
8.	All Class I and II Officers in System except officers in the rank of Superintending Engineer.	Chief Engineer / Distn. Region concerned.	Superintending Engineer concerned.
9.	All Class I and II Officers in General Construction Circle / Generation / Construction/Projects except the Officers in the rank of Superintending Engineer.	Chief Engineer concerned.	Superintending Engineer concerned.
10.	Employees on deputation on Foreign Service.	Chairman	Authority who sanctioned the deputation.

1.	2.	3.	4.
11.	Class-III & IV Employees in Secretariat Branch.	Secretary	Deputy Secretary.
12.	Class-III & IV Employees in Administrative Branch.	Chief Engineer (personnel.)	Senior personnel Officer.
13.	Class-III & IV Employees in Accounts Branch.	Chairman	Financial Controller
14.	Class-III & IV Employees in Audit Branch.	Secretary	Chief Internal Audit Officer.
15.	Class-III & IV Employees in Technical Branch.	Chief Engineers concerned.	Superintending Engineers concerned.
16.	Class-III & IV Employees in Systems.	Region Chief Engineers Dist. concerned	Superintending Engineers concerned.
17.	Class-III & IV Employees in General Construction Circle, Generation and construction. Projects.	Chief Engineers concerned.	Superintending Engineers concerned.

(B.P. Ms. (FB) No. 35 (Sectt. Branch) dt. 28.3.89)

- 13) A standardised sanction order form to be utilised by the sanctioning Authorities is in Schedule-III. Copies of the sanction orders shall be communicated to the Chief Internal Audit Officer/ Audit Branch, Tamil Nadu Electricity Board, Madras.

Memo.(Perm.) No.66372-E2/85-1 (Sectt. Branch) dt. 30-11-85)

- 14) Instructions and clarifications for proper implementation of the Tamil Nadu Electricity Board Employees Family Security Fund Scheme are in the Appendix.

## SCHEDULE-I

### Table of Benefits Payable at the time of retirement

No. of completed years to be calculated with reference to the inception of the scheme or the date of entry which ever is later.

Number of years of completed service at the time of retirement. (1)	Contribution of the employee (2)	Tamil Nadu Electricity Board Contribution (3)	Total (4)
	Rs.	Rs.	Rs.
1 Year	120	4	124
2 Years	240	16	256
3 Years	360	36	396
4 Years	480	64	544
5 Years	600	100	700
6 Years	720	144	864
7 Years	840	196	1036
8 Years	960	256	1216
9 Years	1080	324	1404
10 Years	1200	400	1600
11 Years	1320	484	1804
12 Years	1440	576	2016
13 Years	1560	676	2236
14 Years	1680	784	2464
15 Years	1800	900	2700

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(1)	(2)	(3)	(4)
16 Years	1920	1024	2944
17 Years	2040	1156	3196
18 Years	2160	1296	3456
19 Years	2280	1444	3724
20 Years	2400	1600	4000
21 Years	2520	1764	4284
22 Years	2640	1936	4576
23 Years	2760	2116	4876
24 Years	2880	2304	5184
25 Years	3000	2500	5500
26 Years	3120	2704	5824
27 Years	3240	2916	6156
28 Years	3360	3136	6496
29 Years	3480	3364	6844
30 Years	3600	3600	7200

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*(Refer to B.P.Ms.No.1074 dt. 3-7-74)*



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**Schedule - II**

**Tamil Nadu Electricity Board Employees Family Security Fund**

Name and designation of employee :

Date of commencement of contribution to Fund

Period of extraordinary leave during which  
contribution to the Fund was not made

**Schedule - III**  
**Standardised Sanction Order Form**

Proceedings of the.....  
Name.....  
No. ....dated.....

Sub: Tamil Nadu Electricity Board Employees Family Security Fund Scheme - Payment of Lumpsum benefit / Refund of contribution on retirement or on demitting office - Ordered.

Ref: Board's Proceedings Ms. No. 1074, Dated 3-7-74.

**Order:**

Under the powers vested in Rule 12 of the "Tamil Nadu Electricity Board Employees Family Security Fund Scheme" sanction is hereby accorded 1) for the payment of lumpsum benefit of Rs. 10,000 (Rupees ten thousand only) to Thiru / Tmt. /Selvi.....Wife/Son / Daughter / Mother / Father/ Legal heir of Thiru / Tmt. / Selvi..... (Designation) ..... of this office who expired on ..... while in service.

Score out which is not applicable.

2. for the refund of the actual amount contributed together with Tamil Nadu Electricity Board Contribution to Thiru ..... (Designation) of this office who has retired on superannuation on ..... / who had demitted office on.....

Thiru..... (Designation) ..... was admitted in the scheme with effect from and has been contributing Rs. 10/- every month from that except during the period of Extra-ordinary leave as specified in Schedule-II enclosed.

The amount is debitable under ..... Tamil Nadu Electricity Board Employees Family Security Fund (outgoings).



- (i) Outgoing at the time of retirement.
- (ii) Payment of lumpsum benefit in th event of death while in service.

Signature.

Copy to the Chief Internal Audit Officer / Audit Branch,  
Tamil Nadu Electricity Board,  
Madras - 2.

Score out which is not applicable.

*(Memo. (Perm.) No. 66372/E2-85-1 (Sectt. Branch) dt. 30-11-85)*  
*(Also see Memo. No. DFC/BS/983/X/R/78 dt. 27.2.78.)*

# TAMIL NADU ELECTRICITY BOARD

## APPENDIX

### Instructions / Clarifications for proper implementation of the Tamil Nadu Electricity Board Employees Family Security Fund Scheme

- (1) A statement in the following form should be attached with each pay bill to show that recoveries have been made in that bill from all employees concerned without omission:-

Month	Gross amount and Net amount of the bill	No. of persons for whom pay drawn in the bill	No. of persons for whom recovery made	Total amount recovered	Reasons for non- recovery if any
(1)	(2)	(3)	(4)	(5)	(6)

A register of recovery in the above form should be maintained by each drawing office. This procedure should be followed both by bill drawing and cheque drawing offices.

- (2) The lumpsum payment of Rs. 10,000/- (Rupees Ten thousand only) will be admissible to the legal heirs of all employees who may die in service on or after 21-6-1974 but before the recovery of the first contribution subject to the contribution on being recovered from the lumpsum payment or arrears of pay and allowances due.
- (3) All temporary employees appointed against temporary vacancies for short periods or in leave vacancies in the emergency provisions of the rules should be admitted to the Family Security Fund Scheme and the contribution recovered from them should be repaid to them along with Tamil Nadu Electricity Board contribution, if any, on their being ousted from service.

(4) The Tamil Nadu Electricity Board Employees Family Security Fund Scheme shall not be extended to the part-time employees and contract basis employees, who are not eligible for dearness allowance, pension or other retirement benefits or allowances and pensioners of the Board re-employed after superannuation. However, this ban will not apply in the case of Military pensioners, whose re-employment is on qualifying service.

(5) Recovery of contribution should be made from the subsistence allowance also payable to an employee during the period of suspension.

**(6) Safe custody of nomination**

The nominations of the employees mentioned in the table below should be kept in safe custody by the Authorities indicated against each:

**Table**

Nomination of	Authority to keep the nomination in safe custody
(1) Chief Engineers and all employees in the Board Secretariat and Audit Branch.	Secretary, Tamil Nadu Electricity Board.
(2) Employees in the offices under the control of the Chief Engineer.	Chief Engineer (personnel) Tamil Nadu Electricity Board.

(Memo.(Perm.) No.66372-E2/85-1 (Sectt.Branch) dt. 30-11-85)

**Note:** The nominations of employees on foreign service should be kept in the custody of their parent office. Necessary entries shall be made in service book or statement of history of services of the employee, as the case may be, as an additional precaution.

**(7) Failure to furnish nomination by unmarried employee**

As the legal heirs of the employee are eligible for the benefit of the Family Security Fund Scheme, the employee / will have to furnish nomination. The bar on drawal of salary by an employee who has a family and fails to furnish a nomination, apply to an unmarried employee.

**Selected executive orders on  
Tamil Nadu Electricity Board  
Employees Family Security Fund Scheme**

**1.0 Salient features of the Tamil Nadu Electricity Board Family Security Fund Scheme.**

1.1 In the case of death of an employee while in service, a sum of Rs.10,000/- (Rupees ten thousand only) will alone be paid to his nominee or in the absence of a nominee to the legal heirs of the deceased. In the case of an employee retiring on superannuation or otherwise demitting Office earlier for any reason, he will be paid the actual amount contributed by him till then together with Board's contribution representing the element of interest calculated in accordance with a table of repayments depending upon the number of years of service rendered by him- vide Schedule-I in the rules.

*(B.P.Ms.No.1074 dt. 3-7-74.)*

*Also refer B.P. Ms. (ch) No. 385 (S.B) dt 18.11.85)*

1.2 According to rule 9 of the Tamil Nadu Electricity Board Employees' Family Security Fund Rules, the nomination filed by the Board employees in Form-A should be countersigned by the Head of office and pasted in the Service Book / Service Roll of the employee after making entries in it.

*(Memo.No.49629-F2/76-1 dt. 11-11-76)*

**2.0 Extension of the scheme to Temporary Casual Labour Employees.**

2.1 The orders issued in B.P.Ms.No.1074, dated 3-7-74, shall be extended to the Temporary Casual Labour employees of the Board with effect from 12-11-75, who have completed 240 days of service. The first subscription will be recovered from the pay for the month of November, 1975 payable in December, 1975. The rules framed for administering the scheme in B.P.Ms.No.1074, dated 3-7-74 will be equally applicable to Temporary Casual labour employees also.

*(B.P.Ms.No.1670 dt. 17-11-75)*

2.2 Temporary Casual Labourers who have been appointed after their retirement are not eligible for Family Benefit Fund Scheme extended in B.P.Ms.No. 1670, dated 17-11-75 with reference to para 4 of Appendix to B.P.Ms.No. 1074, dated 3-7-'74.

*(Memo.No.91993-F2/75-2 dt. 21-4-76)*

2.3 The orders issued in B.P.Ms.No. 1670 dt. 17-11-75 be extended with effect from 12-11-75 to the temporary Casual Labour employees of the following seven Private Electrical Undertakings acquired by the Government and transferred to the Board under the Tamil Nadu Private Electricity supply Undertakings (Acquisition) Act, 1973, who have completed 240 days of service:

- 1) Kumbakonam Electrical Undertaking.
- 2) Nagapatam Electrical Undertaking.
- 3) Vellore Electrical Undertaking.
- 4) Trichinopoly - Srirangam Electrical Undertaking.
- 5) Salem - Erode Electrical Undertaking.
- 6) Tirunelveli - Tuticorin Electrical Undertaking.
- 7) Shencottah Electrical Undertaking.

*(B.P.Ms.No.643 dt. 26-4-76)*

### **3.0 Applicability to Ex-Licensee Employees**

3.1 The Family Security Fund Scheme introduced in B.P.Ms.No.1074, dated 3-7-1974 be extended, with effect from 21-6-1974, to the monthly paid employees of the following private electrical undertakings acquired by the Government and transferred to the Board under the Tamil Nadu Private Electricity supply Undertakings (Acquisition) Act, 1973:

- (1) Kumbakonam Electrical Undertaking.
- (2) Nagapatanam Electrical Undertaking.
- (3) Vellore Electrical Undertaking.
- (4) Trichy - Srirangam Electrical Undertaking.
- (5) Salem - Erode Electrical Undertaking.

(6) Tirunelvely – Tuticorin Electrical Undertaking.

(7) Shencottah Electrical Undertaking.

(B.P.Ms.No. 1572 dt. 23-9-74.)

**4.0 Payment of Lumpsum amount in cases of unnatural deaths.**

4.1 The lumpsum payment contemplated under the Board's Family Security Fund Scheme is payable to the Family even in the case of suicide by the Board employee.

(Memo.No.48194-F1/74-3 dt. 28-11-74.)

4.2 While sanctioning the payment, the sanctioning authorities should obtain police report invariably to find out whether the nature of death is wilful or accident.

(Memo.No. 1269/M1/Sectt./81-7 dt. 16-10-81)

4.3 For processing claims for Family Security Fund in cases of death due to unnatural causes (i.e. cases of murder and suicide) it is sufficient to obtain the police Report. It will not be necessary for the Board Officers to obtain the *post Mortem* reports, chemical analysis reports etc., since insistence on these leads to avoidable delays and since, in any case, the Police Report itself will be based only on *Post Mortem* reports, chemical analysis reports etc., where they are considered necessary.

(Circular Memo.No.Adm.Br./05(1)/059949/86-1 dt. 25-4-86)

**5.0 Maintenance of Card and Register of Recovery.**

5.1 There are provisions in rule 6 of the Family Security Fund rules for maintenance of card in the form prescribed in schedule II of the orders issued in B.P.Ms.No.1074 dt. 3-7-74. Instructions have also been issued in para-1 of Appendix (ii) Schedule (iii) of the said B.P. regarding maintenance of a Register of Recovery in the Form in Appendix (i) by each drawing officers. All heads of offices are required to enforce maintenance of the card system for the subscribers of the Family Security Fund as specified in rule 6 of the said

rules should be enforced in their offices without deviation. There should not be any delay in settlement of the fund amount to the retiring employees of the Board. The head of the office will be held responsible for any lapse in this regard.

*(Memo.(Per.) No.7763/N1/86-2 (Sectl.Branch) dt. 15-3-86.)*

#### **6.0 Recovery of monthly contribution in certain cases.**

6.1 No contribution shall be recovered from the last month pay of an employee who dies while in service, the duty period being 15 days or less in a month.

*(Lr.No.69703-F2/75-3 dt. 6-2-76.)*

#### **7.0 Further instructions on Accounting Procedure.**

7.1 The amount of the retired official's contribution is debitable to "Tamil Nadu Electricity Board Funds Debt, and Deposits - I Debt. b. Other funds Tamil Nadu Electricity Board Employees Family Security Fund". The amount of Board's contribution is debitable to "g.2(c) Board's contribution to Employees Family Security Fund".

*(Memo.No.6315-F2/76-1 dt. 13-2-76.)*

7.2 The following illustrations are given in the matter of accounting the transactions.

Amount contributed by the Employees so far..... (Assumed figure). Rs. 420/-

1. This amount is creditable to Family Security Fund Scheme Account under debt and deposits account.

2. Outgoings:

a. In the event of retirement, resignation etc. other than death.

I. Debit to F.S.F. Account under Debt and Deposits.	Rs. 420/- being the actual contribution by the employee.
II. Debit to Revenue Expenses Account in respect of O & M. Systems/Circles and to Capital Account in respect of construction circles. 143 of 161.	Rs. 50/- being the Board's contribution (interest assumed)

In the event of death

- |     |                                                                                                                               |                                                                                       |
|-----|-------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| I.  | Debit to F.S.F. Account under Debt and Deposits.                                                                              | Rs. 420/- being the actual contribution by the employee.                              |
| II. | Debit to revenue expenses Account in respect of O & M Systems/Circles. to Capital Account in respect of construction Circles. | Rs. 9580/- being the Board's contribution to make up the L.S. benefit of Rs. 10,000/- |

*(Memo.No.DFC/B. S/983/X/R/78 dt. 27-2-78.)*

### **8.0 Cases where there is no claim-accounting.**

- 8.1 As the Family Security Fund is accounted for in the Board's account under the head of account "Debt and Deposits" on a common basis, the unclaimed amount towards the fund may be allowed to be continued in that account itself till the claim is received and settled.

*(Lr.No.69666/N1/85-3 dt. 13-5-86.)*

### **9.0 Further Instructions on Nominations.**

- 9.1 All the eligible employees under the Family Security Fund of the Board can file their nominations in the revised procedure within 3 months of the date of orders.

*(B.P.Ms.No.684 dt. 7-6-77.)*

- 9.2 The time limit for obtaining nomination for Family Security Fund in the revised procedure as indicated in B.P.Ms.No.684 dt. 7-6-77 is extended upto 7-12-77 (ie. for another 3 months)

*(Memo.No.666-F2/3/75-161 dt. 3-10-77.)*

- 9.3 As per instructions issued in Board's Memo.No.84375-F1/74-2 dated 24-3-'75, the wife or husband as the case may be, if alive, should be the first legal heir to the Board employee to get benefitted under Family Security Fund Scheme. The wife of deceased Board employee alone is entitled to receive the grant under the scheme eventhough the deceased employee had nominated his son for this benefit. The nomination made in favour of the son is not



## **10.0 Payment to minor beneficiary**

10.1 The share of a minor beneficiary under the scheme may be paid to the natural guardian viz., the surviving parent irrespective of the quantum of the amount payable to the minor. If however, the sanctioning authority has any specific reason that such payment to the surviving parent may not be in the interest of the minor, the amount need not be paid to such surviving parent.

10.2 In the absence of a surviving parent, or in cases where the sanctioning authority considers that it is not desirable to pay the share of the minor to the surviving parent, the amount may be paid to the person considered fit by the sanctioning authority to the extent of Rs. 5,000/- (Rupees Five thousand only). But the amount shall be paid to such person only on his executing an indemnity bond with two sureties to the satisfaction of the sanctioning authority indemnifying the Board to the extent of the money paid to him on behalf of the minor. In addition to the indemnity bond referred to above, such person shall also file an affidavit that he is the defacto guardian of the minor, and that he is incharge of the property of the minor, if any and is looking after it or if the minor has nor property, the minor is in his custody and care. The balance in excess of Rs. 5,000/- (rupees Five thousand only) if any, will become payable on the production of guardianship certificate issued by the court.

*(Circular Memo.No. CE/Adm. Br./C5-3/922/86-2 dt. 28-5-86.)*

## **11.0 Ineligibility of Board contribution in certain cases.**

11.1 According to the rates of Board's Contribution prescribed in Schedule I to Tamil Nadu Electricity Board Family Security Fund Scheme, Board employees who have subscribed for a period of 12 months alone are entitled to earn the minimum Board contribution of Rs. 4/- As such, those who have not subscribed the minimum period of less than 12 months (one year) are not eligible for any Board contribution.

*(U.O.No.76501-F1/74-2 dt. 16-12-74.)*

## **12.0 Mode of disbursement of the lumpsum amount**

12.1 The lumpsum amount of Rs. 10,000/- may be disbursed to the beneficiary in the family of the deceased in the form of crossed cheque only drawn in favour of the beneficiaries in the Madras and Madurai cities and that in other places, such payment may be made by crossed draft/pay order.

12.2 The drawing officers are responsible for obtaining the cheque/draft/pay order in the name of the beneficiary and make the payment to the beneficiary under his personal supervision.

9.6 The employees governed by the scheme and who wish to file revised nomination should file nomination afresh within 3 months from the date of orders. (18-11-85)

(B.P.Ms. (Ch.) No.385 (Sectt. Branch) dt. 18-11-85.)

9.7 According to clause 5 (a) and (b) in the Annexure to B.P.Ms.(F.B.) No.41 (Sectt.) dated 12-5-86 Family Security Subsidiary scheme the Family Members will be wife / husband, minor / unmarried children, father/mother etc. The note V under the same clause indicates that the nomination should be made in the order of preference indicated in clause 5(a) and (b).

Then as per note VI certain persons [viz., Major sons (who are not dependent on the deceased for support) Major brothers, Married daughters, sisters and other relatives] are not eligible for the Family Security Subsidiary payment under the said scheme when any one of the member indicated in clause 5(a) and (b) is alive. In short, the employee should file his nomination only in the order of preference indicated in clause 5(a) and (b) excluding the persons mentioned in Note VI who are not to be nominated.

9.8 As per Note X if the employee fails to nominate person(s) indicated in Rule 5(a) and (b) or filed a nomination *which is not valid* on account of the nominee being other than those specified in the rule or the nominees in Rule 5(a) and (b) are not alive, then the persons mentioned in Note VI become eligible for the fund amount in their capacity as legal heirs. In no circumstances the fund amount will lapse to the Board. Hence, the Note VI and Note X should be read together in the context of each case and not separately.

9.9 The above clarification is applicable to the Tamil Nadu Electricity Board Employees' Family Security Fund also.

(Memo.(Perm.) No.52605/N1/86-5 (Sectt. Branch) dt. 10-6-88.

9.10 "Step-mother" shall be included in the list of eligible members under the definition "family" in the Tamil Nadu Electricity Board Liberalised Pension Regulations 1960, so as to get the benefits of Family Pension and Death-cum-Retirement Gratuity and in the Tamil Nadu Electricity Board Employees Family Security Fund Scheme for lumpsum amount.

(B.P.Ms. (Ch.) No.234 (Sectt.Branch) dt. 18-6-84.)

# **TAMIL NADU ELECTRICITY BOARD**

## **Employees' Family Security Subsidiary Scheme**

**With Executive Orders thereon  
(as amended upto 30-9-1988)**

12.3 In case of encashment of the demand draft, the drawing officers may themselves attest the signature of the beneficiary.

*(B.P.Ms.No. 1456 dt. 25-10-77.)*

**13.0 A workman in Tamil Nadu Electricity Board is eligible for both the benefits admissible viz.**

- (i) The compensation payable under the workmen's compensation Act subject to the other conditions laid down in the Act being satisfied; and
- (ii) for lumpsum payment of Rs. 10,000/- payable as per the benefit extended under B.P.Ms.No. 1074, dt. 3-7-1974 and B.P.Ms.No. 1670 dt. 17-11-1975.

*(Memo. No.44261-F2/75-9 dt. 20-3-76.)*

**14.0 Exemption from Court attachment.**

14.1 Under Clause (g) of the proviso to sub-section (1) of section 60 of the Code of Civil Procedure, 1908 (Central Act V of 1908), the Tamil Nadu Electricity Board Employees' Family Security Fund for the purpose of the said clause has been notified as a fund which shall not be liable to attachment.

*(G.O.Ms.No.201 (PWD.) dt. 15-2-78 communicated in endt.  
No.666-T2/8/75-177 dt. 6-3-78).*

**15.0 Relief under Income Tax Act not eligible.**

15.1 The subscriptions made to the scheme do not fall within the ambit of Section 80(c) (2) (ii) of the Income Tax Act, 1961. Therefore, subscription to the said scheme should not be deducted from the gross salary of annual income for purpose of relief from payment of Income Tax.

*(Lr.No.9956-NI/86-7 (Sectt. Branch) dt. 23-5-87.)*

# **TAMIL NADU ELECTRICITY BOARD**

## **Employees' Family Security Subsidiary Scheme**

**With Executive Orders thereon  
(as amended upto 30-9-1988)**

# Family Security Subsidiary Scheme

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**TAMIL NADU ELECTRICITY BOARD**

**Employees' Family Security Subsidiary Scheme**

**Short Title**

1. This scheme shall be called the "Tamil Nadu Electricity Board Employees' Family Security Subsidiary Scheme".

**Date of commencement**

2. This scheme shall be deemed to have come into force on and from 1st April 1985.

**Applicability**

3. This scheme shall apply to all the monthly paid employees of the Board as well as temporary casual labour employees of the Board, if any.

**Family Security Subsidiary Payment**

4. This scheme applies in the case of death of an employee while in service and a sum of Rs. 10,000/- (Rupees Ten thousand only) shall be paid to his/her nominee/legal heirs. No subscription will be collected from the employees of the Board in respect of this scheme. The nominee for the purpose of this scheme will be as defined in clause (5) below:

**Persons entitled to receive the Family Security Subsidiary Scheme Payment**

- 5 (a) In the case of a male employee, the wife or wives and children of the employee and the widow or widows and children of deceased sons of the employee.

Provided that if an employee proves that his wife has been judicially separated from him or has ceased under the customary laws of the community to which she belongs to be entitled to maintenance, she shall henceforth be deemed to be no longer a member of the employee's family for the purpose of this scheme unless the employee subsequently indicates by express notice in writing to the sanctioning authority that she shall continue to be so regarded; and

- 5 (b) In the case of female employee, the husband and children of the employee and the widow or widows and children of deceased sons of the employee,

Provided that if an employee expresses by notice to the sanctioning authority her desire to exclude her husband from her family, the husband shall henceforth be deemed to be no longer a member of the employee's family for the purpose of this scheme, unless the employee subsequently cancels formally in writing her notice excluding him.

**Note I:** "Children" means legitimate and step children.

**Note II:** "An adopted child" shall be considered to be a child if the sanctioning authority is satisfied that under the personal law of the employee, adoption is legally recognised as conferring the status of a natural child."

**Note III:** A child of one person given in adoption to another shall not be considered to be the child of the former if the sanctioning authority is satisfied that under the personal law of the person concerned such adoption is legally recognised.

**Note IV:** An unmarried employee both male and female can nominate any person within the members of the family. Such members will include (i) mother/step mother (ii) father (iii) brothers below the age of 18 years including step brothers/sisters (iv) unmarried sisters, widowed sisters. If such nomination is given in favour of more than one person, the Board employee concerned should specify the amount payable to each nominee. The above nomination will stand cancelled immediately after the marriage of the employee and a fresh nomination should be made in favour of his/her wife/husband. If the employee dies before filling such nomination, the lumpsum is payable only to the persons referred to in clause - 5 and not with reference to the previous nomination.

**Note V:** The nomination shall be made strictly in the order of preference indicated in clause-3.

**Note VI:** Major sons (who are not dependent on the deceased for support) Major brothers; Married daughters, sisters and other relatives will *not* be eligible for the subsidiary payment under the scheme;

**Note VII:** In case of nomination in favour of more than one person in which apportionment has not been specified the payment shall be paid to the eligible members in equal shares.

**Note VIII:** In the case of suicide / murder of the Board employee, the payment under this scheme is payable only on the orders of the Board. In the



case of death due to unnatural causes like accident, poisoning, drowning, burning injuries etc. which do not occur while discharging official duties, no sanction of the Board is necessary if the police report discloses that such deaths have taken place accidentally but not due to wilful act of the individual. However, while sanctioning the payment, the sanctioning authorities should obtain police report invariably to find out whether the nature of death is wilful or accident.

**Note IX:** The nomination shall be as in the schedule. This should be countersigned by the Head of office and pasted in the Service Book/Service Roll of the employee after making entries in it. It is the duty of the employee to keep this nomination upto date. No employee shall be paid his/her first full month's pay after joining the service unless/he/she files his/her nomination.

**Note X:** In case an employee fails to nominate any one or the nomination made is not valid, then the lumpsum payment under this scheme shall be payable to the legal heirs (irrespective of the fact whether the legal heirs within the definition of family or not)

*(Note VI and Note X are to be read with the orders issued in Memo. (Perm.) No. 52605/N1/86-5 dt. 10-6-1988)*

## 6. Sanctioning Authorities

The following officers shall be the sanctioning authorities under the scheme:

Sl. No.	Officers/Employees	Suicide/ Murder	All other cases
1	2	3	4
1)	Chief Engineers, Chief Financial Controller, General Superintendent, Superintending Engineers and all other officers in the rank of Superintending Engineers	Chairman	Chairman
2)	All Class-I and II officers in Board Office Secretariat Branch except officers in the rank of Superintending Engineer.	Chairman	Secretary

1	2	3	4
3)	All Class-I and II officers in Board Office Administrative Branch except officer in the rank of Superintending Engineer.	Chairman	Chief Engineer Personnel
4)	All Class-I and II officers in the Board Office Accounts Branch except the officers in the rank of Superintending Engineer.	Chairman	Chief Financial Controller.
5)	All Class-I and II officers in Audit Branch except the officers in the rank of Superintending Engineer.	Secretary	Chief Internal Audit Officer.
6)	All Class-I and II Officers in Board Office Technical Branch except the officers in the rank of Superintending Engineer.	Chairman	Respective Chief Engineers concerned.
7)	Class-I and II officers in the office of the Chief Engineer Distribution concerned except the officers in the rank of Superintending Engineer.	Chairman	Chief Engineer / Distribution
8)	All Class-I and II Officers in System except officers in the rank of Superintending Engineer.	Chief Engineer /Distribution concerned.	Superintending Engineer concerned.
9)	All Class-I and II officers in General Construction Circle / Generation / Construction/Projects except the officers in the rank of Superintending Engineer.	Chairman	Superintending Engineer concerned.
10)	Employees on deputation on Foreign service.	Chairman	Authority who sanctioned the deputation.

1	2	3	4
11)	Class-III & IV Employees in Secretariat Branch.	Secretary	Deputy Secretary
12)	Class-III & IV Employees in Administrative Branch.		Deputy Secretary
13)	Class-III & IV Employees in Accounts Branch.	Chairman	Chief Financial Controller
14)	Class-III & IV Employees in Audit Branch	Secretary	Chief Internal Audit Officer
15)	Class-III & IV Employees in Technical Branch.	Chief Engineers concerned.	Superintending Engineers concerned.
16)	Class-III & IV Employees in Systems.	Regional Chief Engineers/ Distribution concerned.	Superintending Engineers concerned,
17)	Class-III & IV Employees in General Construction Circle, Generation and Construction Projects.	Chief Engineers concerned.	Superintending Engineers concerned.

(B.P. Ms. (FB.) No. 93 (Sectt. Branch) dt. 29-9-86)

**SCHEDULE**

**NOMINATION FOR TAMIL NADU ELECTRICITY BOARD  
EMPLOYEES FAMILY SECURITY SUBSIDIARY SCHEME**

Name & Address of Nominee                      Relationship with employee                      Age

Dated the                                              day of

Witness to Signature

1.

2.

Signature of the employee.

**Note:** Nomination shall be in favour of wife/husband; minor child or children, mother or father (in that order).

## APPENDIX

### Instructions for proper implementation of the Tamil Nadu Electricity Board Employees' Family Security Subsidiary Scheme

1. The lumpsum payment of Rs. 10,000/- (Rupees Ten thousand only) shall be admissible to the nominees/Legal Heirs of the employees of the Board who die in service on or after 1-4-85.
2. The Tamil Nadu Electricity Board Employees' Family Security subsidiary scheme shall not be extended to the part-time employees and contract basis employees, who are not eligible for D.A., Pension or other retirement benefits or allowances and pensioners of the Board re-employed after superannuation. However, this ban will not apply in the case of military pensioners whose re-employment is in qualifying service.

#### 3. **Safe custody of nomination**

The nomination of the employees mentioned in the table below should be kept in safe custody by the Authorities indicated against each.

## TABLE

Nominations of in safe custody	Authority to keep the nomination
1. All Chief Engineers/Chief Financial Controller, General Superintendents, All Superintending Engineers and all other Officers in the rank of Superintending Engineers, All Class-I & II Officers in Board Secretariat and Board Office Audit Branch.	Secretary/Tamil Nadu Electricity Board
2. All Class-I & II Officers in Board Office, Administrative and Technical Branches except the officers in the rank of Superintending Engineers.	Chief Engineer/ Personnel.
3. Class-I & II Officers in Board Office Accounts Branch except the officers in the rank of Superintending Engineer.	Chief Financial Controller.
4. Class-I & II Officers in the Systems /Circles except the officers in the rank of Superintending Engineer.	Superintending Engineers concerned.
5. Class III & IV employees      Head of office.	
6. Employees on deputation on Foreign Service.	Authority who sanctioned the deputation.
7. Class-I & II officers in the office of the Distribution Chief Engineer except the officers in the rank of Superintending Engineer.	Distribution Chief Engineer.

**Note:** Copy of nominations of employees of the Board on foreign service should also be kept in the custody of their parent office. Necessary entries regarding nomination shall be made in service book or statement of history of services of the employees, as the case may be, as an additional precaution.

**Executive Orders on Tamil Nadu Electricity Board  
Employees Family Security Subsidiary Scheme**

**1.0 Salient features of the Scheme**

- 1.1 The Tamil Nadu Electricity Board Family Security Subsidiary Scheme will be applicable to the same categories as covered by the Tamil Nadu Electricity Board Employees' Family Security Fund Scheme.
- 1.2 Under the Tamil Nadu Electricity Board Employees' Family Security Subsidiary Scheme, no benefits will accrue in the case of retirement.

*(B.P. Ms. (FB.) No. 41 (Secretariat Branch) dt. 12-5-'86)*

**2.0 Payment of share due to minor:**

- 2.1 The share of a minor beneficiary under the Tamil Nadu Electricity Board Family Security Subsidiary Scheme may be paid to the natural guardian viz., the surviving parent irrespective of the quantum of the amount payable to the minor. If, however, the sanctioning authority has any specific reason that such payment to the surviving parent may not be in the interest of the minor, the amount need not be paid to such surviving parent.
- 2.2 In the absence of a surviving parent, or in cases where the sanctioning authority considers that it is not desirable to pay the share of the minor to the surviving parent, the amount may be paid to the person considered fit by the sanctioning authority to the extent of Rs. 5,000/- (Rupees Five thousand only). But the amount shall be paid to such person only on his executing an indemnity bond with two sureties to the satisfaction of the sanctioning authority indemnifying the Board to the extent of the money paid to him on behalf of the minor. In addition to the indemnity bond referred to above, such person shall also file an affidavit that he is the defacto guardian of the minor, and that he is in charge of the property of the minor, if any and is looking after it or if the minor has no property, the minor is in his custody and care. The balance in excess of Rs. 5,000/- (Rupees Five thousand only) if any, will become payable on the production of guardianship certificate issued by the court.

*(Circular Memo. No. CE/Adm. Br./C5-3/922/86-2 dt. 28.5.'86)*

**4. Failure to furnish nomination by unmarried employees:**

As the members of the family of the employee are eligible for the benefit of the subsidiary payment, all the employees shall furnish nomination within three months from the date of this order. The bar on drawal of salary by an employee who has a family and fails to furnish a nomination, apply to an unmarried employee also.

5. The lumpsum amount of Rs. 10,000/- (Rupees Ten thousand only) shall be disbursed to the beneficiary in the form of crossed cheque only drawn in favour of the beneficiaries in Madras and Madurai cities and in other places such payment shall be made by crossed draft/pay order. The Drawing Officer is responsible for handing over the Cheque/Draft/Pay Order to the beneficiary and it should be done under his personal supervision. In case of encashment of the draft, the Drawing Officer shall himself attest the signature of the beneficiary.
6. The expenditure is debitable to "Tamil Nadu Electricity Board Funds - Revenue expenses G.2 (b) Tamil Nadu Electricity Board Employees Family Security Subsidiary Scheme."



### 3.0 Settlement of cases falling between the period from April 1985 to May 1986

- 3.1 In the event of death while in service, the nominees/legal heirs are eligible for the benefit both under the Family Security Fund Scheme and the Family Security Subsidiary Scheme simultaneously. As the subsidiary scheme has been introduced during May 1986 with retrospective effect from 1.4.85, in the cases of death occurred while in service during the period from April 1985 to May 1986, no nomination could have been obtained for the subsidiary scheme. Therefore, in such cases, the benefit payable under the subsidiary scheme should be paid to the same nominee/legal heir who received the benefit under Family Security Fund Scheme during the period from April 1985 to May 1986.

(Secretary's Lr.No. 66929-N1/80-1 dt. 31-10-86)

### 4.0 Instructions on nominations:

- 4.1 According to clause 5(a) and (b) of the Employees Family Security Subsidiary Scheme, the Family members will be wife/husband, minor/unmarried children, father/mother etc. The note V under the same clause indicates that the nomination should be made in the order of preference indicated in clause 5(a) and (b). Then, as per Note VI, certain persons are not eligible for the subsidiary payment under the said scheme when any one of the member indicated in clause 5(a) and (b) is alive. In short, the employee should file his nomination only in the order of preference indicated in clause 5(a) and (b) excluding the persons mentioned in Note VI who are not to be nominated.
- 4.2 As per Note X, if the employee *fails* to nominate person(s) indicated in Rule 5(a) and (b) or filed a nomination *which is not valid* on account of the nominee being other than those specified in the rule or the nominees in Rule 5(a) and (b) are not alive, then the persons mentioned in Note VI become eligible for the fund amount in their capacity as legal heirs. In no circumstances the fund amount will lapse to the Board. Hence, the Note VI and Note X should be read together in the context of each case and not separately.

(Memo. (Perm.) No.52605/N1/86-5 dt. 10-6-88).