CHENNAI METROPOLITAN WATER SUPPLY AND SEWERAGE BOARD GENERAL SERVICE REGULATIONS 1978

In exercise of the powers conferred by clause (c) of sub-section (2) of Section 81 of the Chennai Metropolitan Water Supply and Sewerage Act 1978, the Chennai Metropolitan Water Supply and Sewerage Board makes the following Regulations in respect of the staff members working in the Board. These Regulations cover methods of recruitment, temporary appointments, appointments by agreements, qualifications, reservation of appointments, probation rules, seniority and promotion rules, postings and transfers and the consequences of resignation.

I. PRELIMINARY

1. Short title and commencement:

These Regulations may be called the Chennai Metropolitan Water Supply and Sewerage Board General Service Regulations 1978. They shall come into force with effect from the date when the Board was constituted (i.e) 22.7.78.

2. Definitions

i) **Appointed to Service:** A person is said to be "appointed to service" when in accordance with these Regulations or in accordance with these Regulations applicable at the time, as the case may be, he discharges for the first time the duties of a post under the Board, or commences the probation, instruction or training prescribed by the Board.

ii) **Approved Candidate:** "Approved candidate" means a candidate whose name appears in an authoritative list of candidates approved by the Board for appointment to any of its services.

iii) **Approved Probationer:** This means an employee in the Board's Service, who has satisfactorily completed his probation and awaits appointment as a full member of one of the categories of the Board's service.

iv) **Board:** Board means the Chennai Metropolitan Water Supply and Sewerage Board.

v) **Backward Classes:** This means the communities notified by the Government of Tamil Nadu as belonging to Backward Class.

vi) **Discharge of a probationer:** This means dispensing with the services of a probationer.

vii) **Duty:** A person is said to be "on duty"

a) When he is performing the duties of a post under the Board.

b) When he is in transit or joining time; or

c) When he, on return from leave, has to wait compulsorily for orders of posting;

d) When he is on casual leave or on Earned leave with full pay;

e) On all authorised holidays.

viii) **Full member**: "Full me s a member who has

been confirmed in that service after completing the period of probation, if any, fixed for such service.

ix) **General Regulations**: These shall mean the Regulations in Part II of these Regulations.

x) **Probationer**: "Probationer" in a post means a member who has not completed his period of probation, after his first appointment to the Board's service.

xi) **Promotion**: "Promotion" means the appointment of a member of any category or grade to a higher category or grade.

xii) **Recruited direct**: A candidate is said to be "recruited direct" to the Board's service, when, in case his first appointment thereto is made by the Board by calling for names of eligible candidates from the Employment Exchange or by inviting applications by general-public advertisement for the recruitment.

xiii) **Recruited by transfer**: A candidate is said to be "recruited by transfer" to the Board if at the time of his first appointment to the Board he was already in the service of another public institution, local body or Government.

xiv) **Scheduled castes and Scheduled tribes:** These mean the castes and tribes included in the list of scheduled castes and scheduled tribes approved and maintained by the Government of Tamil Nadu.

xv) **Service:** "Service" means the period during which a person is under the employment of the Board.

xvi) **Members 'A' Category: "**Members 'A' category" includes all probationers approved probationers and other employees confirmed in the service of the Board, but does not include employees belonging to the categories of permanent workers or casual workers.

xvii) **Members 'B' Category:** "Members 'B' category" means

a) employees belonging to the category of permanent workers who are paid on monthly basis on time-scales of pay, and

b) those belonging to the category of casual labour who are employed for short periods of time and are paid wages on daily rates.

xviii) **Technical Services:** Technical services of the Board means all posts in the Board's Organisation Structure whose incumbents are required to have qualifications in Engineering (including Public Health Engineering) or Chemistry.

xix) **Non-technical services:** "Non-technical services" of the Board means all posts other than those included in the technical services".

3. Applicability of other Regulations:

The Chennai Metropolitan Water Supply and Sewerage Board Employees (Discipline and Appeal) Regulations 1978, the Chennai

Metropolitan Water Supply and Sewerage Board Pay Regulations 1978, the Chennai Metropolitan Water Supply and Sewerage Board Leave Regulations 1978, the Chennai Metropolitan Water Supply and Sewerage Board Services (Conduct) Regulations 1978 and the Chennai Metropolitan Water Supply and Sewerage Board Pension Regulations 1978 shall, in so far as be applicable and except to the extent specifically provided in these Regulations govern all the staff employees in the Board's services in the matter of pay, leave, pension and other conditions of service.

GENERAL REGULATIONS

4. Scope of the General Regulations:

The Regulations in this part shall apply to all members 'A' Category of the Board whether temporary or permanent except to the extent otherwise provided by a contract or agreement entered into between any person and the Board.

5. Approved Candidates:

i) All first appointments to the Board's service shall be made from a list of approved candidates prepared and maintained by the Board.

ii) a) Whenever necessity arises, the Board shall call for names of eligible candidates from the Employment Exchange and if necessary may also invite applications by advertisement in the newspapers for appointment to the vacancies arising in its establishment from time to time.

b) Every eligible candidate for appointment to the Board's service who, in response to a Board's notification applies to the Board, shall, along with his application in the form prescribed, enclose a crossed Indian postal order, payable to the Secretary-cum- General Manager, Chennai Metropolitan Water Supply and Sewerage Board to the value of the prescribed fee.

c) The applicants may be required to take a written examination or to appear for an interview. For some posts the Board may require the candidates to appear for written test and also for an interview.

d) A list of approved candidates will be prepared based on the examination and the interview and appointments will be made from that list in the order arranged.

6. The inclusion of a candidate's name in any list of approved candidates for any post shall not confer on his any claim for appointment to that post.

7. Method of recruitment:

i) On the vesting date, subject to the provisions of the C.M.W.S.S.Act 1978, such of the officers and other employees of Madras Municipal Corporation, the Tamil Nadu Water Supply and Drainage Board, the local bodies within the Madras Metropolitan Area and the Ground Water branch of the Public Works Department of the Government, as are found acceptable for absorption in the Board, will be appointed to the service of the Board, and they will be treated as having been appointed on transfer to the Board's service.

ii) Vacancies arising in the different categories of the Board's service will be filled up by direct recruitment or by promotion from lower categories in the Board's establishment in the proportion to be fixed by the Board.

iii) While filling up a vacancy, an approved probationer or probationer in that particular category who might have been reverted for want of vacancy will get preference in that order.

iv) When necessity arises for reverting a person from a post for want of vacancy, approved probationers who were recruited direct shall not be discharged.

8. Any employee of the Board being on leave or on deputation shall not, if he is otherwise fit, be rendered ineligible for promotion in his turn.

III-TYPES AND RESERVATION OF APPOINTMENTS

9. Temporary appointment:

i) a) Where it is necessary in the Board's interests to make an appointment on an emergency basis, the Managing Director or other authority empowered on that behalf may temporarily appoint a person otherwise than in accordance with these Regulations for a period not exceeding six months.

b) No such appointment shall be made under clause (a) above unless the person is normally qualified to hold that particular post.

c) If owing to the emergency, the appointment of a person without the required qualification is made, such person shall be replaced by a qualified person at the earliest opportunity.

d) All appointments made under this regulation shall be reported to the Board at the next meeting.

ii) A person appointed under clause (a) shall not be regarded as a probationer and cannot have any right whatever for reappointment to the post or any preferential claim thereto at a future date. He is liable to be discharged without notice at any time with reference to the exigencies of office and he shall be paid the minimum of the time scale fixed for that post. Renewal of temporary appointments and grant of additional increments and such other matters shall be made only with the prior approval of the Board.

10. Appointment by agreements:

a) When in the opinion of the Board, Special provisions beyond the scope of these Regulations are required in respect of conditions of service, pay and allowances, retirement benefits, discipline and conduct with reference to any particular post, it shall be open to the Board to make an appointment to such post otherwise than in accordance with these Regulations and to provide by agreement with the person so appointed for any of the matters in respect of which the Board considers it necessary to make special provisions.

b) In the case of such appointment by agreements, only in matters not covered by the agreements will these Regulations have application.

c) Any person so appointed will not be regarded as a probationer and will not have any preferential claim for re-appointment in future.

11. Appointment by deputation:

a) When in the opinion of the Board, it is found necessary to appoint a person already in the service of a State or Central Government, Statutory Board, Local Body or Public Sector Institution, it shall be open to the Board to make the appointment otherwise than in accordance with these regulations and to provide separately in consultation with the State or Central Government, or other Statutory Board, Local Body or Public Sector Institution as the case may be, for all matters considered necessary.

MINIMUM GENERAL EDUCATIONAL QUALIFICATION

I) A pass in the Secondary School Leaving Certificate (SSLC) Examination with eligibility for admission to college course of studied in the University of this State or

II) A pass in the SSLC examination of this state.

III) 11 years SSLC obtained 35% marks in each subject either in one sitting or compartmentally.

IV) 11 years SSLC failed to obtain 35% in one or more subjects but obtained 35% corresponding subjects in 10 years SSLC and studied optional subjects but had obtained 35 marks in all other subjects.

b) A person appointed under clause (a) shall not be regarded as a probationer in the Board's service and will not normally be considered for promotion to the higher appointments in the Board's Service, provided that the Board may, in any exceptional case, promote by one stage any employee taken on deputation under clause (a) with the consent of the lending Institution or department. No further promotion will be admissible to such an employee in the Board's service.

12. Qualification:

a) The minimum educational qualifications for appointments to the non-technical services under the Board by direct recruitment shall be a University degree except for Typists and Steno-Typists, for whom the minimum qualification shall be a pass in the Secondary School Leaving Certificate. The minimum educational qualification for recruitment of last

grade employees shall be a pass in VIII Std. or failed in S.S.L.C. and must be able to ride bicycle.

b) No person shall be eligible for appointment to the Board's service by direct recruitment unless he satisfies the Board that:

i. he is of sound health and is free from any bodily defect or infirmity rendering him unfit for service.

ii. his character and antecedents are such as to qualify him for such service, and

iii. such a person does not have more than one spouse living; or if such a person is a woman, that she does not get married to any person who has another wife living.

iv. he is a citizen of India, and

v. he is above the age of 18 years.

vi. he satisfies the age limit if any prescribed by the Board for the particular post.

13. Special Qualification:

No person shall be eligible for appointment to a post in the Board's service unless he possess the qualifications required and has passed the tests which have been prescribed for the post.

14. Reservation of appointment:

i. The unit of appointment shall be 100 vacancies of which eighteen will be reserved for SCs, one will be reserved for STs, thirty will be reserved for BCs, twenty will be reserved for Most Backward classes and Denotified communities and remaining 31 vacancies will be filled by open competition.

a) Out of the quota of 18 percent reserved for Scheduled Caste/Scheduled Tribes 3 out of every 100 vacancies shall be reserved for physically handicapped

persons belonging to Scheduled Castes/Scheduled Tribes.

b) Out of the quota of 50 percent reserved for Backward Classes, 20 percent to Most Backward Classes and Denotified Communities and 30 percent to Backward Classes, 3 out of every 100 vacancies shall be reserved for physically handicapped persons belonging to Most Backward Classes and Denotified communities and Backward Classes. Provided that a minimum of 30% of all future vacancies which are to be filled through direct recruitment shall be set apart for women candidates irrespective of the fact whether the rule of reservation applies to the posts or not. In respect of the posts to which the rule of reservation applies, the 30% of the vacancies shall be set apart for women candidates following the existing reservation for Scheduled Castes and Scheduled Tribes, Backward Classes, Most Backward Classes and Open Competition. Women candidates will also be entitled to compete for the remaining 70% vacancies along with men candidates within their categories. If a qualified and suitable women candidate belonging to Scheduled Castes/Scheduled Tribes o or Most Backward Classes or

Open Competition is not available for selection for appointment in the turn allotted for them in the cycle, the turn so allotted shall go to the male candidate within the respective category. In respect of the posts to which the rule of reservation does not apply, the turn so allotted shall go to the next male candidate.

(B.R.No.117/89 dated 29.5.89)

c) Out of the quota of 32 percent intended for open competition 3 out of every 100 vacancies reserved for physically handicapped persons in general.

ii. The seniority of the candidate selected will be fixed according to the rotation given below i.e. the seniority of a candidate belonging to SC/ST selected against reserved

vacancies will be fixed in higher rank irrespective of his merit compared with non-SC/ST candidates.

iii. The claims of members of SCs/STs shall be considered for 18 percent of the reserved vacancies as well as for the 32 percent of the vacancies to be filled on the basis of merit. When a candidates belonging to SC or ST is selected on the basis of merit the number of posts reserved for SC/ST shall not in any way be affected.

iv. If qualified and suitable candidates belonging to SCs/STs are not available on any occasion of direct recruitment in the turns allotted for them in the cycle, the number of unfilled reserved post shall be carried forward to the next year of recruitment and at the end of which the carried forward posts will lapse if not utilised even then.

v. Appointments shall be made in the order of rotation given below:

1. Open Competition
2. Schedules Castes
3. Backward Classes
4. Open Competition
5. Most Backward Classes and Denotified Communities - WOMEN
6. Open Competition -WOMEN
7. Backward Classes
8. Schedules Castes
9. Backward Classes
10. Open Competition
11. Most Backward Classes and Denotified Communities 12. Open Competition
13. Backward Classes -WOMEN
14. Schedules Castes -WOMEN
15. Most Backward Classes and Denotified Communities 16.

Open Competition -WOMEN

17. Backward Classes
18. Open Competition
19. Backward Classes

-WOMEN 20. Schedules Castes

21. Most Backward Classes and Denotified Communities
22. Open Competition
23. Backward Classes
24. Open Competition -WOMEN
25. Most Backward Classes and Denotified Community -WOMEN
26. Backward Classes
27. Schedules Castes
28. Backward Classes
29. Open Competition
30. Most Backward Classes and Denotified Community -WOMEN
31. Open Competition
32. Backward Classes
33. Schedules Castes -WOMEN
34. Most Backward Classes and Denotified Community
35. Open Competition -WOMEN
36. Backward Classes -WOMEN
37. Open Competition
38. Backward Classes

39. Schedules Castes and Scheduled Tribes

40. Most Backward Classes and Denotified Communities
41. Open Competition
42. Backward Classes -WOMEN
43. Open Competition -WOMEN
44. Most Backward Classes and Denotified Communities
45. Schedules Castes
46. Backward Classes
47. Open Competition
48. Backward Classes -WOMEN
49. Schedules Castes -WOMEN
50. Most Backward Classes and Denotified Communities.
51. Scheduled Tribes
52. Schedules Castes
53. Backward Classes
54. Open Competition
55. Most Backward Classes and Denotified Communities-

WOMEN

56. Open Competition -WOMEN
57. Backward Classes
58. Schedules Castes
59. Backward Classes
60. Open Competition
61. Most Backward Classes and Denotified Communities
62. Open Competition
63. Backward Classes -WOMEN
64. Schedules Castes -WOMEN
65. Most Backward Classes and Denotified Communities
66. Open Competition -WOMEN
67. Backward Classes
68. Open Competition
69. Backward Classes -WOMEN
70. Schedules Castes
71. Most Backward Classes and Denotified Communities
72. Open Competition
73. Backward Classes
74. Open Competition -WOMEN
75. Most Backward Classes and Denotified Community -WOMEN
76. Backward Classes
77. Schedules Castes
78. Backward Classes
79. Open Competition
80. Most Backward Classes and Denotified Community -WOMEN
81. Open Competition
82. Backward Classes
83. Schedules Castes -WOMEN
84. Most Backward Classes and Denotified Community
85. Open Competition -WOMEN
86. Backward Classes -WOMEN
87. Open Competition
88. Backward Classes
89. Schedules Castes
90. Most Backward Classes and Denotified Communities
91. Open Competition
92. Backward Classes -WOMEN
93. Open Competition -WOMEN
94. Most Backward Classes and Denotified Communities

95. Schedules Castes
96. Backward Classes
97. Open Competition
98. Backward Classes -WOMEN
99. Schedules Castes -WOMEN
100. Most Backward Classes and Denotified Communities.

(B.R.No.117/89 dt.29.5.89 , B.P.Misc.No.3/90 dated 27.01.90 and B.R.No.206/92 dated 15-10-‘92)

i) In the case of appointment on the basis of merit i.e. Open Competition:-

Every Sixth, Sixteenth, Twenty Fourth, Thirty Fifth and Forty Third turn shall be set apart for Women in the First, Second, Third and Fourth rotations and every Sixth, Sixteenth, Twenty Fourth and Thirty Fifth, turns in the Fifth rotation and so on shall be set apart for Women

ii) In the case of Most Backward Classes and Denotified Communities:-

Fifth, Twenty-fifth, Thirtieth turns in every rotation shall be set apart for Woman

iii) In the case of Backward Classes:-

Thirteenth, Nineteenth, Thirty Sixth, Forty Second and Forty-eight turns shall be set part for women, in the rotations of odd numbers and every thirteenth, Nineteenth, Thirty sixth and Forty second turns shall be set apart for Women in the rotations of even numbers.

iv) In the case of Scheduled Castes and Scheduled Tribes:-

Every Fourteenth, Thirty third, Forty Ninth, turns shall be set apart for Women in the first, second, third, fourth, fifth, sixth, seventh, eighth and ninth rotation and thereafter in the Eleventh, twelfth, Thirteenth, Fourteenth, Fifteenth, Sixteenth, Seventeenth, Eighteenth and Nineteenth rotations and so on.

(B.R.No.117/89 dated 29.5.89 & B.P.No.3/90 dated27.01.90)

A) PRIORITY FOR EMPLOYMENT THROUGH EMPLOYMENT EXCHANGE:

GROUP-I (a)

i. Disabled Ex-servicemen (Disabled Ex- servicemen)

Ex-servicemen, who while serving in the armed forces of the Union, were disabled in operation against enemy or in disturbed areas.

ii. Upto two members of the family (widows/sons/ daughters/next of kin) of the enrolled personnel of the armed forces who were killed or disabled in action and are totally unfit for re-employment leaving their families in indigent circumstances and upto two members of the family (widows/son/ daughters/ next of kin) of Border Security Force Personnel killed in action and upto two members of the family (widows/sons/daughters/ next of kin) of the personnel of Assam Rifles killed in action.

GROUP-II (b)

i. Ex-servicemen and the wives, sons and unmarried daughters of serving military personnel and one son or one daughter or one dependent of Ex- servicemen provided that the concerned Ex- servicemen themselves have not utilised the priority. Ex-servicemen means a person, who after having served for any period of time in the defence services, (Indian Army, Indian Air Force, Indian Navy, the Auxiliary Forces of India and the Boy's companies) has been discharged (except that one who has been dismissed by a competent authority or one who has been discharged on account of misconduct or inefficiency before completing six mo e treated as Ex- servicemen).

ii. Indian National returning from Burma/Sri Lanka and East African Countries or Kenya, Uganada and Tanzania due to repatriation.

iii. Members of the family (including members of Scheduled Castes/Scheduled Tribes) whose lands have been acquired for Government purposes as well as for the projects of the Public Sector undertakings subject to the condition that preference should be given to those who are dependent for their livelihood primarily or wholly on the lands acquired and from among them to members of the Scheduled Castes and Scheduled Tribes who may be eligible for employment.

GROUP-III (c)

i. Discharged Government Employees (State) as defined in Government of Madras, Letter Ms.No.1100 Public (Services) Department dated 24-10-51.

ii. The physically handicapped persons viz, the blind, the deaf, orthopaedically handicapped persons, mentally retarded, leprosy cured and burnt out cases etc., provided the handicap is not such as would render the candidate unfit for efficiently discharging the duties attached to the post.

iii. Inmates and Ex-inmates of Approved School and Vigilance Institutions under the Government of Tamil Nadu.

iv. Retrenched employees of the Census organisation with not less than six month's service.

v. The Hindi pandits and other language pandits who have been ousted on account of the introduction of two languages formula.

GROUP-IV (d)

i. Person who have served in the Territorial Army or in the Lok Sahayak Sena for more than 6 months and on their discharge revert to part-time employment in the Territorial Army or in the Lok Sahayak Sena, as the case may be.

ii. Territorial Army Personnel and Ex-servicemen of the Auxiliary Air Force who were embodied in the present emergency and have been disembodied after a continuous engagement of over six months.

iii. Goldsmith thrown out of employment and their sons and unmarried da

iv. Persons who have worked as Youth Services Corps Volunteers for a minimum period of one year.

GROUP-V (e)

Others.

(Amended vide B.P.Misc.No.24/82 dt.17-7-82)

14 (A) Alteration of Date of Birth:

i) If, within a period of 5 years from the date of appointment, a candidate claims that his or her date of birth is different from that entered in his SSLC or Matriculation Register or School Records he/she shall make an application in the prescribed (Appendix-1) form to the appointing authority stating the evidence on which he relies and explaining how the mistake occurred. The application shall be forwarded to the Staff Manager for enquiry and report. On receipt of the report, it will be placed before the Board and the Board shall decide whether the alteration of date of birth may be permitted or the application may be rejected.

Provided that in the case of a candidate who was born outside the State of Tamil Nadu the enquiry by the Staff Manager be dispensed with and the appointing authority shall examine and scrutinise the records that may be produced by the candidate and shall decide whether the alternation of date of birth may be permitted or the application may be rejected.

(B.P.Misc.No.6/84 dt.13.3.84)

ii) After a person has entered service, an application to correct the date of his/her birth as entered in the official records shall be entertained only if such an application is made within 5 years of such entry into service. Such an application shall be made to the authority competent to make an appointment to the post held by the applicant at the time of his/her application and shall be disposed of in accordance with the procedure laid down in sub-Rule (i).

iii) Any application received after five years after entry into service shall be summarily rejected.

iv) In considering the question of permitting an alteration in the date of birth as entered in the official records even when such entry is proved to have been due to a bonafide mistake, the appointing authority shall take into consideration the circumstance whether the applicant would normally be eligible for appointment to the post at the time of entry into service had his/her age been correctly stated and what would have been its effect on his/her service and the s her officers in the service and

may permit the alteration subject to such conditions as it may deem fit to impose.

v) The procedure laid down in sub-rule (i) shall be followed also in cases where alteration of date of birth is proposed suo moto by the Head of office on the basis of medical opinion, in the absence of any other authoritative records.

Explanation: For the purpose of this sub-rule 'authoritative records' are the Secondary School Leaving Certificate or University, College or School records or Discharge Certificate of Army.

vi) The decision of the appointing authority shall be final. (B.P.Misc.No.2/82 dt.12.1.82)

IV. PROBATION AND CONFIRMATION

15 (a) (i) Every employee recruited to Board's service by direct recruitment or by recruitment by transfer from other service except those recruited to CMWSSB Basic Servants Services shall be placed on probation for a period of two years, on duty within a continuous period of three years in the post to which he is recruited.

(ii) In the case of an employee recruited to posts under Basic Servants Services he shall be placed on probation for a period of one year on duty within a continuous period of two years.

(iii) An employee who has undergone probation in any one post shall not be required to undergo probation in any other post to which he may be subsequently transferred or promoted.

(Board's Resolution No.127/82 dated 27-5-82)

(b) Service in a higher category counting for probation:

A probationer in any post shall be eligible to count for probation, his service, if any, performed in a higher post.

(c) Temporary service counting for probation:

If a probationer in one service is appointed temporarily to another post, he can count that portion of his service in the second post also towards his probation if during that period he would have otherwise continued in the original post.

16. Completion of probation and drawal of arrears of increments:

Any delay in passing orders of completion of probation shall not monetarily affect the probationer and arrears of increment shall be allowed from the date of completion as a matter of course.

17. Suspension, termination or extension of probation:

(a) If within the period of probation, a probationer fails to acquire the special qualifications or to pass the special tests, if any, prescribe cquire such other qualification

desired by the Board, the Managing Director or any other authority empowered by the Board in this behalf shall, by order, discharge him from service unless his probation is extended.

(b) Where the period of probation of an employee has expired or where the period has been extended under these Regulations, the Managing Director or any other authority empowered by the Board may, before the expiry of the prescribed period of probation or the extended period of probation as the case may be:

(i) suspend the probation of a probationer and discharge him from the service for want of a vacancy, or

(ii) at his discretion, by other, either extend the period of probation or terminate his probation and discharge him after giving him a reasonable opportunity of showing cause against the proposed termination of probation.

Explanation: The maximum period upto which to probation of a Board servant shall be extended so as to enable him to acquire the test qualification be fixed as five years. If he does not acquire the test qualification within the maximum period of five years, he shall be reverted and the qualified and eligible juniors shall be considered for promotion. If such a person is appointed by direct recruitment and has not acquired the test qualification even within the maximum period of five years, his probation shall be terminated.

18. Order or completion of probation:

a) At the end of the prescribed period or extended period of probation, as the case may be, the Managing Director or the authority empowered on this behalf shall consider the probationer's suitability for full confirmation as member in the Board's service, and it is decided that the probationer is suitable for confirmation as full member shall issue an order declaring the probation to have satisfactorily completed his probation.

b) A formal order declaring the completion of probation shall, be issued by the competent authority.

c) In all cases in which charges are pending and therefore probation cannot be declared complete, the final order on probation shall be passed as early as possible and in any case within one month after the disposal of charges of six months after the due date of completion of probation whichever is later.

d) If no such order is issued within six months from the date of completion of the prescribed period or the extended period as the case may be, the probationer shall be deemed to have satisfactorily completed his probation on the due date.

19. Appeal against discharge:

a) A probationer who is discharged under these Regulations shall be entitled to appeal to the Board against the order of discharge passed by the competent authority, within a period of three months.

b) The Board may on its own notion or otherwise, revise any order discharging a probationer under any of the earlier provisions within a period of one year from the date of such order.

c) Then an order discharging a probationer is set aside and the probationer is restored to the Board's service, the period from the date of discharge to the date of such restoration may be treated as on duty and he shall be paid the salary that would have been normally due to him but for such discharge.

20. Confirmation as full members:

a) An approved probationer shall be confirmed as a full member against a vacancy at the earliest possible opportunity.

b) No person, shall at the same time, be confirmed as a full member in more than one post.

V. SENIORITY AND PROMOTION

21. Seniority:

a) The seniority of a person in the Board's service with respect to a category or grade shall be determined by the rank obtained by him in the list of approved candidates drawn up by the Board subject to the rule of reservation where it applies; the date of commencement of his probation shall be the date on which he joins the Board's service irrespective of his seniority.

b) The seniority of a person transferred from one class or category to another carrying the same pay or scale of pay shall be reckoned with reference to rank in the class or category from which he was transferred.

c) It shall be open to the Managing Director or the authority empowered in this behalf by the Managing Director to fix the seniority of any person in a class, category or grade after giving such persons or any other person likely to be affected an opportunity to make a representation in this regard. An aggrieved employee may prefer an appeal to the Board against the decision of the Managing Director.

d) Whenever the need arises for the Board to take over the services of officers and staff working in other Institutions like the Chennai Municipal Corporation, Local Bodies or the State Government, the inter-se-seniority of such officers and staff in any category or grade on the Board's service shall be determined on the basis of the length of service rendered by them in that category or grade in the previous institution.

Note: All applications from the Board employees for the revision of their seniority in a post, should be submitted within three years from the date of appointment to a category to the authority concerned. Applications received after the said period will be rejected. However these orders will not apply to cases of rectifying orders, resulting from mistake of facts.

(B.R.No.69/96 dated 29.03.96)

22. Promotion to supervisory or managerial grade:

10% of the promotions subject to a minimum of at least one to Board Services in Managerial grades shall be made on grounds of merit and the balance 90% promotions to these grades and all promotions to the lower grades on the basis of only seniority. Promotions to fill the vacancies not set apart for merit promotion in the supervisory and managerial categories will also be decided on the basis of seniority. Even for merit promotions, seniority will be deciding factor as between the candidates eligible for being considered for such promotion. The Board shall be the deciding authority for making merit promotions.

NOTE: Managerial grades means all posts the scale of pay of which is Rs.8000-275-13500 or more.

"PREPARATION OF PANEL:

22-A: Approved Candidates:

i) All first appointments to a service or class or category for Grade thereof; whether by direct recruitment or by recruitment by transfer or by promotion, shall be made by the appointing authority from a list of approved candidates. Such list shall be prepared in the prescribed manner by the appointing authority or any other authority empowered in the CMWSS Board Special Regulations in that behalf. Where the candidates in such list are arranged in their order of preference appointments to the service shall be made in such order.

ii) <u>Ingredients for estimates and mode of preparation of estimates</u>:

The estimate of vacancies should be prepared taking into account the total num in a category, the number of

temporary posts in existence, the anticipated sanction of new posts during the penal year, the provision for leave reserve (5% of cadre strength) and un-expected contingencies, vacancies caused due to retirement, promotion, etc., prepared in the format given in Annexure-I to this Regulation. An example of estimates prepared is given in Annexure-IA Provision for un-expected contingencies should be made as in Annexure-I(3).

However, vacancies which are likely to arise after the panel year should not be considered. Such vacancies should be reckoned only in the next panel year. Nevertheless, where a panel is prepared after the relevant panel year, only the actual number of vacancies which really arose should be reckoned.

iii) Number of persons to be included for a single vacancy in a post other than the Head of Department:

According to provision (ii) above, when the estimate of vacancies arrived at is between 1 and 10, provision for unexpected contingency at 50 percent subject to a minimum of 1 should be made. Hence for a single vacancy estimated, one more number should be added to the

estimate in order to meet unexpected contingencies, and a panel consisting of two names should be drawn.

iv) "While preparing panel to fill up a single vacancy for promotions, the claims of the first two qualified candidates in the seniority list in a class or category or service shall be considered and that the same proportion shall be maintained in making selection for more than a single vacancy. If the first two candidates, after consideration of their claims, are found not suitable for the post, the claims of the next two qualified candidates shall be considered.

(B.R.323/91 dt.22.10.91 & B.No. 114/2000 dt. 6.3.2000)

v) In the matter of preparation of panel for promotion posts of grades, 1st April of every year is fixed as crucial date.

vi) The list of approved candidates selected for appointment to all categories indicating the order in which the appointments have to be made, should be published in the Notice Board.

vii) The list should be communicated to all persons concerned that is to those in the list as well as persons senior to the junior included in the list, whose names have not been included.

viii) Any person who wishes to make a representation against his non-inclusion of his name in the list shall make his representation within a period of two months from the date of publication of the list in

the Notice Board. If no representation is received within the above period, the list communicated shall be deemed to final.

ix) The period of one year validity for the list of approved candidates shall be reckoned from the date of approval by the competent authority.

The check-slip for preparation of panel in particular category is given in Annexure-II and the individual Check-Slip for preparing panel is given in Annexure-III"

ANNEXURE-I

PREPARATION OF ESTIMATES

As enlisted in the Regulation 2(ii) of the General Rules, the following ingredients should be taken into account for estimating vacancies:

1. Total cadre strength :
   (a) Temporary :
   (b) Permanent :
2. No. of vacancies on retirements: (For 12 months or on the crucial date prescribed in the rules) :

   Note:

   If the panel year is over, number of actual retirement vacancies should be taken into account.
3. 5% leave reserve vacancies with reference to the working strength.

   (Not applicable for direct recruitment). :
4. No. of likely promotions :
5. No. of new posts likely to be sanctioned during the panel period and the No. of posts sanctioned earlier but not included in the previous year estimate. :

ADD:

6. No. of vacancies to be provided for unexpected contingencies on a staggered scale as indicated (with reference to the actual estimate computing the items from 2 to 5 above) (Not

applicable for direct recruitment).

DEDUCT:

7. No. of posts disbanded during the recruitment year :

8. No. of vacancies apportioned for direct recruitment :

Total :

(A copy of the Special Rules relating to the post should be put up in file relating to the estimate of vacancies).

2) COVERAGE OF 12 MONTHS PERIOD FOR WORKING OUT THE ESTIMATE:

1. For promotion from lower post to higher post within the same service : 12 months from the crucial date.

2. For direct recruitment } 12 months from the date following
3. For recruitment by transfer } the date on which the approved list is approved by the appointing authority.

3) PROVISION FOR UNEXPECTED CONTINGENCIES

The provision for unexpected contingencies, while estimating the vacancies for the formulation of panel for appointment by promotion or by recruitment by transfer will have to be fixed on a staggered scale as indicated below:-

When the total vacancies arrived at are between (1)	Provision for unexpected contingencies at a % of total vacancies. (2)
1 and 10	50% subject to a minimum of 1
11 and 20	40% subject to a minimum of 5
21 and 40	30% subject to a minimum of 8
41 and 100	25% subject to a minimum of 12
Above 100	20% subject to a minimum of 25

ANNEXURE-IA

MODEL FOR PREPARATION OF ESTIMATES FOR THE YEAR 2002-03 IN RESPECT OF ASSISTANT WATER ANALYST/CHEMIST

1. Total cadre strength : 19
   (a) Temporary : 12
   (b) Permanent : 7
2. No. of vacancies on retirements: 2

(For 12 months or on the crucial date prescribed in the rules) : (01.04.2002 to 31.03.2003) :

Note:

If the panel year is over, number of actual retirement vacancies should be taken into account.

3. 5% leave reserve vacancies with reference to the working strength. (Not applicable for direct recruitment). : 1

4. No. of likely promotions : Nil

5. No. of new posts likely to be sanctioned during the panel period and the No. of posts sanctioned earlier but not included in the previous year estimate. : Nil

ADD:

3. No. of vacancies to be provided for unexpected contingencies on a staggered scale as indicated (with reference to the actual estimate computing the items from 2 to 5 above) (Not applicable for direct recruitment). : 1.5 or 2

DEDUCT:

4. No. of posts disbanded during the recruitment year : Nil

5. No. of vacancies apportioned for direct recruitment : Nil

Total : 5

Note:

If the panel year is over, number of actual retirement vacancies should be taken into account.

ANNEXURE-II

INDIVIDUAL CHECK –SLIP FOR PREPARING PANEL:

1. 2. 3. 4.	Name and Designation of the Officer Age and Date of Birth. Date of Retirement Educational Qualification.	
5. 6. 7. 8. 9. 10. 11. 12. 13. 14.	Date of regular appointment Date of completion of Probation and Total service in the present post held. Qualification prescribed for category post. Qualification possessed by the Officer. Whether the Officer has acquired all the qualifications prescribed in the Special or Adhoc Rules for the higher post. Whether any penalties have been imposed on the Officer and if so, the nature of charge and nature of penalty imposed. Whether there is any adverse remarks in his Personal Files and if so, indicate the details thereof. Whether any charges are pending against the Officer, and if so, indicate the nature of charges and its present stage (list to be given.) Whether any Vigilance or other enquiries are pending against the Officer and if so, indicate the details thereof. Whether the Head of the Department has recommended the Officer for the promotion. Recommendation of Competent Authority.	

ANNEXURE-III

CHECK-SLIP FOR PREPARTION OF PANEL IN PARTICULAR CATEGORY.

Details of panel prepared:

1. 2. 3. 4. 5. 6. 7. 8. 9.	Service Category Year of Panel Total No. of persons considered in the panel No. of persons not considered and reason thereof No. of persons whose claims have not been considered for following reasons: a. Punishment imposed: i. Major punishments ii. Minor punishments or b. Pending Enquiry/Disciplinary proceedings i. Enquiry by Vigilance and Anti-Corruption (or) ii. Pending disposal of enquiry by disciplinary authority. c. Due to non-satisfactory service with reference to Personal Files/Record Sheets. Date of approval of the panel Approved by Whether copies of approved panels have been communicated to all concerned including those whose names have not been included, within a month from the date of approval.	

10. 11.	Whether the approved panel communicated contains the following informations: i. The next higher authority to whom appeal against non-inclusion shall be made. ii. The time limit for appeal (i.e.) within two months from the date of receipt of the communication. Whether the claims of the persons not included in the previous year panel have been considered in this panel and if so, the result of such consideration.	

23. Revision of orders of promotions:

An order promoting a person to a higher grade may be revised by the Board in all cases except where the ultimate appellate authority is the Government; such revision may be made by the Board either suo moto at any time or an appeal or representation submitted by the aggrieved persons within six months from the date of passing of the order;

VI. POSTINGS AND TRANSFERS

24. All postings and transfers shall be made by the Managing Director or the authority empowered in that behalf.

VII. MISCELLANEOUS

25. Consequences of resignation:

Any person intending to resign from the Board's service shall give atleast 30 days notice to the Board indicating his intention.

Any person in the Board's service shall, if he resigns his appointment, for the purpose of leave, pension and gratuity, forfeit not only the service rendered by him in the particular post held by him at the time of his resignation but all his previous service under the Board or any other institution before his absorption to the service of the Board. Any claim for relaxation of the provisions of this section shall be considered by the Board if the employee has put in atleast 15 years of service.

25-A. i**). Technical**:

Any person appointed to the Board in such of the posts for which the Educational Qualification is prescribed as B.E., D.C.E., D.M.E., D.E.E., etc., and ITI in any Trade in Technical Service shall execute oard for a period not less than

two years, if he fails to do so, he shall be made liable to repay to the Board a reduced amount with reference to the length of their service as follows:

	Period of service during which the individual wants to resign (within two years)	Lumpsum for recovery Rs
1	Within six months	6000/-
2	From six months to one year	4000/-
3	From one year to one and half a year	3000/-
4	From one and half year a year to less than two years	1500/-

Any person who had undergone an induction training course at the Board's training Centre or in other approved Institutions sponsored by the Board at the time of appointment and fails to serve the Board for the period specified above shall be made liable to repay the cost of training plus one month's salary in lieu of one month's notice to the Board indicating his intention to tender resignation also in addition to the lumpsum specified above. The bond shall be executed on a non-judicial stamp paper to the value of Rs.35/- with two sureties.

In respect of other persons falling under Technical Service there shall be no Bond condition.

ii) Non-Technical:

Any person who had undergone an induction Training Course at the Board's Training Centre or in other approved Institutions sponsored by the Board at the time of appointment and fails to serve the Board till his superannuation shall be made liable to repay the coat training plus one month salary in lieu of one month notice to the Board indicating his/her intention to tender resignation.

(B.R.No.294/88 dt.29.9.98)

26. General:

Notwithstanding anything contained in these Regulations the Board shall have the power to deal with the case of any person or class of persons serving in any capacity under the Board or any candidate or class of candidates for appointment to a service in such manner as may appear to the Board to be just and equitable.

APPENDIX-1

Form for use by Board Servants while applying for alteration of date of birth

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1. Name and address of the Board servant:
2. Date of entry in Board service
3. Father's name
4. Whether father is alive and if so, his present address 5. Mother's name
6. Whether mother is alive and if so, her present address
7. Applicant's place of birth (Village, Dist. & State.)

Note: " If the place of birth happens to be a Town Panchayat or Municipality or Corporation the door No. of the house, name of the street to facilitate easy identification of the locality by the enquiry officer, must be furnished".

8. Date of birth of the applicant as per:
   i) Service Register:
   ii) SSLC or other school certificate:
   iii) Other Official records

(Specify what the records referred to are) 9. Date of birth now claimed by the applicant:

10. Particulars of each of the children (including the applicant) born to the mother of the applicant (Sl.No. in order of birth)

Sl. No.	Name of the child	Male/ Fe-Male	Date of birth	Place of birth	Wheth-er alive or dead	If alive present address & relation-ship to the applicant	Name of Father

11. Name and address in full of the person whose name is noted as informant in the birth extract obtained from the local bodies and his/her relationship to the applicant.

12. a) Reasons for the incorrect entry made in the S.R. of the applicant.

vi) To assert that the entry in the S.S.L.C. book or other School, College or University records and in the service register in regard to the date of birth, is erroneous in substance, produce a declaration setting forth the nature of error and true facts of the case made by two credible persons having personal knowledge of the facts of the case. The name and address of these two persons may be furnished to facilitate enquiry of them, at a later date, if need be.

13. If the applicant contends that the date of his/her birth as entered in the SSLC book or other School, College or University records, and in the Service Register, is incorrect, the name and address of the person who signed the declaration in the above record as to the correctness of the date of birth as entered therein and his/her relationship to the applicant should be furnished, It should also be indicated here whether the said person is alive and available for enquiry.

14. Is the applicant a holder of an insurance policy and if so what is the date of birth of the applicant as entered in the policy? A copy of the policy may be enclosed, if available.

15. Whether the applicant previously applied for the alteration of his/her date of birth if so, when and with what result.

16. Reasons for not applying for alteration of the date of birth till now.

Note: "Reasons to be adduced should be adequate and satisfactory, Recorded evidence, if any, to support them, should be enclosed".

I certify that the above particulars are true to the best of my knowledge and belief. The following documents are submitted herewith for perusal and return.

i) Extracts from the birth register about the birth of members.

ii) S.S.L.C. Book or other school or college records. iii) Extract from the Insurance Policy.

iv) Declaration by two credible persons.

Signature of the Applicant.

PAY REGULATIONS OF THE CHENNAI METROPOLITAN WATER SUPPLY AND SEWERAGE BOARD

In exercise of the powers conferred by clause (c) of sub-section (2) of Section 81 of the Chennai Metropolitan Water Supply and Sewerage Act 1978, the Chennai Metropolitan Water Supply and Sewerage Board makes the following Regulations.

1. These Regulations may be called the Chennai Metropolitan Water Supply and Sewerage Board Pay Regulations 1978. These

Regulations shall apply to all employees of the Board who are paid out of the general funds of the Board and also to any class of employees to whom the Board shall extend the benefit of these Regulations by general or special orders. They will not apply to members of temporary establishment paid on wage basis out of the provision allocated for works.

2. Definitions:

a) Compensatory allowance means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed. It includes a travelling allowance.

b) Duty: A person is said to be on duty-

i) When he is performing the duties of a post under the Board or is undergoing the probation, instruction period or training prescribed for a post.

ii) When he is in transit or joining time.

iii) When he, on return from leave has to wait compulsorily for orders of posting.

iv) When he is on casual leave, or on earned leave with full pay.

v) On all authorised holidays.

c) Fee: Fee means a recurring or non-recurring payment to a Board's employee from a source other than the Board's funds.

d) Foreign service: An employee is said to be on foreign service with the Board when the services of an employee belonging to the establishment of the Government are obtained by the Board for a definite length of time with the sanction of the competent authority.

e) Government: Government means the Government of Tamil Nadu.

f) Honorarium: Honorarium means a recurring or non-recurring payment granted to a Board's employee from Board's funds as remuneration for special work of an occasional or intermittent character.

g) Month: Month means a calendar month in calculating a period expressed in terms of months and days, complete calendar months irrespective of the number of days in each, should first be calculated and the odd number of days calculated subsequently.

h) Pay: Pay means the amount drawn monthly by an employee as basic pay, special pay and personal pay. It does not include Dearness allowance and other compensatory allowances payable to an employee under general or specific order or regulation of the Board.

i) Permanent Post: Permanent post means a post carrying a definite rate of pay sanctioned without limit of time.

j) Personal Pay: Personal pay means additional pay granted to an employee to save him from loss while fixing his pay at a lowest stage in the scale.

k) Special Pay: Special pay means an addition, of the nature of pay, to the emoluments of a post or of an employee granted in consideration of :

i) the specially arduous nature of the duties, or

ii) a specific addition to the work; or responsibility

iii) the unhealthiness of the locality in which the work is performed.

l) Stagnation increment:

i) This means the increment allowed to an employee who has reached the maximum of the time scale applicable to his post and remained there beyond a specified period.

Further, if those, who are normally eligible for stagnation increments, on completion of 10 years of service and who happen to reach the maximum of the time scale of pay prior to completion of 10 years of service, shall not be eligible for two stagnation increments beyond the maximum of time scale of pay. Such employees should be governed by the orders issued in para 6(i) (b) of G.O.Ms.No.1050, Fin,(PC) dept, dt 5-10-78 and modified in G.O.Ms.No.241, Fin(PC) dept, dt.1-4-81, i.e., they will be eligible

only for the annual increment beyond the maximum of the time scale of pay upto the limit of Rs.2000/- with effect from 28-2-84.

(Board's Resolution No.58/84 dated 28-2-84 and Pro.No.P&A/SR1/84048/83 dated 27-3-84).

ii) The stagnation increment beyond the maximum of the time-scale, at the rate of last increment shall be given once in two years for the employee the maximum of whose scale of pay does not exceed Rs.5,450/-. This facility shall cease when the pay of the employee after including the stagnation increments reaches Rs.5,450/-. Theses orders shall take effect from 1st June 1988.

(B.R.No.313/90 dated 11-9-90)

iii) One bonus stagnation increment may be granted to those who complete 10 years in a post which has no selection grade or advancement facility, irrespective of whether they have crossed the maximum of a time scale or not.

The order takes effect from 11.9.86.

(B.R. No.272/88, dated 22.8.88)

m) Subsistence Allowance: This is a monthly payment made to an employee, under suspension, who is not in receipt of pay or leave pay.

n) Temporary post: Temporary post means a post carrying a definite rate of pay sanctioned for a limited time.

o) Time scale of pay: Time scale of pay means pay which, subject to any conditions prescribed in these rules, increases by periodical increments from a minimum to a maximum.

p) Travelling allowance: This is an allowance granted to an employee to cover the expenses which he incurs in travelling in the interests of the Board.

q) Selection Grade & Special Grade pay and Bonus increment:

An employee will be allowed to move to

i) Selection Grade, wherever, it has been provided, on completion of 10 years of satisfactory service, in the ordinary grade.

ii) Similarly, a person will be allowed to move to special grade, wherever it has been provided, on completion of 10 years of satisfactory service in the selection grade.

(Board's Resolution No.118/79 dt.29-10-79)

iii) The services in the Selection Grade of the lower post shall be counted for awarding Selection Grade in the higher promotive post provided that:

a) the Selection Grade scale of the lower post and that of the ordinary grade of the higher promotive post are identical.

b) in cases of posts with different grades, one who has put in 10 years or more of service in the lower post (e.g.Grade-II) wherever it has already been provided.

c) this order shall take notional effect from 01.10.84 for the purpose of fixation of pay with monetary benefit from 01.04.86.

The Government vide letter No.168 P&A Reforms (S) Department, dated 28.09.99 clarified the issue as under:

i) The concession of counting the services rendered by the employees in the Selection Grade/Special Grade/Special temporary post of the lower post having identical or higher scales for the purpose of awarding selection grade in the promotive post be extended to all employees irrespective of whether it is first level. Promotion or not but limited to only once in the service period with effect from 01.09.98.

(B.R.No.223/2001 dt.24.12.2001)

iv) One bonus increment may be allowed to the employees of the Board stagnating in a post beyond 30 years (i.e.) employees stagnating in Special grade beyond 10 years be granted with one bonus increment as an incentive with effect from 1.9.98.

(B.R. .98)

r) Exgratia allowance: The Board allows an exgratia allowance equal to half the basic pay subject to a maximum of Rs.250/- and a minimum of Rs.125/- p.m. as long as he remains as inpatient in any Government Hospital for any length of period and to other for a maximum period of two years.

(B.P.No.1/89 dated 30.1.89)

3. The whole time of an employee is at the disposal of the Board which pays him and he may be employed in any manner required by proper authority without claim for additional remuneration.

4. a) The Board may transfer employee from one post to another transferable post under the rules, provided it carries the same pay.

b) The Board may also retransfer an employee to the post which he was previously holding.

5. An employee shall begin to draw the pay and allowances attached to his office with effect from the date when he assumes his duties, and shall cease to draw them as soon as he ceases to discharge these duties.

NOTE: An employee will start drawing pay of the post with effect from the date on which he assumes charge of the duties of the post if such assumption of charge is before noon of that day. If, however, he assumes charge in the after-noon, he will start drawing pay of that post from the following day.

6. i) No employee shall be granted leave of any kind for a continuous period exceeding five years

ii) When an employee does not resume duty after remaining on leave for a continuous period of five years, or when an employee, after the expiry of his leave, remains absent from duty, otherwise than on foreign service or on account of suspension for any period which together with the period of leave granted to him exceeds five years, he shall be deemed to have resigned and shall accordingly cease to be in the Board's employment. The Board shall, however, have the power to review such a case, if in its opinion, there are exceptional circumstances.

PAY

7. The basic pay of an employee in a post shall not exceed the maximum of the time scale applicable to that post, except when he is allowed to draw stagnation increment.

8. In respect of any period spent on training or instruction course, an employee may be granted such pay as the Board may consider reasonable, but in no case exceeding the pay which he would have drawn but for his deputation to the training or instruction course.

9. i) Where an employee holding a post in a substantive or officiating capacity, is promoted or appointed in a substantive or officiating capacity, to another post, carrying duties and responsibilities

of greater importance, than those attached to the post held by him, his initial pay in the time scale of higher post, shall be fixed, at the stage next above the pay notionally arrived at, by increasing his pay in respect of lower post, by one increment, at the stage at which such pay has accrued.

(Board's Res.No.59/84 dt.28.2.84)

Provided that in the case of Typists and Steno-Typists posted drawing pay in the lower division scale of pay plus special pay admissible to them under the rule on promotion as upper division clerks, their pay shall be fixed at the appropriate stage in the upper division scale equal to the pay plus special pay or if there is no such stage, the stage next below that pay, plus personal pay

equal to the difference to be absorbed in future increments, or if such total emoluments are less than the minimum of the upper division scale at the minimum of the upper division scale.

(B.R.No.499/81 dt. 24.8.81) and (B.R.No.236/88 dt. 24.6.88)

ii) The graduate Junior Assistants/Typists/Steno-Typists will be given a higher start at three stages above the minimum as at present.

iii) The graduate Junior Assistants/Typists/Steno-Typists who were appointed afresh between 1-4-78 to 30-9-78 are eligible for fixation of pay at Rs.390/- p.m.in the scale of Rs.350-600

iv) The graduate Junior Assistants/Typists/Steno-Typists who are appointed afresh on or after 1-10-78 will be given a higher start at three stages above the minimum of the scale of pay i.e. Rs.380/- in the scale of pay of Rs.350-600.

v) The Junior Assistants/Typists/Steno-Typists who acquire degree qualification on or after 1-10-78 will also have their pay fixed at Rs.380/- if their pay is less than

Rs.380/- i.e. the pay of a person drawing Rs.350/-

Rs.360/- and Rs.370/- on acquiring degree qualification after 1-10-78 will also be fixed at Rs.380/- in the scale of pay of Rs.350-600 from the date following the last date of the degree examinations.

vi) Persons acquiring degree qualification after reaching the stage of Rs.380/- in the scale of pay of Rs.350-600 are not entitled for any higher start.

(B. R.No.407/81 dt.10.4.81)

10. i) An increment may be withheld from an employee by the Board or any other authority empowered in this behalf, if his conduct has not been good or his work has not been satisfactory.

ii) In ordering the withholding of an increment, the authority shall state the period for which it is withheld and whether the postponement shall have the effect of postponing the future increments.

iii) The authority should also consider the effect of his order on the employee's pension.

11. i) All duty in a post on a time-scale counts for increments in that time scale provided that duty performed in a post on a time scale which has been revised by the Board shall also count for increments in the revised scale applicable for that post.

ii) Service in another post, service on deputation and leave except extraordinary leave taken otherwise than no medical certificate counts for increments in the time scale applicable to the official post of the employee.

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

b) The annual increment may be sanctioned to the Board employees on the due dates even then they happened to be on Earned Leave, Un-earned leave on M.C. and un-earned leave on private affairs on half pay. But such increment as on the date of its accrual, shall be sanctioned after they rejoin duty.

(B.R. No.31/93, dated 20.1.93)

iv) If an employee while holding on post is appointed to a higher post carrying a higher scale, his service in the

latter post shall, if he is reappointed to the former lower post, count for increments in the time scale applicable for such lower post. The period of service in the higher post which counts for increments in the lower is, however, restricted to the period during which the employee would have officiated but for his appointment to the higher.

v) Foreign service or deputation counts for increments in the time scale applicable to the post in Board's service in which the employee has been confirmed; and also to officiating posts under the Board subject to the condition that the period of foreign service which counts for increments in the officiating posts will be restricted to the period during which the employee would have held the officiating post but for his deputation on foreign service.

vi) Joining time counts for increment in the time scale applicable to the post held by him during the period. If he is on joining time immediately after leave, his joining time counts for increment in the time scale of the post last held by him immediately before going on leave.

12. The Board may grant one additional increment (in addition to the normal increment) to an employee on a time scale of any on grounds of exceptional ability or devotion to duty.

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

14. If an employee is reduced as a measure of penalty to a lower stage in his time scale, the authority ordering such reduction shall state the period for which it shall be effective.

15. i) A probationer shall draw-

a) while undergoing a course of instruction or training the pay specified in the special regulations, if any, in that behalf, and

b) after completion of the course of instruction or training or where there is no prescribed course of instruction or training, the pay of the lowest grade or the minimum pay in the time scale of pay, as the case may be, applicable to his class or category.

ii) Probationers whose period of probation is one year, increment is annual;

A probationer for whom the period of probation is one year shall be entitled to draw increment with effect from the date of satisfactory completion of probation even if there is some administrative delay in the issuing of order for completion of probation.

If, however, the probation of the employee is extended, he can draw his first increment only with effect from the date of satisfactory completion of probation. This postponement of drawal of this employee's first increment will not have cumulative effect and the next increment can be drawn on the normal date as if the first increme ned.

For probationers whose period of probation is two years on duty within a period of 3 years, increment is annual and they shall be entitled to draw first increment on the quarter in which it becomes due, taking into account his date of appointment in the post and the second increment with effect from the date of satisfactory completion of probation.

If the probation of the employee is extended, he can draw his first increment on the quarter in which it becomes due and the second increment on the date after the date of satisfactory completion of the probation.

The postponement of second increment will not have cumulative effect and the next increment can be drawn on the normal date as if the second increment has not been postponed.

However this will not be made applicable in the cases where the probation period was extended on punishment. In those cases, the third increment can be drawn only on completion of one year service from the date of satisfactory completion of probation. This may be given on the quarter in which it becomes due.

In cases where probation requires passing of any test prescribed for declaration of probation, the following is also incorporated.

"Where a probationer has to acquire special qualification or pass a special test during the period of probation, the first increment in case the period of probation is two years, shall be sanctioned to him only after declaration of satisfactory completion of probation after he acquires such qualification or passed such tests. In case where the passing of tests for declaration of satisfactory completion of probation is not necessary, the probationer shall be eligible for sanction of increment irrespective of declaration of satisfactory completion of probation. The appointing authority shall include provision to the above effect while issuing orders in all such cases.

(B.R.No.117/86 dt.10-4-86 & 21-4-86)

16. The pay of an employee whose promotion or appointment to a post is found to be or to have been erroneous shall be regulated in accordance with any general as special order issued by the Board in this behalf.

17. The Board may fix the pay of an employee not yet confirmed in the Board's service, an amount less than that admissible under these rules.

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

19. When a temporary post is created which will probably be filled by a person who is already in the Board's service, his pay shall be fixed with due regard to:

a) the character and responsibility of the work to be performed; and

b) the existing pay of Board's employees of a status sufficient to warrant their selection for the post.

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

21. Compensatory allowance attached to a post shall be drawn by an employee actually doing the work attached to the post.

22. The competent authority under the Board may, after recording reasons, permit an employee, on leave or transferred temporarily from a post to which any compensatory allowance is attached, to draw such allowance or part thereof for a period not exceeding four months without prejudice to the employee acting in his place also drawing it.

Such permission shall be given:

i) when the employee is expected to return to a post to which a similar allowance is attached; and

ii) where he will continue to incur during the said period the expenses, to meet which the compensatory allowance was granted.

23. When an employee is transferred from a post in which he draws a compensatory allowance to a post to which an allowance of a like nature is attached, he may draw the allowance during joining time, provided that, if the rates of the allowance differ, he may draw the lower rate.

24. An employee shall be permitted to draw house rent allowance during leave, if such leave is with full pay.

25. When residential buildings owned or leased by the Board are allotted to Board's employees for residential purposes, rent shall be recovered at 10% of the pay of the person concerned and no house rent allowance shall be payable to such employees.

26. i) FEES: The Board may permit an employee to perform a specified service or series of services for a private person or institution or for a public institution and to receive a remuneration thereof, if this can be done without detriment to his official duties and responsibilities.

ii) HONORARIA: The Board may grant or permit an employee to receive an honorarium as remuneration for work performed which is occasional or intermittent in character and either so laborious or of such special merit as to justify special reward.

iii) FEES & HONORARIA: While agreeing to the employees receiving either fee or honorarium, the Board shall record the reasons justifying the grant of honorarium.

27. An employee is eligible to receive and except as otherwise provided by a general or special order of the Board, to retain without special permission;

a) the prize award for any essay or plan in public competitions;

b) any reward payable in accordance with the provisions of any Act or Regulation or Rules framed thereunder; and

c) any fees payable to an employee for duties which he is required to perform in his official capacity under any special or general order of the Board.

28. i) The Board may appoint an employee to hold full additional or to discharge the current duties of another post as a temporary measure, for a period not exceeding five months in all.

ii) "For holding full additional charge of a post in the same or a higher pay scale, an employee shall be allowed to draw

additional pay uniformly at the rate of one-fifth of the pay drawn in the regular post or half of the minimum pay of additional post whichever is less for the entire period of five months".

This order takes effect from 9-2-87.

(B.P.No.31/87 dt.4-6-87 & B.P.No.42/87 dt.25-8-87)

iii) No additional pay shall be allowed:

a) When an employee discharges only current duties of any other post

b) Unless the period of full additional charge exceeds 39 working days, in computing the period of additional charge holidays and casual leave should also be included.

(B.R.No.279/80 dt.29.7.80)

c) deleted

d) "When an Officer is appointed to hold full additional charge under Sub-Regulation (a) for one or more posts there shall be no restriction on pay for allowing additional charge allowance"

(B.R.No.279/80 dated 29-7-1980
& B.P.No.23, dt. 13-4-87)

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

30. i) An employee who is placed or continues to be under suspension shall be entitled to the following payments:

a) Subsistence allowance at an amount equal to the Leave salary which the Board servant would have drawn, if he had been on leave or half average pay

or half pay and in addition, dearness allowance, if admissible, on the basis of such leave salary.

b) The amounts of subsistence allowance may be increased by a suitable amount, not exceeding fifty percent of the subsistence allowance admissible during the period of first six months, if in the opinion of the competent authority, the period of suspension has been prolonged for reasons, to be recorded in writing, not directly attributable to the Board servant.

c) The amount of subsistence allowance may be reduced by a suitable amount, not exceeding fifty percent of the subsistence allowance admissible during the period of first six months, if in the opinion of the competent authority, the period of suspension has been prolonged for reasons to be recorded in writing, directly attributable to the Board servants.

d) The amount of dearness allowance shall be based on the increase or the decrease in the amounts of subsistence allowance admissible under Clause (b) or (c) above.

Provided further,if a Board servant under suspension continues to be under suspension after the date of compulsory retirement, the amount of subsistence allowance shall be reduced to the amounts of pension which will be provisionally admissible to him whether or not the Board servant will be exonerated of the charges for which he was placed under suspension and the provisions of the proceeding proviso shall not apply to such cases.

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

the date of suspension in the Board may sanction by general or special order.

f) Board servants under suspension shall be paid H.R.A. in full at the rates admissible at the place where they are ordered to stay

during suspension with reference to the pay last drawn before suspension.

(B.P.No.30/MISC/87 dated 2-6-87)

ii) Subsistence allowance is not admissible to an employee who engages himself if any other employment, business or profession.

31. If an employee under suspension is dismissed or removed from service with retrospective effect, no recovery is necessary of the subsistence allowance already paid to him.

32. Deductions from the subsistence allowance due to an employee shall be made as follows:

a) Compulsory deductions: Income tax, house rent and allied charges in respect of quarters allotted to the employee by the Board, repayment of loans and advances taken from the Board.

b) Optional deductions with the written consent of the employee such as Insurance premia, amounts due to co-operative credit societies, refund of general provident fund advances.

c) The following deductions shall not be made from subsistence allowance:

Subscription to General Provident Fund Amounts due on court attachments.

Recovery of loss to the Board for which the employee is responsible.

33. i) When an employee, who has been dismissed, removed, compulsorily retired or suspended, is reinstated, the Board, while ordering the reinstatement shall consider and make a specific order:

a) regarding the pay and allowances to be paid to the employee for the period of his absence from duty and

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

ii) Where the Board is of the opinion that the employee has been fully exonerated of the charges against him, or in the case of suspension that it was wholly unjustified, the period of suspension will be treated as duty and the employee shall be given the full pay and allowances to which he would have been entitled had he not been dismissed, removed, compulsorily retired or suspended as the case may be.

iii) In other cases, the employee shall be given such proportion of pay and allowances as the Board may prescribe subject to the condition that such pay and allowance will not be less than the subsistence and

other allowances admissible under Regulations 30; the period of absence will not be treated as duty in such cases unless the Board specifically so directs; the Board may also direct that the period of such absence may be treated as leave of any kind admissible to him.

34. i) When an employee is prosecuted in respect of criminal offence or other matter, whether arising out of his official duties or not, or imprisoned for debt or is detained under any law providing for preventive detention, and he is detained in custody for a period longer than 48 hours, he shall be deemed to be under suspension and shall be entitled only to subsistence allowance under Regulation 30 till the termination of proceedings against him.

ii) If the matter arose out of official duties and if he is not dismissed from service, the pay and allowances will be adjusted with reference to Regulation 33.

iii) In other cases, when the employee is permitted to rejoin duty, he shall not be entitled to anything more than what he would have received if he had been granted the leave admissible to him from the period of his absence from the time of his detention, the amount of subsistence grant already drawn by him being adjusted against his pay and allowances.

35. i) The date of compulsory retirement of an employee is the date on which he attains the age of fifty eight years.

Notwithstanding anything contained in this Regulation, the appropriate authority shall, if it is of the opinion that it is in the public interest so to do, have the absolute right to retire any Board servant by giving him notice of not less than three months in writing or three months pay and allowances in lieu of such notice, at any time after he has attained the age of fifty years or fifty five years in the case of basic servant as the case may be, or after he has completed thirty years of qualifying service. Any Board servant who has attained the age of fifty years or who has completed twenty years of qualifying service may likewise retired from service voluntarily by giving notice of not less than three months in writing to the appropriate authority.

Explanation-I: Appropriate authority means the authority which has the power to make substantive appointments to the post or service from which the Board servant is required to retire or wants to retire.

Explanation-II: For the purpose of this regulation the three months notice may be given before the Board servant attains the age of fifty years or 55 years in the case of Basic servant, as the case may be provided that the retirement takes place after he has attained that age.

Explanation-III: In computing the notice period of three months, the date of service shall be included.

Explanation-IV: When a Board servant under suspension or against whom disciplinary action is pending, seeks to retire voluntarily under this sub-rule, the specific permission of the appropriate authority for such voluntary retirement is necessary.

The appropriate authority may withhold the permission sought by the Board servant.

Explanation-V: The powers conferred on the appropriate authority under the sub-regulation may also be exercised by any higher authority.

a) i) The Regulation 35 (i) of this Regulation provides for Compulsory retirement of Board's employees in public interest after they attain the age of 50 years and 55 years in the case of basic servants or after he has completed 30 years of qualifying service.

ii) The High Level Standing Committee constituted to consider the review petitions of Government servants compulsorily retired under fundamental rule 56 (d) shall also consider the review petitions of the employees of Board who are compulsorily retired under the Regulation.

iii) The employees who are compulsorily retired shall submit their review petitions to the High Level standing Committee constituted by Government within one month from the date of issue of order of Compulsorily retirement through the appropriate authority empowered to issue such order of Compulsory retirement.

iv) For the purpose of Compulsory retirement of Board's employees two Review Committees have been constituted:

REVIEW COMMITTEE -I:

1	Chairman	Spl. Commissioner & Commissioner of Revenue Admn.
2	Members	1) Secretary to Govt. in the Admv. Dept. concerned(if the Secretary of the Admv. Department concerned

		Secretary, Another Secretary to Govt. will be nominated by the Chief Secretary. 2) Chairman-cum-Managing Director if both the functions are combined in one person, if

REVIEW COMMITTEE -II:

Officers drawing pay on scales of pay lesser than Rs14,300/-

1 2	Chairman Members	1) Secretary to Govt. in the Admv. Dept. concerned. (If the Secretary of the Admv. Department concerned happens to be the senior most Secretary, another Secretary to Govt. will be nominated by the Chief Secretary. Chairman-cum-Managing, if both the functions combined in one person, otherwise both of them will be members.

The G.O. Ms. No.300, P&A Department, dated 18.12.98.

v) While reviewing the cases of employees of the Board, the Review Committee should follow the norms and guidelines prescribed from time to time for reviewing the cases of Government servants under Fundamental Rule 56(d)

vi) For processing the Compulsory retirement of Board's employees, the Board should send the recommendations of the review committee to the Municipal Administration and Water Supply Department, Government of Tamil Nadu which is the Administrative Department of the Board. The file relating to officer's scales of pay not exceeding Rs.10,000/- should be circulated through the Deputy Secretary to Government, Personnel and Administrative Reforms Department to the concerned Minister, Chief Minister. Files relating to the officers on scales of pay exceeding Rs.10,000/- should be circulated through the Deputy Secretary to Government, Personnel and Administrative Reforms Department to the concerned Minister, Chief Minister and

Governor also. After orders are obtained in circulation, the decision of the Government may be communicated to the Board to implement the decision, and

vii) In cases relating to the review petitions of employees of the Board, the recommendations of the High Level Standing Committee for setting aside the orders of Compulsory retirement may be circulated to Minister concerned, Chief Minister and Governor through the Deputy Secretary to Government, Personnel and Administrative Reforms Department, cases in which the High Level Standing Committee recommends rejection of the review petition need be circulated only to the Minister concerned through the Deputy Secretary to Government, Personnel and Administrative Reforms Department and need not be circulated to the Chief Minister and the Governor. While circulating such files, necessary drafts may be prepared and put up to avoid time lag in informing the Board regarding the decision on such review petitions.

(B.P.Misc.No10/83,Personnel and Admn. Dept. dt.10-8-83)

2. An employee under suspension on a charge of misconduct should not be required or permitted to retire on his reaching the date of compulsory retirement, but should be retained in service until the enquiry into the charge is concluded and a final order passed thereon. Whether such an employee is fully exonerated or not, he shall be

considered to have been under extension of service for the period from the date of compulsory retirement to the date of termination of the proceedings. During such an extension of the employee shall freeze at the level reached on the date of compulsory retirement and the salary during that period shall not exceed the pension which has accrued to the employee on that date.

36. The Board may from time to time, depute any of its employees to work in a local body, public sector undertaking or other institution on such terms and conditions as may be determined in each case.

37. Lumpsum amount to Typist and Steno-Typist:

Persons acquiring the qualification i.e. Tamil Shorthand by higher grade are eligible for grant of lumpsum amount of Rs.50/-

38 (a)

i) Where the scale of pay allowed to the Selection Grade of the lower post is identical to the scale of pay of the ordinary grade of the next higher category, the pay shall be fixed either by working out the notional pay of the Government / Board servant in the ordinary grade of the lower post till regular promotion and then applying FR-22B or continuing to draw in the higher post of pay

drawn in the Selection Grade of the lower post at his option. This orders takes effect as per III pay commission.

ii) The option should be exercised within one month from the date of appointment to the higher post and the option once exercised will be final if no option is exercised within the time limit, the Board servant shall be allowed to draw pay in the higher post at the same rate as in the selection grade of lower post. This order is effective only upto 30-9-84.

iii) When a selection grade employee is promoted to a higher post, the ordinary scale of pay of which is lower than the selection grade of lower category, he may straight away be taken to selection grade of the higher post. The pay shall first be fixed in the ordinary grade of the higher post, based on the pay he would have drawn in the ordinary grade of the lower post and his pay again fixed in the selection grade

scale of pay if the higher post under Ruling 35 under FR.22. Provided that as a corollary to the above, that the employee senior to the promoted who may be in the ordinary grade of the higher post may be taken to selection grade irrespective of the fact whether he has completed 10 years of service in the post or not.

(B.R.205/86 dt.2-7-86)

38 (b) When a Government servant is promoted/appointed to higher post from selection grade of the lower post carrying identical scale of pay in the ordinary grade of the next higher post, pay shall be fixed either under FR 22 B the reference to the notional pay in the ordinary grade of the lower post on the date of promotion/appointment to the higher post with the 5% increase of pay with reference to such notional pay or at the stage in the ordinary grade of the higher post after adding one notional increment to the pay drawn in the selection grade scale of the lower post at his option which should be exercised within one month from the date of promotion/appointment and if no option is exercised within the period, pay shall be fixed at the stage in the higher post equal to the pay after adding one notional increment to the pay drawn in the selection grade of the lower post. In respect of those who were appointed between 1-10-84 and the date of Government order i.e.10-9-96, they should exercise the option within two months from the date of this order. This order shall take effect from 1-10-84 with monetary benefits, from 1-4-86. Since the Board has approved the G.O.now only, vide its Res.No.331/86 dated 15, 16-12-86, the option should be exercised by the Board Employees (whose scale as per IV Pay Commission is identical) within one month from the date of issue of this proceedings. If no option is exercised within one month, pay shall be fixed as stated above in the order. This order takes effect from 1-10-84 with monetary benefit from 1-4-86.

(B.R.No.331/86 dated 16-12-86)

39. The Government in their G.O.Ms.No.1071, Personnel and Administrative Reforms (FR.1) Department, dated 11-11-82 have issued orders for the refixation of pay to the Government servants promoted/appointed to higher posts involving assumption of higher duties and responsibilities by giving option to refix the pay either.

a) for fixation of pay under FR.22 B on the date of promotion/appointment taking into account of the pay in the lower post immediately prior to Promotion/ appointment to the higher post without any further review on accrual of increment in the scale of pay of the lower post.

or

b) for fixation of pay on the date of promotion/appointment to the higher post initially under FR 22(i)(a)(i) for FR (1)(b)(i) and for refixation of pay under FR 22-B on the date of accrual of next increment in the scale of pay of the lower post.

If the pay is fixed as in (b) above next increment shall be allowed on completion of the required qualifying period of one year with effect from the date of refixation of pay

This option shall be exercised within one month from the date of promotion/appointment. The option once exercised shall be final. This order takes effect from 28-2-84.

(B.P.No.24/84 dt.23-11-84)

40 The following orders of Government are incorporated in Board's service with regard to the procedure for fixation of pay in the promotive post on promotion to the higher post so as to make Government servant to avail monetary benefit atleast to the extent of 5% basic pay.

Accordingly it is decided that the pay should be fixed in the higher post at the next higher stage in cases where the monetary benefit after fixation of pay under FR 22 B in the higher posts falls short of 5% over the pay drawn in the lower post.

Illustration-1.

a) if the pay in the lower post on the date of promotion /appointment plus 5% of that pay has a stage in the scale of pay of the higher post, the pay shall be fixed in higher post at that stage.

An Office Assistant drawing a pay of Rs.500/-p.m. with effect from 1-1-85 in the scale of pay of Rs.450-10-570-15- 720 was appointed to the higher post of Record Clerk with effect from 1-5-85 in the scale of of pay of Rs.475-10-555- 15-615-20-775.

His pay shall be fixed as follows:

	Rupees

The pay in the lower post of Office Assistant on the date of promotion viz., 1-5-85	500
Pay admissible in the higher post of Record Clerk under FR 22-B	515
Monetary benefit after fixation of pay under FR 22-B 5% of the pay drawn in the lower post on 1-5-85	15
Pay + 5% over the pay of the lower post	25
Pay to be fixed in the higher post of Record Clerk with effect from 1-5-85	525
	525

b) if the pay drawn in the lower post plus 5% of that pay exceeds the amount arrived at for fixation of pay in the higher post under FR 22-B but if there is no corresponding stage in the scale of pay of the higher post, the pay shall be fixed at the next higher stage.

"A selection grade Asst.Section Officer drawing the pay of Rs.1360/- with effect from 1-1-85 in the scale of pay of Rs.1045-45-1450-65-1775 was promoted as Section Officer with effect from 1-5-85 in the scale of pay of Rs.1160-50-1460-70-1980.

His pay shall be fixed as follows:

	Rupees
Pay in the lower post on the date of promotion	1360
Pay admissible under FR 22-B in the post of Section Officer	1410
Benefit accrued on fixation of pay under FR 22-B 5% of the pay drawn in the lower post	50
Pay + 5% of such pay in the lower post on 1-5-85 Pay to be fixed in the higher post on 1-5-85	68
	1428
	1460

The above orders of grant of minimum increase of 5% in the pay is effective from 1-10-84.

(B.R.No.177/86 dt.16-6-86)

41. 1. A Board servant who holds a lien on a permanent post or who would hold a lien on such a post had his lien not been suspended.

a) if appointed substantively to a permanent post on a time scale of pay shall have his initial substantive pay fixed as follows:

i) when appointment to the new post involves the and responsibilities of greater

importance than those attaching to such permanent post, he will draw as initial pay, the stage of the time scale next above his substantive pay in respect of the old post.

ii) when appointment to the new post does not involve such assumption he will draw as initial pay the stage of the time scale which equal to his substantive pay in respect of the old post or if there is no such stage, the stage next below that pay plus personal pay equal to the difference and in either case will continue to draw that pay until such time as he would have received any increment in the time scale of old post or for the period after which an increment is earned in the time scale of new post whichever is less. But if the minimum pay of the time scale of the new post is higher than his substantive pay in respect of the old post he will draw that minimum as initial pay.

iii) when appointment to the new post is made on his own request under rule, 15 (a) and the maximum pay in the time scale of that post is less than his substantive pay in respect of the old post, he will draw that maximum as initial pay.

b) if appointed to officiate in a permanent or temporary post.

i) and the appointment involves the assumption of duties or responsibilities of great importance than those attaching to permanent post shall have his initial pay fixed subject to the provisions of rule 35 as in sub-clause (i) of clause (a) the pay of such a Government servant shall be refixed under that sub-clause on an enhancement in the substantive pay as a result of increment or otherwise from the date of such enhancement as if he was appointed to officiate in that post on that date when such refixations is to his advantage provided that the provisions of rule 22-B shall not be applicable in the matter of such refixation.

ii) If however the appointment does not involve such assumption, he shall not draw pay higher than his substantive pay in respect of a permanent post provided

that Board may exempt from the operation of this rule any service and provided further that Government may specify posts of outside the ordinary line of a service, the holder of which may not withstanding the provisions of this rule, be given, any officiating promotion in the cadre of the service, as they would have received if still in the ordinary line.

2. if the condition in sub-rule (i) that the Government servant should hold a lien or a suspended lien on a permanent post is not satisfied, the Board servant shall draw as initial pay the minimum of the time scale.

Provided both in cases covered by sub-rule (i) and in cases other than cases of reemployment after resignation, removal or dismissal from the public service covered by this sub-rule that if he has previously held substantively or officiated in

i) the same post or

ii) a permanent or temporary post on the same time scale or

iii) a permanent post on an identical time scale or a temporary post on an identical time scale such post being on the same time scale as a permanent post; then the initial pay shall not be

less than the pay other than special pay, personal pay or emoluments classed as pay by Government under rule g (21) a (iii), which he drew on the last such occasion and he shall count the period during which he drew that pay on such last occasion and any previous occasions for increment in the stage of the time scale equivalent to that pay.

If however, the pay last drawn by the enhancement in a temporary post has been inflated by the grant of premature increments, the pay which he would have drawn but for the grant of those increments shall, unless otherwise ordered by the authority competent to create the new post, be taken for the purpose of the proviso to be the pay which he last drew in the temporary post.

b. **Pay Regulation 41 and sub-clause above (effective from 1-9-83)**

In the case of revision of scale of pay on or after 1-9-83 of a particular post, without any increase in duties and responsibil xed with effect from the date

of revision of scale of pay at the same stage, if there is a stage in the revised scale equal to the pay drawn in the old scale of pay and if not, at the next higher stage. The next increment in the new scale shall be allowed on the normal date, viz., on the date the next increment is due in the old scale of pay. This will take effect from the date of issue of G.O.(i.e.) from 1-9-83.

(B.R.No.330/86 dt.15, 16.12.86)

42. "Where a Board servant has been overlooked for promotion/appointment to his next higher post but subsequently promoted/appointed to that higher post after restoration of his original seniority on appeal, his pay shall be fixed on the date of assumption of charge in the higher post on par with the pay of his junior provided; he has drawn the same rate of pay as his junior in the lower post from time to time; if he has not drawn the same rate of pay as his junior in the lower post, his pay shall be fixed on the date of assumption of charge, at the stage at which he would have drawn pay on that date had he been promoted/appointed to the higher post along with his junior. In cases where seniority has been restored on or after 19th September 1981 arrears of pay and allowances consequent on fixation of pay shall be admissible with effect from the date of assumption of charge in the higher post; in cases where seniority has been restored prior to dated 19th September arrears shall be admissible only with effect from the above date.

(B.P.Misc. No.10/87 dated 20-2-87)

LEAVE REGULATIONS OF THE CHENNAI METROPOLITAN WATER SUPPLY AND SEWERAGE BOARD.

In exercise of the powers conferred by Clause(c) sub-section (2) of section 81 of the Chennai Metropolitan Water Supply and Sewerage Act, 1978, the Chennai Metropolitan Water Supply and Sewerage Board makes the following regulations.

REGULATIONS

1. These Regulations may be called the Chennai Metropolitan Water Supply and Sewerage Board Leave Regulations 1978. These Regulations shall apply to all employees of the Board except those employees belonging to other institutions or State Government departments working on deputation or on foreign service terms.

2. Definition:

The terms used in these Regulations shall have the same meaning as they have under the General Service Regulations and the Pay Regulations of the Board.

STAFF LEAVE REGULATIONS:

3. Earned leave:

3(a): I) The leave account of every of permanent Board servant (who is serving in a department other than vacation department) shall be credited with earned leave, in advance, in two installments of 15 days each on the first-day of January and first day of July of every calendar year.

ii) The leave at the credit of permanent Board servant at the close shall be carried forward to the next half-year, subject to the condition that the leave so carried forward plus the credit due for the forth coming half-year do not exceed the maximum limit of 240 days.

iii) Earned leave shall be credited to the leave account of a permanent Board servant at the rate of 2½ days for each completed calendar month of service which he/she is likely to render in a half year of the calendar year in which he/she is appointed.

iv) The credit for the half year in which a permanent Board servant is due to retire or resigns from the service shall be afforded only at the rate of 2½ days per completed calendar month upto the date of retirement or resignation.

v) When a permanent Board servant is removed or dismissed from service or dies while in service, credit of earned leave shall be allowed at the rate of 2½ days per completed calendar month upto the end of the calendar month preceding calandar month in which he is removed or dismissed from service or dies in service.

vi) If a permanent Board servant has availed of extra-ordinary leave (with or without Medical certificate) and/or some period of absence has been treated as dies-on in a half-year, the credit to be afforded to his leave account at the commencement of the next half-year shall be reduced by 1/10 of the period of such leave and/or dies-on, subject to a maximum of 15 days.

vii) While affording credit of earned leave, fractions of a day shall be rounded off to the nearest day.

viii) In the case of non-permanent Board servant, (probationer and temporary) earned leave shall be credited to the leave account at the rate of 2½ days for every two completed calendar months of service which he is likely to render in a half-year of the calendar year, subject to a maximum of 30 days.

ix) A Board servant in Basic service shall be entitled for advance credit of earned leave as ordered in item (I) above after completion of 5 years of regular service. Those who have put in less than 5 years of regular service shall be governed by the provision under item (viii) above.

x) If a Board servant is on leave on the last day of any particular half-of a calendar year, he/she shall be entitled to earn leave credited on the first of the succeeding half year provided the authority competent to grant leave has reason to believe that the Board servant will return to duty on expiry of leave.

xi) Where the earned leave at the credit of Board servant as on the last day of December or June is 240 days or less but more than 225 days, the advance credit of 15 days earned leave on the first day of January or July to be afforded shall instead of being credited in the leave account, be kept separately and first adjusted against the earned leave that the Board servant takes or surrenders during that half-year and the balance, if any, shall be credited to the leave account at the close of the half-year, balance of such earned leave plus leave already at credit do not exceed the maximum limit of 240 days.

xii) In respect of existing incumbents, the earned leave shall be worked out at 1/11th or 1/22nd of duty period as the case may be upto 30.6.94 and balance number of days shall lapse.

These orders shall take effect from 1.7.94

(B.R.No.217/94 dated 28.9.94)

xiii) An employee may be permitted to surrender fifteen days earned leave per year or once in two years 30 days earned leave at his credit and draw pay and allowance in lieu thereof inclusive of Pay, D.A., H.R.A., C.C.A..

An employee at the time of retirement can surrender the entire earned leave at his credit subject to maximum of 240 days and to draw full leave salary including Dearness Allowance and all other allowances normally admissible while going on leave during service be allowed for the entire period of earned leave (Maximum 240 days) for encashment. This will also apply to employees who go on voluntary retirement. This will also apply to employees who go on voluntary retirement, medical invalidation, retrenched from service, compulsory retired employees who die while in service and also employees permitted to retire from service without prejudice to the disciplinary proceedings pending against them.

(B.R.No.328/96 dated 25.11.96)

4. Unearned leave:

Unearned leave on half pay on private affairs may be granted to employees other than those in the last grade service, upto a maximum of 3 months at a time and 6 months in all during their entire service. This may also be combined with E.L. if the total period is within 6 months. Employees on probation are not eligible for unearned leave on private affairs. This leave is restricted to a period of 3 months for the first 10

years of service of an employee and can be carried forward beyond 10 years when alone he will be eligible for the full period of 6 months".

(B.R.No. 15/82, dated 4.2.82)

4 (I): An employee may be permitted to surrender at the time of retirement 50 % of the leave on private affairs standing to the credit of the employees, upto a maximum of 90 days, be entitled for full leave salary.

(B.R.No.328/96 dated 25.11.96)

5. i) **Medical leave:**

Medical leave is admissible to the staff as certified by the Medical Officer of the rank prescribed by the Board for this purpose. The total medical leave admissible for the entire service of an employee is subject to a prescribed maximum and the actual amount of medical leave admissible at a time is the amount certified by the Medical Officer. Employees returning from medical leave should produce fitness certificate from medical officer before resuming duties.

Employees returning from medical leave exceeding one month should produce a fitness certificate from the Civil Assistant Surgeons in the Government service, Medical leave shall be calculated on full pay basis".

ii) The following are the medical leave entitlement for this different categories of Members 'A' Category:

	CATEGORIES	Period of service	Maximum entitlement

1) 2)	All members of A category except those in the last grade with less than 15 years of service. Members of 'A' category in the last grade with less than 15 years of service.	Upto 5 years More than 5 years but less than 10 years More than 10 years but less than 15 years More than 15 years but less than 20 years More than 20 years	3 months 6 months 9 months 12 months 18 months 10 days for every completed years of service
3)	All the approved probationers, permanent Board servants in superior service and also in basic service who undergo treatment for certain major ailments like tuberculosis, leprosy, cancer, or Hansen's disease, Coronary surgery, kidney transplantation and Retina transplantation in		The privilege of 18 months Unearned leave on Medical Certificate in all at a time without any restriction without reference to Medical Board if a certificate is received from a recognised institution where the treatment is taken

(B.R.No.501/81 dt.24-8-81) & (B.R.No.378/88 dated 28.12.88)

(i) The Board employee may be directed to be produced before the Medical Board for check up and issue of Medical certificate if the place where the Medical Board sit is located within a short distance from the private Nursing home/Hospital by using an

ambulance. The ambulance hire charges will be reimbursed by the Board.

(ii) If the Board servant can't be produced in person before the Medical Board, then the Medical records of the individual should be furnished to the Medical Board and if the genuineness of the treatment given to the Board servant by the Private Nursing home/Hospital is acceptable to the members of the Medical Board, then the Unearned leave on Medical certificate can be granted. The grant of Medical leave in such cases is subject to the condition that the Board servant should appear before the Medical Board at the earliest opportunity as and when possible to attend the Board while recouping health. The expenditure incurred by the Board servant for appearing before the Medical Board will be reimbursed by the Board.

(B.R.No.221/86 dt.21.7.86)

6. Casual Leave:

Casual leave, on full pay basis, at the rate of 12 days per calendar year is admissible to all staff of the Board irrespective of grade. Casual leave lapses at the end of the calendar years and no carry-forward is allowed in respect of casual leave. This cannot be combined with any other kind of leave but it can be combined with holidays and Sundays provided that the total period of absence at any one time including intervening Sundays and other holidays should not exceed 10 days. Casual leave should as far as possible, be availed of only after it is formally granted.

Special Casual Leave:

i. Special Casual leave not exceeding eight days to married men employees who undergoes sterilisation operation and not exceeding 20 days to married women employees who undergo non puerperal sterilisation operation can be granted, subject to production of medical certificate from the doctor who performed the operation in a family planning clinic or Hospital run by the Government of Tamil Nadu or Municipalities as the case may be.

ii. Special Casual leave not exceeding seven days can be granted to a married male employee whose wife undergoes sterilisation operation irrespective of whether it is puerperal or non-puerperal on the production of medical certificate from the doctor who performed the operation in clinic or Hospital run by the Government of Tamil Nadu or Municipalities in view of the fact that the presence of the employee is necessary to look after his wife during her convalescence after the operation.

Special casual leave under this rule shall not be granted in addition to or in combination with Maternity leave.

(B.R.No.221/86 dt.21.7.86)

7. Maternity leave:

i) Married women staff, who have completed one year's service, are eligible for leave for maternity purposes including cases of miscarriage and abortion, on production of a medical certificate. It can be availed of three weeks in advance of the anticipated date of child birth and the balance there after. Maternity leave can be combined with earned leave. Full pay is admissible during maternity leave.

ii) In the case of probationer, earned leave available at their credit shall first be sanctioned and the balance will be sanctioned as Maternity leave.

(B.R.No.221/86 dt.21.7.86)

iii) A woman servant with less than two surviving children, may be allowed Maternity leave for a period of 90 days from the date of its commencement.

iv) Maternity leave not exceeding six weeks for miscarriage, including natural abortion or abortion under medical termination of pregnancy act 1975 may be granted to a woman servant irrespective of number of surviving children on production of medical certificate.

v) Not withstanding the requirement of production of medical certificate, leave of the kind due and admissible upto a maximum of one year may, if applied for, be granted in continuation of maternity leave granted.

(B.R.No.216/93 dt. 5.8.93)

JOINING TIME

8. i) Joining time is admissible to staff who are transferred from one station to another requiring an actual shift of their household. If, however, a staff member is shifted from one post to another only involving a change of his office building at the same station, he is eligible for only one day joining time. Joining time can be availed of in continuation of earned leave on full pay, but not in combination with any other kind of leave, joining time will be calculated on full pay basis.

ii) <u>Joining time consists of:</u>

a) Preparation time of two days including holidays or Sundays intervening, and

(B.R.No.61/89 dated 27.4.89)

b) transit time calculated on the following basis:

By Air, rail or bus	- Actual time taken
By car	- One calendar day for every 300 kms, or part thereof.

9. Study Leave:

Study leave, on half pay, may be granted, at the discretion of the Board, to staff in pay scales the minimum of which is Rs.6500/- or more who desires to undergo a special course of higher studies or specialised training in a professional and technical subject having a direct and close connection with their share of duty. Study leave is not admissible for pursuit of academic courses unrelated to the employee's work. The maximum study leave admissible will be 24 months during the entire service of an employee and it may be granted upto 12 months at any one time. Before proceeding on study leave, an employee must furnish an undertaking to the Board agreeing to serve the Board for not less than five years after his return from leave.

If the Board considers that the course of study or training for attending, which study leave is granted, is of particular relevance to an employee for his efficient functioning, it may permit such employee to draw full pay for the entire period of his leave.

10. Extra-ordinary Leave:

1. Permanent & Approved probationers: Who has not completed 5 years of service shall not be granted leave of any kind for a continuous period exceeding 6 months at any one time except that it could be exceeded by UEL on MC or Study Leave granted under the Regulation.

2. Who has completed 5 years of service shall not be granted leave of any kind for a continuous period exceeding one year at any one time except that it could be exceeded by UEL on MC or Study Leave granted under the Regulation.

3. When a permanent or approved Probationer does not resume duty after remaining on leave or absence for a continuous period of either six months or one year as the case may be, he may be removed from service.

4. There should be an interval of 3 years period between two spells of maximum leave granted.

5. In respect of the non-permanent (Probationer or temporary) staff the limit is 6 months., There should also be an interval of 3 years between 2 spells of maximum leave so granted.

(B.R. No.177/88 dated 23.5.88)

11. Special Disability leave:

i) a) Shall not be debitable to any other leave account and may be granted to any category of employee who is disabled by injury intentionally inflicted or caused in due performance of or in consequence of his official duties or in consequence of his official position;

b) Shall not be granted unless the disability manifests itself within three months of the occurrence to which it is attributed and the person disabled, acts promptly in bringing it to the notice of the competent authority.

c) Shall be for a period restricted to what is recommended by the medical authority.

d) May be granted more than once if the disability is aggravated or reproduced in similar circumstances at a later date, but the leave so granted shall not exceed 24 months in respect of each disability, whether taken at a stretch or on more than one occasion.

II) During the first 120 of special disability leave, an employee may draw full pay and for the remaining period, half pay.

12. Combining kinds of leave:

Subject to these Regulations, any category of employee may be granted, at the discretion of the sanctioning authority, any kind of leave admissible under these Regulations either by itself or in combination with or in continuation of any other kind of leave so admissible. Casual leave, however, cannot be combined with any other kinds of leave.

13. Lapsing of leave:

Lapsing of leave under Staff Leave Regulations stands deleted.

(B.P.Misc.No.13/87, dated 23.3.87)

14. A person appointed under clause (a) of General Regulations 10 shall be eligible for leave as follows:

i) Leave on full pay limited to 1/22 of the period spent on duty and

ii) Leave on half pay on Medical Certificate to the extent of 1/22 of the period spent on duty.

(B.R.No.275/88 dated 22.8.88)

15. Grant of Leave to Board servants to take up employment abroad:

i) Board employees desirous of seeking jobs abroad, irrespective of categories to which they belong – technical, non-technical or Clerical – be permitted to apply and secure employment abroad either through the Overseas Manpower Corporation Limited, or other available sources. However, such of those scarce categories of

Staff/Officers whose services are considered essential to this Board shall not be permitted to secure jobs abroad.

ii) The period of employment abroad shall normally be three years, which can be extended for a further period of two years.

iii) The period of absence during employment abroad will be treated as extra-ordinary leave without allowances but such period of absence will not be construed as a break in service. It will not be counted for service benefits such as increment, pay, leave etc. However, if contribution towards pension is paid by the foreign employer or employee such period will count for pension.

iv) On return from abroad such officials shall not claim any preference over others in their parent departments for promotion or higher pay by virtue of the experience gained in foreign employment. Nor shall they claim exemption from working experience or other qualifications required under the rules.

Note: i) The scarce categories mentioned in para 15(I) above shall be identified and a list shall be prepared and maintained by each Head of Department with the prior approval of the Board/Government. The list shall be updated from time to time based on the emerging needs and experience.

ii) As the absence of the Board servants during the employment abroad is treated as Extra-ordinary leave without allowance, the Board direct that the pay of such of those

Board servants will be determined with reference to their actual period of duty.

(B.R.No.280/91 dated 22.10.91)

CHENNAI METROPOLITAN WATER SUPPLY AND SEWERAGE BOARD SERVICES (CONDUCT) REGULATIONS

1. Short title and application:

i) These Regulations may be called the Chennai Metropolitan Water Supply and Sewerage Board Service (Conduct) Regulations, 1978.

ii) Except as otherwise provided by or under these Regulations, they shall apply to all employees appointed to the services and paid out of the funds of the Chennai Metropolitan Water Supply and Sewerage Board including those who are working under the Board on foreign service or deputation terms, provided that nothing in these rules shall apply to Government servants who are members of the All India Services governed by the All India Services (Conduct) Rules 1954.

2. Definitions:

In these Regulations, unless the context otherwise requires:

i) 'the Board' means the Chennai Metropolitan Water Supply and Sewerage Board.

ii) 'Members of the Family' shall mean:

a) in the case of a male employee, the wife, dependent children and dependent parents of the employee and the widow and children of a deceased son of the employee.

Provided that if an employee proves that his wife has ceased, under the personal law governing him or the customary law of the community to which she belongs to be entitled to maintenance, she shall no longer be deemed to be part of the employee's family for the purpose of these

Regulations, unless he subsequently intimates by express notice in writing to the Managing Director that she shall continue to be so regarded; and

b) in the case of a female employee, the husband and children, the dependent parents of the employee or her husband, and the widow and children of a deceased son of the employee.

Provided that if a member by notice in writing to the Managing Director expresses her desire to exclude her husband from the family, the husband and his dependent parents shall no longer be deemed to be a part of the employee's family for the purpose of these Regulations unless the employee subsequently cancels in writing any such notice.

3. General:

Every employee of the Board shall at all times maintain absolute integrity and devotion to duty.

4. Employment of near relatives in private firms enjoying Board's patronage.

No employee of the Board shall, except with the previous sanction of the Board, permit his son, daughter or any person dependent on him to accept employment with any private firm having official dealings with the Board.

5. Taking part in politics and Elections

i) No employee of the Board shall be a member of, or be associated with, any political party or any organisation which takes part in politics nor shall be take part in, subscribe in aid or assist in any other manner, any political movement or activity.

ii) If any question arises as to whether any movement or activity falls within the scope of this Regulation, the decision of the Board shall be final

iii) No employee of the Board shall canvass or otherwise interfere or use his influence in connection with or take part in, an election to any legislature of local authority; the display by an employee of the Board on his person, vehicle, or residence of any party symbol

shall amount to using his influence in connection with an election within the meaning of its sub-clause.

Provided that:

a) an employee of the Board qualified to vote at such election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted.

b) an employee of the Board shall not be deemed to have contravened the provisions of this Regulation by reason only that he assists in the conduct of an election in due performance of a duty imposed on him by or under any law for the time being in force.

6. Demonstration Strikes:

No employee of the Board shall participate in any demonstration or resort to any form of the strike in connection with any matter pertaining to his condition of service.

7. Joining of association by Board's employees:

No employee of the Board shall join or continue to be a member of any Service Association of employees which has not within a period of six months from its formation obtained the recognition of the Board or recognition in respect of which has been refused or withdrawn by the Board.

7 (A). Prohibition of membership of any communal organisation etc:

No employees of the Board shall be a member of , or be otherwise associated with any organisations which (a) promotes or attempts to promote on grounds of religion, race, place of birth, residence, language, caste or community or any other ground whatsoever, disharmony or feelings of enmity, hatred or ill will between different religious, racial, language or regional groups or castes or communities; and

(b) whose activities are prejudicial to the maintenance of harmony between different religious, racial, language or regional groups or communities and which disturbs or is likely to disturb the public tranquility.

(B.R.No.300/93 dated 30.11.93)

8. Individual Representations:

i) Every employee of the Board submitting a representation shall do so separately and in his own name.

ii) The representation shall be in Tamil or English and shall contain all material statements, and arguments relied upon by the petitioner, be complete in itself and include a copy of the order complained against; it shall contain no disrespectful or improper language and shall end with a specific prayer.

iii) Every representation shall be submitted within three months of the receipt of the orders against which the representation is made.

iv) The representation should be addressed to the immediate official superior or the head of office or such other authority at the lowest level as is competent to deal with the matter.

v) Representations to higher authorities must not be made unless all means of securing attentio r authorities have been

exhausted; even in such cases the representation must be submitted through the proper channel; however, there will be no objection, at this stage, to an advance copy of the representation being sent direct to a higher authority.

9. Redress in a Court of law:

i) Employees of the Board seeking redress of their grievances arising out of their employment or conditions of service should, in their own interests, and also consistently with propriety and discipline, first

exhaust the normal channels of redress before they take the issue to a court of law.

ii) Permission to sue the Board in a court of law for the redress of such grievances is not necessary but if an employee decides to have recourse to a court of law, he may do so on his own responsibility.

10. Connection with Press, Radio and Television:

i) No employee of the Board shall, except with the previous permission of the Board own wholly or in part, or conduct or participate in the editing or managing of any newspaper or other periodical publication.

ii) No employee of the Board shall, except with the previous sanction of the Board or any other authority empowered in this behalf, participate in a radio or television broadcast or contribute any article or write any article or write any letter either anonymously or in his own name or in the name of any other person to any newspaper or periodical. Provided that no such sanction shall be required if such broadcast or such contribution is of a purely literary, artistic or scientific character, or is done in the bonafide discharge of his duties.

11. Criticism of the Board:

No employee of the Board shall in any radio broadcast, television interview or in any document published anonymously or in his own name or in the name of any person or in any communication to the press or in any public utterance, make any statement of fact or opinion which has the effect of an adverse criticism of any current or recent policy or action of the Board.

12. Evidence before committee or any other authority:

i) Save as provided in sub-clause (3), no employee of the Board shall, except with the previous sanction of the Board, give evidence in connection with any inquiry conducted by any person, committee or authority.

ii) Where any sanction has been accorded under sub-clause (i), no employee of the Board giving such evidence shall criticise the policy of the Board.

iii) Nothing in the Regulation shall apply to:

a) evidence given at an enquiry before an authority appointed by the Government, by Parliament or Legislature, or

b) evidence given in any judicial enquiry, or

c) evidence given at an ordered by the Board.

13. Unauthorised Communication of Information:

No employee of the Board shall, except in accordance with any general or special order of the Board (or such authority as may be empowered in this behalf) or in the performance in good faith of the duties assigned to him, communicate directly or indirectly any official document or information to any person to whom he is not authorised to communicate such document or information.

14. Subscriptions:

No employee of the Board shall, except, with the previous sanction of the Board, or such authority as may be empowered in this behalf; ask for or accept contributions to, or otherwise associate himself with the raising of, any fund in pursuance of any object whatsoever.

15. Gifts:

i) Save as otherwise provided in these Regulations, no employee of the Board shall, except with the previous sanction of the Board, accept or permit any member of his family to accept from any person any gift of more than trifling value; the acceptance of such gifts other than those of a trifling value shall be reported to the Board and the gifts shall be disposed of in such manner as the Board may direct.

Provided that gifts of a value, reasonable in all circumstances of the case, may be accepted from relations and personal friends or presented to such persons on occasions such as wedding,

anniversaries, funerals and religious functions, when the making or receiving of such gifts is in conformity with the prevailing religious or social customs.

ii) For the purpose of this Regulation, any trowel, key, or other similar articles offered to an officer of the Board at the laying of the foundation stone or the opening of a public building or any ceremonial function shall be deemed to be a gift.

iii) A gift exceeding Rs.75/- in value shall be regarded as a gift not of trifling value.

16. Public Demonstration in Honour of Board's servants:

No employee of the Board shall, except, with the previous sanction of the Managing Director, receive any complimentary or valedictory address or accept any testimonial or attend any meeting of entertainment held in his honour, or in the honour of any other officer or employee of the Board.

17. Private Trade or Employment:

i) No employee of the Board shall engage directly or indirectly in any trade or business or undertake any employment or accept regular part time employment under any other individual or institution.

ii) No employee or members of the family of the employee shall directly or indirectly enter into any contract with the CMWSS Board, unless otherwise specifically permitted by the Board.

Family: Definition of family would be as under:

"Family in relation to a person, the wife or husband, as the case may be, of such person and the sons, daughters in law, unmarried daughters, brothers, unmarried sisters, father and mother"

(B.R.No.46/2000 dated 21.01.2000)

18. Investments, Lending and Borrowings:

i) No employee shall make, or permit his wife or any member of his family to make, any investment likely to embarrass or influence him in the discharge of his official duties.

ii) No employee of the Board shall, except with the previous sanction of the Board and save in the ordinary course of business with a bank or a firm of standing. Borrow money from or otherwise place himself under pecuniary obligation to any person within the local limits of the Chennai Metropolitan Area or any other person with whom he is likely to have official dealings, nor shall he permit any member of his family to enter into any such transaction.

Provided that he may accept a purely temporary loan of a small amount free of interest from a personal friend or relative or operate a credit account with a bonafide trades man.

19. Insolvency and Habitual indebtedness:

i) An employee of the Board shall manage his private affairs as to avoid habitual indebtedness or insolvency.

ii) An employee of the Board who becomes the subject to legal proceedings for insolvency shall forthwith report the full facts to the Managing Director.

20. Movable, immovable and Valuable property:

1. Every employee of the Board shall within 3 months of his first appointment to Board's service and thereafter at an interval of five years submit a return in forms I to V prescribed vide appendix to Chennai Metropolitan Water Supply and Sewerage Board Service conduct Regulations of all his assets acquired or inherited by him or held by him on lease or mortgage either in his own name or in the name of any member of his family or in the name of any other person and similarly his liabilities also. He shall give full particulars regarding;
(B.R.No.162/89 dated 4.7.89)

a) the immovable property inherited by him, or owned or acquired by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person:

b) shares, debentures and cash including bank deposits inherited by him or similarly owned, acquired, or held by him;

c) Other movable property inherited by him or similarly owned, acquired or held by him; and

d) debts and other liabilities incurred by him directly or indirectly.

Every Board Servant shall submit a return of his assets and liabilities as on 31st December 1990 in Forms I to V in schedule I appended to conduct rules 20 on or before 31.3.91 and thereafter at an interval of 5 years on or before 31st day of March of the year immediately following the year to which the return relates giving full particulars.

(B.R.No.162/89 dt.4.7.89)

Explanation:

(i) Government servant is not required to give notice to the prescribed authority or seek prior permission from the prescribed authority for acquisition or disposal of immovable properties by the members of his family under clause (a), if the immovable property in question is not acquired from the resources of the Government servant concerned."

(ii) The movable or immovable properties acquired by the members of the family of a Government servant solely with their own resources need not be included in such returns."

1) No Board Employee shall except after notice to the prescribed authority acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift exchange or otherwise either in his own name or in the name of his family.

Such a notice will be necessary even when any immovable property is acquired by any member of the family of the Board employee, out of the resources of the Board employee.

Provided that any such transaction conducted otherwise than through a regular or reputed dealer shall require the previous sanction of the prescribed authority.

A) Every employee of the Board for the construction or extension of a house shall report to the Managing Director in the following manner:

i) Before starting the construction/extension he/she shall report/seek permission, as the case may be in

Form VII appended to these rules.

The details in Forms VI and VII appended to these rules shall be furnished whenever it is possible to do so. Where, however, it is not possible to furnish details, the Board servant shall mention the covered area on which the building is proposed to be erected and the estimated cost of the building.

A) B) A Board Employee who enters into any transaction concerning any movable property exceeding five thousand rupees in value, whether by way of purchase or sale shall report to the prescribed authority within one month from the date of every such transaction.

(B.R.No.451/90, dt.10.12.90)

Provided that no Board employee shall enter into any such transaction except with or through a regular or reputed dealer or agent or with previous sanction of the said prescribed authority.

Explanation:

For the purpose of this regulation the expression movable property includes the following property:

a) Jewellery, insurance policies, shares, securities & debentures.

b) Loans advanced by such Board employee whether secured or not.

c) Whether secured or not Motor Cars, Motor cycles, Horses or any other means of conveyance; and

d) Refrigerator, Television, Radios and Radiograms.

(B)(1): The prescribed authority shall dispose the applications seeking the sanction/permission referred to in Regulation 20(A)(I) & (B) within a period of two months from the date of receipt of such application from the Board employee. The said period of 2 months shall be reckoned from the date of receipt of such clarification or particulars.

Where no order accordingly such sanction or granting such permission is issued within the said period of two months, it shall be deemed that the prescribed authority has accorded the sanction or granted the permission on the expiry of the said period of two months and the Board employee can acquire or dispose the immovable property purchase or sale the movable property or commence the construction/extension of the house.

2. The Board, or any other authority empowered in this behalf, may at any time by general or special order require an employee of the Board to submit, within a specified period, a full and complete statement of movable or immovable property held or acquired by him or by any member of his family as may be specified in the order; such statement shall, if so required by the Board or any other competent authority, include details of the means by which or the source from which such property was acquired.

21. Vindication of Acts and Character of Board's servants:

No employee of the Board shall, except with the previous sanction of the Board, have recourse to any court or to the Press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character; this will not, however, prohibit an employee of the Board from vindicating his private character or any act done by him in his private capacity.

21.A. Prohibition of Board servants from entering into transaction for the purchase of second hand goods at favourable price tending to result in favouritism:

No Board servant shall enter into any transaction with any private person or firm or company engaged in any business or profession, for the purchase of costly second hand goods such as vehicles for conveyance, furniture and electrical domestic appliances at a favourable price, which may tend to result in favouritism or patronage being shown to the Board servant of which may render such Board servant under an obligation to such private person or firm or company and which may be construed as a suitable form of corruption.

EXPLANATION: Nothing in this sub-rule shall prevent any Board servant from entering into any person or firm or company for the purchase of second hand articles, at the normal or prevailing market rate of such second hand article'.

(Amended as per B.B.Misc.No.13/84, dated 18-5-84)

22. Canvassing of Non-official or other outside influence:

No employee of the Board shall bring or attempt to bring any political or other outside influence to bear upon any superior authority in the Board to further his interest in respect of matters pertaining to his service in the Board.

(i) A Board servant violating provisions of Regulation 22 of CMWSS Board Service (Conduct) Regulations, 1978 for the first time should be advised by the appropriate disciplinary authority to desist from approaching Members of Parliament or Members of State Legislature to further his/her interest in respect of matters relating to service conditions. A copy of this advice need not, however be placed in the Personal file/Record Sheet of the employee concerned.

(ii) If a Board employee is found guilty of violating the aforesaid provisions of Conduct Regulations, despite the issue of advice on the earlier occasion, a written warning should be issued to him/her by the appropriate disciplinary authority and a copy thereof should be placed in his /her Personal File/Record Sheet.

(iii) If a Board employee is found guilty of violating the aforesaid provisions of the Conduct Regulations, despite the issue of warning to him/her, disciplinary action should be initiated against him/her by the

appropriate disciplinary authority under the provisions of CMWSS Board (Discipline and Appeal) Regulations.

(iv) Board servant causing his own case to be made the subject of an interpolation in Parliament or the State legislature shall be deemed to have contravened this rule.

(v) When M.L.As, M.L.Cs, M.Ps and other non-Officials make representation on behalf of individual Board servants to Ministers, Heads of Departments or other higher Officers, it shall be presumed that the concerned Board servant was responsible for bringing political or outside influence to bear upon the superior authority to further his interest unless he proves to the contrary.

(B.R.No.270/95, dt.25.10.95)

23. Bigamous Marriages:

I) No employee of the Board who has a wife living shall contract another marriage without first obtaining the Board's permission notwithstanding that such subsequent marriage is permissible under the personal law applicable to him.

II) No female employee of the Board shall marry any person who has a wife living.

III) The penalties mentioned in items (5) and (6) of the Rule 5 of the Chennai Metropolitan Water Supply and Sewerage Board Employees (Discipline and Appeal) Regulation 1978 as the case may be, shall be imposed on a Board servant for the violation of Rule 23 of Chennai Metropolitan Water Supply and Sewerage Board Service (Conduct) Regulations 1978.

(Amended as per B.P.Misc.28/82,dt.2-11-82)

24. Board Servant not to be found drunk while attending office etc.,

a) A Board Servant-shall strictly abide by any law relating to consumption of liquor or intoxicating drugs in force in any area in which he may be happened to be for the time being;

b) Shall not be found drunk or under the influence of liquor while attending officers or appearing in a public place.

(B.P.No.3/82 dated 12-1-82)

25. Interpretation:

If any question arises relating to the interpretation of these Regulations, it shall be referred to the Board whose decision shall be final.

26. Delegation of Powers:

The Board may, by general or special order, direct that any power exercisable by it shall, under these Regulation subject to conditions, if any, as may be specified in such order, be exercisable by any officer or authority as may be specified in such order.

27. Every member of the Board service shall at all times maintain absolute integrity and devotion to duty and shall do nothing which is unbecoming of a member of the Board service.

(Amended as per B.P.Misc.No.15/83 dt.31.8.83)

SCHEDULE-I

Return of Assets and Liabilities held by Board Servants

1.	Name of the Board servant in full (in block letters)	
2.	Service to which he belongs	
3.	**Total length of service upto date**	
4.	Present post held and place of posting	
5.	Total annual income from all sources during the calendar year immediately preceding the 1st day of Jan 20	
6.	Declaration	

I hereby declare that the return enclosed, namely Forms I to VII are complete, true and correct as on ..... to the best of my knowledge and belief, in respect of information due to be furnished by me under the provisions of the CMWSS Board's Service (Conduct) Regulations.

Date …… Signature ……

Note: 1. This return shall contain particulars of all assets and liabilities of the Board servant, either in his own name or in the name of any other person.

2. If a Board servant is a member of Hindu Undivided Family with coparcenary rights in the properties of the family either as a ‘Karta’ or as a member, he should indicate in the return in

Form No.1. the value of his share in such property and where it is not possible to indicate the exact value of such share, its approximate value. Suitable explanatory notes may be added, wherever necessary.

FORM No.1.

Statement of immovable property, held by Board Servants (e.g. Lands, House, Shops others Buildings, etc.)

Serial Number	Description of property	Precise Location (Name of District,Division, Taluk and village in which the property is situated and also its distinctive number etc.)	Area of Land (in case of land and buildings)	Nature of land (in case of land and property)	Extend of interest	If not in own name, state in whose name held and his/her relationship, if any , to the Board Servant.	Date of acquisition	How acquired (whether by purchase, mortgage , lease , inheritance , gift or otherwise and name with details of person/persons from whom acquired (address and connection of the	Value of the property (See note 2 below)	Particulars of sanction of prescribed authority, if any.	Total annual income from the property	Remarks
								any, with the person/persons concerned) (Please see note 1				

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.

Date: **Signature**

Note: 1. For purpose of column 9, the term ‘lease’ would mean a lease of immovable property from year to year or for any term exceeding one year or preserving a yearly rent. Where, however, the lease of immovable property is obtained from a person having official dealings with the Board servant such a lease, should be shown in this column irrespective of their term of the lease, whether it is short term, long term and the periodicity of the payment of rent.

2. In column 10 should be shown: (a) Where the property has been acquired by purchase, mortgage or lease, the price or premium paid for such acquisition.

FORM No.II

Statement of liquid assets held by Board Servants

1. Cash and Bank balances exceeding three month's emoluments
2. Deposits, loans and advances and investments (such as shares, securities, debentures etc.)

Sl. No	Description	Name and address of Company, Bank etc.	Amount	If not, in own name, name and address of person in whose name held and his/her relationship with the Board's	Annual income derived	Remarks
1.	2.	3.	4.	5.	6.	7.

Date: Signature Note :

1. In column (7), particulars regarding sanctions obtained or report made in respect of the various transactions may be given.

2. The term 'emoluments' means the pay and allowances received by the Board servant.

FORM No.III

Statement of movable property held by Board Servant

Sl.No.	Description of Items	.Price or value at the time of acquisition and/or the total payments made upto the date return, as the case may be, in case of articles purchased on hire-purchase or
1	2	3

If not, in own name, name and address of the person in whose name and his/her relationship with the Board servant.	How acquired with approximate dates of acquisitions.	Remarks.
4	5	6

Date: Signature:

Note: 1. In this form information may be given regarding items like

a) jewellary owned by him (total value)

b) Silver and other precious metals and precious stones owned by him not forming part of jewellery (total value)

c) (i) Motor cars (ii) Scooter/Motor cycles (iii) Refrigerators/Air conditioners (iv) Radios/Radiograms/Television s lue of which individually exceeds

Rs.1000/-

d) value of items of movable property individually worth less than Rs.1000/- other than articles of daily use such as clothes, utensils, books, crockery etc. added together as lumpsum.

2. In column (5) may be indicated whether the property was acquired by purchase, inheritance, gift otherwise.
3. In column (6) particulars regarding sanction obtained or report made in respect of various transactions may be given.

FORM No.IV

Statement of Provident Fund and Life Insurance Policy held by Board Servants.

Insurance Policies					Provident Fund				
Sl. No.	Policy number & date of policy	Name of Insurance Company	Sum Insured/ date of maturity	Amount of annual premium	Type of Provident Fund GPF/EPF Account Number	Closing balance as last reported by the Audit/Accounts Officer along with date of such balance	Contributions made subsequently	Total	Remarks (if there is dispute regarding closing balance the figures according to Board servants should be mentioned in the
1	2	3	4	5	6	7	8	9	10

Date: Signature:

FORM NO.V

Statement of debts and other liabilities of the Board Servant

Serial Number	Amount	Name and address of creditor	Date of incurring liability	Details of transaction	Remarks
1.	2.	3.	4.	5.	6.

Date: Signature:

Note: 1. Individual items of loans not exceeding three months emoluments of Rs.1,000/- whichever is less, need not be included.

2. In column (6) information regarding permission, if any, obtained from or report made to the competent authority may be given.

3. The term 'emoluments' means Pay and Allowances received by the Board servant.

4. The statement should also include various loans and advances available to Board servants like advance for purchase of conveyance, house building advance etc. (other than advances of pay and travelling allowances), advances from the General Provident Fund and loans on Life Insurance Policies and fixed deposits.

FORM VI

Form of report/application for permission of the Board for the building of, or addition to, a house.

Sir,

This is to report to you that I propose to build a house or to make an addition to my house. This is to request that permission may be granted to me for the building of the house or making addition to my house. The estimated cost of land and materials for the construction or extension of the house is given below:

Land:

1.	Location (Survey numbers, Village, District, State)	
2.	Area	
3.	Cost	

BUILDING MATERIALS ETC.

1. Brick (Rate/Quantity/Cost) :
2. Cement (Rate/Quantity/Cost) :
3. Iron and Steel (Rate/Quantity/Cost) : 4. Timber (Rate/Quantity/Cost) : 5. Sanitary Fittings (cost) : 6.
Electrical Fittings (cost) : 7.
Any other special Fittings (cost) : 8.
Labour charges : 9.
Other charges, if any :

TOTAL COST OF LAND AND BUILDING

The construction will be supervised by myself. The construction will be done by @

I do not have any official dealings with the Contractor, nor do I have any official dealings with him in the nature of my dealings with him is/ was as under:

3, The cost of the proposed construction will be met as under:

		Amount
1	Own savings	
2	Loans/Advances with full details	
3	Other sources with details	

Yours faithfully,

Strike out portions not applicable

@ Enter the name and place of business of the Contractor.

FORM VII

FORM OF REPORT TO THE BOARD AFTER COMPLETION OF THE BUILDING OF A HOUSE/ADDITION TO THE HOUSE

Sir,

In my Letter No. Dated I had reported that I proposed to build a house or make addition to my house/permission was granted to me in Order No. Dated the for the building of house or making addition to my house. The construction of the house or the addition to the house has since been completed and I enclose a valuation Report duly certified by a Firm of Civil Engineers or a Civil Engineer of repute.

2. The cost of construction indicated in the enclosed valuation report was financed as under :

Sl. No.	Particulars	Amount Rs. P.
1.	Own Savings	
2.	Loans/Advance with detail	

Form-VI may be explained suitably).

Yours faithfully,

VALUATION REPORT

I/We hereby certify that I/We have valued House @ …… of the ……..constructed by Shri/Shrimathi * and I/We give below the value at which we estimate the cost of the house under the following headings:

Sl. No.	Headings	Cost Rs. P.
1.	Bricks	
2.	Cement	
3.	Iron and Steel	
4.	Timber	
5.	Sanitary Fittings	
6.	Electrical Fittings	
7.	All Other Special Fittings	
8.	Labour Charges	
9.	All Other Charges	
	Total cost of the building :	

(Signature of the valuation authority).

@ (Here enter details of House).

* (Here enter name etc. of the Board Servant).

FORM FOR GIVING INTIMATION OR SEEKING PREVIOUS SANCTION UNDER REGULATION 20 –B,20(I) OF CONDUCT REGULATION FOR TRANSACTION IN RESPECT OF IMMOVABLE / MOVABLE PROPERTY.

1	Name of the Board Servant	
2	Designation	
3	Scale of Pay and Present Pay	
4	Purpose of application	
5	i) sanction for transaction	
6	ii) intimation of transaction	
	Whether property is being acquired or disposed of a)	
	Probable date of acquisition or disposal of property	

7	b) If the property is already acquired/disposed of actual date of transaction c) Description of the property (e.g.) Car/Scooter/Motor cycle/Refrigerator/Radio/Radiogram/Jewellery/Loans/Insurance Policies etc. a) make, model and also Registration No. in case of vehicles where necessary I) In the case of Immovable property Description of the property. Location.	
	a) Is there any relationship between seller and buyer. Mode of acquisition/disposal purchase/ sale/gift mortgage lease or otherwise. b) Value of the property. c) Sale /Purchase price of the property (market value in the case of gifts) d) Incase of acquisition source or sources from which financed/ proposed to be financed. e) Personal Savings **If savings from Savings bank A/c** Nature of Deposit Entries in property return (f) Other sources Details	

	Entries in property return (g) Gift Is this gift as a dowry If gift is from Government Servant/ Public Servant supporting orders regarding whether permission has been obtained from their respective Depot. h) Borrowings i) In case of fund from a Donor/ money lender etc. What is the liability of interest in case of borrowings.	
8 9	I) Is the amount already advanced or spent. In the case of disposal of property was requisite Sanction/ intimation obtained/ given for its acquisition. A copy of the sanction/ acknowledgement should be attached. Name and Address of the property with whom transaction is proposed to be made/ has been made. ii) Is the party related to the applicant? If so state the Relationship. iii) Did the applicant have any dealings with the party in his Official capacity at any time, or is the applicant likely to have any dealings with him in the near future. iv) Nature of Official dealings with	

10	the party: v) How was the transaction arranged? (whether through any statutory body or a private agency, through advertisements or through friends and relatives. Full particulars to be given). Any other relevant fact which the applicant may like to mention.	

DECLARATION

I . . .. hereby declare that the
particulars given above are true. I request that I may be given permission to acquire/ dispose of property as described above from/ to the party whose name is mentioned in item 9 above.

OR

I . . .. hereby intimate the acquisition/disposal of property by me as detailed above. I declare that the particulars given above are true.

STATION: SIGNATURE

NOTE:

1. In the above form, different portions may be used according to requirement.

2. Where previous sanction is asked for, the application should be submitted at least 30 days before the proposed date of the transaction.

FOR OFFICE USE ONLY

Remarks of the controlling Officers:
Scrutinising Officers Remarks approved or recommended for Vigilance Date of reference:
Result:
Closure after confirmation of necessary entries in C.R. property return.

CHENNAI METROPOLITAN WATER SUPPLY AND SEWERAGE BOARD EMPLOYEES
(DISCIPLINE AND APPEAL) REGULATIONS 1978

In exercise of the powers conferred by Clause (c) of sub-section (2) of section 81 of the Chennai Metropolitan Water Supply and Sewerage Act 1978, the Chennai Metropolitan Water Supply and Sewerage Board hereby makes the following Regulations for the employees of the Board.

Regulations

1. Short Title and Commencement:

i) These Regulations m i Metropolitan Water

Supply and Sewerage Board Employees' (Discipline and Appeal) Regulations 1978.

ii) They shall come into force from the date on which the Board starts functioning.

2. Applicability:

These Regulations shall apply to all employees of the Board other than casual labour, except to the extent otherwise expressly provided.

i) by or under any law for the time being in force or in any rules issued by Government.

ii) by any contract or agreement subsisting between any person appointed on that basis and the Board to the extent provided in such agreement or contract.

iii) any general or special order issued by the Board exempting any employee or class of employees from the scope of these Regulations.

3. Removal of Doubts:

If any doubt arises as to whether these Regulations apply to any employee or class of employees, the matter shall be referred to the Board whose decision in this matter shall be final.

4. Definitions:

The terms used in these Regulations shall have the same meanings in the Chennai Metropolitan Water Supply and Sewerage Board General Service Regulations 1978.

5. Penalties:

The following penalties may, for good and sufficient reasons or for any misconduct specified in this and other Regulations of the Board and as hereinafter provided, be imposed upon employees of the Board, namely:

1. Censure.

2. Fine in the case of persons in the last grade only.

3. Withholding of increments or promotions.

4. (a) Recovery from pay of the whole or part of any pecuniary loss caused to the Board or to any third party by negligence or breach of orders.

(b) Recovery from pay, to the extent necessary, of the monetary value equivalent to the amount of increments ordered to be withheld where such an order cannot be given effect to.

(c) Reduction to a lower rank in the seniority list or to a lower post not being lower than that which he was directly recruited whether in the same service or in another service or to a lower time scale not being lower than that which he was directly recruited or to a lower stage in a time scale; lower post not being lower provided that in cases where the punishment of reduction to a lower stage in a time scale cannot be given effect to fully, the monetary value

equivalent to the difference in emoluments as a result of reduction to such lower stage in the time scale for the unexpired period of punishment shall be recovered from the person.

(B.R.No.308/98 dt.26.10.98)

5. Compulsory retirement otherwise than:

(a) On attaining the age of superannuation.

(b) Owing to reduction of establishment.

(c) Owing to the permanent incapacity of the employee on account of his bodily or mental infirmity.

(d) Owing to the impairment of efficiency after completion of 15 years of continuous service.

6. Dismissal from the services of the Board:

a) Removal from the services of the Board.

b) Dismissal from the service of the Board.

Explanations:

The removal of a person from Board's service shall not disqualify him from future employment, but dismissal of a person from Board's service shall ordinarily disqualify from future employment.

7. Suspension.

Explanations:

1. In cases of stoppage of increments with cumulative effect, the monetary value equivalent to three times the amount of increments ordered to be withheld may be recovered.

2. The discharge of a person:

a. appointed on probation before the expiry or at the end of the prescribed or extended period of probation, or

b. appointed under a contract of agreement in accordance with the terms of such agreement or contract.

c. appointed otherwise than under contract or to hold a temporary appointment on the expiry of the period of such appointment does not amount to dismissal within the meaning of this Regulation.

3. The seniority on re-promotion of an employee reduced to a lower post on time-scale shall be determined by the date of such re-promotion. He shall not be eligible for his original seniority unless otherwise directed in the orders of punishment or the revised order on appeal.

4. An employee on whom the penalty of withholding of increments or promotion is imposed will on re-promotion count his previous service in the higher grade unless the order of punishment or the orders passed on appeal directs other

6. Acts and Omissions:

The following acts and omissions shall be deemed to be misconduct:

1) Wilful insubordination or disobedience, whether alone or in combination with another or others, of any lawful and reasonable order of a superior.

2) Habitual late attendance or habitual absence without leave or without sufficient cause.

3) Drunkenness, fighting, riotous or disorderly or indecent behaviour within the premises of the Board's offices, institutions or units or any acts subversive of discipline.

4) Habitual negligence or neglect of work

5) Distribution, exhibition, display or use, within the boundaries of workspot or premises of any newspapers, handbills, pamphlets, posters, flags or loudspeakers, without the previous permission of the Board.

6) Holding meetings within the premises of the Board's offices, institutions or units without obtaining the prior permission of the competent authorities.

7) Writing of anonymous or pseudonymous letters criticising the Board, any of the Directors, Officers, Staff members or any other persons employed by the Board.

8) Conviction in any court of law for any criminal offence involving moral turpitude.

9) Abutment of or attempt to commit any of the above acts of misconduct.

10) Habitual breach of any rule or instructions for maintenance of cleanliness of places.

11) Wilful disobedience of any order expressly given or any rule framed for the purpose of securing safety or wilful removal or disregard of or interference with any safety, guard or other device provided for securing safety.

12) Leaving one's post or duty without prior permission from higher authorities.

13) Joining any political party as members.

14) Continuous absence without permission and without satisfactory cause for more than 6 months in case of all employees irrespective of total service.

(B.R. No.315/90, dated 11.10.90)

15) Striking work or deliberate slowing down of work either singly or along with another or others in contravention of orders or any statute, law, enactment or rule for the time being in force or as applied from time to time.

16) Concerted or organised refusal on part of employees to receive their pay.

17) Refusal on the part of an employee to work on a job or a machine other than the job or machine on which he is usually engaged without

adversely affecting his service conditions.

18) Sleeping while on duty.

19) Malingering or slowing down of work.

20) Any breach of any rule.

21) Engaging in unlawful or illegal demonstrations to coerce or force the Board or any of its officers to concede any demand or demands.

22) Indulging in subversive or other activities which are prejudicial to national security.

23) Theft, fraud, or dishonesty in connection with the Board's property or transactions.

24) Smoking in places where it is prohibited within the premises of the Board's offices, institutions or units.

25) Causing wilful damage to work-in-progress or to any property in Board's premises, institutions or units.

26) Unauthorised use of Board's quarters or land.

27) Theft of property of the Board or that of any of the employees within the premises of the Board's offices, units or institutions.

28) Giving false information regarding age, qualifications, name, father's name or previous service or experience or any other information connected with employment at the time of employment or at any other time during service.

29) Taking or giving bribes or illegal gratification of any nature whatsoever.

30) Acceptance of gifts from subordinates.

31) Accepting service in any other establishment other than belonging to Board or accepting private remunerative employment from anyone.

32) Collection of canvassing for collection, without the written permission of the management, of any money within the premises of the Board's offices, institutions or units.

33) Carrying on money lending or any other private business without the permission of the Board within the premises of the Board within the premises of the Board's offices, institutions, or units.

34) Lending or borrowing money to and from subordinates.

35) Insolvency.

36) Conducting or promoting any raffle or lottery and participating in any unauthorised lottery or raffle within the premises of the Board's offices, institutions or units.

37) Any other activity which in the opinion of the Board is a misconduct.

38) Breaching the rule of integrity and devotion to duty and doing any act which is unbecoming of a member of the Board service.

7. Penalties, their authorisation and appeals:

The employees of the class or category mentioned in Col (1) of Annexure below may be imposed with the penalties mentioned in col (2) of the said table by the authorities mentioned in the corresponding entries in col (3) thereof and appeal against such imposition may be to the authorities mentioned in the corresponding entries in the col (4) there of.

ANNEXURE

Sl.No.	Class and category of employees	Penalty	Competent authority to impose the penalty in	Appellate Authority
I (I)	THE CHENNAI METROPOLITAN WATER SUPPLY AND SEWERAGE BOARD GENERAL SERVICES: 1. Secretary-cum-General Manager 2. Controller of Finance 3. Internal Auditor	a) Censure b) With-holding of increments c) Recovery from pay of the whole or part of the loss to the Board. d) Recovery from pay of the monetary equivalent to the amount of increment ordered to withhold where such an order cannot be given effect to. e) Suspension f) Withholding of promotion. g) Reduction to a lower rank or to a lower stage in a time scale. h) Compulsory retirement otherwise than on attaining the age of superannuation etc. i) Removal from service.	M.D. M.D. Board. Board. Board. Board. Board with prior approval of the Government. Board with prior approval of the	Board Board Government Government Government Government Government Government
		j) Dismissal from service.	Government. Board with prior approval of the Government. Board with prior approval of the Government.	Government Government

Sl.No.	Class and category of employees	Penalty	Competent authority to impose the penalty in	Appellate Authority
I (ii)	1. Staff Manager 2. Public Relations Manager 3. Industrial Relations Manager 4. Deputy Controller of Finance 5. Deputy Controller of Finance (Costing) 6. Data Processing Manager	a) Censure b) With-holding of increments c) Recovery from pay of the whole or part of the loss to the Board. d) Recovery from pay of the monetary equivalent to the amount of increment ordered to with-hold where such an order cannot be given effect to. e) Suspension f) With-holding of promotion. g) Reduction to a lower rank or to a lower stage in a time scale. h) Compulsory retirement otherwise than on attaining the age	Executive Director/Finance Director as the case may be M.D. M.D. M.D. M.D. M.D.with approval of the Board. M.D.with approval of the Board. M.D.with	M.D. Board Board Board Board Govt. Govt. Govt.
		of superannuation etc. i) Removal from service. j) Dismissal from service.	approval of the Board. M.D.with approval of the Board.	Govt. Govt.
Sl.No.	Class and category of employees	Penalty	Competent authority to impose the penalty in	Appellate Authority

II (I)	THE CHENNAI METROPOLITAN WATER SUPPLY AND SEWERAGE BOARD ENGINEERING AND TECHNICAL SERVICES: 1. Chief Engineer	a) Censure b) With-holding of increments c) Recovery from pay of the whole or part of the loss to the Board. d) Recovery from pay of the monetary equivalent to the amount of increment ordered to with-hold where such an order cannot be given effect to. e) Suspension f) With-holding of promotion. g) Reduction to a lower rank or to a lower stage in a time scale.	Board Board Board. Board. Board. Government Board with approval of the Government.	Government Government Government Government Government Government Government
		h) Compulsory retirement other wise than on attaining the age of superannuation etc. i) Removal from service. j) Dismissal from service.	Board with approval of the Government. Board with approval of the Government. Board with approval of the Government.	Government Government Government
Sl.No.	Class and category of employees	Penalty	Competent authority to impose the penalty in	Appellate Authority

II (ii)	1. Superintending Engineer 2. Senior Hydrogeologist	a) Censure b) With-holding of increments c) Recovery from pay of the whole or part of the loss to the Board. d) Recovery from pay of the monetary equivalent to the amount of increment ordered to with-hold where such an order cannot be given effect to. e) Suspension f) With-holding of promotion. g) Reduction to a lower rank or to a lower stage in a time scale. h) Compulsory retirement other wise than on attaining the age of superannuation etc. i) Removal from service.	M.D. M.D. Board. Board. Board. Board. Board with approval of the Government Board with approval of the Government Board with approval of the	Board Board Government Government Government Government Government Government Government
		j) Dismissal from service.	Government. Board with approval of the Government.	Government
Sl.No.	Class and category of employees	Penalty	Competent authority to impose the penalty in	Appellate Authority

II (iii)	1. Executive Engineer 2. Hydrogeologist 3. Purchase Manager 4. Inventory Control Manager	a) Censure b) With-holding of increments c) Recovery from pay of the whole or part of the loss to the Board. d) Recovery from pay of the monetary equivalent to the amount of increment ordered to with-hold where such an order cannot be given effect to. e) Suspension f) With-holding of promotion. g) Reduction to a lower rank or to a lower stage in a time scale. h) Compulsory retirement other-wise than on attaining the age of superannuation	Executive Director M.D. M.D. M.D. M.D. M.D. with approval of the Board M.D. with approval of the Board M.D. with approval of the Board	M.D. Board Board Board Board Government Government Government
		etc. i) Removal from service. j) Dismissal from service.	M.D. with approval of the Board M.D. with approval of the Board	Government Government

(B.P.No.14/98 dated 4.5.1998)

Sl.No.	Class and category of employees	Penalty	Competent authority to impose the penalty in	Appellate Authority

1	Sr.System Analyst (newly created post)	a) Censure b) With-holding of increments c) Recovery from pay of the whole or part of the loss to the Board. d) Recovery from pay of the monetary equivalent to the amount of increment ordered to with-hold where such an order cannot be given effect to. e) Suspension f) With-holding of promotion. g) Reduction to a lower rank or to a lower stage in a time scale. h) Compulsory retirement other wise than on attaining the age of superannuation etc.	G.M. M.D. M.D. M.D. M.D. M.D. M.D. with approval of the Emp. Committee. -do-	M.D. Board -do- -do- -do- -do- -do- -do-
		i) Removal from service. j) Dismissal from service.	-do- -do-	-do- -do-
Sl.No.	Class and category of employees	Penalty	Competent authority to impose the penalty in	Appellate Authority
II.	1. System Analyst 2. Sr.Admv. Officer/ Sr. Accounts Officer 3. Asst. Public Relations Manager. 4. Asst. Industrial Relations Manager.	a) Censure b) With-holding of increments c) Recovery from pay of the whole or part of the loss to the Board. d) Recovery from pay of the monetary equivalent to the amount of increment ordered to with-hold where such an order cannot be given effect to. e) Suspension f) With-holding of promotion. g) Reduction to a lower rank or to a lower stage in a time scale. h) Compulsory retirement other wise than on attaining the age of superannuation etc.	Exe. Dir. -do- -do- -do- M.D. M.D. M.D. with approval of the Emp. Committee. -do-	M.D. M.D. M.D. M.D. Board Board Board -do-
		i) Removal from service. j) Dismissal from service.	-do- -do-	-do- -do-

Sl.No.	Class and category of employees	Penalty	Competent authority to impose the penalty in	Appellate Authority
III.	1. Administrative Officer.	a) Censure b) With-holding of increments c) Recovery from pay of the whole or part of the loss to the Board. d) Recovery from pay of the monetary equivalent to the amount of increment ordered to with-hold where such an order cannot be given effect to. e) Suspension f) With-holding of promotion. g) Reduction to a lower rank or to a lower stage in a time scale. h) Compulsory retirement otherwise than on attaining the age of	G.M. -do- -do- -do- M.D. M.D. M.D. with approval of the Emp. Committee. -do-	Exe.Dir. Exe.Dir. Exe.Dir. Exe.Dir. Board Board Board -do-
		superannuation etc. i) Removal from service. j) Dismissal from service.	-do- -do-	-do- -do-
Sl.No.	Class and category of employees	Penalty	Competent authority to impose the penalty in	Appellate Authority
IV.	1. Accounts Officer.	a) Censure b) With-holding of increments c) Recovery from pay of the whole or part of the loss to the Board. d) Recovery from pay of the monetary equivalent to the amount of increment ordered to with-hold where such an order cannot be given effect to. e) Suspension f) With-holding of promotion. g) Reduction to a lower rank or to a lower stage in a time scale. h) Compulsory retirement otherwise than on attaining the age of	G.M. -do- -do- -do- M.D. M.D. M.D. with approval of the Emp. Committee. -do-	Exe.Dir. Exe.Dir. Exe.Dir. Exe.Dir. Board Board Board -do-

		superannuation etc. i) Removal from service. j) Dismissal from service.	-do- -do-	-do- -do-
Sl.No.	Class and category of employees	Penalty	Competent authority to impose the penalty in	Appellate Authority
V.	Chief Analyst	a) Censure b) With-holding of increments c) Recovery from pay of the whole or part of the loss to the Board. d) Recovery from pay of the monetary equivalent to the amount of increment ordered to with-hold where such an order cannot be given effect to. e) Suspension f) With-holding of promotion. g) Reduction to a lower rank or to a lower stage in a time scale. h) Compulsory retirement other	Exe. Dir. M.D. M.D. M.D. M.D. M.D. M.D. with approval of the Emp. Committee. -do-	M.D. Board Board. Board. Board Board Board -do-
		wise than on attaining the age of superannuation etc. i) Removal from service. j) Dismissal from service.	-do- -do-	-do- -do-
Sl.No.	Class and category of employees	Penalty	Competent authority to impose the penalty in	Appellate Authority

VI.	1. Assistant Executive Engineer 2. Dy. Hydrogeologist 3. Water Analyst/Chief Chemist	a) Censure b) With-holding of increments c) Recovery from pay of the whole or part of the loss to the Board. d) Recovery from pay of the monetary equivalent to the amount of increment ordered to with-hold where such an order cannot be given effect to. e) Suspension f) With-holding of promotion. g) Reduction to a lower rank or to a lower stage in a time scale.	G.M. -do- Exe. Dir. -do- -do- M.D. M.D. with approval of the Emp. Committee.	Exe.Dir. Exe.Dir. M.D. M.D. M.D. Board Board
		h) Compulsory retirement otherwise than on attaining the age of superannuation etc. i) Removal from service. j) Dismissal from service.	-do- -do- -do-	-do- -do- -do-
Sl.No.	Class and category of employees	Penalty	Competent authority to impose the penalty in	Appellate Authority
VII.	1. Medical Officer.	a) Censure b) With-holding of increments c) Recovery from pay of the whole or part of the loss to the Board. d) Recovery from pay of the monetary equivalent to the amount of increment ordered to with-hold where such an order cannot be given effect to. e) Suspension f) With-holding of promotion. g) Reduction to a lower rank or to a lower stage in a time scale.	G.M. -do- Exe. Dir. -do- -do- M.D. M.D. with approval of the Emp.	Exe.Dir. Exe.Dir. M.D. M.D. M.D. Board Board

		h) Compulsory retirement otherwise than on attaining the age of superannuation etc. i) Removal from service. j) Dismissal from service.	Committee. -do- -do- -do-	-do- -do- -do-
Sl.No.	Class and category of employees	Penalty	Competent authority to impose the penalty in	Appellate Authority
VIII.	1. Agricultural Specialist 2. Asst. Engineer	a) Censure b) With-holding of increments c) Recovery from pay of the whole or part of the loss to the Board. d) Recovery from pay of the monetary equivalent to the amount of increment ordered to with-hold where such an order cannot be given effect to. e) Suspension f) With-holding of promotion. g) Reduction to a lower rank or to a lower stage in a time scale.	G.M. -do- -do- -do- Exe. Dir. Exe. Dir. M.D. with approval of the Emp.	Exe.Dir. Exe.Dir. M.D. M.D. M.D. M.D. Board
		h) Compulsory retirement otherwise than on attaining the age of superannuation etc. i) Removal from service. j) Dismissal from service.	Committee. -do- -do- -do-	-do- -do- -do-
Sl.No.	Class and category of employees	Penalty	Competent authority to impose the penalty in	Appellate Authority

IX.	1. Asst. Hydrogeologist	a) Censure b) With-holding of increments c) Recovery from pay of the whole or part of the loss to the Board. d) Recovery from pay of the monetary equivalent to the amount of increment ordered to with-hold where such an order cannot be given effect to. e) Suspension f) With-holding of promotion. g) Reduction to a lower rank or to a	G.M. -do- -do- -do- Exe. Dir. -do- M.D. with	Exe.Dir. Exe.Dir. M.D. M.D. M.D. M.D. Board
		lower stage in a time scale. h) Compulsory retirement otherwise than on attaining the age of superannuation etc. i) Removal from service. j) Dismissal from service.	approval of the Emp. Committee. -do- -do- -do-	-do- -do- -do-
Sl.No.	Class and category of employees	Penalty	Competent authority to impose the penalty in	Appellate Authority
X	THE CMWSS BOARD ENGINEERING SUB-ORDINATE SERVICES I. Jr. Engineer	a) Censure b) With-holding of increments c) Recovery from pay of the whole or part of the loss to the Board. d) Recovery from pay of the monetary equivalent to the amount of increment ordered to with-hold where such an order cannot be given effect to.	G.M. -do- -do- -do-	Exe.Dir. Exe.Dir. M.D. M.D.

		e) Suspension f) With-holding of promotion. g) Reduction to a lower rank or to a lower stage in a time scale. h) Compulsory retirement otherwise than on attaining the age of superannuation etc. i) Removal from service. j) Dismissal from service.	Exe. Dir. -do- M.D. with approval of the Emp. Committee. -do- -do- -do-	M.D. M.D. Board -do- -do- -do-
Sl.No.	Class and category of employees	Penalty	Competent authority to impose the penalty in	Appellate Authority
XI.	THE CMWSS BOARD ENGINEERING SUB-ORDINATE SERVICES 1. Technical Assistant 2. Assistant Water Analyst/Chemist 3. Photographer 4. Farm Manager 5. Asst. Farm Manager 6. Surveyor-cum-D'man 7. Mechanical/	a) Censure b) With-holding of increments c) Recovery from pay of the whole or part of the loss to the Board. d) Recovery from pay of the monetary equivalent to the amount of increment ordered to with-hold where such an order cannot be given effect	G.M. -do- -do- -do-	Exe.Dir. Exe.Dir. Exe. Dir. Exe. Dir.
	Vactor Operator 8. Electrical Operator(HT) 9. Operator(LT) 10. Driller 11. Lab Technician Gr. I. 12. Work Inspector Gr. I.	to. e) Suspension f) With-holding of promotion. g) Reduction to a lower rank or to a lower stage in a time scale. h) Compulsory retirement otherwise than on attaining the age of superannuation etc. i) Removal from service. j) Dismissal from service.	-do- Exe. Dir. M.D. with approval of the Emp. Committee. -do- -do- -do-	Exe. Dir. M.D. Board -do- -do- -do-
Sl.No.	Class and category of employees	Penalty	Competent authority to impose the penalty in	Appellate Authority

XII.	EMPLOYEES WORKING IN HEAD OFFICE ONLY 1. Assistant Draught man 2. Driver(LMV) 3. Motorcycle Messenger (newly created post) 4. Technical Audio Visual Aids	a) Censure b) With-holding of increments c) Recovery from pay of the whole or part of the loss to the Board. d) Recovery from pay of the monetary equivalent to the amount of increment ordered to with-hold where such an order cannot be given effect	G.M. -do- -do- -do-	Exe.Dir. Exe.Dir. Exe. Dir. Exe. Dir.
	5. Electrician	to. e) Suspension f) With-holding of promotion. g) Reduction to a lower rank or to a lower stage in a time scale. h) Compulsory retirement otherwise than on attaining the age of superannuation etc. i) Removal from service. j) Dismissal from service.	-do- -do- M.D. with approval of the Emp. Committee. -do- -do- -do-	Exe. Dir. Exe. Dir. Board -do- -do- -do-
Sl.No.	Class and category of employees	Penalty	Competent authority to impose the penalty in	Appellate Authority
XIII.	EMPLOYEES WORKING IN AREAS/REGIONS/ STP 1. Assistant Agricultural Officer 2. Assistant Operator(M&I) 3. Lab Technician Gr. II 4. Diesel Generator Driver 5. Chloronome Operator	a) Censure b) With-holding of increments c) Recovery from pay of the whole or part of the loss to the Board. d) Recovery from pay of the monetary equivalent to the amount of	G.M. -do- -do- -do-	Exe.Dir./ Dept. Head -do- -do- -do-

	6. Filter Operator 7. Fieldman 8. Assistant Driller 9. Technician- Audio Visual Aids 10. Electrician 11. Welder Gr. II. 12. Mechanic Gr. II. 13. Machine Operator Grade II. 14. Fitter Grade II 15. Electrical Pumpsman 16. Plumber/ Pipeline Fitter 17. Field Assistant 18. PHMD 19. Work Inspector Grade II 20. Sewer	increment ordered to with-hold where such an order cannot be given effect to. e) Suspension f) With-holding of promotion. g) Reduction to a lower rank or to a lower stage in a time scale. h) Compulsory retirement otherwise than on attaining the age of superannuation etc. i) Removal from service. j) Dismissal from service.	-do- -do- M.D. with approval of the Emp. Committee. -do- -do- -do-	Exe. Dir. Exe. Dir. Board -do- -do- -do-
Sl.No.	Class and category of employees	Penalty	Competent authority to impose the penalty in	Appellate Authority
XIV.	1. Ammonia Printer	a) Censure b) With-holding of increments c) Recovery from pay of the whole or part of the loss to the Board. d) Recovery from pay of the monetary equivalent to the amount of increment ordered to with-hold where such an order cannot be given effect to. e) Suspension	G.M. -do- -do- -do- -do-	Exe.Dir. Exe.Dir. Exe. Dir. Exe. Dir. Exe. Dir.
		f) With-holding of promotion. g) Reduction to a lower rank or to a lower stage in a time scale. h) Compulsory retirement otherwise than on attaining the age of superannuation etc. i) Removal from service. j) Dismissal from service.	-do- M.D. -do- -do- -do-	Exe. Dir. Board -do- -do- -do-
Sl.No.	Class and category of employees	Penalty	Competent authority to impose the penalty in	Appellate Authority

XV.	THE CMWSS BOARD GENERAL SUB-ORDINATE SERVICES 1. Programmer 2. Console/System Operator 3. Jr. Accounts Officer	a) Censure b) With-holding of increments c) Recovery from pay of the whole or part of the loss to the Board. d) Recovery from pay of the	G.M. -do- -do- -do-	Exe.Dir. Exe.Dir. Exe. Dir. Exe. Dir.
	4. Jr. Accounts Officer (Costing) 6. Jr. Admv. Officer 7. Assistant 8. Librarian	monetary equivalent to the amount of increment ordered to with-hold where such an order cannot be given effect to. e) Suspension f) With-holding of promotion. g) Reduction to a lower rank or to a lower stage in a time scale. h) Compulsory retirement otherwise than on attaining the age of superannuation etc. i) Removal from service. j) Dismissal from service.	-do- -do- M.D. with approval of the Emp. Committee. -do- -do- -do-	Exe. Dir. Exe. Dir. Board -do- -do- -do-
Sl.No.	Class and Category of employees	Penalty	Competent authority to impose the penalty in	Appellate Authority

XVI.	EMPLOYEES WORKING IN HEAD OFFICE 1. Junior Assistant 2. Depot Manager 3. Steno-Typist Gr. I. 4. Gr. II 5. Gr. III 6. Typist Gr. I 7. Typist Gr. II 8. Telephone Operator 9. Data Entry Operator 10. Sergeant 11. Record Assistant.	a) Censure b) With-holding of increments c) Recovery from pay of the whole or part of the loss to the Board. d) Recovery from pay of the monetary equivalent to the amount of increment ordered to with-hold where such an order cannot be given effect to. e) Suspension f) With-holding of promotion. g) Reduction to a lower rank or to a lower stage in a time scale. h) Compulsory retirement otherwise than on attaining the age of superannuation etc. i) Removal from service. j) Dismissal from service.	G.M. -do- -do- -do- -do- -do- M.D. with approval of the Emp. Committee. -do- -do- -do-	Exe.Dir. Exe.Dir. Exe. Dir. Exe. Dir. Exe. Dir. Exe. Dir. Board -do- -do- -do-
Sl.No.	Class and category of employees	Penalty	Competent authority to impose the penalty in column 3	Appellate Authority

XVII.	EMPLOYEES WORKING IN AREAS/REGIONS 1. Junior Assistant 2. Depot Manager 3. Steno-Typist Gr. I. 4. Gr. II 5. Gr. III 6. Typist Gr. I 7. Typist Gr. II 8. Telephone Operator 9. Data Entry Operator 10. Sergeant 11. Record Assistant	a) Censure b) With-holding of increments c) Recovery from pay of the whole or part of the loss to the Board. d) Recovery from pay of the monetary equivalent to the amount of increment ordered to with-hold where such an order cannot be given effect to. e) Suspension f) With-holding of promotion. g) Reduction to a lower rank or to a lower stage in a time scale. h) Compulsory retirement otherwise than on attaining the age of superannuation etc. i) Removal from service. j) Dismissal from service.	G.M. -do- -do- -do- -do- -do- M.D. with approval of the Emp. Committee. -do- -do- -do-	Exe.Dir. Exe.Dir. Exe. Dir. Exe. Dir. Exe. Dir. Exe. Dir. Board -do- -do- -do-
Sl.No.	Class and category of employees	Penalty	Competent authority to impose the [illegible] column 3	Appellate Authority
XVIII.	THE CMWSS BOARD BASIC SERVANTS SERVICE 1. Office Assistant 2. Watchman 3. Scavanger/ Sanitary Worker 4. Sweeper.	a) Censure b) With-holding of increments c) Recovery from pay of the whole or part of the loss to the Board. d) Recovery from pay of the monetary equivalent to the amount of increment ordered to with-hold where such an order cannot be given effect to. e) Suspension -do- f) With-holding of promotion. -do-	G.M. -do- -do- -do- Exe. Dir. Exe. Dir.	Exe.Dir. Exe.Dir. Exe. Dir. Exe. Dir.

		g) Reduction to a lower rank or to a lower stage in a time scale. h) Compulsory retirement otherwise than on attaining the age of superannuation etc. i) Removal from service. j) Dismissal from service.	M.D. -do- -do- -do-	Board -do- -do- -do-
Sl.No.	Class and category of employees	Penalty	Competent authority to impose the penalty in column 3	Appellate Authority
XIX.	THE CMWSS BOARD LABOUR ESTABLISHMENT TECHNICAL SUB-ORDINATE SERVICES 1. Foreman 2. Vehicle Driver.	a) Censure b) With-holding of increments c) Recovery from pay of the whole or part of the loss to the Board. d) Recovery from pay of the monetary equivalent to the amount of increment ordered to with-hold where such an order cannot be given effect to. e) Suspension f) With-holding of promotion. g) Reduction to a lower rank or to a lower stage in a time scale. h) Compulsory retirement otherwise than on attaining the age of superannuation etc. i) Removal from service. j) Dismissal from service.	G.M. -do- -do- -do- -do- -do- M.D. -do- -do- -do-	Exe.Dir. Exe.Dir. Exe. Dir. Exe. Dir. Exe. Dir. Exe. Dir. Board -do- -do- -do-

Sl.No.	Class and category of employees	Penalty	Competent authority to impose the penalty in column 3	Appellate Authority
XX.	1. Vehicle Mechanic Grade I. 2. Pump Operator Grade I 3. Brick Layer 4. Plumber Grade I 5. Time Keeper 6. Jointer Grade I	a) Censure b) With-holding of increments c) Recovery from pay of the whole or part of the loss to the Board. d) Recovery from pay of the monetary equivalent to the amount of increment ordered to with-hold where such an order cannot be given effect to. e) Suspension f) With-holding of promotion. g) Reduction to a lower rank or to a lower stage in a time scale. h) Compulsory retirement otherwise than on attaining the age of superannuation etc. i) Removal from service. j) Dismissal from service.	G.M. -do- -do- -do- -do- -do- M.D. -do- -do- -do-	Exe.Dir. Exe.Dir. Exe. Dir. Exe. Dir. Exe. Dir. Exe. Dir Board -do- -do- -do-

Sl.No.	Class and category of employees	Penalty	Competent authority to impose the penalty in column 3	Appellate Authority
XXI.	1. Maistry. 2. Pump Operator Grade II 3. Plumber Gr. III	a) Censure b) With-holding of increments c) Recovery from pay of the whole or part of the loss to the Board.	G.M. -do- -do-	Exe.Dir. Exe.Dir. Exe. Dir.
	4. Vehicle Mechanic Grade II 5. Sewer Maistry	d) Recovery from pay of the monetary equivalent to the amount of increment ordered to with-hold where such an order cannot be given effect to.	-do-	Exe. Dir.
		e) Suspension -do-	Exe. Dir.	
		f) With-holding of promotion. -do-	Exe. Dir	
		g) Reduction to a lower rank or to a lower stage in a time scale.	M.D.	Board
		h) Compulsory retirement otherwise than on attaining the age of superannuation etc.	-do-	-do-

		i) Removal from service. j) Dismissal from service.	-do- -do-	-do- -do-
Sl.No.	Class and category of employees	Penalty	Competent authority to impose the penalty in column 3	Appellate Authority
XXII.	MMWSS BOARD LABOUR ESTT. BASIC SERVANTS SERVICES. 1. Field Worker 2. Sewer Worker 3. Diver 4. Jointer Grade II 5. Lorry Cleaner 6. Watchman	a) Censure b) With-holding of increments c) Recovery from pay of the whole or part of the loss to the Board. d) Recovery from pay of the monetary equivalent to the amount of increment ordered to with-hold where such an order cannot be given effect to. e) Suspension f) With-holding of promotion. g) Reduction to a lower rank or to a lower stage in a time scale. h) Compulsory retirement otherwise than on attaining the age of superannuation etc. i) Removal from service. j) Dismissal from service.	G.M. -do- -do- -do- -do- M.D. -do- -do- -do-	Exe.Dir. Exe.Dir. Exe. Dir. Exe. Dir. Exe. Dir. Exe. Dir Board -do- -do-

(B.R.No.286/99 dated 20.7.1999)

8. POWER OF DISCIPLINARY AUTHORITY

(A) <u>Instituting disciplinary proceedings.</u>

(1) The Managing Director or any other authority empowered by him by general or special order may institute disciplinary proceedings against any Board servant.

(2) The authority competent under these rules to impose any of the penalties specified in items 1 to 4 (b) of Rule 5 may institute disciplinary proceedings against any Board servant for imposition of penalties specified in items 4(c), 5 and 6 of Rule 5 not withstanding the fact that such authority is not competent under these rules to impose any of the latter mentioned penalties

(B) <u>Power of Authorities higher than the Disciplinary authority</u>

1. Where in any case, a higher authority has imposed or declined to impose a penalty under this Regulation, a lower authority shall have no

jurisdiction to proceed under this Regulation in respect of the same charge or charges.

2. The fact that a lower authority has imposed or declined to impose any penalty in any case shall not debar a higher authority from exercising his jurisdiction under this Regulation in respect of the same charge or charges.

3. The order of a higher authority imposing or declining to impose in any case a penalty under this Regulation shall supersede any order passed by a lower authority in respect of the same charge or charges.

4. The fact that a lower authority has dropped a charge against a person as not proved shall not debar a higher authority from reviving it for reasons to be recorded in writing and taking suitable action on the charge so revived.

9. Disciplinary Authority in certain cases:

1. Where on promotion or transfer, an employee is working in another grade, category or unit, no penalty shall be imposed on him in respect of his work and conduct before such promotion or transfer, except by an authority competent to impose the penalty on an employee in their former grade, category or unit.

2. Where a person has been reverted or reduced from one class of service to another, or from one grade, category or unit to another grade, category or unit, no penalty shall be imposed upon him in respect of his work and conduct while he was a member of the class of service, grade, category or unit as the case may be, from which he was reverted or reduced except by any authority

competent to impose the penalty upon a member of the former class of service, grade, category or unit as the case may be.

10. Procedure for imposing of Penalties:

1. In every case where it is proposed to impose on any employee of the penalties in items (1), (2), (3) and (4) in Regulation 5, he shall be given a reasonable opportunity to explain and to make representation as he may desire and the explanation and the representation, if any, made by him shall be taken into consideration before the order imposing the penalty is passed.

Provided that the requirements of this Regulation shall not apply where it is proposed to impose on an employee any of the penalties aforesaid, where the officer concerned has absconded or where it is for other reasons impracticable to communicate with him.

2. In every case where it is proposed to impose on an employee any of the penalties in items (5) and (6) in Regulation 5, he shall be given a charge sheet setting out the grounds on which it is proposed to take action and any other circumstances which it is proposed to take into consideration in passing orders on the case; he shall be required to answer the charge or charges in a written

statement within a reasonable time not exceeding one month and also to state whether he desires an oral enquiry or only to be heard in person; such oral enquiry shall be held if the employee desires such enquiry, or if so directed by the authority concerned. Even if a person charged has waived an oral inquiry, such inquiry shall be held by the authority concerned in respect of charges which are not admitted by the person charged and which can be proved only through the evidence of witnesses, and as per the regulations specified in the schedule to these regulations.

(B.R.No.54/83 dt.12.5.83)

3. After the inquiry or personal hearing referred to in sub-Regulation (2) has been completed and if the authority competent to impose the penalty specified in that clause, is of the opinion, on the basis of evidence adduced during the inquiry, that any of the penalties specified therein should be imposed on the person charged it shall, before making an order imposing such penalty, furnish him a copy of the report of inquiry or personal hearing or both, as the case may be, and call upon him to submit his further representation, if any, within a reasonable time, not exceeding fifteen days.

Any representation received in this behalf within the period shall be taken into consideration before making any order imposing the penalty, provided that such representation shall be based on the evidence adduced during the enquiry only. It shall not be necessary to give the charged person any opportunity of making representation on the penalty proposed to be imposed.

Explanation: An opportunity to show cause against the imposition of any of the penalties referred to in this sub-regulation shall be given after the authority competent to impose the penalty arrives at a provisional conclusion in regard to the penalty to be imposed either by such authority himself or under his direction, by a subordinate authority who is superior in rank to the employee on whom the penalty is proposed to be imposed.

4. The requirements of clause (2) shall not apply:

a) Where it is proposed to impose on employee any such penalty as is referred to therein on the basis of facts which have led to this conviction in a criminal court (whether or not he has been sentenced at once by such court to any punishment), but he shall be given a reasonable opportunity of making any representation that he may desire to make any such representation, if any, shall be taken into consideration before the order imposing the penalty is passed.

b) Where it is proposed to impose on an employee any such penalty as is referred to wherein on the basis of fact that have led to his conviction by a court martial or where the employee concerned has absconded or where it is for other reasons impracticable to
communicate with him.

c) If the Board is satisfied that in the interest of security it is not expedient to follow the procedure prescribed in that clause.

5. The requirements of clause (1) and or (2) shall not apply:

a) when the person is a daily wage-earner or casual worker or when the post held by a temporary employee is retrenched on administrative grounds.

b) when the person charged admits the charge or charges.

c) Where the employee is caught red-handed having committed or while committing an act of misconduct.

6. a) All or any of the provisions in clauses (1) and (2) may, in exceptional cases, for special and sufficient reasons, to be recorded in writing, be waived where there is a difficulty in observing the requirements of the clauses and those requirements can be waived without injustice to the person charged.

b) If any question arises whether it is reasonably practicable to follow the procedure in clauses (2), the decision thereon of the authority empowered to dismiss or remove such employee, as the case may be, shall be final.

7. The competent authority or the enquiry officer, as the case may be, at his discretion, given opportunity to the accused employee to inspect any document connected with the enquiry by excluding any confidential papers which, in its opinion, shall not be disseminated but such request for inspection may for good and sufficient reasons (which need not be recorded nor communicated) be refused partially or wholly; the employee will not be entitled to copies of documents.

8. No pleader or outside representative shall be allowed to appear on behalf of the accused employee during the enquiry or hearing of the appeal.

9. The competent authority may authorise any officer immediately subordinate to him and superior in rank to the delinquent employee to initiate departmental proceedings and to hold enquiry against the employee; on the findings of that officer, the competent authority may award punishment or otherwise give a decision;

10. If the Board servant, to whom a copy of the charges together with a statement of the allegation on which charge is based and of any other circumstances which it is proposed to take into consideration in passing orders on the case, is communicated does not submit the written statement of his defence on or before the date specified for the purpose

or does not appear in person before the inquiring authority or otherwise fails or refuses to comply with the provisions of this rule, the inquiring authority may hold the enquiry exparte.

11. Suspension:

1. An employee may be placed under suspension from service, where

a) an enquiry into grave charges against him is contemplated or is pending, or

b) a complaint against him of any criminal offence is under investigation or trial and if such suspension is necessary in public interests.

2. An employee who is detained in custody whether on a criminal charge or otherwise, for a period longer than forty-eight hours shall be deemed to have been suspended under this regulation.

3. Where a penalty of dismissal, or compulsory retirement from service imposed upon an employee under suspension is set aside on appeal or on review under these Regulations and the case is remitted for further enquiry, action or with any other directions, the order of suspension shall be deemed to have continued in force on and from the date of the original order of dismissal or compulsory retirement and shall remain in force until further orders.

4. Where a penalty of dismissal or compulsory retirement from service imposed upon an employee of the Board is set aside or declared or rendered void in consequence of or by a decision of a court of law and the disciplinary authority on a consideration of the circumstances of the case, decides to hold a further enquiry against him on the allegation of which the penalty of dismissal or compulsory retirement was originally imposed, the employee shall be deemed to have been placed under suspension by the appointing authority from the date of original order of dismissal or compulsory retirement and shall continue to remain under suspension until further orders.

1. 5. An order of suspension or deemed to have been made under this Regulation may at any time be revoked by the authority which made on is deemed to have made the order or by any authority to which that authority is subordinate.

12. Disciplinary action in respect of employees of state other outside institutions including Chennai Municipal Corporation and other local bodies:

1. If any employee to be proceeded against is an employee of the State Government or of any outside institution including the Chennai Municipal Corporation or other local bodies and is on deputation to the Board, no punishment shall be imposed on him without the concurrence of the authority who lent his services to the Board.

2. If it is considered that the penalty of compulsory retirement, reduction in rank, removal or dismissal is to be imposed, the competent authority shall complete the enquiry and revert the employee concerned to the State Government or other institution as the case may be, and also forward the records of enquiry for such action as is considered necessary.

3. If a Board's employee is on deputation, the borrowing employer shall not impose any punishment on him without the concurrence of the Board.

4. If any of the major punishments of reduction, compulsory retirement, or dismissal is to be imposed, the borrowing employer shall conduct the necessary enquiry, send the complete papers to the Board and also revert the employee concerned to the Board's service for such action ary by the Board against him.

5. In case an employee referred to in clauses (3) and (4) above has to be suspended pending enquiry, the borrowing employer shall place him under suspension, but shall report forthwith to the Board the circumstances leading to the suspension.

13. Suspension pending Enquiry:

The Managing Director may suspend, pending investigation or enquiry into grave charges under Regulation 10 any employee of the Board, except Chief Engineers, Engineering Director and Finance Director for whom this authority shall be exercised by the Board.

14. Record of Enquiry:

1. The authority imposing any penalty under these Regulations shall maintain a record showing;

a) the allegations upon which action was taken against the person punished.

b) the charges framed if any.

c) the person's representation, if any, and the evidence taken if any, and

d) the findings and the grounds thereof.

2. All orders of punishment shall also state the grounds on which they are based and shall be communicated in writing to the person against whom they are passed.

3. Every order, notice, and other process made or issued under these rules shall be served in person on the Board servant concerned or sent to him by registered post with acknowledgement due or if such person is not found by leaving it at his last known place of residence or by giving or tendering it to an adult member of his family or if any of the means aforesaid is not available then by affixing it in some conspicuous part of his last known place of residence.

(B.R.No. 308/98, dated 26.10.98)

15. APPEAL:

Every employee of the Board shall be entitled to appeal to the appellate authority prescribed in Regulation 7 as hereinafter provided from an order passed by an authority:

a) imposing upon him any of the penalties in Regulation 5.

b) reducing or withholding the pension admissible to him.

15, (A) "An employee of the Board who is retired by the Board or other competent authority in the manner indicated in regulation 23 (2) of the Pension Regulation shall if he so desire submit a review petition to the Government in the MAWS Department within one month from the date of issue of order of compulsory retirement through the appropriate authority empowered to issue such order of compulsory retirement.

(B.R.No.399/81 dt.10.4.81)

16. Review by the Board:

1. An employee of the Board in whose case the Board has passed original orders, shall be entitled to submit, within a period of two months from the date on which the order was communicated to him, a petition to the Board for review of the order passed by it on any of the grounds specified below:

a) that the order was not passed by the competent authority or

b) that a reasonable opportunity of defending himself was not given or

c) that the punishment is excessive or unjust or

d) discovery of new matter or evidence which the appellant alleges and proves to the satisfaction of the Board was not within his knowledge or could not be adduced by him before the order imposing the penalty was passed or

e) evident error or omission such as failure to apply the law of limitations or an error of procedure apparent on the face of this record, etc.

2. The petition for review which does not satisfy any of the above grounds shall be summarily rejected .

3. Every officer in receipt of a pay in the time scale of pay of Rs.2610- 3450 and above shall be entitled to appeal to the Board against any order passed by any of the authorities under the Board who interprets, to his disadvantage, the provisions of any service regulation, or contract of service whereby his conditions of services, pay allowances or pension are adversely affected.

4. Every employee who is in receipt of a pay of less than in the time scale of pay of Rs.2610-3450 shall similarly, be entitled to appeal to the Managing Director in the circumstances mentioned in sub-clause (1).

17. Submission of Appeal:

Every person preferring an appeal shall do so separately and in his own name.

18. Procedure for appeal:

Every appeal preferred under these Regulations shall contain all material statements and arguments relied on by the appellant, but shall contain no disrespectful or improper language and shall be complete in itself; every such appeal shall be addressed to the authority against whose order the appeal is preferred.

19. Withholding of Appeals:

An appeal may be withheld by the authority next higher than the authority from whose order it is preferred if,

a) it is an appeal in a case in which, under these Regulations, no appeal lies or

b) it does not comply with the provisions of Regulations 18, or

c) it is not preferred within one month after the date on which appellant was informed or was in respect of order appealed against, and no reasonable cause is shown for the delay.

d) it is a repetition of a previous appeal and is made to the same appellate authority by which such appeal has been decided and no new facts or circumstances are adduced which afford grounds for a reconsideration of the case, or

e) it is addressed to an authority to which no appeal lies under these Regulations.

Provided that in every case in which an appeal is withheld the appellant is informed of the fact and the reasons for it;

Provided further that an appeal withheld on account only of failure to comply with the provisions of Regulations 18 may be resubmitted at any time within 15 days of the date on which the appellant has been informed of the withholding of the appeal and if resubmitted in a form which complies with those provisions shall not be withheld.

20. Appeals against withholding of appeals:

No appeal shall lie against the withholding of an appeal by a competent authority.

21. Forwarding of appeal and submission of list of appeals withheld.

1. Every appeal which is not withheld under these Regulations shall be forwarded to the appellate authority by the authority from whose order the appeal is preferred with an expression of opinion.

2. A list of appeals withheld under Regulation 19 with the reasons for withholding them shall be forwarded quarterly by the withholding authority to the appellate authority.

22. CONSIDERATION OF APPEALS:

1. In case of an appeal against an order imposing any penalty specified in Regulation 5, the appellate authority shall consider:

a) Whether the facts on which the order was based have been established.

b) Whether the facts established afford sufficient ground for taking action.

c) whether the penalty is excessive, adequate or inadequate and after such consideration, the appellate authority shall pass such order as it thinks proper.

2) Any error or defect in the procedure followed in imposing a penalty may be disregarded by the appellate authority if such authority considers, for reasons to be recorded in writing, that the error or defect was not material and has neither caused injustice to the person concerned nor affected the decision of the case.

3) The appellate authority or any higher authority than the competent authority prescribed in Regulation 5 may, suo moto, call for the enquiry records even in the absence of any appeal from the accused person and review the decision of the competent authority taking into account all recorded facts and also other facts subsequently disclosed; such authority may amend the orders if in its opinion the punishment given is inadequate or excessive, provided that in case the punishment awarded is considered inadequate the accused person may be given an opportunity to be heard before the punishment is enhanced.

23. Powers of an Appellate Authority:

An appellate authority of the Board may call for any appeal admissible under these Regulations which has been withheld by a subordinate authority and may pass such orders thereon as it considers fit.

24. Review of Orders in Disciplinary cases:

Any order issued by an authority imposing any of the penalties specified in Regulation 5 cannot be reviewed, revised or altered by that authority for any reason whatsoever, but only by the appellate authority or any higher authority.

25. Memorial:

1. Any employee whose appeal under these Regulations has been rejected by the appellate authority may address a memorial to the Board in respect of that matter; the memorial shall be submitted to the Head of the office to which the employee belongs within six months from the date on which the final orders passed on appeal was communicated to the employee; no such memorial shall be withheld by any authority.

2. A memorial will be liable to summary rejection if;

a) the memorialist has not availed himself of the remedies provided by the regulations or order applicable to the case.

b) the memorial was not submitted within the time limit mentioned in clause (1)

c) the memorial relates to a matter which has already been disposed of by the Board or by the Government.

3. The authority forwarding a memorial shall state on it whether the memorialist has complied with the above requirements.

SERVICE REGULATIONS AND PERSONNEL POLICIES-CHENNAI METROPOLITAN WATER SUPPLY AND SEWERAGE BOARD – EMPLOYEES' (DISCIPLINE AND APPEAL) REGULATIONS 1978.

SCHEDULE: PROCEDURE TO BE FOLLOWED AT THE ENQUIRY.

1. At the enquiry, oral evidence shall be heard as to such of those allegations as are not admitted. The employee shall be permitted to produce witness in his defence and cross-examine any witness on whose evidence the charge rests. The officer conducting the enquiry may, for special and sufficient reasons to be recorded in writing, refuse to call a witness. The enquiry officer shall ask, in writing, the delinquent employee immediately after the enquiry is over whether he had a reasonable opportunity of presenting his case and if he has any complaint in this regard the enquiry officer will examine the complaint and set right the matter. If it is considered that the alleged denial of reasonably opportunity is made with a view to delay the disciplinary proceedings, the enquiry officer is competent to ignore the complaint and the reasons for not complying with the request shall be recorded. After the enquiry has been completed, the person charged shall be entitled to put in, if he so desires a further written statement of his defence.

2. In all cases where enquiry is conducted, sufficient record of the evidence and a statement of the findings and grounds here of shall be kept.

CHENNAI METROPOLITAN WATER SUPPLY AND SEWERAGE BOARD PENSION REGULATIONS

In exercise of the powers conferred by clause (c) of sub-section (2) of Section 81 of the Chennai Metropolitan Water Supply and Sewerage Act 1978, the Chennai Metropolitan Water Supply and Sewerage Board makes the following Regulations.

1. Short Title

These Regulations may be called the Chennai Metropolitan Water Supply and Sewerage Board Pension Regulations 1978.

2. Application

These Regulations shall apply to all staff members of the Board who retire from the service of the Board, except employees taken on foreign service or deputation terms.

3. Definitions

i) "**Accident"** means a sudden and unaovidable mishap or a mishap due to an act of devotion to duty in an emergency arising otherwise than by violence out of and in the course of service.

ii) "**Government"** means Government of Tamil Nadu.

iii) "**Calendar Month"** The following examples show how a period stated in calendar months should be calculated;

Example (1):

A period of six calendar months:

Beginning on the	Ends on the

28 February	27 August
31 March or 1 April	30 September
29 August	28 February
30 August or 1 September	Last day of February

Example (2):

A period of three calendar months:

Beginning on the	**Ends on the**
28 November	28 February
31 November or 1 December	Last day of February

iv) **"Emoluments":** Emoluments mean and include:

a) Pay drawn, by the employee including Special Pay and Personal Pay.

b) Part of the dearness allowance classified as "Dearness Pay" which is expressly declared as Admissible to be reckoned for purposes of pension.

c) any other remuneration declared by the Board by any general or special order as admissible to be reckoned for purposes of pension.

NOTE: Compensatory allowances such as house rent allowance travelling allowance, dearness allowance hill allowance, etc., shall not count as emoluments.

v) **"Foreign Service":** An employee is said to be on foreign service with the Board when the services of such an employee belonging to the establishment of the Government are obtained by the Board for definite length of time with the sanction of the competent authority.

vi) **"Injury"** means bodily injury resulting from violence, accident or disease assessed by a medical authority appointed by the Board.

vii) **"Ministerial"** establishment means establishment the duties of whose members are not of an administrative or executive character, but are of a clerical nature.

viii) **"Pay"** means the monthly remuneration drawn by an employee as basic pay, special pay and personal pay.

ix) **"Permanent Post"** means a post carrying a definite rate of pay sanctioned without limit of time.

x) **"Risk of Office'** means any risk of accident or disease to which an employee is exposed in the course of and as a consequence of his duties, but nothing shall be deemed to be a risk of office which is a

risk common to human existence in modern conditions in India, unless such risk is definitely enhanced by service under the Board.

xi) **"Special Risk"** means:

a) a risk of suffering injury from violence.

b) a risk of injury by accident to which an employee is exposed in the course of, and as a consequen of any particular duty which

has the effect of materially increasing his liability to such injury beyond the normal risks of his office.

xii) **"Violence"** means the act of a person who inflicts an injury of an employee:

a) by assaulting or resisting him in the discharge of his duties or in order to deter or prevent him from performing his duties, or

b) because of anything done or attempted to be done by such employee or by any other public servant in the lawful discharge of his duty as such, or

c) because of his official position.

xiii) **"Temporary Post"** means a post carrying a definite rate of pay sanctioned for a limited time.

xiv) **"Pension":** Except when the term "Pension" is used in contra distinction to gratuity, pension includes gratuity.

4. Withholding the pension

The Board reserves (a) the right of withholding or withdrawing a pension or any part thereof whether permanently or for a specified period if the pensioner be convicted of serious crime or be guilty of grave misconduct (b) the right of ordering the recovery from a pension, the whole or part of any pecuniary loss caused to the Board if, in a departmental or judicial proceeding, the pensioner is found guilty of grave misconduct or negligence during the period of his service provided that

a) Such departmental proceeding, if instituted while the employee was in service, whether before his retirement or during his re- employment, shall, after the retirement of the employee, be deemed to be proceeding under this Regulation and shall be continued and concluded by the authority by which it was commenced in the same manner as if the employee had continued in service;

b) Such departmental proceeding, if not instituted while the employee was in service, whether before his retirement or during his re- employment:

i) Shall not be instituted save with the sanction of the Board;

ii) Shall not be, in respect of any event which took place more than the previous four years.

c) No such judicial proceeding, if not instituted while the employee was in service, whether before his retirement or during his re-employment shall be instituted in respect of a cause of action which arose or an event which took place more than four years before such institution.

Explanation: A departmental or judicial proceeding shall be deemed to be instituted on the date on which the statement of charges is issued to the delinquent, or the date on which the complaint or report of the police officer on which magistrate takes cognizance or on the date of presentation of the plaint in the court.

5. I) Where any departmental or judicial proceeding is instituted or is continued under the proceeding Regulation against an employee who had retired on attaining the age of superannuation or otherwise, he shall be paid, during the period commencing from the date of his retirement to the date on which, upon the conclusion of such proceeding, final orders are passed; a provisional pension not exceeding the maximum pension admissible to him on the basis of his qualifying service; but no gratuity shall be paid to him until the conclusion of such proceeding and the issue of final orders thereon.

ii) Payment or provisional pension made under clause (i) shall be adjusted against the final retirement benefits sanctioned to such officer upon conclusion of the aforesaid

proceeding but no recovery shall be made where the pension finally sanctioned is less than the provisional pension or the pension is reduced or withheld either permanently or for a definite period.

6. Misconduct or inefficiency

No pension may be granted to an officer dismissed or removed for misconduct, insolvency or inefficiency; but to employees so dismissed or removed compassionate allowance may be granted in deserving cases at a rate exceeding two-thirds of the pension which would have been admissible to them if they had retired on medical certificate.

7. War Service

War service rendered in the armed forces of India shall count for pension under the Board if such service is reckoned as pensionable under the pension rules of the Government.

8. An employee's service does not qualify till he completed eighteen years of age except in the case of those employees recruited before 14 March 1961 when a lower age-limit was in force.

Note: When the year and month of birth are known, but not the date, the 16th of the month should be treated as the date of birth. When the year of birth alone is known but not the month and date, the 1 July of the year should be taken as the date of birth.

9. The services of an employee does not qualify for pension unless it conforms to the following two conditions:

i) The service must be under the Board.

ii) The service must be in pensionable establishments.

10. The Board may declare that any specified kind of service shall qualify for pension subject to such condition as it may think fit to impose. The Board may also likewise declare service in any post or class of posts as not qualifying for pension.

a) "The non-provincialised period of service rendered under workcharged establishment of P.W.D. personnel whose services were transferred to the Board shall qualify for pension subject to the condition that the terminal benefits if any paid for the above service to be recovered from them"

(B.R.No.7/95, dated 30.1.95)

b) It has been ordered to reckon the services rendered by the Employees of this Board under Labour Category prior to their promotion to the Estt. category before 1.5.86 for pensionary benefits after recovering the Employer's share of EPF together with interest. Further it has been ordered to reopen the settled cases in respect of employees retired after 1.5.86.

(B.R.No.68/91, dated 6.3.91)

11. Service in non-pensionable establishment, permanent or casual labour or in establishment paid from contingencies will not qualify for pension.

12. Service as an apprentice does not qualify.

13. a) All periods of leave on full pay or half pay counts for pension;

14. Time passed under suspension pending enquiry into conduct counts in full where, on the conclusion of the enquiry, the employee has been fully exonerated or the suspension is held to have been wholly unjustified; In other cases the period of suspension does not count unless the competent authority expressly declares at the time that it shall so count.

15. Resignation from Board's service or dismissal there from for misconduct or inefficiency entails forfeiture of past service.

16. An employee who is dismissed or compulsorily retired from Board's service but is reinstated on appeal or revision is entitled to count his past service.

17. Interruption

An interruption in the service of an employee entails forfeiture of his past service, except in the following cases.

a) Authorised leave of absence.

b) Suspension where it is immediately followed by reinstatement or whether the employee dies or is retired while under suspension.

c) Abolition of office or loss of appointment owing to reduction of establishment.

d) Time occupied in transit from one post to another with reference to the transfer order of a competent authority.

18. The Board may commute retrospectively periods of absence without leave into leave without allowances.

19. The Board may condone interruptions in the service of an employee:

i) if the interruption was caused by reasons beyond the control of the employee;

ii) if the service proceeding the date of interruptions was not less than one year's duration;

iii) if the interruption or the total period of interruption was not more than one year's duration.

20. 20. Pensions are divided into the following four classes:

a) **Compensation pension** which is granted to an employee who is selected for discharge owing to the abolition of a post;

b) **Invalid pension** which is granted to an employee certified by a competent medical authority as permanently incapacitated for further service due to bodily or mental infirmity;

c) **Superannuation pension** which is granted to an employee who has to leave service on his attaining the superannuation age, i.e. 58.

(B.R.No.45/79 dt.13.9.79)

d) **Retiring pension** which is granted to an employee:

i) who retires at his own option after rendering a qualifying service of 20 years, or

ii) whom the Board retires after his having rendered a qualifying service of 25 years, or

iii) iii) whom the Board, as a matter of punishment, compulsorily retires at any time after his having rendered a qualifying service of ten years.

21. a) The full pension admissible under these Regulations is not to be given as a matter of course or unless the service rendered has been approved.

b) If the service has not been thoroughly satisfactory, the Board or any other authority sanctioning the pension should make such reduction in the amount as it thinks proper.

22. If at the time of his retirement, an employee was on leave with allowances or an extraordinary leave without pay or was under suspension but was reinstated without forfeiture of service, his emoluments for purposes of pension should be taken at what they would have been had he not been on leave or under suspension. Similarly if at the time of his retirement, an employee was under suspension which does not count as service, the emoluments drawn

by him immediately before his suspension should be taken into account for purposes of pension.

23. Pension

i) The amount of superannuation, invalid, compensation gratuity or pension shall be the appropriate amount set out in the Schedule I (A) or I (B).

ii) An employee may retire from service any time after completing twenty years of qualifying service provided that he shall give in this behalf, a notice in writing to the Board or other competent authority, atleast three months before the date on which he wishes to retire.

The Board or other competent authority may also require an employee to retire any time after he has completed twenty five years of qualifying service provided that the Board or other competent authority shall give in this behalf a notice in writing to the employee atleast three months before the date on which he is required to retire.

iii) An employee of the Board, who retires or is retired in the manner indicated in sub-para (ii) above or is retired compulsorily after his having rendered a qualifying service of ten years or more shall be granted a retiring pension with reference to Schedule I (B).

(a) Pension Regulation

"An employee of the Board who is retired by the Board or other competent authority in the manner indicated in para (ii) above shall if he so desires submit his review petition to the Government in the MAWS Department within one month from the date of issue of order of compulsory retirement through the appropriate authority empowered to issue such order of compulsory retirement."

(B.R. No. 399/81, Dt. 10.4.81.)

24. Death-Cum Retirement Gratuity

i) An employee who has completed five years qualifying service shall be granted in lieu of pension, a gratuity not exceeding the amount specified in sub-para (iii) below when he retires from service and becomes eligible for a gratuity or pension under Regulation 23.

ii) If an employee dies while in service, a gratuity on the scale given in Schedule II (B) shall be paid to the person or persons on whom the right to receive the gratuity is conferred under Regulation 25 or if there is no such person, it shall be paid in the manner indicated in Regulation 25. The death gratuity shall be subject to a minimum of twelve times the emoluments of the employee at the time of his death if he had completed five years of service at the time of his death.

iii) The amount of gratuity shall be that multiple of the 'emoluments' of an employee for each completed six monthly period of qualifying service as indicated in Schedule II (A) subject to a maximum of sixteen and a half times the 'emoluments'.

iv) The maximum amount of gratuity payable to an employee shall be Rs.36,000/- (Board's Resolution No. 99/83 dated 20.6.83).

v) If an employee who is eligible for a pension under Regulation 23 dies after he has retired from service and the sums actually received by him at the time of death on account of such gratuity or pension together with the commuted value of any portion of pension commuted by him and the gratuity granted under Sub- para (i) are less than the amount equal to the deficiency shall be granted to the person or persons specified in Regulation 25.

25. 1) **DCR Gratuity**

Members of the family of an employee to receive the Gratuity shall mean:

i) wife or wives, including judicially separated wife or wives in the case of a male employee.

ii) husband including judicially separated husband, in the case of a female employee.

iii) sons, including step sons and adopted sons.

iv) unmarried daughters including step daughters and adopted daughters.

v) widowed daughters including step daughters and adopted daughters.

vi) father including adoptive parents in the case of individuals whose personal law permits adoption.

vii) mother, including step mother adoptive parents in the case of individuals whose personal law permits adoption

(B.R. No. 88/84, dt. 27.3.84).

viii) brothers below the age of eighteen years including step brothers.

ix) unmarried sisters and widowed sisters including step sisters.

x) married daughters and

xi) widow and children of pre deceased son.

Note:

In the case of judicially separated wife or husband, the employee should intimate by express notice in writing to the Finance Director, that the judicially separated husband/wife shall continue to be part of the employees family for this purpose, otherwise the judicially separated wife or husband shall no longer be deemed to be part of the employees family for the purpose of these regulations.

The gratuity shall be paid to the person or persons, on whom the right to receive the gratuity is conferred by means of nomination under DCR Gratuity Regulation 26 of the Board.

If there is no such nomination or if the nomination made does not subsist, the gratuity shall be paid in the manner indicated below.

2) a) If there are one or more surviving members of the family as in clauses, i, ii, iii, and iv above to all such members in equal shares.

b) If there are no such surviving members of the family as in sub-clause (a) above but there are one or more members as in clause v, vi, vii, viii, ix, x and xi above to all such members in equal shares.

c) The right of a female member of the family or that of a brother of an employee who died while in service or after retirement to receive the share of gratuity shall not be affected if a female member married or remarries or the brother attains the age of 18 years after the death of the employee and before receiving her/his share of gratuity.

d) Where Gratuity is granted to a minor member of the family of the deceased employee it shall be payable to the surviving parent (mother or father) except in the case where the surviving mother happens to be Muslim Lady. If there is no surviving parent or the surviving mother is a Muslim Lady, payment shall be made to the persons producing the guardianship certificate.

e) Where there is no family the nomination in favour of an illegitimate child, married daughter or a married sister will also be valid.

f) If the share is payable to a married minor girl the share will be payable to the husband.

g) Where an employee dies while in service or after retirement without receiving the amount of gratuity and leaves behind no family or legal heirs as defined above, and the nomination made by him does not subsist, the amount of gratuity payable shall lapse to the Board.

(B.R. No. 338/82, dt. 13.12.82.)

3) Person for the purpose of this Regulation shall include any company or association or body of individuals whether incorporated or not.

26. i) An employee shall, as soon as he commences to render qualifying service, make a nomination conferring on one or more persons the right to receive any gratuity that may be sanctioned under sub-para (ii) and (v) of Regulation 24 and gratuity which having become admissible to him under sub-para (ii) of Regulation 24 and sub-para (i) of Regulation 23 has not been paid to him before death.

Provided that if at the time of making the nomination, the employee has a family, the nomination shall not be in favour of any person other than the members of his family.

ii) If an employee nominates more than one person under sub-para (i) he shall specify in the nomination the amount of share payable to each of the nominees in such manner as to cover the whole amount of gratuity.

iii) An employee may provide in his nomination:

a) in respect of any specified nominee, that in the event of his or her pre-decreasing the employee, the right conferred upon the nominee shall pass to such other person as may be specified in the nomination provided that if at the time of making the nomination the employee has a family consisting of more than one member, the person so specified shall not be a person other than a member of his or her family.

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

iv) The nomination made by an employee who has no family at the time of making it, or a provision made in a nomination under clause (a) of sub- para (iii) by an employee whose family consists, at the time of making the nominations of only one member, shall become invalid in the event of the employee subsequently acquiring a family or an additional member in the family as the case may be.

v) a) Every nomination shall be in a form prescribed by the Board.

b) An employee may at any time cancel a nomination by sending a notice in writing to the appropriate authority specified in sub-para (vii) provided that the employee shall along with such notice, send a fresh nomination made in accordance with this Regulation.

vi) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under clause (a) of sub-para (iii) or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of clause (b) of that sub-para or sub-para (iv) the employee shall send the appropriate authority specified in sub-para (vii) a notice in writing formally cancelling the nomination, together with a fresh nomination in accordance with this Regulation.

vii) Every nomination made, and every notice of cancellation given by an employee under this Regulation, shall be sent by the employee to the Pension Disbursement Officer of the Board's Office if the employee is in receipt of a pay of Rs.500/- and above, and to the Head office in the case of all other employees.

viii) The nomination will take effect from the date on which it is received in the Board's Office or subordinate office.

27. i) Subject to the provision hereinafter contained family pension to the families of employees having completed at least a year's service and dying in harness shall be at the uniform rate of 30% of pay subject to a minimum of Rs. 100/- (Rupees one hundred only) per mensum. There shall be no separate dearness allowance for them.

The family pension to the families of employees who have retired after completing atleast a year's service shall be at the rate of 30% of pay immediately before retirement but it shall not exceed the uncommuted value of Superannuation Pension. It shall be further subject to a minimum of Rs.500/- p.m.

(B.R. No. 223/82, dated 30.7.82).

ii) No family pension is payable to the family of an employee who dies after his retirement unless at the time of his death he was in receipt or was eligible for any of the following kinds of pension, viz., compensation, invalid, retiring or superannuation.

iii) Family for the purpose of family pension regulations shall include the following relatives of employees, except as may be provided by nomination under DCRG Regulation 26 of the Board.

a) i) Widow, and if there are more widows than one to the eldest surviving widow, until death or remarriage whichever occurs earlier if the deceased was a male employee or to the husband if the deceased was a female employee.

NOTE: The expression eldest surviving widow shall be construed with reference to the seniority according to the date of the marriages of the surviving widows and not with reference to their age.

ii) failing a widow or husband as the case may be to the eldest surviving son.

iii) failing (i) and (ii) above to the eldest surviving unmarried daughter till marriage.

iv) failing the above to the eldest surviving widowed daughter.

a) b) If there are no surviving members of the family as in clause (a) the family pension may be granted to the persons as defined below on production of reasonable proof that such person was dependent on the employee for support.

i) to the father for life.

ii) failing (i) above to the mother or step mother until death or remarriage which ever occurs earlier

(B.R. No. 88/84, dated 27.3.84).

abovetotheeldestsurvivingbrotherbelow ageofeighteen

the

years

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iii) ailing(i)

vi) failing (i) (ii) (iii) above, to the eldest surviving unmarried sister

and(ii) till her marriage.

v) failing the above to the eldest surviving widowed sister till her death or remarriage whichever occurs earlier.

c) The family pension shall not be payable to more than one member of an employee at the same time.

d) If the family pension granted under these rules ceases to be payable on account of death/remarriage/attaining the age of 21 years and 30 years of the sons or unmarried daughters, respectively or other causes, it shall be regranted to the person next lower in the order as mentioned under (a) and (b) above or to the person next lower in the order shown in the nomination of the employee.

(B.R. No.91/87 dated 16.03.87)

e) When the family pension is granted under this rule to a minor member of the family of the deceased employee, it shall be payable to the guardian on behalf of the minor.

f) For the purpose of this rule the expression 'family in relation to a Board employee means the family as defined in the revised DCR Gratuity regulations 25(1).

g) The family pension shall not be payable to person who is not a member of a Board's employee's family.

(B.R. No. 338/12, dt. 31.12.82).

28. COMMUTATION

An employee shall, subject to a maximum of one-third of the pension granted under Regulation 23, be allowed to commute his pension under the Chennai Metropolitan Water Supply and Sewerage Board (Commutation) Regulation, 1978.

29. Acceptance of employment after retirement

i. Employment within India:

a) Board's pensioners shall not accept any commercial employment before the expiry of two years from the date of their retirement except with the previous sanction of the M.D. upto the level of S.E. and all other officers above the level of Superintending Engineer with previous sanction of the Board.

(B.R.No.86/99 dated 22.2.99)

b) No pension shall be payable to a pensioner who accepts commercial employment without such sanction in respect of any period for which he is so employed or for such longer period as the Board may determine.

c) A pensioner who has been permitted by the Board to take up a particular commercial employment during leave preparatory to retirement shall not be required to obtain subsequent permission for his continuance in such employment after retirement.

d) 'Commercial employment' shall mean employment in any capacity including that of an agent under a company, firm, or individual engaged in trading commercial industrial financial or professional business and includes a directorship of such company and a partnership in such firm.

ii) Employment outside India

a) A pensioner shall not accept any employment under a Government outside India except with the previous sanction of the Board.

b) No pension shall be payable to a pensioner who accepts such as employment without such sanction in respect of any period for which he is employed or for such longer period as the Board may determine.

iii) Employment with a local body or Government

When a Board's employee who had retired is re-employed under the Board, another local body or the state Government, he shall immediately communicate the fact to the pension Disbursing Officer of the Board. The pay of such an employee on retirement under the Board shall be so fixed that together with his pension and pension equivalent of gratuity, it shall not exceed the pay last drawn by him at the time of his retirement from the Board.

30) Anticipatory pension

i. When a Board's employee is likely to retire before his pension can be finally assessed and settled in accordance with these

Regulations, the Finance Director or any other authority to which the power has been delegated shall sanction the disbursement to him of a pension to which, after the most careful summary investigation that can be made without delay, he believes the employee to be entitled.

ii. In the case of the kind mentioned in sub-clause (i) If the Finance Director or any other authority to which the power has been delegated considers it likely that the employee would be entitled to gratuity only, one sixth the amount of gratuity likely to be admissible to the employee on a careful summary investigation shall be disbursed to him monthly until the amount is finally settled or for six months whichever period is less.

iii. The payment of anticipatory pension or gratuity shall be so arranged that it is not delayed beyond the first day of the month following the month employee's retirement.

a) The Board shall be the authority to make awards under this Regulation. In making an award, the Board may take into consideration the degree of default or contributory negligence on the part of the employee who sustains an injury or dies as a result of the injury or is killed.

b) Except as otherwise provided in this regulation an award made under these rules shall not affect any other pension or gratuity for which the employee concerned or his family may be eligible under any other rules for the time being in force and the pension granted under these provisions shall not be taken into account in fixing the pay of the pensioner on his continued employment or re- employment in the Board's service.

32 No award shall be made in respect of:

a) an injury sustained more than five years before the date of application, or

b) death which occurred more than seven years;

i) after the injury due to violence or accident was sustained, or

ii) after the employee was medically reported as unfit for duty on account of the disease of which he died.

33. **For making an award under this Regulation, injuries shall be classified as follows**:

Class A: Injuries caused as a result of special risk of Office which have resulted in the permanent loss of an eye or a limb or are of a more serious nature;

Class B: Injuries caused as a result of special risk of Office and equivalent, in respect of the degree of disablement which they cause to the loss of a limb or are very severe or injuries caused as a result of risk of Office which have resulted in the permanent loss of an eye or a limb or are of a more serious nature.

Class C: Injuries caused as a result of special risk of office which are severe, but not very severe and likely to be permanent, or injuries caused as a result of risk of office which are equivalent in respect of the degree of disablement which they cause to the loss of a limb or which are very severe and likely to be permanent.

34. 1) If an employee sustains an injury which falls within a class A of Regulation 33, he shall be awarded:

a) a gratuity of the applicable amount specified in Schedule IV, column 2 and

b) with effect from the date following the expiry of one year from the date of the injury;

i) if the injury has resulted in the permanent loss of more than one limb or one eye, a permanent pension of the applicable amount specified in the Schedule IV, column 3,

ii) in other cases, a permanent pension the amount of which shall not exceed the applicable amount specified in Schedule IV, column 3, subject to a minimum of half that amount.

2) If an employee sustains an injury which falls within Class B of the Regulation 33, he shall be awarded:

a) If the injury has resulted in the permanent loss of an eye or a limb or is of a more serious nature a permanent pension, with effect from the date of the injury, of an amount which shall not exceed the applicable amount specified in Schedule IV, Column 4, and shall not be less than half that amount.

b) In other cases:

i) for a period of one year with effect from the date of the injury a temporary pension the amount of which shall not exceed the applicable amount specified in Schedule IV column 4 for a lower scale pension and shall not be less than half that amount and thereafter.

ii) Pension within the limit specified in Schedule IV, column 4, if the medical authority from year to year certified that the injury continues to be very severe.

3) If an employee sustains an injury which falls within Class C of Regulation 33, he shall be awarded a gratuity of the applicable amount specified in Schedule IV, Column 2 if the medical authority certifies that the

employee is likely to be unfit for service for a year or a proportionate amount subject to a minimum of one quarter of the amount so specified if he is certified to be likely to be unfit for less than a year.

Provided that in cases where the injury is equivalent in respect of the degree of disablement which it causes to the loss of a limb, the Board may award, if it thinks fit, in lieu of the gratuity, a pension not exceeding the amount admissible under clause (b) of sub-para (2) of this Regulation.

4) A temporary pension awarded under this rule may be converted into a permanent injury pension;

(i) when the employee is invalidated out of service on account of the injury in respect of which the temporary pension was awarded or

(ii) at any time if the medical authority certifies that he sees no reason to believe that there will ever be a perceptible decrease in the degree of disablement.

35. Death Due to injury

Subject to the provisions contained in the note below and in Regulation 36 below, an award shall be made to the widow and children of an employee as follows:

i. If an employee is killed or dies of injury received as a result of special risk of Office;

a) a gratuity of the applicable amount specified in Schedule V.

b) a pension the amount of which shall not exceed the applicable amount specified in Schedule V.

ii. If the employee is killed or dies or injuries received as a result of risk of Office, a pension the amount of which shall not exceed the applicable amount specified in the Schedule V.

Provided that if the pay of the deceased employee was less than Rs.200, the monthly pension or the sum of pensions that may be granted under this Regulation shall not, irrespective of the rates (including the minimum specified in the Schedule V, exceed the limit of one half of his pay, and if it does, such a prorata reduction shall be made in the amount of each individual pension as will reduce the sum to such limit.

Note: If an employee dies leaving behind two or more widows the pension or gratuity admissible under this rule to the widow shall be divided equally among all the widows.

36. i) If the deceased employee has left neither a widow nor a child, an award may be made to his father and his mother individually or jointly and in the absence of the father and the mother, to minor brothers and sisters, individually and collectively, if they were largely dependent on the employee for support and are in pecuniary need.

Provided that the total amount of award shall not exceed one half of the pension that would have been admissible to the widow under Regulation 35.

Provided further that each minor brother's and sister's share shall not exceed the amount of pension specified in Schedule V for a child who is not motherless.'

ii) Any award made under Sub-para (i) of this Regulation will, in the event of an improvement in the pecuniary circumstances of the pensioner, be subject to review in such manner as the Board may, by order, prescribe.

NOTE: If any of the widows, children, father, mother or minor brothers or sisters is denied any share in the property of the employee under a will or deed made by him, such a person shall be ineligible to receive any award under these Regulations and the benefit shall pass on to the next person eligible.

37.

i) A family pension will take effect from the day following the death of an employee or from such other date as the Board may decide.

ii) A family pension will ordinarily be tenable:

a) in the case of a widow or mother, until death or remarriage whichever occurs earlier;

b) In the case of a minor son, or minor brother, until he attains the age of 18;

c) in the case of a father, for life.

NOTE: The family pension of a widow will cease on her remarriage but when such re-marriage is annulled by divorce or the death of the second husband, the pension may be restored on proof that she is in impecunious circumstances and otherwise deserving.

37.A. "Any amendment to the rules regulating the pension, Family pension, Death-cum-Retirement Gratuity, commutation to the State Government Servants made by the Government from time to time shall automatically apply to the Board employees also".

(B.R.No.91/87, dated 16.03.87)

38. **Family Benefit Fund**:

Persons entitled to receive the Family Benefit Fund amount of the Board means.

i. In the case of a male employee, the wife or wives and children of the employee, and the widow or widows and children of deceased sons of the employee, provided that if an employee provides that his wife has been judicially separated from him or has ceased under the customary law of the community to which she belongs to be entitled to maintenance, she shall henceforth be deemed in no longer a member of the employees family in matters to which F.B.F. rules relates, unless the employee subsequently indicates by express notice in writing that she shall continue to be so regarded and

ii. In the case of a female employee the husband and children of an employee and the widow or widows and children of deceased son of an employee.

Provided that if an employee express the desire to exclude her husband from her family the hushand shall henceforth be deemed to be no longer a member of the employee's family in matters to which F.B.F. rules relate unless the employee subsequently cancels formally in writing her notice excluding him.

NOTE I: Children mean legitimate and step children.

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

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

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

iii. The nomination shall be made strictly in the order of the members indicated under item 1 above.

iv. Major sons (who were not dependent on the deceased for support) major brothers, married daughters/sisters and other relatives will not be eligible for the lumpsum grant under this scheme.

v. Employees who have no families shall be exempted from joining the FBF/Group Insurance Scheme.

vi. If none of the nominee/persons indicated under the above rules (FBF) are alive, then the lumpsum grant under this scheme shall lapse to the Board and

vii. In case of no nomination, the lumpsum grant shall be paid to the eligible members in equal shares.

(B.R. No. 338/82, dated 31.12.82)

CHENNAI METROPOLITAN WATER SUPPLY AND SEWERAGE BOARD

Existing Pension Regulations for those Who have Entered Service Period to 01.10.1979

Subject to their Option

SCHEDULE I

(REGULATION 23)

A. Gratuity in Lieu of Pension

Sl. No.	Completed six monthly period of qualifying service	Scale of Gratuity
1	½	Month's emoluments
2	1	-do-
3	1½	-do-
4	2	-do-
5	2½	-do-
6	3	-do-
7	3½	-do-
8	4	-do-
9	4 1/8	-do-
10	4¾	-do-
11	5 1/8	-do-
12	5½	-do-
13	5 7/8	-do-
14	6 1/4	-do-
15	6 5/8	-do-
16	7	-do-
17	7 3/8	-do-
18	7 3/4	-do-
19	8 1/8	-do-
20	15/80ths of emolu-	-do-
21	ments 15 5/80	-do-
22	16/80	-do-
23	16.5/80	-do-
24	17/80	-do-
25	17.5/80	-do-
26	18/80	-do-
27	18.5/80	-do-

SCHEDULE I

B. Pension

Sl. No.	Completed six monthly period of qualifying service	Scale of Pension.
31	20.5/80	Month's emoluments
32	21/80	-do-
33	21.5/80	-do-
34	22/80	-do-
35	22.5/80	-do-
36	23/80	-do-
37	23.5/80	-do-
38	24/80	-do-
39	24.5/80	-do-
40	25/80	-do-
41	25.5/80	-do-
42	26/80	-do-
43	26.5/80	-do-
44	27/80	-do-
45	27.5/80	-do-
46	28/80	-do-
47	28.5/80	-do-
48	29/80	-do-
49	29.5/80th of emolu-	-do-
50	ments	-do-
51	30/80	-do-
52	30.3/80	-do-
53	30.6/80	-do-
54	30.9/80	-do-
55	31.2/80	-do-
56	31.5/80	-do-
57	31.8/80	-do-
58	32.1/80	-do-
59	32.4/80	-do-

REVISED DCR GRATUITY REGULATION PUT UP BELOW:

SCHEDULE II

A. Death –Cum- Retirement Gratuity for those who Entered Service prior to 01.10.79 subject to their option.

Six monthly period of qualifying service	Amount of Gratuity
10	3-00 months emoluments
11	3-30 –do-
12	3-60 –do-
13	3-90 –do-
14	4-20 –do-
15	4-50 –do-
16	4-80 –do-
17	5-10 –do-
18	5-40 –do-
19	5-70 –do-
20	6-00 –do-
21	6-30 –do-
22	6-60 –do-
23	6-90 –do-
24	7-20 –do-
25	7-50 –do-
26	7-80 –do-
27	8-10 –do-
28	8-40 –do-
29	8-70 –do-
30	9-00 –do-
31	9-30 –do-
32	9-60 –do-
33	9-90 –do-
34	10-20 –do-
35	10-50 –do-
36	10-80 –do-
37	11-10 –do-
38	11-40 –do-
39	11-70 –do-
40	
Six monthly period of qualifying service	Amount of Gratuity

41	12-30	–do-
42	12-60	–do-
43	12-90	–do-
44	13-20	–do-
45	13-50	–do-
46	13-80	–do-
47	14-10	–do-
48	14-40	–do-
49	14-70	–do-
50	15-00	–do-
51	15-15	–do-
52	15-30	–do-
53	15-45	–do-
54	15-60	–do-
55	15-75	–do-
56	15-90	–do-
57	16-05	–do-
58	16-20	–do-
59	16-35	–do-

SCHEDULE II

B) Death Gratuity.

In the event of death in harness the death Gratuity shall be paid at the following rates.

Sl. No.	Length of Service	Rates of Gratuity'
(i)	Less than one year	Two times of monthly emoluments
(ii)	One year or more, but less than five years	Six times of monthly emoluments
(iii)	Five years or more but less than twenty years	Twelve time of monthly emoluments
(iv)	Twenty years or more	Half of monthly emoluments for every completed six months period of qualifying service subject to maximum of 33 times of monthly emoluments provided that the amount of death
		Rs.60,000/-

(B.R.No.111/88 dated 21.3.88)

NOTE: In the event of death of an employee while in service the gratuity shall be subject to a minimum of twelve times the 'emoluments' of the employee at the time of his death if he had completed five years of service at the time of his death.

SCHEDULE II

(A) The family of an employee whose pay on the date of his death while in service or immediately before his retirement as the case may be, was within the limits specified in column (i) of the table below shall be paid every month a family pension at the rate specified in the corresponding entry in column (2) thereof subject to the maximum and minimum, if any, specified in the corresponding entry in column (3).

NOTES:

1. Pay for the purpose of family pension means the pay as defined in the Pay Regulations of the Board drawn by the employee on the date of his death, or immediately before his retirement.

2. If the employee had been on leave or under suspension on the date mentioned in (1) above, his pay while he was last on duty shall be taken for the purpose calculation of family pension.

27. SCHEDULE- III

If an employee who has put in not less than seven years of continuous service dies while in service the family pension where applicable shall be at 50 % of the last pay drawn subject to a ceiling of Rs.500/-
(Rupees five hundred only) per mensum payable for the same period of seven years after death in service or the normal date of superannuation whichever is less. This order will take effect from 1.4.1979.

The existing family pension together with D.A. thereon and increase thereof sanctioned from time to time shall henceforth constitute family pension few all categories of family pension. Wherever the sum total of he existing family pension and D.A. thereon and increase thereof falls below Rs.100/- P.M. it shall be increased to Rs.100/- p.m. from 1.4.79 and at Rs. 125/- p.m. with effect from 1.4.82.

(B.R. No. 223/82, dated 30.7.82)

SCHEDULE IV
(REGULATION 34)

Injury Gratuity and Pension

Sl No.	Pay of the employee on the date of injury	Gratuity amount	**Monthly Pension**	
			Higher Scale	Lower Scale
1	Rs.2000 & Over		300	225
2	Rs.1500 & Over but under Rs.2000		275	200
3	Rs.1000 & over but under Rs.1500 pay	Six months	200	150
4	Rs.900 & over but under Rs.1000		150	125
5	Rs.400 & over but under Rs.900		100	84
6	Rs.350 & over but under Rs.400		85	70
7	Rs.200 & over but under Rs.350		67	50
8	Under Rs.200	Six months pay	one third of pay subject to a minimum of Rs.30 p.m	One fifth of pay subject a minimum of Rs.30 p.m

SCHEDULE V

(REGULATION 35)

Family Gratuity and Pension

A. WIDOW

Sl. No.	Pay of employee at the time of his death	Gratuity	Monthly Pension
1	Rs.800 and over		One-eighth of pay subject to a maximum of Rs.200
2	Rs.200 and over but under Rs.800	Six months pay subject to a minimum of Rs.1200	One sixth of pay subject to a maximum of Rs.100 and a minimum of Rs.50
3	Under Rs.200		One-third of pay subject to a minimum of Rs.50

B. CHILDREN

Sl. No.	Pay of employee at the time of his death	Monthly pension of each child	
		If the child is motherless	If the child is not motherless
1	Rs.800 and over	Rs.40	Rs.30
2	Rs.250 and over but under Rs.800	Rs.30	Rs.30
3	Under Rs.250	Rs.30	Rs.30

The following Additional Rule Framed For Liberalisation of Pension Formula

		Amount of monthly Pension
1.	Up to first Rs. 1,000/- of average emoluments reckonable for pension emoluments.	50 % of average
2.	Next Rs. 500/- of average emoluments reckonable for pension emoluments.	45 % of average
3.	Balance of average emoluments reckonable for pension emoluments.	40 % of average

The amount of pension arrived at on the basis of the above slabs will be related to the maximum qualifying service of 33 years. The maximum pension will be Rs.1500/- per month and the minimum Rs.100/- per month. For the employee who at the time of retirement have rendered a qualifying service of ten years or more, but less than 33 years the amount of their pension will be proportionate to the maximum qualifying service of 33 years.

D.C.R. GRATUITY: The qualifying service required to earn the maximum D.C.R.Gratuity will be 33 years. The D.C.R. Gratuity will be payable at the rate of one-fourth of emoluments for each completed six monthly period of qualifying service subject to a maximum of 16 –1/2 times the emoluments subject to an overall ceiling of Rs.36,000/-.

The existing orders regarding the admissibility of service gratuity and determination of the average emoluments service qualifying for pension including the provision for treating completed six monthly period of service as qualifying service and fraction of a rupee will remain unchanged.

OPTION: This order will apply to all employee who were in service on the first floor October 1979. Persons appointed to Board's service on or after 1.10.79 shall be governed by the revised formula.

Employees who entered service prior to 1.10.79 may opt. for the existing formula for calculation of pension and D.C.R. Gratuity. The option should cover both pension and D.C.R. Gratuity. For purpose of option, pension and D.C.R. Gratuity shall be treated as a package and an employee cannot opt for the new formula for one and the existing formula for the other. The option
shall be exercised one year before the date of retirement and if once exercised shall be final. Employees appointed prior to 1.10.79 and who seek voluntary retirement shall exercise their option for the pension formula along with their 3 month's notice for retirement. If no option is exercised, they shall be deemed to have come under the new formula.

Option obtained from the employees should be duly attested by the Head of the Office and pasted in the Service Book.

(B.R. No. 39/12, dated 16.2.82.).

MADRAS METROPOLITAN WATER SUPPLY AND SEWERAGE BOARD
P&A DEPARTMENT (LRR SECTION)

OPTION FORM

I . . . . Designation . . . . . .
. . . . . opt to be governed by the existing formula /new formula introduced in G.O. Ms No. 57, Finance (Pension) Department, Dated 2.2.80 for calculation of Pension and D.C.R. Gratuity.

Place:

Date: Signature of employee

Attested

Head of the Department

NOTE: i. Employees who entered service prior to 1.10.79 may opt for the existing formula if it is found tobe more advantageous than that would be under the liberalised formula. If no option is exercised they shall be deemed to have come under the new formula.

ii. Employees who entered service on or after 1.10.79 shall be governed by the liberalised pension formula.

GENERAL PROVIDENT FUND REGULATIONS OF THE CHENNAI METROPOLITAN WATER SUPPLY AND SEWERAGE BOARD

In exercise of the powers conferred by clause (c) of sub-section (2) of section 81 of the Chennai Metropolitan Water Supply and Sewerage Board Act 1978, the Chennai Metropolitan Water Supply and Sewerage Board makes the following regulations.

REGULATIONS

1. These regulations may be called the Chennai Metropolitan Water Supply and Sewerage Board General Provident Fund Regulations 1978.

They shall come into force from the date on which the Board starts functioning.

Definitions

1. In these Regulations, unless there is anything repugnant to the subject or context:

a) “Finance Director” means Finance Director of the Board; and includes any other officer to whom the Finance Director had delegated, his function regarding the administration of these regulations.

b) “Emoluments” means pay including subsistence allowance as defined in the pay regulations of the Board 1978 and includes dearness pay and dearness allowance and any remuneration in the nature of pay received in respect of foreign service.

c) “Family “ shall mean:

i) In the case of a **male subscriber**, the wife, dependent children and dependent parents of the subscriber, and the widow and children of a deceased son of the subscriber.

Provided that if a subscriber proves that his wife has been judicially separated from him or has ceased under the customary law of the community to which she belongs to be entitled to maintenance, she shall hence forth be deemed to be no l

subscriber's family in matters to which these Regulations relate, unless the subscriber subsequently intimates by express notice in writing to the Finance Director that she shall continue to be so regarded; and

ii) In the case of a **female subscriber**, the husband and dependent children dependent parents of the subscriber or her husband, and the widow and children of a deceased son of a subscriber;

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

NOTE 1- "children" means legitimate children.

NOTE 2- "an adopted child shall be considered to be a child, when the Finance Director or if any doubt arises in his mind, the Board's Legal Adviser is satisfied that under the personal law applicable to the subscriber, the adoption is legally recognised as conferring the status of a natural child.

d. "**Fund**" means the Board's General Provident Fund. e. "**Board**" means the Chennai Metropolitan Water Supply and Sewerage Board.

f. "**Leave**" means any period of leave prescribed in the Chennai Metropolitan Water Supply and Sewerage Board Leave Regulations, 1977.

g. "**Year**" means a financial year.

2. Any other expression used in these Regulations which defined either in the Provident Funds Act (XIX of 1925) or in the Chennai Metropolitan Water Supply and Sewerage Board pay Regulations 1978 is used in the sense therein defined unless the context requires otherwise.

APPLICABILITY:

3 i). All employees of the Board shall join the fund provided that in the case of new entrants to temporary posts in the Board, they shall join the Fund from the month following that in which they completed one year of continuous service.

NOTE: In the case of employees of other institutions under the Government or any local body statutory authority or Municipal Corporation, who are already subscribers to a Provident Fund, they may be permitted to subscribe to the Fund immediately on their joining the Board's service.

ii) The following persons may join the Fund at their option subject to the conditions, if any, laid herein, namely:-

a. Re-employed persons if their tenure of re-employment is one-year or more.

b. Legal, Financial, Technical, Accounts or Management advisers of the Board working on a part-time or consultancy basis.

Transfer of Contribution:

4. If an employee of the Government, local body Municipal Corporation or the Institution who is already a subscriber to a provident fund, is permanently transferred to Board's service.

i) The amount of subscriptions with interest thereon standing to his credit in the fund maintained by his previous employer will be transferred to his credit in the credit in the Fund and

ii) If such employee retains the Provident Fund benefits in respect of his previous service under that employer, the amount of contributions by such employer with interest thereon, pending to his credit in the Provident Fund account maintained by such employer shall also be transferred to his credit in the Fund.

5. If a subscriber to a contributory Provident Fund or General Provident Fund maintained by a local body or the Madras Municipal Corporation or any other existing authority is permanently transferred to Board's pensionable service.

i) the amount of subscriptions with effect interest thereon standing to his credit in the **Contributory Provident Fund** or **General Provident Fund** as the case may be, maintained by the previous employer shall be transferred to his credit in the Fund.

ii) the amount of contributions by the previous employee with interest thereon standing to his credit in his previous contributory Provident Account shall be credited to the Board's Fund and

iii) he shall be permitted to count towards pension that part of the period during which he subscribed to the contributory provident fund of the previous employee.

SUBSCRIPTION

Conditions of Subscription

6. i) A subscriber shall subscribe monthly to the Fund except during a period of suspension.

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

Provided further that a subscriber on reinstatement after a period passed under suspension shall be allowe in one sum, or in instalments

any sum not exceeding the maximum amount of arrear subscriptions payable for the period.

ii) The subscriber shall intimate his election not to subscribe during the leave referred to in the first proviso to sub-para (i) by written communication to the Head of his Office before he proceeds on leave. Failure to make due and timely intimation shall be deemed to constitute an election to subscriber the election made or deemed to be made by a subscriber under this sub-para shall be final.

iii) A subscriber who withdraws the amount standing to his credit in the fund after it becomes payable shall not subscribe to the Fund after such withdrawal unless and until he returns to duty.

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

Amount of subscription.

7. I) The amount of subscription shall be fixed by the subscriber himself subject to the amount being expressed in whole and being not less than the appropriate amount specified in the schedule to these Regulations.

ii) For the purpose of sub-para (i) the emoluments of a subscriber shall be:

a) in the case of a subscriber who was in Board's service on 31st March of the preceding year, the emoluments to which he was entitled on that date if he was on duty on that date. If he was on leave the said date and has elected not to subscribe during such leave or was under suspension on the said date or was on leave on the said date and continues to be on leave and has elected to subscribe during such leave, his emoluments shall be the emoluments to which he would have been entitled had been on duty in India or had he not been on leave on that date.

b) In the case of a subscriber who was not in Board's service on 31 March of the preceding year, the emoluments to which he was entitled on the day he joins the Fund.

iii) The subscriber shall intimate the fixation of the amount of his monthly subscription in each year by intimating the Finance Director in writing by 10 April each year.

iii) a) Increase of subscription can be made from the salary for the month of March payable in April and September

(G.O.Ms.No.348/Fin (Funds), dt.26.03.76)

b) Reduction of subscription (not below the prescribed rate) allowed only once in a year in the salary for the month of March payable in April.

(G.O.Ms.No.701/Fin dt.31.08.95)

Realisation of Subscription:

8. I) Recovery of subscription and also of principal and interest of advances shall be made by deduction from the emoluments of the employees.

ii) When the emoluments are, however, drawn from any external source, the subscriber shall forward his dues to the Finance Director by bank draft.

Provided that in the case of subscriber on deputation to a Body Corporate owned or controlled, by Government, a local body or a Municipal Corporation, the subscriptions shall be recovered and forwarded by bank drafts to the Finance Director by such body, or institution.

iii) If a subscriber fails to subscribe with effect from the date on which he is required to join the Fund or is in default in any month or months during the course of a year otherwise than as provided in Regulation 6 the total amount due to the Fund on account of arrears

of subscription shall, with interest thereon at the rate provided in Regulation 9, forthwith be paid by the subscriber to the Fund or in default be ordered by the Finance Director to be recovered by deduction from the emoluments of the subscriber by instalments or otherwise, as may be directed by the Managing Director of the Board. In the case of subscribers whose deposits in the fund carry no interest, they shall not be required to pay any interest.

INTEREST

9. i) Except for these referred to in sub-para (v) the Board shall pay to the credit of the account of a subscriber interest at such rate as may be determined for each year by the Board.

ii) Interest shall be credited with effect from the last day in each year in the following manner.

a) On the amount at the credit of a subscriber on the last day of the preceding year, less any sums withdrawn during the current year, interest for twelve months.

b) On the sums withdrawn during the current year: interest from the beginning of the current year upto the last day of the month preceding the month of withdrawal.

c) On all sums credited to the subscriber’s amount after the last day of the preceding year; interest from the date of deposit upto the end of the current years;

d) The total amount of interest shall be rounded to the nearest whole rupees (fifty paise counting as that next highest rupee).

iii) In this Regulation, the date of deposit shall:

a) In the case of a recovery from emoluments, be deemed to be the first day of the month in which it is recovered and where the

emoluments of a month are drawn and disbursed on the last working day of the

same month, the date of deposit shall in the case of recovery of subscriptions, be the first day of the next succeeding month. In the case of an amount forwarded by the subscriber, the date of deposit shall be deemed to be the first day of the month of receipt if it is

received by the Finance Director before the fifth day of that month and the first of the succeeding month if it is received after that date.

b) When the amount is forwarded to the Finance Director in accordance with the provise to sub-para (ii) of regulation 8 the date of deposit shall be deemed to be the first day of the month if it is received before the fifteenth day of the month by the Finance Director.

Provided that where there has been a delay in the drawal of pay and allowance of a subscriber and consequently in the recovery of his subscription towards the fund, the interest on such subscription towards the Fund, the interest on such subscriptions shall be payable from the month in which the pay of the subscriber was due under the

Regulations irrespective of the month in which was actually drawn.

iv) In addition to any amount to be paid by way of final withdrawal, interest thereon upto the date on which the payment is made shall be payable.

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

NOMINATION:

10. i) A subscriber shall along with his application for admission to the Fund, send to the Finance Director a nomination conferring on one or more persons the right to receive the amount that may stand to his credit in the Fund in the event of his death before that amount has become payable or having become payable has not been paid.

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

Provided further that a subscriber who has a family at the time of making the nomination shall make such nomination only in favour of a member or members of his family; and that if such person/s cease/s to be a member or members of his family the nomination shall automatically lapse.

Provided further that the nomination made by the subscriber to a Provident fund maintained by his previous employer shall, if the amount to his credit in such other Fund has been transferred to his credit in the Fund, be deemed to be a nomination in accordance with these

Regulations.

ii) If a subscriber nominates more than one person under sub para (i) he shall specify in the nomination yable to each of the nominees

in such manner as to cover the whole of the amount that may stand to his credit in the fund at any time.

form in triplicate.

iv). A subscriber may at any time cancel a nomination by sending a notice in writing to the Finance Director and along with such notice a fresh nomination made in accordance with these provisions.

v) A subscriber may provide in a nomination.

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

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

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

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

vi) Immediately on the death of nominee in respect of whom no special provision has been made in the nomination under clause (a) of sub-para (v) or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of clause (b) sub-para (v) or the proviso there to, the subscriber shall send to the Accounts Officer a notice in writing cancelling the nomination, together with a fresh nomination made in accordance with the provisions of this Regulation.

vii) Every nomination made, and every notice of cancellation given by a subscriber, shall to the extent that it is valid, take effect from the date on which it is received by the Finance Director.

viii) Every subscriber shall intimate the change in his status, i.e. married or otherwise, at once to the Finance Director and file fresh nominations, if necessary along with such intimation.

ix) Every subscriber shall review his nomination once in five years and confirm and intimate any change in nomination, if necessary accompanied by a fresh nomination in triplicate.

Advances:

11. A temporary advance may be granted (for reasons to be recorded) to a subscriber from the amount standing to his credit in the fund at the discretion of the competent authority, subject to the following conditions:

a) The advance should be for the following purposes only

i) the medical expenses of the subscriber or any of his dependent family members.

ii) expenses on post-graduate, medical legal, professional or technical education, or expenses for the education outside India for academic, professional or vocational course beyond the high school stage of the subscriber or his dependents.

iii) to pay obligatory expenses on a scale appropriate to the subscriber's status which by customary usage he has to incur in connection with his marriage or other ceremonies he has to perform or in connection with marriages, funerals and other ceremonies of the family members actually dependent upon him;

iv) to meet the cost of legal proceedings instituted by the subscriber for vindicating his position in regard to any allegations made against

him in respect of any act done or purporting to be done by him in the discharge of his official duty, and

v) to meet the cost of his defence, where the subscriber is prosecuted in any court of law, or where the subscriber engaged a legal practitioner to defend himself in any enquiry in respect of any alleged official misconduct on his part.

a) amended to 60 % instead of 2/3 for special reasons for both temporary advance/ partfinal.

(B.R.No.30/2000 dt.21.1.2000)

b) "An advance shall not exceed three months pay of the subscriber or (half) the amount at his credit in the Fund, whichever is less.

However in exceptional circumstances, the Managing Director may after recording reasons, grant an advance upto 60 % of the amount at his credit in the Fund"

(B.R.No.344/ 22.6.80)

c) When there is one advance still pending final recovery, no further advance shall normally be admissible. However, the Managing Director may, for special reasons and after recording reasons, sanction the grant of a further advance consolidating the earlier one still pending recovery.

d) when an advance is once consolidated in the manner indicated above, a further consolidation shall not be permissible within six months.

Recovery of Advances:

12. i) An advance shall be recovered from the subscriber in such number of equal monthly instalments as the competent authority may direct; but such number shall not be less than twelve or more than thirty six. Each instalment shall be whole number of rupees, the amount of advance itself being raised or reduced, if necessary, to f instalments.

ii) Recovery shall be made in the manner prescribed in Regulation 8 for the realisation of subscriptions, and shall commence with the issue of pay for the month following the one in which the advance was drawn.

Recovery shall not be made except with the subscriber's consent during a period when he is not required to subscribe to the Fund under Regulation 6.

iii) No interest shall be charged on the temporary advances.

Withdrawals:

13. The competent authority may sanction withdrawals by a subscriber who has completed fifteen years of service or who is within ten years before his retirement on superannuation from the amount standing to his credit in the Fund for one or more of the following purposes, namely:

a) meeting the cost of higher education, including where necessary the travelling expenses of any child of the Subscriber

(B.R. No. 607/dt.28/12/81)

i) for education outside India for academic, technical professional or vocational course beyond the high school stage, or

ii) for education in India for any post-graduate, medical, engineering or professional or scientific courses beyond the high school stage provided that the period of study is not less than three years in the aggregate.

b) meeting a part or the whole of the cost of purchase of a house or house-site, or the cost of construction of a new house or flat, or making addition or alternation to an existing house or flat for his own residential use.

c) repayment of a loan or an advance (whole or part) taken for the purchase of a house or house site or for the construction of a new house or flat making alternations or additions to an existing house or flat for his own residential use.

d) meeting either whole or part of the cost of purchase of a motor car, motor cycle or Scooter.

e) meeting the expenditure in connection with the betrothal or marriage of the subscriber's sons and daughters or any other dependent female family member.

f) meeting the expenses in connection with illness including where necessary the travelling expenses of the subscriber or any other person actually dependent on him.

g) Meeting the payment towards a policy of life insurance once in a year. The minimum period of service of 15 years applicable to other clause of this Regulations is not applicable for this purpose.

(B.R. 000)

Under the existing rules a part-final withdrawal from the General Provident Fund Regulations of the Chennai Metropolitan Water Supply and Sewerage Board, is permissible for certain purposes, if a subscriber has put in a service of 15 years or with in 10 years before the date of his retirement on superannuation.

The subscribers to the provident fund who have completed 15 years of service or who have less than 10 years of service to attain the age of superannuation be permitted to make part-final withdrawal from their respective Provident Fund Accounts for booking a Motor car/Motorcycle Scooter/Mopeds etc., subject to the conditions prescribed under the relevant Provident Fund Rules and also the following conditions:

i) The Officers basic pay is Rs.8,000/- or above for above registration of Motor car and basic pay of Rs.4000/- p.m. or above for registering a motor-cycle/scooter etc. (pay includes special pay but; except dearness allowance and other allowances)

ii) The amount of withdrawal is limited to Rs.2,00,000/- in the case of Motor car and Rs.35,000/- in the case of motor cycle scooter/mopeds etc, or 60 % of the amount outstanding at the credit of the subscriber

Provident Fund account or the actual amount of registration of the Car/Motor cycle/ Scooter etc. whichever is less.

iii) The amount of withdrawal shall not exceed the amount required for booking a car or motor-cycle or scooter etc.

iv) the deposits receipt must be produced for verification by the concerned drawing Officers within a period of one month from the date of drawal of the amount failure to do so would involve refund of the withdrawal.

v) If the Officer does not purchase a car/motor cycle/scooter etc., or opts out of the scheme he should immediately deposit the amount of part-final withdrawal together with interest received thereon from the manufacturer/dealer into the Provident Fund Account.

vi) the sanctioning authority may allow in special cases an advance refundable is not more than 36 instalments in the case of Officers who may fall short of the minimum service of 15 years by a period of not more than 6 months. All other conditions shall not be relaxable.

vii) the Officers who have been allowed advance according to (vi) above may be permitted to convert the outstanding amount of advance into part-final withdrawal after completion of the 15 years of service.

viii) such withdrawal shall be allowed only on one occasion and

ix) the amount of Rs.2.00,000/- or Rs.35,000/- as the case may be, referred to above, shall be taken into account for determining the overall ceiling at present fixed for part-final withdrawals from Provident Fund.

(B.P. No. 39/96 dt.30.9.96)

Conditions for withdrawals:

14. (i) any sum withdrawn by a subscriber at any one time for the purposes mentioned in Regulation 13 shall not ordinarily exceed 60% of the amount standing to his credit or the limits specified below, whichever is less:

		LIMIT
a)	Educational expenses outside India or within India.	Four months pay of the subscriber
b)	Expenditure on purchase of house flat or house site, or on construction of new house or on making alternations and addition to an existing one to be used as his residence flat or repayment of a loan taken for these purposes.	Ten months pay of the subscriber
c)	Expenditure on purchase of a motor car	Rs. 2,00,000/-
d)	Expenses in connection with the betrothal or marriage of the subscriber's son or daughter or other female dependent family member	Rs.10,000/-
e)	Expenses in connection with the illness (including where necessary the travelling expenses) of the subscriber or any other person actually dependent on him.	Three months pay of the subscriber

ii) The Managing Director may sanction the withdrawal of an amount in excess of the limits specified in sub-para (i) above upto three- fourth of the balance at his credit in the Fund having regard to:

a) the subject for withdrawal is being made

b) the status of the subscriber, and

c) the amount at his credit in the Fund.

iii) A subscriber who has been permitted to withdraw money from the Fund as aforesaid shall satisfy the Finance Director within a reasonable period that the money was utilised for the purpose for which it was withdrawn. If the subscriber fails to do so or is able to account for utillisation of only a part of the amount withdrawn the amount so withdrawn or the unutilised amount, as the case may be, shall be forthwith repaid in one lump sum together with interest. 9% by the subscriber to the Fund, and in default of such payment, the Finance Director may ame from the emoluments of

the subscriber either in one lump sum or in such number of instalments as may be determined by him.

iv) A subscriber who has purchased a house or house site or flat or has constructed a new house, or has made additions or alterations thereto or repaid a loan or advance taken for these purposes out of the money withdrawn from the Fund, shall not part with the house, house site or flat till he finally leaves service on retirement or otherwise, without the permission of the Finance Director, and a shall also deposit with the Board till then, the original title deeds in respect of that property.

Conversion of an Advance into a withdrawal:

15. A subscriber who has already drawn or may draw in future an advance under Regulation II for any of the purpose sanctioned in clauses (a) (e) and (f) of Regulation 13, may convert at his discretion, by written request addressed to the Finance Director, the balance outstanding against him into a final withdrawal on his satisfying the appropriate conditions.

Final withdrawal of Accumulation in the Fund:

16. When a subscriber leaves the service, the amount standing to his credit in the Fund shall become payable to him. Provided that the payment shall be made, in the case of a subscriber who is removed, dismissed or compulsorily retired only after the expiry of the appeal time or after the disposal of any appeal preferred.

17. When a subscriber:

a) has proceeded on leave preparatory to retirement.

b) while on leave, has been permitted to retire or has been declared by a competent medical authority to be unfit for further service, or

c) has attained the age of superannuation but has not been permitted to retire from service owing to some reason or other, the amount standing to his credit in the Fund shall, upon application made by him in that behalf to the Finance Director, shall become payable to the subscriber.

18. Death:

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

(a) Where the subscriber leaves a family:

i) if a nomination made by the subscriber in accordance with the provisions of Regulation 10 in favour of a member or members of his family subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates shall become payable to his nominee or nominees in the proportion specified in the nomination.

ii) if no such nomination in favour of a member or members of the family of a subscriber subsists, or if such nomination relates only to a part of the

amount standing to his credit in the Fund, the whole amount or the part thereof to which the nomination does not relate, as the case may be, shall, notwithstanding any nomination purporting to be in favour of any person or persons other than a member or members of his family, become payable to the members of his family in equal shares.

Provided that no share shall be payable to:

1. Sons who have attained legal majority
2. Sons of a deceased son who have attained legal majority
3. married daughters whose husbands are alive.
4. married daughters of a deceased son whose husbands are alive, if there is any member of the family other than those specified above.

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

b) When the subscriber leaves no family, if a nomination made by him in accordance with the provisions of Regulation 10 in favour of any person or persons subsists, the amount standing at his credit in the Fund or the part thereof to which the nomination relates, shall become payable to his nominee or nominees in the proportion specified in the nomination.

Payment of Withdrawals:

19. i) When the amount standing to the credit of a subscriber in the fund has become payable, it shall be the duty of the Finance Director to make payment as provided in Section 4 of the Provident Funds Act, 1925.

ii) If the person, to whom, under these regulations any amount is to be paid, is a lunatic for whose estate a manager has been appointed in this behalf under the Indian Lunacy Act 1912, the payment shall be made to such manager and not to the lunatic.

iii) Subscribers should send to the Finance Director applications for payment of Provident Fund balance under this Regulation.

20. Provident Fund Accounts

All sums paid into the Fund under these regulations shall be credited in the books of the Board to an account names “General Provident Fund”

21. Provident Fund Number:

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

22. Subscriber’s Account:

An account shall be prepared in the name of each subscriber and shall show the amount of his subscriptions with interest thereon calculated as provided in sub-para (ii) of Regulation 9.

23. Subscriber's Annual Statement:

i) As soon as possible after the close of each year, the Finance Director shall send to each subscriber a statement of his account in the Fund showing the opening balance as on 1 April of the year, the amounts credited and debited during the year, the amount of interest credited as on the 31st March of the year and the closing balance on that date.

ii) Subscribers should satisfy themselves as to the correctness of the annual statement and bring to the notice of the Finance Director all errors for correction within three months of receipt of the statement.

SERVICE REGULATION

ALL PERSONAL POLICIES GENERAL PROVIDENT FUND REGULATION OF
THE MADRAS METROPOLITAN WATER SUPPLY AND SEWERAGE BOARD

SCHEDULE
(REGULATION 7)

Serial No.	Emoluments (Pay + Dearness Allowance) Rs.	Minimum Monthly Rate of Subscription. Rs.
1	3000-3200	360
2	3201-3500	385
3	3501-3800	420
4	3801-4100	455
5	4101-4400	490
6	4401-4700	530
7	4701-5000	565
8	5001-5500	600
9	5501-6000	660
10	6001-6500	720
11	6501-7000	780
12	7001-7500	840
13	7501-8000	900
14	8001-8500	960
15	8501-9000	1020
16	9001-10000	1080
17	10001-11000	1200
18	11001-12000	1320
19	12001-14000	1440
20	14001-16000	1680
21	16001-18000	1920
22	18001-20000	2160
23	20001-22000	2400
24	22001-24000	2640
25	24001-26000	2880
26	26001-28000	3120

(G.O.No.579, Dated 7th October 1988)

THE CHENNAI METROPOLITAN WATER SUPPLY AND SEWERAGE BOARD PENSION (COMMUTATION)

In exercise of the powers conferred by sub section 2 (c) of section 81 of the Chennai Metropolitan Water Supply and Sewerage Act, 1978 (Tamil Nadu Act 28/1978) the Chennai Metropolitan Water Supply and Sewerage Board hereby makes the following Regulations for allowing the pensioners of the Board to commute a portion of the pension granted by the Board.

REGULATIONS

1. These Regulations may be called the Chennai Metropolitan Water Supply and Sewerage Board Pension (Commutation) Regulations, 1978.

2. These Regulations apply to the Board's employees who have been granted from the Board's family pension and extraordinary pension from the Board's funds.

3. The Controller of Finance shall be the authority competent to sanction commutation of pension under these Regulations.

4. Subject to the conditions specified in these Regulations, an employee who has been granted a pension other than family pension or extraordinary pension from the Board's funds shall be allowed to commute in exchange for a lump payment a portion of his pension not exceeding forty percent (40%) of his pension.

5. Not withstanding anything contained in Regulation 4, the Board may, in its discretion, refuse commutation of pension in the case of pensioner convicted of a serious crime or found guilty of grave misconduct justifying withholding of pension under Regulation 4 of the Chennai Metropolitan Water Supply and Sewerage Board Pension and Gratuity Regulations. Provided that an applicant may withdraw his application by written notice despatched at any time before his medical examination is due to take place.

6. Applications for commutation of pension shall be in the form in Annexure I and shall be addressed to the Controller of Finance in the office of the Board.

7. The Controller of Finance shall therefore proceed to take action to sanction to commuted value in cases of pensioners applying for commutation of superannuation pension within one year of their retirement, with reference to these Regulations without subjecting them to any medical examination.

8. i) On receipt of an application for the commutation of pension, other than superannuation or an application after the expiry of one year from the date of retirement the Controller of Finance shall arrange to refer the pensioner to the appropriate medical authority prescribed by the Board. No commutation shall be sanctioned unless such medical authority certifies that the Pensioner's bodily health and prospects of duration of life are such as to justify commutation.

ii) The medical authority shall subject the pensioner to a strict medical examination requiring him to furnish such information as to his health and habits as is usually required of persons proposing to assure their lives with LIC and report in the form prescribed.

iii) If the pensioner furnishes any information found to be false within his knowledge or wilfully suppresses any materials fact in answer to any question, written or oral put to him in connection with his medical examination, the Board may cancel the sanction at any time before payment is actually made, and such a statement or suppression may be construed as grave misconduct for the purpose of Regulation 4 of Pension and Gratuity Regulations of the Board.

A pensioner whose application for commutation for pension is rejected whether on the recommendation of the medical authority that he is not a fit subject for commutation of pension or for the reason that he has declined to accept commutation on the basis of addition to the actual age, as recommended by the

medical authority, shall be allowed one re- examination after a period of one year from the date of the order
rejecting the first application for commutation by another medical
authority to be specified by the Board.

10. The Controller of Finance shall arrange to furnish information to the medical authority at the time of first medical examination on any illness or disease for which the applicant had applied for medical leave for long periods during his services and at the time of medical examination the recommendation of the medical authority on the basis of which the

applicant's application as rejected earlier along with the medical report is original.

11. The lump sum payable on commutation shall be calculated in accordance with the table of present value (Annexure II) which may be prescribed by the Board from time to time. For the purpose of
calculating the lump sum payable on commutation the age in the case of impaired lives shall be assumed to be such age as the certifying medical authority may direct.

12. Where the table or present values applicable to an applicant has been modified between the date of the order sanctioning the
commutation and the date on which the commutation takes effect, payment shall be made in accordance with the modified table; but it shall be open to the applicant, if the modified table is less favourable to him than that previously in force, to withdraw his application by notice in writing.

13. The Controller of Finance shall sanction the payment of commuted value in the form prescribed in Annexure III.

14. Commutation, when sanctioned, shall take effect on a date to be specified in the order. Such date shall ordinarily be about one month later than the date of sanction order; and all calculation shall be made with reference to the date so specified.

15. Payment of the commuted portion of pension shall cease from the date specified and the sum payable on commutation shall be paid on that date or as soon after as possible.

16. A commutation once given effect to, cannot be rescinded i.e. the portion of a pension commuted cannot be restored on refund of its capitalised value.

17. If the pensioner dies on or after the day following that on which the commutation took effect but before receiving the commutation amount, such amount shall be paid to his heirs.

ANNEXURE – I

FORM OF APPLICATION FOR COMMUATION OF PENSION

I ..... desire to commute
Rs…….. of my original/reduced …#…

..... pension of Rs…….. a month I certify that I have correctly answered each and all the questions below. My pension payment order number is ……..

Place: Signature:

Designation:

Date: Address:

Corporation Division Number, if residing in Chennai City.

Here enter the class of pension – Superannuation, Retiring Invalid/Compensation.

The word "original" or "reduced" should be scored out according as the circumstances required.

Sl. No.	Questions	Answers
1.	What is the date of your birth?	
	2. What was the date of your retirement?	
	3. How much of your pension do you wish to commute?	
	4. **NOTE:** The portion of the pension to be commuted should consist of whole Rupees.	
	5. Do you suffer from any complaint likely to be shorten life? If so, state its nature	
	6. Name the members of your family dependent on you with their respective sex and ages.	
	7. Whether any portion of your pension has already been commuted and whether any previous applications made by you was rejected on medical grounds?	
8.	State the amount of Provident Fund money (including any non-refundable withdrawals) and the amount of death-cum retirement gratuity received by you.	

Place: Signature:

Date:

Remarks of the Accounts Branch

1. No. portion of pension has been previously commuted.
2. No application for commutation was rejected on medical grounds.

3. Previous application for commutation was rejected on medical grounds in Board's Order No…….dated……

4. Rs…….P…….out of the original pension of Rs……was previously commuted in Board's order No……..dated……..

5. Pension was sanctioned in Board's order No……dated…….. 6. The pension is final/anticipatory.

7. Other remarks, if any.

Date: Dy. Controller of Finance.

ANNEXURE – II

Commutation Table, prescribed under Rule 11 of the Chennai Metropolitan Water Supply and Sewerage Board Pension (Commutation) Regulations, 1978.

Effective from:

Commutation values for a pension of Re. 1 per annum.

(G.O.Ms.No.926, Finance, dated 25th June 1971)

Age next birthday	Commutation value expressed as number of years' purchase	Commutation value of Rs.1
17	19.28	231.36
18	19.20	230.40
19	19.11	229.32
20	19.01	228.12
21	18.91	226.92
23	18.70	224.40
24	18.59	223.08
25	18.47	221.64
26	18.34	220.08
27	18.21	218.52
28	18.07	216.84
29	17.93	215.16
30	17.78	213.36
31	17.62	211.44
32	17.46	209.52
33	17.29	207.48
34	17.11	205.32
35	16.92	203.04
36	16.72	200.64
37	16.52	198.24
38	16.31	195.72
39	16.09	193.08
40	15.87	190.44
41	15.64	187.68
42	15.40	184.80
43	15.15	181.80
44	14.90	178.80

Age next birthday	Commutation value expressed as number of years' purchase	Commutation value of Rs.1
47	14.10	169.20
48	13.82	165.84
49	13.54	162.48
50	13.25	159.00
51	12.95	155.40
52	12.66	151.92
53	12.35	148.20
54	12.05	144.60
55	11.73	140.76
56	11.42	137.04
57	11.10	133.20
58	10.78	129.36
59	10.46	125.52
60	10.13	121.56
63	9.15	109.80
64	8.82	105.84
65	8.50	102.00
66	8.17	98.04
67	7.85	94.20
68	7.53	90.36
69	7.22	86.64
70	6.91	82.92
71	6.60	79.20
72	6.30	75.60
73	6.01	72.12
74	5.72	68.64
75	5.44	65.28
76	5.17	62.04
77	4.90	58.80
78	4.65	55.80
79	4.40	52.80
80	4.17	50.04
81	3.94	47.28
82	3.72	44.64
83	3.52	42.24

ANNEXURE – III

THE CHENNAI METROPOLITAN WATER SUPPLY

AND SEWERAGE BOARD

PENSION COMMUTATION SANCTION FORM

--

Order No.

Application from dated ……

Thiru/Thirumathi .... is

permitted to commute Rs… ..... of his/her pension of Rs… ..... per mensen and the present monthly pension of Rs……

2. The sanction takes effect from ..... will in consequence of the commutation, be reduced to Rs. …… (Rupees ……. only) with effect from that date.

3. The Deputy Controller of Finance is requested to pay the sum of Rs. …….. (Rupees ..... only) the amount payable in commutation.

4. The table of present values on the basis of which the amount has been calculated is subject to alternation at any time without notice and consequently the amount sanctioned is liable to revision before payment is made.

CONTROLLER OF FINANCE

To

The Deputy Controller of Finance- The Chennai Metropolitan Water Supply

and Sewerage Board, Chennai.

SERVICE REGULATIONS AND PERSONNEL POLICIES TRAVELLING AND TRANSFER ALLOWANCE REGULATIONS OF THE CHENNAI METROPOLITAN WATER SUPPLY & SEWERAGE BOARD

In exercise of the powers, conferred by clause (c) sub-section (2) of section 81 of the Chennai Metropolitan Water Supply and Sewerage Board makes the following Regulations

REGULATIONS

1. These Regulations may be called the Chennai Metropolitan Water Supply and Sewerage Board travelling and Transfer allowance Regulations 1979. These Regulations shall apply to all employees of the Board who are paid out of the funds of the Board, and also to any class of employees to whom the Board shall extend the benefit of these regulations by general or special order.

2. Grouping: For determining the rates of travelling and transfer allowance admissible, the employees of the Board are divided into the following grades, namely:

Grade: 1	Officials and Non-officials, Chairman, Managing Director, Non-official Directors and Officers getting pay of Rs.10,000/- and above
Grade: 2	Rs.5,000/- and above but below Rs.10,000/-.
Grade: 3	Rs.3,050/- and above but below Rs.5,000/-
Grade: 4	Less than Rs.3,050/-

(B.R.No.368/2000 dated 11.11.2000)

An employee in transit from one post to another in a different grade shall be treated as belonging to the lower of two grades. Basic pay for the purpose of

these regulations includes personal pay given to prevent loss of emoluments while fixing pay in new scales, but does not include special pay or compensatory allowances.

3. Different Kinds of Travelling expenses: The following are the different kinds of travelling expenses that are reimbursed to the employees of the Board, both for tour journeys and transfer journeys made in the interest of the Board.

a) Journey costs
b) Living expenses
c) Incidental expenses

1. 4. Journey costs: Journeys may be undertaken by air, rail, bus or private car as described below:

i) Journeys by air: Employees in Grade I with basic pay of Rs.15,000/- and more are entitled to travel by air both within and outside the state and claim reimbursement of the fare actually paid. For journeys outside the state on tour, employees in grade I with a basic pay of less Rs. 10,000 also

may travel by air. Besides the fare, the employees are eligible for reimbursement of insurance charges against accident risk for a sum of Rs.one lakh for each air journey.

ii) Journeys by rail:

a) For journeys performed by rail, the employees are eligible to draw railway fare as follows:

Sl.No.	Eligibility	Class of Travel
1	Pay scale of Rs.22400-525-24500 and above	Air Travel by Executive Class
2	Pay scale of Rs.17400-500-21900 and above	A.C.First class by Rail
3	Pay scale of Rs.12000-375-16500 and above (including Senior scales of All India Service	Air Travel in Economy and outside the State and 2 AC travel by rail
4	Pay scale of Rs.8000-275-13500 and above	Ist class or A.C. three tier travel by rail
5	Pay scale of Rs.8000- 275-13500 and below	II class by rail

b) If an employee travels by the lower class than that by which he is entitled to travel, he will draw only the fare actually paid. Reservation charges actually paid may also be included in the claim.

iii) Journeys by bus: For journeys performed by employees in bus or any other public motor conveyance, actual fare paid will be reimbursed.

iv) Mileage Allowance: This is an allowance given to employees drawing pay @ Rs.900/- p.m. or more who travel in their own cars/Motor Cycle/Scooters and to those on pay of Rs.500/- and above but less than Rs.900/- p.m. who travel by their own Motor Cycles or Scooters. This allowance shall be admissible whether or not the places journey are connected by Railway or by a Regular Public Motor Service

in which or in part. The following are the revised rates of mileage with effect from the date of adoption by the Public Undertakings.

Distance	By Car	By Motor Cycle/ Scooter/ Moped etc. Rs	Other than Car / Motor-Cycle / Scooter (Rs.)

First 100 Kms. Next 100 Kms. Remaining distance	Rs.1.50/Km. Rs. 1.30/Km. Rs. 1.20/Km. nce dt.10.6.85)	0.75 / Km. 0.65 / Km. 0.60 / Km.	Grade I 1.30 / Km. Grade II 0.80 / Km. Grade III 0.65 / Km. Grade IV 0.65 / Km.
(G.O.Ms.No.559, Finance dt.10.6.85)			G.O.Ms.No.295, Fin. dt.15.4.83)

Note (1): The mileage allowance for journey, not involving change of Camp or from Head Quarters and back to Head Quarters on the same day by Motor car and motor cycle or scooter allowed at Rs.2/- per K.M. and Rs.1/- per K.M. respectively, for the entire distance, (w.e.f.1.7.89) (G.O.Mis.No.666/ Fin.(PC), dt.27.6.89)

Note (2): Mileage for the use of own vehicles for official tours, raised w.e.f.17.4.95

Journey By	Mileage
i. Own Car	Rs.3.50/ Km
ii. Motor Cycle, Scooter, Moped	Rs.1.50/ Km
(G.O.Ms.No.297 / Finance, dt.17.4.95)	

The rates of mileage are further revised for the use of own vehicles for Official tours and on transfer w.e.f.23.8.2000, as follows

Employees travelling in their own cars/Motor-cycles/Scooters as the case may be will be eligible to draw mileage allowance at the rates prescribed in the revised sub-clause 4 (iv) but will not eligible to draw transport charges for the vehicle separately or journey cost for himself and the members of his family who travel with him in the vehicle.

(B.R.No.28/84)

5. Living Expenses: Living Expenses of employees on tour shall be reimbursed either on the basis of a daily allowance or on actual basis as prescribed below:

1) Daily Allowance: This is a fixed allowance for each completed period of 24 hours absence from headquarters which is intended to cover all the living expenses of an employee in consequence of such absence. It is admissible for journeys and halts in the course of official tours beyond a distance of 8 km. from the city limits or any other headquarters of an employee. If the Headquarter of an employee is within Chennai city limits the journey performed within Chennai city limits, though it may exceed 8 kms will not be treated as a journey on tour and no daily allowance shall be admissible. Daily allowance can be drawn for holidays also if it is otherwise admissible. For continuous halts in excess of 30 days duration special permission of the Managing Director will be necessary. If the period of continuance of halts exceeds 30 days daily allowance will be admissible at half the normal rates. A schedule is to these regulations giving the rates of daily allowance admissible for halts within the state and also outside the state for the three grades of employees. The rate admissible for halts in (a) Government Tourist Bungalows, Public or Joint Sector guest house or by private arrangement and (b) in hotels and

other establishments with a scheduled tariff to the general public have been indicated separately in the schedule where allowances for lodging has been separately fixed the claim should be for the actual amount subject to the maximum fixed and the claim should be supported by receipts for payment of hotel bills. Certificate by the official of having paid the hotel bills, in lieu of actual receipts should not be accepted. There is no need to produce receipt for the Boarding on other charges and the amount fixed may be allowed in. The staff on basic pay of less than Rs.350/- will not have to go on tour or be taken on tour and hence no rates have been fixed for them by the Government. However if such staff proceed on tour the existing rates may be followed.

For absence from head quarters of less than 24 hours duration, in rates of daily allowance will be as follows:

a) Upto and inclusive of 6 hours : 30% of the normal rate

b) From 6 hours to 12 hours c) More than 12 hours

: 70% of the normal rate

: Full rate of daily allowance.

If free boarding and lodging are provided to the employee, the daily allowance admissible will be restricted to one-fourth of the rate otherwise admissible under columns 8, 9 and 10 of the schedule as the
case may be. If either boarding or lodging alone is provided free of cost and not both, the employees may be permitted to draw daily allowance at half the rate admissible under columns 8, 9 and 10 of the schedule as the case may be.

Actuals:

For halts, at hotels in the metropolitan cities of Bombay, Calcutta and Delhi and also at the State Capitals, officers of Grade I in receipt of basic of pay of Rs.2,000/- and above will be reimbursed at their option in lieu of the prescribed rate of daily allowance, the actual accommodation of charges (subject to production of vouchers) upto maximum rates as prescribed in columns (2) to a (7) of the annexure as the case may be.

(B.R.No.42/83 dt.23-2-1983)

6. Incidental Expenses:

a) Reimbursement of incidental expenses will be allowed upto halt the respective amounts of daily allowance specified in columns (2) (4) or (6) of the Schedule for employees in different grades making official journeys by air, rail or bus on the day of departure and on the day of arrival if the total absence from the headquarters is not less than 24 hours. If such absence is less than 24 hours employees can claim reimbursement only for one day i.e. either for the day of departure from the headquarters or the day of return thereto.

b) Officers in Grade I while on tour at any of the metropolitan cities of Bombay, Calcutta and Delhi or any of the state capitals can claim taxi fare actually paid on off aces on all days subject to a

maximum of a single daily allowance admissible under column 3 of the schedule (i.e.) for non hotel accommodation on production of certified details. Officers in Grade II and below also can claim transport charges actually incurred on all days while on tour at these places subject to a maximum one half the daily allowance admissible under column (3) referred to.

7. Transfer Allowance: Transfer allowance is admissible whenever an employee is transferred from one station to another. It is also admissible:

a) to an employee who on retirement, has to travel to another station where he intends to settle down and

b) to the family of an employee who dies while in service and who wish to settle at a different station.

The allowance is intended to cover his family and personal servants when admissible living expenses during the journey, cost of packing and transporting his personal effects and also the charges for transporting his personal effects and also the charges transporting his vehicle if he is required to maintain such vehicle in the interests of his work.

i) Journey costs will be reimbursed as in Regulation 4 not only for the employee himself but also for members of his family includes the wife or husband as the case may be, dependent children, widowed daughter and dependent parents. A member of the family preceding him one month before the date of his handing over at the old station, or one who follows him within six months of his taking charge at the new station will be deemed as accompanying him. When an employee incurs travelling expenses on his personal servant, he may draw a single second class fare or bus fare actually paid from the old to the new station will be deemed as accompanying him. When an employee incurs travelling expenses on his personal servant, he may draw a single second class fare or bus fare actually paid from the old to the new station on the following scale:

Employees in Grade I : For two servants

Employees in Grade II : For one servant

Employees travelling in their own cars or scooters will also be eligible to draw mileage allowance at 60 paise or 30 paise respectively but will not be eligible to draw transport charges for the vehicle separately or journeys costs for himself and the members of the family who travelled with him in the vehicle.

Additional: When a Board servant and members of his family travel while on transfer by any conveyance other than his own conveyance between places not connected by a Railway or regular Public Motor Service, the following rates of mileage are applicable.

(B.R.No.28/84/28-1-84)

Grades	Description	Rate Adopted as per 77 dated 4-2-1983 Rs.P.
Grade I	Chairman, Managing Director, Non-Official, Directors, and Officers getting basic pay of Rs.10,000 and above	1.30
Grade II	Officers getting a basic pay of Rs. 5,000/- and above but below Rs. 10,000/-	0.80
Grade III	Officers getting a basic pay of Rs.3,050/- and above but below Rs.5,000/-	0.65

(B.R.No.28/84/28-1-84)

i) Besides the journey costs as provided in sub para (I) above the employee is eligible to draw towards living expenses one half daily allowance for himself and for each member of his family travelling with him for a journey of not more than twelve hours duration and one half daily allowance more for each successive block of 12 hours journey or fraction thereof.

ii) The employees on transfer may draw the actual freight charges incurred on the transport by passengers and by goods, train of all his personal effects in his possession at the time of his transfer subject to the following maximum.

	Passenger	Goods Train
Grade I	200 Kg.	4500 Kg.
Grade II	75 Kg.	2000 Kg.
Grade III	40 Kg.	1000 Kg.
Grade IV	40 Kg.	1000 Kg.

If an employee transports his personal effects by lorry instead of by goods train, his claim for transport of personal effects should be restricted to the actual lorry charges paid, supported by vouchers, subject to the limit of his maximum entitlement for transport by goods train. An employee can transport his personal effects not more than one month before his handing over at the old station or with in six months of his joining the new station. As a consequence of his transfer he can transport his personal effects from the old station to a place other than his new station or bring to the new station his personal effects from a place other than the old station provided that such transport is done within the time allowed and the charges claimed are within the admissible limits from the old to the new station.

iii) The employee may also draw towards expenses liable to be incurred on packing and unpacking of his personal effects and other incidental expenses a lump sum transfer grant on the following scale:

	Distance between old and new station	
	Between 8 and 60 K.M.	Beyond 60 K.M.

Grade I	Rs.200	Rs.300
Grade II	Rs.150	Rs.250
Grade III	Rs.100	Rs.150
Grade IV	Rs.50	Rs.75

iv) When an employee who is required to maintain a car, motor cycle, scooter or cycle is transferred from one station to another, he may draw the actual cost of transport by rail or the conveyance maintained by him. If the distance covered between the old and the new station exceeds 130 K.M. If, however, he travels by the same conveyance and claims mileage allowance, no separate claim is permissible under this sub-para.

(B.R.No.28/ dt.28.1.84)

Additional:

If the conveyance is transported not by its own propulsion, mileage at the rate of 33 paise a kilometre for motor car and 17 paise a kilometre for motor cycle/scooter

If the conveyance is transported by its own propulsion, mileage at the rate of Rs.1.30 a kilometre for motor car and 65 paise a kilometre for motor cycle/scooter

(B.R.No.28/ dt.28.1.84)

v) An employee making a journey on transfer either by rail or by bus may also claim one reimbursement on incidental expenses at the appropriate rate specified in the schedule as provided in

Regulation 6 to cover expenses on porterage and other incidental items.

REVISED SCHEDULE (T.A. REGULATION 5(1) OF THE BOARD ENTITLEMENT ON DAILY ALLOWANCE TO THE BOARD EMPLOYEES ADOPTED BASED ON THE G.O.MS.NO.327, FINANCE (BPE) DEPT.

DATED 13.07.2000 WITH EFFECT FROM 11.11.2000

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Grade	Delhi Mumbai Calcutta			Other State Headquarters including Chennai			Other places within and outside state including Union Territories		
	Hotel		Guest House/ Private Boarding and Lodging Charges	Hotel		Guest House/Private Boarding and Lodging Charges	Hotel		Guest House/Private Boarding and Lodging Charges
	Lodging Charges	**Boarding Charges**		**Lodging Charges**	**Boarding Charges**		**Lodging Charges**	**Boarding Charges**	
(1)	**(2)**	**(3)**	**(4)**	**(5)**	**(6)**	**(7)**	**(8)**	**(9)**	**(10)**

	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
1	**1125**	**146.25**	**200**	**550**	**146.25**	**160**	**175**	**97.50**	**100**
2	750	117.00	135	375	117.00	135	100	78.00	80
3	550	78.00	105	275	78.00	105	75	58.50	55
4	275	58.50	80	175	58.50	80	50	39.00	40

(B.R.No.368/2000 dated 11.11.2000)

CMWSS BOARD EMPLOYEES SERVICE REGULATIONS REGULATING FAMILY BENEFIT FUND SCHEME.

SECTION-1

I. Definitions:

In the rules of the Group Insurance Scheme, where the context so admits, the masculine shall include the feminine, singular shall include the plural and the following words and expressions shall, unless repugnant to the context, have the following meanings:

i) "The employer" shall mean the Chennai Metropolitan Water Supply and Sewerage Board, Chennai

ii) "The Corporation" shall mean the life Insurance Corporation of India, established under Section 3 of the Life Insurance Corporation Act 1956.

iii) "The Scheme" shall mean Group Insurance Scheme for the employees of the CMWSSB, Chennai.

iv) "The Rules" shall mean the rules of the Group Insurance Scheme as set out below and as amended from time to time.

v) "The Member" shall mean the particulars Employee of the Employer who has been admitted to membership of the Group Insurance Scheme and on whose life an assurance has been or is to be effected in accordance with the Rules.

vi) "Effective Date" shall mean the 1st day of August 1978 the date as from which the Scheme commences.

vii) "Entry Date" shall mean

a) in relation to the Members admitted to the scheme on the effective date, the effective date and

b) in relation to new members admitted to the scheme after the effective date, the date on which they become eligible.

viii) "Annual Renewal Date" shall mean the 1st day of August 1978 and the 1st day of August in each Subsequent year.

ix) "Terminal Date" shall mean in relation to the member the date on which the Member completes the superannuation age of 60 in the post of Office Assistants and allied categories and 58 years in other categories.

x) "The Assurance" shall mean the particular assurance of Assurance to be effected on the life of the member.

xi) "The Beneficiary" shall mean the person or persons who has/have been appointed by the member as Beneficiaries and whose name or names have been entered in the records kept by the employer as being eligible for the benefit under the schemes.

2. The CMWSS Board, Chennai will act for and on behalf of the employees of the CMWSS Board who has been admitted to Membership of the Group Insurance Scheme and whose life and assurance has been or is to be effected in accordance with the Rules of Group Insurance scheme and in all matters relating to the Group Insurance Scheme and every act done by agreement made with and notice given to the Life Insurance Corporation of India by the CMWSS Board shall be binding on the CMWSS Board and the employees who have admitted as members.

3. Eligibility:

a) The employee who are within the following category shall be eligible to join the Group Insurance Scheme.

"Full time employees (confirmed and temporary) of the CMWSS Board who have attained the age of 18 years but have not attained the age of 60 in the cadre of Office Assistants and allied categories and 58 years in other categories. Employees on deputation for service with the CMWSS Board are not eligible to join the Group Insurance Scheme.

Present employees who are on the 1st day of August 1978 are within the above category shall join the Group Insurance Scheme as from that date. Present employees who are not within the above category on the 1st day of August 1978 shall join the Group Insurance Scheme as from the date on which they become eligible.

It will be condition of service for future employees that they shall become members on the date on which they enter the above category.

b) No member shall withdraw the Group Insurance Scheme while he is still an eligible employees satisfying the conditions of eligibility described above.

4. Evidence of age:

The age of the employees of the CMWSS Board who have been admitted to the membership of the Group Insurance Scheme, as admitted in the service records of the CMWSS Board shall be admitted by the Life Insurance Corporation of India for the purpose of the Group Insurance Scheme.

SECTION – II

5. Contribution:

The CMWSS Board shall pay to the Life Insurance Corporation of India in respect of each member on the 1st August 1978 and relevant 1st August in

each subsequent year, such contribution as are required to secure and continue the Assurance or Assurances effected on the life of employee who has been admitted to the membership of the Group Insurance Scheme, on his life as described in the rules and as amended from time to time.

6. Assurances:

The Assurance or Assurances to be effected on the life of the employee of the CMWSS Board who has been admitted to the membership of the Group Insurance Scheme shall be effected on the life of each employee under one year renewable Group Term Assurance Plan for a sum assured equal to Rs.10,000/- (Rupees ten thousand only). The sum assured under Assurance or Assurances effected on the life of the employee shall be payable only in the event of

the death of the employee who has been admitted as member in the Group Insurance Scheme while in service of the CMWSS Board. The assurance or assurances effected on the life of the employee shall be held by the CMWSS Board. UPON TRUST for the benefit of persons entitled thereto in accordance with the rules of the Groups Insurance Scheme as amended from time to time the CMWSS Board shall have to beneficial interest on the assurance or assurances effected on the life of the employee effected hereunder.

7. Benefits on Death Prior to Terminal Date

Upon the death thereof employee who has been admitted to the membership of the Group Insurance Scheme while in service prior to the date on which the employee completes the age of 60 in respect of Office Assistants and allied categories and 58 in other categories, the sum assured under the assurance or assurances effected on the life of the employee than in force shall be payable by the Life Insurance Corporation of India to the CMWSS Board for the benefit of the person or persons who has/have been appointed by the employee who has entered as Member as beneficiary or beneficiaries and whose name or names has/have been recorded in the register of members kept by the CMWSS Board, Chennai.

8. Termination of Assurance:

The assurance or assurances effected on the life of the employee who has been admitted as member in the above scheme shall immediately terminate upon the happening of any of the following events and no benefit will become payable there under:-

a) Termination of the Group Insurance Scheme or

b) Discontinuance of contribution relating to the assurance to be effected on the life of the employee who has been admitted as a member in the Group Insurance Scheme, or

c) The employee of the CMWSS Board who has been admitted as a member in the Group Insurance Scheme reaching the date on which the employee co

60 in the category of Office Assistants and allied categories and
58 in other category or

d) The employee of the CMWSS Board who has been admitted as a member in the Group Insurance Scheme ceasing to be in service of the CMWSS Board.

Provided, however, an employee of the CMWSS Board who has been admitted as a member in the Group Insurance Scheme and on whose life on assurances has been or is to be effected in accordance with the rules of the Group Insurance Scheme as set out and as amended from time to time and who has sent on deputation by the CMWSS Board shall be deemed to be in the service of the CMWSS Board and the assurance on the life of the employee who has been admitted as a member shall be continued during the period of deputation.

9. Restraint on Anticipation or Encumbrance:

The benefits assured under the Group Insurance Scheme are strictly personal and cannot be assigned, charged or alienated in any way.

10. Discontinuance of Amendment of the Scheme:

The CMWSS Board reserve the right to discontinue the Group Insurance Scheme or to amend the Rules as set out and as amended from time to time thereof on any 1st August subject to 3 month's notice being given to the Life Insurance Corporation of India.

11. Jurisdiction:

All assurance effected on the life of the employee of the CMWSS Board who has been admitted to the Membership of the scheme shall be Indian contracts. They will be subject to Indian Law including the Indian Insurance Act, 1938, as amended, the Estate Duty Act 1953, as amended the Life Insurance Corporation Act 1956, the Income Tax Act 1961, as amended and to any legislation subsequently introduced. All benefits under the Group Insurance Scheme arising out of death of any employees of the CMWSS Board who has been admitted to the membership

of the Group Insurance Scheme shall be payable in Indian Rupees.

12. Master Policy:

The Life Insurance Corporation of India will issue a single Master Policy incorporating all the assurances effected on the life of the member under the Group Insurance Scheme.

13. Rates of premium and Conditions of Assurances.

The rates of premium and conditions of Assurance under which the Life Insurance Corporation of India is prepare to arrange the Group Insurance Scheme shall be subject to an agreement between the CMWSS Board and the

Life Insurance Corporation of India. The conditions of assurance and the rates of premium may be amended by the Life Insurance Corporation of India from time to time on any 1st August of subsequent years subject to 3 months notice being given to the CMWSS Board.

The rates of premium as on the 1st August 1978 as per Annexure-I.

14. Profit sharing:

The CMWSS Board will be entitled to 90% of the profit under the Group Insurance Scheme. The profit will be determined after deducting from total premium paid the following items:

a) Actual claims during the year.

b) 10 % of the premium for expenses of administration.

c) 2% of the premium for allocation to reserve for catastrophic risks.

The profit sharing refund will be allowed in the form of reduction in the premium payable in the subsequent year. In the event of loss, the shares of CMWSS Board in the loss (viz. 90%) will be carried forward for being offset against future profits. Profit sharing will be allowed only if the No. of members covered in a year is 200 or more;

The administrative Procedure for the Group Insurance Scheme is as per Appendix.

(B.R.No. 93/79, dt. 18.9.79)

CMWSS BOARD SERVICE REGULATION GRANT OF CONVEYANCE ALLOWANCE

i) The allowance is to be determined with reference to the post held by an employee. It should be ensured that the nature of duties attached to the post involve intensive tour within a limited area of jurisdiction for which no Travelling Allowance will ordinary be admissible. All the posts in Grade I to III will be eligible for the allowance as the jurisdiction of the officers holding these posts will be the entire metropolis. Annexure I gives the list of posts in Grades IV and below the incumbents of which will be eligible for Conveyance Allowance. In respect of new posts to be created in future, the eligibility for Conveyance Allowance will be determined by the Management Committee of the Board taking into account the job contents of the posts.

ii) The maintenance of a prescribed conveyance in good order by the incumbents of the posts mentioned in sub-para (I) above will be pre-requisite to the eligible for drawing the Conveyance Allowance. The mode of conveyance to be maintained as already indicated will have be to be in keeping with the dignity of the post or the salary grade thereon. Though in the present position of fuel and repair costs, maintaining of any automobile will be prohibitively costly for any employee, based on the rate in this regard in Government.

iii) With the price hike in petroleum products the maintenance of a car has become pretty costly and this may lead to an irresistible tendency on the part of the employees

to restrict its use on official tours whatever may be the amount of conveyance Allowance drawn by them resulting in inadequate performance of duty. The maintenance of a car therefore may not have to be encouraged. Wherever possible based on the grade and nature of duties involved in the post, Board's vehicles will be allotted to officers eligible to maintain a car for efficient performance of duty. In these cases the economic use of Board's vehicle will be ensured by fixing a ceiling for monthly consumption of petrol diesel as is obtained in Government, the ceiling being determined by the management committee in each case. On the other hand to ensure adequate mobility and for efficient performance of duty, the maintenance of a motor Cycle/Scooter though equally costly now-a-days may have to be allowed. With this in view the following rates of Conveyance Allowance are allowed.

Car	Rs.160/- per mensum
Motorcycle/Scooter	Rs.115/- "
Cycle	Rs. 25/- "

iv) In respect of certain posts involving intensive tour any amount of conveyance allowance paid may not adequately compensate the expenditure involved on local tours. These posts, such as of Area Engineers, will be identified and the incumbents provided with Board's vehicle with a view to prevent any slackness in the performance of the duties involved. Posts with jurisdiction covering both inside and outside the metropolis, such as those of Engineers in Region II and Engineers in the conjunctive water Use Project where drawl of normal Travelling Allowance will be more advantageous has been excluded from the scope of these proposals for Conveyance Allowance. In such cases, to ensure adequate supervision and to cut down the costs and time involved in travel in public Conveyance, Board's vehicles will be allotted.

The incumbents of posts otherwise eligible for Conveyance Allowance if provided with Board's vehicle will not be paid the allowance.

Employees provided with Board Vehicles, if they make use of them for trips from their home to office and back, the cost of propulsion thereof, will be continued to be recovered from them at the following rates (Rates obtaining in Government) as already approved by the Board vide Board's Resolution passed under item 7 (I) in its meeting date 10.1.1979.

Sl.No.	Distance between the place of residence and office.	Amount to be recovered for a month (for one trip up and one trip down per day)

v) Under the provision of the Income Tax Act salaried employees are eligible for a "Standard Deduction" upto Rs.3,500/- from their income for purposes of calculation of Tax. This `deduction' will be deduced to Rs.1000/- in case of employees in receipt of Conveyance Allowance thus increasing the tax liability. Instead of a Conveyance Allowance if the actual expenses incurred on conveyance upto a limit, is reimbursed based on a certificate with vouchers, the full amount of standard deduction can be availed of. In this case the reimbursement will have to be made each month separately and the amount cannot be draw the case with a Conveyance

Allowance. The criteria enunciated in sub-para (I) to (iv) remaining the same it is proposed to introduce the reimbursement method in respect of all employees in Grade I to VII who are otherwise eligible for Conveyance Expenses. The amounts specified for a car/motor cycle scooter in sub-para (iii) above will be the monthly ceiling limit for such reimbursement. The expenditure on repairs and maintenance of a car, motor cycle or scooter will

not be even during the various months. It is therefore, been proposed to reimburse a total amount of Rs.1,920/- (Rs.160 x 12) in respect of a car and Rs.1.080/- (Rs.90 x 12) in respect of a motor cycle/scooter for each year. Though the monthly reimbursements will be limited to Rs.160/- per a car and to Rs.75/- per Motor cycle / Scooter any expenditure incurred in excess of these limits during a month will be carried forward for the next month and so on, subject to the condition that the annual limits as above are not exceeded.

5. A number of employees in Grade VIII and below now drawing Rs.10/- per mensum as Conveyance Allowance for maintenance of a Cycle may not be eligible for the allowance under the new criterial and rules proposed. To avoid a drop in the emoluments in these cases, the allowances will be continued to be paid as personal to— them so long as the occupy the present posts.

(Board Res.No.299/80 Dated 2.9.80)

Grant of Conveyance Allowance to Blind and Orthopaedically handicapped employees:

The conveyance allowance at 5% of basic pay subject to a maximum of Rs.150/- per month may be sanctioned to the blind and orthopaedically handicapped employees of the Board subject to the following conditions:

1) An orthopaedicly handicapped employee will be eligible for the above conveyance allowance only if he has a minimum of forty percent permanent partial disability of either upper or lower limbs or fifty percent permanent partial disability of both upper and lower limbs together.

2) The allowance will be granted to the employee on the recommendation of the Head of Orthopaedic Department of Government Hospital.

3) The allowance is admissible to employees who are totally blind and those having vision less than 3/60 or field vision less than 10 in both eyes.

4) The allowance will be granted to the blind employees on the recommendation of the Head Opthamological Department of a Government Hospital.

5) The allowance is not admissible to one-eyed employees; and

6) The allowance is not payable during leave (except casual leave), joining time or suspension.

The Board employee concerned shall accordingly apply for the grant of conveyance allowance and the allowance shall be granted with effect from the date of receipt of the recommendations of the concerned Medical Authority.

(B.R.No.33/90 dt.8.1.90 & B.R.No.305/98 dt.26.10.98)

ANNEXURE-I

Grade	Office/Dept	Posts	Remarks
I II III	All Offices	All Posts	
IV	**A.Head Office**		
	P & A Industrial Relations Manager Finance 1. Internal Auditor 2. Data Processing Manager Materials 1. Inventory Control Manager 2. Purchase Manager Engineering (PDC)		
	Engineering (O&M) **B. Area and**	1. Engineers (Planning) 2. Engineers (Designs) 3. Project Engineers (Constn) 4. Progress Control Manager 1. Quality Control Manager 1. Area Engineers	
	Regional Offices	2. Poondi Redhills Engineer	As the tour within their jurisdiction will be very intensive Area Engineers are to be provided, with Board's vehicle -do-
Grade	**Office/Dept**	**Posts**	**Remarks**

V to VII	**A. <u>Head Office</u>** Finance Engineer (PDC) **B. <u>Area & Regional Offices</u>**	1. Senior Accounts Officers (I.A.) 2. AEE/AE Stock verification 3. JAO (IA) 1. Asst. Geologists 2. Engineers (Investigation) 3. Asst. Designs Engineers 4. Asst. Geologists 5. Asst. Engineers 6. Asst. Engineers (Design) 7. Site Engineers 8. Site Supervisors 9. Progress Engineer (Water Supply) 10. Progress Engineer (SEW) 11. Asst. Engineers (Progress control) 1. Consumer Service Engineers 2. Main Maintenance Engineers 3. Sewerage Operation and	
		Maintenance Engineers (Mains) 4. Sewerage Operation and Maintenance Engineers	
Grade	**Office/Dept**	**Posts**	**Remarks**

		5. Head Works Engineers (Civil) (Region I) 6. Pumping Station Engineer (Region I) 7. Area Accounts Officers 8. Junior Engineers (Sewer) 9. Junior Engineers (Electrical Pump) 10. Junior Engineer (Water Maintenance) 11. Junior Engineer (Leaks) 12. Junior Engineer (Booster & Wells) 13. Junior Engineers Mapping 14. Assistant Engineers/Junior Engineers-Depots (*) 15. Junior Engineers Buildings (Region I) 16. Junior Engineer	
			Those not maintaining a motor cycle or scooter will be paid a cycle allowance of Rs.25/- p.m. whether they maintain a cycle not.
Grade	**Office/Dept**	**Posts**	**Remarks**

VII & below	**A. <u>Head Office</u>** Finance Engineering (PDC) Engineering (O & M) **<u>B. Areas</u>**	1. Store Checkers in internal Audit 2. Assistants in Internal Audit 1. Surveyors, Overseers & Asst. Overseers (only for those allotted for field work) 1. Surveyors, Overseers & Asst. Overseers (only for those allotted for field work) 2. Four XVI grade employees in Head Office utilised for tapal duty will be eligible for cycle Allowance) 1. Sewer Superintendents 2. Surveyors, Oversears and Assistant Overseer (only those allotted for field work)	
		4. Tax Collectors (One XVI grade employee in each area/ Region utilised for tapal duty will be eligible	

The following posts are now included for grant of conveyance allowance in the eligibility list already approved and issued as Annexure-I to Board Resolution No.299/80, dated 2.9.80.

For Car and Two Wheelers and Bicycles:

Sl.No.	Designation of posts	No. of posts	Certifying Officer

Car	Training Centre Manager	1	General Manager
1.	Well Field Engineer	1	Well Field Engineer
Two Wheelers	Chief Instructor	1	General Manager
1.	Training Officers/Instructor	4	General Manager
2.	Course Development Supervisor	1	General Manager S.O.
3.	Technical Assistant	1	E.
4.	Technical Assistant	1	W.S.E.
5.	Purchase Officer	2	S.M.M.
6.	Junior Engineer Materials	2	S.M.M.
7.	Junior Engineer S.S.P.	1	P.R.E.
8.	A.E.E. Perungudi Treatment Plant	1	Area-III
9.	Manager, Meter Repair Shop	1	P.R.E.
10.	Asst. Exe.Engr. Engg. Department	1	C.E.(O&M)
11.	Junior Engineer Maintenance	1	Area-III
12.	Executive Engineer	1	C.E.(O&M)
13.	Hydrogeologist, Project	1	P.D.
14.	Deputy Director, Geology, Project	1	P.D.
15.	Asst. Agronomist, Project	1	P.D.
16.	Asst. Geophysicist	1	P.D.
17.	Geophysical Asst. Project	1	P.D.
18.	Geological Assistant	1	P.D.
19.	A.E.E. Drought relief work	1	S.E. Con.W/Sly.
20.	A.E.E. Vactor Jet Rodder	1	C.E.(O&M)
21	Equipment	1	MD
	Chemist, R.O.I.		

Depots are divided into three categories as follows based on the length of water/sewer mains under the Depot Jurisdiction and the Depot numbers which fall under category I, category II and category III are furnished in Annexure. The amount of conveyance allowance noted at column No 4 may be sanctioned to Depot AE/JE

	Length of mains	**Category**	**Quantum of conveyance allowance per month (Rs.)**
(1)	(2)	(3)	(4)
a	Upto 5 Kms	I	175
b	5 Kms to 10 Kms	II	250
c	above 10 Kms	III	400

ANNEXURE

S.No .	**Ca te- go ry**	**Total No of Depot s**	**Individual Depot Numbers**									
			A- I	**A - II**	**A - III**	**A - IV**	**A - V**	**A -VI**	**A -VII**	**A - VIII**	**A -IX**	**A - X**
3	**III**	73	4 Nos	3 No	8 No	6 Nos	16 Nos	2 Nos	7 Nos (103.10	13 Nos (114.11	4 Nos (130.13	9 Nos

			(1 to 3,5)	s (27 , 28, 30)	s (32 to 34 36, 37, 40, 47, 49)	(50, 51, 54, 56, 62, 63)	(64 to 68,70 , 73 to 78) ANW E I ANW E II MOG (E) MOG	(81, 95)	5, 107 to 110, 113)	6 to 126, 128, 129)	1, 140, 141)	(142 , 148 to 155)

(B.R.No.5/98 dt.21.01.98)

The following persons are eligible for bi-cycle allowance of Rs.25/- each p.m. as per recommendation of the officers mentioned against their names.

Sl.No.	Designation of posts	No. of posts	Certifying Officer
1.	Asst. Engineer, Con./W/Sy.	1	S.E. W/Sy.
2.	Junior Engineer, M.T.D.S.	1	P.D.
3.	Junior Engineer Con. W/Sy	1	S.E.© W/Sy
4.	Junior Engineer Engg. Department	1	C.E.(O&M)
5.	Junior Engineer	1	S.E.© W/Sy
6.	Junior Engineer	1	S.E.© W/Sy.

The scheme of reimbursement of the conveyance allowance as approved in Board's Resolution No.299/80 is dispensed. Allowing the payment of conveyance allowance along with the salary bill at the rate fixed.

(Board Res.No.564/81 Dated 23.11.81)

CHENNAI METROPOLITAN WATER SUPPLY & SEWERAGE BOARD SERVICE REGULATION

Rules Regulating Grant of Medical Facilities:

Eligibility:

1. The annual ceiling limit on reimbursement of Medical expenses is fixed at 60% of pay as on 01.09.98 to the employees of the Board from the year 1999- 2000 onwards

(Res.No.170/99 dated 7.5.99)

2. The Board employees are also eligible of the following facilities for reimbursement.

Reimbursement of transport charges by ambulance by the Board servants to carry patients in the following cases.

1) Maternity cases where patients are discharged from the hospital on the 3rd or 5th day after delivery.

2) Patients who had major operations.

3) Patients treated for orthopaedic diseases.

4) Patients treated on cardiology and neurology Departments.

NOTE: The charges incurred by them will be reimbursable subject to the production of certificate from the medical officers.

(B.R.No.83/84, dated 27-3-84)

3. a) **Reimbursement of Hospital Stoppages**:

1) DCOF I is competent to admit the claim in respect of the employees working in the Head Office.

2) In respect of Employees working in Areas and Regional Office, the Area Engineer and Regional Engineers are competent to admit the claim

(B.R.No.346/80 dt.13.12.80)

b) **Reimbursement of Hospital Stoppage treatment in Private Hospitals:**

From Grade II to XIV - Executive Director

(B.P.No.30/96 dt.23.8.96)

4. **Reimbursement of Spectacles**:

The Board employees are entitled for the reimbursement of Rs.40/- (Rupees Forty only) towards reimbursement of spectacles. The wearing of spectacles must be after 1-8-78 and this should be first time.

A certificate to this effect must be obtained form the medical officer G.O.H. and enclosed with the application. They are eligible only once during their services.

(B.R.No.280/80 dt.29.7.80)

CONSTITUTION OF FUND FOR MEETING THE EXPENDITURE IN CONNECTION WITH THE MAJOR SURGERIES IN RESPECT OF CMWSS BOARD EMPLOYEES AND THEIR DEPENDENTS:

The Board, in its Res.No.188/92, dated 27.8.92, resolved to constitute the 'CHENNAI METROPOLITAN WATER SUPPLY AND SEWERAGE BOARD EMPLOYEES SPECIAL MEDICAL WELFARE FUND' for meeting the expenditure towards special medical treatment in respect of Board's employees and their dependents.

Accordingly, the employee, inclusive of Labour Establishment will be permitted to take treatment from the hospital of their choice in the case of major operations like kidney transplantation, heart surgery, brain injuries, major injuries sustained by accidents, and cancer. The grant will be to the maximum of Rs.1,00,000/- for treatment in India and abroad.

A sum of Rs.10/- p.m. will be deducted from the pay of all regular employees including labour establishment towards compulsory contribution to this fund commencing from the salary for the month of September '92. The pay drawing Officers will be responsible for the prompt recovery of contributions.

An entry shall be made in the S.R. of the employee for whom the expenditure is met out from this fund.

The regulations governing this Fund shall be as appended to this order.

(B.R.No.188/92 dated 27.08.92)

ANNEXURE

REGULATIONS GOVERNING THE SPECIAL MEDICAL WELFARE FUND OF THE CMWSS BOARD EMPLOYEES

1. 2. 3. 4. 5. 6.	Name Aim Quantum of Assistance Admissibility Applicability of Scheme Sanctioning Authority	This fund will be called as “CMWSS Board Employees Special Medical Welfare Fund”. This fund is intended to meet the expenditure connected with the surgery to be undergone by the Board employee and their dependents in connection with the Kidney transplantation, heart surgery, brain injuries, major injuries sustained by accidents and cancer from private hospitals. Grant to the maximum extent of Rs.1,00,000/- shall be sanctioned for treatment in India or abroad. All CMWSS Board employees and their dependents are eligible for surgeries in private hospitals under this scheme. (The term ‘Dependents’ means spouse and children who are fully dependent on the employees.) The scheme is applicable to all regular employees including Labour Establishment on time scale of pay. This will not be applicable to contingent Establishment and those who are on deputation from other organisations. The Board is the competent authority to sanction the expenditure from this fund.

7. 8. 9. 10. 11.	Authorities competent to sanction the expenditure at stages Maintenance of Account Interest accrued on the subscription Investment of the amount Savings.	After the general sanction accorded by the Board, General Manager shall sanction the advance as well as expenditure necessary for various stages within the sanctioned amounts. Cheques/drafts are to be drawn in favour of the Medical Institution where the treatment was taken. The Controller of Finance of the Board is responsible for maintenance of proper accounts for the Scheme. All interests accrued on the subscription will also be credited to this account and this account will be maintained separately. The Board, may at its discretion invest any surplus funds in the banks and other organisations as well as in various securities. All amounts including interest accrued on investments and securities as well as investments from this fund will be credited to this fund. The Board is the competent authority to interpret these regulations including amending, modifying adding substituting any regulation connected with this fund.

5. Extension of free medical treatment facilities to employees of Metrowater in Government Hospital:

The Board has resolved to accord approval for effecting recovery of Rs.120/- per year from each of the employees and remit the amount to Director of Medical and Rural Health Service, Chennai-6 for extending free medical treatment in Government Hospitals including specialty hospital like Government Optholmic Hospital, Government T.B. Hospital, Government Kasthuribai Ghandhi Hospital, Government Mental Health Hospital, Government Dental Hospital, Government Women and Children Hospital, Government Children Hospital, Government Cancer Institute etc. to the Metro Water Board Employees.

In pursuance of the above decision, sanction is accorded to recover a sum of Rs.20/- per month for a period of 6 months, totalling Rs.120/- from each employee (both labour and establishment) and remit the same to Director of Medical and Rural Health Services, Chennai for extending free medical facilities/treatment to Board employees. The recovery of Rs.20/- per month for 6 months from each employee will commence from the month of April every year. The duration of free medical treatment in Government Hospitals as mentioned above will be for one year from the month of remittance to Director of Medical and Rural Hea

(B.R.No.231/96 dated 26.8.96)

Medical allowance to employees:

In accordance with the Res.No.141/93, dated 11.6.93, the employees recruited after 26.7.88 is eligible only for grant of medical allowance of Rs.15/- (now revised Rs.50) per month with effect from 1.4.93

CHENNAI METROPOLITAN WATER SUPPLY AND SEWERAGE BOARD

Rules regulating the Grant of House Building Advance

I. Eligibility:

a) The employees should have rendered six years of continuous regular service on the date of application for the advance and also should have 20 years of service before retirement.

b) The advance will also be sanctioned to the employees who will retire within 20 years of service from the date of submission of the application on execution of an undertaking that the full amount with interest will be repaid before the date of retirement.

c) The Board employees should have completed a period of 3 years from the date of completion / purchase of House/ Flat to become eligible to apply for House Building Advance for enlargement / improvement of existing living accommodation.

In case of enlargement / improvement house / flat allotted by TNHB a period of three years from the date of sanction orders, sanctioning House Building Advance for purchase of Ready Built House / Flat (Tamil Nadu Housing Board) should be completed to become eligible to apply for sanction of enlargement / improvement advances.

(B.R.No.298/96 dated 28.10.96)

II. Conditions to be fulfilled:

a) The employee must not have availed of any loan of advance or acquisition of a house in the past from any Government source, State Housing Board Scheme or Low Income Group Housing Scheme of the Government of India.

b) Neither the applicant nor the applicant's wife/husband/minor child shall be owner of a house. This condition may be relaxed if the house is not wholly owned by the applicant or if wholly owned is not suitable for the applicant's residence for valid reasons.

c) The advance will also be sanctioned to an employee.

i) for constructing a house on the land owned by his/her spouse.

ii) for enlarging the living accommodation of the house owned by him or by his/her spouse on execution of joint undertaking from his/her spouse agreeing for the sanction of the advance to his/her wife/husband for the purpose mentioned under (I) and (ii) above as the case may be and also agreeing to abide by the rules and conditions which may be stipulated by the Board at the time of sanction of the advance. ance the employee and his/her

spouse should execute the necessary joint agreement and joint mortgage deed at the appropriate stages in the prescribed forms with suitable adoptation to these forms indicating the liability of the spouse who owns the plot/house to keep his/her property under mortgage to the Board until the entire advance together with interest thereon is fully repaid to the Board.

d) The floor area of the house to be constructed or purchased must not be less than 237 sq.ft.

III. Amount of Advance:

a) The advance will be granted to the extent of 75 months pay including officiating pay (except officiating pay drawn in a leave vacancy Dearness Allowance and Personal Pay) where admissible subject to the maximum of:

i) Partly for purchase of land and partly for construction of a house thereon, or for the construction of house or for purchase of Ready Built House/Flat from Rs.2,50,000 to Rs.4,00,000/-

iii) For enlargement/improvement of existing living accommodation from Rs.1,00,000/- to Rs.2,00,000/- subject to the overall ceiling limit of Rs.4/- Lakhs.

The enhanced ceiling will come into effect from 1.4.95 and the House Building Advance already sanctioned will not be enhanced.

b) Subject to the above ceiling the advance in each case will be restricted to such amount which together with interest thereon will not exceed the amount that will be recoverable from the salary of the Board servant at the rate of 50% of Pay Dearness Allowance and Death-cum-Retirement-Gratuity, which can be surrendered towards the repayment of the advance as per the rules.

(B.R.No.116 dated 27.4.95)

IV. Disbursement of Advance and Security :

a) An advance required party for purchase of land and partly for constructing a new house will be sanctioned in stages.

An amount not exceeding 20% of the sanctioned advance will be payable to the applicant on executing an agreement for the repayment of the advance.

The land must be purchased and the sale deed produced for the inspection of the General Manager WITHIN TWO MONTHS of the date on which the 20% of the advance is drawn or within such further time as the Board/Managing Director may allow in this regard failing which the applicant shall be liable to refund the entire amount together with interest thereon, to the Board.

An amount equal to 30% of the Balance of the advance sanctioned will be payable on mortgaging the land in favour on the Board along with the house to be built therein. An amount equal to 40% of the remaining balance will be payable when these construction of the house reaches plinth level.

The balance of the sanctioned advance will be payable when the construction of the house has reached the roof level, provided the department is satisfied that the development of the area in which the house is built is complete in respect of amenities such as water supply, street lighting, roads; drainage and sewerage.

b) In case of purchasing a ready built house, the advance shall be granted in one lumpsum on the applicant's executing an agreement for the repayment of the advance. The acquisition of the house must be completed and the house mortgaged to the Board within THREE MONTHS of the drawal of the advance failing which, the entire advance together with interest thereon shall be refunded to the Board forthwith

unless an extension of time limit is granted by the Managing Director.

c) An advance sanctioned to acquire a house or a flat from the Tamil Nadu Housing Board or a Co-operative Housing Society, will be payable in one lumpsum and the advance drawn in such cases shall be paid to the Tamil Nadu

Housing Board or the Co-operative Society within 30 days from the date of receipt of the advance. The House together with the plot/flat shall be mortgaged to the Board not withstanding the fact that the house/flat has already been mortgaged to the Tamil Nadu Housing Board or the Co-operative Society as the case may be.

d) In the case of an advance for constructing a new house only an amount equal to 30% of the sanctioned advance will be payable to the applicant subject to the condition that he/she agrees to mortgage in favour of the Board within a period of ONE MONTH from the date of drawal of the above amount, the land purchased along with the house to be built thereon.

This rule will also be applicable where the borrower has purchased the house site from the State Housing Board or a Co-operative Housing Society on sale-cum-mortgage basis not withstanding the fact that the site has already been mortgaged to the State Housing Board or the Co-operative Society.

A further amount of 40% of the sanctioned advance will be payable when the construction of the house reached plinth level.

The remaining 30% of the sanctioned advance will be payable when the construction of the house has reached roof level provided the Board is satisfied that the development of the area in which the house is built is complete in respect of amenities such as water supply street lighting roads, drainage and sewerage.

V. Repayment of the Advance :

a) The advance granted under these rules together with interest thereon shall be repaid in full by monthly installments within a

a period of not exceeding 20 years. i.e. the principal amount is not more than 180 monthly installments and then interest at the rates as fixed by the Government from time to time in 60 monthly installments or less without break.

b) The advance granted under these rules shall be recovered from the monthly salary and if it becomes necessary from leave salary/subsistence allowance/half average pay/as the case maybe. In the case of employees on extra-ordinary leave, the monthly recovery for that period shall be postponed subject to the condition that the individuals concerned agree to pay in one lumpsum the amount involved in such postponement from his DCR Gratuity if it becomes necessary.

c) If an employee ceases to be in service for any reasons or if he/she dies before repayment of the advance in full, the entire outstanding amount of the advance shall become payable to the Board forthwith. In deserving cases, the Board may permit the servant concerned or his successors in interest as the case may be if the house has not been completed and or mortgaged to the Board by that time to repay the outstanding amount with interest thereon in suitable installments. Failure on the part of the employee or his successors as the case may be to repay the advance, for any reason whatsoever will entail the Board to enforce the mortgage and take such other action to effect, recovery of the outstanding amount as may be permissible.

d) Recoveries will commence on completion of the construction/ enlargement of the house or the 18th month after the date on which the first installment of the advance is paid to the employee which-ever is earlier.

e) In the case of purchase of a ready built house the recovery will commence from the subsequent month from the date of the drawl of the advance. The advance and interest thereon shall be repaid within the respective periods based on the class and maximum age of the ready built house as certified by an Executive Engineer of the Board nominated for the purpose as specified below:

Class of house	Normal useful age of the house	Maximum age of the house at the time of granting of loan	**Period of Months**	
			Advance	Interest

Class I	100 years	15 years	15 years	5 years
Class II	66 years	10 years 5	15 years	5 years
Class III	20 years	years	11¼ years 9	3¾ years 3
Class IV	15 years	3 years	years	years

f) Where, the Board Servant desirous of seeking employment abroad and who has availed of H.B.A. may be issued "No objection certificate" for applying for passport on the basis of selection report from the Overseas Manpower Corporation Ltd., and on recovery of one year H.B.A. in one lumpsum before relief for going abroad on employment or deputation.

Where permission for continuation of employment/deputation for subsequent year subject to satisfaction of other conditions shall be granted on payment of H.B.A. recovery for one year is paid in advance. Every year the amount due for that year towards H.B.A.should be remitted in advance before grant of Leave for future extensions.

(B.R.No.208/93 dated 5.08.93)

VI Rate of Interest

Advance granted under these rules shall carry simple interest from the date of advance. The amount of interest being calculated on the balance outstanding as on the last day of each month. The rate of interest fixed by the Government/Board from time to time and current at the time of disbursement of the first installment of the loan will be applicable to the advances made in accordance with these rules.

VII **General**:

a) The construction of the house shall be carried out exactly in accordance with the approved plan and specifications on the basis on which the amount of advance has been computed and sanctioned. The plan and specifications must not be departed without the prior concurrence of the Board. The employee shall certify when applying for installments of advance admissible at the plinth/roof level that construction is being carried out strictly in accordance with the plans and estimates furnished by him to the Board, that the construction has actually reached plinth/roof level and that the amount already drawn has actually been used on the construction of the house. If necessary inspection will be carried out by the Board to verify the corrections of the certificates.

b) The construction of the house should be completed within 18 months of the date of drawal of first installment failing which the employee is liable to refund the entire amount advanced to him together with interest thereon in one lumpsum. An extension of time limit upto one year and for longer periods may be allowed by the Managing Director in cases where the work is delayed due to circumstances beyond control. The date of completion must be reported to the Board without delay.

c) A separate occupation report also indicating the month of occupation of the house though in an incomplete stage should also be submitted to the Board besides the completion report as mentioned under (b) above.

d) The house constructed/purchased or the living accommodation which was enlarged out of the advances sanctioned by the Board should be insured with the United India Fire and General Insurance Company Ltd., against fire, flood and cyclone, within a period of three months; after completion of construction/purchase/enlargement of the house. The amount of insurance should be for the outstanding balance of advance as on 31st March of the preceding year plus the approximate interest at that may be due for the entire advance. The policies should also be renewed from time to time.

e) The house constructed/purchased/enlarged out of the advance sanctioned should be maintained in good repair and municipal rates, taxes paid regularly and requisite certificate furnished annually until advance has been repaid in full.

f) After the completion of the house, annual inspection will be carried out by any authorised officer of the Board to ensure that it is maintained in good repair until the advance has been repaid in full. The Board employees concerned shall afford full facility for these inspections to the Officers) designated for the purpose.

g) The Original documents of the title to the land and property under mortgage shall be handed over to the General Manager for safe custody along with the mortgage deed till the redemption of the mortgage deed.

h) Any amendments to the rules regulating the grant of advance for house buildings to the state Government Servants made by the Government shall automatically apply to the Board employees also.

(Board Resolution No. 214/82, dated 30.7.82)

i) An amount equal to 3% and 1% on the sanctioned House Building Advance will be payable towards the cost of Stamp value and Registration fee respectively for mortgaging the property.

ii) An amount equal to 3% and 1 % on the sanctioned House Building Advance met out by the employee towards the Stamp value and Registration fee respectively will be reimbursed.

(Board Res. No. 176/73, dated 17.8.83)

RULES FOR THE GRANT OF EDUCATION ADVANCE TO CMWSSB SERVANTS

1. Scope of the scheme:

The advance will be sanctioned to all CMWSSB servants including Last Grade Servants for education of their children studying in colleges/ poly- technics. The advance shall be called the Education Advance to CMWSSB Employees' and will bear interest.

2. Amount of Advance

The rates of Educational Advances are as follows;

In the case of Employees whose children studying in

1. Professional Colleges	Rs.2,500/-
2. Arts and Science Colleges 3. Polytechnics	Rs.2,000/- Rs.1,000/-

(B.R.No.8/90 dt.27.2.90)

3. Eligibility

i) Permanent CMWSSB servants and non-permanent CMWSSB servants employed in regular capacity whose children are studying in Colleges/Polytechnic will be eligible for the advance.

ii) If the CMWSSB Servant's wife/husband is also a CMWSSB servant, only one of them will be entitled to the advance.

iii) The CMWSSB employees shall be eligible for one advance only during an academic year (July to June) irrespective of the number of children studying in Colleges/Polytechnics.

iv) The concession of the advance shall be available to the CMWSSB employees during every academic year. But no second advance shall be sanctioned while the previous advance is outstanding.

4. Procedure for Sanction of Advance

Form-I appended to these rules. The application in the prescribed form should be
submitted by the CMWSSB servant to the Head of the office concerned.

ii) A certificate in Form II appended to these rules from the Head of the Educational Institution concerned should be enclosed to the application form and applications without this certificate shall be rejected.

iii) In the case of adopted sons and daughters of Hindu employees, documents in support of such adoption or some other recorded proof should also be enclosed to the application form.

iv) No Education advance should be sanctioned or disbursed to CMWSSB employee who is under suspension or against whom serious charges are pending which are likely to result in his/her removal, dismissal or compulsory retirement from the CMWSSB service.

v) The sanctioning authority will be the authority to whom power have been delegated as per Boards regulations. The sanctioning authority shall, after proper scrutiny of the application, sanction the advance and also arrange for its drawal and disbursement to the CMWWSB servant concerned.

vi) The sanctioning authority should ensure that the concession of education advance is not abused.

vii) The inspection staff should scrutinise each case of Education Advance sanctioned by the Competent authority and ensure that the certificate from the Head of the Educational Institution appended to the application

form is genuine and that the sanction accorded by the Competent authority is in order.

a) The advance shall be recovered in 10 monthly instalments commencing from the salary of the month succeeding the drawal of advance. It shall bear interest which will be recovered on the succeeding month and interest will be calculated adopting the following formula.

Amount of advance X Number of instalments 500

b) The sanctioning authority should maintain a register of education advances sanctioned by it and watch their monthly recoveries closely.

(B. R. No. 90/83 dt. 30.6.83)

APPENDIX

EDUCATION ADVANCE FORM NO.1

(See Rule 4)

FORM OF APPLICATION FOR THE SANCTION OF ADVANCES FOR EDUCATION OF THE CHILDREN OF CMWSSB EMPLOYEES (TO BE SUBMITTED TO THE HEAD OF OFFICE)

1.	Name of Applicant (in Block letters)	
2.	Designation of applicant and	
3.	office in which employed	
4.	Whether permanent and if not date of	
5.	first regular appointment in	
6.	CMWSSB service and total period of	
7.	regular service.	
8.	Amount of advance applied for	
9.	Number of instalments in which the advance may be recovered	
	Date of birth	
	Scale of pay of the present post	
	Basic pay in the present post	
	Particulars relating to son(s) Daughter(s) studying in college/ Polytechnic i) Name ii) Name of institution iii) Class iv) Date of joining the	

10. 11.	institution (A certificate from the head of the institution should be enclosed) v) The academic year for which the advance is required Amount of education advance required Details of previous advance sanctioned to-gether with recovery particulars	

I hereby declare that the particulars furnished above are true to the best of my knowledge and belief.

STATION:
DATE:

SIGNATURE OF APPLICANT

APPENDIX

EDUCATION ADVANCE

FORM NO.11 See Rule 4(ii)

CERTIFIED THAT THIRU/SELVI .....

son/daughter of ..... is a student of

..... in class.....

during the academic year .....

PRINCIPAL/HEAD OF THE COLLEGE

RULES FOR THE GRANT OF MARRIAGE ADVANCE TO BOARD EMPLOYEES, SCOPE OF THE SCHEME

Marriage Advance may be sanctioned to all Board employees including Basic Servants for the celebration of the Marriage of themselves and their Sons and Daughters. In the case of marriage of the Board employees themselves, the advance is admissible provided Board employee's father or mother is not a Government/Board employee or being Government/Board employee is not eligible for the advance or has not applied for it.

Explanation:

"Sons and Daughters" include
"Step Sons and Step daughters"
respectively.

2) Amount of advance:

The amount of marriage advance will be Rs.6000/- in the case of marriage of male Board employees and Sons of the Board employees and Rs.10,000/- in the case of marriage of female Board employees and daughters of Board employees.

(Res.No 117/95, dated 27.4.95)

3) Eligibility:

a) Permanent Board employees and non-permanent Board employees employed in a regular capacity who are approved probationers at the time of application for the advance will be eligible for the advance. Board employees on leave other than extra-ordinary leave without pay

and allowance are eligible to apply for advance. If Board employee's wife/husband or his/her father or mother is also Government/Board employee, only one of them will be entitled to the advance for the same marriage in their family. The adopted sons or daughters of the Hindu Board employee are eligible for sanction of marriage advance whereas in the case of Muslim and Indian Christian Board employees adopted Sons and Daughters are not eligible for the grant of marriage advance, since the personal laws applicable to them do not recognise the

principle of "adoption of son or daughter". In the case of marriage of adopted Sons, Daughters of Hindu employees documents in support of such adoption or some other recorded proof should be obtained before according sanction.

b) Board employees whose "carry home salary" falls below 25 percent of their total emoluments after recovery of the instalment of this advance if sanctioned shall not be eligible for the sanction of the advance.

NOTE:

"Carry Home Salary" is the money left behind from the gross salary and allowance after making all deductions there from in a month. The condition that the "Carry Home Salary" should not fall below 25 % vide rule 3 (b) of the Rules for grant of Marriage Advance" is to be applied strictly only at the time of sanctioning the marriage advance.

c) Second advance shall also be sanctioned to an employee towards celebration of marriage even when the recovery of first advance is pending.

(Res.No.267/96 dated 17.09.96)

d) Advances for remarriages on the death of one of the parties or after divorce will not be sanctioned. The maximum number of advances sanctioned to the Board employees for the celebration of the marriage of self or their Sons/ Daughters etc, should be restricted to TWO during their entire service period.

e) The sanction of the advance shall be subject to the availability of funds and the advance cannot be demanded or claimed as a matter of right.

f) The male Board employees or the Sons of the Board employees as the case may be must have completed 21 years of age on the date of application to be eligible for the advance. The female Board employees or the daughters of the Board employees as the case may be must have completed 18 years of age on the date of application to be eligible for the advance. The age limit shall apply to all irrespective of the religion of the Board employees.

g) There is no objection to the grant of marriage advance in addition to an advance from the General Provident Fund for the same purpose.

h) The advance for the celebration of the marriage shall be sanctioned only to the finance or finance if both are Board employees.

4) Application:

a) An application for an advance shall be made in form appended to these rules. The application should be made to the Secretary – Cum-General Manager of the Board. It shall be accompanied by an Agreement in

form II appended to these rules and the marriage invitation. Board servants working in Area, Regional Offices etc, should submit their applications through the Heads of Offices concerned and an advance copy of the application should be sent direct to the Secretary-Cum-General Manager.

b) No application for an advance shall be entertained before six months of the anticipated date of their marriage.

c) No application shall be entertained from a Board employee under suspension and no advance shall be sanctioned or disbursed to a Board employee under suspension or against whom serious charges are pending which are likely to result in his removal, dismissal or compulsory retirement from Board Service.

d) All pending applications as at the close of the financial year shall lapse. If the marriage has not been conducted, the applicant may renew his application next year when funds become available, in which case, the application will be dealt with under the rules as a fresh application.

5) Sanctioning Authority:

The General Manager is the competent authority to sanction the advance.

Copies of the proceedings sanctioning the advances shall be communicated to the Finance Department.

6) Surety:

a) The advance shall be disbursed only after obtaining personal security bond in

form III appended to these rules duly executed by the borrower and another Board employee either permanent or with not less than ten years of regular service as surety, drawing a pay not less than that of the borrower and not retiring before complete repayment of the advance with interest guaranteeing the payment of advance. Provided that in respect of the borrower who is a permanent Government/Board employee the furnishing of personal security bond is not necessary.

The advance drawn by him will be recovered from his DCR Gratuity.

b) A permanent Board employee shall not stand surety of more than one Board employee.

c) The sanctioning authority shall keep in his safe custody the application, agreement and the personal security bond.

7) Interest:

The interest on marriage advance shall be calculated on the following formula.

$$\text{INTEREST} = \frac{\text{Amount of advance X Number of instalment}}{500}.$$

Where the summary recovery of the marriage advance is ordered by the sanctioning authority interest shall be collected at the rate of interest fixed for the GPF subscription.

8) **Procedure of sanction, drawal and disbursement of the advance**:

a) The advance shall be disbursed not earlier than two months of the anticipated date of celebration of the marriage for which it is sanctioned.

b) The advance shall be sanctioned and drawn even after the date of celebration of the marriage provided the applicant has applied for the advance before the date of the marriage and the delay in sanctioning or drawing the advance is due to the reasons beyond the control of the applicant.

c) Necessary entries shall be made in the Service Register regarding the sanction of marriage advance.

d) When the application for the advance is found to be in order after scrutiny and necessary enquiry, 75 % of the advance shall be sanctioned subject to the availability of funds. The applicant shall be asked to submit utilisation certificate after the marriage is celebrated in

form IV. The utilisation certificate should be endorsed by another permanent employee of the Board to the effect that he is personally aware that the marriage has been celebrated. The loanee should also certify in the utilisation certificate that what is stated by him in the utilisation certificate is correct and that if it is found to be wrong at a later date, he is aware that he would be liable for criminal prosecution. The balance amount of 25 % of the marriage advance, if necessary, should thereafter be disbursed to the applicant, when the utilisation certificate received, is found to be in order.

e) In cases where the applicant had already applied for the advance before the date of the marriage and the delay in sanctioning or drawing the advance is due to reason beyond the control of the applicant, the authorities competent to sanction the Marriage advance may sanction after the marriage, the entire amount of the advance to which the applicant is eligible in one lumpsum subject to availability of funds. Before sanctioning the advance, the sanctioning authority shall obtain certificates from the applicant together with an endorsement from another Board employee as in

form V appended to the rules.

f) Marriage advance drawn by Board employees and remitted in full with interest, without being utilised for the purpose for which it was sanctioned need not be taken into account for the purpose of the number of times the Board employee is eligible to get marriage advance in his service. The entries regarding the refund of marriage advance without utilisation shall be made in the service register as follows against the original entry in red ink:

(Refund of Marriage Advance (First/Second) in full with interest:

1. Amount of Advance remitted.
2. Amount of Interest remitted.
3. Remitted at
4. Challan No. dated
5. Reasons for refund

9) **Recovery**:

a) The principal of the loan shall be recoverable in not more than 60(sixty) equal monthly instalments. The recovery shall be regulated in such a manner that the advance together with the interest thereon is fully recovered from the pay of the Board employee before his retirement. The recoveries shall be in whole rupees which shall be effected from the pay or leave salary bill of the Board employee by compulsory deductions irrespective of the fact whether the Board employee is on duty or on leave.

When the recovery of principal is not more than equal 60 monthly instalments, involves fraction of a rupees in the monthly the last instalment shall be so adjusted that the other instalments are equal and in whole rupees.

b) The recovery of the monthly instalment of the advance shall commence from the pay bill of the Board employee concerned for the calendar month, immediately subsequent to the month in which the marriage has been celebrated or from the pay bill of the third calendar month subsequent to the drawal of the advance whichever is earlier.

No extension of time for the commencement of recovery shall be granted.

c) The recovery of interest shall commence on completion of the recovery of the Principal. If the amount of interest does not considerably exceed the amount of monthly instalment fixed for the recovery of the principal, it shall be recovered in one instalment. Otherwise, it shall be recovered in amounts not exceeding the monthly instalments fixed for the repayment of the principal.

10) Procedure in the Case of Failure to Satisfy the Rules.

a) The advance received by a Board employee is not utilised for the purpose for which it has b hree months from the date of

drawal, shall be refunded to Board in one lumpsum together with the interest due thereon. No extension of time for utilisation of the advance will ordinarily be granted.

b) The advance granted to a Board employee shall be subject to summary recovery, if it is subsequently proved that it was not utilised for the purpose for which it was sanctioned.

c) In case where the Board employees who draws the advance dies before the repayment is completed, the outstanding balance and the interest due shall be the first charge on the Death-cum-Retirement Gratuity payable to the legal heir or heirs of the borrower as stipulated in the agreement.

d) If any person is relieved from Board service before the complete repayment of advance taken, he should repay at once in one lumpsum the outstanding amount and interest thereon.

e) Where the Heads of Offices, i.e. Area Engineers, Regional Accounts Officers I and II and Finance(Pay Roll) department are unable to recover the amount in one lumpsum have to refer such cases to General Manager for clarification and orders. In respect of cases mentioned in Rule 10(a) and (b) such cases should be referred to General Manager immediately without loss of time and pending receipt of orders from the General Manager, the recovery of not less than 1/10th of the balance amount together with the interest thereon should be effected from the salary of such Board employee who have misused the marriage advance.

f) While sanctioning the advance, the sanctioning authority should exercise greater vigilance to ensure that the marriage advance is sanctioned only after verifying the records mentioned in subclause (g) below. The sanctioning authority or any responsible Officer duly authorised by him should make discreet enquiries in atleast 5 % of the cases sanctioned by him and take suitable action where abuse of the concession is established apart from ordering the recovery of the entire amount in one lumpsum.

g) The Board employee should declare on his first appointment whether he is married and how many children, he has, with the details of name and age. As and when a change occurs, the original particulars should be updated. A separate file containing the declaration from each one of the employees in an Office shall be maintained by the Heads of Office. The sanctioning authorities should verify this, while according sanction to the marriage advance.

11) **Utilisation Certificate**:

a) The Board employee receiving the advance shall produce to the sanctioning authority a certificate of utilisation in

Form IV appended to these rules, within one month from the date of celebration of the marriage or within three months from the date of drawal of the advance whichever is earlier. If the actual expenditure incurred on account of the marriage is less than the advance drawn, the unspent advance should be refunded to Board forthwith with interest thereon.

b) Extension of time upto a period of one month for utilisation of advance may be granted to the loanee by the sanctioning authority on the merits of the case. The recovery of advance should be effected as per the rules, irrespective of whether extension of time for utilisation of the advance has been granted or not.

c) The loanee Board employee should furnish the utilisation certificate in

Form V immediately after the marriage is over for the release of the balance of 25 % loan.

Provision funds:

The Finance Department shall watch the progress of expenditure with reference to copies of sanction orders received from the sanctioning authority with reference to Rule (8) as a precautionary measure. When the appropriation is expected to have been spent on the basis of sanctions already accorded, the Personnel and Administration Department will stop further sanctions. Finance Department will provide necessary funds in the Budget each year.

(B.R. No. 56/84, dated 28.2.84.)

FORM No. I (See Rule I)

FORM OF APPLICATION FOR THE SANCTION OF ADVANCES FOR THE CELEBRATION OF MARRIAGE.

(To be submitted to the Sanctioning Authority through proper channel)

Name of the Applicant (in block letters) :

Designation of applicant and Office in which employed. :

Whether permanent and if not, date of first regular appointment in Board service and total period of regular service :

Amount of Advance applied for :

Number of Instalments in which the advance may be recovered :

Residential address :

Permanent address :

Date of birth :

Scale of pay of the present post :

Basic pay in the present post as defined post as defined under Fundamental Rule 9(21) :

Gross monthly salary (with details)

Nature of deduction from Gross Pay and amounts deducted :

General Provident Fund

(a) Subscriptions :

(b) Recoveries towards temporary advances : :

Festival Advances :

Conveyance Advance for Bicycle, Motor cycle/Scooter/Motor car : :

House Building Advance :

Towards other miscellaneous Advances :

Khadi, Handloom Cloth :

Postal Life Insurance :

Salary savings Schemes under L.I.C. :

Typewriter advance :

Dues recoverable towards co-operative :

credit Society or Bank :

Other Miscellaneous Advances :

Net Salary received :

Percentage of the net salary :
in the Gross salary.

Income from the other sources :

Date of Marriage :

Date of Birth of the Son/Daughter :

Number of children, Names and their
date of Birth :

For whose marriage the advance is :
applied for(Self/Daughter/Son)

Name and occupation and age of the
son or daughter for whose marriage
advance is applied for :

If the advance is for the marriage of the :
Board Servant himself/herself whether
father or mother of the applicant is a
Board servant

If so has any of them applied for the :
advance or has been sanctioned an
advance for this marriage

Are both the fiancé and fiancee Board :
servants and, if so, have both of them
applied for advance for the same,
marriage or have been sanctioned
an advance for the same marriage
(A certificate shall be obtained from him/
her that he/she has not applied for the
advance as the case may be for the same
marriage)

Whether the applicant has already applied :
for or was sanctioned any marriage advance
or any application for the advance rejected
previously.

Amount of such advance :

Number and date of order in which such :
advance was sanctioned

Whether any amount of such adv :

is outstanding repayment (principal and interest to be shown separately).

DETAILS OF SURETY

Name of surety :

Designation :

Office in which employed :

Residential address :

Permanent address :

Permanent post :

(if not permanent, period of regular service in the officiating post or posts) :

Date of birth :

Scale of pay :

Pay as defined under Fundamental Rule 9(21) :

Gross salary (Details to be specified) :

Net salary :

Whether he has stood surety for another Board Servant for the grant of the advance :

I hereby declare that the particulars furnished above are true to the best of my knowledge and belief.

Section:

Date : Signature of applicant.

CERTIFICATE TO BE FURNISHED BY THE HEAD OFFICE

Certified that the signature to the application is a CMWSS Board employee working under my control on the date of application and that serious charges against him are not pending.

STATION: **Signature of the Head Office with**

Date:

Office Seal

To be filled up by the Staff Manager

Whether the applicant is eligible for the advance applied for :

If so, maximum amount of advance to which the applicant is eligible :

Amount of advance recommende

Number of instalments in which the advance should be recovered :

Whether any charges are pending against the applicant or surety :

Certified that the particulars regarding the applicant's service, pay and recoveries from pay have been checked up with his service register, pay bills, etc, and found to be correct.

STATION:

DATE :

Signature and Designation of the

Staff Manager with Office Seal.

MARRIAGE ADVANCE FORM No. II

Form of Agreement to be executed while applying for an advance for the celebration of the marriage in the family of a Board employee:

An agreement made this between of day of two thousand……..

(hereinafter called the borrower, which expression shall where the context so admits include his heirs, administrators, executors and legal representatives) of the one part and CMWSS Board (hereinafter called the CMWSS Board which expression shall where the context so admits includes his successors in Office and assigns) of the other part. Whereas the borrower has under the rules for the grant of advances to Board employees of CMWSS Board issued in G.O. Ms No. 311, Finance Dept, dated 1st April 1969 (hereinafter referred to as the said rules which expression shall where the context so admit include any amendments thereof or additions thereto for the time being in force) applied to the Board for an advance of Rs. for the celebration of the marriage of ..... on the terms and conditions hereinafter contained and whereas the application of the borrower for the said advance is being considered by the Board.

Now it is hereby agreed between the parties hereto that in consideration of the sum of Rs. to be paid by the CMWSS Board to the borrower if and when the CMWSS Board sanction the said advance the borrower hereby agrees:

1) to repay to the CMWSS Board the said advance with interest calculated according to the said rules by monthly deductions from his salary as provided in the said rules and hereby authorise the Board make such deductions.

2) within three months from the date of drawal of the advance to expend the full amount or the said advance in the celebration of the aforesaid marriage or

if the actual expenditure incurred on account of the marriage is less than the advance to repay the difference to the Board forthwith.

3) In the event of borrower reversion from Board service before the advance drawn together with interest is fully repaid to repay in one lumpsum the amount outstanding and the interest due before the borrower is actually relieved from the Board service.

4) to refund forthwith, the amount of advance together with interest in one lumpsum if the aforesaid marriage could not be celebrated or the amount of advance could not be utilised for the purpose for which it was sanctioned; and

5) If within the period already fixed for recovery of the principal and interest thereon, the Borrower becomes insolvent or quits the services of the Board or dies, the whole amount of the advance and the interest accrued thereon or such portion of the amount as stands outstanding with interest shall immediately become due and payable and it is hereby further agreed and declared that if the borrower dies before the
advance is repaid to have the balance outstanding together with interest due recovered from the Death cum-Retirement Gratuity payable by the Board to the legal heirs of the borrower.

In witness where of Thiru the borrower and Thiru acting for and on behalf of and by the order and direction of the acting CMWSS Board have hereunto set their hands.

Signed by the said
Thiru in the presence of

Signature of Witness of the

1) First Witness:
Address:
Occupation:

2) Second Witness: Address
Occupation

Signature and designation borrower

Signed by (name and designation) acting for and behalf of and by the order and direction of the CMWSS Board in presence of

Signature of Witness:

Signature and

Designation of

the Officer.

1) First Witness:
Address:
Occupation:

2) Second Witness:

Address

Occupation

APPENDIX – IV
MARRIAGE ADVANCE

FORM No. III

FORM OF PERSONAL SECURITY BOND TO BE EXECUTED BY A BOARD EMPLOYEE APPLYING FOR A MARRIAGE ADVANCE ALONG WITH ANOTHER BOARD EMPLOYEE EITHER PERMANENT OF WITH NOT LESS THAN TEN YEARS OF REGULAR SERVICE.

Know all men by these presents that we Thiru ..... surety of ..... are held and firmly bound upto the CMWSS Board in the sum of Rs. (Rupees) to be paid to the CMWSS Board (hereinafter called the CMWSS Board) heir successors or assigns or their certain attorney or attorneys for which payment to be well and truly to be made, we bind ourselves and each of us and each of our heirs) executors, administrators and legal representative firmly by these presents.

Whereas the above bounden the office of who at present holds has applied to the CMWSS Board for the grant to him/her of an advance of Rupees for the purpose of celebrating the marriage of

And whereas the CMWSS Board have agreed to sanction the said advance upon the said

and the above bounden, as his surety entering into a bond in the above mentioned sum of Rupees with such conditions as is hereunder written for the repayment of the said advance as and when they fall due and for the observance and performance by the said……. of the several conditions as hereunder written for the repayment of the said advance as and when they fall due and for the observance and performance by the said of the several condition as hereunder laid down in the rules of the Board relating to the grant of advance issued G.O. Ms No. 311, Finance, dated 1st April, 1969 or any modifications thereof relative to the above said advance.

Now the above written bond is conditioned to be void in either of the cases following:-

1) If the said his heirs, executor, administrators of Legal representatives shall from time to time and at all times hereinafter well and truly pay or cause to be paid to the Board of all such sums of money as shall from time to time become due and owing to the Government form the said …… in respect of the advance above mentioned and when such sum or sums of any money shall respectively become due and payable.

2) If the said shall at any time or times hereafter make default in payment of any such sums or sum of money as aforesaid, the said or his heirs, executors, administrators and legal representatives shall within the

space of one calendar month after receiving notice in writing of such default and of the amount thereof from the Board well and truly pay or cause to be paid to the Board the sum of money stated in the said notice to be and being the amount of the said default.

Signed, sealed and delivered the

by the said in

(bounden) (Signature of the bounden)

Presence of witnesses:

1)

2)

Signed, sealed and delivered by in the

the said (Surety) surety)

Presence of

WITNESSESS:

1)

2)

MARRIAGE ADVANCE FORM No. IV UTILISATION CERTIFICATE

I, …… employed as …….. in the Department/Office ……hereby certify that 75 % of the amount of marriage advance of Rs… ..... (Rupees ……..) sanctioned to me in the Board Order/ Proceedings No. dated has been fully utilised by me for meeting the expenses incurred in connection with the marriage of celebrated on ..... at …… I require the balance of Rs. (Rupees only) (being the 25 % of the loan sanctioned) towards meeting the expenditure already incurred in connection with the celebration of this marriage. I also certify that the above facts are correct and I am aware that if they are found to be wrong at a later date, I am liable for criminal prosecution.

Signature of the borrower.

ENDORSEMENT

I am personally aware that the marriage has been celebrated on …… at……

Signature of the Endorsee with

the designation (Board Employee)

Marriage advance form No. V

CERTIFICATE

I, ... employed as……. in the ……..Department/Office of …… hereby certify that the marriage for which I have applied for the advance on has actually been celebrated on ……at…… I also certify that the above facts are correct and I am aware that if they are found to be wrong at a later date, I am liable for criminal prosecution.

Signature of the borrower.

ENDORSEMENT

I am personally aware that the marriage has been celebrated on…….. at……..

Signature of the Endorsee with the designation (Board servant)

RULES REGULATING GRANT OF ADVANCES FOR THE PURCHASE OF MOTOR CYCLES OR SCOOTERS

I.**Eligibility:**

All regular Govt./ Board employees in time scales with minimum service of 6 years are eligible for sanction of conveyance advance for purchase of Moped/Motor Cycle or Scooter/Motor Car according to their eligibility.

NOTE: "Basic Pay" will include Special Pay and Personal Pay.

2. a) A CMWSSB Servant who is eligible for and requires an advance shall submit his application in Form 1 appended to these rules.

b) He shall also submit with his application an agreement executed by him in Form II

C) He shall also furnish a certificate to the effect that written assurance has been received by him from the dealer that the conveyance is likely to be made available to him within a month from the date of drawal of the advance.

3. Maximum Amount of Advance

Pay range	Amount of advance	Vehicle to purchased

Officers drawing a basic play of Rs.10,000/- and above Officers drawing a basic	Rs.2,00,000/- or the anticipated price of the Motor Car to be purchase whichever is less Rs.90.000/- or the	Motor Car (New) Motor Car (Second-hand)
pay of Rs.8,000/- and above Employees drawing a basic play of Rs.4,000/- and above All regular Board employees in time scales with a minimum service of 6 years	anticipated price of the Motor Car to be purchased whichever is less Rs.35,000/- or cost of the vehicle whichever is less Rs.12,000/- or the cost of vehicle whichever is less Rs.9,000/- or the cost of the vehicle whichever is less	Motor Cycle (New) Scooter (80 cc and above) Motor Cycle (Second hand) / Scooter (Second hand) (80 cc and above) Moped (New only) (50 cc and below)

(B.R. No.68/94 dated 5.4.94), (B.R.No.118/95 dt.27.4.95) and (B.R.No.266/96 dated 17.9.96)

3.(A) : The payment on account of sanctioned advance to an employee in the case of purchase of new vehicle shall be paid by cheque drawn in favour of the Dealer from whom the employee has obtained the invoice.

(B.R.No.281/97 dt.28.10.97)

4. REPAYMENT:

a) Principal:

Sl.No	Sl.No Purpose of advance	Period of Recovery
1	Advance for purchase Motor Car (New)	200 monthly installments
2	Advance for purchase Motor Car (Second hand)	170 monthly instalments
3	Advance for purchase Motor Cycle/Scooter (New)	60 monthly instalments
4	Advance for purchase Motor Cycle/Scooter (Second hand)	50 monthly instalments
5	Advance for purchase of Moped (New)	50 monthly instalments

(B.R. No.68/94 dated 5.4.94) **b) Interest:**

The rate of interest will be as fixed by the Government/Board from time to time and in force at the time of sanction of loan.

The recovery of the interest shall begin after the repayment of the principal is completed. The interest shall be calculated on the balance outstanding on the last day of each month. If the total amount of interest to be charged does not appreciable exceed the amount fixed for the equal monthly
instalments for recovery of the principal it should be recovered in single instalment. Otherwise it should be recovered in instalments at the rate of at which the principal is recovered. The formula for working out the interest will however remain the same.

Formula for calculation of interest on advance for vehicle

Total amount arrive
at by diminishing method X Rate of interest
(at the time of sanction) X1/12 x 1/100

5. Scrutiny of Bill for purchase of conveyance and Execution of Mortgage Deed:

A CMWSSB servant who draws an advance shall pay finally for and take delivery of the motor cycle, scooter within one month from the date of drawal of the advance otherwise he shall repay the Board at once the full amount of the advance drawn with interest on it for one month. If he completes the transaction within the period of one month allowed, he shall immediately execute a mortgage bond in

Form III hypothecating the motor cycle/scooter to the Board as the security for the advance.

The sanctioning authority shall see that the borrower completes the transaction within the time allowed or makes the necessary repayment immediately on its expiry. If he duly completes the transactions in time the sanctioning authority shall see that he immediately submits the necessary mortgage bond duly executed and shall keep it under the custody after the scrutiny. The sanctioning authority shall also scrutiny the cash receipt and also the bill for the purchase of the conveyance.

6. Sanctioning Authority

The authority competent to sanction the advance will be the officer of the Board to whom powers have been delegated by the Board in this regard from time to time.

FORM I

FORM OF APPLICATION BY a C.M.M.W.S.B. SERVANT FOR AN ADVANCE FOR THE PURCHASE OF A MOTOR CYCLE/SCOOTER/CAR

******

1.	Name	
2.	Designation/Section/Department	
3.	Pay i) Substantive Pay ii) Officiating pay or pay drawn in a temporary post; if the CMWSSB servant holds no substantive post	
4.	Date of Superannuation or Retirement	
5.	Amount of Advances applied for	
6.	i) If the old Motor cycle/Scooter traded in when the CMWSSB Servant went on leave and a new motor cycle/scooter has been delivered to him on return from leave.	
	and (b) (b) Amount deducted in respect of the old motor cycle/scooter ii) Whether the Office is/was in possession of motor cycle/scooter. iii) If the answer to (ii) above is in the affirmative, the anticipated amount of the sale proceeds of the Motor Cycle/Scooter. iv) Whether the Officer has sold or given away as gift the old motor cycle/ scooter purchased out of CMWSSB loan or by private means. v) If the answer to (iv) above is in the affirmative the date of such sale and the amount of the proceeds of the motor cycle/scooter. vi) Whether the applicant wants to purchase the old vehicle from.	

7.	Whether the applicant wants to purchase the new vehicle from i) a) Government quota or b) through the private sources? ii) If the answer is in the affirmative to clause 7 (i) (a) the number and the date of the order sanctioning the allotment of a vehicle shall be furnished. iii) If the answer to clause 7 (i) (b) is in the affirmative the written evidence from the dealer who has earmarked a vehicle from his private sources shall be produced	

a) Certified that the information given above is complete and true.

b) Certified that I have not taken delivery of the Motor Cycle/Scooter on account of which I apply for take advance that I shall complete the payment for and the taking possession of the Motor Cycle/Scooter before the expiry of one month from the date of drawal of the advance and that I shall Insure it within one month from the date of taking delivery of it.

or

Certified that I have not taken delivery of the motor cycle/scooter on account of which I apply for the advance, that I shall not take delivery of it until I receive the advance a week before the expiry of my leave and pay for it, and that I shall insure it within one month from the date of taking delivery of it.

N.B: One of the two forms certificates in (b) should be scored out, leaving the appropriate one to the applicant's case.

Signature :

Designation :

Date:

FORM II

FORM OF AGREEMENT TO BE EXECUTED AT THE TIME OF DRAWING AN ADVANCE FOR THE PURCHASE OF A MOTOR CYCLE/SCOOTER

A agreement made this… ..... day of ……..

between ……of ..... (hereinafter called the Borrower, which expression shall include his heirs, administrators, executors and legal representatives) of the one part and the Chennai Metropolitan Water Supply and Sewerage Board of the other part.

WHEREAS the Borrower has under the provisions of the Rules regulating the grant of advance for the purchase of motor cycle or scooters

(which shall include any amendments thereof or additions thereto for the time- being in force) applied to the Chennai Metropolitan Water Supply and Sewerage Board (hereinafter called the Board) for a loan of Rs. …….for the purchase of a motor cycle/scooter on the terms and conditions herein after contained and whereas the application of the borrower for the said loan being considered by the Board NOW IT IS HEREBY AGREED Between the parties hereto that in consideration of the sum of Rs…… to be paid by the Board to the Borrower if and when the Board sanction the said loan the Borrower hereby agrees

(1) to pay the Board the said amount with interest calculated according to the Rules by monthly deduction from his salary as provided for by the said rules and hereby authorize the Board to make such deductions,

(2) within one month from the date of drawal of the advance to expend the full amount of the said loan in the purchase of a motor cycle/scooter if the actual price paid is less than the loan, to repay the difference to the Board forthwith

(3) in the event of borrower's reversion from Board service before the advance drawn together with interest is fully repaid, to repay in one lump-sum the amount outstanding and the interest due before the borrower is actually relieved from the Board service and

(4) to execute a document hypothecating said motor cycle/scooter to the Board as security for the amount lent to the Borrower as aforesaid and interest in the form provided by the said rules and IT IS HEREBY LASTLY AGREED AND DECLARED THAT If the motor cycle/Scooter has not been purchased and hypothecated as aforesaid within one month from the date of drawal of the advance or if the Borrower within that period becomes Insolvent or quits the service of the Board or dies, the whole amount of the loan and interest accrued thereon shall immediately become one and payable.

IN WITNESS WHEREOF THE BORROWER AND Chennai Metropolitan Water Supply and Sewerage Board have hereunto set their hands.

signed by the said

(Signature of Witness)

(Signature and designation of the Borrower)

Signed by (name and designation)

for and on behalf of the Chennai Metropolitan Water Supply and Sewerage Board in the presence of

(Signature and Designation of the Officer)

Name and designation of the Borrower.

FORM III

FORM OF MORTGAGE BOND FOR A MOTOR CYCLE/SCOOTER ON ACCOUNT OF WHICH A CMWSSB SERVANT HAS DRAWN AN ADVANCE.

THIS INDENTURE MADE This… ..... day of ……BETWEEN

……(Herein after called the Borrower, which expression shall include his heirs, administrators, executors and legal representatives) of the One part and the Chennai Metropolitan Water Supply and Sewerage Board of the other part.

WHEREAS the Borrower has applied for and has been granted an advance of Rupees ……to purchase a motor cycle/scooter on the terms of Rules of the Board prescribed for the advance (which shall include any amendments thereof or additions thereto for the time being in force) AND WHEREAS one of the conditions upon which the said advance has been granted to the Borrower is that the Borrower will hypothecate the said motor cycle/scooter to the Chennai Metropolitan Water Supply and Sewerage Board (here in after called the Board) as a security for the amount lent to the Borrower and WHEREAS the Borrower has purchased with or partly with the amount so advanced as aforesaid the Motor cycle/scooter particulars whereof are set out in the Schedule hereunder written.

NOW THIS INDENTURE WITNESSE that in pursuance of the said agreement and for the consideration afore said the Borrower doth hereby convenient to pay the CMWSSB the sum of Rs……aforesaid or the balance thereof remaining unpaid at the date of these presents by equal payments of Rs……. each on the first day of every month and will pay interest on the sum for the time being remaining due and owing calculated according to these said Rules and the Borrower doth agree that such payments may be recovered by monthly deductions from his salary in the manner provided by the said Rules and in further, pursuance of the said agreement the Borrower doth hereby assign and transfer unto the Board the Motor cycle/scooter particulars whereof are set out in the Schedule hereunto written by way of security for the said advance and the interest thereon as required by the said Rules.

And the Borrower doth hereby agree and declare that has paid said in full the purchase price of the said motor cycle/scooter and that he same is his absolute property and that he has not pledged and so long as any moneys remain payable to the Board in respect of the said advance will not sell, pledge or part with the property in or possession of the said Motor cycle/scooter PROVIDED ALWAYS and it is hereby agreed and declared that if any of the said installments of principal or interest shall not be paid or recovered in manner aforesaid within ten days after the same are due or if the Borrower shall die or at any time cease to be in service of the Board or if the Borrower shall sell or pledge or part with the property in or possession of the said motor cycle/scooter become insolvent or make any composition or arrangement with his creditors o ke proceedings in execution of

any decree or judgement against the Borrower the whole of the said principal sum which shall then be remaining due and unpaid together with interest thereon calculated as aforesaid shall forthwith become payable, AND IT IS HEREBY AGREED and declared that the Board may on the happening of any of the events herein before mentioned size and take possession of the said motor cycle/scooter and either remain in possession thereof without removing the same or else may remove and sell the said motor cycle/scooter either by public auction or private contract and may out or the sale moneys retain the balance of the said advance then remaining unpaid and any interest due thereon calculated as aforesaid and all costs, charges, expenses and payments properly incurred or made in maintaining depending or realizing their rights hereunder and shall pay ever the surplus if any, to the Borrower, his executors, administrators or personal representatives. PROVIDED FURTHER that the aforesaid power of taking possession or selling the said motor cycle/scooter shall not prejudice the right of the Board to sue to Borrower or his personal representatives for the said balance remaining due and interest or in the case of the motorcycle/scooter being sold the amount by which the net sale proceeds fall short of the amount owing AND the Borrower hereby further agrees that so long as any monies are remaining due and owing to the Board, he the Borrower will insure and keep insured the said motor cycle/scooter against loss or damage by fire, theft or accident with the Life Insurance Corporation to be approved by the Board and will produce evidence to the satisfaction of the Board that the Life Insurance Corporation with whom the said motor cycle/scooter is insured have received notice that the Board is interested in the policy and the borrower hereby further agrees that he will not permit or suffer the said motor cycle/scooter to be destroyed or injured or to be deteriorated in a greater degree that it would deteriorate by reasonable wear and tear thereof AND further that in the event of any damage
or accident happening to the said motor cycle/scooter the Borrower will
forthwith have the same repaired and made good.

THE SCHEDULE

Description of motor cycle/scooter :

Maker's name :

Description :

Number of cylinders :

Engine Number :

Chasis Number :

Cost Price :

IN WITNESS WHERE of the said …… (Borrower's name) and ……. ……..for and on behalf of the Chennai Metropolitan Water Supply and Sewerage Board have hereunto set their respective hands Signed by the said ..... in the presence of 1.

2.

(Signature of witness)

(Signature and designation of the Borrower)

Signed by (Name and Designation)
for and on behalf of the Chennai Metropolitan Water Supply and Sewerage Board in the presence of

(Signature and designation of the Officer)

Name and designation of the Borrower.

RULES REGULATING THE SANCTION OF BICYCLE ADVANCE TO THE EMPLOYEES OF THE CHENNAI METROPOLITAN WATER SUPPLY AND SEWERAGE BOARD.

Employees of the Chennai Metropolitan Water Supply and Sewerage Board, whose posts entail duties involving touring are eligible for drawal of advance for the purchase of Bicycle. In exceptional cases, though the post of an applicant may not entail touring duties, the Chennai Metropolitan Water Supply and Sewerage Board may Santen the above advance, if the board considers that the possession of a Bicycle by such applicants would increase the efficiency of such employees in the discharge of the duties allotted them. Sanction of the above advance is subject to the following Rules and Conditions:-

The advance shall be utilised only for the purchase of New Bicycle.

1. Eligibility:

i) Employees of the Chennai Metropolitan Water Supply and Sewerage Board whose minimum in the scale of pay does not exceed

Rs.600/- will only be eligible for the advance in addition to the general conditions with 'Preamble' above.

ii) Only employees who have completed 5 years of Regular service will be eligible to draw the above advance.

iii) An employee is eligible for an advance only once in six years. An applicant should submit with his application a certificate stating that he has not drawn any cycle advance during the last six years.

2. Maximum Advance of the Amount Eligible:

i) The advance should not exceed Rs.1,500/- or the estimated price of the conveyance whichever is the least. If the actual price paid is less than the advance taken, the balance should be refunded to the CMWSSS Board, immediately. An employee who takes the above advance, should within one month after drawing the advance, furnish the sanctioning authority with a certificate stating either that he has utilised the full amount of the advance for the purchase of the Bicycle or that he has refunded to the CMWSS Board, the balance of the advance in excess of the actual price paid for the cycle. The cash bill for the purchase of Bicycle should also be furnished to the CMWSS Board for verification along with the above certificate. Heads of offices shall satisfy themselves that the new bicycle has been purchased by the employee with the advance sanctioned and furnish a certificate to the sanctioning authority to that effect. If the advance is not utilised within one month of drawal, the full advance should be refunded to the CMWSS Board in one lump immediately.

3. Recovery of the Advance:

The amount of advance sanctioned shall be recovered in 40 equal monthly instalments commencing from the pay bill for the next month, after drawal of the advance.

4. Interest:

Simple interest on the loan will be charged at the rate to be fixed by the CMWSS Board, from time to time. Recovery of the interest will be made commencing from the next month after repayment of the principal. The monthly rate of instalment of interest shall not exceed that for the repayment of the loan amount.

5. General Conditions:

i) A bicycle bought with an advance will be the property of the CMWSS Board, until the advance has been fully repaid with interest thereon. So long as a Board employee who has taken an advance still owes to the Board anything in respect of it, he should submit to the Head of his office every month a certificate that the Bicycle is in his possession and in good order. The certificate should be furnished before the employee's pay is disbursed and it should be attached to the pay bill. The bicycle, should not be sold or otherwise disposed, without the prior sanction of the CMWSS Board until the advance with interest is repaid in full.

ii) The Bicycle purchased with the advance should be mortgaged to the CMWSS Board as security for the advance till it is completely repaid. The

mortgage has to be completed within one month or drawal of the advance in the prescribed form.

6. The sanction of the above advance will be restricted to the Budget allotments made for this purpose for each financial year and it cannot be claimed as a matter of right by any employee.

CHENNAI METROPOLITAN WATER SUPPLY AND SEWERAGE BOARD
FORM OF APPLICATION FOR APPLYING FOR CYCLE ADVANCE

1. Name :

2. Designation and Department :

3. Basic pay (with the time scale of pay) :

4. Date of First appointment :

5. Whether permanent or approved probationer :

6. Whether any cycle advance was drawn previously : if so date of advance drawn

DECLARATION

I hereby agree that I will purchase a new cycle for which the advance is given and furnish the purchase receipt of the cycle within one month from the date of drawal of advance. If I fail to purchase the cycle within the time specified I agree to refund the amount in full immediately.

Signature of Applicant

Certified that Thiru ..... (Designations ……. is an employee of the Board and is working in …… ……..department Head Office/Area/Regions

HEAD OF DEPARTMENT/AREA ENGINEEER

LEAVE TRAVEL CONCESSION

The scheme of Leave Travel Concession facility is extended to the Metrowater Board servants commencing from the year 1988-89 (Thus the concession on the first occasions is admissible during the block of four consecutive years i.e, 1988-89, 1989-90, 1990-91 and 1991- 92 and thereafter during the block years 1992-93 and so on) subject to the Regulations regulating LTC appended to this proceedings.

(B.R.No.251/88 dt.22.8.88)

REGULATIONS REGULATING THE GRANT OF LEAVE TRAVEL CONCESSION.

1) Extent of application:

i) The Leave Travel Concession is admissible to all Metrowater employees who avail themselves of a minimum of 7 days earned leave and who are:

a) Permanent Board employees,

b) Approved probationers in any category or if no definite period of probation is fixed for the posts who have put in a total service for a period of two years of duty within a continuous period of three years in respect of superior category and last grade employees one year service for a period of two years.

c) Officers appointed on contract basis if the period of contract is more than two years and re-employed Officers on completion of two years continuous service.

d) A Board servant whose appointment is irregular though he has put in a long service and a Board servant whose services are nor regularised, even though it is not due to his fault are not eligible for LTC.

ii) The concession is not admissible to persons who are:

a) Not in the whole time employee of the Board,
b) Paid from contingencies,
c) Eligible for any other form of travel concession available during leave or otherwise.

2) FREQUENCY OF ENTITLEMENT:

i) The concession is admissible once in a period of four years taking four years is the block year the term' once in a period of four years should be taken to mean once in each block of four years starting from the year 1988-89. Thus the concession on the first occasion is admissible during the block of four consecutive years, i.e. 1988-89, 1989-90, 1990-91 and 1991-92 and thereafter during the block years 1992-93 and so on.

ii) In case Board servants fail to avail themselves of the concession in a block years their entitlement to the concession for that block will be deemed to have been lapsed.

3) ENTITLEMENT:

i) Board servants and their families performing journeys to any place in the State of Tamil Nadu (upto Vivekananda Rock Memorial) beyond 240 Kilometers from the place of work shall be eligible for the leave travel concession.

ii) The Board employees are permitted to avail L.T.C. on any one of the following accounts in a block of four years:

a) Avail LTC to travel by train within the state of Tamil Nadu. b) Avail LTC to undertake Package Tour organised by the Tamil Nadu Tourism Development Corporation (TTDC).

c) Avail LTC for making journey outside the state for a distance of 400 Kms. at the maximum from place of working.

(B.R.No.86/94 dated 16.6.94)

iii) The Board will meet the actual fare for the Journey of the Board Servant and his family both to and fro.

iv) The fare for the journey performed by the Board servant and his

v) family will be the Air/Railway fare by the class to which he is eligible as specified below:

Pay Range	Accommodation Allowed
Pay scale of Rs.22400-525-24500 and above	Air Travel by Executive Class
Pay scale of Rs.17400-500-21900 and above	A.C. First class by Rail
Pay scale of Rs.12000-375-16500 and above (including Senior scales of All India Service Officers	Air Travel in Economy and outside the State and 2 AC travel by Rail
Pay Scale Rs.8000-275-13500 and above	Ist class or A.C.three tier travel by Rail

For travel between places not connected by Rail, the actual cost of traveled by State Transport Bus, Ordinary or Express (not air-conditioned bus) shall be met by the Board. In respect of travel to places not connected by Rail or Bus, the reimbursement of fare shall be restricted to what would have been admissible if the place had been connected by bus transport. The Board servant and his family may travel entirely by State Transport Bus, Ordinary, Express or Super Deluxe (except Air conditioned bus) even if the places are connected by Rail and will be allowed to claim the actual cost.

iv) The members of the family of the Board servants may travel together or separately in different routes as may be convenient to them but the return journey must be completed within two months from the date of commencement of the onward journey of the Board servant and or his family.

v) The Board servant is not entitled for LTC if the husband/ wife as the case may be, is employed in Railways/ any other Transport Organisation.

vi) Board servants who have engaged /borrowed conveyance in connection with LTC are not entitled for the reservation charges along with the eligible class of Train fare.

4. FAMILY DEFINED:

The term family shall be defined as follows:

i) Wife (one wife only)

ii) Children dependent on the Official, adopted children and step children are included.

iii) Married daughter not under her husband's protection.

iv) Widowed daughter wholly dependent.

v) Husband dependent on the Women Board Servant.

vi) Parents dependent on the Board servant. Step Father, Step Mother and adopted Father, adopted Mother shall not be treated as family members.

vii) Son of the Board servant, who worked temporarily and was subsequently ousted from service may be considered as dependent of the Board servant. Subject to the condition that on the date of application for LTC, he remains unemployed.

viii) A Board employee who has put in one or two years of service and is not eligible for LTC as per rules cannot be included as one of the family members of his/ her father or mother who is a Board/ Govt. servant for the purpose of LTC.

Where, both husband and wife are Board servants, the concession shall be admissible to the family on the scale admissible to the husband or wife and not both.

Unmarried women Board servant can avail the LTC and claim the fare for the journey in respect of their dependent parents.

5. NO INCIDENTAL ADMISSIBLE:

No incidental expenses are admissible for journeys performed under the leave travel concession scheme.

6. CONCESSION BASED ON SHORTEST ROUTE:

Boards liability for the cost of travel by Railway or by Bus between the Board servants place of work and the place of visits is limited to the share of the fare by the shortest route calculated through ticket basis and the Board's liability is limited upto Tamilnadu Territory, i.e. upto Vivekananda rock Memorial including Ferry charges. The Board servant or his family members may travel by any route or halt anywhere on the way to halt from the place of visits, but the Board's assistance will be share of the fare as above. The term shortest route carries the same interpretation as for travel on duty.

7. NATURE OF LEAVE:

The concession is admissible only in the case of journey performed by the Board servant during the earned leave after leave is sanctioned. The period of earned leave should not be less than 7 clear days. The prefixing and suffixing of the 7 days, holidays will not count for the limit of 7 days leave. The concession is not however, admissible to a Board servant who proceeds on earned leave and then resigns his posts without returning to duty. The journeys by both the Board servant and his family members should commence within the period of earned leave. Along with the earned leave application of the Board servant full details of his travel plan as required in

Form III should be furnished. The condition of taking a minimum of 7 days earned leave for availing LTC shall be dispensed with and employees shall also be permitted to avail the LTC during earned leave or casual leave or Board's holidays combined with casual leave. A Board servant has to avail the minimum of 7 days leave even if he does not accompany the family and prefers the claim of LTC only for the family members. The

Board servant who has been sanctioned leave on Monday onwards coupling the Saturday and Sunday can commence the journey on Friday evening.

8. MODE OF PREFERRING CLAIM:

i) Reimbursement of the cost of journey shall be made on presentation of claim in the travelling allowance bill form with the certificate that the journey was actually performed and that travel was made by the class accommodation not lower than the one for which reimbursement is claim. The serial numbers of the Rail or Bus tickets should be furnished in the bill.

ii) The unspent portion of the earned leave granted under the LTC in the case of a Board servant who dies during the period need not be recredited to the account of the deceased Board servant. But, the claim for the onward journey preferred by the legal heir of the deceased Board servant should be admitted.

iii) A Board servant who claims LTC for a place chosen by him other than the place to which he was permitted and which costs more than the original trip is not eligible for payment.

iv) A Board servant irrespective of the grade performing journey during LTC from Chennai to Rameswarm and back indifferent classes of accommodations, i.e. partly by I class, partly by Bus and partly by II class either on the onward or return journey or in both, shall be eligible for reimbursement of the actual cost of ticket, subject to condition that the claim is restricted to the shortest route.

v) Claim applications for the sanction of LTC is limited to 25% of the total employees of the Board (both Estt. & Labour Estt.) each year and the applications will be considered on the first come first basis.

9. PRESCRIBED CERTIFICATE:

To ensure that the various conditions governing the grant of leave travel concession are satisfied, before the claim are passed for payment, the following certificates shall be furnished along with travelling allowances bill.

i) Certificates from the controlling officer and from the Board servant concerned in Forms I and II.

Form III.

iii) A certificate to the effect that the husband/wife as the case may be, has not availed the LTC from his/her office issued by the concerned office.

10. RECORD OF ASSISTANCE:

A record of all Assistance granted under these regulations shall be suitably maintained. The records pertaining to the staff shall be maintained by the Staff Records

of P & A Department and in respect of Labour Establishment by the concerned Officers under whom the concerned individual is working shall be maintained. Necessary entries in the Service Book, shall be made indicating the dates of journey and place of visits. The authority responsible for the maintenance of the service records shall ensure that on every occasion a Board servant proceeds on earned leave the fact whether he availed himself, of Leave Travel Concession and not, shall be indicated in the record.

11. ADVANCE:

To enable Board servant to avail themselves of the LTC advance shall be granted on the following terms and conditions:

i) The amount of advance in each case shall be limited to 4/5 of the estimated amount which Board would have to reimburse in respect of the cost of the Journey.

Form III shall be enclosed with the bill claiming the advance.

iii) Self Drawing Officers, shall prefer the claim for advance on receipt of the orders sanctioning the leave and LTC. For others on receipt of the orders sanctioning the leave and LTC, the pay drawing officer shall claim the advance and disburse it to the Board servant concerned.

iv) The advance will have to be refunded forthwith if the journey is not commenced within 30 days of the grant of the advance.

v) The travelling allowance claim for adjustment of the advance form should be prepared within one month of the completion of the return journey.

vi) The adjustment of the advance will be watched through an advance register by the Finance Department/Pay Drawing Officers.

12. SANCTIONING AUTHORITY:

The Managing Director is the competent authority upto Grade IV Officers for sanctioning the LTC. For others, the General Manager is the competent authority for sanctioning the LTC.

FORM I

(Certificate to be given by the Controlling Officer)

i) Certified that Thiru/Tmt/Selvi ----------

is a permanent Board Servant/Approved probationer/a re-employed officer and eligible for the Leave Travel Concession under the LTC Regulations of the Board.

ii) that necessary entries as required under regulation 10 of the LTC regulations of the Board have been made in the Service Book of Thiru/Tmt/Selvi - ----------

Signature and Designation of
the Controlling Officer.

FORM II

(Certificate to be given by the Board Servant)

i) Certified that the advance for the Leave Travel Concession drawn by me during the previous block year has been fully adjusted.

ii) Certified that the journey has been actually performed by me/my wife with ----------/Children ---------- Children/from ----------to ------- ---------- the declared place of visit.

iii) Certified that for the Railway journey included in the LTC Bill, myself and members of my family travelled by the --------- class for the claim is made.

iv) Certified that my husband/wife is not employed in/with my husband/wife is employed in Board service/other service and the concession has not been availed by him/her separately for himself/herself or for any of the family members for the concerned block of four years.

v) Certified that my husband/wife is not employed in Railways/any Transport organisation/and the concession has not been availed by him/her.

Signature of Board
Servant.

FORM III

(particulars required to be furnished along with the application for earned leave/casual leave.)

1. 2. 3. 4. 5. 6. 7.	Name and Designation of the Board Servant (in block letters) Office to which attached Basic pay Dates and places of proposed visit (onward and return journeys) Mode of travel By train By Bus List of family members availing concession with names, age and relationship with the Board servant. Cost of tickets (with breaks up details) : Rs.	From To From To 1. 2. 3. 4. 5. 6. etc.

Signature of the Board Servant.

SURRENDER OF RESIDENTIAL OFFICE ASSISTANTS IN LIEU OF CASH ALLOWANCE

The system of having full time residential Office Assistants is to be gradually phased out, and to restrict the eligibility in future and also encourage the surrender of Office Assistants in favour of cash reimbursement or engagement of services of attendant at home.

The various categories of Officers of the Board and their entitlement of residential Office Assistants are detailed below: They are eligible to draw increased rate of cash allowance of Rs,250/- per month in lieu of surrendering Residential Office Assistant etc., with effect from 1.3.93. If both the residential Office Assistants are surrendered by Officers who are entitled to have two residential Office Assistants, they shall be eligible for a cash allowance of Rs.500/- per month.

Note: The Heads of Office should ensure that in the case of Officers who are not eligible for Office Assistants at their residence and in the case of Officers who have surrendered the Office Assistants, the use of Office Assistants, Watchman, etc., from the Offices, Corporations etc., at their residence is prohibited.

Sl.No.	Designation of Officers	Grade	No. of Office Assistants entitled	Conditions
1	Chairman	I	2	They can surrender both the Office Assistants, if they so desire. They are eligible to receive Rs.500/- per month, if the two posts are surrendered.
2	Managing	I	2	
3	Director	II	2	
4	Finance	II	2	
5	Director	II	2	-do-
6	Engineering Director Chief Engineer Superintending Engineers	III	2	They should surrender one O.A. in lieu of cash allowance compulsorily and the other at their option. If the two O.As. are surrendered they are eligible to receive Rs.500/- per month.
7	Senior Hydrogeologist Secretary cum General Manager Controller of Finance Internal Auditor	III	2	-do-
8		III	2	-do-
9		III	2	-do-
10		III	2	-do-
Sl.No.	Designation of Officers	Grade	No. of Office Assistants entitled	Conditions

11	Executive Engineers	**IVA**	1	The surrender of O.A. in lieu of cash allowance is compulsory in respect of new incumbents after 1.3.93.
12	Hydrogeologist	IVA	1	-do-
13	Data Processing Manager	IVA	1	-do-
14	Deputy Controller of Finance	IVA	1	-do-
15	Special Deputy Collector	IVB	1	They should surrender the O.As. compulsorily in lieu of cash allowance. The facility will be given only to the existing incumbent as on 1.3.93 and once he vacates the post, his successor will not be entitled to this facility.
16	Staff Manager	IVB	1	It will not be applicable to those appointed or promoted after 1.3.93.
17	Public Relations Manager	IVB	1	-do-
18	Senior System Analyst	IVB	1	-do-
19	Chief Analyst	IVB	1	-do-

(B.R.No.14/93 dated 21.4.93)

The Tamil Nadu Servant's Allowance Scheme, 1960 is extended in the CMWSS Board for a further period of 5 years with effect from 1.4.93

(B.R.No.195/93 dated 5.8.93)

ADVANCE FOR THE PURCHASE OF PERSONAL COMPUTER

A scheme of sanction of advance to Board employees for purchase of personal computer is introduced

Eligibility:

The officers drawing a basic pay of Rs.10,000/- and above are eligible to avail the advance amount of Rs.1.00 lakh or actual cost of personal computer whichever is less.

Terms and conditions:

The following are the terms and conditions for availing of the advance for the purchase of a personal computer:

i) The Metrowater Board servant can draw an advance for the purchase of a personal computer provided he has repaid fully with interest, the advance if any availed of earlier for the purchase of personal computer.

ii) The amount of advance to be sanctioned shall be recovered in monthly instalments not exceeding 100. The advance may also be recovered in lesser number of instalments if the loanee so desires. The rate of interest, calculation of interest and mode of recovery of interest shall be the same as applicable to the motor conveyance advance prescribed from time to time. The recovery of advance shall commence

after one month either from the date of drawal of the advance or purchase of the computer whichever is earlier.

iii) The conditions laid down in the Tamil Nadu Financial code, volume I regulating the sanctioning of Motor Car Advance will apply to the advance for the purchase of a personal Computer also.

iv) The Metrowater Board servants wishing to avail the personal computer advance should apply in the prescribed from, a specimen copy of which appended to the Government order.

v) The rate of interest shall be 13% in equated monthly instalment basis.

vi) The Loanee shall give a certificate that the personal computer purchased out of the loan amount will not be utilised for business purpose or for private hire.