

**PART- I**  
**TAMIL NADU POLICE HOUSING**  
**CORPORATION LIMITED**  
***SERVICE REGULATIONS***  
***2012***

# Service Regulations 2012

## Contents

### Preliminary - Part -I

<b>Rule</b>	<b>Chapter I</b>	<b>Page No</b>
1	Short title and commencement	01
2	Extent and applicability	01
3	Definitions	02
<b>Chapter II</b>		
4	Application of other Regulations	06
5	Delegation of powers	07

### General Rules - Part II

#### Chapter III

1	Knowledge of Tamil	10
2	Date of birth	11
3	i) Recruitment	12
	Furnishing of Security	
4	Production of certificates	13
5	Reservation	13
6	Seniority	14
7	Probation	15
8	Extension of probation	15
9	Completion or termination of probation	16
10	Appeal against extension of probation	17
11	Preparation of Panel for Promotion	17
12	Resignation	19
13	Termination	20
14	Retirement	22
15	Compulsory / Voluntary retirement	22
16	Foreign service	23

<b>Rule</b>	<b>Chapter III</b>	<b>Page No</b>
17	Absorption in other Corporation / Board	26
18	Working hours, Holidays and Leave	27
19	Fixation of pay Sanction of increment	28
20	Joining time and Joining time pay	28
21	Leave Rules	28
22	Travelling allowance rules and LTC.	28
23	Saving clause	30
24	Interpretation	30
25	Powers to amend, add or to delete	30
<b>Part -III</b>		
01	Special Rules	31

**Annexure**

# **Tamil Nadu Police Housing Corporation Limited**

## **Service Regulations 2012**

### **Preliminary - Part I**

#### **Preamble:**

Whereas it is necessary and expedient to define and lay down terms and conditions of employment and services of the employees of the Tamil Nadu Police Housing Corporation Limited and to provide for their functions, duties, responsibilities, conduct, discipline, remuneration and other general benefits, the Boards of Directors of the said Corporation do hereby frame and adopt the following regulations.

#### **Chapter I**

#### **Short title and Commencement:**

1. a) These Regulations may be called the Tamil Nadu Police Housing Corporation Limited Service Regulations, 2012.
- b) These Regulations shall come into force from the date of its approval by the Board,  
Viz 31.01.2013

#### **2. Extent and applicability:**

These regulations shall apply to the holders of all the posts under the Tamil Nadu Police Housing Corporation Limited (Other than those employed occasionally or subject to discharge without notice) except to the extent otherwise expressly provided in any condition or appointment or deputation or contract.

Provided that nothing contained in these regulations shall, unless a contrary intention is expressly indicated therein, operate to deprive any such holder of a post of any right or privilege to which he is or was entitled by or under any regulation or order applicable to him on the 13<sup>th</sup> day of April 1981, including the right in the case of a deputationist to exercise an option to get absorbed in the Corporation's service in the same category or post which he was holding on that date.

The Corporation may, with the previous sanction of the Government, exempt wholly or in part from the operation of these regulations the holder of any post.

**Definitions:**

In these Regulations, unless there is anything repugnant in the subject or context:

- (a) "**Act**" means The Company Act, 1956.
- (b) "**Appointing authority**" means the authority empowered to make appointments as per Annexure-I of these Regulations, in respect of the post in the Corporation.
- (c) "**BOARD**" means the Board of Directors of the Corporation.
- (d) "**Corporation**" means Tamil Nadu Police Housing Corporation Limited and shall include all Divisions of the Corporation.
- (e) "**Cadre Strength**" means the cadre strength of each service, class or category included in different services shall be fixed by the Corporation from time to time, but not more than once in a calendar year.
- (f) "**Category**" means a division of post classified on the basis of their particular scale of pay.
- (g) "**Compensatory allowance**" means an allowance granted to meet personal expenditure necessitated by the special circumstances in which official duty is performed.
- (h) "**Competent authority**" means the authority to whom such powers have been delegated by the Board.
- (i) "**Chairman and Managing Director**" means the Chairman & Managing Director of the Corporation appointed by the Government of Tamil Nadu in terms of Articles of Association of Tamil Nadu Police Housing Corporation Limited and includes any

person, for the time being discharging the functions of the Chairman & Managing Director.

The term would also include any person appointed to officiate to the post for such time during the vacancy of a regular Managing Director/Chairman & Managing Director irrespective of whether such person is appointed to hold additional charge and whether remuneration is paid to him or not by the Corporation.

**Explanation:** The Chairman and Managing Director for the purpose of this Clause would be any person who has been notified as Chairman and Managing Director with Registrar of Companies under the Companies Act based on the Government Rules appointing such person.

- (j) "**Duty**" - A person is said to be on duty as member of the Corporation's service:-
- a. When he is performing the duties of a post borne on the cadre of such service or undergoing the probation; instruction or training prescribed by the Corporation for such service. (or)
  - b. when he is on joining time. (or)
  - c. when he is absent from duty on authorized holidays or on Casual Leave availed in accordance with the instructions regulating such leave issued by the Corporation, having been on duty immediately before and immediately after such absence; (or)
  - d. when he has to wait compulsorily for orders of posting on return from leave. (or)
  - e. when he is undergoing any course of study or instruction for which he is deputed by the Corporation.
- (k) "**Employee**" a person who has been appointed to that service of the Corporation either directly recruited or absorbed in the service of the

Corporation from the Government departments or other Government Undertakings. He may be a probationer, an approved probationer or full member in the Corporation.

- (l) "**Full member**" means a member of that service who has been appointed substantively to a permanent post borne on the cadre thereof;
- (m) "**Government**" means the Government of Tamil Nadu.
- (n) "**Grade**" means level of rank in a group.
- (o) "**Leave salary**" means the pay last drawn immediately prior to going on leave inclusive of personal pay and any other emoluments classified as pay.
- (p) "**Probationer**" means an employee who has been appointed to a post with rights of probation but who has not completed his probation.
- (q) "**Promotion**" means the appointment of a member of any category or grade to a higher category or grade.
- (r) "**Pay**" means the amount drawn monthly by an employee as pay other than Special Pay which raises by periodical increments from a minimum to a maximum.
- (s) "**Permanent employee**" means an employee who has been declared to have been satisfactorily completed the prescribed period of probation in any category of the post in the Corporation and there after appointed substantively to a Permanent Post on the cadre thereof.
- (t) "**Regular employee**" means an employee who has been appointed regularly on time scale of pay in accordance with the provision of these Regulations and who has satisfactorily completed probation.

- (u) **"Service Regulations", or "Service Rules"** means Tamil Nadu Police Housing Corporation Limited Service Regulations 2012.
- (v) **"Temporary employee"** means an employee other than a permanent employee who has been appointed temporarily or a person who has been appointed purely on emergency basis or on contract basis for a specified period.
- (w) **"The Management"** means includes the Chairman and Managing Director when the same person holds the post of Chairman as well as the M.D. or any other officer of the Corporation when authorised by any law for the time being in force, or the Articles of Association or by any Regulation and regulations of the Corporation or by the Board of Directors.
- (x) **"Service"** means service in Tamil Nadu Police Housing Corporation Limited.
- (y) **"BC, BC (M), MBC/SC/SC (A)/ST"** means the communities notified as such by the Tamil Nadu State & Sub-Ordinate Service Rules Government from time to time.
- (z) **"Year"** means financial year beginning with the first day of April and ending with 31<sup>st</sup> day of March.

**NOTE:**

- a) The word imparting masculine gender shall also include the feminine gender and vice versa.
- b) The word imparting singular number shall also include plural numbers and vice versa.



## CHAPTER-II

### 3. APPLICATION OF OTHER REGULATIONS:

- a) In matters in respect of which no provision exists in this service regulations, the Fundamental Regulations, Tamil Nadu Leave Regulations, Tamil Nadu Subordinate Service Regulations and any other Regulations and the subsidiary Regulations thereto in regard to service conditions applicable to Government servants under the Regulation making powers of the Government of Tamil Nadu *as* also the instructions and ruling there under shall apply to the employees of the Corporation, subject to the modification, that the powers assigned to the Government under the Fundamental Regulation shall be exercised by the Board and that the powers assigned to the Head of the Department in the said Regulations shall be exercised by the Managing Director/Chairman.
- b) Similarly, the provisions contained in the Manual of Special pay and Allowances of the Government of Tamil Nadu shall apply to the employee of the Corporation subject to any modification that may be made by the Board in respect of any category of posts.
- c) ***Relation to the Special Regulations:-*** If any provision in the General Regulations contained in this part is repugnant to a provision in the Special Regulations applicable to any particular Post / Category contained in Part III. The letter shall in respect of that Post / Category prevail over the provision in the General Regulation in this Post.

## **5. Delegation of Powers: -**

- a) The Board may delegate any of its powers under these Regulations to the Managing Director or any officer under it. The Managing Director in turn can sub delegate powers to other officers. All powers which can be exercised by a competent authority specified under these Regulations shall also be exercised by the higher authority in special circumstances after recording the reasons for such action.

### **CHAPTER III**

#### **Category I**

- (1) General Manager (Fin. & Admin) – Cum -  
Company Secretary
- (2) Manager (Fin.)
- (3) Manager (L&R)
- (4) Deputy Manager  
(Accounts & Administration)

#### **Category II**

#### **TNPBCL Sub-ordinate Service**

1. Assistant Manager (Admin.)
2. Assistant Manager (Accounts)
3. System Analyst
4. Divisional Accountant
5. Superintendent
6. Commercial Accountant

### **Category III**

#### **TNPHCL Ministerial service**

1. Accounts Assistant
2. Junior Accounts Assistant
3. Assistant
4. Revenue Inspector
5. Junior Assistant
6. Stenographer Gr-I
7. Stenographer Gr-II
8. Stenographer Gr-III
9. Typist
10. Record Clerk
11. Driver
12. Electrician

### **Category IV**

#### **TNPHCL Basic Service**

1. Office Assistant
2. Xerox operator
3. Plumber
4. Pump Operator
5. Gardener
6. Watchman
7. Sweeper

## **Category V**

### **TNPCL Technical Service**

1. Chief Engineer
2. Superintending Engineer
3. Executive Engineer
4. Architect
5. Assistant Executive Engineer
6. Head Draughting Officer
7. Assistant Architect

## **Category VI**

### **TNPCL Technical Subordinate Service**

1. Assistant Engineer/Junior Engineer
2. Junior Architect.
3. Special Grade Draughting Officer
4. Senior Draughting officer
5. Draughting officer
6. Junior Draughting officer
7. Head Surveyor
8. Surveyor
9. Technical Assistant
10. Assistant Draughtsman
11. Blue print operator

## **General Regulations – Part II**

1. All the employees shall possess an adequate knowledge of TAMIL. ***No person shall be eligible for appointment to any post by direct recruitment unless he has adequate knowledge of TAMIL.***

***Explanation: -***

- (i) in the case of a post for which the educational qualification prescribed is the minimum general educational qualification and above, he has passed the S.S.L.C. Public Examination with Tamil as one of the language or studied the High School course in Tamil Medium or passed the Second Class Language Test in Tamil conducted by the Tamil Nadu Public Service Commission;
  - (ii) in the case of a post for which the educational qualification prescribed is VIII Standard and above but below S.S.L.C. he has studied in Tamil Medium these standards or passed the language test in Tamil referred to in rule 12 (B) (i) in Part II of the Tamil Nadu State and Subordinate Service Rules, and
  - (iii) in the case of a post for which the educational qualification prescribed is below VIII Standard, he has studied in Tamil Medium these standards or passed the oral test in Tamil referred to by the Tamil Nadu Public Service Commission.
- (2) Every candidate is as referred to in the proviso to clause (1) shall, if selected for appointment, pass the Second Class Language Test in Tamil conducted by the Tamil Nadu Public Service Commission within the period of his probation and notwithstanding anything contained in regulation 14, the period of his probation may be extended to four years from the date of appointment in

order to enable him to pass the Second Class Language. Test in Tamil. Such person shall, notwithstanding anything contained in the Fundamental Rules, be granted increments if, but for his failure to pass the said Language Test, he would have been declared to have satisfactorily completed his probation. If he fails to pass the said Language Test within the said period of four years, he shall be discharged from service

(3) The syllabus for the Second Class Language Test in Tamil referred to in this regulation shall be specified as below:

(i) A Language Test of the Standard for VIII Standard shall be prescribed for those whose educational qualification is VIII Standard and above but below S.S.L.C. and for those who do not possess an adequate knowledge of the official language of the State of Tamil Nadu as specified below:-

<i>Item of Syllabus</i>	<i>Maximum marks prescribed</i>	<i>Minimum Marks to be obtained</i>	<i>Aggregate marks for a pass</i>	<i>Duration of test</i>
(1)	(2)	(3)	(4)	(5)
<b>Part I</b> Dictation of half a page typed matter	60	24	50	10 minutes
<b>Part II:-</b> Reading	40	16		

(ii) An oral test of the standard for IV Standard shall be prescribed for those, whose educational qualification is below VIII Standard and for those who do not possess an adequate knowledge of Tamil to find out whether a person is able to converse freely and fluently in Tamil.

*The above tests shall be conducted by the appointing authorities.*

## **2. Date of Birth: -**

The Date of Birth of a candidate in the H.S.S.L.C./S.S.L.C. or Matriculation Certificate issued by recognized schools shall be taken as an authentic for

purpose of appointment. The date of birth accepted at the time of initial appointment shall be final.

### **3. Recruitment-**

- a. All first appointment to a Service shall be made by the appointing authority from a list of approved candidates.
- b. For all vacancies other than those proposed to be filled up by promotion among the existing employees or by deputation of personnel from Government or other agencies and the dependents of the deceased employees or retrenched Government employees as notified by Government from time to time, the appointing authority shall notify all vacancies of posts to be filled up by direct recruitment including such vacancies likely to arise in the next six months to the local Employment Exchanges as provided for in the Employment Exchange (Compulsory Notification of Vacancies) Act, 1959 (Central Act 31 of 1959), and the rules made there under and shall select the candidate only from among the suitable candidates sponsored by the local Employment Exchange.
- c. If the local Employment Exchange is unable to sponsor the required number of eligible candidates and gives a certificate to that effect, the appointing authority shall advertise the remaining vacancies in at least one English daily newspaper and at least two Tamil daily newspapers having a wide circulation in Tamil Nadu and select such candidates from among the eligible candidates who apply in response to such advertisement.
- d. The approved list of candidates for direct recruitment shall not ordinarily be valid for more than six months from the date on which it is drawn up.
- e. Where the name of a candidate has been included in the list of approved

candidates for more than one class, category or service, the appointing authority who proposes to appoint such candidate shall require him to select one category or service to which he opts. On such selection the name of the candidate shall be removed from the list of approved candidates for the remaining class, category or service.

- f. The option once exercised shall be final.
- g. The Selection of candidates shall be made by the Selection Committee constituted by the Chairman and Managing Director from time to time.

***Furnishing of security:***

Any person appointed to the categories for which security is considered necessary, shall furnish the prescribed security or in any other manner prescribed by the Board from time to time. The Managing Director may permit any part of the security to be collected from the pay of the individual in installments.

**4. Production of Certificates:**

All persons selected for appointment

- a) Shall produce a Certificate of Medical Fitness and
- b) Shall satisfy the appointment authority with regard to his character and antecedents by producing appropriate Certificate

**5. Reservation:-**

- i. Where the Regulation lay down that the principles of reservation of appointments including communal rotation shall apply to any service, class or category, appointments shall be made in the order of communal rotation as specified by the Government from time to time. The reservation in regard to physically handicapped persons, Women, Ex-servicemen, Scheduled Caste, Schedule caste (Arunthathiyar), Scheduled Tribes, Backward class, Backward



Class (Muslim) and Most Backward class shall also apply to any service, class or category as specified by the Government from time to time.

- ii. A minimum of 30% of all vacancies which are to be filled through direct recruitment shall be set apart for women candidates. In respect of the posts to which the rule of reservation applies, 30% shall be set apart for women candidates following the existing reservation for SC, ST, BC etc., of general turn.
- iii. ***Appointment of Women:*** - Women alone shall be appointed to post in any institution or establishment specially provided for them; provided that men may be appointed, if suitable and qualified women are not available for such appointment. Regarding reservation for women employees the regulations applicable for State Government Employees will be adopted.
- iv. Promotion will be considered based on Merit and Seniority.

#### **6. Seniority:-**

- (a) The seniority of a person in a service, class or category or grade shall unless he has been reduced to a lower rank as a punishment, be determined by the ranking assigned by the appointing authority on the date from which his services were regularized. The seniority shall be maintained irrespective of the actual date of joining duty. The date of commencement of probation shall be the date on which irrespective of seniority, he is placed on probation.
- (b) The transfer of a person from one category to another category of posts carrying the same scale of pay, shall not be treated as first appointment for the purpose of seniority. The seniority of a person so transferred shall be determined with reference to his ranking in the category of posts from

which he was transferred. Where any doubt of difficulty arises in applying this clause seniority shall be determined by the appointing authority.

- (c) When a person is reduced in rank to a post in a lower class of category, he shall be placed at the top of the latter, unless the authority ordering such reduction, directs that he shall take rank in the lower category next below any specified member thereof.

### **7. Probation:-**

Every person appointed by direct recruitment to a service shall undergo the period of probation of two years, within a continuous period of three years. The person appointed to a service shall be eligible to count for probation in that service, his services if any, either temporary or on probation, rendered subsequently in any other category, the duties of which involves responsibilities of equal or greater magnitude than those attached to the former category for the period during which he would have continued to hold a post in the former category but for his appointment to the latter category.

### **8. Extension of probation:-**

- a) The appointing authority may extend the period of probation of any probationer either,
1. To enable the probationer to acquire the special qualification or to pass the prescribed tests or
  2. To enable the appointing authority to appraise his service and to decide whether the probationer is suitable for regular appointment or not.
- b) The order extending the probation will be issued within the prescribed period of probation.

- c) The extended period of probation shall unless further extended by the Chairman and Managing Director, terminate, at the latest, when the probationer has after the expiry of the period of probation prescribed for the post in which he is on probation, completed one year on duty in the post. In case where the probation of a probationer is extended, a condition shall, unless there are special reasons to the contrary, be attached to the order of probation that the probationer's increment shall be stopped until he is declared to have satisfactorily completed his probation. Such stoppage of increments shall not be treated as a penalty but only as a condition of extension of probation and shall not have the effect of postponing future increments after he has passed the prescribed tests or after he is declared to have satisfactorily completed his probation.

**9. Completion or Termination of Probation: -**

- a) At the end of the prescribed period or extended period of probation, as the case be, the appointing authority shall consider the probationer's suitability for regular appointment in the post in which he is a probationer.
- b) If the appointing authority decides that a probationer is suitable for such appointment, he shall issue an order *as soon as* the period of probation is over, declaring the probationer to have satisfactorily completed his probation.
- c) If within the prescribed period of probation or extended period of probation, the appointing authority decides that a probationer is not suitable for regular appointment or has not acquired the special qualifications prescribed, he may at its discretion, by order terminate his probation, and discharge him from service.

- d) If no order of completion, extension or termination is issued within six months from the date of expiry of the prescribed or extended period of Probation, the probationer shall be deemed to have completed his probation. Formal orders shall issue thereafter.

**10. Appeal Against Extension of probation / Discharge:**

- a) A probationer whose probation is extended or who is discharged shall, within a period of two months from the date of the order, be entitled to appeal against such order passed by the competent authority, to the authority, to which an appeal would lie against an order of dismissal passed by the Competent Authority against a regular employee of the service, group or category, as the case may be.
- b) The authority competent to entertain an appeal under sub-clause (a) may either or otherwise revise any order extending the probation terminating the service of a probationer under rule 7 or 8 within two months from the date of the order.
- c) When an order terminating and discharging the services of a probationer is set aside under sub-clause (b) and the probationer is restored to duty, the period between the date of discharge and the date of such restoration may be treated as on duty except for period of probation. The period of probation undergone by such probationer at the time of his discharge shall, however, count towards his probation prescribed by the Regulation applicable to him.

**11. Preparation of Panel for Promotion:**

- I a) No member of a service or class of a service shall be eligible for promotion from the category in which he was appointed to the service unless he is satisfactorily completed his probation in that category.

- b) Promotions in a service or class to a selection category shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.
- c) All other promotions shall, be made in accordance with seniority unless the promotion of a member has been withheld as a penalty.

## **II Preparation of panel:-**

- i) A list of approved candidates for appointment by promotion by recruitment by transfer to all categories of posts shall be prepared annually against the estimated number of vacancies expected to arise during the course of a year.
- ii) The estimate of vacancies should be prepared as at 1<sup>st</sup> of September of each year taking into account the total number of permanent posts in a category, the number of temporary posts in existence for promotion over the anticipated sanction of new posts, during the panel year, the provision for leave reserve (5 percent cadre strength) and unexpected contingencies, vacancies caused due to retirement, promotion, etc., as the guidelines prescribed by Government.
- iii) The list of approved candidates, so prepared, shall be in force for a period of one year only from the date of approval by the competent authority and shall lapse at the end of the year.
- iv) The inclusion of a candidate's name in any list of approved candidates for any service or class or category in a service shall not confer on him any claim for appointment to the service, class or category.
- v) In case of pending enquiry including vigilance enquiry and in cases where specific charges have not been framed promotion and

appointment shall be considered on the basis of the performance of the office /PF/ Record sheet and the punishments if any previously imposed.

- vi) In case where specific charges have been framed (or) Charge sheet has been filed in criminal case. Promotion / Appointment shall be differed till the proceedings are cancelled. However they may be considered for promotion if they are exonerated or acquitted from the charges.

### **III. Temporary Promotion**

Where it is necessary in the public interest owing to an emergency which has arise to fill immediately a vacancy, the Appointing Authority may temporarily promote a person who possesses the qualifications prescribed for the post. Otherwise than in accordance with the Regulations.

### **IV. Promotion Committee:**

- i) A committee shall consider the names of individuals for promotion. The promotion committee shall be constituted by the Chairman & Managing Director.
- ii) In this connection, it is pointed out that, as per the orders of the Government in G.O. Ms. No. 656 Finance (BPE) Department dated 13.11.1993 for creating or upgrading post carrying a scale of pay of Rs. 15600 -39100 + GP 6600 and above and for promotion of officers, one level below Chairman and Managing Director prior approval of Government is required.

### **12.1 Resignation:-**

- a) No Employee of the Corporation shall be permitted to resign unless he gives three months prior notice or pay in lieu thereof and also settles all the dues to the Corporation. The resignation so rendered shall not be accepted if major charges are pending. An employee, if he resigns his posts, shall forfeit the entire service rendered by him, at the time of resignation.
- b) Competent authority at his discretion can waive such notice period in part or in full.
- c) The re-appointment of such person to any post shall be treated as a first appointment to such a post and all Regulations governing such appointment shall apply and on such re-appointment, he shall not be entitled to count any portion of his previous service for any benefits or concession admissible under any rule or order.

### **12.2 Forfeiture of service on resignation:-**

- a) Resignation from a service or post entails forfeiture of past service, Provided that a resignation shall not entail forfeiture of past service if it has been submitted to take up with proper permission, another appointment, whether temporary or permanent, under the Government where the service qualifies.
- b) Interruption in service in a case falling under the provision to sub rule, due to the two appointments being at different stations, not exceeding the joining time permissible under the rules of transfer, shall be covered by grant of leave of any kind due to the Government servant on the date of relief or by formal condonation to the extent to which the period is not covered by leave due to the Government servant. (Rule 23 in Tamil Nadu Pension Rules (Corrected 30.09.2008))

### **13.1. Termination:**

The Corporation shall terminate the services of

- a. A person appointed on probation before the expiry or at the end of the prescribed or extended period of probation if he is not acquired the requisite qualification or if his services are found not satisfactory.
- b. A person engaged under contract in accordance with terms of his contract or before the contract period of his services were found unsatisfactory.
- c. A person appointed otherwise than under contract to hold a temporary appointment on the expiration of the period of appointment or for want of vacancy. –
- d. Any employee not coming under sub rule (a) to (c) above, on giving 90 days' notice or 90 days' pay in lieu thereof.

#### ***Notwithstanding the provisions of rule 13, a servant of the Corporation:-***

- i. Who is already under suspension on a charge of misconduct or
- ii. In respect of whom an order of suspension has been issued and against whom an enquiry into charges of Criminal misconduct is pending or
- iii. In respect of whom an order of suspension has been issued and against whom an enquiry into allegations of criminal misconduct is pending.

Shall not be permitted to retire on his reaching the date of retirement but shall be retained in service until the enquiry into the charges of misconduct or criminal misconduct is concluded and a final order passed thereon by the competent authority or by any higher authority.

*(Rule F.R 56(1)(c)).*



**Explanation:**

For the purpose of this rule, the expression Criminal misconduct shall have the meaning as in Section 13 of the Prevention of Corruption Act 1988 (Central Act 48 of 1988).

**13.2. Forfeiture of service on dismissal or removal** – Dismissal or removal of an employee of the Corporation from a service or post entails forfeiture of this past service.

**13.3. Counting past service on reinstatement** - An employee of the Corporation who is dismissed, removed or compulsorily retired from service but is reinstated on appeal or review, is entitled to count his past service as qualifying service.

**13.4.** The period of interruption in service between the date of dismissal, removal or compulsory retirement, as the case may be and the date of reinstatement and the period of suspension if any, shall not count as qualifying service unless regularized as duty or leave by a specific order or the authority which passed the order of reinstatement.

**14. Retirement: -**

Every employee of the Corporation, other than the employees classified as Basic service appointed prior to the coming into force of these regulations, shall retire on attaining the age of 58 years. The employees classified under Basic Service appointed prior to the coming into force of these regulations shall retire on attaining the age of 60 years. The date of retirement of the employees shall take effect in the afternoon of the last day of the month in which he attains the above age (*Rule F.R 56(1)(a)*).

## **15. Compulsory / Voluntary Retirement: -**

- a) Notwithstanding anything contained in this rule, the appropriate authority shall if it is of the opinion that it is in public interest so to do, have the absolute right to retire any employee by giving him notice of not less than three months' in writing or three months' pay and allowance in lieu of such notice, after he has attained the age of 50 years or after he has completed 30 years of qualifying service in respect of person superior service and 55 years or 30 years of qualifying- service in respect of persons in Basic Service. (*Rule F.R 56(2) & (Rule F.R 56(3)(a) (b)*).
- b) A second review may be made when they attain the age of 55 years in respect of persons in superior service and 58 years in respect of persons in Basic Service appointed prior to coming into force of these regulations.
- c) Notwithstanding anything contained in sub Regulation (a) and (b) above, a review may be taken up at any time.
- d)** Any employee who has attained the age of 50 years or who has completed 20 years of qualifying service may likewise retire from service by giving notice of not less than three months in writing to the appropriate authority.

### **Explanation:(I)**

"Appropriate authority" means the authority who has the power to make appointment to the posts or service from which the employee is required to retire or wants to retire.

### **Explanation: (II)**

For the purpose of this Rule, the three months' notice may be given before the employee attains the age of 50 years provided that the retirement takes place after he has attained that age.

## **16. Foreign Service:-**

The Board may depute employee/employees to Foreign Service.

- a. All the terms and conditions of an employee's transfer on Foreign Service must be settled well in advance in consultation with the foreign employer and communicated to the foreign employer and the employee concerned before the employee is relieved to take up the Foreign Service.
- b. An employee of this Corporation on deputation to any other State Public Sector Undertaking/Corporation/Board may be allowed to be permanently absorbed in the said Corporation/Board while deciding the extension of deputation on Foreign Service for more than three years subject to the following terms and conditions.

In any case, the period of Foreign Service shall not extend beyond the date of retirement of the employee. In the event of terms and conditions of the deputation on Foreign Service not being fulfilled, it is left to the company to terminate the arrangement on transfer of an employee to Foreign Service and the employee should abide by such directions as the company would give in this behalf.

- c. The competent authority may transfer an employee to Foreign Service with his consent subject to the following terms and conditions:
  1. While on Foreign Service, the deputationist will be allowed their grade pay admissible to them not lower than the pay of Tamil Nadu Police Housing Corporation Limited.
  2. They will be paid Dearness Allowance and other allowance at the rate not lower than admissible under Tamil Nadu Police Housing Corporation Limited.

3. The rights of the Officers/Staff in Tamil Nadu Police Housing Corporation will be protected.
4. The foreign employer should be prepared to relieve the Officer/Staff as and when their services are required by Tamil Nadu Police Housing Corporation Limited.
5. The concurrence of Tamil Nadu Police Housing Corporation Ltd. would be necessary for imposing any penalty against Officer/Staff for the lapse committed while in the Foreign Service.
6. The service rendered in Tamil Nadu Police Housing Corporation Limited and in the Foreign Service in the same post will be taken into account for sanction of increment.
7. They will continue to earn leave at the rate admissible to them in Tamil Nadu Police Housing Corporation Limited. No leave salary contribution shall be paid by Tamil Nadu Police Housing Corporation Ltd. The leave salary for any period of leave taken while on Foreign Service shall be paid by the foreign employer.
8. If the medical concession prevalent under the foreign employer is less attractive than the concession in the Tamil Nadu Police Housing Corporation Limited, they shall have the option to avail themselves of the benefits available under the Tamil Nadu Police Housing Corporation Regulation. The foreign employer shall bear the expenditure in regard to the medical concession availed by them.
9. Travelling Allowances and Daily Allowances payable to deputed staff will be governed by the Regulation and rates of the foreign employer.

10. Transit pay if any for joining the post and on their reversion will be borne by the foreign employer as per Regulation in force in Tamil Nadu Police Housing Corporation Limited.
11. Conveyance allowance/Cash allowance/Special allowance, if any, applicable to the post in Tamil Nadu Police Housing Corporation Limited prior to deputation will be continued to be paid by the foreign employer.
12. Expenditure on employer's share of E.P.F. account shall be met by the foreign employer.
13. Administrative charges of E.P.F. at the Ruling rates shall be met by the foreign employer.
14. The Foreign Service shall begin from the date on which the employee relinquishes charge of his post in Tamil Nadu Police Housing Corporation Limited and shall end on the date he takes charge of the post in Tamil Nadu Police Housing Corporation Limited on reversion.
15. The foreign employer shall bear the transfer T.A. expenses at the rates applicable in Tamil Nadu Police Housing Corporation Limited for the journey from the station in Tamil Nadu Police Housing Corporation Limited to the place where he takes charge under the foreign employer and vice versa.
16. The foreign employer shall bear the liability for leave salary in respect of disability leave granted to the persons on account of any disability that may arise in and through services in it even though it might manifest itself after termination of his service under the foreign employer.

17. Promotion of the employee on Foreign Service shall not be done above the post to which he is deputed without the consent of Tamil Nadu Police Housing Corporation Limited. (*Rule F.R 110 to 114*).

**17. Absorption in other Corporation/ Boards:** *G.O. Ms. No.27 Fin(BPE) Dept.*

*dt:24.01.2007*

An employee of this Corporation on deputation to any other public sector undertaking/Corporation/Board may be allowed to be permanently absorbed in the said Corporation/Board while deciding the extension of deputation on Foreign Service for more than 3 years subject to the following terms and conditions:

1. P.F./E.P.F/ account of the personnel in Tamil Nadu Police Housing Corporation Limited will be transferred to the P.F./E.P.F. account of the persons under the Corporation/Board where he is permanently absorbed.
2. Gratuity Liability either to the organization or to the individual be settled as may be decided by both organizations.
3. The absorbed employee in other Corporation/Boards have to take their chances in the Corporation/Boards and in any event they will not be taken back to Tamil Nadu Housing Corporation Limited and in their lien in Tamil Nadu Police Housing Corporation Limited will be terminated from the date of such permanent absorption in the Corporation/Boards.
4. Tamil Nadu Police Housing Corporation Limited will give cash equivalent to 50% of the quantum of Earned Leave at the credit of the employee on the date of absorption and the balance of credit will be transferred to the account of the individual under the Corporation/Board with full leave liability thereof being paid to the Corporation by Tamil Nadu Police Housing Corporation Limited to meet the leave salary payable to the employer absorbed in the Corporation/Board

5. From the date of absorption in other Corporation/Boards, the employees will cease to be the employees of Tamil Nadu Police Housing Corporation Limited and they are not entitled for any other benefits which will be extended to the Tamilnadu Police Housing Corporation Limited employees in future.
6. The crucial date for calculation of the terminal benefits for such employees will be the date from which the employees are continuously working in the said Corporation / Board.
7. In respect of transfer of workers, instead of Earned Leave, the Annual Leave may be transferred. *(G.O. MS. 27 Fin(BPE) Dept. dt:24.01.2007)*.

#### **18. Working hours, Holidays and Leave**

- i. The office of the Corporation shall remain open during such hours on any day with a break for lunch, as may be decided by the Chairman and Managing Director.
- ii. The Chairman and Managing Director may from time to time declare the number of holidays to be observed by the office of the Corporation provided that such number of holidays shall not be more than those as declared by the Government.

#### **19. Fixation of pay, Sanction of Increment etc.**

Fixation of pay, sanction of increment, granting of additional charge allowance, fees of honorarium, subsistence allowance, additional charge allowance etc., shall be regulated as per the relevant provisions of Fundamental Rules of Government of Tamil Nadu as amended from time to time.

## **20. Joining time and joining time pay**

Granting of joining time and pay and allowances during joining time shall be regulated as per the relevant provisions of Fundamental Rules of Government of Tamil Nadu as amended from time to time.

## **21. Leave Regulation**

Granting of EL, UEL on MC, UEL on private affairs and other kinds of leave shall; be as applicable to the State Government servants and shall be governed by the *Tamil Nadu Police Housing Corporation's Service Regulations* as amended from time to time, except

- i. In the case of members of watch and ward which will be governed by the terms of periodical memo of settlement.
- ii. In case of sweepers, scavengers, gardener and water boy it will be governed by order of the Board from time to time.

## **22. Travelling Allowance Regulation.**

- i. The classification of the Corporation officers and staff and the rates of D.A., Transfer T.A., Conveyance and other allowances will be regulated in accordance with the provisions relating to public sector undertakings made by the Government in Finance (BPE) Department from time to time. Those aspects relating to the payment of TA not covered by the above provisions will be regulated in accordance with the provisions of the TNTA Regulation and the clarifications issued by the Government from time to time.
- ii. The Chairman and Managing Director may permit employee to travel by a higher class by Rail or by car etc., for special reasons. This should be restricted to very urgent and *needy* cases.



- iii. LTC: - The employees of the Corporation are entitled by LTC concessions as applicable to Government servants from time to time.
- iv. Loans and Advances: - The Board shall be at liberty to implement the scheme of short or long term loans and advances and to stipulate the terms of repayment of interest, method of recovery etc., as per the Regulation of the Government in force to the Government employees from time to time subject to availability of funds under the budget allocation.
- v. Employees Provident Fund: - There shall be a scheme of Employees Provident Fund of contributory nature for the employees in accordance with the Regulation relating to the Provident Fund Act.
- vi. Record of Service: -**
  - i. A record of service of each employee of the Corporation shall be maintained in the form and manner prescribed by the Board of Directors to include all details of service, pay drawn, Leave and punishments if any etc.,
  - ii. A record sheet on annual reports on work and conduct of each employee of the Corporation from the cadre of Assistant / Superintendent shall also be maintained.

### **23. Saving Clause:**

The service Regulation shall not adversely affect the person/ persons holding the various posts available in the Corporation on the date of these Regulations with regard to the prescribed qualifications, age and experience.

## **24. Interpretation**

On all questions of interpretation of these Regulations, the decision of the Board of Directors of the Corporation shall be final.

For matters not covered in the Service Regulation, the Regulation applicable to the Tamilnadu Government service as amended from time to time will apply unless the Board decides otherwise.

## **25. Powers to amend, add or to delete**

The Board shall be competent to alter, add or to amend or to delete any of the above Regulation from time to time and also to give effect to them from such date as it may deem fits.

### **Part-III**

#### **Special Regulation for Tamil Nadu Police Housing Corporation Limited:-**

In exercise the powers conferred by Memorandum and Articles of Association by the Tamil Nadu Police Housing Corporation Limited, the board of Tamil Nadu Police Housing Corporation Limited hereby make the following special Regulation for the Tamil Nadu Police Housing Corporation services.

The special Regulation hereby made shall be deemed to have come into force on the date on which the Service Regulations are approved by the Board

### **REGULATION**

- 1. Constitution:-** The service shall consist of the following categories of post namely PP9-11
- 2. Appointment:-** Appointment to the categories of post in the shall be made as noted in Annexure I, II, III & IV

3. **Reservation of appointment:-** Regulation of reservation of appointments shall apply to the appointment made to all the posts by direct recruitment.

4. **Eligibility - Age :-** No person shall be eligible for appointment by direct recruitment, if they have completed or complete Thirty years on the first day of July of the year in which selection for appointment is made.

5. **Other Qualification:-** No person shall be eligible for appointment to the post and by the method specified in column (2) and (5) of the table in Annexure I, II, III & IV unless posses the qualification specified in the corresponding entries in column (7).

**6. Probation:-**

Every person appointed by direct recruitment shall from the date on which he joins duty, be on probation for a total period of two years on duty within a continuous period of three years.

Provided that every person appointed to the post of the Tamil Nadu Police Housing Corporation Limited Basic Service shall, from the date on which he joins duty, be on probation for a total period of one year on duty within a continuous period of two years.

The appointing authority shall be the authority competent to declare the satisfactory completion of probation and also to extend the period of probation, subject to the provisions of the other regulations herein.

7. **Training to persons appointed by promotion (or) by transfer on Deputation basis and by direct recruitment. :** - Every person appointed by promotion (or) by recruitment by transfer on deputation basis and by direct recruitment shall undergo

training and pass the examination conducted at the end of the training if the Board prescribe any training to the staff then and there.

**8. Posting and Transfer:** - All postings and transfers among Officers post (Staff Service) shall be done by the Managing Director and among Sub-ordinate and basic service staff shall be done by the General Manager (F & A) cum Company Secretary.

**9. Preparation of Annual List of approved candidates:** - For preparation of the annual list of approved candidates for appointment to the post in this Service by promotion or by recruitment by transfer on deputation basis the crucial date on which the candidates would have acquired the prescribed qualification shall be ..... July of every year.

**TAMIL NADU POLICE HOUSING CORPORATION LIMITED**  
**ANNEXURE -I**  
**(Technical Service)**

TNPHC Technical Service:-					Qualification					
Sl. No	Category and name of the post	Scale of Pay	Appointing Authority	Method of Recruitment	Age Limited for direct recruitment as on 1st July of the year which the selection is Made	Minimum Qualification	Proportion in which the vacancies are to be filled up and persons recruited directly and by those recruited by transfer / promotion.	whether the regulation relating to reservation of appointment is applicable	Tests to be passed within the period probation	Other conditions
1	2	3	4	5	6	7	8	9	10	11
1	Chief Engineer	Rs. 37400-67000 +GP Rs.8900	<b>Government</b>	<b>By Deputation (TNHB/PWD/HW&amp;R W Dept.)</b> (OR) <b>By Promotion</b> From the cadre of Superintending Engineer with not less than 8 years of service in the category in Tamilnadu Police Housing Corporation.		A degree in Civil Engineering Recognised by Tamilnadu Government				Govt. Letter no. 42228/Fin. BPE/Dept. dt:15.06.2003
2	Superintending Engineer	Rs. 37400-67000 +GP Rs.8700	<b>Government</b>	<b>By Deputation (TNHB/PWD/HW&amp;R W Dept.)</b>		8 years of service as Executive				Govt. Letter no. 42228/Fin.

				(OR) <b>By Promotion</b> From the cadre of Executive Engineer with not less than 8 years of service in the category in Tamilnadu Police Housing Corporation.		Engineer with B.E (Civil) or equivalent Degree.				BPE/Dept. dt:15.06.2003
3	Executive Engineer	Rs. 15600 - 39100 + GP Rs. 6600	<b>Managing Director</b>	<b>By Deputation (TNHB/PWD/HW&amp;R W Dept.)</b>						Govt. Letter no. 42228/Fin. BPE/Dept. dt:15.06.2003
				(OR) <b>By Promotion</b> From the cadre of Asst. Executive Engineer with not less than 8 years of service in the category in Tamilnadu Police Housing Corporation.						
4	Architect	Rs.15600 - 39100 + GP Rs.6600	Managing Director	<b>By Promotion</b> From the cadre of Asst. Architect in TNPHC with not less than 8 years of service in the category.						G.O Ms. 234 Fin(P.C) Dept. dt:01.06.2009
5	Assistant Executive Engineer	Rs.15600 - 39100 + GP Rs.5400	Managing Director	<b>By Deputation (TNHB/PWD/HW&amp;R W Dept.)</b> (OR) <b>By Promotion</b>						G.O Ms. 234 Fin(P.C) Dept. dt:01.06.2009

				<p>From the cadre of Asst. Engineer in TNPHC with not less than 5 years of service in the category.</p> <p>(or)</p> <p>ii) Junior Engineer in TNPHC with not less than 10 years of service.</p> <p>(or)</p> <p>iii) Junior Engineer in TNPHC with not less than 8 years of service (Including 3 yrs. Post qualification service after B.E)</p>		<p>Must have passed B.E, Degree recognised by Tamilnadu government.</p>	<p>3:1 ratio between Asst. Engineer and Junior Engineer out of 4 vacancies three shall be filled from the category of Asst. Engineer and the 4th from the category of Junior Engineer.</p>			
6	Head Draughts Officer	Rs.15600 - 39100 + GP Rs.5700	Managing Director	<p><b>By Deputation (TNHB/PWD/HW&amp;R W Dept.)</b></p> <p>(OR)<b>By Promotion</b></p> <p>From the cadre of Special Grade Draughting Officer with not less than 5 years of service in the category in Tamilnadu Police Housing Corporation.</p>						<p>G.O Ms. 234 Fin(P.C) Dept. dt:01.06.2009</p>
7	Assistant Architect	Rs.15600 - 39100 + GP Rs.5400	Managing Director	<p><b>By Direct Recruitment</b></p>		<p>Must be bachelor of Architecture of recognised University.</p>				

				(OR) <b>By Promotion:-</b> From the cadre of Junior Architect with not less than 10 years of service in the category in Tamil Nadu Police Housing Corporation.	(OR) Must have undergone training for not less than 2 years in recognised school of Architecture or possess experience of not less than 2 years in the drawing office of an Architect who is member of an Associate of the BSBA of IAA (London) of IIA (Ind.)				
8	Special Grade Draughting Officer	Rs.15600 - 39100 + GP Rs.5400	Chief Engineer	<b>By Deputation</b> (TNHB/PWD/H.W Dept..) (OR) <b>By Promotion:-</b> From the cadre of Senior Draughting Officer with nor less than 5 years of service in the category in Tamil Nadu Police Housing Corporation Ltd.,.					G.O Ms. 234 Fin(P.C) Dept. dt:01.06.2009



1	Assistant Engineer	Rs. 9300-34800 + GP RS. 4700	CE	<p><b>By Direct Recruitment</b> (OR) <b>By Deputation</b> (TNHB/PWD/HW&amp;RW Dept.)</p> <p>(OR) <b>By Promotion:</b> From the cadre of Technical Assistant in TNPHC with not less than 5 years of service in the category with Degree in Civil Engineering.</p>	30 Yrs.	Must possess a degree in Civil Engineer recognised by Tamilnadu Government			Account Test for P.W.D Subordinate officers Part I & II	G.O Mos. 234 Fin(P.C) Dept. dt:01.06.2009
2	Junior Architect	Rs. 9300-34800 + GP RS. 4900	CE	<b>By Direct Recruitment</b>		Diploma in Architecture recognised by Tamilnadu Government.				G.O Mos. 234 Fin(P.C) Dept. dt:01.06.09
3	Senior Draughting officer	Rs. 9300-34800 + GP RS. 4700	CE	<p><b>By Deputation</b> (TNHB/PWD/HW&amp;RW Dept.)</p> <p>(OR) <b>By Promotion</b> From the cadre of Draughting officer in TNPHC with not less than 5 years of service in the category.</p>						G.O Mos. 234 Fin(P.C) Dept. dt:01.06.09
4	Junior Engineer	Rs. 9300-34800 + GP RS. 4400	CE	<b>By Direct Recruitment</b>	30 Yrs.				Account Test for P.W.D Subordinate	G.O Mos. 234 Fin(P.C) Dept. dt:01.06.09

				(OR) <b>By Promotion</b> From the cadre of Technical Assistant in TNPHC with not less than 5 years of service in the category.					officers Part I & II	
5	Draughting Officer	Rs. 9300-34800 + GP RS. 4400	CE	<b>By Deputation</b> (TNHB/PWD/HW&RW Dept.)  (OR) <b>By Promotion</b> From the cadre of Junior Draughting officer in TNPHC with not less than 5 years of service in the category.						G.O Mos. 234 Fin(P.C) Dept. dt:01.06.09
6	Head Surveyor	Rs. 9300-34800 + GP RS. 4300	CE	<b>By Deputation</b> (TNHB/PWD/HW&RW Dept.)  (OR) <b>By Promotion</b> From the cadre of surveyor in TNPHC with not less than 5 years of service in the category.						G.O Mos. 234 Fin(P.C) Dept. dt:01.06.09
7	Surveyor	Rs. 9300-34800 + GP RS. 4200	CE	<b>By Direct Recruitment</b>	30 Yrs.	1. Must possess the minimum Educational Qualification			Account Test for P.W.D Subordinate officers Part I & II	G.O Mos. 234 Fin(P.C) Dept. dt:01.06.09

						<p>2. Must have passed deputy surveyor Grade I Test of the Revenue Department or Must have passed the special examination for group certificate in surveying in the following subjects in the Tamilnadu Government Technical Examination.</p> <ul style="list-style-type: none"><li>a. Surveying and levelling higher</li><li>b. Earth work and road making lower</li><li>c. Mensuration</li><li>d. Geometrical drawing or Buildings drawing and estimating lower or A pass in the civil Engineering group examination</li></ul>				
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					conducted by the board of Examination Directorate of Technical Education Chennai in the following subjects				
					<ol style="list-style-type: none"><li>1. Applied mechanics (Civil branch)</li><li>2. Buildings materials and construction</li><li>3. Survey theory</li><li>4. Buildings drawing and mensuration</li><li>5. Earth work and estimating</li><li>6. Elective subjects<ol style="list-style-type: none"><li>a. Sanitary engineering</li></ol></li><li>7. Practical survey</li></ol> practical must have passed national Trade certificate/ national Apprentice ship Certificate in the trade of				

						surveyor issued by Industrial Training Institute Ambattur. (OR) A pass in the certificate course in Civil Engineering or Mechanical Engineering or Electrical Engineering.				
8	Technical Assistant	Rs.5200-20200 + GP RS. 2800	CE	By direct recruitment	30 Years	A diploma in Civil Engineering recognised by Tamil Nadu Government		Yes	Account Test for P.W.D Subordinate officers Part I & II	G.O Mos. 234 Fin(P.C) Dept. dt:01.06.09
9	Junior Draughting Officer	Rs.5200-20200 +GP RS. 2800	CE	By direct recruitment	30 Years	1. Must have possess the minimum General Educational qualification.		Yes		

					<p>2. a) Must have passed the special examination for group certificate in the Tamil Nadu Government technical Examination in the Building drawing, consisting of the following subjects.</p> <ol style="list-style-type: none"><li>1. Building drawing and estimating Higher I class.</li><li>2. Building materials and constructions Lower II class.</li><li>3. Applied mechanics higher II class.</li><li>4. Geometrical drawing lower II class.</li><li>5. Mensuration lower II class</li></ol> <p><b>(OR)</b></p>			<p>Account Test for P.W.D Subordinate officers Part I &amp; II</p>	<p>G.O Mos. 234 Fin(P.C) Dept. dt:01.06.09</p>
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				<p><b>By Deputation</b> (TNHB/PWD/HW&amp;RW Dept.)</p> <p>(OR) <b>By promotion</b> from the cadre of Assistant Draughtsman with not less than 5 years of service in that category in Tamilnadu Police Housing Corporation.</p>		<p>B. Must have passed the draughtsmanship (Civil) course under the syllabus introduced from July 1952 conducted by the Government of India, Ministry of labour. Must have passed the National Trade Certificate / National Apprenticeship certificate awarded by Industrial Training Institute.</p>				
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10	Assistant Draughtsman	Rs. 5200-20200 + GP Rs.2000	CE	<b>By direct recruitment</b>	36 years	<p>Must have passed the following subjects by the lower grade in Tamilnadu Government technical.</p> <ol style="list-style-type: none"> <li>1. Geometrical drawing.</li> <li>2. Building drawing and estimating.</li> <li>3. Free hand outline and model drawing</li> </ol> <p>or</p> <p>ii. Must have passed the SSLC examination under the authority of Government of tamilnadu with Engineering included as a special subject in the bifurcated course in Secondary School.</p> <p><b>(OR)</b></p>			Account Test for P.W.D Subordinate officers Part I & II	G.O Mos. 234 Fin(P.C) Dept. dt:01.06.09
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					<p>iii. A pass in the Civil Engineering Group Examination conducted by the Board of Examination, Directorate of Technical Education, Chennai in the following subjects:-</p> <ol style="list-style-type: none"><li>1. Applied mechanics (Civil branch)</li><li>2. Building materials and construction</li><li>3. Survey theory.</li><li>4. Building drawing and mensuration.</li><li>5. Earth work and estimating</li><li>6. Elective subjects.<ol style="list-style-type: none"><li>a. Sanitary Engineering.</li><li><b>or</b></li><li>b. Roads, Bridges and Railways.</li></ol></li><li>7. Practical – Survey.</li></ol>				
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11	Blue Print operator	Rs.4800-10000 + GP Rs. 1400	CE	<b>By direct recruitment</b>	30 years	I) SSLC failed.  ii) Must possess practical experience in blue printing work for not less than one year		Yes.  Yes.		G.O Mos. 234 Fin(P.C) Dept. dt:01.06.09
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TNPHC Administrative Service				Qualification						
Sl. No	Category and name of the post	Scale of Pay	Appointing Authority	Method of Recruitment	Age Limited for direct recruitment as on 1st July of the year which the selection is Made	Minimum Qualification	Proportion in which the vacancies are to be filled up and persons recruited direct and by those recruited by transfer promotion.	whether the regulation relating to reservation of appointment is applicable	Tests to be passed with in the period probation	Other conditions
1	2	3	4	5	6	7	8	9	10	11
1	<b>General Manager</b> (Finance & Administration) cum Company Secretary.	Rs. 37400-67000 + GP Rs. 8900	<b>Government</b>	Direct Recruitment	45 years	1. Degree from recognised University. 2. Should be an Associate member of the Institute of Chartered Accountant of India. 3. Institute of Cost and Works Accountants of India 4. Should be an Associate member of the Institute of company secretaries of India.				123rd Board Meeting Item No.14 dated 14.12.2007.

						5. Experience of not less than 5 years in the Finance / Accounts, Administrative Secretarial wing of an Industrial or Commercial.				
2	<b>Manager (Finance)</b>	Rs. 15600-39100 + GP Rs.6600	MD	<b>By Deputation</b> From LFAD in the cadre of Deputy Director  <b>(OR)By Direct Recruitment</b>		Should be an Associate member of the Institute of Chartered Accountant of India (or) Institute of Cost and Works Accountants of India Experience of not less than 5 years in the Finance / Accounts,				G.O Ms. 234 Fin(P.C) Dept. dt:01.06.09
3	<b>Dy. Manager</b>	Rs 15600-39100 + GP Rs. 6000	MD	<b>By Promotion</b>						

	On par with State Transport Corporation			From the cadre of Assistant Manger (Accounts & Admin) in Tamilnadu Police Housing Corporation with not less than 5 years service in the category.						G.O Ms. 234 Fin(P.C) Dept. dt:01.06.09
4	Manager (L&R)	Rs 15600-39100 + GP Rs. 5400	MD	<b>By Deputation</b>  From revenue department.						G.O Ms. 234 Fin(P.C) Dept. dt:01.06.09

1	2	3	4	5	6	7	8	9	10	11
1	Assistant Manager (Accounts)	Rs.15600 - 39100 + GP Rs. 5400	GM (F&A) Co. Secy.	<p><b>By Deputation</b></p> <p>From Local Fund audit / AG in the cadre Inspector.</p> <p>(OR)</p> <p><b>By Promotion</b></p> <p>From the cadre of Divisional/ Commercial Accountant in Tamilnadu Police Housing Corporation with not less than 5 years service in the category.</p>						G.O Ms. 234 Fin(P.C) Dept. dt:01.06.09
2	Asst. Manager (Admin).	Rs.15600 - 39100 + GP Rs. 5400	GM (F&A) Co. Secy.	<p><b>By Deputation</b></p> <p>From Police or revenue Dept. in the cadre of Thasildar.</p> <p>(OR)</p> <p><b>By Promotion</b></p> <p>From the category of Superintendent in the Administrative Wing with not less than 5 years experience in TNPHC.</p>						G.O Ms. 234 Fin(P.C) Dept. dt:01.06.09

3	System Analyst	Rs.15600 - 39100 + GP Rs. 5400	GM (F&A) Co. Secy.	<b>By Direct Recruitment</b> (OR) <b>Deputation</b> from other SPUs	30	A Degree in Computer Education from Recognised University / Institution.		Yes.		G.O Ms. 234 Fin(P.C) Dept. dt:01.06.09
4	Superintendent	Rs. 9300- 34800 + GP Rs. 4800	GM (F&A) Co. Secy.	<b>By Deputation</b> From Police Department. (OR) <b>By Promotion</b> From the cadre of Assistant in the Administrative Wing not less than 5 years experience in the category in Tamilnadu Police Housing Corporation.			Yes.	Yes.		G.O. Ms. No.250 Fin(BPE) dt:17.06.09.
5	Divisional Accountant	Rs. 9300- 34800 + GP Rs. 4900	GM (F&A) Co. Secy.	<b>By Deputation</b>  From Tamilnadu Housing Board. / Deputationist from LF & Audit in the cadre of Inspector)  (OR) <b>By Promotion</b>		B.Com Must have passed Account Test for P.W.D Subordinate officers Part I & II				G.O Ms. 234 Fin(P.C) Dept. dt:01.06.09

				From the cadre of Accounts Assistant in Tamil nadu Police Housing Corporation with not less than 5 years service in the category.						
6	Commercial Accountant	Rs. 9300-34800 + GP Rs. 4800	GM (F&A) Co. Secy.	<p><b>By Promotion</b></p> <p>From the cadre of Accounts Assistant in Tamilnadu Police Housing Corporation with not less than 5 years service in the category.</p>						G.O Ms. 234 Fin(P.C) Dept. dt:01.06.09



1	2	3	4	5	6	7	8	9	10	11
1	Accounts Assistant	Rs. 5200-20200 +GP Rs. 2800	GM (F&A) Co. Secy.	By Promotion From the cadre of Junior accounts Assistant in Tamil Nadu Police Housing Corporation with not less than 5 years service, in the category.		Must have passed District Office Manual, and Account Test for Sub-ordinate Officers Part - I				G.O. Ms. 45 Fin(P.C) Dept. dt:10.02.11
2	Junior Accounts Assistant	Rs. 5200-20200 +GP Rs. 2400	GM (F&A) Co. Secy.	By Direct Recruitment		B.Com Degree.				G.O. Ms. 45 Fin(P.C) Dept. dt:10.02.11
3	Steno Graphed Grade I	Rs. 9300-34800 + GP Rs. 4800	GM (F&A) Co. Secy.	<b>By Promotion:-</b> From the cadre of Stenographer Gr II not less than 5 years service in the category in Tamil Nadu Police Housing Corporation.						G.O. Ms.254 Fin(P.C) Dept. dt:26.08.10
4	Assistant	Rs. 5200-20200 +GP Rs. 2800	GM (F&A) Co. Secy.	<b>By Promotion</b>  From the cadre of Junior Assistant in						G.O. Ms. 45 Fin(P.C) Dept. dt:10.02.11

				Administrative wing with 5 years service in the category in Tamil Nadu Police Housing Corporation And from Typist and steno typist with 5 years service in the Tamil Nadu Police Housing Corporation in the ratio 3 : 1		Must have passed District Office Manual, and Account Test for Sub-ordinate Officers Part - I		3:1 ratio Junior Assistant and Typist Steno Typist out of 4 vacancies three shall be filled from the category of Junior Assistant and the fourth from the category of Typist / Steno Typist.		
				(OR)By <b>Deputation</b>						
				From Police Department / Other State Government undertakings / Boards						
5	Revenue Inspector	Rs. 5200-20200 +GP Rs. 2800	GM (F&A) Co. Secy.	<b>By deputation from Revenue Department</b>						G.O Ms. 234 Fin(P.C) Dept. dt:01.06.09
6	Steno Graphed Grade II	Rs. 9300-34800 +GP Rs. 4200	GM (F&A) Co. Secy.	<b>By Promotion</b>						G.O Ms. 234 Fin(P.C) Dept. dt:01.06.09

				From the cadre of Stenographer Gr II with 5 years service in the category in Tamil Nadu Police Housing Corporation						
7	Steno Graphed Grade III	Rs. 5200-20200 +GP Rs. 2800	GM (F&A) Co. Secy.	<b>Direct Recruitment</b>	30	Any degree from Recognised University and a pass in Government Technical Examination in Typewriting by Higher Grade in English, Higher Grade in Tamil and pass in Government Technical Examination on short hand by Higher Grade in English and Higher Grade in Tamil.		Yes		GO. Ms. No. 45 Fin(P.C) Dept. dt:10.02.2011.
8	Junior Assistant	Rs. 5200-20200 +GP Rs. 2400	GM (F&A) Co. Secy.	<b>Direct Recruitment (OR)</b>	30	Any Degree from the Recognised University by the Tamil		6:1 ratio between Direct Recruitment		

				<p><b>By Promotion</b> From the cadre of Record clerk / Office Assistant those who have passed SSLC</p>		Nadu Government		and Record clerk and Office Assistant out of 7 vacancies 6 shall be filled by Direct Recruitment 7th vacancy shall be filled by promotion from the cadre of Office Assistant and Record clerk	Must have passed District office Manual test and Account Test for Subordinate officers part-I	GO. Ms. No. 45 Fin(P.C) Dept. dt:10.02.2011
9	Typist	Rs. 5200-20200 +GP Rs. 2400	GM (F&A) Co. Secy.	By Direct Recruitment	30	I) Basic Qualification :- HSC or Equivalent from the Recognised Board of Secondary Education/ approved Government Institutionii) Technical Qualification:- A pass in			Must have passed District office Manual test and Account Test for Subordinate officers part-I	GO. Ms. No. 45 Fin(P.C) Dept. dt:10.02.11

						Government Technical Examination in typewriting by Higher Grade in English or Typewriting by Higher Grade in English and Lower Grade in Tamil and or typewriting by Higher Grade in Tamil and Lower Grade				
10	Electrician	Rs. 4800- 10000 +GP Rs. 1400	GM (F&A) Co. Secy.	By Direct Recruitment	30	I. Must possess National Trade Certificate issued by the National Council for training in vocational trades, on Electrician or craftsman ship certificate of				Existing

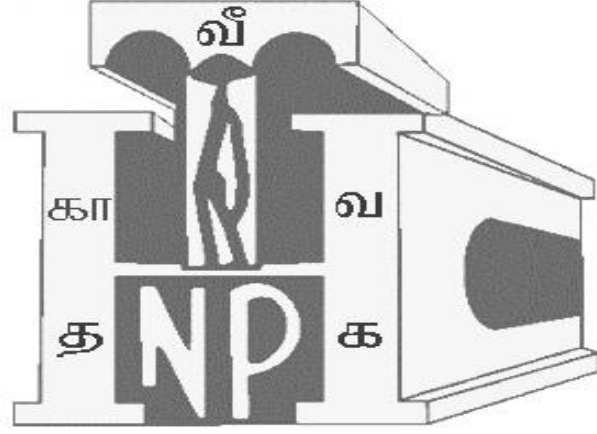
						the Industrial training schools issued by the Director of Industries and Commerce on behalf of the Government of Tamil Nadu in Electrician <b>Or</b> ii. a. Must have passed VIII Standard b. Must possess wireman competency				
						certificate issued by the licensing board and c. Must have practical experience for a period of not less than 4 years on distribution works out of which one year should have been spent on				

						house service work and maintenance of meters. Preference will be given to individuals who possess meter testing experience.				
11	Record Clerk	Rs. 4800-10000 +GP Rs. 1400	GM (F&A) Co. Secy.	<b>By Direct Recruitment</b> (OR)  <b>By Promotion</b> From among holder of the post of the Office Assistant	30	SSLC Completed		Yes		G.O Ms. 234 Fin(P.C) Dept. dt:01.06.09
12	Data Entry Operator	Rs. 4800-10000 +GP Rs. 1400	GM (F&A) Co. Secy.	<b>By Direct Recruitment</b>	30	SSLC passed with Computer knowledge		Yes		G.O Ms. 234 Fin(P.C) Dept. dt:01.06.09
13	Driver	Rs. 5200-20200 +GP Rs. 2400	GM (F&A) Co. Secy.	<b>By Direct Recruitment</b>	30	SSLC failed must possess license to drive heavy vehicles		Yes		GO. Ms. 65 Fin(P.C) Dept. dt:26.02.2011.
14	Office Assistant	Rs. 4800-10000 + GP Rs. 1300	GM (F&A) Co. Secy.	By Direct Recruitment	30	Must have passed 8th Standard and must be knowing cycling		Yes		G.O Ms. 234 Fin(P.C) Dept. dt:01.06.09

15	Plumber	Rs. 4800-10000 + GP Rs. 1300	GM (F&A) Co. Secy.	By Direct Recruitment	30	I. VIII passed ii. Must possess competency Certificate in plumbing		Yes		10% vacancies is to be reserved for Ex-servicemen
16	Pump Operator	Rs. 4800-10000 + GP Rs. 1300	GM (F&A) Co. Secy.	By Direct Recruitment	30	I. VIII passed ii. Must have experience in operating oil and electric pumps				G.O Ms. 234 Fin(P.C) Dept. dt:01.06.09
17	Xerox Operator	Rs. 4800-10000 + GP Rs. 1300	GM (F&A) Co. Secy.	By Direct Recruitment	30	Must have 8th standard passed with experience in Xerox machine operation		Yes		G.O Ms. 234 Fin(P.C) Dept. dt:01.06.09
18	Sweeper	Rs. 4800-10000 + GP Rs. 1300	GM (F&A) Co. Secy.	By Direct Recruitment	30	Must be literate with ability to read and write in Tamil				G.O Ms. 234 Fin(P.C) Dept. dt:01.06.09
19	Scavenger	Rs. 4800-10000 + GP Rs. 1300	GM (F&A) Co. Secy.	By Direct Recruitment	30	Must be literate with ability to read and write in Tamil				G.O Ms. 234 Fin(P.C) Dept. dt:01.06.09
20	Watchman	Rs. 4800-10000 + GP Rs. 1300	GM (F&A) Co. Secy.	By Direct Recruitment	30	Must have passed 8th Standard		Yes		10% vacancies is to be reserved for Ex-servicemen



21	Gardener	Rs. 4800-10000 + GP Rs. 1300	GM (F&A) Co. Secy.	By Direct Recruitment	30	Must be literate with ability to read and write in Tamil				G.O Ms. 234 Fin(P.C) Dept. dt:01.06.09
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**PART - II**  
**TAMIL NADU POLICE HOUSING**  
**CORPORATION EMPLOYEES**  
**(DISCIPLINE AND APPEAL)**  
**REGULATIONS 2012**

## **TAMIL NADU POLICE HOUSING CORPORATION EMPLOYEES (Discipline and Appeal) Regulations 2012**

In exercise of the powers conferred by Article 102 of the Memorandum & Articles of association of the Tamil Nadu Police Housing Corporation Limited, the Board of Tamil Nadu Police Housing Corporation Limited hereby makes the following regulations for the employees serving in the said Corporation.

### **1. Short title and commencement:**

- (a) The regulations may be called as "*The Tamil Nadu Police Housing Corporation Employees (Discipline and Appeal) Regulations 2012*".
- (b) The regulation made shall come into force on and from the date of its approval by the board & viz., 28.05.2012.

### **2. Applicability:**

Subject to certain exception, the Corporation may, from time to time, make in respect of specified cases or in respect of specified classes of employees, these regulations shall apply to all the employees of the Corporation including the every member of Civil Service and every person holding a civil post under the state of Tamilnadu who have opted for service under the Corporation.

- (i) Provided that nothing in these regulations shall deprive any member of the Corporation of any right or privilege to which he is entitled to, by or under any law for the time being in force.
- (ii) Provided further that in the case of member appointed on contract, they shall except in so far as they are not governed by the terms of contract, be regulated by the provisions of these regulations.

**3.** If any doubt arises as to whether these regulations apply to any employee or in regard to the applicability or otherwise of any of the provision in this regulation, the matter shall be referred to the Chairman of the Corporation, whose decision shall be final.

#### **4. Definitions:**

In these regulations, unless the context otherwise requires

- (a) **'Corporation'** means the Tamil Nadu Police Housing Corporation pursuant to clause (7) sec 2 of Companies Act 1956.
- (b) **'Disciplinary Authority'** means the authority competent under these regulations to impose on the member of the Corporation any of the penalties specified in Regulation 5.
- (c) **'Chairman'** means the Chairman of the Tamil Nadu Police Housing Corporation. Appointed by Government in the rank of DGP/ADGP of Tamil Nadu cadre or otherwise.

#### **5. Penalties:**

The following penalties may, for good and sufficient reason and as hereinafter provided, be imposed on the every person who is a member of civil service of the corporation holding any post under the Corporation,

- i. Censure
- ii. Fine (in the case of persons for whom such penalty is permissible under these regulations).
- iii. Withholding of promotion
- iv. Withholding of increments of pay without cumulative effect for three years.

Provided that in case where the punishment of withholding of increment cannot be given effect to fully, the monetary value equivalent to the amount of increments ordered to be withheld for the unexpired period of the punishment shall be recovered from the pension.

Provided further that in cases of stoppage of increment with cumulative effect, the monetary value to three times the amount of increments ordered to be withheld may be recovered.

- v. (1) Recovery from pay of the whole or part of any pecuniary loss caused to the Corporation or the State Government or to any Government Company or organisation or local authority or to a local body, while on deputation, by negligence or breach of orders.  
  
(2) Recovery from pay to the extent necessary of the monetary value equivalent to the amount of increments ordered to be withheld where such an order cannot be given effect to.
- vi. Suspension, where a person has been suspended under Regulation 9 (1) the extent considered necessary by the authority imposing the penalty.
- vii. (a) Withholding of increment of pay to affect adversely the amount of pension payable to the member of the Corporation.  
  
(b) Withholding of increments of pay without cumulative effect for a Period exceeding three years or  
  
(c) Withholding of increments of pay with cumulative effect for any period.
- viii. Reduction to a lower rank in the seniority list or to a lower post not being lower than that to which he was directly recruited whether in the same service or in another service, State or subordinate or to a lower time scale, not being lower than that to which he was directly recruited or to a lower stage in a time scale.
- ix. Compulsory retirement.
- x. Removal from the service of the Corporation.
- xi. Dismissal from the service of the Corporation.

The penalties mentioned in items (ix) to (xi) as the case may be shall be imposed on a member of the Corporation for violation of Rule 19 of Tamil Nadu Police Housing Corporation Employees conduct rules 2012.

**Explanation I:**

The discharge (i) of a person appointed on probation before the expiry or at the end of the prescribed extended period of probation or (ii) of a person engaged under contract, in accordance with the terms of his contract (iii) of a person appointed otherwise than under contract to hold a temporary appointment on the expiration of the period of the appointment, does not amount to the removal or dismissal within the meaning of the regulation.

**Explanation II:**

- (i) The seniority on repromotion of the member of Corporation who is reduced to a lower post on time scale shall be determined by his date of such repromotion. He shall not be eligible for his original seniority, unless otherwise directed in the order of punishment or the passed order on appeal.
  
- (iii) A member of Corporation employee whom the penalty under clause 5 such Regulations is imposed will, on repromotion, count his previous service in the higher grade unless the order of punishment on appeal directs otherwise.

**Explanation III:**

The following shall not amount to a penalty within the meaning of this Regulation namely:

- (i) withholding of increments of pay of a member of the Corporation, for his failure to pass any departmental examination in accordance with the rules or orders governing the service to which he belongs or post which he holds or the terms of his appointment;
  
- (ii) non-promotion of a member of the Corporation, whether in a substantive or officiating capacity, after consideration of his case, to a service grade or post for promotion to which he is eligible;
  
- (iii) reversion of member of the Corporation, officiating in a higher service, grade or post to a lower service, grade or post, on the ground that he is

considered to be unsuitable for such higher service grade or post or on any administrative ground unconnected with his conduct;

- (iv) reversion of a member of the Corporation, appointed on probation to any other service, grade or post, to his permanent service, grade or post during or at the end of the period of probation in accordance with the terms of his appointment or to the rules and orders governing such probation;
- (v) replacement of the services of a member of the Corporation, whose services had been borrowed from a State Government or the Central Government or an authority under the control of a State Government or the Central Government at the disposal of the State Government or the Central Government or the authority from which the services of such members had been borrowed and
- (vi) Compulsory retirement of a member of the Corporation.

**6. Disciplinary authority in certain cases:**

- (a) Where on promotion or transfer, a member of a service in a division, category or grade in holding an appointment in another division, category or grade, no penalty shall be imposed upon him in respect of his work and conduct before such promotion or transfer except by an authority competent to impose the penalty upon a member of the service in the latter division, category or grade or class of service, as the case may be.
- (b) When a person has been reverted or reduced from one class of service to another or from one class, division, category or grade or class of service to another division, category or grade thereof, no penalty shall be imposed upon him in respect of his work and conduct while he was a member of the class of service, division category or grade, as the case may be, from which he was reverted or reduced except by an authority competent to impose the penalty upon a member of such class of service, division, category or grade, as the case may be.

(c) Where a person to be punished has been lent to the Corporation,

i) the power to impose the penalty of compulsory retirement or removal or dismissal shall not lie with any authority other than the lending authority, the borrowing authority shall, in a case where it considers that the punishment of compulsory retirement, removal or dismissal should be imposed, complete the inquiry and revert the person concerned to the lending authority for such action as that authority may consider necessary,

Provided that the provision in this clause requiring the reversion of the person concerned to the lending authority shall not apply where the person has been lent by one department to another and both the departments are under the same administrative authority and

ii) Unless in any case it be otherwise provided by specific orders by the State Government, the punishing authority shall consult the lending authority before imposing any lesser penalty and in the case of suspension shall report forthwith to the lending authority the circumstances leading to imposition of that penalty.

(d)(1) Where a member of a civil service of the State or a person holding a Civil post under the State whose services are placed at the disposal of the Corporation, Company, Organisation or local authority has at any time before his services are so placed, committed any act or omission which renders him liable to any penalty under Regulation 5, the authority competent under Regulation 5 to impose any such penalty or such member or person, shall alone be competent to initiate disciplinary proceedings against him and to impose on him such penalty specified in Regulation 5 as it thinks fit and the borrowing authority under whom he is serving at the time of the institution of such proceedings, shall be bound to render all reasonable facilities in such competent authority instituting and conducting such proceedings .



- (2) where an order of suspension is made or a disciplinary proceedings is conducted against a person whose services have been borrowed from any company, corporation or other authority, the authority lending his services (hereinafter referred to as the lending authority) shall be informed of the circumstances leading to the order of suspension of the member or of the commencement of the disciplinary proceedings, as the case may be as early as possible.
- (3) In the light of the findings in the disciplinary proceedings conducted against the member, if the disciplinary authority is of the opinion that any of the penalties specified in clause (i) to (iv) and (vi) to xi) of Regulation 5 should be imposed on him, it may after consultation with the lending authority pass such orders on the case, as it may deem necessary.
  - (i) Provided that in the event of a difference of opinion between the borrowing authority and the lending authority, the services of the member shall be replaced at the disposal of the lending authority.
  - (ii) If the borrowing authority is of the opinion that any of the penalties specified in item (vii) and (ix) to (xi) of Regulation 5 should be imposed on him, it shall replace the services of such member at the disposal of the lending authority and transmit to it the proceedings of the inquiry for such action as it deems necessary.

#### **7. Authority to institute proceedings and to impose penalty:**

- (1) The Chairman & Managing Director or any other authority\_empowered by him by general or special order may (i) institute disciplinary proceedings against any member of corporation (ii) direct a disciplinary authority to institute disciplinary proceedings against any member of the Corporation on whom that disciplinary authority is competent to impose under these Regulations any of the penalties specified in Regulation 5.

- (2) The authority competent under these Regulations to impose any other penalties specified in items (i) to (v) of Regulations 5 may institute disciplinary proceedings against the members of the Corporation for imposition of any of the penalties specified in items (vi) to (xi) of the Regulations 5, notwithstanding the fact that such authority is not competent under the Regulations to impose any of the latter mentioned penalties.
- (3) In any case, where more than one member of the Corporation are jointly involved or whose cases are interconnected, the authority to institute disciplinary proceedings shall be the immediate higher authority in the Corporation in respect of the member who holds the highest post among such members and the disciplinary proceedings against all of them shall be taken together. Where inquiry is to be conducted in terms of Regulation 8(b) the said authority may either himself conduct the inquiry or get the inquiry conducted by an Inquiring Authority appointed, who holds the highest post among such members. The said authority shall remit the case, at the appropriate stage, to the authority competent to impose any of the penalties specified in Regulation 5 in respect of the member who holds the highest post among such members in the Corporation for passing final orders.

Provided that in the case of members of the Corporation belonging to different departments who are jointly involved or whose cases are interconnected, the Board of Director shall be the authority competent to initiate disciplinary proceedings and impose any of the penalties specified in Regulation 5 and in such cases, the administrative department of Secretariat in respect of the member of the Corporation who holds the highest post will initiate such disciplinary proceedings and issue final orders after complying with the entire procedures laid down in these Regulations.

Provided further that this regulation shall not apply to cases in which officers coming under the administrative control of the Chief Secretary to Government are jointly involved.

### **Procedure for imposing minor penalties**

**8 (a)** In every case where it is proposed to impose on the member in the Corporation any of the penalties specified in item (i) to (v) in Regulation 5, he shall be given a reasonable opportunity of making any representation that he may desire to make, on a Show Cause Notice (the sample format shown) below mentioning thereon the acts or omissions and such representation, if any, shall be taken into consideration before the order imposing the penalty is passed by the competent authority.

Provided the requirement of the sub-clause shall not apply where it is proposed to impose on the member any of the penalties aforesaid on the basis of facts which have led to his conviction by a court or where the member concerned has absconded or where it is, for other reason, impracticable to communicate with him.

Provided further that in every case, where it is proposed after considering the representation if any, made by the member to impose any of the penalties specified in item vi (a) (b) or (c), the procedure laid down in sub clause (b) of Regulation 8 shall be followed before making any orders imposing on the member any such penalty.

### **Procedure for imposing major penalties**

- (b) (1) (i)** ' Without prejudice to the provisions of the Public Servants' Inquiries Act 1850 (Central Act XXXVII of 1850), in every case where it is proposed to impose a member any of the penalties in item (iv) to (xi) in Regulation 5, the disciplinary authority concerned shall draw up or cause to be drawn up (i) the substance of the allegation namely imputations of misconduct or misbehaviour into definite and distinct articles of charge(s).
- (ii) A statement of allegations of imputations of misconduct or misbehaviour in support of each article of charge, which shall contain

(a) a statement of relevant facts (b) a list of documents by which and list of witnesses by whom the articles of charge(s) are proposed to be sustained in the format shown.

(iii) The person charged shall be delivered or caused to be delivered a copy of articles of charge or charges, the imputations of misconduct or misbehaviour and a list of documents and witnesses by whom each article of charge is proposed to be sustained and shall require the person charged within such time as may be specified therein a written statement of defence and to state whether he desires an oral enquiry. On receipt and consideration of the statement of defence, if received, or not received from the person charged within the period stipulated in the charge, the Disciplinary Authority is of opinion that there are grounds for inquiring into the truth of any imputation of misconduct or misbehaviour against the member of the Corporation, it may itself inquire into such of the articles of charges as are not admitted or if it considers it to do so, appoint an Inquiring Authority to inquire into the truth thereof. An oral enquiry shall be held if such an enquiry is desired by the person charged or is directed by the authority concerned. Even if a person charged has waived an oral inquiry, such inquiry shall be held by the authority concerned in respect of charges which are not admitted by the person charged and which can be proved only through the evidence of witnesses and documents if any.

(iv) (a) Where all articles of charge(s) have been admitted by the person charged his written statement of defence, the Disciplinary Authority shall record his findings on each charge after taking such evidence as it may think fit and shall act in the manner laid down in the Regulations.

(b) When the Disciplinary Authority itself inquires into any articles of charge(s) or appoints an Inquiring Authority for holding inquiry into such charge, it may issue an order in writing in appointing the Inquiring Authority and also as the 'Presenting Officer' to present, on its behalf, the case in support of the articles of the charge(s). The

records connected therewith shall also be forwarded to such Inquiring Authority including the copy of the order appointing the 'Presenting Officer'.

- (iv) The person charged shall appear in person before Inquiring Authority on the date and time fixed on any working day from the date of receipt of connected records by the Inquiring Authority.
- (vi) The person charged may take the assistance of any other Government servant or any retired Government servant to present the case on his behalf but may not engage a legal practitioner for the purpose, unless the Inquiring Authority, is the legal practitioner or the Inquiring Authority having regard to the circumstances of the case, so permits.

### **Explanation**

The person charged shall not take the assistance of any retired Government servant who has two pending disciplinary cases on hand in which he has to give assistance.

- (vii) If the person charged who has not admitted any of the articles of charge in his written statement of defence or does not submit any written statement of defence, appears before the Inquiring Authority, such authority can question him whether he wants to state anything before he commences the inquiry and the Inquiring Authority shall record his plea, sign the record and obtain the signature of the person charged thereon appending the following certificate

*“Recorded by me, read over (and translated) to the deponent and acknowledged by him to be correct “*

*(Sd Inquiring Authority).*

- (viii) If the person charged applies in writing for the supply of the documents mentioned in the list referred to in charge in Annexure III for preparing his defence and submit his written statement of defence, the Discipline Authority shall supply such documents proposed to be sustained. If the charged person requires any other document(s) other than those mentioned in the list of documents in the Annexure III he shall be required

to indicate the relevancy of the documents required by him to be discovered or produced him the authority concerned in whose custody or possession such documents are available. The Inquiring Authority may, for reasons to be recorded in writing refuse to requisition such of the documents as are in his opinion, not relevant to the case. On receipt of the requisition, referred to above any authority, having custody or possession of the documents shall produce the same the Inquiring Authority concerned, provided that if the authority having custody or possession of the required documents is satisfied for reasons to be recorded in writing that the production of all or any such documents would be against the public interest or security of the State, it shall accordingly inform the authority concerned who shall, in turn, communicate the information to the person charged.

- (2) (i) At that Inquiry the witnesses shall be examined by or on behalf of the Disciplinary Authority by the Presenting Officer and the oral evidence shall be heard and recorded in the presence of the person charged and the person charged shall be entitled to cross examine the witnesses. The witnesses examined shall be styled as PW1, PW2 etc. and the documents exhibited as EX P1, EX P2 etc. The signature of the witnesses should be obtained at the end of each statement of each witness and also in the documents exhibited in his presence, besides the signature of the person charged as well as Inquiring Authority. The Presenting Officer is entitled to reexamine the witnesses on any points on which they have been cross examined but not any new matter without leave of the Inquiring Authority. The Inquiring Authority may also put such questions to the witnesses considered necessary to elicit vital fact to ascertain the truth. In the case of re-examination by the Presenting Officer the person charged is entitled to cross examine the witnesses on those points on such examination.
- (ii) A list of additional witnesses and documents, if considered necessary, in the interest of justice, may also be cited and examined and

exhibited after giving notice to the person charged, of such witnesses and documents sufficiently earlier to such examination so as to enable him to prepare his defence for cross examining such witnesses. The Inquiring authority shall also give an opportunity of inspecting such document(s) before they are taken on record. New evidence shall not be permitted or called for or any witnesses shall not be recalled to fill up any gap in the prosecution evidence.

(iii) After the prosecution is over, the person charged shall be required to state whether or not he has any defence witnesses to be examined and documents to be exhibited on his behalf and also to furnish list of such witnesses if any, and also to state as to what each witnesses is to speak and also the relevancy of documents to be exhibited. A copy of list of witnesses and documents shall also be given to the Presenting Officer, if any, appointed. The person charged may also be permitted himself to give evidence on his behalf, if the person charged gives in writing and also relevancy of his evidence in the interest of justice provided that the Inquiring Authority may for special and sufficient reason to be recorded in writing, refuse to call a witnesses.

(iv) The evidence on behalf of the person charged shall then be produced by him on a date and time fixed for his defence. He may examine himself on his behalf if he so prefers. The witnesses produced shall then be examined and shall also be liable to cross examination and re-examination. The witnesses examined by the person charged is styled as DW1, DW2 etc and the documents if any exhibited as ExD1, EXD2 etc. Each statement of written and document, if any, shall be signed by the deponent, officer charged and the Inquiring Authority. A certificate should be appended at the end of the statement of both prosecution and defence as follows:

*“Recorded by me, read over (and translated) to the deponent and acknowledged by him to be correct”*

*(Sd) (Inquiring Authority)*

- (v) If the person charged states he desires to recall certain witnesses for further cross examination, he should be allowed to do so. But the Inquiring Authority should always question him what further questions he wishes to put those witnesses in order to satisfy himself that they are relevant and if they are not, he can, for reasons to be recorded, refuse to recall such witness(s).
- (vi) Whether or not the person charged desired or had an oral enquiry, he shall be heard in person at any stage, if he so desires before final orders are passed.
- (vii) Whenever any Inquiring Authority, after having heard and recorded the whole or any part of the evidence in an Inquiry ceases to exercise jurisdiction thereon, and he succeeded by another Inquiring Authority which has and which exercises such jurisdiction, the successor Inquiring Authority may act on the evidence so recorded by its predecessor; or partly recorded by its predecessor and partly recorded by itself, provided that if the succeeding Inquiring Authority is of the opinion that further examination of any of the witness whose evidence has already been recorded is necessary in the interests of justice, it may recall, examine, cross examine and re-examine any such witnesses as hereinbefore provided.
- (viii) A report of the Inquiry or personal hearing, as the case may be shall be prepared by the authority holding the inquiry or personal hearing whether or not such authority is competent to impose the penalty. Such report shall contain a sufficient record of evidence, if any and a statement of the findings and the grounds thereof.
- (ix) If the member of the Corporation to whom a copy of the charges together with a statement of the allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing the orders on the case is communicated, does not submit the written statement of his defence on or before the date



specified for the purpose or does not appear in person before the Inquiring Authority or otherwise fails or refuses to comply with a provisions of this regulation, the Inquiring Authority may hold the inquiry Ex-parte.

- (3) After the Inquiry or personal hearing referred to in clause (1) has been completed, the authority competent to impose the penalty specified in such clauses (vi) to (xi) of Regulation 5 is of the opinion, on the basis of the evidence adduced during the inquiry, any of the penalties specified in Regulation 5 should be imposed on the person charged it shall before making an order imposing such penalty, furnish to him a copy of the report of the inquiry or personal hearing or both, as the case may be, and call upon him to submit his further representation, if any, within a reasonable time not exceeding fifteen days. Any representation received in this behalf within the period shall be taken to consideration before making any order imposing the penalty provided that such representation shall be based on the evidence adduced during the inquiry only. It shall not be necessary to give the person charged any opportunity of making representation on the penalty proposed to be imposed.

Provided further that in the case of a person appointed to a post in a temporary department by transfer from any other class or by recruitment by transfer from any other service, the State Government / Chairman and Managing Director may at any time before the appointment of such person as a full member to the said post, revert him to such other clause or service, either for want of vacancy or in the event of his becoming surplus to requirements or if the State Government / Chairman and Managing Director are satisfied that he has not got the necessary aptitude for work in the said post, without observing the formalities prescribed in these sub-clause.

- (4)i) The requirements of sub-clause (b) of Regulation 8 shall not apply while it is proposed to impose on a member of the Corporation any such penalty as is referred to in sub clause (vi) to (xi) of Regulation 5 on the basis of the facts which have led to his conviction in a criminal court (whether or not he has

been sentenced at once by such court to any punishment); but he shall be given a reasonable opportunity of any representation he may desire to make and such representation if any shall be taken into consideration before the order imposing the penalty is passed.

ii) The requirements of sub-clause (b) of Regulation 8 shall not apply where it is proposed to impose on a member of the Corporation, any of the penalties mentioned in Regulation 5, or where the officer concerned has absconded or where it is for other reasons impracticable to communicate with him.

iii) The provisions of sub-clause (b) of Regulation 8 shall not apply where the Governor is satisfied in the interests of the security of the State, it is expedient to follow the procedure prescribed in that sub-clause.

iv) (i) 1 All or any of the provisions of sub-clauses (a) and (b) of Regulation 8 may in exceptional cases, for special and sufficient reasons to be recorded in writing, be waived where there is difficulty in observing exactly the requirements of sub-clauses and those requirements can be waived without injustice to the person charged.

(ii) If any question arises whether it is reasonably practicable to follow the procedure prescribed in sub-clause (b) of Regulation 8, the decision thereon of the authority empowered to dismiss or remove such person or reduce him in rank, as the case may be shall be final.

Provided that, where any case a competent authority has imposed or declined to impose a penalty under this regulation, a lower authority shall have no jurisdiction to proceed under this regulation in respect of the same case.

Provided further that, no person shall be removed or dismissed or compulsorily retired from the member of Corporation by any authority subordinate to that by which he was appointed.

## **EXPLANATION**

- (a) The fact that the lower authority has imposed or declined to impose a penalty in any case shall not debar a higher authority from exercising his jurisdiction under this rule in respect of the same case.
- (b) The order of a higher authority imposing or declining to impose in any case a penalty under this rule shall supersede any order passed by a lower authority in respect of the same case.
- (c) The fact that a lower authority has dropped a charge against a member of a service as not proved shall not debar a higher authority from reviving it, for reasons to be recorded in writing and taking suitable action on the charge so revived.

## **SUSPENSION**

9. (1) A member of the Corporation may be placed under suspension from service, where (i) an enquiry into grave charges against him is contemplated or is pending or (ii) A complaint against him of any criminal offence is under investigation or trial and if such suspension is necessary in the public interest.
- (2) A member of the Corporation is detained in custody whether on a criminal charge or otherwise, for a period longer than forty eight hours shall be deemed to have been suspended under this clause.
- (3) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a member of the Corporation under suspension is set aside in appeal or an review under these regulations and the case is remitted for further Inquiry or action or with any other direction the order of the suspension shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.
- (5) Where a penalty of dismissal, or removal or compulsory retirement from service imposed upon a member of the Corporation is set aside or declared or rendered or void in consequence of or by a decision of a court of law and

disciplinary authority on a consideration of the circumstances of the case decides to hold a further inquiry against him and the allegations on which the penalty of dismissal, removal or compulsory retirement was originally imposed, the member of the Corporation shall be deemed to have placed under suspension by the appointing authority from the date of the original order, dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders, provided that no such further inquiry shall be ordered unless it is intended to meet a situation where the court of law has passed any order purely on technical grounds without going into the merits of the case.

(6) Where a member of the Corporation is suspended or is deemed to have been suspended whether in connection with any disciplinary proceedings or otherwise or any other disciplinary proceedings are commenced or any other criminal complaint is under investigation or trial against him during the continuance of the suspension and where the suspension of member of the Corporation is necessary in public interest as required the clause (1), the authority competent to place him under suspension may, for reasons to be recorded by him in writing, direct that the member of Corporation shall continue to be under suspension until the termination of all or any of such proceedings including departmental proceedings taken on the basis of facts which led to the conviction in a criminal court.

(7) An order of suspension made or deemed to have been made under this regulation may at any time be revoked by the authority which made or deemed to have made the order or any authority to which that authority subordinate.

**9. A** The Commissioner for Disciplinary Proceedings and the Deputy Commissioner for Disciplinary Proceedings, a reference by the disciplinary authority concerned, hold the injury under regulation 8(b) of Tamil Nadu Police Housing Corporation Employee's (Discipline & Appeal) Regulation 2012 in respect of employed of the Tamil Nadu Police Housing Corporation Limited.

**Explanation:-** “ Disciplinary Authority “ for the purpose of this Regulation shall mean the authority competent to impose the penalties referred to this regulation 8(b) to any authority subordinate to him but who is superior in value to the officer against whom the inquiry is to be conducted.

- 10.** (a) The authority imposing any penalty under these rules shall maintain a record showing,
- (i) The allegation upon which the action was taken against the person punished ;
  - (ii) The charges framed, if any;
  - (iii) The person’s representation, if any, and the evidence taken, if any and
  - (iv) The finding and the grounds thereof, if any
- (b) All orders of punishment shall also state the grounds on which they are based and shall be communicated in writing to the person against whom they are passed.
- (c) Every order, notice and the other process made or issued under these rules shall be served in person on the member of the Corporation or sent to him by registered post acknowledgement due or if such person is not found by leaving it at his last known place of residence or by giving or tendering it to an adult member of his family or if none of the means aforesaid is available by affixing it in some conspicuous part of his last known place of residence.
- (d) While passing final orders, the Disciplinary Authorities shall also pass orders regarding the manner of disposal of the matter objects marked during the enquiry. After the appeal time is over, the officers concerned shall accordingly dispose of the material objects.

## APPEALS

- 11.** The authority which may impose any of the penalty prescribed in Regulation 5 above mentioned and on a member of the Corporation specified in column (i) of the schedule to these rules shall be the authority specified in the corresponding entry in columns (ii), (iii), (iv), (v), (vi), (vii), (viii), (ix), (x), (xi), (xii) and (xiii) thereof whichever is relevant or any higher authority.
- 12.** (1) Every member of a Corporation including a person who has ceased to be a member of Corporation shall be entitled to appeal has hereinafter provided, from an order passed by an authority,
- (a) Imposing upon him any of the penalties specified in the relevant column of the schedule to the authority specified in the last column thereof.
  - (b) discharging him in accordance with in terms of his contract, if he has been engaged on a contract for a fixed or for indefinite period and has rendered under either form of contract / continuous service for a period exceeding five years at the time when his services are terminated and
  - (c) reducing or withholding the maximum pension, including an additional pension, admissible to him under the rules governing concerns.
- 13.** (1) A member of the Corporation including a person who has ceased to be such member in whose case the Discipline authority has passed original order shall be entitled to submit, within a period of two months from the date on which the order was communicated to him, a petition to the next higher authority for review of the orders passed by them on any of the grounds specified below.
- (i) That the order was not passed by the competent authority.
  - (ii) That a reasonable opportunity of defending him was not given.
  - (iii) That the punishment is excessive or unjust.
  - (iv) Discovery of new matter or evidence which the appellant alleges and proves to the satisfaction of the authority concern

was not within his knowledge or could not be adduced him before the order imposing the penalty was passed.

- (v) Evident error or omission such as failure to apply Law of Limitation or an error of procedure apparent on the face of record.

Provided that, the Competent Appellate Authority may, in its description, condone any delay in submitting the petition for review within a said period of two months.

- (2) The petition for appeal which does not satisfy any of the above grounds shall be summarily rejected.

**14.** (1) In the case of appeal against an order imposing any penalty specified in regulation 5, the Appellate Authority shall consider

(a) Whether the facts on which the order was passed have been established.

(b) Whether the facts established offered sufficient ground for taking action

(c) Whether the penalty is excessive, adequate or inadequate and pass orders

(i) confirming, enhancing, reducing or setting aside the penalty or

(ii) Remitting the case to the authority which imposed the penalty or to any other authority with such direction as it may deem fit in the circumstance of the case.

**Provided that** (i) if the enhanced penalty which the appellate authority proposes to impose is one of penalties specified in clauses (vi) to (xi) of regulation 5 and an enquiry under sub-clause of regulation 8 has not already been held in the case, the Appellate Authority shall, subject to the provisions of sub rule 8 itself hold such enquiry or direct that such enquiry to be held in accordance with the provisions of sub-clause (b) of regulation 8 and thereafter, on a consideration of the proceedings of such enquiry make such orders as it may deem fit.

(ii) If the enhanced penalty which the Appellate Authority proposes to impose is one of the penalties specified in clauses (vi) to (xi) of Regulation 5 and an inquiry in sub-clause (b) of Regulation 8 has already been held in the case,

the Appellate Authority shall make such orders which may deem fit.

(iii) No order imposing an enhanced penalty shall be made in any other case unless the appellant has been given a reasonable opportunity as far as may be in accordance with the provisions of sub clause (b) of Regulation 8 of making a representation against such enhanced penalty.

(2) Any error or defect in the procedure followed in imposing a penalty may be disregarded by the Appellate Authority if such authority considers for reasons to be recorded, that error or defect was not material and has neither caused injustice to the person concerned nor affected a decision of the case.

- 15.** In the case of an appeal the Appellate Authority shall pass such order as appears to it just and equitable having regard to all the circumstances of the case.
- 16.** Every person preferring an appeal shall do so separately and in his own name.
- 17.** Every appeal preferred under these Regulations shall contain all material statements and arguments relied on by the Appellant shall contain no disrespectful or improper language and shall be complete in itself. Every such appeal shall be addressed to the authority to whom the appeal is preferred and shall be submitted through the office to which the appellant belongs or belonged and through the authority from whose order the appeal is preferred and in the case of members of the subordinate services through the usual official channel.
- 18.** An appeal may be withheld by an authority not lower than the authority from whose order it is preferred, if (i) it is an appeal in a case in which under these regulations no appeal lies or (ii) it does not comply with the provisions of regulation 17 or (iii) it is not preferred within two months after the date on which the appellant was communicated of the order appealed against and no reasonable cause is shown for the delay or (iv) it is a repetition of a previous appeal and is made to the same appellate authority by which such appeal has been decided and no new facts or circumstances are adduced which offered



ground for a reconsideration of the case or (v) it is addressed to an authority to which no appeal lies under these regulations,

Provided that, an every case in which an appeal is withheld, the appellant shall be informed of the fact and the reasons for it.

Provided further that, an appeal withheld on account only of failure to comply with the provisions of regulation 17 may be resubmitted at any time within one month of the date on which the appellant has been informed of the withholding of the appeal and if resubmitted in form which complies with those provisions, shall not be withheld.

- 19.** No appeal shall lie against the withholding of an appeal by a competent authority.
- 20.** (a). Every appeal which is not withheld under the regulations shall be forwarded to the appellate authority by the authority from whose order the appeal is preferred without an expression of opinion.  
  
(b) A list of appeals withheld under regulation 18 with the reasons for withholding them shall be forwarded half yearly by the withholding authority to the Appellate Authority.
- 21.** An Appellate Authority may call for any appeal admissible under this regulations which has been withheld by a subordinate authority and may pass such orders thereon as it considers fit.
- 22.** Nothing in these regulations shall operate to deprive any person of any right of appeal which he would have had if these regulations had not been made, in respect of any order passed before they came into force. An appeal pending at the time when, or preferred after these regulations came into force shall be deemed to be an appeal under these regulations and the regulation 14 shall apply as if the appeal were against an order appealable under this regulation.

## **REVIEW**

- 23.** (1) Notwithstanding anything contained in these regulation
- (i) The State Government in the case of government servants on deputation from the state Government on the appointing authority.
  - (ii) The Board or Chairman or Managing Director as the case may be serving under their control or.
  - (iii) The Appellate Authority within six months of the date of order proposed to be reviewed or
  - (iv) any other authority specified in this behalf by the Board or Chairman & Managing Director by a general or special order and within such time as may be prescribed in such general or special order may at any time, either on their or its own motion or otherwise call for the records of enquiry and after consultation and revised any order made under these regulations, may
    - (a) confirm, modify or set aside the order or
    - (b) confirm, reduce, enhance or set aside the penalty imposed by the order or impose any penalty where no penalty has been imposed  
(or)
    - (c) remit the case to the authority which made the order or to any other authority directing such authority to make such further enquiry as it may consider proper in the circumstance of the case or
    - (d) pass such other orders as they or it may deem fit.

Provided that, no order imposing enhancing any penalty shall be made by any reviewing authority unless the member of the Corporation concerned have been given a reasonable opportunity of making his representation against the penalty proposed and where it is imposed any of the penalties specified in sub clauses (vi) to (xi) of regulation 5 or to enhance the penalty imposed by the order sought to be revised to any of the penalties specified in

those clauses and if an enquiry under sub-clause (b) of regulation 8 as not already been held in the case no such penalty shall be imposed except after an enquiry in the manner laid down in that sub-clause (b) of regulation 8 which shall be subject to the provision of sub-clause (b) (4) of regulation 8 thereof and except after consultation with the Tamil Nadu Public Service Commission where such consultation is necessary.

Provided further that, no power of review shall be exercised by Chairman/ Managing Director unless.

(i) the authority which made the order in appeal or

(ii) the authority to which an appeal would lie, where no appeal has been preferred is subordinate to him

(2) No proceeding for the review shall be commenced

(a) Where no appeal has been preferred before the expiry of the period of limitation for an appeal.

(b) where an appeal had been preferred, before the disposal of such appeal

(c) an application of review dealt with the same manner as if it were an appeal under these regulation

**24.** A statutory appeal /review /review petition or any ordinary petition made by a member of the corporation shall not automatically abate once the member of the corporation dies. In such cases, the appellate authority / reviewing authority or the authority who ascertains the ordinary petition shall process and pass orders with confirming, reducing or setting the penalty in consultation with Tamil Nadu Public service Commission. Wherever consultation with the Tamil Nadu Public Service Commission is necessary. However, the appellate / reviewing authority or the authority ascertains the petition cannot pass orders enhancing the penalty or the case of the authority which imposed the penalty or to any other authority either direction to start fresh inquiry

25. No application for review shall be preferred more than once in respect of the same order provided further that no application for review shall be entertained if it has not been made within a period of six months from the date of receipt of the order on which such application of review is prescribed.
26. Nothing contained in these regulations shall be deemed to preclude in the State Government/Chairman & Managing Director from reviewing its own orders previously passed.
27. The State Government may, at any time, either on their own motion or otherwise, review any order passed by them under these regulations, when any new material or evidence which could not be produced or was not available at the time of passing the order under review and which has the effect of changing the nature of the case, has come, or has been brought to their notice.

Provided that no order imposing or enhancing any penalty shall be made by the State Government or Chairman or Managing Director, as the case may be unless the member of Corporation concerned has been given a reasonable opportunity of making a representation against the penalty proposed or where it is proposed to impose any of the major penalties specified in Regulation 5 or to enhance the minor penalty imposed by the order sought to be reviewed to any of the major penalties and if an enquiry under sub-clause (b) of Regulation 8 has not already been held in the case, no such penalty shall be imposed except after an inquiry in the manner laid down in the said sub-clause (b) of Regulation 8 which shall be subject to provisions of sub rule (4 of Regulation 8) thereof and except after consultation with the Tamil Nadu Public Service Commission where such consultation is necessary.

**TAMIL NADU POLICE HOUSING CORPORATION EMPLOYEES**

**(Discipline and Appeal) Rules 2012**

<b>Class of officers and Subordinates</b>	<b>Appointing Authority</b>	<b>Censure</b>	<b>Withholding of Promotion</b>	<b>Withholding of increments without cumulative effect for 3 years</b>	<b>Recovery from pay, the whole or part for pecuniary loss to the Corporation or recovery from pay to the extent necessary of the monetary value equivalent to the amount of increment where such order cannot be given effect to</b>	<b>Withholding of increment of pay to affect adversely the amount of pension or withholding of increment of pay with cumulative effect for a period exceeding three years and withholding of increments of pay with cumulative effect for any period.</b>	<b>Reduction to a lower rank in the seniority list or to a lower time scale or to a lower stage in the same time scale</b>	<b>Suspension</b>	<b>Compulsory retirement</b>	<b>Removal from Service</b>	<b>Dismissal from Service</b>	<b>Appellate Authority</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
Chief Engineer	Chairman	Managing Director	Managing Director	Managing Director	Managing Director	Chairman	Chairman	Chairman	Chairman	Chairman	Chairman	Board
General Manager (F & A) cum Co.Secy.	Chairman	Managing Director	Managing Director	Managing Director	Managing Director	Chairman	Chairman	Chairman	Chairman	Chairman	Chairman	Board
Superintending Engineer	Chairman	Managing Director	Managing Director	Managing Director	Managing Director	Chairman	Chairman	Chairman	Chairman	Chairman	Chairman	Board
<b>TECHNICAL</b>												
Executive Engineer	Managing Director	Chief Engineer	Chief Engineer	Chief Engineer	Chief Engineer	Managing Director	Managing Director	Managing Director	Managing Director	Managing Director	Managing Director	Chairman
Architect	Managing Director	Chief Engineer	Chief Engineer	Chief Engineer	Chief Engineer	Managing Director	Managing Director	Managing Director	Managing Director	Managing Director	Managing Director	Chairman
Asst. Executive Engineer	Managing Director	Chief Engineer	Chief Engineer	Chief Engineer	Chief Engineer	Managing Director	Managing Director	Managing Director	Managing Director	Managing Director	Managing Director	Chairman
Chief Head Draughtsman	Managing Director	Chief Engineer	Chief Engineer	Chief Engineer	Chief Engineer	Managing Director	Managing Director	Managing Director	Managing Director	Managing Director	Managing Director	Chairman
Assistant Architect	Managing Director	Chief Engineer	Chief Engineer	Chief Engineer	Chief Engineer	Managing Director	Managing Director	Managing Director	Managing Director	Managing Director	Managing Director	Chairman
Assistant Engineer	Chief Engineer	Superintending Engineer	Superintending Engineer	Superintending Engineer	Superintending Engineer	Chief Engineer	Chief Engineer	Chief Engineer	Chief Engineer	Chief Engineer	Chief Engineer	Managing Director
Senior Draughting officer	Chief Engineer	Superintending Engineer	Superintending Engineer	Superintending Engineer	Superintending Engineer	Chief Engineer	Chief Engineer	Chief Engineer	Chief Engineer	Chief Engineer	Chief Engineer	Managing Director
Junior Engineer	Chief Engineer	Superintending Engineer	Superintending Engineer	Superintending Engineer	Superintending Engineer	Chief Engineer	Chief Engineer	Chief Engineer	Chief Engineer	Chief Engineer	Chief Engineer	Managing Director





