



# **TAMIL NADU ELECTRICITY BOARD EMPLOYEES CONDUCT REGULATIONS**

**(CORRECTED UPTO 30TH APRIL 2000)**



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# TAMIL NADU ELECTRICITY BOARD

## EMPLOYEES' CONDUCT REGULATIONS

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

### REGULATIONS

1. **Short title and Application :** (a) These regulations may be called the Tamilnadu Electricity Board Employees' Conduct Regulations.

(b) They apply to all persons appointed to posts in connection with the affairs of the Tamilnadu Electricity Board, whether on duty, leave or on foreign service.

Unless otherwise provided, these regulations shall not apply to the Legal Adviser to the Board and others who are not full-time employees but are engaged by the Board without prejudice to the exercise of their profession.

2. **Definitions :** In these regulations, unless the context otherwise requires :-

(a) "Board" means the Tamilnadu Electricity Board established under Section 5 of the Electricity (Supply) Act, 1948 (Central Act LIV of 1948) :

Provided that the Board may, by general or special order, and subject to such conditions as it may think fit, declare that any authority subordinate to it shall be deemed to be the Board for all or any of the purpose of these regulations

Provided further that the powers of the Board shall be exercisable even when the employee is outside India whether on duty, leave or on foreign service.

(b) "Employee" means any person appointed to any post in connection with the affairs of the Board.

(c) "Member of an employee's family", includes :

(i) the wife, child or step-child of such employee, whether residing with him or not, and in relation to an employee who is a woman, the husband residing with her and dependent on her; and

(ii) any other person related, whether by blood or by marriage to the employee or to such employee's wife or husband and wholly dependent on such employee, but does not include a wife or husband legally separated from the employee, or a child or step-child who is no longer in any way dependent upon him or her of whose custody the employee has been deprived of by law : and

(iii) close relations in relation to Board employee include-Father, Step-father, Mother, Step-Mother, Husband, Wife, Son, Adopted son, Daughter, Adopted daughter, Brother, Step-brother, Sister, Step-sister, Wife's Father, Wife's mother, Husband's father, Husband's mother, Brother's wife, Sister's Husband, Daughter's husband and Son's wife.

(d) Words importing the masculine gender shall be taken to include the feminine, if circumstances so require.

### 3. General :

(a) Every employee shall at all times maintain absolute integrity and devotion to duty.

(b) Every employee shall be obedient to his Superiors and shall behave well with the members of the public and also with his colleagues and subordinates.

(c) Every employee shall observe rules of procedure in all matters and also abide by rules, regulations, orders and circulars that may be issued from time to time by the Board or by any appropriate officers of the Board.

(d) Every employee shall be at work punctually at the prescribed time. Late and irregular attendance constitute a breach of discipline which shall be punishable under the Tamilnadu Electricity Board Employees' Discipline and Appeal Regulations.

(e) Every member of the service shall take all possible steps to ensure integrity and devotion to duty by all employees for the time being under his control and authority.

(f) (i) No Board employee shall in the performance of his official duties or in the exercise of powers conferred on him, act otherwise than in his best judgement except when he is acting under the direction of his official superior.

(ii) The direction of the official superior shall ordinarily be in writing. Oral direction to subordinates shall be avoided. Where the issue of oral direction becomes unavoidable, the official superior shall confirm it in writing immediately thereafter.

(iii) A Board employee who has received oral direction from his official superior shall seek confirmation of the same in writing as early as possible, whereupon it shall be the duty of the official superior to confirm the direction in writing.

(iv) No Board employee shall, in the performance of his official duties or in the exercise of powers conferred on him evade the responsibility devolving legitimately on him and seek instruction from or approval of a superior authority when such instruction or approval is not necessary in the scheme of distribution of powers and responsibilities.

**EXPLANATION :** A Board employee who habitually fails to perform a task assigned to him within the time set for the purpose and with the quality of performance expected of him shall be deemed to be lacking in devotion to duty within the meaning of sub-regulation(a).



- (g) an employee whose services are placed by the Board at the disposal of a company, Corporation, Organization or a local authority shall, for the purpose of these rules, be deemed to be an employee serving under the Board, notwithstanding that his salary is drawn from sources other than from the funds of the Board.

### **3-A Prohibition of Child Labour**

No Board employee shall employ a child below the age of fourteen years to do any work including domestic work”

### **“3-B Prohibition of sexual harassment of Working Women**

- (1) No Board employee shall indulge in any act of sexual harassment of any woman at the work place.
- (2) Every Board Employee who is incharge of a work place shall take appropriate steps to prevent sexual harassment to any woman at such work place;

Explanation: For the purpose of this Regulation, “sexual harassment” includes such unwelcome sexually determined behaviour, whether directly or by implication as:-

- (a) physical contact and advances, or
- (b) demand or request for sexual favours, or
- (c) sexually coloured remarks, or
- (d) showing any Pornography, or
- (e) any other unwelcome physical, verbal or non-verbal conduct of sexual nature”

**4. Refusal to receive pay :** Concerted or organised refusal on the part of employees to receive their pay shall entail serious disciplinary action.

**5. Employees not to be employed on private business :** The services of an employee shall not be utilised for any work unconnected with the affairs of the Board involving monetary transaction such as purchase of goods. When an officer is travelling on duty, he may use an employee of the Board to procure for himself a conveyance, other necessities on payment of cost but due care shall be taken to ensure that they are not misused and that proper receipts and vouchers obtained for the payments made by the officer.

An employee who is a touring officer may without the previous permission of the Board engage for driving his car, the office helper assigned to him but such engagement shall be a private engagement between the officer and the office helper and shall not form part of, or interfere in any manner with the normal official duties of such office helper.

**Explanation :** This sub-regulation shall apply also to officers stationed at Chennai whose work involves touring outside the City of Chennai.

6. **(a) Representations :** Any representation from an employee on matters relating to him as an employee of the Board shall be submitted to the concerned authority through the proper official channel.  
**(b) Recommendation on applications for posts :** No employee shall, except by endorsement on a written application submitted by a candidate officially through him, recommend to any selecting, appointing or promoting authority or to any individual who is a member of any such authority, or of its staff, any candidate for any post in the service of the Board.  
**(c) Representation to Ministers and Members of the Board :** No employee shall make representations to Ministers of the State or Central Government, or send representations to the Members of the Board direct or send direct to them advance copies of such representations made by him through the proper official channel to the Board.
7. **Consulting a Medical Practitioner for the purpose of obtaining leave :** It shall be the duty of every employee who consults a medical practitioner with a view to obtaining leave or an extension of leave on medical certificate to disclose to that practitioner the fact of his having consulted any other practitioner for the same purpose and the result of such consultation. Omission on the part of any employee to do this or any false statement made by him to a medical practitioner in this respect shall entail serious departmental action.
8. **Purchase of resignation :** Employees of the Board are hereby prohibited from entering into any pecuniary arrangement for the resignation by one of them of any office under the Board for the benefit of the others. Any nomination or appointment consequent upon such resignation shall be cancelled and such parties to the arrangement as are still in the service shall be suspended, pending the orders of the Board.
9. **Gifts :** (1) Save as otherwise provided in these regulations, no Board Employee shall, except with the previous sanction of the prescribed authority, accept or permit his wife, or any other member of his family to accept, from any person any gift of value exceeding Rs. 1,000/- (Rupees one thousand only).  
(i) Provided that the sanction of prescribed authority shall not be necessary for the acceptance of gifts from a personal friend or close relations, of a value not exceeding Rs. 5,000/- (Rupees Five Thousand only) on special occasions such as weddings, anniversaries, funerals and religious functions when the making or receiving of such gifts is in conformity with the prevailing religious or social customs.

- (ii) Provided further that the Board Employee shall make a report to the prescribed authority if the value of any such gift given on special occasions as referred to in the first proviso exceeds Rs.5000/- (Rupees Five thousand only), within one month of the acceptance of the gift.

Explanation I : For the purpose of this sub-regulation, any trowel, key or other similar articles offered to an employee at the laying of a foundation stone or the opening of a public building or any ceremonial function shall be deemed to be a gift.

Explanation II : The expression "Gift" shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a close relation or personal friend having no official dealing with employee.

Note 1 : A casual meal, lift or other social hospitality shall not be deemed to be a gift.

Note 2 : An employee shall avoid accepting lavish hospitality or frequently hospitality from any individual having official dealings with him or from Industrial or Commercial firms, organisations, etc.,

- (2) If any question arises whether any gift is one which can be accepted without the permission of the prescribed authority or if an employee is in any doubt whether a gift offered to him is one which can be accepted without the permission of the prescribed authority, a reference shall be made to the prescribed authority by such employee and the decision of the prescribed authority thereon shall be final.
- (3) Nothing in this regulation shall be deemed to prevent any employee from sitting, at the request of any public body, for a portrait, bust or statue not intended for presentation to him.
- (4) Employees shall not make a habitual use of vehicles and animals belonging to persons other than a member of their family or travel, free of charge, in any vehicle plying for hire.
- (5) No Board employee shall enter into any transactions 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, furnitures, electrical domestic appliances and the like at a favourable price, which may tend to result in favouritism or patronage being shown to the employee or which may render such employee under an obligation to such private person or firm or company and which be construed as a suitable form of corruption.

**Explanation : I** Nothing in this sub-regulation shall prevent any employee from entering into any transaction with any person or firm or company for the purchase of second hand articles at the normal or prevailing market rate of such second hand articles.

**Explanation II :** The prescribed authority for the purpose of this regulation shall be :

- 1) Chairman : In the case of officers of the rank of Chief Engineer.
  - 2) Secretary : In the case of Class-I officers of the rank of S.E./E.E. and all employees including officers of Secretariat and Audit Branch.
  - 3) Chief Engineers : In the case of employees in the offices under their control and Class II officers above the rank of Assistant Engineer working in their jurisdiction.
  - 4) Chief Financial Controller : In the case of employees in his office and in the offices under his control except Class I officers of Accounts Branch.
  - 5) Superintending Engineer : In the Case of employees of the rank of Assistant Engineer / Junior Engineer Grade I and below in Technical cadre and employees of all categories in Class III and IV service in the non-technical cadres.
- 6) Notwithstanding anything contained in Sub-Regulations (2) (3) and (5) a Board employee being a member of an Indian delegation or otherwise, may receive and retain gifts from foreign dignitaries, if the market value of gifts received on one occasion does not exceed Rupees one thousand. In all other cases, the acceptance and retention of such gifts shall be regulated by the instructions issued by the Board in this regard from time to time.
  - 7) A Board employee shall not accept any gift from any foreign firm which is either contracting with the Board or is one with which the Board employee had, has or is likely to have official dealings. Acceptance of gifts by a Board employee from any other firm shall be subject to the provisions of sub-Regulation (5).

9a. **DOWRY :** No Board Employee shall

- (i) give or take or assist the giving or taking of dowry; or
- (ii) demand, directly or indirectly from the parents or guardian of a bride or bridegroom, as the case may be, any dowry.

Explanations : For the purpose of this regulation, dowry has the same meaning as in the Dowry Prohibition Act, 1961 (Central Act 28 of 1961)

10. **PUBLIC DEMONSTRATION IN HONOUR OF EMPLOYEES :**

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

Provided that nothing in this regulation shall apply to :

- (i) a farewell entertainment of substantially private and informal character held in honour of an employee or any other employee on the occasion of his retirement or transfer or any person who has recently left the service of a State Government or Central Government; or,
- (ii) the acceptance of simple and inexpensive entertainments arranged by public bodies; or institution; or
- (iii) the sitting for or acceptance of a copy of a group photograph of the officers and staff of his office on the occasion of his transfer or retirement.

11. **SUBSCRIPTIONS :**

- (1) Except with the previous sanction of the Board in the case of the Chief Engineer, or the Chairman of the Board in the case of employee in the Board's Secretariat and of the Chief Engineer in the case of employees in the offices under his control, no employee shall ask for or accept contributions or otherwise associate himself with the raising of any fund in pursuance of any object whatsoever.
  - a) Where, however a service association applies for previous sanction of the Board the association shall specify the particular person or persons who will collect funds, if such sanction is granted.
- (2) Permission may, after due consideration, be accorded in cases where the fund proposed to be raised is for the foundation of a scholarship or any other public or charitable object.
- (3) In the case of Flag Day Collections, authorised by Government employees may participate on a voluntary basis.

## 12. INVESTMENTS, LENDING AND BORROWINGS :

- 1) No employee shall speculate in any investment

**Explanation :** The habitual purchase or sale of securities of a notoriously fluctuating value shall be deemed to be speculation in investments within the meaning of this sub-regulation.

- 2) No employee shall make or permit his wife or any other member of his family to make any investment likely to embarrass or influence him in the discharge of his official duties.
- 3) If any question arises whether a security or an investment is of the nature referred to in sub-regulation (1) or sub-regulation (2), the decision of the Board thereon shall be final.
- 4) No employee shall make any investment in any Co-operative society or Public company which has an interest in any electrical undertaking.

**Note :** This prohibition does not apply to investment in the loans floated by the Board from time to time.

- 5) No employee shall, except with the previous sanction of the Chairman lend money to any person possessing land or valuable property within the local limits of his authority or at interest to any person.

Provided that an employee may make an advance of pay to a private servant, or give a loan of small amount free of interest to a personal friend or relative, even if such person possesses land or valuable property within the local limits of his authority.

- 6) a) No employee shall, save in the ordinary course of business with a Bank or a Firm of standing duly authorised to conduct banking business either himself or through any member of his family or any other person acting on his behalf.

i) Lend or borrow money, as principal or agent, to or from any person within the local limits of his authority or with whom he is likely to have official dealing, or otherwise place himself under any pecuniary obligation to such person, or

ii) Lend money to any person at interest or in a manner whereby return in money or in kind is charged or paid. Provided that an employee may give to or accept from a relative or a personal friend, a purely temporary loan of not exceeding Rs. 10,000/ (Rupees ten thousand only) free of interest, or operate a credit account with a bonafide tradesman or make an advance of pay to his private employees. Provided further that nothing in this sub regulation shall apply in respect of any transaction entered into by an employee with the previous sanction of the competent authority.

(aa) No employee shall, either himself or through any member of his family or any other person acting on his behalf, except with the previous sanction of the competent authority lend or borrow money or from any private individual any amount exceeding Rs. 10,000/- (Rupees Ten thousand only).



The prescribed authority for the purpose of this Regulation shall be :-

1. Chairman : In the case of officers of the rank of Chief Engineer
2. Secretary : In the case of Class I Officers of the rank of Superintending Engineer and Executive Engineer and all employees including Officers of Secretariat and Audit Branch.
3. Chief Engineer : In the case of employee in the Offices under their control and Class II Officers above the rank of Assistant Engineer working in their jurisdiction.
4. Chief Financial Controller : In the case of employees in his office and in the offices under his control except Class I officers of Accounts Branch.
5. Superintending Engineer : In the case of employees of the rank of Assistant Engineer / Junior Engineer Grade I and below in Technical Cadre and employees of all categories in Class III and IV service in the non-technical cadres.

7) When an employee is appointed or transferred to a post of such nature as to involve him in the breach of any of the provisions of sub-regulation (5) or (6), he shall forthwith report the circumstances to the Board and shall thereafter act in accordance with such orders as may be passed by the Board. An employee in Class III or Class IV Service in the Board's Secretariat shall make the report referred to above to the Chairman and an employee of such service in the Chief Engineer's Office and other subordinate offices to the Chief Engineer.

8) Employees of every class may place deposits in and purchase debentures of the Madras Co-Operative Central Land Mortgage Bank Limited, or the Madras Co-Operative Central House Mortgage Bank Limited but shall not hold any office therein or take any part in the management thereof.

9) Board employee may, with the previous sanction of the head of his department become a member of a land development bank provided that he already owns land in the area within the jurisdiction of such bank, but shall not hold any office therein or take any part in the management thereof.

10) If an employee is appointed or transferred to any area within the jurisdiction of a land development bank of which he is a member, he shall at once bring the fact to the notice of his immediate superior who, if he has authority to do so, may repost the employee to an area outside the jurisdiction of that bank, or if he has no authority to do so, submit the case for the orders of the officer having such authority.

11) Employees of every class may become members of House Mortgage Societies (Banks)

Explanation : House Mortgage Societies (Banks) aforesaid shall include all types of cooperative societies whose object is the construction of house for their members or the grant of loan for such construction by their members.

12) Notwithstanding anything contained in this regulation, an employee may borrow money from a Co-operative Society of which he is a member, provided that where the borrowing is on personal security, the security shall be of a status equal to, or higher than that of the borrower.

13) The prohibition against lending and borrowing of money applies to all loans, credits, advances, supply of articles or accommodation of unduly low rates, or for insufficient consideration and to sales of property for inordinately low prices.

14) The fact that an employee lending money is acting as an executor, administrator or as a trustee without profit or advantage to himself shall not exempt him from the operation of this regulation.

15) An employee who belongs to a joint Hindu family carrying on the business of money lending as an ancestral profession is exempted from the prohibition, provided he takes no active part in the business and is not employed in the area in which the business of the joint Hindu family is carried on.

### 13. MOVABLE, IMMOVABLE AND VALUABLE PROPERTY :

1) (a) No employee shall except after notice to the prescribed authority, in Form-I, Schedule III 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 any member of his family :

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

Provided that the previous sanction of the prescribed authority shall be obtained if any such transaction is with a person having official dealings with the Board employee.

Provided further that the previous sanction of the prescribed authority is not necessary for the acquisition of immovable property in respect of house site assigned by the Board to the employee of the Board.

"Explanation : An employee 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 member of his family under clause (a), if the immovable property in question is not acquired from the resources of the employee concerned".

(b) Every employee of the Board, for the construction or extension or acquisition of a house, shall - report to the prescribed authority in the following manner :



(i) before starting the construction or extension or entering into transaction for acquisition of a house either from out of loan or advance from the Board or others or part final withdrawal from the Provident Fund, he shall obtain previous sanction of the prescribed authority in Form VI or VI-A, as the case may be, in Schedule I appended to these regulations.

(ii) after completing the construction or extension, he shall report to the prescribed authority in Form VII in Schedule I appended to these regulations.

The details in Form VI and VII in Schedule I appended to these regulations shall be furnished wherever it is possible to do so. Where, however, it is not possible to furnish details, the employee shall mention the cover area on which the building is constructed or proposed to be constructed and the estimated cost of the building.

(c) Every Board employee shall, if he is a member of the Hindu undivided family and if the share of the Board Employee in the cost of repairs made to the undivided property if the joint family, out of the joint family funds exceeds Rs. 10,000/- intimate the fact to the prescribed authority as and when such repairs are brought to his notice".

(I-A) No employee shall encroach upon Government / Board lands.

(2) An employee who enters into any transaction concerning any movable property exceeding fifteen thousand rupees in value, whether by way of purchase, sale or otherwise, shall report to the prescribed authority within one month from the date of every such transaction.

Provided that the previous sanction of the prescribed authority shall be obtained if any such transaction is with a person having official dealings with the Board employee.

Provided further that an employee who is about to quit the local limits of his official authority may, without reference to the prescribed authority, dispose of any of his movable property by circulating lists of it among the public generally or by causing it to be sold by public auction.

Explanation : (1) For the purpose of this sub-regulation, the expression "movable property" includes the following property, namely :-

- a) Jewellery, insurance policies, shares securities and debentures;
- b) Ommitted.
- c) Motor cars, motors cycles, horses or any other means of conveyance; and
- d) Refrigerators, Colour T.V., Video Casette Recorder.

(2-A) The prescribed authority shall dispose of the application seeking the sanction/ permission referred to in sub-regulations (1) and (2) within a period of six months from the date of receipt of such application from the Board employee. If any clarifications or particulars are sought for from the Board employee, the said period of six months shall be reckoned from the date of receipt of such clarifications or particulars. Where no order according such sanction or granting such permission is issued within the said period of six 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 six months and the Board employee can acquire or dispose the immovable property, purchase or sell the movable property or commence the construction / extension of the house.

(3) Every employee of the Board shall submit a return of his assets and liabilities as on the 31st December 1980 in Forms-I to V in Schedule I appended to these Regulations on or before the 31st March, 1981 and thereafter at an interval of five years on or before 31st March of the year immediately following the year to which the return relates, giving full particulars regarding-

(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.

Provided that every employee of the Board shall, within three months of his first appointment to any post; submit his return of assets and liabilities as on his entry into service in Forms-I to V in Schedule I appended to these Regulations and thereafter as prescribed above, even though the period in which he submitted his return of assets and liabilities on his first appointment to the post is less than five years period.

Illustration : A person who enters service on the 25th January, 1980, shall submit the return of his assets and liabilities as on the date of his first appointment before 25th April, 1980 and thereafter shall submit the return as on 31-12-1980, 31-12-1985, 31-12-1990 on or before 31-3-1981, 31-3-1986, 31-3-1991 and so on.

Explanation : In all returns the value of items of movable property worth less than Rs. 10,000/- may be added and shown as a lumpsum. The value of articles of daily use such as clothes, utensils, crockery, books, etc. need not be included in such return.

"The movable or immovable properties acquired by the members of the family of the employees solely with their own resources need not be included in such returns.

"Provided further that every employee of the Board after the submission of the returns of his assets and liabilities at intervals of five years, shall submit return of his assets and liabilities annually for the last five years prior to his date of superannuation, in Forms I to V in Schedule I appended to these Regulations to the prescribed authority;

Provided also that the prescribed authority shall, within two months from the date of receipt of such returns from the employee, make a review of records of permission given after the date of submission of the previous return of his/her assets and liabilities and check whether

they tally with particulars furnished in the previous five year returns or annual return, as the case may be."

(4) The Board or any authority or officer empowered by it in this behalf or the prescribed authority may at any time, by general or special order, require an employee to submit, within a period specified in the order a full and complete statement of such 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 by the authority or officer so empowered or the prescribed authority include details of the means by which or the source from which, such property was acquired provided, that the prescribed authority may exercise the power to call for property statements under this sub-rule when a specific vigilance enquiry calls for it.

(5) The prescribed authority for the purposes of this regulation shall be :

(a) (i) The Chairman in the case of employee in Class I Service above the rank of Superintending Engineer.

(ii) The Secretary in the case of employees in Class I Service of the rank of Superintending Engineer and Executive Engineer and also employees in Class II, III and IV service in the Board Office Secretariat and Audit Branches.

(iii) The Chief Financial Controller in the case of employee in Class II, III and IV service in the Board Office Accounts Branch.

(iv) The Chief Engineers in the case of employees in Class II Service above the rank of Assistant Engineer / Junior Engineer Grade I in the Circle office under their control and also employees in Class II, III and IV service in their office;

(v) The Superintending Engineers in the case of employees in Class II service upto the rank of Assistant Engineer / Junior Engineer Grade I and also employees in Class III and IV Service in their Circles, and

(vi) In respect of an employee on foreign service, the prescribed authority shall be the parent office on the cadre on which such employee is borne".

(6) Whenever an employee by inheritance, succession or request becomes possessed of immovable property in the area in which he is employed or of such interest in such immovable property as is contemplated by this regulation, he shall communicate all particulars thereof through the usual channel to the prescribed authority.

(7) Omitted.

(8) If an employee receives an order of transfer to an area in which he possesses or has an interest in immovable property, he shall at once bring the fact to the notice of his immediate official superiors.

**C.R. – 2**

(9) The authority who maintains the Personal files and Record Sheets shall maintain registers classwise in respect of all employees working under his administrative control in Schedule II appended to these Regulations, showing all immovable properties held by each of them, and shall revise them with reference to the particulars furnished by the employees in subsequent returns as prescribed in sub-regulation (3).

(10) Any attempt to mislead and any failure to give full and correct information shall render the employee concerned liable to dismissal from the service of the Board.

(11) The restrictions on the acquisition and possession of immovable property shall apply to the acquisition and possession of any personal interest in such property and to the acquisition and possession of such property by an employee in the name of any other person, but not to the acquisition or possession of an interest as trustee, executor or administrator only.

(12) The restrictions imposed on the acquisition of immovable property by purchase or gift shall apply equally to the acquisition of land under the darkhast rules.

(13) (a) An employee shall not be allowed to acquire land, except house site or ready built house, for any purpose within the local limits of his official authority. Even after his transfer from the said local limits, he shall not be allowed to acquire land, except house site or ready built house, within the said local limits for two years from the date of his transfer.

Provided that an employee may subject to clause (a) of sub-regulation (1) acquire house site or ready built house in the area (within the local limits of his official authority) in which he is or has been serving.

(b) An employee may usually be permitted to acquire immovable property outside the local limits of his official authority in which he is serving. But, when on transfer to an area in which he holds immovable property an employee makes the report required by sub-regulation (5), the authority responsible may transfer him to another area.

Provided that an employee who is transferred from one area comprising the local limits of his official authority to another such area, shall not be allowed to acquire land except house site or ready built house for any purpose within the area from which he has been transferred, for two years from the date of his transfer.

Post-facto sanctions for purchase of movable and immovable properties by the employees of the Board should not be granted as a matter of course, unless the sanctioning authority is absolutely convinced that the transaction for which the post-facto sanction is sought for is beyond any doubt and there are acceptable reasons for not having taken prior permission. In cases of doubt, the Director of Vigilance and Anti-Corruption should be consulted.

(c) An annual statement shall be submitted to the Board by the Chief Engineer not later than the 31st March in each year, of case in which special permission has been granted by him for the acquisition by an employee of immovable property within the local limits of his authority.

The returns submitted shall not include cases disposed of by officers subordinate to the Chief Engineer.

(d) In clauses (a), (b) and (c), "Local limits" mean-in the case of employees in Class III and Class IV Service other than Office helper, duffadars and Record Clerk, the area lying under the administrative control of the Class I or II officer under whom he is working and over which area he can wield influence by virtue of his employment.

(e) Nothing contained in clause (a) - (d) will apply to the acquisition of land including house sites through a society registered or deemed to be registered as a co-operative society under the Madras Co-operative Societies act, 1961 (Madras Act 53 of 1961) or any other law for the time being in force.

(f) Nothing contained in clause (b) shall apply in cases where the property concerned is a house constructed or inherited by the Board employee.

(14) In the case of a joint family, a Junior member, who is an employee shall not ordinarily be required to obtain sanction when immovable property is acquired by the managing member on behalf of the family but this exception shall not apply to any acquisition, even though made in the name of the head of the family if it is shown that it is really intended to be the self-acquired property of the employee.

(15) The annual return shall include all immovable property acquired or registered in the name of the employee either on his own account or as a trustee, executor or administrator, or temple mirasdar, or acquired or registered in the name of, or held or managed by, his wife or by any other member of his family living with, or in any way dependent on him.

#### **14. PRIVATE TRADE OR EMPLOYMENT :**

(1) (a) No employee shall, except with the previous sanction of the Board, engage himself directly or indirectly in any trade or business or undertake any employment :-

Provided that an employee, may without such sanction, undertake honorary work of a social or charitable nature or occasional work of a literary, artistic or scientific character, or participate in sports activities as an amateur subject to the condition that his official duties do not thereby suffer; but he shall not undertake, or shall discontinue, such work if so directed by the Board :

Provided that the Chairman in the case of employee of the Board Secretariat including internal Audit Department and the Chief Engineer in the case of employees in the offices under his control may with due regard to the provisions of service Regulation 24, permit the employees of the Board to accept appointment as Chairman, Board of Examiner or Member, Board of Examiner or Paper Setter in respect of all Institutions other than the Tamil Nadu Public Service Commission, the Union Public Service Commission, other State Public Service Commission in India, the Board of examination of State Board of Technical education and Training, Tamil Nadu and the office of the Commissioner for Government Examinations for which no permission is necessary for acceptance of such appointment



as Chairman or Member, Board of Examiner or Paper Setter offered by these institutions. However in cases where the offer of appointments is made for more than five consecutive years to the same employee by the same institution the fact shall be reported to Board for prior approval before the Board employee accepts such appointment.

Provided further that no such permission shall be granted to any employee to take up any part time work, excepting delivering of lectures at Government Quasi-Government Government aided academic or technical institutions or at Universities and receiving remuneration therefor for a specified period not exceeding one year at a time, subject to the conditions that it should not interfere with his normal official duties.

(b) Every Board employee shall, if any member of his family is engaged in a trade or business, or owns or, manages an insurance agency or commission agency, report the fact to the authority concerned. Provided that, if it is found that the trade or business is of such a nature that the association of a member of the Board employee's family in that trade or business can embarrass the Board employee concerned or the Board, then the Board employee shall not permit the said member of his family to continue his association with the trade or business in question.

"Explanation : Canvassing by a Board employee in support of any trade, business, insurance agency or commission agency engaged in, owned or managed by, any member of his family shall be deemed to be a breach of this sub-regulation".

(2) No employee shall except with the previous sanction of the Board, take part in the registration, promotion or management of any bank or company registered under any law for the time being in force.

Provided that an employee may take part in the registration, promotion or management of a co-operative society registered or deemed to be registered under the Co-operative Societies Act, 1961 (Madras Act 53 of 1961), or under any other law for the time being in force or a literary, scientific or charitable society registered under the societies Registration Act, 1860 (Central Act XXI of 1860) or any other law for the time being in force.

Provided further that the official duty of a Board employee shall not thereby suffer and he shall within a period of one month of his taking part in such activity, report to the Board giving details of the nature of his participation.

(3) (a) An employee shall not, without the permission of the Board, publish any book or engage himself habitually in literary or artistic work of any kind.

(b) Permission to publish a book other than a text book or a book relating to, or connected with, the work of the employee shall ordinarily be given subject to the condition that the employee does not use his time and official influence for promoting the sale of copies of the book.

(c) Permission to accept remuneration on "royalty basis" from the Publishers shall be given in all cases except in the case of text books for use in educational Institutions.

In the case of text books, permission to accept remuneration shall be given subject to the conditions that the employee retains an interest in the sale of copies of the books and that he receives only a lumpsum as remuneration from the publishers.

(i) Provided that an employee may publish occasionally books on literature, short story, novel, drama, essay and poetry without obtaining previous sanction of any higher authority, subject to the condition that he/she does not use his time and official position to influence the promotion of the sale of such books and that such books do not contain matters of political aspect, objectionable matter and views against the policy of State and Central Government and the Board.

(ii) Provided that the employee who writes books on literature, short story, novel, drama, essay and poetry shall immediately report to the prescribed authority the remuneration he receives from the publisher.

(d) While applying to the Board for permission to publish a book, the employee shall submit to the Board a manuscript copy thereof.

(4) No Medical Officers of the Board shall maintain in his own name or the name of his wife or dependents or have financial interest in, a private Nursing Home, Hospital, Clinical or 'X' Ray Laboratory or similar establishment nor shall he habitually accommodate paying patients in his residence for more than 24 hours. He may, however, treat patients in a private nursing home, provided the home is not reserved for the admission of his own cases and allows the admission of patients of any registered medical practitioners.

**Note :** This sub-regulation shall not apply to part-time Medical Officers.

(5) No employee shall accept a paid employment in any company, mutual benefit society or co-operative society or act as an agent, whether paid by salary or commission to any insurance company or society.

Provided that an employee may take part in the management of a mutual benefit society, if he has first obtained the sanction of the chief Engineer if he is employed in the offices under his control and of the Chairman, if he is employed in the Board's Secretariat and a certificate from the above authority to the effect that the work undertaken will be performed without detriment to his official duties and such employee does not accept any remuneration.

(6) Employee of every class shall be at liberty to take part in the promotion of co-operative societies, but no employee shall, except with the sanction of the Board, hold office in any co-operative society or serve on any committee appointed for the management of its affairs, unless the society is composed wholly of employees of the Board or partly of employees of the Board and partly of employees of local bodies and/or servants of a State or the Central Government and his official duties shall not thereby suffer and he shall, within a period of one month of his taking part in such activity, report to the Board giving details of the nature of his participation.

Provided that employees of every class, may hold office in co-operative house-building societies or serve on any committee appointed for the management of its affairs.

**Explanation :** Co-operative house building societies aforesaid shall include all types of co-operative societies whose object is the construction of houses for their members or the grant of loans for such construction by their members.

(7) Subject to the sanction and certificate referred to in sub-regulation (5) an employee who is a member of a co-operative society composed wholly of employees of the Board or partly of employees of the Board and partly of employees of local bodies and/or servants of a State or the Central Government and partly of students of Government training schools or colleges, may accept remuneration for keeping accounts of the society.

(8) (a) An employee may not act as arbitrator in any case without the sanction of his immediate superior or unless he be directed so to act by a court having authority to appoint an arbitrator.

(b) No employee may act as an arbitrator in any case which is likely to come before him in any shape by virtue of any executive office which he may be holding.

(c) If an employee acts as an arbitrator at the private request of disputants, he can accept no fees.

(d) If he acts by appointment of a court of law, he may accept such fees as the court may fix.

(e) No employee of the Board shall engage himself in the activities of a tout.

(9) The Chairman in respect of the employees in the Board's Secretariat and the Chief Engineer in respect of the employees in his office and the offices under his control, may grant permission to attend and take part in such of the meetings, conferences and committees in which the Board has agreed to participate.

(10) No employee shall apply for outside employment or signify his willingness to accept such employment without having previously obtained the permission in writing of the appointing authority in respect of the post which he is holding.

Provided that in the case of employees who are on leave preparatory to retirement, such permission shall be that of the Chief Engineer in case the appointing authority in respect of the post last held by the employee is an authority subordinate to the Chief Engineer.

(11) (i) Permission to apply for or accept outside employment shall normally be granted to a person who is on leave preparatory to retirement unless the employment is in a trading concern in India. Permission to apply for or accept private employment in a trading concern in India will be granted only in very exceptional cases and may be subject to the condition of immediate retirement.



(ii) Permission to apply for or accept outside employment shall not be granted to any other employee unless the competent authority is satisfied that his premature resignation may be accepted without detriment to the Board's service.

(iii) The previous approval of the Board shall be obtained in the case of applications from persons who have been given special and expensive training at the cost of the Board to increase their utility to the Board.

(12) If a person who is refused permission to apply for or accept outside employment, wished to resign his appointment, such resignation shall ordinarily be accepted.

(13) Where a person who is not on leave prearranged to retirement is permitted to apply for or accept outside employment, he shall resign his appointment under the Board immediately on accepting such employment.

(14) Board employee who is a touring officer may without the previous permission of the Board engage for driving his car the office helper assigned to him but such engagement will be a private engagement between the officer and the office helper and shall not form part of, or interfere in any manner with the normal official duties of such office helper.

(15) No employee shall join or continue to be a member of a association the objects or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order of morality.

#### **15. Insolvency and Habitual Indebtedness:**

An employee shall endeavour to avoid habitual indebtedness or insolvency. If an employee is adjudged or declared insolvent, or has incurred debts aggregating a sum which in ordinary circumstances he could not repay within a period of two years or of a part of his salary is frequently attached for debt, has been continuously so attached for a period of two years, or is attached for a sum which in ordinary circumstances, he could not repay within a period of two years, he shall be presumed to have contravened this regulation. But, he shall not be so deemed if he proves that the insolvency or indebtedness is the result of circumstances which, with the exercise of ordinary diligence, he could not have foreseen or over which he had no control, and had not proceeded from extravagant or dissipated habits. An employee who becomes the subject of a legal proceeding for insolvency shall forthwith report the full facts to the head of the office in which he is employed.

#### **16. Unauthorised communication of Information:**

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

(2) Sub-regulation (1) shall apply to the Legal Adviser to the Board and other part-time employees also.

**17. Connection with press:** (1) No employee shall except with and during the continuance of, the previous sanction of the Board own wholly or in part, or conduct or participate in the editing or management of any newspaper or other periodical publication.

(2) No Board employee shall except with the previous sanction of the Board or any authority or officer empowered by them in this behalf, or in the bonafide discharge of his duties, participate in a radio broadcast or contribute any article or write any letter either anonymously or in his own name or in the name of any person to any newspaper or other periodical publication.

Provided that no such sanction shall be required if such broadcast contribution or writing is of a purely literary, artistic or scientific character.

(3) No Board employee shall furnish any information to the Press, or in a broadcast talk or in a television programme.

Provided that the officials of the Board, not below the rank of Chief Engineer may issue press release on the development schemes, the progress thereon and such other factual and noncontroversial information of public interest with the prior permission of the Chairman.

**Note :** The above regulation shall apply to the part-time employees also of the Board other than the Legal Adviser to the Board.

**18. Criticism of Board:** (1) No employee, shall by any utterance, writing or otherwise, discuss or criticise in public or at any meeting of any association or body, any policy pursued or action taken by the Board or a State or the Central Government nor shall he in any manner participate in any such discussion or criticism.

(2) No employee shall, in any radio broadcast or in any document published anonymously or in his own name or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion :-

(i) which has the effect of any adverse criticism of any current or recent policy or action of the Board, the Central Government or a State Government; or

(ii) which is capable of embarrassing the relations between the Board, the Government of any State, the Central Government or any foreign State.

Provided that nothing in this regulation shall apply to any statement made or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.

(iii) No Board employee shall involve himself in any act involving moral turpitude on his part including any unlawful act which may cause embarrassment or which may bring discredit to the Board or the Government.

(3) An employee shall not, except in the discharge of his official duties, preside over or take part in the organisation of or occupy a prominent position at or address any

non-official meeting or conference at which it is likely that speeches may be made or resolutions may be proposed or passed criticising the action of the Board or a State-Government or the Central Government or requesting the Board to take certain action etc.

**Explanation:** Regularly convened meetings, for the transaction of their legitimate business of associations of employees of the Board recognized by the Board and of committees or branches of such associations are not non-official meetings for the purpose of this regulation.

(4) Nothing contained in this regulation shall be deemed to prohibit any employee from participating in discussions at any private meeting solely of employees of the Board or of any recognized association of such employees on matters which affect their personal interest individually or generally.

Provided that nothing contained in this subregulation shall be construed to limit or abridge the powers of the Board to require any employee to publish and explain any policy or action of the Board in such manner as may appear to it to be expedient or necessary.

(5) An employee who intends to publish any document or to make any communication to the press or to deliver any public utterance containing statements in respect of which any doubt as to the application of the restrictions imposed by this regulation may arise, shall submit to the Board a copy of draft of the document which he intends to publish or of the utterance which he intends to deliver, and shall thereafter act in accordance with such orders as may be passed by the Board.

(6) This regulation shall apply to the Legal Adviser to the Board and to other Part-time employees also.

#### **19. Evidence before committee or any other authority:**

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

(2) Where sanction has been accorded under sub-regulation (1), no employee giving such evidence shall criticise the policy or any action of the Board or of the Central Government or of a State Government.

(3) Nothing in this regulation shall apply to:

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

(b) evidence given in any judicial inquiry; or

(c) evidence given at any departmental inquiry ordered by authorities subordinate to the Board.

(4) This regulation shall apply to the part-time employees also of the Board other than Legal Adviser to the Board.

## **20. Taking part in Politics and Elections:**

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

(2) It shall be the duty of every employee to endeavour to prevent any member of his family taking part in, subscribing in aid of, or assisting in any other manner any movement or activity which is, or tends directly or indirectly to be, subversive of the Government as by law established, any where an employee is unable to prevent a member of his family from taking part in, or subscribing in aid of, or assisting in any other manner, any such movement or activity, he shall make a report to that effect to the Board or to the officer to whom he is subordinate.

(3) If any question arises whether any movement or activity falls within the scope of this regulation, the decision of the Board thereon shall be final.

(4) No employee shall canvass or otherwise interfere or use his influence in connection with, or take part in an election to any legislature or local authority.

Provided that -

(i) an employee 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;

(ii) an employee 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 the due performance of a duty imposed on him by or under any law for the time being in force.

**Explanation : 1.** Nothing contained in this sub-regulation shall be deemed to prohibit the wife of an employee or any other member of his family living with, or in any way dependent on him from standing for election to any legislature or to any local authority and from canvassing for other candidates.

**Explanation: 2.** The display by an employee on his person, vehicle or residence of any electoral symbol shall amount to using his influence in connection with an election within the meaning of this sub-regulation.

(5) Seditious propaganda or the expression of disloyal sentiments by an employee shall be regarded as sufficient ground for dispensing with his services. In the case of such conduct by a pensioner, the Board reserves to itself the right of withholding or withdrawing a pension or any part of it.

(6) An employee proposing or seconding the nomination of a candidate at an election or acting as a polling agent shall be deemed to have committed a breach of this regulation.

(7) This regulation shall apply to the part-time employees also of the Board other than the Legal Adviser to the Board.

#### **20-A. Prohibition of Membership of any communal organisation, etc.**

(1) No employee shall be a member of, or be otherwise associated with, any organisation-

(a) Which promotes or attempts to promote on grounds of religion, race, place of birth, residence, language, caste, or community or any other ground what so ever, disharmony or feelings of enmity, hatred or ill will between different religious, racial, language or regional groups or castes or communities; or

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

(c) Which organises any exercise, movement, drill or other similar activity intending that the participants in such activity shall use or be trained to use criminal force or violence or knowing it to be likely that the participants in such activity will use or be trained to use criminal force or violence against any religious, racial, language or regional group or caste or community and such activity, for any reason whatsoever causes or is likely to cause fear or alarm or a feeling of in-security amongst members of such religious, racial language or regional group or caste or community.

(2) If any question arises whether any organisation falls under sub-regulation (1), the decision of the Government/Board thereon shall be final.

#### **21. Vindication of acts and character of employees:**

No employee 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 any attack of a defamatory character.

Explanation: Nothing in this regulation shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his private capacity.

**Note:-** No employee shall, except with the previous sanction of the Board, accept from any person or body of persons compensation of any kind for any malicious prosecution brought against him or for any defamatory attack made on his public acts or character, unless such compensation has been awarded by a competent court.



**21-A. Prohibition of consumption of liquor or intoxicating drug:**

**Board employee not to be found drunk while attending office etc.** A Board Employee-

(i) shall strictly abide by any law relating to consumption of liquor or intoxicating drugs in force in any area in which he may happen to be for the time being.

(ii) shall not be found drunk or be under the influence of liquor while attending office or appearing in a public place.

**22. Employment under or with near relatives in service and employment of near relatives in firms enjoying Board's patronage:**

(a) Every employee in Class I or II Service shall inform his immediate official superior of any reason that there may be why it is undesirable in the Board's interest that he should be employed in a particular area such as the near relationship of himself or his wife to any person or persons residing in that area or division.

(b) Every employee in Class I or Class II Service shall inform his immediate official superior if any employee closely related to him is posted to work or to be trained under him.

(c) No Board employee shall, except with the previous sanction of the Board, permit any member of his family to accept employment with any private firm with which he has official dealings or with any other firm having official dealings with the Board.

Provided that where the acceptance of the employment cannot await the prior permission of the Board or is otherwise considered urgent, the matter shall be reported to the Board, and the employment may be accepted provisionally subject to the permission of the Board.

(d) No Board employee shall in the discharge of his official duties deal with any matter or give or sanction any contract to any undertaking or any other person if any member of his family or close relation is employed in that undertaking or under that person or if he or any member of his family or close relation is interested in such matters or contract in any other manner and the Board employee shall refer every such matter or contract to his official superior and the matter or contract shall thereafter be disposed of according to the instructions of the authority to whom the reference is made.

**23. Canvassing of non-official or other outside influence:**

(a) No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under Board.

Explanation: I An employee causing his own case to be made the subject of an interpellation in Parliament or the State Legislature shall be deemed to have contravened this regulation.

Explanation: If When M.L.As., M.L.C., M.Ps. and non-officials make representations on behalf of individual employees to Ministers, or other higher officers, it shall be presumed that the concerned employee 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) influencing superior authorities:**

An employee shall obtain previous permission from his immediate superior for approaching a Member or any officer of the Board in connection with any matters pertaining to his service under the Board. An employee shall also obtain a previous appointment through the Secretary before approaching a Member of the Board.

**24. Broadcast talk-Television Programme:** (1) No employee shall deliver a broadcast talk at a broadcasting station on any subject without the previous permission of the Board.

(2) An employee who is invited or who wishes to deliver a broadcast talk shall intimate to the Board through the proper channel, the subject on which he proposes to talk and if it is on a subject directly or indirectly connected with his official duties, or if so required, shall submit the full text of that talk for its approval before it is delivered.

(3) No Board servant shall, except with the previous sanction of the Board or of any authority or officers empowered by them in this behalf, or in the bonafide discharge of his duties, participate in Television programme.

Provided that no such sanction shall be required if such television programme, is of a purely literary, artistic or scientific character; or if the Board servant concerned has responsibility at the policy making level or at the implementation level for the subject of the television programme.

(4) A Board servant who is invited or who wishes to participate in a television programme and has to obtain the previous sanction under subregulation (3) shall intimate the Board through the proper channel, the particulars relating to the television programme and if so required shall submit the full material relating to the television programme for their approval before participating in the television programme is delivered.

(5) The provisions of clause (1) and (4) shall apply mutatis mutandis to the broadcast/ T.V. Programme by employees of musical or other performances (including the playing of prepared recitals or gramophone records).

### **Delegation of Powers**

The Chief Engineer in the case of employees in the offices under his control and the Chairman in the case of employees in the Board's Secretariat may exercise the power specified in the above regulation and may refer any case to the Board for orders if they consider such a course desirable.



**25. Bigamous Marriage:**

(1) (i) No employee shall, enter into or contract a marriage with a person having a spouse living; and

(ii) No employee having a spouse living shall enter into or contract, a marriage with any person;

Provided that the Board may permit an employee to enter into, or contract, any such marriage as is referred to in clause (i) or Clause (ii) if it is satisfied, that-

(a) Such marriage is permissible under the personal law applicable to such employee and the other party to the marriage; and

(b) there are other grounds for so doing

**26. Application for posts in Board's Service:**

(1) An employee of the State or Central Government or any local Body or of any other institution who applies for appointment to posts under the service of the Board shall not be eligible for appointment if he has applied without the consent of the head of the office or department of the State or Central Government or other employer, as the case may be, under whom he is employed.

**Note:** The consent of the Government concerned or other employer may be presumed if the appointing authority is satisfied from the endorsement of the forwarding officer or otherwise that the application has been made in accordance with the rules made by the Government concerned or other employer.

No employee shall except by endorsement on a written application submitted by a candidate officially through him recommend to any selecting, appointing or promoting authority, or to any individual who is a member of any such authority, of its staff, any candidate for any post in the service of the Board.

(2) An employee in the service of the Board applying for a post or for transfer to a post in another office or establishment of the board or for appointment under any State Government or the Government of India or other employer, shall submit his application through the authority competent to appoint him to the post which he holds at the time of making the application. Such authority shall decide whether the employee shall be permitted to apply. In the case of an application for outside appointment the appointing authority shall decide whether the application may be forwarded or not and send the case to the Board for orders, with its recommendation. In making a recommendation in this regard, the fact that the applicant has been given special training wholly or partly at the cost of the Board shall also be taken into consideration. Ordinarily, applications may be forwarded unless it is considered that by so doing the interests of Board's service are likely to suffer.

**27. Strikes:** No employee shall engage himself in strike or in incitements thereto or in similar activities.

**Explanation: 1.** For the purposes of this regulation the expression similar activities shall be deemed to include the absence from work or neglect of duties without permission and with the object of compelling something to be done by his superior officers or the Board or any demonstrative fast usually called. "Hunger strike" for similar purposes.

**Explanation: 2.** No employee shall engage himself or participate in any activity which is anti-secular or which tends to create disharmony in society or in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of the State, friendly relations with foreign states, public order decency or morality, or which involves contempt of court, defamation or incitement to an offence.

**Explanation:** The regulation does not cover strikes that conform to the provisions of the Industrial Disputes Act.

**27-A. Obtaining of No Objection Certificate before applying for passport or undertaking any foreign trips:-**

No Board employee shall, except after obtaining 'No Objection Certificate' from the Board, apply for **grant** or **renewal** of passport or undertake trip to foreign country. While applying for such No Objection Certificate, information regarding the purpose of the visit, the duration of stay, and the names of countries proposed to be visited shall be furnished.

"Provided that no such information shall be required for the grant of No Objection Certificate to obtain passport to seek employment abroad. He shall not, however, leave India without the prior permission of the Board".

**28. Interpretation:** If any question arises relating to the interpretation of these regulations, it shall be referred to the Board, whose decision thereon shall be final.

**29. Saving:** Nothing in these regulations shall be deemed to derogate from the provisions of any law, or of any order of any competent authority, for the time being in force, relating to the conduct of employee of the Board.

**30.** In respect of matters in these regulations for which there is provision also in the Standing Orders for the employees of the Board framed under the Industrial Employment (Standing Orders) Act, 1946, the provisions in the Standing Orders shall prevail in regard to the employees governed by the Standing Orders.

**SCHEDULE - I****(See regulation 13(3))****Return of Assets and Liabilities held by Board employees on First Appointment**

1. Name of the employee in full (in block letters)

1.(a) Date of Birth

2. Service to which belongs

3. Total length of Service upto date

(i) in Class I and II

(ii) in Class III and IV

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 January, ..... (year).

6. Declaration:

I hereby declare that the return enclosed namely Forms I to V are true, complete 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 sub-regulation (3) of Regulation 13 of Tamil Nadu Electricity Board Employees Conduct Regulations:

Date:

**SIGNATURE**

Note: 1. This return shall contain particulars of all assets and liabilities of the employee of T.N.E.B. either in his own name or in the name of any other person.

Note: 2. If an employee 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.I 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 - I**

Statement of immovable property held by Board Employees on first appointment  
(e.g. Lands, House, Shops, other buildings, etc.)

| (1)    | (2)                     | (3)                                                                                              | (4)                                          | (5)                                         | (6)                | (7)                                                                                             | (8)                 | (9)                                                                                                                                                                                                                                                   | (10)                                     | (11)             | (12)               | (13)                                                 | (14)                                   | (15)    |
|--------|-------------------------|--------------------------------------------------------------------------------------------------|----------------------------------------------|---------------------------------------------|--------------------|-------------------------------------------------------------------------------------------------|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|------------------|--------------------|------------------------------------------------------|----------------------------------------|---------|
| SI.No. | Description of property | Precise Location (name of District, Division, Taluk, Village in which the property is situated.) | Area of land (in case of land and buildings) | Nature of land (in case of landed property) | Extent of interest | If not in own name, state in whose name held and his/her relationship, if any, to the employee. | 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 employee if any with the person/persons concerned (Please see Note 1 below) | Value of the property (see Note 2 below) | Source of income | Details of payment | Particulars of sanction of prescribed authority any. | Total annual income from the property. | Remarks |

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 receiving a yearly rent. Where however, the lease of immovable property is obtained from a person having official dealings with the employee, such a lease should be shown in this column irrespective of the term of the lease whether it is short term or long term and the periodicity of the payment of rent.

Note : 2. In column 10 should be shown-

- Where the property has been acquired by purchase, mortgage or lease, the price or premium paid for such acquisition.
- Where it has been acquired by lease, the total annual rent thereof also and
- Where the acquisition is by inheritance, gift or exchange, the approximate value of the property so acquired.

**C.R. - 3**

**FORM - II****State of liquid Assets held by Board Employees**

1. Cash and Bank Balance exceeding three months emoluments
2. Deposits, Loans, 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 & address of persons in whose name held and his/her relation ship with the Board Employee | Source of income | Details of payment | Annual income derived | R<br>E<br>M<br>A<br>R<br>K<br>S |
|---------|-------------|-----------------------------------------|--------|--------------------------------------------------------------------------------------------------------------------|------------------|--------------------|-----------------------|---------------------------------|
| (1)     | (2)         | (3)                                     | (4)    | (5)                                                                                                                | (6)              | (7)                | (8)                   | (9)                             |

Date:

**SIGNATURE**

Note : 1. In Column 9 particulars regarding sanctions obtained or report made in respect of the various transactions may be given.

Note : 2. The term emolument means the pay and allowance received by the Board employee.

## FORM - III

## Statement of movable property held by Board Employees

| Sl. No. | Description of Items | Price or value at the time of acquisition and/ or the total payment made upto the date of return as the case may be in case of articles purchased on hire purchase in instalment basis. | If not in own name, name and address of the person in whose name and his / her relationship with the Board employee. | How acquired with approximate date of acquisition | Source of income | *Details of payment | R<br>E<br>M<br>A<br>R<br>K<br>S |
|---------|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|------------------|---------------------|---------------------------------|
| (1)     | (2)                  | (3)                                                                                                                                                                                     | (4)                                                                                                                  | (5)                                               | (6)              | (7)                 | (8)                             |

Date:

SIGNATURE:

Note : 1. In this Form, information may be given regarding items like (a) Jewellery 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) Scooters/Motor Cycles; (iii) Refrigerators, Airconditioner (iv) Radios/Radiograms/Television sets and any other articles, the value 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, boxes, crockery, etc. added together as lumpsum.

Note : 2. In Column 5, may be indicated whether the property was acquired by purchase, inheritance, gift or otherwise.

Note : 3. In Column 8, particulars regarding sanction obtained or report made in respect of various transactions may be given.



## FORM - IV

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

| INSURANCE POLICIES |               |     |                               |     |                           |     | PROVIDENT FUNDS              |     |                          |     |                  |     |                    |     |                                                |     |                                                                                                         |      |                                 |      |       |      |                                                                                                                                                      |
|--------------------|---------------|-----|-------------------------------|-----|---------------------------|-----|------------------------------|-----|--------------------------|-----|------------------|-----|--------------------|-----|------------------------------------------------|-----|---------------------------------------------------------------------------------------------------------|------|---------------------------------|------|-------|------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| (1)                | Serial Number | (2) | Policy No. and date of Policy | (3) | Name of Insurance Company | (4) | Sum insured/date of maturity | (5) | Amount of annual premium | (6) | Source of Income | (7) | Details of payment | (8) | Type of Provident Fund/GPF/<br>CPF Account No. | (9) | Closing balance as last reported<br>by the Audit/Accounts<br>Officer along with date of such<br>balance | (10) | Contributions made subsequently | (11) | Total | (12) | Remarks (if there is dispute regarding<br>closing balance, the figures according<br>to the Board employee should also be<br>mentioned in the column) |

Date:

SIGNATURE:

**FORM - V****Statement of Debts & other Liabilities of the Board Employees**

| Sl. No. | Amount | Name and Address of Creditor | Date of incurring Liability | Details of Transaction | Source of income | Details of payment | R<br>E<br>M<br><br>A<br><br>R<br><br>K<br><br>S |
|---------|--------|------------------------------|-----------------------------|------------------------|------------------|--------------------|-------------------------------------------------|
| (1)     | (2)    | (3)                          | (4)                         | (5)                    | (6)              | (7)                | (8)                                             |

Date:

Signature:

Note:1. Individual items of loans not exceeding three months emoluments or Rs.1000/-whichever is less need not be included.

Note:2. In column (8) information regarding permission, if any obtained from or report made to the competent authority may also be given.

Note:3. The term "emoluments" means Pay and allowance received by the Board employee.

Note:4. The statement should also include various loans and advances availed by Board employee like advance for purchase of conveyance, H.B.A. etc. (Other than advance of pay and travelling allowance) advance from G.P.F. and loans of Life Insurance Policies and fixed deposits.

**FORM - VI**

Form of application to report/seek permission of the prescribed authority 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. Bricks (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:

1. The construction will be supervised by myself. The Construction will be done by .....

I do not have any official dealings with the Contractor, nor did I have any official dealing with him in the past. I have/had official dealings with the Contractor and the nature of any dealings with him is/was as under:

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

Amount

- i. Own Savings
- ii. Loans/Advances with full details
- iii. Other sources with details

Yours faithfully,

Strike out portions not applicable

\*Enter the name and place of business of the contractor.

## FORM - VI - A

FORM OF APPLICATION FOR PERMISSION FOR  
ACQUISITION OF HOUSE

To

Sir,

This is to report to you that I propose to acquire a ready built house at ..... This is to request that the permission may be granted to me for the acquisition of the house. The particulars of the house to be acquired and its estimated cost are given below :

- |                                               |   |                                                           |
|-----------------------------------------------|---|-----------------------------------------------------------|
| 1. Location of the house                      | : | (Plot No. Survey No., Village, Taluk, District and State) |
| 2. Area                                       | : |                                                           |
| 3. Name of the Seller                         | : |                                                           |
| 4. Address and occupation of the Seller       | : |                                                           |
| 5. Cost of the house                          | : |                                                           |
| 6. The cost of the house will be met as under |   | Amount                                                    |
| i) Personal savings                           |   |                                                           |
| ii) Loans/Advances with full details          |   |                                                           |
| iii) Other sources with full details          |   |                                                           |

VALUATION REPORT

I/we hereby certify that I/we have valued house ..... of the ..... to be purchased by Thiru/Thirumathi/Selvi ..... and I/we give below the value at which we estimate the cost of the house under the following headings:-

| <u>Heading</u>                                                              | <u>Cost</u>                             |
|-----------------------------------------------------------------------------|-----------------------------------------|
| 1. Approximate value of Plot                                                |                                         |
| 2. Area and approximate value of building                                   |                                         |
| 3. Approximate value of Electrical, Sanitary and other fitting and fixtures |                                         |
| Total cost of the building                                                  |                                         |
| Date:                                                                       | Signature of the<br>Valuation authority |

**FORM - VII**

Form of report to the Board after completion of the building  
of a house/addition to the house.

Sir,

In my Lr.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/the addition to the house  
has since been completed and I enclose a Valuation Report duly certified by a firm of Civil  
Engrs. or a Civil Engr. of repute.

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

|                                      | <u>Amount</u> |
|--------------------------------------|---------------|
| i. Own savings                       |               |
| ii. Loans and Advances with details. |               |

Note: Variations, if any, between the figures given above and the figures given in Form  
VI may be explained suitably.

Dated:

Yours faithfully,

( )

## VALUATION REPORT

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

| Heading                      | Cost |
|------------------------------|------|
| 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 buildings

(Signature of the valuation authority)

Date:

@ Here enter details of House

\$ Here enter name, etc. of the Board Employee.

**SCHEDULE - II**

(See Sub-regulation (9) of regulation 13)

Register of immovable property and interests in immovable property held by  
Board employee

| Particulars of Property                     |                                                                         |                          |                                                  |                    |        |            |                          |                                 |
|---------------------------------------------|-------------------------------------------------------------------------|--------------------------|--------------------------------------------------|--------------------|--------|------------|--------------------------|---------------------------------|
| (1)                                         | (2)                                                                     | (3)                      | (4)                                              | (5-a)              | (5-b)  | (5-c)      | (5-d)                    | (6)                             |
| Name of Board employee                      | Date of entertainment in Board                                          | Office in which employed | District and division in which property situated | Nature of property | Extent | Assessment | In whose name registered | When acquired, in herited, etc. |
| (7)                                         | (8)                                                                     | (9)                      |                                                  |                    |        |            |                          |                                 |
| By what means and for what purpose acquired | Nature of interest possessed by the officer concerned in such property. | Remarks                  |                                                  |                    |        |            |                          |                                 |

Date :

SIGNATURE



**SCHEDULE - III**

Form - I

{(See Regulation 13 (1) (a))}

**Form for giving prior intimation or seeking previous sanction under Regulation 13 (1) (a) of the Tamil Nadu Electricity Board Employees' conduct Regulations for transaction in respect of immovable property.**

1. Name and Designation of the Board Employee :
2. Scale of pay and present pay :
3. Purpose of application (sanction for transaction/prior intimation of transaction) :
4. Whether property is being acquired or disposed of :
5. Probable date of acquisition/disposal of property :
6. Mode of acquisition/disposal :
7. (a) Full details about location viz., Municipal No., Street/Village, Taluk, District and State in which situated.
- (b) Description of the property, in the case of cultivable land (dry or irrigated land)
- (c) Whether freehold or leasehold
- (d) Whether the applicant's interest in the property is in full or part (in case of such interest must be indicated)
- (e) In case the transaction not exclusively in the name of the Board employee, particulars of ownership and share of each member.
8. Sale/Purchase price of the property, (Market value in the case of gifts) :
9. In cases of acquisition, source or sources from which financed / proposed to be financed :
  - (a) Personal savings
  - (b) Other sources giving details
10. 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) :
11. (a) Name & address of the party with whom transaction is proposed to be made :
- (b) Is the party related to the applicant? If so, state the relationship.
- (c) 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?
- (d) How was the transaction arranged? (Whether through any statutory body or a private agency through advertisement or through friends and relatives. Full particulars to be given).
12. In the case of acquisition by gifts, whether sanction is also required under Regulation 9 of the Tamil Nadu Electricity Board employees' Conduct Regulations. :
13. 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 11 above.

OR

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

Station :  
Date :

Signature :  
Designation :

---

**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 atleast 30 days before the proposal date of the transaction.

**SCHEDULE - III****Form - II**

[See Regulation 13 (2)]

**Form for giving intimation or seeking previous sanction under Regulation 13 (2) of the Tamilnadu Electricity Board Employees Conduct Regulations for transaction in respect of movable property.**

1. Name and Designation of the Board Employee :
2. Scale of pay and present pay :
3. Purpose of application (sanction for transaction / Intimation of transaction) :
4. Whether property is being acquired or disposed of. :
5. (a) Probable date of acquisition or disposal of property :  
(b) If the Property is already acquired/disposed of Actual date of transaction :
6. (a) Description of the property (e.g. Car/Scooter/ Motor Cycle Refrigerator/Colour Television Video Cassette Recorder/Jewellery/Loans/ Insurance Policies etc. :  
(b) Make, Model (and also registration No. in case of Vehicles), where necessary :
7. Mode of acquisition/disposal (purchase sale, gift, mortgage, lease or otherwise) :
8. Sale/Purchase price of the property (Market value in the case of gifts) :
9. In case of acquisition, source or sources which financed/proposed to be financed :  
(a) Personal Savings :  
(b) Other sources giving details :
10. 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). :
11. (a) Name and address of the party with whom transaction is proposed to be made/has been made. :  
(b) Is the party related to the applicant? If so, state the relationship. :  
(c) 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 in the near future. :  
(d) How was the transaction dealings with the party. :  
(e) 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.

**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 11 above.

OR

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

Station :  
Date :

Signature :  
Designation :

---

**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 atleast 30 days before the proposal date of the transaction.

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