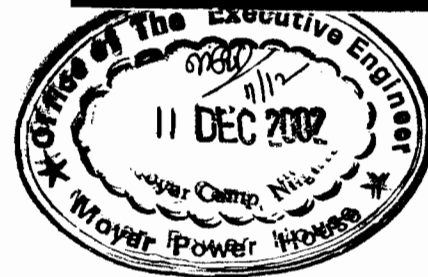


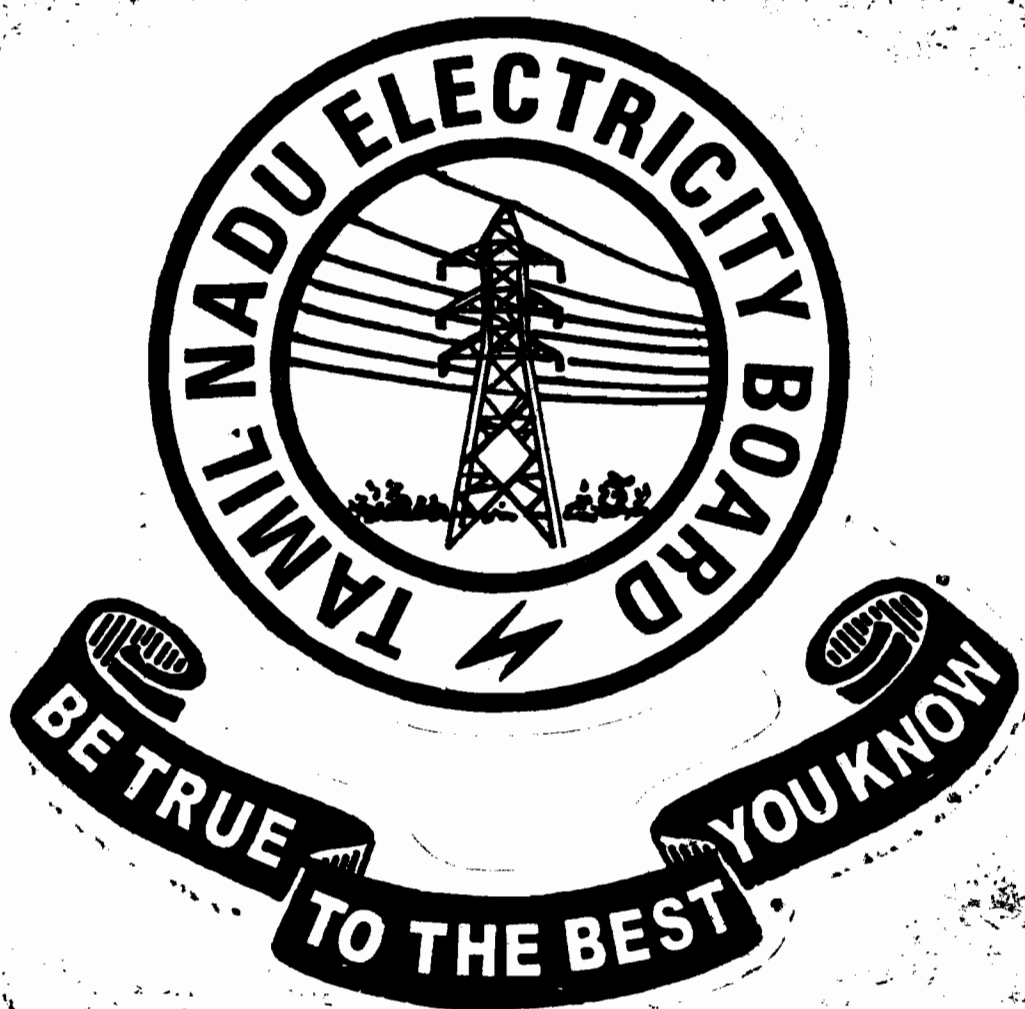
TAMIL NADU ELECTRICITY BOARD BULLETIN



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TAMIL NADU ELECTRICITY BOARD

BULLETIN

JUNE, 2002

CONTENTS

	Page
1. PART - I	
NEWS & NOTES	11
2. PART - II	
GENERAL ADMINISTRATION & SERVICES	1
3. PART - III	
FINANCE	17
4. PART - IV	
TECHNICAL	29
5. INDEX	44

News & Notes

PART - I News & Notes

I. Generation Particulars:

The Generation/relief figures for June, 2002 were as follows:

Sl. No.	Particulars	June, 2002 (in Million Units)
1.	Ennore T.P.S.	13 2.255
2.	North Chennai T.P.S.	342.508
3.	Tuticorin T.P.S.	666.610
4.	Mettur T.P.S.	586.480
5.	Total Thermal	1727.853
6.	Neyveli T.S. I	297.437
7.	Neyveli T.S. II	781.045
8.	MAPS	103.700
9.	Hydro Generation	162.546
10.	Kadamparai Pump Mode	0.000
11.	Import from N.T.P.C.	474.437
12.	Exp. to Kerala	358.726
13.	Import from Manali	1.684
14.	Wind Mill Generation + Solar	3.556
15.	Wind Mill (PVT)	181.444
16.	B. Bridge & Perungulam	10.735
17.	Kovilkalappal	65.705
18.	GMR PCL	92.948
19.	Samalpatty	44.592
20.	PPCL	—
21.	TCPL	40.023
22.	Hitec	1.608
23.	Cogeneration	39.000
24.	PP. Nallur	195.549
25.	Madurai PCL (Balaji)	43.279
26.	Kayamkulam (Kerala) Power	31.238
27.	NTPC, Simhadri/AP Power	7.913
TNEB Consumption (MU)		3947.566

The Maximum grid demand and consumption during June, 2002 were 6809 MW at 47.80 Hz on 28.06.2002 and 136.194 MU on 29.06.2002 respectively. The average grid consumption in June, 2002 was 131.586 MU per day.

II. Hydro Inflows :

The Hydro inflows excluding Mettur for the month of June, 2002 was 239 MU against 546 MU in June, 2001 and the ten years average of 564 MU.

III. Storage Position:

The Storage position in various reservoirs as on 01.07.2002 when compared to the storage as on 01.07.2001 was as follows:-

Sl. No.	Name of the Group	As on 01.07.2002	As on 01.07.2001	Difference
1.	Nilgiris	162.040	392.200	(-) 230.160
2.	P.A.P.	36.480	87.830	(-) 51.350
3.	Periyar	24.510	54.000	(-) 29.490
4.	Papanasam & Servalar	4.660	10.740	(-) 6.080
5.	Suriliyar	1.260	6.790	(-) 5.530
6.	Kodayar	6.120	17.730	(-) 11.610
7.	Total Excluding Mettur	235.070	569.290	(-) 334.220
8.	For Mettur	6.300	75.210	(-) 68.910

IV. Performance of Thermal Stations:

i) Tuticorin (5 x 210 MW):

The details of generation at Tuticorin T.P.S. during June, 2002 were as follows:

	Unit	Availability Factor (%)	Generation (in MU)	Plant Load Factor (%)
I	(210 MW)	94.80	140.45	92.9
II	(210 MW)	96.1	145.08	96.0
III	(210 MW)	94.3	140.14	92.7
IV	(210 MW)	95.4	147.28	97.4
V	(210 MW)	62.60	93.66	61.9
	STATION	88.64	666.61	88.18

ii) Mettur (4 x 210 MW):

The details of generation at Mettur T.P.S. during June, 2002 were as follows:

	Unit	Availability Factor (%)	Generation (in MU)	Plant Load Factor (%)
I	(210 MW)	95.68	138.25	91.44
II	(210 MW)	100.00	152.22	100.67
III	(210 MW)	100.00	147.16	97.33
IV	(210 MW)	100.00	148.85	98.45
	STATION	98.92	586.48	96.97

III) North Chennai (3 x 210 MW):

The details of generation at North Chennai T.P.S. during June, 2002 were as follows:

	Unit	Availability Factor (%)	Generation (in MU)	Plant Load Factor (%)
I	(210 MW)	97.79	123.294	81.54
II	(210 MW)	89.64	114.144	75.49
III	(210 MW)	97.27	105.07	69.49
	STATION	94.90	342.508	75.51

IV) Ennore (2 x 60 MW + 3 x 110 MW):

The details of generation at Ennore T.P.S. during June, 2002 were as follows:

	Unit	Availability Factor (%)	Generation (in MU)	Plant Load Factor (%)
I	(60 MW)	83.6	22.539	52.2
II	(60 MW)	63.6	16.732	38.7
III	(110 MW)	Replacement of LP rotor		
IV	(110 MW)	89.7	47.510	60.0
V	(110 MW)	68.3	45.474	57.4
	STATION	58.3	132.255	61.2

V. Coal Particulars for June, 2002:

Sl.No.	Particulars	Tuticorin TPS	Mettur TPS	North Chennai TPS	Ennore TPS
1.	Coal Linkage (in lakh tonnes)	4.25	3.65	3.00	1.60
2.	Coal Receipt (-do-)	5.61	3.32	4.22	1.26
3.	Coal Consumption (-do-)	4.28	4.31	2.54	1.25
4.	Coal stock as on 01.07.2002 (-do-)	5.17	4.00	6.57	1.25
5.	Specific Coal Consumption (Kg./Kw hr.)	0.642	0.735	0.742	0.945

VI. Auxiliary consumption and oil consumption during June, 2002:

Details	Name of the Thermal Power Station			
	Tuticorin	M.T.P.S.	N.C.T.P.S.	E.T.P.S.
Specific Oil consumption (ml/ug)	1.56	0.202	4.460	9.5
Auxiliary consumption (%)	7.600	7.77	9.830	13.2

S. Mookandi,
Executive Engineer/Chairman's Office.

* * *

The following are the details of posts Created, Abolished, Upgraded and Downgraded during the month of June, 2002.

B. Jeyaraman,
Chief Engineer/Personnel.

POSTS CREATED

Sl. No.	Reference in which the posts were created	Name of the Circle	Name of the Post	No. of Posts	Purpose for which the posts were created	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	(Per.) B.P.(FB) No.42, (Sectt.Br.), dt.1.6.2002.	Chennai Trichy Madurai and Coimbatore.	Police Constable	6	For formation of Police Station for APTS Wing Viz. Chennai, Trichy, Madurai and Coimbatore.	For a period upto 28.2.2003 from the date of utilisation.
2.	(Per.) B.P. (Ch.) No.126, (Adm.Br.), dt.1.6.2002.	Tirupathur EDC	A.E.E. (El.) A.E./J.E.(El.) I Gr. Sweeper-cum- Gardener Helper	1 1 1 4	Additional posts for the 230 KV Sub-station at Vinnamangalam.	For a period of one year from the date of utilisation.
			Total	7		
3.	(Per.) B.P. (Ch.) No.127, (Adm.Br.), dt.1.6.2002.	Nagapattinam EDC	A.E.E./El. A.E./J.E./El. I Gr. Sweeper-cum- Gardener Helper	1 1 1 4	Additional posts for 230/110 KV Sub-station at Kandalangudy.	One year from the date of utilisation.
			Total	7		
4.	(Per.) B.P. (Ch.) No.129, (Adm.Br.), dt.4.6.2002.	Thanjavur EDC	A.E./J.E./El. I Gr. J.E./El. II Gr. Line Inspector Helper	1 4 4 1	Formation of 110/11 KV Sub-station at Okkamadu- Keelaiyur.	For a period upto 28.2.2003 from the date of utilisation.
			Total	10		
5.	(Per.) B.P. (Ch.) No.133, (Adm.Br.), dt.15.6.2002.	SE/RE & I (D)	E.E./El. A.E.E./El. Head Draughtsman	1 1 1	-	For a period upto 28.2.2003 from the date of utilisation.
			Total	3		

(1)	(2)	(3)	(4)	(5)	(6)	(7)
6.	(Per.) B.P. (Ch.) No.139, (Adm.Br.) dt.18.6.2002	Coimbatore EDC/Metro (Oondipudur) Coimbatore EDC/North (Thudiyalur) Coimbatore EDC/South (Tiruppur & Palladam) Udumalpet EDC (Dharapuram) Chengalpattu EDC (Maraimalai Nagar) Villupuram EDC (Tindivanam) Madurai EDC (Madurai/ West) Virudhunagar EDC (Sivagasi and Rajapalayam) Pudukottai EDC (Aranthangi) Karur EDC (Karur/Rural)	Asst. Adm. Officer " " " " " " " "	1 1 2 1 1 1 1 2 1 1	-	For a period upto 28.02.2003 from the date of utilisation.
			Total	12		
7.	(Per.) B.P. (Ch.) No.140, (Adm.Br.), dt.19.6.2002.	Chengalpattu EDC.	S.B.O./L.I. Helper Total	4 4 8	For the 33/11 KV Sub-station at Polambakkam.	For a period upto 28.2.2003 from the date of utilisation of the posts.
8.	(Per.) B.P. (Ch.) No.145, (Adm.Br.), dt.26.6.2002.	Director/ Coal.	Assistant	1	As requested by the Director/ Coal.	For a period upto 28.2.2003 from the date of utilisation.

POSTS ABOLISHED

Sl. No.	Reference in which the posts were abolished	Name of the Circle	Name of the Post	No. of Posts	Purpose for which the posts were abolished	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	(Per.) B.P. (Ch.) No.133, (Adm.Br.), dt.15.6.2002.	CE/R&D	E.E./El. A.E.E./El. Head Draughtsman	1 1 1	-	With immediate effect.
			Total	3		
2.	(Per.) B.P. (Ch.) No.139, (Adm.Br.), dt.18.6.2002.	Coimbatore EDC/Metro (Oondipudur) Coimbatore EDC/North (Thudiyalur) Coimbatore EDC/South (Tiruppur & Palladam) Udumalpet EDC (Dharapuram) Chengalpattu EDC (Maraimalai Nagar) Villupuram EDC (Tindivanam) Madurai EDC (Madurai/ West) Virudhunagar EDC (Sivagasi and Rajapalayam) Pudukottai EDC (Arunthangi) Karur EDC (Karur/Rural)	Junior Asst. (Adm.) " " " " " " " "	3 3 4 3 3 4 2 4 2 2	Consequent on the creation of 12 posts of Asst. Adm. Officers.	With immediate effect.
			Total	30		
3.	Memo.No.49693/171/G36/ G363/2002-1, dt.18.6.2002.	Tinumakottai (K) G.T.P.S. Mannargudy	A.E./El.	1	As requested by the Chief Engineer/ Project.	With immediate effect.
4.	Memo. (Per.) No.024688/G1/ G36/G362/2002-4, dt. 22.6.2002.	Generation Kadamparai	Stores Supervisor Stores Custodian I Gr.	2 2 4	As requested by the S.E./Generation/ Kadamparai.	With immediate effect.

(1)	(2)	(3)	(4)	(5)	(6)	(7)
5.	(Per.) B.P. (Ch.) No.145, (Adm.Br.), dt.26.6.2002.	Director/ Coal	Typist	1	Consequent on the creation of 1 post of Assistant.	With immediate effect.

POSTS UPGRADAED

Sl. No.	Reference in which the posts were Upgraded	Name of the Circle	Name of the Post	No. of Posts	Purpose for which the posts were upgraded.	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	(Per.) B.P. (Ch.) No.131, (S.B.), dt.11.6.2002.	Chennai	DIG/Vigilance Upgraded as ADGP/Vigilance	1	Consequent on joining of new ADGP/Vigilance w.e.f. 10.6.2002.	-
2.	Memo.No.49693/ 171/G36/G362/ 2002-1, dt.18.6.2002.	Tirumakkottai (K) G.T.P.S. Mannargudy.	A.E.E./El.	1	As requested by the C.E./Project.	One year from the date of utilisation.

POSTS DOWNGRADED**-NIL-***** * ***

GENERAL ADMN. & SERVICES

PART - II

General Administration & Services

Memo. No.059663/G.42/G.423/2002-1, (Administrative Branch), dated 30.5.2002.

Sub: Establishment - Procedure for dealing with request transfer - Transfer of Junior Engineer/Assistant Engineer/Assistant Executive Engineer from Hill Stations to plains - Instructions reiterated.

Ref: 1. This Office Memo. No.106972/500/IR-I(3)/90-1, dated 26.9.90.
2. This Office Memo. No.015014/Adm.Br./IR-I(3)/93-1, dated 17.2.93.

In this office Memo. first cited, instructions were issued inter-alia that after completion of three years of service on duty in present Hydel stations in Hill area, the request made by the Engineer, working in such Hydro station, for the circle of their choice, shall be made on priority over other requests.

2. In the reference second cited, a further concession that Engineers, up to the level of Assistant Executive Engineer who have put in two years of service in Hydel Station in hill area (1000 Metres above Sea Level) may be considered for request transfer to the circle of their choice on priority over other requests, had been ordered.

3. In spite of above instructions, it is noticed that special priority as above was not assigned in some cases in the Request Transfer Application Priority list. The above omission is viewed, seriously.

4. It is hereby instructed, that the Special Provision as above, be incorporated immediately in the Request Transfer Application priority list. If the list was prepared already, above such cases may be renumbered to top the list and the priority of others suitably corrected.

5. Failure to adhere to the instructions above will be viewed seriously and action taken against those responsible.

B. Jeyaraman,
Chief Engineer/Personnel.

குறிப்பாணை (நிலை) எண். 43431/அ23/அ232/2002-1, (செயலகக் கிளை), நாள் 31.5.2002.

பொருள்: அரசுப் பணியாளர்கள் - நாடாளுமன்ற, சட்டமன்ற உறுப்பினர்களுடன் தொடர்பு - நடத்தை விதி - உத்தரவுகள் வலியுறுத்தப்படுகிறது.

பார்வை: அரசின் கடித எண். 15495/ஏ/2002-2, நாள். 2.4.2002.

பார்வையிற் கண்ட கடிதம் மற்றும் அதன் இணைப்புகளின் நகல் இத்துடன் இணைக்கப்படுகிறது. அனைத்துத் தலைமைப் பொறியாளர்கள்/மேற்பார்வைப் பொறியாளர்கள் மற்றும் இதர அலுவலர்களும் அரசின் அறிவுரைகளை தவறாது பின்பற்றுமாறு கேட்டுக்கொள்ளப்படுகிறார்கள்.

2. இக் குறிப்பாணையினை பெற்றமைக்கான ஒப்ப.தல் அளிக் குமாறு கேட்டுக்கொள்ளப்படுகிறார்கள்.

இணைப்பு:

கோ. ஞானசெல்வம்,
செயலாளர்.

திரு. ச. மெய்கண்டதேவன், இ.ஆ.ப., அரசுச் செயலாளர், பணியாளர் மற்றும் நிர்வாகச் சீர்திருத்தத் (எ) துறை, தலைமைச் செயலகம், தமிழ் நாடு அரசு, சென்னை - 600 009 அவர்களிடமிருந்து அனைத்து அரசுச் செயலாளர்கள், செயலகத்தின் அனைத்துத் துறைகள், மாவட்ட ஆட்சியர்கள், மாவட்ட நீதிபதிகள், தலைமை குற்றவியல் நீதிபதி உள்ளிட்ட அனைத்துத் துறைத் தலைவர்கள்,

பொதுத் துறை நிறுவனங்கள்/ வாரியங்கள், முதன்மை ஆணையர்-வருவாய் நிர்வாக ஆணையர், சென்னை-5, பதிவாளர், உயர்நீதி மற்றும், சென்னை-104, பதிவாளர், தமிழ் நாடு நிர்வாக நடுவர் மற்றும், சென்னை-6 மற்றும் செயலாளர், தமிழ் நாடு அரசுப் பணியாளர் தேர்வாணையம், சென்னை-2 (இ) ஆகியோர்களுக்கும் மற்றும் அதன் நகல் அமைச்சரவைச் செயலாளர், இந்திய அரசு, புதுடெல்லி, பணியாளர் மற்றும் நிர்வாகச் சீர்திருத்தத் துறையின் அனைத்துப் பிரிவுகள், சட்டமன்றப் பேரவைச் செயலகம், சென்னை-9, நிதித் (பொ.நிக) துறை, சென்னை-9 ஆகியோர்களுக்கும் முகவரியிட்ட 24.2002 நாளிட்ட கடித எண்.15495/ஏ/2002-2-ன் நகல்.

பொருள்: அரசுப் பணியாளர்கள் - நாடாளுமன்ற, சட்டமன்ற உறுப்பினர்களுடன் தொடர்பு - நடத்தை விதி - உத்தரவுகள் மீண்டும் வலியுறுத்தப்படுகிறது.

பார்வை: 1. அரசு ஆணை (நிலை) எண்.177, பணியாளர் மற்றும் நிர்வாகச் சீர்திருத்தத் (பணி.ஏ) துறை, நாள். 14.6.93.
2. அரசுக் கடித எண். 11666/பணி.ஏ/94-2, பணியாளர் மற்றும் நிர்வாகச் சீர்திருத்தத் (பணி.ஏ) துறை, நாள். 23.94.

பார்வையில் குறிப்பிட்டுள்ள அரசாணையில் அரசுப் பணியாளர்கள் நாடாளுமன்ற/சட்டமன்ற உறுப்பினர்கள் ஆகியோருக்கிடையேயான தொடர்பை முறைப்படுத்தி நடத்தை விதிகள் குறித்து வழங்கப்பட்ட அறிவுரைகள் சில திருத்தங்களுடன் மீண்டும் வலியுறுத்தப்பட்டன. இவ்வறிவுரைகளை அனைத்து அரசு அலுவலர்களும் கண்டிப்பாகக் கடைப்பிடிக்க வேண்டுமென ஆணையிடப்பட்டது. பார்வை 2-ல் கண்டுள்ள அரசுக் கடிதத்தில் சட்டமன்ற உறுப்பினர்களிடமிருந்து பெறப்பட்ட கடிதங்கள் ஒரு துறையிலிருந்து மற்றொரு துறைக்கு மாற்றப்படும்போது அந்த மற்றொரு துறையும் மொத்தத்தில் வரையறுக்கப்பட்ட கால அளவான இரண்டு மாதங்களுக்குள் முடிவான பதிலை அனுப்பி வைக்கவேண்டும் என்றும் அறிவுரைகள் வழங்கப்பட்டன.

2. அரசு அலுவலர்களுக்கும் நாடாளுமன்ற மற்றும் சட்டமன்ற உறுப்பினர்களுக்கும் இடையே சுமுகமான மற்றும் நல்லிணக்கமான உறவுகள் இருத்தல் வேண்டும் என்ற காரணத்தால் மேற்படி அறிவுரைகள் அனைத்தையும் மீண்டும் அனைத்து அரசு அலுவலகங்கள், கழகங்கள், வாரியங்கள் ஆகியவற்றின் கவனத்திற்குக் கொண்டுவர வேண்டும் என்றும் முடிவு செய்யப்பட்டது. எனவே பார்வை 1 மற்றும் 2-ல் காணும் அறிவுரைகளின் நகல்கள் இத்துடன் அனுப்பப்படுகின்றன. அனைத்து அரசு அலுவலகங்களும், மாநில அரசின் அனைத்துக் கழகங்களும், வாரியங்களும் இவ்வறிவுரைகளை தவறாது பின்பற்றுமாறு கேட்டுக்கொள்ளப்படுகிறது.

தங்கள் உண்மையுள்ள,
ஒம்/-x x x,
அரசுச் செயலாளருக்காக.

இணைப்பு:

/ உண்மை நகல் /
தமிழ் நாடு அரசு
சுருக்கம்

நகல்:

அரசுப் பணியாளர்கள் - நாடாளுமன்ற உறுப்பினர்கள்/சட்டமன்ற உறுப்பினர்களுக்கிடையேயான தொடர்பு - நடத்தை விதித் தொகுப்பு - அறிவுரைகள் வலியுறுத்தப்படுகின்றன.

(பணியாளர் மற்றும் நிர்வாகச் சீர்திருத்த (பணி.ஏ) துறை)

அரசு ஆணை எண்.177

நாள் 14.6.1993.

பின்வருவனவற்றைப் படிக்கவும்.

- (1) பொதுத் (பணி.ஏ) துறையின் 24.5.1969-ஆம் நாளிட்ட 976-ஆம் எண். அரசாணை.
- (2) பொதுத் (பணி.ஏ) துறையின் 15.10.1969-ஆம் நாளிட்ட 1927-ஆம் எண். அரசாணை.
- (3) பணியாளர் மற்றும் நிர்வாகச் சீர்திருத்தத் (பணி.ஏ) துறையின் 23.8.82-ஆம் நாளிட்ட 825-ஆம் எண். அரசுக் கடிதம்.
- (4) புதுடெல்லி, இந்திய அரசின் அமைச்சரவைச் செயலாளரின் 5.1.93-ஆம் நாளிட்ட 7172/1/92 அமைச்சரவை (2) ஆம் எண். நேர்முகக் கடிதம்.

ஆணை:

பார்வை 1, 2-ல் கண்டுள்ள அரசாணைகளில் இந்த அரசின் அரசு அலுவலர்களுக்கும், சட்டமன்ற நாடாளுமன்ற உறுப்பினர்களுக்குமிடையேயான தொடர்பை முறைப்படுத்துவதற்காக விரிவான நடத்தை விதித்தொகுப்பு ஒன்றினை அரசு வகுத்தது. அரசின் இந்த அறிவுரைகள் பார்வை 3-ல் கண்டுள்ள அரசுக் கடிதத்தில் கடைசியாக வலியுறுத்தப்பட்டன.

2. நாடாளுமன்ற, சட்டமன்ற உறுப்பினர்களுக்கு இடைக்கால, இறுதியான பதில்கள் முதலியவற்றை அனுப்பும்போது அவர்களை முன்னிலைப்படுத்தி எழுதும்போது முறையான மரபுச் சீர்முறைகளைக் கடைப்பிடித்தல் போன்ற சில திருத்தங்களுடன் முந்தைய அறிவுரைகளை மீண்டும் வலியுறுத்துவதென அரசு தற்போது தீர்மானித்துள்ளது. அதன்படி, அரசு, இந்த ஆணையுடன் இணைக்கப்பட்டுள்ள நடத்தை விதித் தொகுப்பினை வலியுறுத்துகிறது. நடத்தை விதித் தொகுப்பின் அனைத்து விதி முறைகளையும் தமிழ் நாடு அரசின் அனைத்து அலுவலர்களும் தனிச் சட்டப்படி அமைந்த மாநில அரசின் வாரியப் பணியாளர்களும் கவனமுடன் பின்பற்ற வேண்டுமென்று அரசு கட்டளையிடுகின்றது. நாடாளுமன்ற/ சட்டமன்ற உறுப்பினர்களுக்கும் அரசுப் பணியாளர்களுக்குமிடையேயான தொடர்பு ஒருவருக்கொருவர் பலன்தரும் வகையில் இருப்பதற்கு ஏதுவாக இந்த நடத்தை விதித் தொகுப்பின் விதிமுறைகளைச் செயல்படுத்துவதில் நாடாளுமன்ற/சட்டமன்ற உறுப்பினர்கள் அலுவலர்களுடன் ஒத்துழைப்பார்கள் என்று அரசு நம்புகிறது.

(ஆளுநரின் ஆணைப்படி)

டி.வி. வெங்கடராமன்,
அரசுத் தலைமைச் செயலாளர்.

பெறுநர்
அனைத்து அரசுச் செயலாளர்கள்.

/ உண்மை நகல் /

இணைப்பு :

நாடாளுமன்ற, சட்டமன்ற உறுப்பினர்களுக்கும் அரசுப் பணியாளர்களுக்குமிடையேயான தொடர்பு முறையினை முறைப்படுத்துவதற்கான நடத்தை விதித் தொகுப்பு:

1. நாடாளுமன்ற உறுப்பினர்களுக்கும்/சட்டமன்ற உறுப்பினர்களுக்கும் அரசுப் பணியாளர்கள் மதிப்பும், மரியாதையும் காட்டவேண்டும்.
2. அவர்கள் நாடாளுமன்ற/சட்டமன்ற உறுப்பினர்கள் கூறுவதைக் கவனமாக பரிசீலிக்க வேண்டுமென்றாலும், எப்போதும் தமக்குச் சரியெனத் தோன்றுகிறபடியே செயலாற்ற வேண்டும்.
3. நாடாளுமன்ற உறுப்பினர்கள்/சட்டமன்ற உறுப்பினர்கள் இந்திய அரசியலமைப்புச் சட்டத்தின் கீழ் தங்களுடைய கடமைகளை நிறைவேற்ற ஒவ்வொரு அதிகாரியும் இயன்றவரையில் அவர்களுக்கு உதவி செய்ய முயற்சிக்க வேண்டும். எனினும், சில நேர்வுகளில் ஓர் உறுப்பினரின் கோரிக்கை அல்லது கருத்தை ஓர் அதிகாரியால் ஏற்றுக்கொள்ள இயலவில்லை எனில், அவ்வாறு ஏற்க இயலாததற்கான காரணத்தை அந்த உறுப்பினருக்கு மரியாதையுடன் விளக்கவேண்டும்.
4. பல அதிகாரிகள் பொதுமக்களுக்கான பணிகளையும் கடமைகளையும் பொறுப்புகளையும் அதிகம் ஆற்றவேண்டியுள்ளனர். அவர்கள் திறம்படச் செயலாற்றிட வேண்டுமெனில், தங்களுடைய அன்றாடப் பணிகளைத் திட்டமிட்டு அத்திட்டத்தின்படி செயல்படவேண்டும். அவமதிப்புச் செய்துவிட்டோம், போதிய மரியாதை காட்டவில்லை போன்ற குற்ற உணர்வுகளுக்கு ஆபாசமல் இருப்பதற்கு அதிகாரியும் பார்வையாளர்களைத் தவிர்த்து அலுவலகப் பணிகளை ஆற்ற சில மணி நேரங்களை ஒதுக்கிக் கொள்ள வேண்டும். எனினும் எவரும் அவரைச் சந்திக்க முடிகிற வகையில், அவர் ஒவ்வொரு நாளும் போதுமான நேரம் ஒதுக்கவேண்டும். அத்தகைய நேரத்திலும் பார்வையாளரைச் சந்திக்கும் மற்ற அலுவலக நேரத்திலும் சந்திப்பதற்கு முன்கூட்டியே நேரம் பெற்று பார்வையாளர் வந்திருந்தாலன்றி அவ்வாறு நேரம் பெற்று வராத நாடாளுமன்ற/சட்டமன்ற உறுப்பினர்களையே முதலில் சந்திக்க வேண்டும். இத்தகைய சந்தர்ப்பத்தில் முன்கூட்டியே சந்திப்பதற்கு நேரம் பெற்ற பார்வையாளர்களைச் சந்தித்தவுடன் நாடாளுமன்ற உறுப்பினர்/சட்டமன்ற உறுப்பினரை அவர் சந்திக்கவேண்டும்.
5. நாடாளுமன்ற உறுப்பினர் அல்லது சட்டமன்ற உறுப்பினரைச் சந்திப்பதற்குக் குறித்த நேரத்தில் மாற்றம் இருப்பின் அவர்களுக்கு ஏற்படும் அசௌகரியத்தைக் குறைப்பதற்காக அதற்கான காரணத்தை அவர்களுக்கு உடனடியாகத் தெரிவித்து விளக்குவதுடன் அவருடன் கலந்து சந்திப்பதற்கான மற்றொரு நேரத்தை நிர்ணயிக்க வேண்டும். இவ்வாறு நாடாளுமன்ற உறுப்பினர்/சட்டமன்ற உறுப்பினர்களை சந்திப்பதற்கான நேரத்தை நிர்ணயிப்பதை வாலாயமான முறையில் அதிகாரியின் நேர்முகப் பணியாளர் பொறுப்பில் விடக்கூடாது.

6. ஒரு நாடாளுமன்ற உறுப்பினர் அல்லது சட்டமன்ற உறுப்பினர் அதிகாரி ஒருவரைப் பார்க்க வரும்போது அந்த அதிகாரி, தன் இருக்கையிலிருந்து எழுந்து அவரை வரவேற்கவேண்டும், அவரை வழியனுப்பும்போதும் அதிகாரி இருக்கையில் இருந்து எழுந்து நிற்க வேண்டும். இத்தகைய சிறுசிறு பழக்கமுறைகள் நன்மதிப்பைக் கொடுக்கும். எனவே நாடாளுமன்ற மற்றும் சட்டமன்ற உறுப்பினர்களுடன் பழகும்போது சரியான முறையிலும் மரியாதையுடனும் மிகவும் கவனமாக நடந்துகொள்ளவேண்டும்.
7. இதைப்போன்றே, பொது நிகழ்ச்சிகளில் அமர்வதற்கான இடங்களை வரிசைப்படுத்தும்போது எப்போதுமே எவ்வித மனத்தாங்களுக்கும் இடமில்லாத வகையில் மிக்க/கவனமாகப் பார்த்துக்கொள்ளவேண்டும். மாநில அரசு ஏற்பாடு செய்யும் அரசு விழாக்களில் ஆளுநர் ஒப்புதலளித்துள்ள முன்னுரிமை ஏற்பாட்டு உத்தரவின்படி நாடாளுமன்ற/சட்டமன்ற உறுப்பினர்கள் அமர்வதற்கான இருக்கைகள் வரிசைப்படுத்தப்பட வேண்டும். மாநில அரசுத் துறைகள் நடத்தும் விழாக்கள் தொடர்பாக, விழா நடைபெறும் நாள், நேரம், இடம் போன்ற விவரங்களை மிக முன்னதாகவே அவர்களுக்கு தெரியப்படுத்துவதில் தனிக்கவனம் செலுத்த வேண்டும். எவ்வளவு சிறு தகவலாக இருப்பினும் எவையும் விடுபடாதவாறு தகவல்களைத் தெரிவிப்பதில் கவனமுடன் செயல்படவேண்டும்.
8. நாடாளுமன்ற/சட்டமன்ற உறுப்பினர்களிடமிருந்து வரும் கடிதங்களுக்கு உடனடியாகச் சான்றொப்புகை அளிக்கவேண்டும். அனைத்து கடிதங்களுமே மிகுந்த கவனமுடன் பரிசீலிக்கப்பட்டு, உரிய அதிகாரி நிலையில் மிக விரைவாக பதிலளிக்கப்பட வேண்டும். உடனடியாக ஒரு பதில் அளிக்கப்பட வேண்டும். முடிவான பதில் எவ்வாறாயினும், இரு திங்களுக்குள் கொடுக்கப்பட வேண்டும். அரசுச் செயலாளர்கள்/துறைத் தலைவர்கள்/மாவட்ட ஆட்சியர்களுக்கு வரும் கடிதங்களுக்கு அந்தந்த இனங்களுக்கு ஏற்ப அரசுச் செயலாளர்/துறைத் தலைவர்/மாவட்ட ஆட்சியர் கையெழுத்திட்டு பதிலனுப்ப வேண்டுமே தவிர சார்பிலை அதிகாரிகளோ, அடுத்த நிலையில் உள்ள அதிகாரிகளோ பதிலளிக்கக் கூடாது. இதைப்போன்றே வாரியங்களின் அலுவல் சார்பற்ற தலைவர்களுக்கும் ஏனையோருக்கும் வரும் கடிதங்களுக்கு இயன்றவரையில் தலைவரே கையெழுத்திட்டு பதிலனுப்ப வேண்டும். ஏனைய இனங்களிலும், வாரியம் போன்ற நிறுவனங்களின் தலைமை நிருவாகிகளுக்கு வரும் கடிதங்களுக்கும் அந்தத் தலைமை நிருவாகியே கையெழுத்திட்டு பதிலெழுதவேண்டும். இந்த நடைமுறை, மரியாதை கருதி மட்டுமே ஏற்படுத்தப்படவில்லை. சம்பந்தப்பட்ட விவரங்கள் சரியாக அளிக்கப்படுவதை உறுதிப்படுத்தவும் இது கடைப்பிடிக்கப்படுகின்றது.
9. தயாராக இருப்பதையும் இரகசியமில்லாதவையும் அல்லது வெளியிடுவதனால் சச்சரவுகள் ஏற்பட்டு அதனால் அரசுக்கு இக்கட்டான நிலைமையை உருவாக்காதவையும், உள்ளூர் முக்கியத்துவம் வாய்ந்த விவகாரங்கள் தொடர்பானவையுமான தகவல்கள் அல்லது புள்ளிவிவரங்களை நாடாளுமன்ற அல்லது சட்டமன்ற உறுப்பினர் கேட்கும்போது அதிகாரிகள் தரவேண்டும். சந்தேகமாக உள்ள இனங்களில், கோரிக்கையை மறுப்பதற்கு முன்னர், மேலதிகாரிகளிடமிருந்து அறிவுரைகளைப் பெறவேண்டும்.
10. நாடாளுமன்ற/சட்டமன்ற உறுப்பினர்களுக்கு கடிதங்கள் எழுதும்போது முன்னுரிமை ஏற்பாட்டு உத்தரவில் அவர்களின் நிலைக்கு ஏற்ப மரபுமுறை கடைப்பிடிக்கப்பட வேண்டும். அனைத்து அலுவலகக் கடிதங்களிலும் ஏனையவர்களுடன் சேர்ந்து நாடாளுமன்ற, சட்டமன்ற உறுப்பினர்களின் பெயர்கள் இடம்பெறும்போது முன்னுரிமை ஏற்பாட்டு உத்தரவில் அவர்களின் நிலைக்கு ஏற்ப உரிய வரிசையில் இடம்பெற வேண்டும். இதைப்போன்றே நாடாளுமன்ற உறுப்பினர்களின் பெயர் இடம் பெறும்போது நாடாளுமன்ற உறுப்பினர் அல்லது சட்டமன்ற உறுப்பினர் என்று குறிப்பிட வேண்டுமே தவிர மக்களவை உறுப்பினர்/மாநிலங்களவை உறுப்பினர் என்று குறிப்பிடக்கூடாது. அவர்கள் எந்த அவையைச் சேர்ந்தவர் என்பதை குறிப்பிட்டே ஆகவேண்டும் என்றால் நாடாளுமன்ற உறுப்பினர் (மக்களவை/ மாநிலங்களவை) என்று குறிப்பிட வேண்டும்.
11. அமைச்சருக்கு எழுதப்படும் கடிதத்திற்கு அமைச்சரே ஒப்புகை அளித்து பதிலளிக்க வேண்டும் என்பது விரும்பத்தக்கது. எனினும் அவ்வாறு செய்வது

இயலக்கூடியதாகவோ அல்லது நடைமுறைப்படுத்தக்கூடியதாகவோ இல்லாதபோது அல்லது கோரப்படும் பதில் வழக்கமான ஒன்றாக இருக்கும்போது சார்நிலை அலுவலர் மூலம் அல்லாது துறைச் செயலாளர் அல்லது துறைத் தலைவரின் கையொப்பத்தின் கீழ் பதில் அனுப்பப்படலாம்.

12. நாடாளுமன்ற அல்லது சட்டமன்றக் குழுக்களிடமிருந்து வரும் குறிப்புரைகள் உரியவாறு பரிசீலிக்கப்பட வேண்டும். அவற்றை வழக்கமான ஒன்றாகக் கருதி அது குறித்து கவனிக்க அவற்றைக் கீழ்நிலை அலுவலர்களிடம் விட்டுவிடக் கூடாது. அரசு இணைச் செயலாளர் அல்லது அவருக்குச் சமமான பதவித்தரத்திலுள்ள மூத்த அதிகாரி, அக்குறிப்புரைகள் உரியவாறு பரிசீலிக்கப்படுகின்றன என்பதை உறுதிப்படுத்தப் பொறுப்பு வகிக்கவேண்டும்.
13. அரசுப் பணியாளர்கள் நாடாளுமன்ற/மாநிலச் சட்டமன்ற உறுப்பினர்களுடன் வைத்துவரும் அலுவல் சார்புள்ள நடைமுறைகள் மேற்சொன்னவாறு முறைப்படுத்தப்பட வேண்டும் என்றிருக்கையில் பணி நபந்தனைகள் விஷயத்தில் அவர்களுடைய சொந்த குறைபாடுகளைப் பொறுத்தமட்டில் அவர்கள் எவ்வாறு நடந்துகொள்ள வேண்டுமென்று எதிர்பார்க்கிறார்கள் என்பதை அரசுப் பணியாளர்கள் கவனத்திற்குக் கொண்டுவரவேண்டியது அவசியமாகும். தனிப்பட்ட அரசுப்பணியாளரின்பால் கொண்டுள்ள அக்கறை காரணமாக மூத்த அதிகாரி மீது அரசியல் ரீதியாக அல்லது வேறு வகையில் செல்வாக்கினைப் பயன்படுத்த முயற்சிப்பதை அரசுப் பணியாளர்கள் நடத்தை விதிகள் தடைசெய்கின்றன. அரசுப் பணியாளர் தன்னுடைய பிரச்சினையை எடுத்துக் கூறுவதற்கு நாடாளுமன்ற உறுப்பினர் ஒருவரை அல்லது சட்டமன்ற உறுப்பினர் ஒருவரை அணுகக்கூடாது. அரசுப் பணியாளர் ஒருவர் தன்னுடைய பிரச்சினையை எடுத்துக் கூறுவதற்கு நாடாளுமன்ற அல்லது சட்டமன்ற உறுப்பினர் ஒருவரை அணுகுவதானது அவர்மீது ஒழுங்கு நடவடிக்கை எடுப்பதற்கு வழிகோலுகிறது.
14. நாடாளுமன்ற உறுப்பினர் அல்லது சட்டமன்ற உறுப்பினர் என்ற வகையில் பொதுமக்களுக்குத் தங்கள் கடமைகளை நிறைவேற்ற பொதுமக்களுக்கு நலம்பயக்கும் விஷயங்கள் அல்லது தேசிய அளவில் நலம் பயக்கும் விஷயங்கள் ஆகியவை குறித்து மட்டுமே தகவல் கேட்கவேண்டும் என்று அவர்கள் எதிர்பார்க்கப்படுகின்றனர். தனிப்பட்டவரின் நலனுக்காக அல்லது நீதிமன்ற வழக்கில் பயன்படுத்துவதற்காக அல்லது ஏனையோருக்கு எதிராக தனிப்பட்டவர்களுக்குத் தகவல் அணுகுவங்களை அளிப்பதற்காக தகவலை சேகரிக்கக் கூடாது.
15. நாடாளுமன்ற உறுப்பினர்களிடமிருந்து/சட்டமன்ற உறுப்பினர்களிடமிருந்து வரும் கடிதங்களுக்கு அதிக முக்கியத்துவமளித்து பரிசீலிக்க வேண்டும்; ஆனால், நாடாளுமன்ற உறுப்பினர்களின் அல்லது சட்டமன்ற உறுப்பினர்களின் ஆதரவைப் பெற்ற தனி நபர்களின் இனங்களில், அரசு அதிகாரிகள் முன்னுரிமை அடிப்படையில் நடவடிக்கை எடுத்தால், அத்தகைய உதவியைப் பெறுவதற்கான வாய்ப்பில்லாத ஏனையோருக்கு பாதகம் ஏற்படும் வகையில் வேறுபாடு காட்டும் நடைமுறையைக் கையாளுவதாக அமையும். அரசுப் பணியாளர் ஒருவரைப் பொறுத்தவரையில் அரசுப் பணியில் அவருடைய சொந்த நலனுக்காக நாடாளுமன்ற உறுப்பினர்களின்/ சட்டமன்ற உறுப்பினர்களின் ஆதரவைப் பெற முயற்சித்தால் அந்த அரசுப் பணியாளர், அரசுப் பணியாளர் நடத்தை விதிகளை மீறி நடப்பதால் ஏற்படும் விளைவுகளை சந்திக்க நேரிடும் என்று அவரை எச்சரிக்கலாம்.
16. குற்ற வழக்குகளின் புலனாய்விலும், சுடுபடைக் கருவிகளுக்கான உரிமங்களை வழங்குவதிலும் குறிப்பிட்ட நபர்களுக்கு அனுமதிகளையும் உரிமங்களையும் வழங்குவதிலும் அதிகாரிகளைத் தலையிடுமாறு கோருவதும், அல்லது பதவி உயர்வு, பணியிடமாற்றம் ஒழுங்கு நடவடிக்கைகள் போன்றவற்றில் தனிப்பட்ட அதிகாரிகள் சார்பில் வேண்டுகோள் விடுப்பதும் விரும்பத்தக்கதாக இல்லை.
17. தனிப்பட்ட இனங்களில் கால தாமதம், அநீதி இழைக்கப்படுதல் மற்றும் அதுபோன்ற பிரச்சினைகளை மாவட்ட அதிகாரியின் அல்லது அத்தகைய ஏனைய அதிகாரியின் கவனத்திற்குக் கொண்டுவந்து அவற்றைப் பரிசீலிக்குமாறு கோரலாம். இத்தகைய நேர்வுகளில், அதிகாரி பொறுமையாக அனைத்துக் கருத்துக்களையும் செலவிடுத்துக் கேட்டு சீர்தூக்கிப் பார்க்கவேண்டும்; ஆனால், அவர் அவருக்கு சிறந்த தீர்ப்பு

என்று தோன்றக் கூடியவாறு தெளிவான முடிவினை எடுக்கவேண்டும். அவ்வாறு அவர் செய்யும்போது அந்த அதிகாரி பாரபட்சமாக நடந்துகொண்டார் என்று அல்லது பொதுமக்கள் பிரதிநிதிகளின் கருத்தைப் புறக்கணித்துவிட்டார் என்று அவர்ப்பு குற்றம் சாட்டுவது நியாயமல்ல.

டி.வி. வெங்கடராமன்,
அரசுத் தலைமைச் செயலாளர்.

/ உண்மை நகல் /

திரு. எம். அகமது இ.ஆப. அரசுச் செயலாளர், பணியாளர் மற்றும் நிர்வாகச் சீர்திருத்தத் (பணி) துறை, தலைமைச் செயலகம், தமிழ் நாடு அரசு, சென்னை - 600 009 அவர்களிடமிருந்து அரசுச் செயலாளர்கள் அனைவரும், தலைமைச் செயலகத் துறைகள், சென்னை-9, அனைத்துத் துறைத் தலைவர்கள், மாவட்ட ஆட்சியர்கள், மாவட்ட நீதிபதிகள், நீதித் துறை தலைமை மாஜிஸ்திரேட்டுகள் உட்பட அனைத்துப் பொதுத் துறை நிறுவனங்கள்/வாரியங்கள், முதன்மை ஆணையாளர்/வருவாய் நிருவாக ஆணையர், சென்னை-5, பதிவாளர், உயர்நீதி மன்றம், சென்னை-104, பதிவாளர், தமிழ் நாடு நிருவாக நடுவர் மன்றம், சென்னை-6, செயலாளர், தமிழ் நாடு அரசுப் பணியாளர் தேர்வாணையம், சென்னை-2 மற்றும் நிதித் (பொ.நியி) துறை, சென்னை-9 ஆகியோர்களுக்கும் மற்றும் அதன் நகல் பணியாளர் மற்றும் நிர்வாகச் சீர்திருத்தத் துறையில் உள்ள அனைத்து பிரிவுகள், தமிழ் நாடு சட்டமன்ற பேரவைச் செயலகம் (உறுதிமொழிக் குழு), சென்னை-9 ஆகிய அலுவலகங்களுக்கும் முகவரியிட 23.1994 நாளிட்ட கடித எண்.11666/பணி/94-2-ன் நகல்.

பொருள்: அரசுப் பணியாளர்கள் - நாடாளுமன்ற/சட்டமன்ற உறுப்பினர்களுடன் தொடர்பு - நடத்தை விதி - உத்தரவுகள் மீண்டும் வலியுறுத்தப்படுதல் - மேற்கொண்டும் உத்தரவுகள் வெளியிடப்படுகிறது.

பார்வை: அரசாணை (நிலை) எண்.177, பணியாளர் மற்றும் நிர்வாகச் சீர்திருத்தத் (பணி) துறை, நாள் 14.6.93.

பார்வையில் குறிப்பிட்டுள்ள அரசாணையில், அரசுப் பணியாளர்கள் நாடாளுமன்ற/சட்டமன்ற உறுப்பினர்கள் ஆகியோருக்கிடையேயான தொடர்பை வரையறுக்கும் நடத்தை விதிகள் குறித்த முந்தைய உத்தரவுகள், சில மாற்றங்களுடன் மீண்டும் வலியுறுத்தப்பட்டு, நடத்தை விதிகளின் விதி முறைகள் அனைத்தையும் கண்டிப்பாகக் கடைப்பிடிக்க வேண்டுமென சம்பந்தப்பட்ட அனைவருக்கும் உத்தரவிடப்பட்டது.

2. பார்வையில் குறிப்பிட்டுள்ள அரசாணையில் இணைக்கப்பட்டுள்ள நடத்தை விதிகளின் 8-ஆம் பத்தியின்படி, நாடாளுமன்ற/சட்டமன்ற உறுப்பினர்களிடமிருந்து பெறப்படும் கடிதங்களுக்கு உடனடியாக ஒப்புரை தெரிவிக்கவேண்டும். அத்தகைய அனைத்துக் கடிதங்களும் கவனமாகப் பரிசீலிக்கப்பட்டு உரிய நிலையில், விரைவாக கவனிக்கப்பட்டு பதில் அளிக்கப்படவேண்டும். உடனடியாக ஒரு பதில் அனுப்பப்படவேண்டும். இருப்பினும், முடிவான பதில் இரண்டு மாதங்களுக்குள் அனுப்பப்படவேண்டும்.

3. 15.2.1994-ஆம் நாளன்று கூடிய அரசு உறுதிமொழிக் குழு இந்த உத்தரவுகளை மீண்டும் வலியுறுத்திக் கூறவேண்டும் என்றும், சட்டமன்ற உறுப்பினர்களின் கடிதங்கள் ஒரு துறையிலிருந்து மற்றொரு துறைக்கு மாற்றப்படுகிறபோது அந்த மற்றொரு துறையும் மொத்தத்தில் வரையறுக்கப்பட்ட கால அளவிற்குள் முடிவான பதிலை அனுப்பவேண்டும். அதற்கேற்ப, சட்டமன்ற உறுப்பினர்களிடமிருந்து பெறப்பட்ட கடிதங்கள் ஒரு துறையிடமிருந்து மற்றொரு துறைக்கு மாற்றப்படும்போது அந்த மற்றொரு துறையும், மொத்தத்தில் வரையறுக்கப்பட்ட கால அளவான இரண்டு மாதங்களுக்குள் முடிவான பதிலை அனுப்பி வைக்கவேண்டும். இந்த உத்தரவுகள் எவ்வித விடுபாடும் இல்லாமல் கவனமாகப் பின்பற்றப்பட வேண்டும்.

தங்கள் உண்மையுள்ள,
ஓம்/- x x x
(ஆ. குரியகுமாரி),
அரசுச் செயலாளருக்காக.

/ உண்மை நகல் /

Copy of:

GOVERNMENT OF TAMIL NADU

(Abstract)

Public Servants - Relationship with M.Ps./M.L.As. - Code of Conduct - Instructions - Reiterated.

G.O. Ms. No.177

(Personnel and Administrative Reforms (Per.A) Department)

Dated 14.6.1993.

Read the following:

- i) G.O. Ms. No.976, Public (Ser.A) Dept., dated 24.5.1969.
- ii) G.O. Ms. No.1927, Public (Ser.A) Dept., dated 15.10.1969.
- iii) Government Letter (Ms.) No.825, Personnel and Administrative Reforms (Per.A) Dept., dated 23.8.1982.
- iv) From the Cabinet Secretary, Government of India, New Delhi, D.O. Letter No.7172/1/92, Cab. (ii), dated 5.1.93.

Order:

In the Government Orders first and second read above, the Government evolved a detailed code of conduct to regulate the relationship between Legislators and Officials of this Government. The above instructions were lastly reiterated in the Government letter third read above.

2. The Government have now decided to reiterate these instructions with some modifications such as observance of proper protocol confirming to warrant of precedence while addressing the communications to the Members of Parliament and State Legislatures, giving interim and final replies etc. The Government accordingly reiterate the code of Conduct as appended to this Order. The Government direct that all Officials working under the Government of Tamil Nadu and Statutory Boards under the State Government shall scrupulously observe all the provisions of the Code of Conduct. The Government also hope that the M.Ps./M.L.As., in their turn would co-operate with the Officials in the implementation of the provisions contained in this Code so that the interpersonal relationship between the M.Ps./M.L.As. and the Officials shall be one of mutual benefit.

(By Order of the Governor)

T.V. Venkataraman,
Chief Secretary to Government.

Encl.:

To

All Secretaries to Government and all Departments of Secretariat, and all others etc.

/ True Copy /

APPENDIX

**CODE OF CONDUCT TO REGULATE THE RELATIONSHIP BETWEEN MEMBERS OF
PARLIAMENT AND OF STATE LEGISLATURE AND GOVERNMENT SERVANTS**

1. Government servants should show courtesy and consideration to Members of Parliament and of the State Legislature.
2. While they should consider carefully what the M.Ps./M.L.As. may have to say they should always act according to their own best judgement.
3. Every Officer should endeavour to help the M.Ps./M.L.As. to the extent possible in the discharge of their functions under the Constitution. In cases, however, when an Officer is unable to accede to the request or suggestion of a member the reasons for such inability should be courteously explained to the Member.
4. Many Officers have heavy Public duties and responsibilities to shoulder. If they are to function effectively, they should plan out their day's work with some care and adhere to the plan. An Officer should feel free to set apart some hours when he may not meet visitors without being considered guilty of discourtesy, lack of consideration and the like. However, he should set apart sufficient time every day when anybody can see him,

and within this time and also during other Office hours in which he is to meet visitor he must give priority to M.Ps./M.L.As. except when a visitor has come by previous appointment and a Member of Parliament or of the State Legislature has come without an appointment. In such a case he should see the M.P./ M.L.A. immediately after he has met the visitor who had come by previous appointment.

5. Any deviation from an appointment made with a Member of Parliament or of the State Legislature must promptly be notified and explained to the member concerned so that the least possible inconvenience is caused to him and a fresh appointment should be fixed in consultation with him. Fixing of appointments with M.Ps./ M.L.As. should not be routinely left at the hands of the personal staff of the Officers.
6. When a Member of Parliament or of the State Legislature comes to see an Officer, he should rise from his seat to receive the Member and to see him off. Small gestures have symbolic value and Officers should, therefore, be meticulously correct and courteous in their dealings with Members of Parliament and of the State Legislature.
7. Similarly, seating arrangements at Public functions should receive very careful attention at all times and no room should be given for any misunderstanding on this score. At State functions arranged by the State Government, the seating arrangements for Members of Parliament and of the State Legislature should be made in accordance with the position assigned to them in the warrant of precedence approved by the Governor. Special care should be taken to see that notice is given to them in good time regarding the date, time, venue etc. of meetings convened by the State Government Departments. It should be ensured that there is no slip in any matter of detail, however minor it may be.
8. Letters received from Members of Parliament and of the State Legislature should be acknowledged immediately. All such letters should receive careful consideration and should be responded to at an appropriate level and expeditiously. An interim reply should be given immediately. The final reply however should be given within two months. In respect of letters addressed to Secretaries to Government, Heads of Departments/ Collectors, the interim and final replies should be signed by the Secretaries to Government/ Heads of Department/Collectors as the case may be, and not by any subordinates or next level Officers. Similarly, replies to letters addressed to non-official Chairman of Board, etc. should be signed by such Chairman wherever practicable. In other cases and in respect of letters addressed to the Chief Executives of Boards etc., the Chief Executive should sign the letters. This procedure is designed not merely to serve as formality but, also to ensure that the relevant information is properly furnished.
9. Officers should furnish to Members of Parliament and of the State Legislature, when asked for, such information or Statistics relating to matters of local importance as are readily available and are not confidential or when the information is not such that its disclosure would be likely to lead to a controversy embarrassing to the Government. In doubtful cases, instructions should be taken from a higher authority before refusing the request.
10. While addressing communications to the Members of Parliament/State Legislature proper protocol confirming to their position in the warrant of precedence should be observed. In all official correspondence, where the name of a Member of Parliament/ a Member of Legislature is to appear along with others, the name should be listed according to the position assigned to the Members in the warrant of Precedence. In the case of Members of Parliament care should also be taken to address each of them as Member of Parliament (M.P.) and not as Member of Lok Sabha or Member of Rajya Sabha. If it is desired to be more specific about the House to which they belong, they may be addressed as Member of Parliament or M.P. (Lok Sabha/Rajya Sabha).
11. It is desirable that a letter addressed to a Minister should be acknowledged and replied to by the Minister himself. Where, however this is not convenient or practicable or the reply called for of a routine nature, it may be issued under the signature of the Secretary of the Department and not by any subordinate official.

12. References from Committees of Parliament/Legislature should be attended to promptly and should not be passed on routinely down the line. A senior Officer at the level of Joint Secretary or equivalent should be charged with the responsibility of ensuring that the references are attended to promptly.
13. While the Official dealings of Government servants with Members of Parliament and of the State Legislature have to be regulated as stated above, it is necessary to invite the attention of Government Servants to what is expected of them in their individual capacity in respect of their own grievances in the matter of conditions of service. The Government Servants Conduct Rules bar any attempt to bring any political or outside influence to bear upon any Superior authority to further the interests of individual Government Servants. A Government Servant shall not approach a Member of Parliament or of the State Legislature for sponsoring his individual case. A Government Servant approaching a Member of Parliament or of the State Legislature for sponsoring his individual case runs the risk of disciplinary action.
14. Members of Parliament and of the State Legislature are expected to ask for information only about matters of Public interest or national interest in which they are interested in the discharge of their Public duties as M.Ps./Legislators. Information should not be gathered to further the private interests or for use in Court litigation or for giving other undue advantages to individuals against others.
15. Letters received from Members of Parliament and of the State Legislature are to be dealt with the utmost consideration, but if Government Officers take action on a priority basis in cases of individuals sponsored by Members of Parliament or of the State Legislature, they may be adopting a discriminatory course placing others who may not be fortunate enough to have such support, in a position of disadvantage in the event of any attempt on the part of any Government servant to solicit their good Officers to further his individual interest in Government Service, the Members of Parliament/Legislature may, therefore, do well to warn him of likely consequences of his having overstepped the bounds of the Government Servants Conduct Rules.
16. It is obviously not desirable that request should be made for intervention of Officers in investigation of Criminal cases, for issue of fire arm licence for grant of permits and licences to particular individuals etc. nor should requests be made on behalf of individual Officers in matters like promotion, transfer disciplinary proceedings etc.
17. Instances of delay, injustice and the like in individual cases may be brought to the notice of the District Officer or other similar Officers with the request that they should look into the matter. In such cases, the Officer should listen to all points of view with patience, but he must obviously take a decision according to his own best judgement. And when he does so, it would not be fair to accuse him of partisanship or even of insensitivity to the views of an accredited representative of the people.

/ True Copy /

Copy of letter No.11666/Per.A/94-2, dated 2.3.1994 received from Thiru M. Ahmed, I.A.S., Secretary to Government, Personnel and Administrative Reforms (A) Department, Government of Tamil Nadu, Secretariat, Madras-600 009 addressed to All the Secretaries to Government, Departments of Secretariat, Madras-9, All Heads of Department including the District Collectors, District Judges and Chief Judicial Magistrates and All Public Sector Undertakings/Boards, etc.

Sub: Public Servants - Relationship with M.Ps./M.L.As. - Code of Conduct -
Instructions reiterated - Further Instructions issued.

Ref: G.O. Ms. No.177, Personnel and Administrative Reforms (Per.A) Department,
dated 14.6.1993.

In the Government Order cited the earlier instructions on the code of Conduct stipulating the relationship between the Government Officials and the M.Ps./M.L.As., were reiterated with some modifications, with the direction to all concerned to scrupulously observe all the provisions of the code of conduct.

2. As per para 8 of the code of conduct appended to the G.O. cited, letters received from Members of Parliament and of the State Legislature should be acknowledged immediately. All such letters should receive careful consideration and should be responded to at an appropriate level and expeditiously. An interim reply should be given immediately. The final reply however, should be given within two months.

3. The committee on Government assurances, which met on 15.2.1994, has suggested that the instructions should be reiterated and that when letters of M.L.As. are transferred from one department to another, the letter also should send the final reply within the overall time stipulated. Accordingly when letters received from the Members of the State Legislature are transferred from one department to another, the latter department also should send the final reply within the overall time stipulated i.e. two months. These instructions may be adhered to scrupulously without any omission.

Yours faithfully,
Sd./- x x x,
(Suriyakumari),
For Secretary to Government.

/ True Copy /

Establishment - Creation of Posts of Police Constables in Vigilance Cell for formation of Police Station - Orders - Issued.

(Permanent) B.P. (FB) No.42

(Secretariat Branch)

Dated the 1st June, 2002,
Vaikasi 18, Chithrabanu Aandu,
Thiruvalluvar Aandu 2033.

Proceedings:-

Sanction is hereby accorded for creation of 6 posts of Police Constable for formation of Police Stations for Anti Power Theft Squad Wing in Regions namely Chennai, Trichy, Madurai and Coimbatore for a period up to 28.2.2003, from the date of utilisation of the Posts.

2. The incumbent of the posts sanctioned in para 1 above will be eligible to draw the usual Pay, Dearness Allowance, House Rent Allowance, City Compensatory Allowance and other allowances at the rates admissible under the orders in force, wherever applicable.

3. The expenditure is debitable to "Tamil Nadu Electricity Board - Funds - Revenue Expenses - 75 - Employees cost - 75-1 - Salaries - 75-110 - Salaries Provincial".

4. Receipt of this Proceedings shall be acknowledged.

(By Order of the Board)

G. Gnanaselvam,
Secretary.

Memo. No.053718/296/G.16/G.161/2002-1, (Administrative Branch), dated 1.6.2002.

Sub: Establishment - Board's Employees forwarding of application to Study Part Time course - Cancellation of Rules - Order - Issued.

Ref: 1. (Per.) B.P. (Ch.) No.308, (Adm.Br.), dated 24.6.1989.
2. (Per.) B.P. (Ch.) No.187, (Adm.Br.), dated 22.5.1990.
3. TNEB Thozhilalar Aykkiya Sangam Letter dated 6.5.2002.

The representation has been received from Union requesting for cancellation of the period of 3 years of service in the present station for studying Part Time Course.

After careful examination of the above request the following orders are issued.

The orders issued in rule 3 (IV) of (Permanent) B.P. (Ch.), No. 308, (Adm.Br.), dated 24.6.1989 and para 5 of the (Per.) B.P. (Ch.) No.187, (Adm.Br.), dated 25.5.1990 are hereby cancelled.

The application received from employees for studying Part Time course shall be considered irrespective of the number of years of service rendered in a particular station.

(By Order of the Chairman)

B. Jeyaraman,
Chief Engineer/Personnel.

* * *

Memorandum (Per.) No.56501/A18/A181/2002-1, (Secretariat Branch), dated 4th June, 2002.

Sub: Public Service - Preparation of panel for promotion - Guidelines issued by Government - Punishment of stoppage of increment - Effect of currency - Clarification issued - Applicability to Board - Communicated.

Ref: Government's Letter No.28790/S/2001-1, P&AR (S) Department, dated 5.7.2001.

A copy of the Government's letter cited is communicated to all Officers of the Board for adoption of the clarification issued therein in respect of the employees of the Board. The orders shall take effect immediately.

2. Receipt of the Memorandum shall be acknowledged.

(By Order of the Chairman)

G. Gnanaselvam,
Secretary.

Encl.:

Copy of Letter No.28790/S/2001-1, dated 5.7.2001, received from Thiru S. Meikandadevan, I.A.S., Secretary to Government, Personnel and Administrative Reforms (S) Department, Government of Tamil Nadu, Secretariat, Chennai-600 009 addressed to the Principal Commissioner & Commissioner of Revenue Administration, Chennai-600 005 and copy to All Heads of Department and All Departments of Secretariat, Chennai-9.

Sub: Public Service - Preparation of panel for promotion - Guidelines issued by Government - Punishment of stoppage of increment - Effect of currency - Clarification issued - Regarding.

Ref: Your Letter No.82831/99, dated 22.12.99.

I am to refer to your letter cited wherein it has been requested to clarify whether the currency of an order of stoppage of increment should be reckoned from the date of order or up to the actual period covered by the stoppage of increment.

2. The matter has been examined in detail by the Government.

3. I am to clarify that an order imposing any punishment including withholding of increment takes effect from the date on which the said order is communicated to the concerned Government Servant.

Yours faithfully,
Sd./- x x x,
for Secretary to Government.

/ True Copy /

Constitution of Committee on Fire Safety - Approval - Accorded - Modification - Regarding.

(Per.) B.P. (Ch.) No.164

(Technical Branch)

Dated 5.6.2002,
Vaikasi 22, Chithrabanu Aandu,
Thiruvalluvar Aandu 2033.

Read:

1. Note approval of the Chairman/TNEB, dated 30.5.2002.
2. (Per.) B.P. (Ch.) No.58, (Tech.Br.) dated 8.3.2002.

Proceedings:-

In partial modification of the B.P. cited (2) above, Chairman has approved the following proposal:

Thiru K. Nandabalan, I.P.S., Inspector General of Police (Vigilance) has been nominated as the Chairman of the COMMITTEE ON FIRE SAFETY consequent to his joining in place of Thiru N. Elangovan, D.I.G.P. (Vigilance) (Chairman of the Committee) who is transferred and Er. R. Balasubramanian, Executive Engineer-II, O/o the Superintending Engineer/Design & Investigation has been nominated as a member in place of Er. N. Rajkumar, the then Executive Engineer/Civil Design & Investigation who had left the Board on Voluntary Retirement on 18.4.2002.

All other terms of the B.P. cited (2) remain unaltered.

(By Order of the Chairman)

R. Kannan,
Chief Engineer/Mechanical, Thermal Stations.

*** * ***

Memo. No.21948/B11/B112/2002-1, (Secretariat Branch), dated 5.6.2002.

Sub: Vigilance Clearance for employees seeking Voluntary Retirement and officers who retire from Service on Superannuation - Clearance to be sought well in advance - Instructions - Issued.

It has been frequently observed that Vigilance Clearance is sought for just a few days before the date of relief of an employee on Voluntary Retirement/Superannuation. This causes unnecessary administrative problems to Vigilance Cell as well as field Offices. As per the existing instructions, employees seeking Voluntary retirement should give notice of not less than three months.

Request for Vigilance Clearance in the case of Voluntary Retirement/Superannuation etc., should be sent to Vigilance Cell well in advance so that adequate time is available for the staff of Vigilance Cell to verify the relevant records and issue necessary clearance.

The Chief Engineers/Superintending Engineers are requested to issue suitable instructions to their Subordinate Officers and Staff in this regard. It should also be ensured that requests seeking Vigilance Clearance also contain the Service particulars of the employee without omission.

K. Nandabalan,
Deputy Inspector General of Police/Vigilance.

Memorandum (Permanent.) No.30512/A18/A181/2002-1, (Secretariat Branch), dated 10th June, 2002.

Sub: Disciplinary Proceedings - Certain standard Forms prescribed for adoption by disciplinary authorities - Appointment of Enquiry Officer - Appointment by Designation - Clarification - Issued.

- Ref: i) Memo. (Per.) No.12311/A18/A181/2002-1, dated 4.3.2002.
 ii) From CE/D/Madurai Region Letter No.6211/159/D3/2002-1, dated 22.3.2002.
 iii) From CE/D/Villupuram Region Letter No.005004 (310) Adm.B/B2/2002, dated 9.4.2002.

In the Board's Memorandum first cited, certain standard forms have been communicated for adoption by Disciplinary Proceedings authorities while dealing with the disciplinary proceedings cases. In Annexure-V of the Memorandum cited, a format for appointment of Enquiry Officer has been prescribed according to which the Enquiry Officer should be appointed by name and designation.

2. A clarification was raised as to whether the Enquiry Officer should be appointed by name and designation, whereas it has been provided in the Tamil Nadu Electricity Board Employees' Discipline and Appeal Regulations that the Enquiry Officer shall be appointed by designation so that the new incumbent can continue as the Enquiry Officer with the information available in records.

3. It is hereby clarified that the Officers of the Board should follow the provisions contained in the Tamil Nadu Electricity Board Employees' Discipline and Appeal Regulations while appointment of Enquiry Officer and the Enquiry Officer shall be appointed by designation alone. The modified form annexed with this memorandum be adopted as standard form instead of Form-V communicated with the memorandum first cited.

4. Receipt of this memorandum shall be acknowledged.

(By Order of the Chairman)

G. Gnanaselvam,
Secretary.

Encl.:

ANNEXURE - V

STANDARD FORM OF ORDER RELATING TO APPOINTMENT OF AN INQUIRY OFFICER

O/o

Proceedings/Memo. No.

Date:

Sub: Establishment - Tamil Nadu Electricity Board - Disciplinary Proceedings - Conduct of Inquiry against Thiru/Tmt./Selvi - Appointment of Inquiry Officer - Ordered.

Ref: Charge Memo. No. Dated:

WHEREAS an inquiry is proposed to be conducted against Thiru/Tmt./Selvi..... (name and designation of the Board employee) with reference to the charges framed in the Memo. No., dated cited above.

AND WHEREAS the Board/Chairman/Undersigned considers that an Inquiring Authority should be appointed to inquire into the charges framed against Thiru/Tmt./Selvi..... (name and designation of the Board employee).

NOW, THEREFORE, the Board/Chairman/undersigned hereby appoints (Designation) as the Inquiry Officer to inquire into the charges framed against the said Thiru/Tmt./Selvi

The said Enquiry Officer is directed to conduct the inquiry following the procedures laid down in Regulation 8 (b) of Tamil Nadu Electricity Board Employee's Discipline and Appeal Regulations/relevant Standing Orders and send the report expeditiously.

(Signature),
Designation of the Competent Authority.

To

.....
(Designation and Address of Inquiry Officer).
The CE/SE Concerned.

Copy to:-

Thiru/Tmt./Selvi.
(The delinquent officer)

/ True Copy /

* * *

Establishment - Tamil Nadu Electricity Board - Post of Deputy Inspector General of Police/Vigilance/
Tamil Nadu Electricity Board - Upgradation as Additional Director General of Police/Vigilance/Tamil Nadu
Electricity Board - Orders - Issued.

(Permanent) B.P. (Ch.) No.131

(Secretariat Branch)

Dated the 11th June, 2002,
Vaikasi 28, Chithrabanu Aandu,
Thiruvalluvar Aandu 2033.

Read:

- i) (Per.) B.P. (Ch.) No.218, (SB), dated 28.8.2001.
- ii) Government of Tamil Nadu, Home (SC) Department, Police Notice No.SC/
26/2002, dated 10.6.2002.

Proceedings:-

Consequent on the orders issued in the reference second cited, the Tamil Nadu Electricity Board hereby directs that the post of Deputy Inspector General of Police/Vigilance, Tamil Nadu Electricity Board be upgraded as Additional Director General of Police/Vigilance/Tamil Nadu Electricity Board with effect from 10.6.2002 AN.

(By Order of the Chairman)

G. Gnanaselvam,
Secretary.

* * *

Circular Memorandum No.MD/EA /F.4/D.234/2002 , dated 13.6.2002.

Sub: Meetings convened by Collectors - Attendance by Officers of the Electricity
Board - Reg.

- Ref: 1) Chairman's Memo. No.1314/SGC-1/84-4, dated 3.6.1984.
2) Chairman's Circular Memo.No.64424/A1/86-1, (Sectt.Br.), dated 11.2.1987.

Instances have come to the notice of Chairman/TNEB where the Superintending Engineers in charge of Distribution Circles do not turn up for the meetings convened by the District Collectors. The District Administration generally organises the meetings with all the Government Departments with a view to enable to update the Developmental activities undertaken by each Department. Besides, such forums would

also help solving or sorting out the long pending issues successfully and getting clearances for the projects if any required from the District level Administration. Participation in such meetings would indeed help Superintending Engineers to improve the work culture in their circles.

The Superintending Engineers are therefore informed that they should attend all the review meetings and agricultural grievance meetings in addition to already communicated meetings as per the earlier instructions in vogue without fail as and when convened by the District Collectors. In this connection, the attention of all the Superintending Engineers of Electricity Distribution Circles is invited to the references cited for strict adherence and compliance. Failure to comply with the instructions will be viewed seriously.

The receipt of the memo. should be acknowledged.

A. Balasubramanian,
Member (Distribution).

குறிப்பாணை எண். 48196/அ9/அ92/2002-1, (செயலகக் கிளை), நாள் 26.6.2002.

பொருள்: விடுமுறை நாட்கள் - தமிழ் நாடு மின்சார வாரியம் - தமிழ் நாடு மின்சார வாரியப் பணியாளர்களுக்கு 2002-ஆம் ஆண்டுக்கான விடுமுறை நாட்கள் - மேட்டூர் பணிமனை வட்டத்தில் பணிபுரியும் பணியாளர்களுக்கு மாற்றீடு விடுமுறை - ஆணை வெளியிடப்படுகிறது.

பார்வை: 1) வாரிய கடித எண்.120340/அ9/அ92/2001-1, நாள் 5.12.2001.
2) வாரிய நிலை ஆணை (நிரந்தரம்) எண்.305, (செயலகக் கிளை), நாள் 18.12.2001.
3) மேற்பார்வைப் பொறியாளர்/மேட்டூர் பணிமனை வட்டம் கடித எண்.268/நிர்./எ2/எப்.மா.வி/2002, நாள் 9.5.2002.

பார்வையில் கண்டுள்ள வாரிய (நிலை) ஆணையின் இணைப்பில் குறிப்பிட்டுள்ள 30.8.2002 என்கிற விடுமுறை நாளுக்குப்பதிலாக, மேட்டூர் பணிமனை வட்டத்தில் பணிபுரியும் பணியாளர்களுக்கு மாற்றீடாக, 3.8.2002 சனிக்கிழமை, ஆடிப்பெருக்கு பண்டிகைக்கான விடுமுறை நாளாக அமையும் என்று தமிழ் நாடு மின்சார வாரியம் ஆணையிடுகிறது.

(வாரியத் தலைவரின் ஆணைப்படி)

கோ. ஞானசெல்வம்,
செயலாளர்.

Office Order No.01595/DTN/N21/N212/2002, (Technical Branch), dated 27.6.2002.

Sub: Training - Apprentices (Amendment) Act 1973 - Engaging of tradesman (ITI) Apprentices in the Protection & Communication Circle - Allotment - Approval accorded -Reg.

Ref: 1) O.O. No.5535/DTN/N21/N212/2001, dated 5.2.2002.
2) Letter No.SE/P&C/CBE/ADM/A1/F.15/D.No.405/2002, dated 6.3.2002 received from the SE/P&C/Coimbatore.

Approval has been accorded for engaging 977 Nos. Tradesman (ITI) of various trades recommended by the Director of Employment & Training, Chempauk, Chennai and they have been reallocated to be engaged as tradesman apprentice in various circles vide reference 1st cited.

The Superintending Engineer/P&C/Coimbatore, in his letter No.SE/P&C/CBE/ADM/A1/F.15/D.No.405/2002, dated 6.3.2002 has stated that the P&C wing has got laborious works of attending to the routine tests, precommissioning tests and defect rectification etc., in grid substations as well as generating stations, whereas, the P&C sections sub division are functioning with a skeleton staff of four as per revised norms. Due to heavy workload, and due to vacancies of Helper post, the problem is accentuated.

Hence, he has requested that the trade apprentices of Electrician/Instrument Mechanic discipline would be of more use in carrying out the above works, besides the apprentice would acquire a lot of practical experience and their skill could be used beneficially in P&C wing.

After careful consideration approval is hereby accorded that the 977 Trade Apprentices allotted to the distribution circles as per Annexure to the Office Order No.5535/DTN/N21/N212/2001, dated 5.2.2002, may be selected at the Distribution Circles out of whom, a few trades apprentices of Lineman, Electrician, Instrument Mechanic and Wireman discipline may be reallocated to the Protection & Communication Sub division/Section within the Distribution Circles area as per Annexure to undergo apprenticeship training in P&C wing for a period of 1 to 2 years, as the case may be.

All other Terms & Conditions of the reference 1st cited remain unaltered.

(By Order of the Member/Generation)

B. Jeyaraman,
Chief Engineer/Personnel.

Encl.:

Annexure

Allotment of ITI Apprentices to P&C Circles

Sl.No.	Circle	Lineman	Instru.Mech.	Electrician	Office to whom allotted
1.	Chennai/South	-	-	1	AEE/MLDC/Chennai
2.	Chennai/South	1	-	-	AEE/CC/Metro
3.	Chennai/North	-	1	-	AEE/CC.Lab/Chennai
4.	Chennai/West	-	-	1	AEE/GRT/Korattur
5.	Chennai/West	1	-	-	AEE/GRT/Chennai
6.	Chennai/Central	-	1	-	AEE/Scada/Chennai
7.	Chingleput	-	1	-	AEE/GRT/Sriperumpudur
8.	Coimbatore/Metro	-	1	-	P&C/Thudiyalur
9.	Coimbatore/North	-	-	1	P&C/Parali
10.	Coimbatore/South	-	-	1	GRT/Erode
11.	Nilgiris	1	-	1	P&C/Kundah
12.	Nilgiris	1/Wm	-	-	P&C/Masinagudi
13.	Erode	-	1	-	CC/Mtce./Erode
14.	Mettur Work Shop	-	1	1	CC/Lab/Erode
15.	Mettur	-	-	1	GRT/Mettur
16.	Salem	-	-	1	GRT/Salem
17.	Dharmapuri	-	1	-	CC/Salem
18.	Vellore	-	-	1	GRT/Thiruvallur
19.	Villupuram	-	-	1	GRT/Villupuram
20.	Cuddalore	-	-	1	CC/Villupuram
21.	ETPS	-	-	1	CC/Ennore
22.	Gen./Kadamparai	1	-	-	P&C/Aliyur
23.	Udumalpet	-	-	1	P&C/Udumalpet
24.	Madurai/Acqn.	-	-	1	GRT/Pasumalai
25.	Madurai EDC	-	-	1	CC/Pasumalai
26.	Dindigul	-	-	1	P&C/Sembatty
27.	Trichy/Metro	1	-	-	GRT/Trichy
28.	Trichy/North	1	-	-	CC/Trichy
29.	Thanjavur	-	-	1	GRT/Tanjore
30.	Nagapattinam	-	-	1	P&C/Tanjore
31.	Tirunelveli	1	-	1	GRT/Kayathar
32.	TTPS	-	-	1	AE/CC/TTPS
33.	Generation/T'veli	-	1	-	GRT/Papanasam
34.	Kanyakumari	-	1	-	P&C/SR.Pudur.

/ True Copy /

* * *

PART - III

Finance

Memorandum (Permanent.) No.27870/A17/A171/2002-1, (Secretariat Branch), dated 7.6.2002

Sub: Medical aid - Tamil Nadu Electricity Board Health Fund Scheme -
Clarification issued by Government - Applicability to Board - Communicated.

Ref: Government's Lr. No.3435 FS/T.2001-1, Finance (Salaries) Department,
dated 21.12.2001.

A copy of the Government's letter cited is communicated to all Officers of the Board for adoption of the clarification issued in respect of the employees of the Board under the Tamil Nadu Electricity Board Employees Health Fund Scheme. The orders shall take effect immediately.

2. Receipt of the memorandum shall be acknowledged.

G. Gnanaselvam,
Secretary.

Encl.:

Copy of letter No.3435/FS/T/2001-1, dated 21.12.2001 received from Dr. K. Arulmozhi, I.A.S., Special Secretary to Government, Finance (Salaries) Department, Secretariat, Government of Tamil Nadu, Chennai-9 addressed to All Secretaries to Government, Chennai-9, All Departments of Secretariat (OP), Chennai-9, The Secretary, Legislative Assembly, Secretariat, Chennai-9, All Heads of Departments, All District Collectors, All Treasury Officers, The Commissioner of Treasuries and Accounts, Chennai-15, The Accountant General (A&E), Chennai-18, The Accountant General (Audit), Chennai-35, The Chief Internal Auditor and Chief Auditor of Statutory Boards, 807, Anna Salai, Chennai-2, The Secretary, Tamil Nadu Public Service Commission, Chennai-2 and The Registrar, High Court, Chennai-104 and copy to All Officers of Finance Department, Chennai-9 and All Sections of Finance Department, Chennai-9.

Sub: Medical Aid - Tamil Nadu Government Employees' Health Fund Scheme 1991 -
Certain clarification sought for - Regarding.

- Ref: 1. G.O. Ms. No.194, Finance (Salaries) Department, dated 16.3.1993.
2. Government Letter No.34193/Finance (Salaries) Department/2000-1,
dated 8.6.2000.
3. District Collector, Namakkal, Letter No.A1/32036/2001, dated 31.10.2001.

In the reference first cited, Orders have been issued defining the word 'Family' for sanction of financial assistance under Tamil Nadu Government Employees' Health Fund Scheme 1991. In the reference second cited, the Government has further clarified the definition of the word, 'Children'. Accordingly, the dependent children includes those who have not attained the age of twenty five, unmarried not employed in Government/Private/Self are eligible for financial assistance under the scheme.

2. In the reference third cited, the District Collector, Namakkal has sought for further clarification in this matter.

3. After careful examination, the Government clarify that the age of dependent children of Government employees shall be calculated in between the date of birth and the date of specialised advanced surgery/treatment undertaken at the private hospital for sanction of financial assistance under Tamil Nadu Government Employees Health Fund Scheme.

Yours faithfully,
Sd./- x x x,
for Special Secretary to Government.

/ True Copy /

Electricity - Theft of materials at Sub-stores, Palladam/Coimbatore Electricity Distribution Circle/South - Write off the cost of materials lost in theft - Ordered.

Routine B.P. (Ch.) No.8

(Accounts Branch)

Dated 10th June, 2002,
Vaikasi 27, Chithrabanu Aandu,
Thiruvalluvar Aandu 2033.

Read:

1. Lr. No.CE/D/CBE/F.RSO/D.210/2001, dated 2.8.2001.
2. Lr. No.CE/D/CBE/F.RSO/D.22/2002, dated 17.5.2002.

Proceedings:-

The Chief Engineer/Coimbatore had reported that the following materials were lost in theft on 30.11.96 at Sub-Stores, Palladam:-

1. Stay wire 7/11 1945 Kgs.	:	Rs. 38,900.00
2. MS Bolts & Nuts 600 Kgs.	:	Rs. 9,000.00

Total		Rs. 47,900.00

The Chief Engineer/Coimbatore Region proposed to write off the cost of materials lost in theft on the following grounds.

1. The theft had occurred during night hours by threatening the watch and ward staff on duty with knife by a gang of ten culprits. In the above situation the watchman on duty was unable to raise either alarm or note the registration No. of the vehicle at that moment of theft.

2. A complaint was lodged with Police. After investigation the Police Authorities have reported that the case was closed as undetected.

3. There is no negligence of duty on the part of watch and ward staff and Board's staff. Hence responsibility could not be fixed on any officers.

In the circumstances, the proposal of the Chief Engineer/Distribution/Coimbatore to write off Rs.47,900/- (Rupees Forty seven thousand and nine hundred only) being the cost of stores lost in theft as detailed above is approved.

The cost of materials lost in theft may be debited to Account No.79.882 loss to stock on account of Flood, Cyclone, Fire etc.

(By Order of the Chairman)

S. Kathiresan,
Chief Financial Controller/General.

* * *

Memorandum (Permanent) No.37810/A18/A182/2000-1, (Secretariat Branch), dated 12th June, 2002.

Sub: Leave Travel Concession - Claim of Train fare for Senior Citizens - Instructions - Issued.

Ref: From the Senior RAO, Indian Audit & Accounts Department, Letter No. AG (AU) II/RA-TNEB/OA/IV/XII/7-9/2000-01/29, dated 3.5.2000.

The Accountant General's Resident Audit Party at Tamil Nadu Electricity Board has observed that the train fare for the Senior Citizens accompanying the Board's employees on Leave Travel Concession has been claimed and admitted in full instead of reducing the fare for the Senior Citizens by 30% since as per the Railway Rules Senior Citizens are granted concession in fare to the extent of 30%.

2. It is, therefore, instructed that the Leave Travel Concession sanctioning authorities should ensure that the train fare for the Senior Citizens is sanctioned after deducting 30% concession.

(By Order of the Chairman)

G. Gnanaselvam,
Secretary.

Memorandum (Permanent) No.42054/A7/A72/2002-1, (Secretariat Branch), dated 16.6.2002.

Sub: Loans and Advances - Technical Education Loan - Sanction accorded but payment not made within the financial year - Orders issued - Reg.

Ref: Memorandum (Permanent) No.23890/E2/99-1, dated 13.5.99.

In para 5 of the reference cited it has been ordered that where the Technical Education Loan amount could not be disbursed due to exhaustion of budget provisions, the left over balance amount shall be drawn and disbursed in the last year of completion of the course as the amount eligible for one academic year only shall be drawn in each financial year.

2. It is seen that in most cases, the sanction is accorded in the fag end of the year though the employees had applied for in time. The employees need not be put to hardship for the administrative delay.

3. It is therefore ordered that where the loan amount could not be disbursed in a particular financial year, the amount may be sanctioned in the next financial year against the budget provision for the year. Thus there can be drawal of 2 instalments in one financial year and this can be accommodated by proposing additional provision in the Revised Estimate or by reallocation of Budget provision among the circles.

4. The Superintending Engineers are also requested to see that the Technical Education loans are sanctioned and disbursed within 2 months from the date of submitting the application and in any case before end of the calendar year (i.e.) before 31st December every year.

(By Order of the Chairman)

G. Gnanaselvam,
Secretary.

Memorandum (Per.) No.46432/A23/A232/2001-3, (Secretariat Branch), dated 20.6.2002.

Sub: Establishment - Collection of rent and Current Consumption Charges for occupation of Department Quarters by Chief Engineers/Distribution - Reg.

It has been brought to the notice that Current Consumption Charges have not been collected from some of the Chief Engineers (Distribution) occupying Board's rental quarters. Therefore, it has been decided to collect the Current Consumption Charges from all employees of the Distribution Wing including the Chief Engineer (Distribution) who occupy Board's rental quarters, based on the actual consumption of Electricity.

2. Therefore, all Chief Engineers of the Board are directed to recover Current consumption charges from all the employees of the Distribution Wing including the Chief Engineer/Distribution who occupy Board's quarters based on actual consumption of Electricity.

3. Receipt of this memorandum shall be acknowledged.

(By Order of the Chairman)

G. Gnanaselvam,
Secretary.

சுற்றறிக்கை எண். 54510/அ17/அ171/2002-1, (செயலகக் கிளை), நாள் 25.6.2002.

பொருள்: உடல் நலத்திட்டம் - சிகிச்சை/அறுவை சிகிச்சை செய்து-
கொண்டதற்கான/செய்து கொள்வதற்காக செலவழிக்கப்பட்ட
தொகை/முன்பணம் கோருதல் - கருத்துரு - தமிழில் அனுப்புவது
தொடர்பாக.

பார்வை: சுற்றறிக்கை எண். 119693/1077/ஐ47/ஐ471/2000-1, (நிர்வாகக் கிளை),
நாள் 27.12.2000.

அனைத்து தலைமைப் பொறியாளர்கள், மேற்பார்வைப் பொறியாளர்கள் மற்றும் அலுவலர்களின் கவனம் பார்வையில் சுட்டியுள்ள சுற்றறிக்கைக்கு ஈர்க்கப்படுகிறது.

2. பணியாளர்களிடமிருந்து பெறப்படும் சிகிச்சை/அறுவை சிகிச்சை செய்துகொண்டதற்கான/செய்து கொள்வதற்காக செலவழிக்கப்பட்ட தொகை/முன்பணம் கோரும் விண்ணப்பங்களையும் அதன் தொடர்பான கருத்துருக்களையும் கருத்துரு சரிபார்க்கும் பட்டியல்களையும் தமிழிலேயே அனுப்பி வைக்கும்படி அனைத்து தலைமைப் பொறியாளர்களும், மேற்பார்வைப் பொறியாளர்களும் மற்றும் அனைத்து அலுவலர்களும் கேட்டுக்கொள்ளப்படுகிறார்கள்.

3. இச்சுற்றறிக்கை பெற்றுக்கொண்டதற்கான ஒப்புக்கையினை அனுப்பிவைக்கும்படியும் கேட்டுக்கொள்ளப்படுகிறார்கள்.

கோ. ஞானசெல்வம்,
செயலாளர்.

CFC/GI's.Letter No.DFC/BS/IT/D.51/F.20B/2002-26, (Accounts Branch), dated 25.6.2002

Sub: Income Tax of TDS - Financial Year 2002-2003 - Communicated - Reg.

The rates of TDS (Income Tax and Surcharge on Income Tax), as amended by the Finance Act 2002, to be deducted at source from various payment made during the Financial Year 2002-2003 (I.e. with effect from 1.4.2002) is communicated herewith for strict adherence.

The receipt of letter may please be acknowledged.

Encl.: Copy of the TDS.

S. Kathiresan,
Chief Financial Controller/General.

Encl.:

CHART FOR DEDUCTION OF TAX AT SOURCE

(In respect of payments to resident assessee during the Financial Year 2002-03)

Sec. of I.T. Act & Nature of income/ payment	When to deduct tax at source	At what rate tax is to be deducted at source	When to deposit tax deducted (as per Col. 3) in Government account	ANNUAL RETURN		TDS CERTIFICATE	
				Prescribed Form No.	Time limit for filing	Prescribed Form No.	Time limit for issue of certificate
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
192*: Salary	Monthly at the time of payment where estimated taxable salary exceeds Rs.4,166 p.m./ Rs.50,000 p.a.	At the rates prescribed in Part III of the First Schedule to the Finance Act & salary tables on pp.275-279	Within 1 week from the date of such deduction (Refer note 1)	Form No.24 (Refer Note 9)	30.5.2003	Form No.16 (Can be issued on own stationery Refer note 5)	30.4.2003
193*: Interest on securities	At the time of credit or payment, whichever is earlier. For no deduction of tax in certain cases where the interest on debenture does not exceed Rs.2,500\$, refer page 181 (Refer note 4)	At the rates prescribed in Part II of the First Schedule to the Finance Act i.e., @ 10% as I.T.+ S.C. @ 5% of I.T. (In the case of a domestic co., @ 20% as I.T. + S.C. @ 5% of I.T.)	Within 1 week from the last day of the month in which the deduction is made (Refer note 2)	Form No.25 (Refer note 9)	30.6.2003	Form No.16A (Can be issued on own stationery)	Within 1 month from the end of the month during which credit/ payment (Refer note 2)
194*: Dividends\$	Before making payment to resident shareholder. For no deduction of tax in certain cases where it does not exceed Rs.1,000, refer item (5) on page 39 (Refer note 3)	At the rates prescribed in Part II of the First Schedule to the Finance Act i.e., @ 10% as I.T. + S.C. @ 5% of I.T.	Within 1 week from the date of such deduction	Form No.26 (Refer note 9)	30.4.2003	Form No.16A (Can be issued on own stationery)	Within 1 month from the end of the month of issue of cheque/ warrant

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
194A*: Interest other than "Interest on securities" payable by persons other than individual/HUF**	At the time of credit or payment, whichever is earlier, when the aggregate sums payable during the financial year exceeds Rs.5,000 †† (Refer note 4)	At the rates prescribed in Part II of the First Schedule to the Finance Act i.e., @ 10% as I.T. + S.C. @ 5% of I.T. (In the case of domestic co., @ 20% as I.T. + S.C. @ 5% of I.T.)	Within 1 week from the last day of the month in which the deduction is made (Refer note 1 & 2)	Form No.26A (Refer note 9)	30.6.2003	Form No.16A (Can be issued on own stationery)	Within 1 month from the end of the month during which credit/ payment (Refer note 1 & 2)
194B*: Winnings from lottery or crossword puzzle or card game & other game	At the time of payment when it exceeds Rs.5,000	At the rates prescribed in Part II of the First Schedule to the Finance Act i.e., @ 30% as I.T. + S.C. @ 5% of I.T.	Within 1 week from the date of such deduction	Form No.26B (Refer note 9)	30.5.2003	Form No.16A (Can be issued on own stationery)	Within 1 month from the end of the month during which payment is made.
194BB*: Winning from horse race	At the time of payment when it exceeds Rs.2,500	At the rates prescribed in Part II of the First Schedule to the Finance Act i.e., @ 30% as I.T. + S.C. @ 5% of I.T.	Within 1 week from the date of such deduction	Form No.26BB (Refer note 9)	30.5.2003	Form No.16A (Can be issued on own stationery)	Within 1 month from the end of the month during which payment is made.
194C*: Payments to contractors/sub-contractors (payable to sub-contractor by persons other than individual/HUF***)	At the time of credit or payment, whichever is earlier, when the contract value exceeds Rs.20,000	In the case of payment made to - 1. Contractor @ 2% † as I.T. + S.C. @ 5% of I.T. 2. Sub-contractor @ 1% as I.T. + S.C. @ 5% of I.T.	Within 1 week from the last day of the month in which the deduction is made (Refer note 2)	Form No.26C (Refer note 9)	30.6.2003	Form No.16A (Can be issued on own stationery)	Within 1 month from the end of the month during which credit/ payment. (Refer note 2).

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
194D*: Insurance commission	At the time of credit or payment, whichever is earlier, when the aggregate sums payable during the financial year exceeds Rs.5,000	At the rates prescribed in Part II of the First Schedule to the Finance Act i.e., @ 10% as I.T. (In the case of a domestic co., @ 20% as I.T.) + S.C. @ 5% of I.T.	Within 1 week from the last day of the month in which the deduction is made (Refer note 1 & 2)	Form No.26D (Refer note 9)	30.6.2003	Form No.16A (Can be issued on own stationery)	30.4.2003 (Refer note 1 & 2)

For notes, refer page 343.

\$ It may be noted that u/s 194 (i.e., dividends) w.e.f. 1.6.1997, tax is not required to be deducted at source in respect of any dividends, referred to in Section 115.O. declared, distributed or paid, as the case may be, on or after 1.6.1997 but on or before 31.3.2002.

* Read with rules 30, 31 & 37 of the Income-tax Rules, 1962.

\$ W.e.f. 1.6.1997 tax is not required to be deducted at source on any interest payable on any security of the Central/State Government.

** Refer ** marked note on pages 342.

If tax is also required to be deducted at source on payment/credit of income by way of interest exceeding Rs.5,000: (1) on time deposits (i.e. fixed deposits other than recurring deposits) with a bank including a co-operative bank (other than a co-operative land mortgage bank or a co-operative land development bank), and (2) on deposits with an Indian public company with the main object of carrying on the business of providing long-term finance for purchase/construction of residential houses in India. The limit of Rs.5,000 is to be computed with reference to the income credited or paid by a branch of the bank/co-op.bank/public company.

† In respect of advertising contracts, income-tax is required to be deducted at source at the rate of 1% , as against 2% , as I.T.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
194EE*: Payments out of deposits under National Savings Scheme ref. to in Sec. 80 CCA & not sec.88	At the time of payment when the aggregate sums is Rs.2,500 or more in a financial year. No deduction, if paid to heirs of the depositor (Refer note 3)	At the rate of 20% as I.T. + S.C. @ 5% of I.T.	On the day of deduction itself.	Form No.26F (Refer note 9)	30.6.2003	Form No.16A (Can be issued on own stationery)	Within 1 month from the end of the month during which payment is made.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
194F*: Payments on account of repurchase of units referred to in sec.80CCB & not sec.88	At the time of payment of any amount referred to in Sec.80CCB (2)	At the rate of 20% as I.T. + S.C. @ 5% of I.T.	Within 1 week from the date of such deduction.	Form No.26G (Refer note 9)	30.6.2003	Form No.16A (Can be issued on own stationery)	Within 1 month from the end of the month during which payment is made.
194G*: Commission, etc., on sale of lottery tickets	At the time of credit or payment, whichever is earlier, where it exceeds Rs. 1,000	At the rate of 10% as I.T. + S.C. @ 5% of I.T.	Within 1 week from the last day of the month in which the deduction is made (Refer note 2)	Form No.26H (Refer note 9)	30.6.2003	Form No.16A (Can be issued on own stationery)	Within 1 month from the end of the month during which credit/ payment (Refer note 2)
194H*: Commission or brokerage, payable by persons other than individual/HUF**	At the time of credit or payment, whichever is earlier, when aggregate sums credited/paid during the financial year exceeds Rs.2,500	At the rate of 5% (10% upto 31.5.2002) as I.T. + S.C. @ 5% of I.T.	Within 1 week from the last day of the month in which the deduction is made (Refer note 1 & 2)	Form No.26-I (Refer note 9)	30.6.2003	Form No.16A (Can be issued on own stationery)	Within 1 month from the end of the month during which credit/ payment (Refer note 1 & 2)
194-I*: Rent (payable by persons other than Individual/HUF**)	At the time of credit or payment, whichever is earlier, when aggregate sums credited/paid during the financial year exceeds Rs. 1,20,000	At the rate of — (1) @ 15% as I.T. + S.C. @ 5% of I.T., if the payee is an individual or a HUF; and (2) @ 20% as I.T. + SC @ 5% of I.T., if the payee is other than an individual or a HUF	Within 1 week from the last day of the month in which deduction is made (Refer note 2)	Form No.26-J (Refer note 9)	30.6.2003	Form No.16A (Can be issued on own stationery)	Within 1 month from the end of the month during which credit/payment (Refer note 2)

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
194-J*: Fees for (1) professional services; or (2) technical services (payable by persons other than individual/HUF**)	At the time of credit or payment, whichever is earlier, when the aggregate sums credited/paid during the financial year exceeds Rs.20,000, in either case	At the rate of 5% as I.T. + S.C. @ 5% of I.T.	Within 1 week from the last day of the month in which deduction is made (Refer note 2)	Form No.26-K (Refer note 9)	30.6.2003	Form No.16A (Can be issued on own stationery)	Within 1 month from the end of the month during which credit/ payment (Refer note 2)
194-K*: Income in respect of units of a Mutual Fund specified in sec.10 (23D)/Unit Trust of India.	At the time of credit or payment, whichever is earlier, when the aggregate sums credited/paid during the financial year exceeds Rs.1,000†, (Refer note 4)	At the rate of 10% as I.T. + S.C. @ 5% of I.T.	Within 1 week from the last day of the month in which deduction is made	Form No.26 (Refer note 9)	30.4.2003	Form No.16A (Can be issued on own stationery)	Within 1 month from the end of the month during which credit/ payment.

28

For notes, refer page 343.

* Read with rules 30, 31 & 37 of the Income-tax Rules, 1962.

** W.e.f. 1.6.2002, in the case of an Individual/HUF, whose total sales, gross receipts or turnover from the business or profession earned on by him exceed the monetary limits specified u/s, 44 AB (a)/(b) during the financial year immediately preceding the financial year in which sum is credited or paid, shall be liable to deduct income-tax u/s. 194A or 194C (2) or 194H or 194-I or 194-J(1), as the case may be.

† The aforesaid limit of Rs.1,000 is to be computed with reference to the income credited or paid in respect of a branch office of the Mutual Fund or of the Unit Trust of India. Further; the said limit is to be computed with reference to the income credited or paid to a unit holder under a particular scheme of the Mutual Fund/ Unit Trust of India, under which the units have been issued.

Notes: 1. The Assessing Officer may permit any person to pay tax deducted from income by way of—

(a) salary, quarterly on 15th June, 15th September, 15th December & 15th March; and

(b) interest u/s. 194A or insurance commission u/s, 194D or commission or brokerage u/s. 194H, quarterly on 15th July, 15th October, 15th January & 15th April.

Time limit for issue of certificate referred to in sections 194A, 194D & 194H is within 14 days from the date of payment of tax (Refer proviso to rule 30 (1) (b) and 3rd proviso to rule 31 (3) of the I.T. Rules).

2. Where the income referred to in sections 193, 194A, 194C, 194D, 194G, 194H, 194I & 194J is credited by a person to the account of the payee as on the date up to which accounts of such person are made, tax deducted has to be deposited in Government account within 2 months of the expiration of the month in which that date falls. The time limit for issue of certificate in such a case is within a week after the expiry of 2 months from the month in which the income is so credited (Refer rule 30 (1) (b) (i) & 1st proviso to rule 31 (3) of the I.T. Rules).
3. In the case of a resident individual, tax is not to be deducted u/s. 194 and 194EE, if such an individual furnishes to the payer a declaration in writing in duplicate in the prescribed, Form No.15G (sec.194) & 15-I (sec. 194EE). The payer of the income has to deliver one copy of such declaration to the Chief Commissioner or Commissioner within 7 days of the month following the month in which the declaration is furnished to him (Refer section 197A (1) read with rule 29C of the I.T. Rules).
4. In the case of a person (not being a company or firm), tax is not to be deducted u/s. 193, 194A and 194K, if such a person furnishes to the payer a declaration in writing in duplicate in the prescribed Form No. 15H (Secs. 193, 194A & 194K). The payer of the income has to deliver one copy of such declaration to the Chief Commissioner or Commissioner, within 7 days of the month following the month in which the declaration is furnished to him (Refer section 197A (1A) read with the rule 29C of the I.T. Rules).
5. W.e.f. 1.6.2001, a person responsible for paying salary (i.e., employer) is required to furnish to the employee to whom such payment is made, a statement giving correct and complete particulars of perquisites and/or profits in lieu of salary provided to him and the value thereof in the prescribed Form No. 12BA (If the amount of salary paid or payable to the employee is more than Rs.1,50,000)/Form No.16 (if the amount of salary paid or payable to the employee is not more than Rs.1,50,000). For failure to furnish such statement will attract penalty of Rs.100 for every day during which the failure continues vide section 272A (2) (i) (Refer section 192 (2C) read with rule 26A (2) of the I.T. Rules).
6. W.e.f. 2.7.1996, where more than one certificate is required to be furnished to a payee for TDS made during a financial year, the person deducting the tax, may on the request from such payee, issue within one month from the close of such financial year a consolidated certificate in Form No. 16A for tax deducted during whole of such financial year [Refer 4th proviso to rule 31 (3)].
7. For failure to deduct correct tax @ source on due dates, interest u/s. 201 (1A) is leviable [Refer interest chart on pp.201-203]. Similarly, penalty is also leviable u/s. 271C, 272A (2) (C) & 272A (2) (g) [Refer penalty chart on pp. 203-205].
8. For liberalised guidelines for compounding of first technical offences such as delay in depositing the tax deducted at source or tax collected at source, refer PIB Press Release dt. 11.10.1994 [210 ITR (St.) 89].
9. W.e.f. 30.3.1999, a person responsible for TDS under Chapter XVII-B desires to file any return/statement referred to in rule 37 on a computer media, he shall deliver to the Assessing Officer referred to in rule 36A such return/statement on a computer media within time specified in rule 37 and is accompanied with Form No. 27A furnishing the information specified therein and subject to other conditions specified in rule 37B [Refer rule 37B]. Also refer Circular No.797, dt. 10.10.2000 : 246 ITR (St.) 1.

/ True Copy /

நிறுவனம் - சென்னை நகரத்தில் பணிபுரியும் வாரிய ஊர்தி ஓட்டுநர்களுக்கு வழங்கப்படும் மிகை நேரக் கைச் செலவுத் தொகை (Out of Pocket Expenses) - உயர்த்தப்பட்ட வீதத்தில் வழங்க - ஆணை - வெளியிடப்படுகிறது.

வாரிய (நிலை) ஆணை (தலைவர்) எண்.136 (செயலகக் கிளை)

நாள் 27.6.2002,
ஆனி 13, சித்ரபானு ஆண்டு,
திருவள்ளூர் ஆண்டு 2033.

படிக்க:

வாரிய (நிலை) ஆணை (தலைவர்) எண்.272, (செயலகக் கிளை), நாள் 16.11.95.

வாரிய நடைமுறைகள்:

பார்வையில் கண்டுள்ள வாரிய நிலை ஆணையில் சென்னை நகரத்தில் பணிபுரியும் வாரிய ஊர்தி ஓட்டுநர்கள் எப்பொழுதெல்லாம் நாளொன்றுக்கு பத்து மணி நேரத்திற்கு மேல் பணிபுரிய வேண்டி நேரிகிறதோ, அப்பொழுதெல்லாம் அவர்களுக்கு மிகை நேரக் கைச் செலவுத் தொகையாக ரூ.25/- (இருபத்தைந்து ரூபாய் மட்டும்) வழங்குவதற்கு வாரியம் ஆணையிட்டிருந்தது.

2. மேற்கண்ட வீதத்தில் வழங்கப்பட்டு வரும் மிகை நேரக் கைச் செலவுத் தொகை நீண்டநாட்களுக்கு முன் நிர்ணயிக்கப்பட்டதாலும், தற்போதுள்ள விலைவாசியைக் கருத்தில் கொண்டும் இத்தொகையை உயர்த்தி வழங்க வேண்டும் என்று கோரிக்கை வைக்கப்பட்டது. இக்கோரிக்கை கவனமாக பரிசீலிக்கப்பட்டதின் அடிப்படையில், சென்னை நகரத்தில் பணிபுரியும் வாரிய ஊர்தி ஓட்டுநர்கள் எப்பொழுதெல்லாம் ஒரு நாளானதற்கு பத்து மணி நேரத்திற்கு மேல் பணி புரிய நேரிகிறதோ, அப்பொழுது அவர்களுக்கு மிகை நேரக் கைச் செலவுத் தொகையாக நாளொன்றுக்கு ரூ.35/- (ரூபாய் முப்பத்தைந்து மட்டும்) வீதம், வழக்கமான நிபந்தனைகளுக்குட்பட்டு, உயர்த்தி வழங்க இதன் மூலம் ஆணையிடப்படுகிறது.

(வாரியத் தலைவரின் ஆணைப்படி)

கோ. ஞானசெல்வம்,
செயலாளர்.

MTPS - Security Arrangements - Deployment from M/s. TEXCO, Chennai - Revised Wages - Requested - Approved.

(Per.) B.P. (Ch.) No.184

(Technical Branch)

Dated 27.6.2002,
Aani 13, Chithrabanu Aandu,
Thiruvalluvar Aandu 2033.

Read:

Note approval of the Chairman/TNEB, dated 24.6.2002.

Proceedings:-

The Chairman/TNEB accords approval for the following:

To accept the revised rates offered by the TEXCO for Mettur Thermal Power Station for payment @ Rs.27,48,666/- per annum with effect from 1.10.2001 with provision to change the rates which may likely to be revised from time to time as fixed by the Deputy Secretary, Govt./Public (Ex-Servicemen) Department.

(By Order of the Chairman)

R. Kannan,
Chief Engineer/Mechl./Thermal Stations.

Periyar Power House - Machine 4 - Cash incentive to task force Members for successfully completing the realignment works - Approval accorded.

(Per.) B.P. (Ch.) No.189

(Technical Branch)

Dated 29.6.2002,
Aani 15, Chithrabanu Aandu,
Thiruvalluvar Aandu 2033.

Proceedings:-

Chairman has approved the proposal for giving cash incentive to the following task force members for successfully completing the realignment works in machine No.4 of Periyar Power House and achieving full generation without vibration problem.

1. Er. K.K. Rajan, AEE/Mech./Kundah Power House - I
2. Mr. Y. Ahmed, Electrician I Gr./Kundah Power House - I
3. Mr. C. Satish Kumar, Wireman/Kundah Power House - I
4. Mr. M. Ibrahim, Mech.III Gr./Kundah Power House - I
5. Mr. H. Noor Mohammed/Helper/Mechanical/Kundah Power House - I

In appreciation of the work executed, Er.K.K. Rajan, Assistant Executive Engineer/Mechanical is awarded with a cash incentive of Rs.2,000/- and other members are awarded with a Cash Incentive of Rs.1,000/- each. This will be in addition to the usual task force allowance being paid to the eligible members.

(By Order of the Chairman)

K. Mounagurusamy,
Chief Engineer/Hydro.

* * *

TECHNICAL

PART - IV Technical

TTPS - Unit-III Boiler - Water wall tubes in High heat zone - Failure rate increased - To be replaced - Administrative Approval - Accorded- Reg.

(Permanent) B.P. (Ch.) No.156

(Technical Branch)

Dated 31.5.2002,
Vaikasi 17, Chithrabanu Aandu,
Thiruvalluvar Aandu 2033.

Read:

Note approved by the Chairman on 30.5.2002.

Proceedings:-

The Chairman/Tamil Nadu Electricity Board hereby accords administrative approval.

- 1) For replacing the water wall tubes for a height of 14 metres along with rear arch tubes in Unit-III Boiler of TTPS.
- 2) To procure the materials for the above from M/s. BHEL, the original equipment manufacturer, on proprietary basis at an approximate cost of Rs.2,94,69,500/-
- 3) To carry out the erection works of the above at an approximate cost of Rs.79,98,000/- on contract by calling open tender, under the direct supervision of Erection/Commissioning Engineers from M/s. BHEL.

(By Order of the Chairman)

R. Kannan,
Chief Engineer/Mechanical, Thermal Stations.

Review of Hydro Projects proposal - Formation of Expert Committee - Approval - Accorded.

(Per.) B.P. (Ch.) No.161

(Technical Branch)

Dated 1.6.2002,
Vaikasi 18, Chithrabanu Aandu,
Thiruvalluvar Aandu 2033.

Proceedings:-

Chairman has approved to form a Committee comprising the following members:-

1. Thiru V. Chandrasekaran, Chief Engineer/Operation (Retd.)
2. Thiru A. Gururaja Rao, Chief Engineer/CBIP (Retd.)
3. Thiru S. Thangarathinam, CFC (Retd.)

The Committee shall study and submit the report on the viability of the following proposed projects:-

1. Sholayar PH-I Additional Unit (1 x 35 MW)
2. Periyar-Vaigai Barrage IV (2 X 1.5 MW)

They are eligible for a fee of Rs.1,000/- per sitting. They are also eligible to draw travelling allowance as eligible for respective retired posts.

Chief Engineer/Hydro/Chennai will be the convener of the above Committee.

(By Order of the Chairman)

K. Mounagurusamy,
Chief Engineer/Hydro.

Memo. No. SE/Comm1./EE/T/AEE1/F.Transport/CR.No.12170/2002, (Technical Branch), dated 5.6.2002.

Sub: Electricity - State Transport Corporation Services - Adoption of Appropriate Tariff - Instruction issued - Reg.

- Ref: 1. M(D)'s Memo. No. SE/IEMC/EE(T)/AEE1/CR.05590/98-5, dated 30.8.99 to SE/Dindigul EDC with copy to all SEs. of Distr. Circles.
2. M(D)'s Memo. No. SE/Comm1./EE/T/N.161/F.Workshop cum Service Station/2002, dated 4.5.2001.

It has been represented by the authorities of State Transport undertakings and also the Additional Secretary to Government, Transport Department, Government of Tamil Nadu for application of Industrial Tariff for all their units availing HT/LT Services.

Their request has been examined in detail with reference to Tariff Notification in vogue and utilization of the services and the following instructions are issued for adoption of appropriate tariff to their HT/LT Service uniformly:-

- 1.0 All H.T. Services of State Transport Corporation may be charged under H.T. Tariff-I/A prospectively provided they produce Registered Factory Licence or any Industrial Certificate to confirm that it is an Industrial Establishment as per Tariff Notification in vogue. Otherwise H.T. Tariff-III only to be adopted.
- 2.0 All L.T. Services of State Transport Corporations having combined loads of Body Building Units and maintenance Workshop cum Service Stations and other Non Industrial loads, are to be continued under L.T. Tariff V only.
- 3.0 If the loads of Body Building Units and Tyre Plants are segregated from other loads and avail separate L.T. Service connections for such loads with Physical and Electrical segregation, such services may be classified under L.T. Tariff III B.

The above instruction will come into effect from the date of this order.

K. Gnanadesikan,
Chairman.

* * *

AMENDMENT NO.8:

Electricity - Review of additional current consumption deposit in respect of LT CT services - Amendment to Clause 15.06 (i) & (ii) of Terms and Conditions of Supply of Electricity - Orders issued.

(Per.) B.P. (F.B.) No.59

(Technical Branch)

Dated 6.6.2002,
Vaikasi 23, Chithrabanu Aandu,
Thiruvalluvar Aandu 2033.

Read:

1. Per. B.P. (F.B.) No.27, Techl. Branch, dated 11.3.2002.
2. Per. B.P. (F.B.) No.8, Accounts Branch, dated 30.4.2002.

Proceedings:-

As per Clause 15.06 of the Terms and Conditions of Supply of Electricity, the review of adequacy of current consumption deposit in respect of LT Industrial services (LT Tariff-III B) including LT CT Service is to be made once in a year during the month of April/May, taking into account preceding 12 months average current consumption charges, and to keep three times of this average or the initial minimum current consumption deposit of Rs.300/- per HP in respect of consumers who availed service connection prior to 1.11.99 and Rs.800/- per HP in respect of consumers who availed service connection after 1.11.99, whichever is higher as current consumption deposit.

In respect of LT CT services, previously bimonthly billing and collection was followed. Now, the Board has switched over to monthly billing. Consequently, many LT CT consumers are representing to reduce the deposit from the present level of covering three months current consumption charges to a lower level.

Now the Board has revised the required current consumption deposit for LT CT services from three times of the 12 monthly average current consumption charge to two times of 12 monthly average consumption charge and issued order accordingly, vide (Per.) B.P. (F.B.) No.8, (Accounts Branch), dated 30.4.2002.

After careful consideration by the Board and in exercise of the powers conferred by Section 49 of the Electricity (Supply) Act 1948 (Central Act IV of 1948), TNEB issues the following amendment to Clause 15.06 (i) (a) & (ii) to Terms and Conditions of Supply of Electricity notified in B.P. Ms. (F.B.) No.61, dated 24.12.88 and amended up to 31.7.2001 and published in Part-VI Section 3 (b) of Tamil Nadu Government Gazette No.46, dated 5.12.2001 and further amended subsequently.

The amendment shall come into force with immediate effect.

AMENDMENT

The Clauses 15.06 (i) (a) & (ii) (a), (ii) (b) of the Terms and Conditions of Supply of Electricity are amended as follows:-

Clause No. (1)	Existing (2)			Amended as (3)		
15.06 (i)	(a) The review of adequacy of Current Consumption Deposit in respect of LT Industrial services (LT Tariff-IIIB) including LT CT services is to be made every year during the month of April/May. (b) For all other LT services the review of Current Consumption Deposit is to be made once in five years during the month of April/May.			(a) The review of adequacy of Current Consumption Deposit in respect of LT Industrial services (LT Tariff-IIIB) and all LT CT Services is to be made every year during the month of April/May. (b) For all other LT services the review of Current Consumption Deposit is to be made once in five years during the month of April/May.		
15.06 (ii)	For LT consumers, the following slab rate of current consumption deposit may be fixed at the time of review. (a)			For LT consumers, the following slab rate of current consumption deposit may be fixed at the time of review. (a)		
	Category	Average Current Consumption charges per month based on Latest two Assessment	Quantum of CCD both for single phase & three phase	Category	Average Current consumption charges per month based on Latest two Assessment	Quantum of CCD both for single phase & three phase
	All LT consumers except Hut (LT IB) Pub-lighting & water supply (LT IIA & Agriculture (Free supply) LT-IV and consumers availing supply under alternative Two Part Tariff under LT IIIB.	Up to Rs.200/- Rs.201/- to Rs.400/- Rs.401/- to Rs.1000/- Rs.1001/- to Rs.2000/- Rs.2001 to Rs.4000/- Rs.4001/- and above	Rs.500/- Rs.1000/- Rs.2500/- Rs.5000/- Rs.10000/- Rs.10000/- Plus Rs.3000/- for every Rs.1000/- or part thereof increase.	All LT consumers except Hut (LT IB) Pub-lighting & water supply (LT IIA & Agriculture (Free supply) LT-IV & Industrial (LT IIIB) and consumers availing supply under alternative Two part Tariff under LT IIIB and LT CT services.	Up to Rs.200/- Rs.201/- to Rs.400/- Rs.401/- to Rs.1000/- Rs.1001/- to Rs.2000/- Rs.2001 to Rs.4000/- Rs.4001/- and above	Rs.500/- Rs.1000/- Rs.2500/- Rs.5000/- Rs.10000/- Rs.10000/- Plus Rs.3000/- for every Rs.1000/- or part thereof increase.

(1)	(2)	(3)
(b) For LT Industrial services (LT IIIB) the minimum Current Consumption Deposit will be arrived as below:-	(b) For LT Industrial services (LT IIIB) and all LT CT services Current Consumption Deposit will be arrived at as below:-	The review of adequacy of Current Consumption Deposit for L.T. Industrial services (LT Tariff-IIIB) other than LT CT services, where bi-monthly billing and collection is followed, may be made taking into account preceding 12 months average Current Consumption charges prior to the period of review (i.e. April) and three times of this monthly average shall be kept as Current Consumption Deposit subject to a minimum of Rs.300/- per HP for the consumers who availed supply prior to 1.11.99 or Rs.800/- per HP for the consumers who availed supply after 1.11.99.
† The review of adequacy of Current Consumption Deposit for L.T. Industrial services (LT Tariff-IIIB) including L.T. CT services (except new consumers who have availed/are availing service connection by payment of revised current consumption deposit of Rs. 800/- per H.P. from 1.11.99) may be made taking into account the pre-revised minimum current consumption deposit of Rs.300/- per HP or three months current consumption charges taking into account the average current consumption charges for the preceding 12 months prior to the month of April of that year <u>whichever is higher.</u>	† The review of adequacy of Current Consumption Deposit for LT CT Industrial services (LT Tariff-IIIB) where monthly billing and collection is followed may be made taking into account preceding 12 months average current consumption charges prior to the period of review (i.e. April) and two times of this monthly average shall be kept as Current Consumption Deposit subject to a minimum of Rs.300/- per HP for the consumers who availed supply prior to 1.11.99 or Rs.800/- per HP for the consumers who availed supply after 1.11.99.	
† In respect of new L.T. Industrial Consumers (L.T. Tariff-III b) including L.T. CT consumers availed/ availing service connection by payment of revised current consumption deposit of Rs.800/- per HP from 1.11.99 the review of adequacy of current consumption deposit is to be made based on the revised minimum current consumption deposit of Rs.800/- per HP or three months current consumption charges taking into account the average current consumption charges for the preceding 12 months prior to the month of April of that year <u>whichever is higher.</u>	† For other LT CT services (i.e. LT CT services covered under Category other than LT Tariff-IIIB) where monthly billing and collection is followed, the review of adequacy of current consumption deposit may be made taking into account preceding 12 months average current consumption charges prior to the period of review (i.e. April) and two times of this monthly average or the initial minimum current consumption deposit to be held <u>whichever is higher</u> shall be kept as Current Consumption Deposit.	

(By Order of the Board)

S. Nagalsamy,
Accounts Member.

Memorandum No.MD/EA /F.4/D.225/2002, dated 11.6.2002.

Sub: Observing of safety rules for avoidance of electrical accidents in Sub stations, etc. - Reg.

On 3.6.2002, Operation personnel on shift duty at Trichy 230 KV Auto SS have miserably failed in observing safety rules and precautions while charging the equipments after availing Line Clear.

Due to the gross negligence, reluctance and dereliction of duties by AEE/Shift and TA/Shift, the earth rods placed on both sides of the 110 KV breaker were not removed. Without noticing the earth rods placed on the jumpers before and after the breaker, the shift staff closed the bus and line switches. This had caused bus fault resulting in tripping of 230 KV feeders and 110 KV feeders besides damaging 2 Nos. of 110 KV CTs of the feeder and one No. 110 KV breaker of other feeder. In and around Trichy area, the supply was interrupted for longer duration. Fortunately, there was no any mishap to operating personnel.

Due to this human error, the TNEB is put to heavy financial loss on account of damages to the costly and heavy equipments and loss of revenue. A large number of consumers were deprived of electricity causing much inconvenience. The TNEB had to earn the displeasure of its consumers in Trichy area.

Had the operating staff evinced proper care and taken precautions to remove the discharge rods, this type of mishap would not have taken place. As this being a serious lapse, the operating staff viz. AEE/Shift and TA/Shift who were responsible, were placed under suspension and DP initiated against them.

The Superintending Engineers in charge of Distribution Circles and Operation Circles are therefore requested to ensure that officers and staff in charge of Substations shall observe safety rules and precautions in maintenance of equipments and lines in general and proper care at the time of switching off and charging lines and equipments before and after availing L.C. in particular. The field staff and Engineers have to be educated on the various procedures and systems in this regard so as to evoke interest and active involvement by the operating personnel while discharging their duties and responsibilities. This reference may be communicated to all officers down below for giving wide publicity among the staff.

The receipt of the memo. should be acknowledged.

A. Balasubramanian,
Member (Distribution).

* * *

Establishment - Chennai Development Circle/Chennai - Sanction for formation of 'CALL CENTRE' by OUTSOURCING professionally trained Telephone Operators - Orders issued.

(Per.) B.P. (Ch.) No.174

(Technical Branch)

Dated 17.6.2002,
Aani 3, Chithrabanu Aandu,
Thiruvalluvar Aandu 2033.

Read:

CE/D/Chennai/North Note, dated 23.5.2002.

Proceedings:-

Sanction is hereby accorded for formation of 'CALL CENTRE' as a transitional arrangement till computer based 'Call Centre' is provided and installed through 'ELCOT', under the control of Chennai Development Circle/Chennai by outsourcing 10 Nos. professionally trained Telephone Operators with one Supervisor round the clock by calling open tender at an estimated value of:

- a) Initial expenditure of the Rs.50,000/- (Rupees Fifty thousand only) as detailed in the Annexure.

- b) Recurring expenditure of Rs.3.03 Lakhs per month (Three lakhs and three thousand only) as detailed in the Annexure.

(By Order of the Chairman)

A. Balasubramanian,
Member (Distribution).

Encl:

ANNEXURE
FORMATION OF 'CALL CENTRE'

I. INITIAL EXPENDITURE

Sl.No.	Description	Qty.	Rate Rs.	Amount Rs.
1.	New Telephone connection Initial deposit	10	2000 each	20,000
2.	Furniture (Table & Chair)	10	3000 each	30,000
Total				50,000

II. RECURRING EXPENDITURE

Sl.No.	Description	Qty.	Rate Rs.	Amount Rs.
1.	Rental charges for Telephones	10	525.00 (per phone) (bi-monthly)	2625.00 (per month)
2.	Contract charges for provision of 10 Nos. operators round the clock and one Supervisor per month		3,00,000.00	3,00,000.00 (per month)
Total				3,02,625.00 (or say Rs.3.03 lakhs per month)

/ True Copy /

* * *

Letter No.CE/MM/SE/MMI/EEI/AEE3/F.Cement Allotment/D310/2002, (Technical Branch), dated 20.6.2002.

Sub: Electricity - Allotment of Cement for various circles in TNEB for the year 2002-2003 - Orders - Issued.

Ref: (1) 884th Meeting of BLTC held on 14.6.2002 & 15.6.2002.
(2) Per. B.P. (Ch.) No.2, (Accts.Branch), dated 27.2.2002.
(3) M.D's instructions vide Memo.No.SE/MMI/EEI/AEE3/F.Cement/D261/2002, dated 23.5.2002.

- 1.0 In a note put up to the Board Level Tender Committee for quantity approval for the procurement of cement for the year 2002-03, BLTC has approved 50,000 MT for various circles in TNEB. Further allotment needed, if any, will be reviewed during December 2002 or on completion of the present allotment given to each Circle.
- 2.0 Accordingly, the 50,000 MT of cement are allotted to various circles of TNEB as given in the annexure enclosed.
- 3.0 The CEs./SEs. are requested to procure cement within their allotted quantity directly from M/s. TANCEM as directed already in the references cited (2) and (3) above. As instructed in B.P. 2, dt. 27.2.2002, the C.Es./S.Es. concerned are requested to get the prevailing price from the General Manager (Marketing), M/s. TANCEM, Chennai-2 before placing L.P.O. on them.

4.0 The receipt of this letter may be immediately acknowledged to the undersigned.

Encl:

P. Mohana Krishnan,
Chief Engineer/Materials Management.

ANNEXURE

Allotment of Cement to various circles in TNEB for the year 2002-03

Sl. No. (1)	Circle (2)	Quantity in MT (3)
I. <u>CHENNAI NORTH REGION</u>		
1.	SE/Chennai EDC/North	300
2.	SE/Chennai EDC/Central	200
3.	SE/Chennai Development Circle	1500

		2000
II. <u>CHENNAI SOUTH REGION</u>		
1.	SE/Chennai EDC/South	500
2.	SE/Chennai EDC/West	500
3.	SE/Chengalpattu EDC	500

		1500
III. <u>VILLUPURAM REGION</u>		
1.	SE/Villupuram EDC	1500
2.	SE/Cuddalore EDC	1500
3.	SE/Tiruvannamalai EDC	1000

		4000
IV. <u>VELLORE REGION</u>		
1.	SE/Vellore EDC	1000
2.	SE/Tirupathur EDC	1000
3.	SE/Dharmapuri EDC	500
4.	SE/Kancheepuram EDC	500

		3000
V. <u>ERODE REGION</u>		
1.	SE/Erode EDC	500
2.	SE/Gobi EDC	500
3.	SE/Mettur EDC	800
4.	SE/Salem EDC	1200

		3000
VI. <u>COIMBATORE REGION</u>		
1.	SE/Coimbatore EDC (Metro)	1500
2.	SE/Coimbatore EDC (South)	400
3.	SE/Udumalpet EDC	400
4.	SE/Nilgiris EDC	200

		2500

(1)	(2)	(3)
VII. <u>TRICHY REGION</u>		
1.	SE/Trichy EDC (Metro)	1000
2.	SE/Trichy EDC (North)	1500
3.	SE/Trichy EDC (South)	500
4.	SE/Pudukottai EDC	750
5.	SE/Thanjavur EDC	750
6.	SE/Nagapattinam EDC	500

		5000

VIII. <u>MADURAI REGION</u>		
1.	SE/Madurai EDC	2600
2.	SE/Madurai Acqn.	200
3.	SE/Dindigul EDC	600
4.	SE/Karur EDC	200
5.	SE/Theni EDC	200
6.	SE/Sivaganga EDC	200

		4000

IX. <u>TIRUNELVELI REGION</u>		
1.	SE/Tirunelveli EDC	1250
2.	SE/Tuticorin EDC	500
3.	SE/Virudhunagar EDC	500
4.	SE/Kanyakumari EDC	750

		3000

X. <u>TRANSMISSION WORKS</u>		
1.	SE/GCC/Chennai	3000
2.	SE/GCC/Trichy	4000
3.	SE/GCC/Madurai	4000
4.	SE/GCC/Salem	2000
5.	SE/GCC/Coimbatore	2000

		15000

XI. <u>THERMAL STATIONS</u>		
1.	CE/TTPS	500
2.	CE/MTPS	500
3.	CE/NCTPS	500
4.	CE/ETPS	500
5.	SE/GTPS/BB	500
6.	SE/O&M/GTPS/Mannarkudi	500

		3000

(1)	(2)	(3)
XII. HYDRO STATION & PROJECTS		
1.	SE/Hydro Projects/Bhavani	2500
2.	SE/Civil Maintenance/K.Pudur, Madurai	500
3.	CE/PUSHEP/Masinagudi	1000

		4000

TOTAL FOR ALL CIRCLES		50000 MT

/ True Copy /

* * *

Tamil Nadu Electricity Board - Thermal Power Stations - Incentives - Received from Government of India for better performance during 1999-2000, for reduction in specific secondary fuel oil consumption and auxiliary power consumption during 1999 & 2000 - Guidelines for disbursement of award amount to eligible employees of respective Thermal Stations - Regarding.

(Per.) B.P. (Ch.) No.181

(Technical Branch)

Dated 25.6.2002,
Aani 11, Chithrabanu Aandu,
Thiruvalluvar Aandu 2033.

Read:

1. Lr.No.4/1/2002-OMD/1944-63, dated 24.5.2002 from Ministry of Power, Government of India.
2. Note approval of the Chairman/TNEB, dated 21.6.2002.

Proceedings:-

The Ministry of Power, Government of India have intimated the sanction and awarded the cheques for the cash rewards amounting to Rs.73.47 lakhs (Rupees Seventy three lakhs, forty seven thousand only) as detailed below in a function held on 12.6.2002 at New Delhi:

Sl.No. (1)	Purpose of award (2)	Year of award (3)	Amount in Rs. (4)
NORTH CHENNAI THERMAL POWER STATION			
1.	In recognition of Higher Peak Generation	1999-2000	8,31,000.00
	Sub total I		8,31,000.00
METTUR THERMAL POWER STATION			
2.	Incentive award for lesser specific oil consumption	1999	8,20,000.00
3.	Incentive award for lesser specific oil consumption	2000	7,51,000.00
4.	Incentive award for lesser Auxiliary consumption	2000	6,01,000.00
5.	In recognition of Higher Peak Generation	1999-2000	8,31,000.00
	Sub Total - II		30,03,000.00

(1)	(2)	(3)	(4)
TUTICORIN THERMAL POWER STATION			
6.	Incentive award for lesser specific oil consumption	1999	6,57,000.00
7.	Incentive award for lesser Auxiliary consumption	1999	6,57,000.00
8.	Incentive award for lesser specific oil consumption	2000	6,01,000.00
9.	Incentive award for lesser Auxiliary consumption	2000	6,01,000.00
10.	In recognition of Higher Peak Generation	1999-2000	9,97,000.00
Sub total			35,13,000.00
Grand total (I + II + III)			73,47,000.00

The Chairman/TNEB has accorded approval for the disbursement of the above amount to the tune of Rs.73,47,000 received from the Government of India to the employees of the respective Thermal Stations as per the norms adopted in the previous years.

The following guidelines may be adopted for disbursement:

1. NCTPS - TNEB employees on rolls of NCTPS and NCTPP : Rs. 8.31 lakhs.
2. TTPS - TNEB employees on rolls of TTPS and TTPP : Rs. 35.13 lakhs.
3. MTPS - TNEB employees on rolls of MTPS and MTPP : Rs. 30.03 lakhs.

Chairman/TNEB has authorised the Chief Engineers of the respective Thermal Stations to disburse the cash awards to their employees.

ELIGIBILITY FOR RECEIVING THE REWARD AMOUNT:-

The employees who were on rolls during the years of reward (viz. 1999, 2000 & 1999-2000 as the case may be) and who were on actual duty (including casual leave but excluding other kinds of leave) for a minimum of 200 days during the respective period of the year.

The award shall be distributed to the eligible employees in proportion to the salaries drawn by the employees during the year of reward as on 31.12.1999, 31.12.2000 & 31.3.2000 respectively. The salary means Basic pay + Dearness Allowance.

The award amount to any employee shall not exceed his one month's wages.

The Chief Engineers of the respective Thermal Stations shall make arrangements for disbursing the award amount and furnish the utilisation certificate to the Ministry of Power at the earliest with intimation to this office.

The utilisation certificate to Central Electricity Authority may be furnished immediately with intimation to the Chief Financial Controller and this office.

The portion of the amount which is not utilised for the purpose for which it is sanctioned, is to be surrendered immediately to the Central Electricity Authority, New Delhi and a separate account is to be maintained in respect of this grant.

(By Order of the Chairman)

R. Kannan,
Chief Engineer/Mechl./Thermal Stations.

TNEB - Madurai Region - Theni Electricity Distribution Circle - Construction of Central Office building - Revised Administrative approval - Accorded.

(Permanent) B.P. (Ch.) No.182

(Technical Branch)

Dated 25.6.2002,
Aani 11, Chithrabanu Aandu,
Thiruvalluvar Aandu 2033.

Read:

1. (Permanent) B.P. (FB) No.446 (Technical Branch), dated 19.12.95.
2. Chairman's approval dated 21.6.2002.

Proceedings:-

Revised Administrative approval is hereby accorded for the construction of permanent Central Office Building with ground floor only initially having a plinth area of about 860 m² with future provision of two more floors in the EB complex at Theni at an estimated cost of Rs.74,50,000/- (Rupees Seventy four lakhs and fifty thousand only) to accommodate the offices of Theni Electricity Distribution Circle as per the appended abstract estimate.

2. The expenditure is chargeable to the Account Head " TNEB - Funds - Capital expenditure " - Theni Electricity Distribution Circle - A/c. Code No.14.612 (Buildings).

(By Order of the Chairman)

Encl.: Abstract Estimate.

V. Ganapathy,
Chief Engineer/Civil Designs.

ANNEXURE

GENERAL ABSTRACT

Name of work: Construction of Central Office Building for Theni Electricity Distribution Circle in the EB Complex at Theni.

Sl. No.	Description of work	Amount Rs.
1.	Construction of Central Office Building including water supply and sanitary arrangements works and Electrification works 1999-2000 Schedule of Rates.	53,42,990.00
2.	10% extra for increase in the cost for the year 2000-2001	5,34,299.00
3.	Add 10% Escalation on Rs.53,42,990/- towards anticipated hike in cost of materials, construction labour, consumables etc. (2001-2002)	5,34,299.00
Total:		64,11,588.00
4.	Contingencies and petty Supervision charges @ 1%	64,116.00
5.	Establishment and general charges 15%	9,61,738.00
Total		74,37,442.00
		Say 74,50,000.00
(Rupees Seventy four lakhs and fifty thousand only)		

/ True Copy /

North Chennai Thermal Power Station - Construction of RCC Transition including Baffle Wall and Toe for the formation of pre cooling channel for the permanent diversion of warm water into Ennore creek - Specn. No.SE/CM/NCTPS/2043/2000-01 - Grant of extension of time - Approved.

(Per.) B.P. (Ch.) No.183

(Technical Branch)

Dated 26.6.2002,
Aani 12, Chithrabanu Aandu,
Thiruvalluvar Aandu 2033.

Read:

1. CE/NCTPS Lr.No.CE/NCTPS/SE/CM/EA/AE1/F.HW/D.271/02,
dated 21.2.2002 & subsequent letter dated 11.6.2002.
2. CE/Projects 'Note' approved by Chairman/TNEB, dated 25.6.2002.

Proceedings:-

The Chairman/TNEB approves the proposal of Chief Engineer/North Chennai Thermal Power Station for the grant of extension of time from 25.10.2001 to 5.1.2002 (72 days) without levying Liquidated Damages and from 6.1.2002 to 27.1.2002 (22 days) with Liquidated Damages of Rs.9,512/- (Rupees Nine thousand, five hundred and twelve only) to M/s K. Rajagopalan & Co., Mettur Dam in connection with the execution of work "Construction of RCC transition including baffle wall and toe for pre cooling channel at NCTPS for the permanent diversion of warm water into Ennore Creek" awarded under specification No.SE/CM/NCTPS/2043/2000-01.

(By Order of the Chairman)

M. Krishnamoorthy,
Chief Engineer/Projects.

Circular Memo.No.SE/Comml./EE3/AEE1/F.Loss of Ecology/D137/2002, (Technical Branch), dated 27.6.2002.

Sub: Electricity - Loss of Ecology (P & PC) Authority (Central Government) -
Action initiated against polluting industries in the affected areas of
Tamil Nadu for non-payment of Compensation amount awarded against
the industries by the LOE (P & PC) Authority for the State of Tamil Nadu -
Stoppage of Electricity to the industries - Requested - Instructions - Issued -
Reg.

Ref: Lr.No.81/2002-03, dated 27.5.2002 from Member Secretary/Loss of Ecology
(Prevention & Payments of Compensation) Authority, Chennai addressed
to CH./TNEB.

The Government of India vide Ministry of Environment and Forest Notification S.O.671 (E), dated 30.9.96 has constituted the "Loss of Ecology (Prevention & Payments of Compensation) Authority" for State of Tamil Nadu.

The Authority has powers to determine the compensation to be recovered from the Polluters as cost of reversing the damaged environment and to exercise the powers under Section 5 of Environment (Protection) Act 1986 (29 of 1986) and other Powers therein.

Section 5 of the said Act empowers the Central Government to issue directions in writing to any person, Officer or any Authority and further stated that such person, Officers, or Authority shall be bound to comply with such directions. In Explanations under Section 5 of the said Act, it has been specifically stated that Power to issue directions under the said Act includes the Power to direct stoppage or regulation of the supply of Electricity or water or any other service.

The above said provisions in Environment (Protection) Act 1986 (29 of 1986) are mandatory and Board is bound to follow the instruction/directions that may be issued by the Loss of Ecology (Prevention & Payments of Compensation) Authority.

The Notification dated 30.9.96 issued by Government of India and the relevant extract of the provisions in the Environment (Protection) Act 1986 are enclosed herewith.

All Superintending Engineers of Distribution Circles are instructed that whenever the Loss of Ecology (Prevention & Payments of Compensation) Authority request the TNEB to render necessary assistance in stopping of Power supply to the defaulting industries in payment of compensation, the request may be complied with.

A. Balasubramanian,
Member/Distribution.

Encl.: As above.

Copy of:

MINISTRY OF ENVIRONMENT AND FORESTS

NOTIFICATION

New Delhi, the 30th September, 1996.

S.O.671 (E) - In exercise of the powers conferred by sub-section (3) of section 3 of the Environment (Protection) Act, 1986 (29 of 1986) hereinafter referred to as the said Act, the Central Government hereby constitutes the Loss of Ecology (Prevention and Payments of Compensation) Authority for the State of Tamil Nadu consisting of the following members for a period of two years on and from the date of publication of this notification in the Official Gazette, namely:-

- (1) _____
(A retired judge of the High Court to be appointed by the Central Government). - Chairperson
- (2) The Secretary, Government of Tamil Nadu, Department of Environment, Chennai. - Member
- (3) The Member Secretary, Central Pollution Control Board, Delhi. - Member
- (4) _____
(a person to be appointed by the Central Government) - Member - Secretary

2. The Authority shall exercise the following powers and perform the following functions, namely:-

- (i) exercise of powers under section 5 of the said Act, for issuing directions and for taking measures with respect to matters referred to in Clauses (v), (vi), (vii), (viii), (ix), (x) and (xii) of sub-section 2 of section 3 of the said Act;
- (ii) to assess the loss to the ecology and environment in the affected areas and also identify the individuals and families who have suffered because of the pollution and assess the compensation to be paid to the said individuals and families;
- (iii) to determine the compensation to be recovered from the polluters as cost of reversing the damaged environment;
- (iv) to lay down the procedure for actions to be taken under (i) to (iii) above;
- (v) to compute the compensation under two heads, namely, for reversing the ecology and for payment to individuals;
- (vi) to direct the closure of any industry or class of industries owned or managed by a polluter in case of evasion or refusal to pay the compensation awarded against the polluter. This shall be in addition to the recovery from the polluter as arrears of land revenue.
- (vii) to frame scheme or schemes for reversing the damage caused to the ecology and environment by pollution in the State of Tamil Nadu in consultation with expert bodies

like National Environmental Engineering Research Institute, Central Pollution Control Board, etc. These schemes shall be executed by the State Government of Tamil Nadu under the supervision of the Central Government. The expenditure shall be met from the "Environment Protection Fund" and from other sources provided by the State Government and the Central Government;

- (viii) to review the cases of all the industries which are already operating in the prohibited area and direct the relocation of any of such industries;
- (ix) to close the tanneries permanently or direct their relocation, which have not provided adequate treatment facilities and not having valid certificate from the Tamil Nadu State Pollution Control Board;
- (x) to comply with the orders issued by the Madras High Court and the Supreme Court from time to time;
- (xi) to deal with any other relevant environment issues pertaining to the State of Tamil Nadu, including those which may be referred to it by the Central Government in the Ministry of Environment and Forests.

3. In exercise of its powers as defined in paragraph 2 above, the Authority shall prepare a statement showing the total amount to be recovered from the polluters mentioning therein the names of the polluters from whom the amount is to be recovered, the amount to be recovered from each polluter, the persons to whom the compensation is to be paid and the amount payable to each of them. The statement shall be forwarded to the Collector/District Magistrates of the area concerned who shall recover the amount from the polluters, if necessary, as arrears of land revenue and shall disburse the compensation awarded by the Authority to the affected persons and families.

4. The Authority shall furnish a progress report about its activities atleast once in two months to the Central Government in the Ministry of Environment and Forests.

5. The Authority shall have its Headquarters at Chennai, Tamil Nadu.

6. The terms and conditions of appointment of the Chairperson and Members shall be as determined by the Central Government from time to time.

(File No.Q.17012/63/91-CPW)
Vishwanathe Anand, Addl. Secretary.

/ True Copy /

Encl.: RELEVANT EXTRACT OF ENVIRONMENT (PROTECTION). ACT, 1986

6. The Environment (Protection) Act 1986.

5. Power to give directions - Notwithstanding anything contained in any other law but subject to the provisions of this Act, the Central Government¹ may, in the exercise of its powers and performance of its functions under this Act, issue directions in writing to any person, officer or any authority and such person, officer or authority shall be bound to comply with such directions².

Explanation - For the avoidance of doubts, it is hereby declared that the power to issue directions under this section includes the power to direct -

- (a) the closure, prohibition or regulation of any industry, operation or process; or
- (b) stoppage or regulation of the supply of electricity or water or any other service.

1 The Central Government has delegated the powers vested in it under section 5 of the Act to the State Governments of Andhra Pradesh, Assam, Bihar, Gujarat, Haryana, Himachal Pradesh, Karnataka, Kerala, Madhya Pradesh, Mizoram, Orissa, Rajasthan, Sikkim and Tamil Nadu subject to the condition that the Central Government may revoke such delegation of powers in respect of all or any one or more of the State Governments or may itself invoke the provisions of section 5 of the Act, if in the opinion of the Central Government such a course of action is necessary in public interest, (Notification NO. S.O. 152 (E), dated 10.2.88 published in Gazette No.54 of the same date)

These Power have been delegated to the following State Governments also on the same terms.

Meghalaya, Punjab and Uttar Pradesh vide Notification No.S.O. 389 (E), dated 14.4.88 published in the Gazette No.205, dated 14.4.88;

Maharashtra vide Notification No. S.O. 488 (E), dated 17.5.88 published in the Gazette No.255, dated 17.5.88.

Goa and Jammu & Kashmir vide Notification No. S.O.881 (E), dated 22.9.88; published in the Gazette No.749, dated 22.9.88.

West Bengal, Manipur vide Notification No.S.O. 408 (E), dated 6.6.89; published in the Gazette No.319, dated 6.6.89.

Tripura vide Notification No. S.O.479 (E), dated 25.7.91 published in the Gazette No.414, dated 25.7.91.

- 2 For issuing directions see rule 4 of Environment (Protection) Rules, 1986.

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INDEX

INDEX

Page

ACCIDENTS:

AVOIDANCE OF ACCIDENTS:

Observing of safety rules for elect. accidents in S.Ss., etc. - Reg. 33

சட்டங்களும் விதிகளும்:

ACTS & RULES:

நடத்தை விதி:

அரசுப் பணியாளர்கள் - நாடாளுமன்ற, சட்டமன்ற
உறுப்பினர்களுடன் தொடர்பு - உத்தரவுகள் வலியுறுத்துவது. 1

BUILDINGS:

Madurai Region - Theni EDC - Constn. of Central Office Bldg. - Revised
Adm. appl. - Accorded. 39

COMMITTEE:

Constitution of Committee on Fire Safety - Appl. Accorded -
Modifn. - Reg. 12

Review of Hydro Projects proposal - Formation of Expert Committee -
Appl. - Accorded. 29

DISCIPLINARY PROCEEDINGS:

Certain standard Forms prescribed for adoption by disciplinary
authorities - Apptt. of Enquiry Officer - Apptt. by Designation -
Clarified. 13

ELECTRICITY:

PAYMENT OF COMPENSATION:

Loss of Ecology (P&PC) Authority (Central Govt.) - Action initiated against
polluting industries in the affected areas of T.N. for non-payment of
compensation amount awarded against the industries by the LOE (P&PC)
Authority for the State of T.N. - Stoppage of Elec. to the industries -
Requested - Instns. - Issued - Reg. 40

TARIFF RATE/CC CHARGES:

Review of addl. CC deposit in r/o. LT CT services - Amendment to
clause 15.06 (i) & (ii) of T & C.S.E. - Ordered 30

State Transport Corpn. Services - Adoption of Appropriate Tariff -
Instn. issued - Reg. 30

ESTABLISHMENT:

COLLECTION OF RENT & C.C. CHARGES:

Occupation of Deptt.Qrs. by CEs./D. - Reg. 19

CREATION OF POSTS:

Police Constables in Vig. Cell for formation of Police Station - Ordered. 10

ESTABLISHMENT (CONTD.):**INCENTIVE:**

Periyar P.H. - Machine 4 - Cash incentive to task force Members
for successfully completing the realignment works - Appl. accorded. 28

Received from Govt. of India for better performance during 1999-2000,
for reduction of specific secondary fuel oil consumption & auxiliary -
Power consumption during 1999 & 2000 for Thermal P. Stns. -
Guidelines for disbursement of award amount to eligible employees
of respective Thermal Stns. - Reg. 37

PART TIME COURSE:

Bd's employees forwarding of appln. to study Part Time Course -
Cancellation of Rules - Ordered. 10

TRANSFER:

Procedure for dealing with request transfer - Transfer of J.E./A.E./A.E.E.
from Hill Stations to Plains - Ins. reiterated. 1

UPGRADATION OF POST:

TNEB - Post of D.I.G. of Police/Vig. upgraded as A.D.G.P./Vig./TNEB -
Ordered. 14

விடுமுறை நாட்கள்:

HOLIDAYS:

த.நா.மி.வா. பணியாளர்களுக்கு 2002-ஆம் ஆண்டுக்கான
விடுமுறை நாட்கள் - மேட்டூர் பணிமனை வட்டத்தில்
பணிபுரியும் பணியாளர்களுக்கு மாற்றீடு விடுமுறை -
ஆணை - வெளியிடப்பட்டது. 15

INCOME TAX:

I.T. of T.D.S. - Financial Year 2002-03 - Communicated - Reg. 20

LEAVE TRAVEL CONCESSION:

Claim of Train fare for Senior Citizens - Instructed. 18

LOANS & ADVANCES:**TECHL.EDN. LOAN:**

Sanction accorded but payment not made within the financial year -
Ordered - Reg. 19

MEDICAL AID:**TNEB HEALTH FUND SCHEME:**

Clarifn. issued by Govt. - Applicability to Bd. - Communicated. 17

சிகிச்சை/அறுவை சிகிச்சை செய்து கொண்டதற்கான/செய்து கொள்வதற்காக
செலவழிக்கப்பட்ட தொகை/முன்பணம் கோருதல் - கருத்துரு - தமிழில்
அனுப்புவது - தொடர்பாக. 20

MEETING:

Meetings convened by Collectors - Attendance by Officers of the E.B. - Reg. 14

கைச் செலவுத் தொகை:

(OUT OF POCKET EXPENSES):

சென்னை நகரத்தில் பணிபுரியும் வாரிய ஊர்தி ஓட்டுநர்களுக்கு வழங்கப்படும் மிகை நேரக் கைச் செலவுத் தொகை - உயர்த்தப்பட்ட வீதத்தில் வழங்க - ஆணை - வெளியிடப்படுகிறது. 27

PUBLIC SERVICE:

Preparation of panel for promotion - Guidelines issued by Govt. - Punishment of stoppage of increment - Effect of currency - Clarifn. issued - Applicability to Bd. - Communicated. 11

RETIREMENT:

Vig. clearance for employees seeking V.R. & Officers who retire from Service on Superannuation - Clearance to be sought well in advance - Instructed. 12

STORES:

CEMENT ALLOCATION:

Allotment of Cement for various circles in TNEB for the year 2002-03 - Ordered. 34

TENDER:

Chennai Dev. Circle/Chennai - Sanction of formation of 'CALL CENTRE' by OUTSOURCING professionally trained telephone oprs. - Ordered. 33

NCTPS - Constrn. of RCC Transition including Baffle wall and toe for the formation of pre cooling channel for the permanent diversion of warm water into Ennore Creak - Specn. No.SE/CE/NCTPS/2043/2000-01 - Grant of extn. of time - Appd. 40

TTPS - Unit - III Boiler - Water wall tubes in High heat zone - Failure rate increased - To be replaced - Adm.appl. - Accorded - Reg. 29

TRAINING:

APPRENTICESHIP TRAINING:

Apprentices (Amendment) Act 1973 - Engaging of tradesman (ITI) Apprentices in the P&C Cir. - Allott. - Appl. accorded. 15

WAGES:

MTPS - Security Arrangements - Deployment from M/s. Texco., Chennai - Revised Wages - Requested - Appd. 27

WRITE OFF:

Theft of materials at S.S./Palladam/CBE EDC/South - Write off the cost of materials lost in theft - Ordered. 18
