

TAMIL NADU WATER SUPPLY AND DRAINAGE BOARD

SERVICE REGULATIONS, 1972.

(B.P. Ms.No.398, dated 13th December 1972)

**(Published in Supplement to Part V of Tamil Nadu Government Gazette
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In exercise of the powers conferred by sub-sections (1) and (2) of section 73 of the Tamil Nadu Water Supply and Drainage Board Act 4 of 1971), the Tamil Nadu Water Supply and Drainage Board with the previous approval of the Government of Tamil Nadu hereby makes the following regulations in respect of the Officers and servants of the Board:-

1. Short title and commencement:- (a) These regulations shall be called “The Tamil Nadu Water Supply and Drainage Board Service Regulations, 1972”.

(b) They shall be deemed to have come into force on the 14th of April 1971.

2. Application:- (1) These Regulations shall apply to the holders of all the posts under the Board (other than those employed occasionally or subject to discharge without notice) whether temporary or permanent except to the extent otherwise expressly provided:-

(a) by or under any orders for the time being in force: or (b) in respect of any member of the Board Service by a contract or agreement subsisting between such member and the Board.

Provided that nothing in these regulations shall, unless a contrary intention is expressly indicated therein, operate to deprive any such person of any right or privilege to which he is entitled by or under any rule or order applicable to him prior to the making of these regulations.

(2) The Board shall be the authority competent to interpret these regulations and the decisions of the Board shall be final and binding.

(3) The Board may by notification, with the previous, sanction of the State Government, exempt wholly or in part from the operation of these regulations, the holder of any post or the holders of any class or category of posts.

3. Definitions:- (1) In these regulations, unless there is anything repugnant in the subject or context-

(i) “The Act” means the Tamil Nadu Water Supply and Drainage Board Act, 1970.

(ii) “Board” means the Tamil Nadu Water Supply and Drainage Board.

(2) A person is said to be “appointed to the Service” when in accordance with these regulations or in accordance with the rules applicable at the time, as the case may be, he discharges for the first time the duties of a post borne on the cadre of such class or service or commences probation, instruction or training prescribed for members thereof.

(3) “Approved candidate” means a candidate whose name appears in an authoritative list of candidates approved by the Board for appointment to any class, or category of the Board’s Service.

(4) “Approved probationer” in any class or category in the service means a member of the class or category who has satisfactorily completed his probation and has been declared as such and awaits appointment as a full member in that class or category.

(5) “Backward Classes” means the communities mentioned as such in Schedule I to Part I of General Rules for the Tamil Nadu State and Subordinate Service as amended from time to time, by the Government of Tamil Nadu.

(6) “Discharge of a Probationer” means in case the probationer is a full member or an approved probationer in any other class or category reverting him to such service, class of another service or category and in any other case, dispensing with his services.

(7) A person is said to be “on duty” as a member of the Board’s Service-

(a) When he is performing the duties of a post borne on the cadre of such service or is undergoing the probation, instruction or training prescribed by the Board for such service:

(b) When he is on joining time; or

(c) When he is absent from duty during vacation or on authorised holidays or on casual leave taken in accordance with the instructions regulating such leave issued by the Board having been on duty immediately before and immediately after such absence.

(d) When he is undergoing any course of Study, training or instruction for which he is deputed by the Board. (B.P.Ms.No. 83, dated 12.3.74)

(8) “Full member” of a service means a member of that service who has been appointed substantively to a permanent post borne on the cadre thereof:

(9) “Member of the Service” means a person who has been appointed to the service of the Board and who has not retired or resigned, been removed or dismissed, been substantively transferred or reduced to any other category or class or reverted to Government service or been discharged otherwise than for want of vacancy. He may be a probationer, an approved probationer or a full member in the Board’s Service.

(10) "Military duty" means, the duty declared as such from time to time by the Government of Tamil Nadu.

(11) "Minimum general educational qualification" means the qualification referred to in Schedule I to Part II of the General Rules for the Tamil Nadu State and Subordinate Service, as amended from time to time, by the Government of Tamil Nadu.

(12) "Probationer" in the Board's service means a member of that service who has not completed his probation.

(13) "Promotion" means the appointment of a member of any category or class in the Board's service to a higher category or class in the said service.

(14) "Recruited direct" excepting the cases of appointment by promotion, by transfer or by appointment from Government service on deputation or on foreign service terms from any other organisation or by appointment on contract, all other appointments directly made shall be deemed to be made by direct recruitment.

(15) "War Service" means such service as has been recognised as war service from time to time by the Government of Tamil Nadu.

(16) "Schedule Castes" and "Schedule Tribes" means the communities mentioned as such in Part A & B of Schedule II to Part I of the General Rules for the Tamil Nadu State and Subordinate Service as amended by the Government of Tamil Nadu.

(17) "Diploma or Degree" – In cases where the regulations prescribe a degree or diploma as a qualification, then the degree or diploma granted by any of the Universities or Institutions recognised by the University Grants Commission for the purpose of grant specified in Schedule II to the General Rules for the Tamil Nadu State and Subordinate Service as amended from time to time shall be recognised as qualification.

Explanation.- Definitions, as well as other conditions of service etc., not explicitly mentioned in these regulations, will be the same as found in the Fundamental Rules and the Subsidiary Rules issued by the Government of Tamil Nadu.

4. *Classification of Services.*– The Services under the Tamil Nadu Water Supply and Drainage Board shall be classified as Class I, Class II, Class III and Class IV as detailed below:

Class I - All Officers the minimum of whose scale of pay is Rs.1,150 or above.

Class II - All Officers the minimum of whose scale of pay is Rs.750 and above and less than Rs.1,150 and these posts specifically classified by the Board as such.

Class III - All staff the minimum of whose scale of pay is Rs.350 or above and less than Rs.750 and also those posts specifically classified by the Board as such.

Class IV - All other posts whose scale of pay is below Rs. 350 specifically classified by the Board as such.

5. Constitution.-(a) The following services shall be constituted for the officers and servants of the Board.-

- I. Tamil Nadu water Supply and Drainage Board General Service.
- II. Tamil Nadu water Supply and Drainage Board Engineering Service.
- III. Tamil Nadu water Supply and Drainage Board Engineering Subordinate Service.
- IV. Tamil Nadu water Supply and Drainage Board Ministerial Service.
(B.P.Ms.No. 141, dt. 4.3.86)
- V. Tamil Nadu water Supply and Drainage Board Basic Service.
(B.P.Ms.No. 585, dated 10.12.81.)
- VI. Tamil Nadu water Supply and Drainage Board Accounts Service.
- VII. Tamil Nadu water Supply and Drainage Board accounts Subordinate Service (B.P.Ms.No. 321, dt. 2.7.84).
- VIII. Tamil Nadu water Supply and Drainage Board General Subordinate Service.
- IX. Tamil Nadu water Supply and Drainage Board Mechanical Subordinate Service (B.P.Ms.No.141, dt. 4.3.1986).

The posts constituting each service are given below:.

I. Tamil Nadu Water Supply and Drainage Board Service.-

Category.-

1. Secretary to the Board.
- 1.A Deputy Secretary.
2. Chief Accounts Officer.
3. Assistant Secretary to the Board.
4. Non-Technical Personal Assistant to Chief Engineer.

II. Tamil Nadu water Supply and Drainage Board Engineering Service.

Category.-

1. Chief Engineer.
2. Superintending Engineer.
3. Executive Engineers (including Deputy Chief Engineer)
4. Assistant Executive Engineers.
(B.P.Ms.No.124, dt.6.4.1988)

- 5. Chief Head Draughtsman
- 6. Assistant Engineer. (B.P.Ms.No.124, dt.6.4.1988)
- 7. Assistant Water Analyst
- 8. Assistant Geologist and
- 9. Geological Assistant.
- 10. EDP Manager
- 11. System Analyst

} B.P.(Ms.)No.211, dt 25.6.77.

} B.P.(Ms).No.7 Estt.(per)

dt.9.1.08

III. Tamil Nadu water Supply and Drainage Board Engineering Subordinate Service:-

Category.-

- 1. Junior Engineers (B.P.Ms.No.124, dt.6.4.1988)
- 2. Head draughtsman
- 3. Draughtsman, Grades I, II and III
- 4. Assistant Draughtsmen
- 5. Blue Print Operators.
- 6. Water Works Superintendent
including Electrical Superintendent; and
- 7. Work Assistant including
Technical Assistant.

} B.P.Ms.no. 141
dt. 4.3.86.

NOTE:- A Junior Engineer or Assistant Engineer or Assistant executive Engineer or Executive Engineer when posted to a Municipality shall be designated as Municipal Engineer, grade III, grade II and grade I respectively (B.P.Ms.No. 124, dated 6.4.88)

IV. Tamil Nadu water Supply and Drainage Board Ministerial Service:-

Category:-

- 1. Superintendents
- 2. Managers
- 3. Office Assistants
- 4. Assistants.
- 5. Confidential Stenographer
- 6. Upper Division Stenographer (Camp Clerk
to Chief Engineer)
- 7. Junior Assistants
- 8. Typists including Steno-typists
- 9. Store keepers.
- 10. Receptionist-cum-Telephone Operator
- 11. Works clerk and
- 12. Record assistant.
- 13. Programmer
- 14. Console Operator

} B.P.Ms.No. 141, dated 4.3.86

} B.P.(Ms).No.7 Estt.(per)

dt.9.1.08

**V. Tamil Nadu water Supply and Drainage Board Basic Service:-
(B.P.Ms.No. 585, dated 10.12.81)**

Category:-

- 1. Daffedar
- 2. Basic Servants and
- 3. Basic workers including watchman, Lascars, Gardeners and Sweepers.

**VI. Tamil Nadu water Supply and Drainage Board Accounts Service:-
(B.P.Ms.No. 321, dated 2.7.84)**

Category:-

1. Accounts Officer (Entitlement)
- 2 Other Accounts Officers.

VII. Tamil Nadu water Supply and Drainage Board Accounts Subordinate Service:- (B.P.Ms.No. 321, dated 2.7.84)

Category:-

1. Junior Accounts Officer.
2. Divisional Accountants

VIII. Tamil Nadu water Supply and Drainage Board General subordinate Service.-

(i) Maintenance and Operation Branch:-

Category.-

1. Electrician Grade I and II
2. Fitters, Grade I and II (including Crane Operator and Mixer machine Operator)
3. Plumer
4. Filter Operator & Mechanic including Filter Bed Operator
5. Turn Cock
6. Pump Operator including Assistant Mechanic
7. Work Inspector, grades I and II
8. Helper
9. Cleaner Grades I & II and
10. Boring Mechanic

(ii) Research branch:-

Category.-

1. Junior Water Analyst including Laboratory assistant and Chemist; and
2. Laboratory Attender.

(iii) General Branch:-

Category.

1. Driver including Jeep, Van, Lorry, Rigs and tractor Driver; and
2. Record Clerk.

IX. Tamil Nadu water Supply and Drainage Board Mechanical Subordinate Service:- (B.P.Ms.No. 141, dated 4.3.1986)

Category:-

1. Junior Mechanical Engineer
2. Foreman (Mechanical/Electrical)
3. Assistant Foreman
4. Mechanic Grades I and II
5. Rewinder
6. Assistant Rewinder

7. Turner
8. Welder Grades I and II
9. Smith
10. Machinist
11. Tinker
12. Auto Electrician
13. Painter
14. Tool Room Attender
15. Tool keeper
16. Drilling Supervisor
17. Driller
18. Assistant Driller; and
19. Air Compressor Operator including Air Compressor Mechanic.

6. Cadre.- The permanent cadre strength of each class, category and grade of the Board Service shall be fixed by the Board. The necessity or otherwise for permanent retention of temporary posts will as a rule, be examined by the Board after a period of five years from the date of creation of the post concerned.

7. Proportion or Order of filling up of vacancies.- Where the normal method of recruitment to any class of service or category or grade is both by direct recruitment and by promotion:-

(i) the proportion or order in which the vacancies may be filled by persons recruited direct and by promotees shall be as may be prescribed by the Board.

(ii) nothing in this regulation shall adversely affect any person who on the date of issue of these regulations was a probationer in such class of service, category or grade, as the case may be.

8. Reservation of Appointment.- The principle of reservation of appointments is laid down in rule 22 of General Rules for the Tamil Nadu State and Subordinate Service shall apply in case of direct recruitment to all posts. The reservation of appointment to the posts shall be made on the following basis:-

(a) The unit of selection for appointment for the purpose of this regulation shall be one hundred of which eighteen shall be reserved for the Scheduled Castes and Scheduled Tribes and thirty one shall be reserved for the Backward Classes and the remaining fifty one shall be filled on the basis of merit.

(b) The claims of members of the Scheduled Castes and Scheduled Tribes and the Backward Classes shall also be considered for the fifty one appointments which shall be filled on the basis of merit; and where a candidate belonging to a Scheduled Castes, Scheduled Tribes or a Backward Classes is selected on the basis of merit the number of posts reserved for Scheduled Castes and the Scheduled Tribes or for Backward Classes, as the case may be, shall not in any way be affected.

(c) Appointments under this regulation shall be made in the order of rotation as prescribed by the Government of Tamil Nadu from time to time.

(d) If qualified and suitable candidate belonging to any of the Scheduled Castes and Scheduled Tribes or the Backward Classes is not available for appointment in the turn allotted for them in the cycle, the turn will lapse and the vacancy shall be filled by the next turn in the order of rotation. No account shall be taken of any lapsed turns of the Scheduled Castes and the Scheduled Tribes or of the Backward Classes.

9. Mode of Recruitment.- The Board shall notify all vacancies for posts to be filled up by direct recruitment to the local employment Exchange as provided for in the Employment Exchanges (Compulsory Notification of Vacancies) Act 1959 (Central Act No. 31 of 1959) and the rules made thereunder. If the local Employment exchange is unable to sponsor the required number of qualified and eligible candidates and gives a certificate to that effect, the Board shall advertise the remaining vacancies in at least one English daily newspaper and one Tamil Daily newspaper having wide circulation in the area. The selection of candidates shall be made from among the candidates sponsored by the Employment Exchange and or who responded to the advertisement as the case may be. The selection shall be made by a Selection Committee to be constituted by the Board consisting of the Chairman, the Managing Director and one more member to be nominated by the Board. (B.P.Ms.No. 401, dated 28.9.76). The Chairman shall be the Chairman of the Selection Committee so constituted shall function for one year from the date of its constitution. The Board may direct the Selection Committee to make the selection on the results of a written examination or interview or of both as it considers suitable. The lists of candidates selected and arranged in the order of preference for a Class I Service shall be submitted to the Board for approval. All appointments by direct recruitment shall be made only from the list thus approved by the Board. In case the Board disagrees with the recommendations of the Selection Committee, the Board shall cause the matter to be referred back to the Selection Committee for reconsideration in the light of the views expressed by the Board. The Selection Committee's recommendations shall be final for posts in Class II and Class III and appointments by direct recruitment to the classes made with reference to the recommendations of the Selection Committee be reported to the Board for information.

(2) Selection for appointment by direct recruitment to Class IV shall be made by the appointing authority by inviting applications through the Employment Exchange.

(3) The selection of candidates for appointment for work-charged and nominal muster roll establishment shall be made by the appointing authorities by inviting applications through the Employment Exchange.

(4) For promotion to posts of executive engineers and Superintending Engineers of the Tamil Nadu water Supply and Drainage Board, the Chief Engineer of the Board shall prepare a list of all eligible candidates arranged in the order of seniority for consideration having regard to their efficiency-cum-seniority showing in the list their names, present designation, present pay, age, qualifications and experience and forward the same to the Managing Director with their confidential reports. The Managing Director after scrutinising the lists and the confidential reports

will select and appoint the candidates in respect of the post of Executive Engineers. In respect of Superintending Engineers, the Managing Director will make his recommendations to the Board for selection, and based on the selection by the Board he will issue appointment orders. (B.P.Ms.No. 320, dated 1-9-98). The appointment of Chief Engineer of the Board will be made subject to the approval of the Government.

(5) No appeal shall lie against the decision of the Selection Committee in regard to direct recruitment. All appeal shall however, lie to the Board for appointments made by promotion on the basis of the recommendations of the Selection Committee and the Board shall dispose of such appeals on merits and its decision shall be final. With regard to appointment by promotion approved by the Board, a revision shall lie to Government.

(6) In respect of promotions to technical posts below the rank of Assistant Executive Engineers and promotions to non-technical posts in Board's Secretariat and Chief Engineer's office and other subordinate offices of Chief Engineer, the appointing authority is competent to make the promotions.

(7) Notwithstanding anything contained in the above Regulation, the Board may in any particular case or class of cases adopt a special procedure as more appropriate than the one prescribed in any of the said Regulations.

10. *Revision of list of approved candidates for appointment or promotion.*— Notwithstanding anything contained in these regulations, the Board shall have power to revise in any manner it considers suitable, any lists of approved candidates prepared by the competent authority for appointment or promotion to any post.

11. (a) *Candidates included in more than one approved list.*— Where a candidate's name has been included in the list of approved candidates for more than one class or category of service, the appointing authority who proposes, to appoint such a candidate first shall require him to elect the class or category of service to which he wishes to be appointed. On such selection, the candidate's name shall be removed from the list of approved candidates for the class or category of service or services to which he does not wish to be appointed.

(b) An approved candidate for any class or category of service who joins the Armed Forces in connection with the National Emergency before he is appointed to the class or category for which he has been selected or a person who while on such military duty is selected and included in the list of approved candidates for appointment to a class or category of service under the Board, shall be appointed to such class or category on his due turn with effect from the date on which he would have been so appointed but for his absence on military duty. With effect from the date on which he is so appointed, he shall be entitled to count the period of his military duty towards probation in his post under the Board. He shall be deemed to have entered the time scale applicable to the post with increments which he shall be eligible in the time scale applicable to the post with effect from the same date. The military duty shall count for increments to which he shall be eligible in the time-scale in the same manner in which they would have been admissible, if he had not taken up the military duty. On discharge from military duty, he shall within a period of six

months from the date of such discharge, take up his post under the Board, and thereafter, undergo such portion of the period of probation as remain after counting the period of military duty under the sub-regulation. He shall also undergo such training and pass such tests as may have been prescribed in these regulations for the said post within a period equal to the prescribed period of probation or such other period as may have been prescribed in these regulations from the date of joining the post after discharge from military duty.

Provided that the time – limit of six months referred to in this sub-regulation shall not apply to a person who is wounded while on military duty or as a result of such duty is otherwise rendered unfit to take up his post within that time. he may take up his post after he is declared on medical examination to be fit for duty, within a period of two years or such further period as may be granted by the appointing authority from the date of his discharge from military duty.

12. Permanent allotment of candidates to units and their appointment.– (1) For purpose of direct recruitment to the Board's Service, the Offices specified below shall be a departmental unit.

(a) Board's Secretariat (in the City)

(b) Office of the Chief engineer, Circle, Division and Subordinate offices, Tamil Nadu water Supply and Drainage Board.

(2) For purposes of recruitment, promotion, seniority, probation, discharge for want of vacancies, re-appointment of probationers and approved probationers and appointment as full members, the offices specified above shall be separate departmental unit.

(3) List of approved candidates for appointment by direct recruitment shall be prepared separately for each unit of appointment. The candidates included in the list for each unit shall be regarded as permanently allotted to the unit and appointment in each unit shall be made from the list for that unit by the appointing authority for the unit.

13. Candidates allotted to but not actually employed in a unit.– A candidate included in the list for a unit but not actually employed, may with the consent of the appointing authority in the unit, be allotted to another unit if no candidate is available from the list current for the latter unit and if the candidate is willing to be so allotted. If a candidate is allotted only on a temporary basis to the latter unit his temporary appointment in that unit shall not count for probation in the class of service and shall cease if the candidate is required to fill a vacancy in the unit in the list for which he has been included.

14. Failure of approved candidates, discharged probationers and approved probationers to join duty when required.– When an approved candidate or a probationer or an approved probationer who has been discharged from the service for want of a vacancy, fails without adequate reason to take up, when directed to do so by the competent authority, the duties of a post in a class of service, within 15 days of such notice, his name shall be removed from the list of approved candidates or as the

case may be, from the list of approved candidates or as the case may be from the list to probationers or approved probationers by an order of that authority. In the case of approved probationer, such order shall be passed after observing the prescribed procedure mentioned in the Discipline and Appeal Regulations. An approved candidate, a probationer or an approved probationer whose name has been removed from the list of approved candidates or as the case may be from the list of probationers or approved probationers by an order so passed by the competent authority shall not be eligible for appointment against on the basis of the inclusion of his name in the same list.

Competent Authority.- For the purposes of the above Regulation, the competent authority shall be the Managing Director in the case of Board's Secretariat, the Chief Engineer, TAmil Nadu water Supply and Drainage Board for the office of the Chief Engineer, Tamil Nadu Water Supply and Drainage Board and the Superintending Engineers concerned for Circle Offices.

15. *Transfers.*- All officers and servants of the Board are subject to transfer from the Board's Secretariat to the unit between the Units and from any unit to the Board's Secretariat. All such transfers and postings shall be made by the authority competent to order such transfers or by the authority to whom powers are delegated.

16. *Minimum General Educational Qualifications.*- (a) The minimum general educational qualification wherever referred to in these regulations shall mean the qualification prescribed in the schedule to the Tamil Nadu General Service Rules.

(b) A candidate who has rendered war service shall be eligible for appointment to posts for which the minimum general educational qualification referred to in clause (a) above has been prescribed, if he has appeared for the Secondary School Leaving Certificate Examination of the State and has been declared eligible for the college course.

NOTE:- An employee in regular service who does not possess the minimum general educational qualification but who is certified by the competent authority to be deserving of appointment as full member or promotion or transfer from one post to another in the same class of service or from one class of service to another, shall be deemed to possess the minimum general educational qualification if he appears for the examination of the S.S.L.C. standard conducted by the Tamil Nadu Public Service

Commission and obtains the minimum percentage of marks specified below.

Subject of the examination.	<u>Minimum Percentage</u>	
	Scheduled castes and scheduled Tribes	Other Communities.
1. An essay paper in two parts, the first part being essay in Tamil and the Second part in English.	35	40
2. A Translation paper in two parts, first part being translation from Tamil into English and the second part from English to Tamil.	35	40
3. A paper in general knowledge which will be set in English, the candidates being given the option of answering either in English or in Tamil.	35	35
4. A paper in precis writing in English.	35	35

17. General conditions for appointment.- (a) No person shall be eligible for appointment to any class of service by direct recruitment unless he has attained the age of 18 years on the first day of July of the year in which the selection for appointment is made and satisfies the Board or the Selection Committee or the appointing authority, as the case may be.

(i) that he is of sound health, active habits and free from any bodily defect or infirmity unfitting him for such service.

(ii) that his character and antecedents are such as to qualify him for such service; and

(iii) that such person does not have more than one living wife/husband.

(b) A candidate for appointment to a post under the Tamil Nadu Water Supply and Drainage Board must be-.

(i) a citizen of India: or

(ii) a subject of Sikkim; or

(iii) a subject of Nepal; or

(iv) a subject of Bhutan; or

(v) a Tibetan refugee who came over to India before the 1st, January 1962 with the intention of permanently settling in India; or

(vi) a person of Indian origin who has migrated from Pakistan, Burma, Ceylon or any of the East African countries of Kenya, Uganda or the United Republic or Tanzania (formerly Tanganyika and Zanzibar) with the intention of permanently settling of India.

Provided that a candidate belonging to categories (iii), (iv), (v) and (vi) shall be a person in whose favour a certificate of eligibility has been given by the Government of Tamil Nadu and if he belongs to category (vi) the certificate of eligibility will be issued for a period of one year, after which such a candidate will be retained in service subject to his having acquired Indian Citizenship.

A candidate in whose case a certificate of eligibility is necessary, may be admitted to an examination or interview conducted by the Tamil Nadu Water Supply and drainage Board or other recruiting authority and he may also provisionally be appointed subject to the necessary certification being given to him by the Government of Tamil Nadu.

(c) The upper age limit prescribed in these regulations shall not apply:-

(i) to the appointment of a candidate belonging to any of the Scheduled Castes, Scheduled Tribes or Backward Classes to a Category of Post included in a class of service for which the regulations prescribe a qualification lower than the degree of B.A., or B.Sc., of any of the Universities recognised by the University Grants Commission for the purpose of its grant, if such candidate possesses a general educational qualification, which is higher than that referred to in regulation 16 and he is otherwise qualified for appointment; or

(ii) to the appointment to a post included in a class of service of a candidate belonging to any of the Scheduled Castes, Scheduled Tribes or Backward Classes who holds a degree of any of the Universities recognised by the University Grants Commission prescribed for appointment to such post and if he is otherwise qualified for appointment; or

Provided that for direct recruitment to a post included in a class of service for which the minimum qualification required is not higher than the minimum general educational qualification, the age-limit prescribed shall be increased by five years in respect of candidates belonging to Scheduled Castes or Scheduled Tribes, who do not possess a general educational qualification, which is higher than the minimum general educational qualification; (B.P.Ms.No. 585, dated 10.12.81)

(iii) to the appointment, in special circumstances to be recorded in writing, of a person selected for appointment to one class or service or category thereof, to another class of service or category thereof the qualification prescribed for appointment to which are identical with those prescribed for appointment to the former class of service or category.

(d) In the case of a candidate who has rendered war service the period of his war service shall be excluded in computing his age for appointment. Such person shall, if invalidated from war service be entitled to deduct from his age the period from the time when he was invalidated upto the 1st April 1946.

(e) The age-limit in respect of posts to which minimum general educational qualification or lower qualification has been prescribed in the regulation, shall be increased by five years in the case of candidates belonging to Scheduled Castes and Scheduled Tribes. (B.P. Ms. No. 319, dated 5.8.76).

18. *Language Qualification.*- No person shall be eligible for appointment to any service either by direct recruitment or any recruitment by transfer or by promotion unless he has an adequate knowledge of the official language of the State, namely, Tamil.

Explanation: For the purpose of this sub-rule, a person with an adequate knowledge of Tamil shall mean a person (I) who has acquired knowledge in Tamil in the High School Course, or (ii) who whether his mother-tongue is Tamil or not, is able to speak, read and write Tamil; or (iii) who has passed the Second Class Language Test in Tamil.

Provided that where a person appointed to any service by transfer or by promotion has not acquired an adequate knowledge of Tamil, he shall be deemed to have acquired an adequate knowledge of Tamil if he passes the second class Language Test in Tamil within the period of his probation or within a period of two years of duty within a continuous period of three years if no probation has been prescribed. If he fails to pass the test within such period he shall not be eligible to draw increments in time scale of pay applicable to him until he passes the test such inability to draw increment shall not have the effect of postponing his future increments after he has passed the test.

Provided further that in the case of appointment to technical service if no qualified and suitable candidates possessing an adequate knowledge of Tamil are available, recruitment may be made from among persons who do not possess adequate knowledge of Tamil subject to the condition that such person shall the second class test in Tamil within the period of their probation.

19. *Appointment.*- (1) Appointment to the posts specified in column (1) of the table below shall be made by the methods specified in the corresponding entries in

column (2) thereof;

THE TABLE

TAMIL NADU WATER SUPPLY AND DRAINAGE BOARD GNEERAL SERVICE.

<u>Name of the post</u> (1)	<u>Method of appointment</u> (2)
Secretary. (B.P.Ms. No. 506, Dt. 13.12.83 and B.P.Ms No. 591, dt. 31.12.84)	Promotion from category 1-A or 3; By deputation of Deputy Secretary to Government with not less than three years of service or a Joint Secretary to Government; and by direct recruitment either permanently or on contract.
(1-A) Deputy Secretary	By promotion from category 3 (B.P. Ms. No. 506, dated 13.12.1983)
2. Chief Accounts Officer (B.P.Ms.No. 321, dated 2.7.84)	By deputation of deputy or Assistant Secretary to Government in the Finance Department;
	By deputation from among the Offices of the Treasury and Accounts Service or from Deputy or Assistant Examiner of Local Fund Accounts;
	By deputation from among the officer of I.A., and A.S. Service of suitable seniority and by direct recruitment permanently or on contract basis.
3. Assistant Secretary	<ul style="list-style-type: none"> (i) By promotion from Superintendents from among full members or approved probationers in the category of Superintendents of the Board. (ii) by deputation of Assistant secretary to Government or some other officers of the State Government of equal rank; and (iii) by direct recruitment on permanent basis or on contract.

4. Non-Technical P.A. to Chief Engineer

(i) By promotion from Superintendents who are full members or approved probationers in the office of the Chief Engineer, Tamil Nadu water Supply and Drainage Board and Managers of Circle Offices.

(ii) From among the Superintendents, full members or approved probationers in the Tamil Nadu Water Supply and Drainage Board Secretariat; and

(iii) By deputation from among the officers of the State Government of suitable category and status.

(2) (a) Appointment to the categories specified in column (1) of the Table below shall be made by the methods specified in the corresponding entries in column (2) thereof:-

II. TAMIL NADU WATER SUPPLY AND DRAINAGE BOARD ENGINEERING SERVICE.

<u>Category</u> (1)	<u>Method of appointment</u> (2)
1) Chief Engineer	By promotion from the Superintending Engineer of Category 2 who possess a degree in Engineering (Civil or Mechanical) of an University or Institution, recognised by University Grants Commission for the purpose of its grant. (B.P.Ms.No. 57, dt. 16.2.85)
2) Superintending Engineers.	By promotion from Executive Engineers of Category 3 who possess a degree in Engineering (Civil or Mechanical) of an University or Institution, recognised by University Grants Commission for the purpose of its grant. (B.P.Ms.No. 57, dt. 16.2.85)
3) Executive Engineers	By promotion from the Assistant executive Engineers of category 4.
4) Assistant Executive Engineers	By direct recruitment; and by promotion from the Assistant Engineers or Junior Engineers.

5) Chief Head
Draughtsman Office
of the Chief Engineer,
Tamil Nadu water
supply and Drainage
Board.
Recruitment by transfer from among the members of the
Engineering Subordinate Service in the Office of the
chief Engineer, Tamil Nadu Water Supply and Drainage
Board.

6) Assistant Engineers
(i) Direct Recruitment
(ii) Recruitment by transfer .
Recruitment between Direct recruitment and
transferees shall be in the ratio of 1:2 . (B.P.(Ms)
No.140/E(per)Wing/Dated 06.12.2007.

7) Assistant Water
Analyst
By promotion from the Junior Water Analyst; or by
direct recruitment; or by deputation from Government
service (B.P.Ms.No. 392, dated 14.8.75)

8) Assistant Geologist
i) By direct recruitment or
ii) By promotion from among Geological assistants
of the Tamil Nadu Water Supply and Drainage
Board Engineering Service; or
iii) For special reasons by recruitment by transfer
from any other service.

9) Geological Assistant
i) By direct recruitment; or
ii) By transfer from any other class, category; or
iii) By recruitment by transfer from any other
service in the Board (B.P.Ms.No. 211, dated
25.6.77)

10. E.D.P. Manager
i) By Direct recruitment (or)
ii) By promotion from System Analyst(or) B.P.Ms.No.7
iii) Recruitment by transfer } Esst.(per)
dt.9.01.08

11. System Analyst
i) By Direct recruitment (or) B.P.Ms.No.7
ii) By promotion from Programmer (or) } Esst.(per)
iii) Recruitment by transfer dt.9.0108

(b) The post of Chief Engineer, Superintending Engineers, and Executive Engineers including Deputy Chief Engineers shall be selection posts and promotions to these posts shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

Provided that an Assistant Executive Engineer possessing the Upper Subordinate or Licentiate in Civil Engineering Diploma of the College of Engineering, Guindy, or of the State Board of Technical Education and Training, Madras shall not be eligible for promotion to the post of Executive engineer unless he has shown exceptional merit in his work.

C) (i) Such number of substantive vacancies among Assistant Executive Engineers as the Board may from time to time determine shall be filled or reserved to be filled by direct recruitment on the results of a competitive examination.

(ii) So far as suitable and qualified candidates are available out of every four vacancies successively arising other wise than substantively among Assistant Executive Engineers, the first three vacancies shall be filled or reserved to be filled by recruitment by promotion from among the Assistant Engineers of the Tamil Nadu Water Supply and Drainage Board Engineering Subordinate Service:-

1 Possessing the B.E. Degree and who have rendered not less than five years of service.

2 Municipal Engineers, Grade III taken over to the Department of Public Health Engineering and Municipal Works, possessing Upper Subordinate L.C.E., Diploma of the College of Engineering, Guindy or L.S.E. or L.C.E. Diploma of State Board of Technical Education and Training, Madras or a pass in Sections A and B of the A.M.I.E. (India) Examination having not less than 10 years of Service; or

3 Municipal Engineer, Grade III taken over to the Department of Public Health Engineering and Municipal Works, with L.S. qualification having not less than 18 years of service and the fourth vacancy shall be filled or reserved to be filled by recruitment by transfer from among.-

- (A) Junior Engineers of the Tamil Nadu Water Supply and Drainage Board Engineering Subordinate Service having put in not less than 10 years of service.
- (B) Junior Engineers of the Tamil Nadu Water Supply and Drainage Board Engineering Subordinate Service promoted from the rank of Draughtsman in the same service with U.S. or L.C.E. or L.S.E. Diploma of College of Engineering, Guindy or State Board of Technical Education and Training, Madras or a pass in sections A and B of A.M.I.E (India) Examination having put in not less than 15 years of service or with L.S. qualification having put in not less than 18 years of service.
- (C) Draughtsman, I Grade and Head Draughtsman of the Tamil Nadu water supply and Drainage Board Engineering Subordinate Service possessing the Upper Subordinate or L.C.E. Diploma of the College of engineering, Guindy or L.C.E. or L.S.E of the State Board of Technidal Education and Training, Madras or a pass in Sections A and B of the A.M.I.E (India)Examination
- (D) Draughtsman, I Grade and Head Draughtsman of the Tamil Nadu Water Supply and Drainage Board engineering Subordinate Service with L.S. qualification having put in not less than 18 years of service out of which atleast one year must have been spent on out-door field work.

(3) (a) Appointment to the categories specified in column (1) of the Table below shall be made by the method specified in the corresponding entries in column (2) thereof:-

III. TAMIL NADU WATER SUPPLY AND DRAINAGE BOARD
ENGINEERING SUBORDINATE SERVICE

<u>Category</u> (1)	<u>Method of appointment</u> (2)
1. Junior Engineers	By direct recruitment including recruitment from among persons in Municipal Councils or Panchayat Union Councils or corporation of Madras; By promotion from Category 2 or 3 provided that they have put in Service for a minimum of ten years in category 3; and For special reasons, recruitment by transfer from any other service. Provided that twenty per cent of the vacancies shall be reserved to be filled by recruitment of municipal supervisors with six years experience.
2. Head Draughtsman	By Promotion from Draughtsman Grade I and if no qualified and suitable draughtsman is available for such promotion appointment shall be made from the holders of the posts in category; for special reasons recruitment by transfer from any other service.
3. Draughtsman Grade I	By promotion from any lower grade and if no qualified and suitable draughtsman is available for such promotion, direct recruitment or for special reasons recruitment by transfer from any other service.
4. Draughtsman Grade II	By promotion from Grade III and by direct recruitment or for special reasons recruitment by transfer from any other service.

5. Draughtsman Grade III	By Direct recruitment and promotion from Tracers or for special reasons, recruitment by transfer from any other service. Provided that in individual cases, Junior Engineers possessing the Upper Subordinate Licentiating in Civil Engineering or Licentiate in Sanitary Engineering qualification may be appointed temporarily as Draughtsman, Grade I, II and III according to the Exigencies of services. The Junior engineers (including those possessing Licentiate in Civil Engineering/ Licentiate in Sanitary Engineering Qualifications) so appointed shall draw the pay admissible to them as Junior Engineers, so long as they are retained as Draughtsman.
6. Assistant Draughtsman	By direct recruitment and for special reasons recruitment by transfer from any other service.
7. Blue Print Operators	By direct recruitment and for special reasons recruitment by transfer from any other service.
8. Water Works Superintendent including Electrical superintendent	<p>i) Recruitment by transfer from any other service; or</p> <p>ii) Direct recruitment</p>
9 Work Assistant including Technical Assistant	<p>i) Recruitment by transfer from any other service; or</p> <p>ii) Direct recruitment (B.P.Ms.No. 141, dt. 4.3.1986.</p>

(b) Promotion to the posts of Head Draughtsman and Draughtsman Grade I, II and III shall be made on ground of merit and ability, seniority being considered only where merit and ability are approximately equal.

(c) The direct recruitment of Engineers/Diploma holders/Craftsman by the Tamil Nadu water supply and drainage Board as Junior Engineers, etc., should be confined to those who have completed one year of apprenticeship under the Government of India Scheme or one year of Training under the scheme introduced in the G.O.Ms.No. 1547, Labour Department, dated 10th October 1970.

**IV TAMIL NADU WATER SUPPLY AND DRAINAGE BOARD
MINISTERIAL SERVICE.**

(4) Appointment to the categories specified in column (1) of the Table below shall be made by the methods specified in the corresponding entries in column (2) thereof.

**OFFICE OF THE TAMIL NADU WATER SUPPLY AND DRINAGE BOARD
SECRETARIAT AND ACCOUNTS WING.**

<u>Category</u> (1)	<u>Method of recruitment</u> (2)
(1) Superintendents (Including Superintendents in Accounts wing)	Promotion of Assistants in Category2; By promotion of Superintendents from the Office of the Chief Engineers; and By recruitment by deputation from secretariat Service on Foreign Service terms and conditions.
(2) Assistants/Accountants	Promotion from Junior Assistants in Category 4; By promotion of Assistants and Accountants from the Chief Engineer's Office; Direct recruitment to not exceeding 25 per cent of temporary vacancies; Recruitment by transfer from any other service Provided that the number of persons recruited by transfer shall not at any time be more than 25 per cent of the permanent cadre of Assistants in the board; and Promotion of typists and steno-typists in very exceptional cases;
Explanation.- A Junior Assistant, Typist or Steno-typist need not have completed his probation before he is promoted as Assistant but a probationer in any such category shall not be promoted in preference to a full member of an approved probationer in the same category.	

3. Confidential Stenographer. Promotion from Steno-typists.

(4) Junior Assistant	Direct recruitment; Appointment from typists including steno-typists who are full members or approved probationers; and For special reasons, recruitment by transfer from any other service.
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Note.- The seniority of a person in the category of Assistant appointed from the category of typists or steno-typists, shall be determined by the date of his regular appointment as Junior Assistant. A confidential stenographer is eligible for appointment as Assistant, if he is otherwise qualified and suitable for such appointment.

(5) Typists including Steno-typists	Direct recruitment; and appointment of full members and approved probationers in category 4 viz., Junior Assistants, and for special reasons recruitment from typists or steno-typists in the office of Chief Engineer or other subordinate offices or Secretariat Service.
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(6) Receptionist-cum-Telephone Operator	Direct recruitment; Appointment from Junior Assistants or Typists who are full members or approved probationers and for special reasons, recruitment by transfer from any other service.
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(7) Programmer *

(8) Console Operator *

* B.P.Ms.No.7 Estt.(per) dt.9.01.2008.

OFFICE OF THE CHIEF ENGINEER, TAMIL NADU WATER SUPPLY AND DRAINAGE BOARD AND CIRCLE, DIVISION AND SUB-DIVISION OFFICES.

<u>Category</u> (1)	<u>Method of recruitment</u> (2)
(1) Superintendents, Managers and Office Assistant	Promotion from Assistants
(2) Assistants	Promotion from Junior Assistants and Typists including Steno-typists in the ration of 4:1 with effect from 16.7.1985 (B.P.Ms.No. 527, dated 27.12.1985)
3 Assistant-cum-Steno (Camp clerk to Chief Engineer)	Appointment by transfer from the holders of the post of Assistants. Preference will be given to those who possess shorthand higher grade qualification.

(4) Junior Assistants	Direct recruitment and for Special reasons recruitment by transfer from any other service.
(5) Typists including Stenotypist	Direct recruitment and for special reasons recruitment by transfer from any other service.
(6) Store-keeper	Direct recruitment and for special reasons recruitment by transfer from any other service.
(7) Works Clerk	Recruitment by transfer from work Inspector Grade I and for Special reasons from any other category. (B.P.ms.No. 141 dated 4.3.1986)

(5) Appointment to the categories specified in Column (1) of the Table below shall be made by the methods specified in the corresponding entries in column (2) thereof.

**V TAMIL NADU WATER SUPPLY AND DRAINAGE BOARD
BASIC SERVICE.**

(B.P.Ms.No. 585, dated 10.12.1981)
(All Offices including Board's Secretariat.)

<u>Category</u> (1)	<u>Method of recruitment</u> (2)
(1) Daffedar	Promotion from the lower post or Category within the jurisdiction of the appointing authority concerned.
(2) Basic Servants	By direct recruitment; and for special reasons recruitment by transfer.
1. Basic Workers including Watchmen, Lascars, gardeners and sweepers (B.P.Ms. No. 141, dated 4.3.1986.)	Direct Recruitment.

(6) Appointment to the categories specified to column (1) of the table below shall be made by the method specified in the corresponding entries in column (2) thereof.

**VI. TAMIL NADU WATER SUPPLY AND DRAINAGE BOARD
ACCOUNTS SERVICE**

<u>Category</u> (1)	<u>Method of recruitment</u> (2)
(1) Accounts Officer (Entitlement)	<ol style="list-style-type: none"> 1. Recruitment by transfer from among the holders of the post of Superintendents in Tamil Nadu Water Supply and Drainage Board Secretariat; or 2. Deputation of Accounts Officers of the Accountant General's Office or Treasuries and Accounts Department or Deputy Examiners of Local Fund Audit department having sufficient seniority.
(2) Other Accounts Officers	<ol style="list-style-type: none"> 1. Direct recruitment; or 2. Recruitment by transfer from among the holders of the posts of junior Accounts Officers in the Tamil Nadu water Supply and Drainage Board Accounts Subordinate service; or 3. Deputation of Accounts Officers in the Accountant General's Office or Treasuries, and Accounts department or deputy Examiners in the Local Fund Audit Department having sufficient seniority. (B.P.Ms.No. 321, dt. 2.7.1984.

(7) Appointment to the categories specified in Column (1) of the Table below shall be made by the method specified in Column (2) thereof.

**VII TAMIL NADU WATER SUPPLY AND DRAINAGE BOARD ACCOUNTS
SUBORDINATE SERVICE.**

<u>Category</u> (1)	<u>Method of recruitment</u> (2)
(1) Junior Accounts Officer	<ol style="list-style-type: none"> 1. Direct recruitment; or 2. Promotion from among the holders of the post of Divisional Accountants who have put in not less than five years of service; or 3. Deputation of persons from Accountant General's Office who have passed Subordinate Accounts Service examination.
(2) Divisional Accountant	Recruitment by transfer from among the holders of the posts of Assistants and Superintendents in the Tamil Nadu Water Supply and Drainage Board Ministerial service who have put in not less than 3 years of service in the Accounts Branch and have passed Divisional Accountants test examination. (B.P.Ms.No. 321, dt. 2.7.84)

(8) Appointment to the categories specified in Column (1) of the table below shall be made by the methods specified in the corresponding entries in column (2) thereof.

**VIII TAMIL NADU WATER SUPPLY AND DRAINAGE BOARD GENERAL
SUBORDINATE SERVICE.**

<u>Category</u> (1)	<u>Method of recruitment</u> (2)
(i) Maintenance and Operation Branch:	
(1) Electrician Grade-I	<ul style="list-style-type: none"> i. Promotion from Electrician, Grade-II ii. Recruitment by transfer from any other service ; or iii. Direct recruitment
(2) Electrician Grade-II	<ul style="list-style-type: none"> i. Recruitment by transfer from any other service; or ii. Direct recruitment
(3) Fitter Grade-I	<ul style="list-style-type: none"> i. Promotion from Fitter Grade-II; or ii. Recruitment by transfer from any other service; or iii. Direct recruitment
(4) Fitter Grade-II (including Crane Opertor and Mixer Machine Operator)	<ul style="list-style-type: none"> i. Recruitment by transfer from any other service; or ii. Direct recruitment
(5) Plumber	<ul style="list-style-type: none"> i. Recruitment by transfer from any other service; or ii. Direct recruitment
6) Filter operator and Mechanic including filter Bed Operator	<ul style="list-style-type: none"> i. Recruitment by transfer from any other service; or ii. Direct recruitment
(7) Turn cock	<ul style="list-style-type: none"> i. Recruitment by transfer from any other service; or ii. Direct recruitment
(8) Pump Operator	<ul style="list-style-type: none"> i. Recruitment by transfer from any other service; or ii. Direct recruitment
(9)Work Inspector Grade-I.	<ul style="list-style-type: none"> i. Recruitment by transfer from any other service; or ii. Direct recruitment

(10) Work Inspector Grade-II including Head Mazdoor	i. Recruitment by transfer from any other service; or ii. Direct recruitment
(11) Helper	Direct recruitment
(12) Cleaner Grade –I including Lorry Cleaner, Pump Cleaner.	i. Promotion from cleaner Grade-II; or ii. Recruitment by transfer from any other service;
13 Cleaner Grade-II;	Direct recruitment
(14) Boring Mechanic	i. Recruitment by transfer from any other service; or ii. Direct recruitment

ii. Research Branch:

(1) Junior Water Analyst including Laboratory Assistant and Chemist.	i. Recruitment by transfer from any other service; or ii Direct recruitment
(2) Laboratory Attender	i. Recruitment by transfer from any other service; or ii Direct recruitment

iii) General Branch:

(1) Driver including Jeep, Van, Lorry, Rigs and Tractor Driver.	i. Promotion from Cleaner; or ii Recruitment by transfer from Basic Servant; or iii. Direct recruitment Provided that direct recruitment shall be resorted to only when no qualified persons are available by promotion or by recruitment by transfer.
(2) Record Clerk.	Provided further that the post shall be filled up by promotion and recruitment by transfer in the ratio of 2:1. i. Direct recruitment ; or ii. Recruitment by transfer from Basic servant or from any other category.

(9) Appointment to the categories specified in column (1) of the Table below shall be made by the method specified in the corresponding entries in Column (2) thereof.

**IX TAMIL NADU WATER SUPPLY AND DRAINAGE BOARD
MECHANICAL SUBORDINATE SERVICE.**

<u>Category</u> (1)	<u>Method of recruitment</u> (2)
(1) Junior Mechanical Engineer.	<ul style="list-style-type: none"> i. Promotion from the Drilling Supervisors, Foreman or Drillers. ii. Recruitment by transfer from Work Assistant including Technical Assistant.
2) Foreman (Mechanical/ Electrical)	<ul style="list-style-type: none"> i. By promotion from Assistant Foreman, Mechanic Grade I; or ii. Recruitment by transfer from electrician Grade-I or from any other category; or iii. Direct recruitment.
(3) Assistant Foreman	<ul style="list-style-type: none"> i. Promotion from Mechanic Grade-I; or ii. Recruitment by transfer from electrician Grade-I or from any other category; or iii. Direct recruitment
(4) Mechanic Grade-I	<ul style="list-style-type: none"> i. Promotion from Mechanic Grade-II; or ii. Recruitment by transfer from any other service; or iii. Direct recruitment.
(5) Mechanic Grade-II	<ul style="list-style-type: none"> i. Recruitment by transfer from Helper or from any other category; or ii. Direct recruitment.
(6) Rewinder	<ul style="list-style-type: none"> i. Promotion from Assistant Rewinder; or ii. Recruitment by transfer from other service; or iii. Direct recruitment
7) Assistant Rewinder	<ul style="list-style-type: none"> i. Recruitment by transfer from any other service; or ii. Direct recruitment
8) Turner	<ul style="list-style-type: none"> i. Recruitment by transfer from any other service; or ii. Direct recruitment

- (9) Welder Grade-I
 - i. By promotion from Welder Grade-II or
 - ii. Recruitment by transfer from any other service; or
 - iii. Direct recruitment
- (10) Welder Grade II
 - i. Recruitment by transfer from Helper , or from any other category; or
 - ii. Direct recruitment
- (11) Smith
 - i. Recruitment by transfer from Helper , or from any other category; or
 - ii. Direct recruitment
- (12) Machinist
 - i. Recruitment by transfer from; from Helper , or any other category; or
 - ii. Direct recruitment
- (13) Tinker
 - i. Recruitment by transfer from Helper , or from any other category; or
 - ii. Direct recruitment
- (14) Turner
 - i. Recruitment by transfer from Helper , or from any other category; or
 - ii. Direct recruitment
- (15) Auto-Electrician
 - i. Recruitment by transfer from any other service; or
 - ii. Direct recruitment
- (16) Painter
 - i. Recruitment by transfer from any other service; or
 - ii. Direct recruitment
- (17) Tool Room Attender
 - i. Recruitment by transfer from any other service; or
 - ii. Direct recruitment
- (18) Tool Keeper
 - i. Recruitment by transfer from Helper , or from any other category; or
 - ii. Direct recruitment
- (19) Drilling Supervisor
 - i. Promotion from Driller ; or
 - ii. Recruitment by transfer from any other service; or
 - iii. Direct recruitment

(20) Driller	i. Promotion from Assistant Driller or ii. Recruitment by transfer from any other service; or iii. Direct recruitment
(21) Assistant Driller	i. Recruitment by transfer from Helper , or from any other category; or ii. Direct recruitment
(22) Air-Compressor Operator including compressor Mechanic (B.P.Ms.No. 141, dated 4.3.1986)	i. Recruitment by transfer from any other service; or ii. Direct recruitment

20. *Appointing Authority*.- The appointing authorities for the categories and posts mentioned in Column (1) of the Table below shall be the authorities specified in the corresponding entry in Column (2) thereof.

Provided that the Board shall not without the previous approval of Government appoint any person to any post the maximum salary of which exceeds one thousand and six hundred rupees.

TABLE

<u>Category of posts</u> (1)	<u>Appointing Authority</u> (2)
I. TAMIL NADU WATER SUPPLY AND DRAINAGE BOARD GENERAL SERVICE.	
1. Secretary	Board
1.A. Deputy Secretary (B.P.Ms.No. 506, dated 13.12.1983)	Managing Director with the approval of the Board
2 Chief Accounts Officer (B.P.Ms. No.321 dt.2.7.1984)	Managing Director.
3 Assistant Secretary	Managing Director
4 Non-Technical P.A. to Chief Engineer	Chief Engineer, Tamil Nadu Water Supply and Drainage Board.

**II. TAMIL NADU WATER SUPPLY AND DRAINAGE BOARD
ENGINEERING SERVICE**

1. Chief Engineers under the Board	Board with the previous approval of Government.
2. Superintending Engineers	Board (B.P.Ms.No.320, dated 10.9.98)
3. Executive Engineers	Managing Director (B.P.Ms.No.320, Dt.10.9.98)
4 Assistant Executive Engineers approval of panel and first appointment	Managing Director.
5 Chief Head Draughtsman	Managing Director.
6. Municipal Engineers of all grades	Managing Director with the previous approval of Government.
7. Assistant Engineers	Chief Engineer, Tamil Nadu Water Supply and Drainage Board.
8. Assistant Water Analyst	Chief Engineer, Tamil Nadu Water Supply and Drainage Board.
9. Assistant Geologist	Managing Director.
10. Geological Assistant	Chief Engineer, Tamil Nadu Water Supply and Drainage Board (B.P.Ms.No.211, Dt.25.6.1977).
11. E.D.P. Manager *	Managing Director
12. System Analyst *	Managing Director

* B.P.Ms.No.7, Estt.(per) dt.9.1.08

**II. TAMIL NADU WATER SUPPLY AND DRAINAGE BOARD
ENGINEERING SUBORDINATE SERVICE**

1. Junior Engineer	Chief Engineer, Tamil Nadu water Supply and Drainage Board.
2 Head Draughtsman, Chief Engineer's office.	Chief Engineer, Tamil Nadu water Supply and Drainage Board.
3. Head Draughtsman in Circle Offices	Superintending Engineer, Tamil Nadu water Supply and Drainage Board concerned
4. Draughtsman, Grade-I, II and III	Deputy Chief Engineer, Tamil Nadu water Supply and Drainage Board in respect of appointments in the Office of Chief Engineer, Tamil Nadu water Supply and Drainage Board.
5. Assistant Draughtsman	Superintending Engineer, Tamil Nadu water Supply and Drainage Board concerned in respect of appointment in his Circle.
	Deputy Chief Engineer, Tamil Nadu water Supply and Drainage Board in respect of appointments in the Office of Chief Engineer, Tamil Nadu water Supply and Drainage Board.
	Superintending Engineer, Tamil Nadu water Supply and Drainage Board concerned in respect of appointment in his Circle office provided first appointment may be made in their respective division by the Executive Engineer, Tamil Nadu Water Supply and Drainage Board.
6. Blue Print Operators	Deputy Chief Engineer, Tamil Nadu water Supply and Drainage Board in respect of appointments in the Office of Chief Engineer, Tamil Nadu water Supply and Drainage Board.
	Superintending Engineer, Tamil Nadu water Supply and Drainage Board concerned in respect of appointment in his Circle.
	Executive Engineers in respect of appointments in their Divisions.

7. Work assistant including Technical Assistant. Chief Engineer, Tamil Nadu water Supply and Drainage Board.

8 Water Works Superintendent including Electrical superintendent. Chief Engineer, Tamil Nadu water Supply and Drainage Board.

IV. TAMIL NADU WATER SUPPLY AND DRAINAGE BOARD
MINISTERIAL SERVICE

(i) Office of the Tamil Nadu Water Supply and Drainage Board Secretariat.

Superintendents Assistants		Secretary, Tamil Nadu Water Supply and Drainage Board.
Accountants		Accounts Officer.
Confidential Stenographer, Junior Assistants, Typists including Steno- Typists, Receptionist-cum Telephone operator		Secretary, Tamil Nadu Water Supply and Drainage Board.
Programmer	*	Managing Director
Console Operator	*	Managing Director

* B.P.Ms. No. 7 Estt. (per) dt. 9.1.08

(ii) Office of the Chief Engineer Tamil Nadu Water Supply and Drainage Board

Superintendents	Chief Engineer, Tamil Nadu water Supply and Drainage Board.
U.D. Stenographer (Camp Clerk to Chief engineer)	Chief Engineer, Tamil Nadu water Supply and Drainage Board.
Assistants, Junior Assistants, Typists including Steno-typists.	Deputy Chief Engineer, Tamil Nadu water Supply and Drainage Board.
	Provided that transfers of full members from the Chief Engineer's Office to a Circle and vice versa or from one Circle to another may be made by the Chief Engineer, Tamil Nadu Water Supply and Drainage Board.

(iii) Circle Office

Managers, Office Assistants, Assistants, Junior Assistants, Typists including Steno-typists.

Superintending Engineer, Tamil Nadu water Supply and Drainage Board concerned.

Provided that transfers of full members from one circle to another or from a circle to the Chief Engineer's Office and versa may be made by the Chief Engineer, Tamil Nadu Water Supply and Drainage Board.

(iv). Division and Sub-Division Offices.

Store – keepers, Junior Assistant, Typists including Steno-typists and Works Clerk

First appointment and transfer within the division – Executive Engineer concerned. Appointment of full members, promotion and transfer from one division to another – Superintending Engineers concerned.

V. TAMIL NADU WATER SUPPLY AND DRAINAGE BOARD BASIC SERVICE

(B.P.Ms.No. 585, dated 10.12.1981)

Daffedars, Basic Servants, Basic Workers including Watchman, Lascars, Gardeners and Sweepers in the office of the Tamil Nadu water Supply and Drainage Board Secretariat.

Secretary, Tamil Nadu Water Supply and Drainage Board

Office of the Chief Engineer, Tamil Nadu Water Supply and Drainage Board.

Senior Deputy Chief Engineer Tamil Nadu Water Supply and Drainage Board.

Office of the Superintending Engineer, Tamil Nadu water Supply and Drainage Board

Superintending Engineer Tamil Nadu Water Supply and Drainage Board.

Office of the Executive Engineer and Assistant Executive Engineer Tamil Nadu Water Supply and Drainage Board.

Executive Engineer Tamil Nadu Water Supply and Drainage Board. (B.P.Ms.No. 141, dated 4.3.1986)

**VI .TAMIL NADU WATER SUPPLY AND DRAINAGE BOARD.
ACCOUNTS SERVICE**

1. Accounts Officer (Entitlement)	Managing Director with the previous approval of the Board.
2. Other Accounts Officers	Managing Director with the previous approval of the Board. (B.P.Ms.No. 321, dated 2.7.1984)

**VII. TAMIL NADU WATER SUPPLY AND DRAINAGE BOARD
ACCOUNTS SUBORDINATE SERVICE.**

1. Junior Accounts Officer	Secretary, Tamil Nadu Water Supply and Drainage Board. in consultation with the Chief Accounts Officer
2. Divisional Accountant	Secretary Tamil Nadu Water Supply and Drainage Board. in consultation with the Chief Accounts Officer. (B.P.Ms.No. 321, dated 2.7.1984)

**VIII. TAMIL NADU WATER SUPPLY AND DRAINAGE BOARD
GENERAL SUBORDINATE SERVICE.**

i. Maintenance and Operation Branch.

1. i Electrician Grade I, II and III	}	Executive Engineer concerned
2. Fitter Grade I and II including Crane Operator and Mixer Machine Operator		
3. Plumber		
4. Filter Operator and Mechanic including Filter Bed Operator.		
5. Turn Cock		
6. Pump Operator including Assistant Mechanic		
7. Work Inspector, Grade -I		
8. Work Inspector, Grade-II		
9. Helper		
10. Cleaner Grades I and II		
11. Boring Mechanic.		

ii. Research Branch

1. Junior Water Analyst including Laboratory Assistant and Chemist.

Chief Engineer, Tamil Nadu water Supply and Drainage Board concerned

2. Laboratory Attender.

Executive Engineer, concerned.

iii. General Branch

Drivers and Record Clerks in the Office of the Tamil Nadu Water supply and Drainage Board Secretariat.

Secretary, Tamil Nadu Water Supply and Drainage Board.

Office of the Chief Engineer, Tamil Nadu Water supply and Drainage Board.

Senior Deputy Chief Engineer, Tamil Nadu water Supply and Drainage Board.

Office of the Superintending Engineer Tamil Nadu Water supply and Drainage Board.

Superintending Engineer, Tamil Nadu water Supply and Drainage Board.

Tamil Nadu Water supply and Drainage Board Divisions and Sub-divisions.

Executive Engineer, concerned

IX.TAMIL NADU WATER SUPPLY AND SUBORDINATE SERVICE

DRAINAGE BOARD MECHANICAL

1. Junior Mechanical Engineer

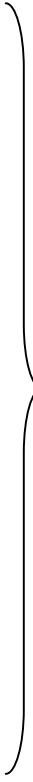
Chief Engineer, Tamil Nadu water Supply and Drainage Board

2. Foreman (Mechanical/ Electrical)

Chief Engineer, Tamil Nadu water Supply and Drainage Board

3. Assistant Foreman

Superintending Engineer, Tamil Nadu water Supply and Drainage Board concerned

4. Mechanic Grade-I		Executive Engineer, Tamil Nadu water Supply and Drainage Board concerned
5. Mechanic Grade-II		
6. Rewinder		
7. Assistant Rewinder		
8. Turner		
9. Welder Grades I & II		
10. Smith		
11. Machinist		
12. Tinker		
13 Auto Electrician		
14 Painter		
15 Tool Room Attender		
16 Tool keeper		
17. Drilling Supervisor		Chief Engineer, Tamil Nadu water Supply and Drainage Board.
18. Driller		Superintending Engineer, Tamil Nadu water Supply and Drainage Board concerned
19 Assistant Driller		
20 Air Compressor Operator (including compressor Mechanic)		

21 Liability to serve in Defence Services.- Every person appointed as Assistant Executive Engineer/Assistant Engineer by direct recruitment on or after the 29th December 1964 shall, during his service including service in and higher category to which he may be appointed be liable to serve for a minimum period of four years (including the period spent on training) in the Armed Forces or on works relating to defence effort anywhere in India or abroad, if so required. The liability to serve in the Armed forces shall be limited to the first ten years of service from the date of his first appointment as Assistant executive Engineer/Assistant Engineer and shall not ordinarily apply to a candidate who is above 40 years of age.

22 Promotion.- (a) No employee shall be eligible for promotion to a higher post unless he is an approved probationer in the category from which promotion to the higher post is admissible.

b) Promotion in all cases shall be made on grounds of merit and ability seniority being considered where merit and ability are approximately equal.

23 Qualification.- No person shall be eligible for appointment to the category mentioned in column (1) of the Table below by the method specified in column (2) of the said Table unless he possesses the qualifications specified in the corresponding entries in column (3) thereof:-

TABLE

TAMILNADU WATER SUPPLY DRAINAGE GENERAL SERVICE

Category (1)	Method of appointment (2)	Qualification (3)
1. Secretary to the Board	Recruitment by promotion Or by deputation.	Must have served as Deputy Secretary or Assistant Secretary or as both for a period of not less than six years. Qualifications prescribed for Deputy Secretary to Government (non-IAS) with the not less than three years of service or for Joint Secretary to Government (non IAS) or Deputy Secretary or Joint Secretary to Government in IAS Cadre (B.P.Ms.No.591, dated 31.12.1984)
1-A Deputy Secretary	Direct recruitment By promotion	A Master's Degree with experience for not less than 5 years as a Senior Executive or Administrative Officer in a reputed firm or Public undertaking. <u>Age:</u> Should not be more than 45 years. Must have served as Assistant Secretary for a period of not less than three years. (B.P.Ms.No 506 dated 13.12.1983.)

2. Chief Accounts Officer	Direct recruitment By deputation	Must a Chartered Accountant and must have served as Chief Accountant for not less than five years in any reputed organisation. <u>Age:</u> Should not be more than 45 years. Qualifications prescribed for Selection Grade Accounts Officers in the Treasury and Accounts Branch or for Deputy Examiner of Local Fund Accounts; or must be an officer of the I.A. & AS. Service with at least seven years service
3. Assistant Secretary	By promotion or deputation By transfer By direct recruitment	Qualifications prescribed for Assistant Secretaries to Government. Must have worked as Gazetted Officer in any of the State Services for a period of not less than four years, or by promotion of Non-technical P.A. to Chief Engineer, Tamil Nadu Water Supply and Drainage Board. B.A. or B.Sc., or B.Com., degree with experience of not less than 5 years as senior executive in a public or private undertaking.
4 Non-Technical P.A. to the Chief Engineer	By promotion or deputation	Must have served for a period of not less than six years as Superintendent/ Manager in the Office of the Chief Engineer or the Board Secretariat.

II . TAMIL NADU WATER SUPPLY AND DRAINAGE BOARD ENGINEERING SERVICE.

Category (1)	Method of appointment (2)	Qualification (3)
1. Chief Engineer	By promotion from the Superintending Engineer of Category 2.	Must possess a degree in Engineering (Civil or Mechanical) of an University or Institution, Recognized by University Grants Commission for the purpose of its grant.
2. Superintending Engineer.	By Promotion from Executive Engineers of Category 3	Must possess a degree in Engineering (Civil or Mechanical) of an University or Institutuion, recognised by University Grants Commission for the purpose of its grants and one should have put in not less than 5 years of service as Executive Engineer for promotion to higher post, of which at least 2 years should have been in Project Formulation scheme or Design or office work. (B.P.Ms.No. 124, dated 6.4.88) B.P.Ms. No 548, dated 5.12.1984)
3. Executive Engineer	By promotion	<ul style="list-style-type: none"> i) Must be approved probationer in the service as Assistant Executive Engineer. ii) Must have rendered service as Assistant Executive Engineer for not less than- <ul style="list-style-type: none"> (a) Five years if recruited by transfer, or (b) Six years if recruited direct; and

- iii) Must possess a degree in Engineering (Civil or Mechanical) of any University or Institution recognised by the University Grant Commission for the purpose of its grant; or
 - A Diploma in Civil or Mechanical Engineering of the College of Engineering, Guindy or Licentiate in civil Engineering, Licentiate in Sanitary Engineering or diploma in Civil Engineering of the State Board of Technical Education and Training, Madras.
 - Provided in the case of Diploma holders those with exceptional merit and ability alone shall be considered for promotion and
- (iv) Satisfactory experience for atleast two years either separately or totally in Project Formulation or Designs or Office work in circle office, Chief engineer's Office or Board's Head Office. (B.P.Ms.No. 124, dt. 6.4.88)

By direct recruitment either permanently or on contract	Must possess a degree in Engineering (Civil or Mechanical)
	Should have put in not less than 5 years of service in a similar capacity in an reecognised (Public or Private) or in a reputed firm. Should be between 30 to 40 years of age.

4. Assistant Executive Engineer	By direct recruitment	<p>(i) Must possess a degree in Engineering (Civil or Mechanical) of any University or Institution, recognised by the University Grants Commission for the purpose of its grants; Provided that preference shall be given to persons who have acquired Master's Degree in Public Health Engineering or a Post-Graduate Diploma in Public Health Engineering granted by any University or Institution recognised by the University Grants Commission for purpose of its grant.</p> <p>(ii) Must not have completed or will not complete 28 years of age on the first day of July of the year in which recruitment is made, provided that in the case of candidates possessing Post-Graduate Degree in Public Health Engineering or a Post-Graduate Diploma in Public Health Engineering the age-limit shall be increased by two years.</p>
	Recruitment by transfer	<p>(i) A degree in Engineering (Civil or Mechanical of any University or Institution recognised by the University Grants commission for purpose of its grant and service as Assistant Engineer for a period of not less than 5 years.</p> <p>(ii) The L.C.E., L.S.E., or D.C.E., Diploma of the State Board of Technical Education and Training, Madras and service as Junior Engineer for a period of not less than 10 years.</p>

- (iii) Provided that Head Draughtsmen or Draughtsmen Grade I possessing the qualification referred to above shall be eligible for appointment as Assistant executive Engineer only if they have put in a total service of not less than 10 years and gained experience in field work for not less than 3 years and
- (iv) Satisfactory experience for not less than 2 years either separately or totally in Project Formulation or Designs or Office work in Circle Office or Chief Engineer's Office or Board's Head Office.

Savings: Notwithstanding any thing contained in these regulations, satisfactory experience for 2 years in Project Formulation or Designs or Office work in Chief Engineer's office or Board's Head Office for promotion to the next cadre shall take effect only after a period of 2 years from the date of coming into force of this amendment.

(B.P.Ms.No. 124, dated 6.4.88).

Explanations:

Note I: The degree in Mechanical Engineering or A.M.I.E. or any Diploma in engineering not specifically mentioned in the rules possessed by the person already in service as on 22nd July 1971 shall not render them ineligible for being considered for promotion to higher posts if they satisfy all other conditions.

Note: II – In case of Assistant Engineer, Junior Engineer and Draughtsman the service rendered by them in Madras Engineering Subordinate service, Madras Municipal Engineering Subordinate service, the Public Health Engineering and Municipal Works Subordinate Service shall count towards practical experience of service for the purpose of items (i), (ii) and (iii)

5. Chief Head Recruitment by (1) Must have rendered service for not less than 10 years in the case of directly recruited Head Draughtsman or Draughtsman I Grade.
 Draughtsman transfer
 Office of the
 Chief
 Engineer,
 Tamil Nadu
 Water Supply
 and Drainage
 Board.

(2) For not less than six years in the case of promotees from the Lower Grade ; or

Must have rendered service for not less than 20 years in all as Draughtsman in the Madras Engineering Subordinate Service.

6. Assistant Water Analyst By promotion from the category of Junior Water Analyst Must have rendered service in the post of Junior Water Analyst for a period of not less than five years.
 (B.P.Ms.No.392,dated 14.8.75)

By direct recruitment or deputation from Government Service.

(i) Must have obtained a first or second class degree in B.Sc., (Hons), M.A., or M.Sc. in Chemistry, Zoology or Botany of a University or Institution recognised by the University grants Commission for the purpose of its grant.

Preference shall be given to a candidate who possess in addition, post-graduate research experience in Water Bacteriology and Water Chemistry or Water Biology as the case may be.

(ii) Must not have completed age of 30 years on the first day of July of the year in which the selection for appointment is made, if recruited direct.

7 Assistant Engineer.	By direct recruitment	<p>1) A degree in Engineering (Civil or Mechanical) from any University or Institution recognised by the University Grants Commission for the purpose of its grant. Preference shall be given in the case of persons who possess the Post Graduate Degree or Post Graduate Diploma in Public Health Engineering.</p> <p>2) Must not have completed 28 years of age relaxable upto 30 years; in the case of Scheduled Castes, Scheduled Tribes, Backward Classes. Age limit shall be relaxed by 2 years in the case of persons possessing Post-Graduate Degree in Public Health Engineering or Post-Graduate Diploma in Public Health Engineering.</p>
	Recruitment by Transfer	<p>(i) From the category of Junior Engineers or Draughting Officers or Junior Draughting Officers or Technical Assistant or from any other category.</p> <p>(ii) Must have acquired the following qualifications, namely, Degree in Civil or Mechanical Engineering. A pass in Sections A and B of the A.M.I.E. Examination under Civil or Mechanical Engineering Branch subject to the following condition namely: Must furnish evidence of having undergone practical training in surveying for a period of not less than one year.</p> <p>(iii) Must have put in a total service for a period of not less than 5 years as Draughting Officer or Junior Draughting Officer or Technical Assistant or in any other category. The recruitment between direct recruitments and transferees shall be in the ratio 1:2.</p>

(B.P.(Ms).No.140/E.Per/dt.6.12.07

8 Assistant Geologist	By direct recruitment	<p>i) Must possess B.Sc.,(Hons) or M.Sc., in Applied Geology or Geology of any University recognised by the University Grants Commission or foreign University or be an associate of the Indian School of Mines in Geology;</p> <p>ii) Must have practical experience in investigation of Ground Water for a period of not less than 3 years or must have served as Geological Assistant for a year; and</p> <p>iii) Must not have completed the age of 35 years on the first day of July of the year in which the recruitment is made.</p>
	By Promotion from the Geological Assistants in the Tamil Nadu Water Supply and Drainage Board Engineering Service.	Must have rendered service as Geological Assistant for a period of not less than five years.
Recruitment by transfer from any other service in the Board.		Must possess the qualification specified in items (i) and (ii) prescribed for direct recruitment. (B.P.Ms.No. 211, dated 25.6.77)
9 Geological Assistant	By direct recruitment or by recruitment by transfer from any other service in the Board.	<p>i) Must have passed B.Sc., degree examination in Geology as main subject of any University recognized by the University Grants Commission.</p> <p>Provided that preference shall be given to the Post graduates in Geology and also to the candidates possessing previous experience and</p> <p>ii) Must not have completed 27 years of age on the first day of July of the year in which the recruitment is made. The upper age limit shall be relaxed by five years in the case of persons possessing M.Sc. or B.Sc. (Hons.) in Geology. (B.P.Ms.No. 211, dated 25.6.77)</p>

10. EDP Manager *	i) By Direct recruitment	i) M.E./M.Tech in Computer Section with 5 years experience in E.D.P. work (or) ii) Post Graduate Degree in Computer Applications (MCA) or B.E., (Computer Science) of University recognized by the University Grant commission (or) Any such equivalent qualifications with experience not less than 5 years in a Public Sector in the relevant field.
	ii) By promotion from System Analyst	Must have rendered service in the post of System Analyst for a period of not less than 5 years.
	iii) Recruitment by transfer	i) Must possess any of the qualification prescribed in (i) above and ii) Must have put in service of not less than 7 years in TWAD Board including 5 years in the relevant field.
11. System Analyst *	i) By Direct recruitment	i) M.E./ M.Tech. in Computer Science with 4 years experience (or) Must possess a Post graduate Degree in Computer Application (MCA) or Degree in Engineering (Computer Science) of University recognised by the University Grant commission.
	ii) By promotion from Programmer	ii) Must have not less than 5 years experience in System Design and package development in Main, Mini and P.C. iii) Must have had independent charges of a team of System personnel in Multi user environment.
	iii) Recruitment by transfer	Must have rendered service in the post of Programmer for a period not less than 5 years.
		i) Must possess any of the qualification prescribed in (1) above for direct recruitment ii) Must have put in service of not less than 5 years in TWAD Board with experience in the relevant field.

* B.P.Ms.No.7 Estt.(per) dt.9.1.08

**III. TAMIL NADU WATER SUPPLY AND DRAINAGE BOARD ENGINEERING
SUBORDINATE SERVICE.**

<p>1. Junior Engineer</p>	<p>By direct recruitment including recruitment from among persons in Municipal Councils or Panchayat Union Councils or Corporation of Madras</p> <p>or</p> <p>By promotion from category 2 or 3 provided that they have put in service for a minimum of ten years in Category 3</p> <p>or</p> <p>For special reasons recruitment by transfer from any other service. Provided that twenty percent of the vacancies shall be filled by recruitment of Municipal Supervisor with six years experience.</p>	<p>(i) The Licentiate in Civil Engineering or Licentiate in Sanitary Engineering Diploma or D.C.E. awarded by the State Board of Technical Examination and Training, Madras. Or any diploma recognised by the Government of Tamil Nadu as equivalent thereto for appointment under the said Government.</p> <p>(ii) Provided further that no Draughtsman holding L.C.E. or L.S.E or D.C.E of the Technical Examination Board or State Board of Technical Education and Training or any Diploma recognised by the Government of Tamil Nadu as equivalent thereto for appointment under the said Government, shall be appointed as Junior Engineers unless he has rendered service for a continuous period of not less than ten years on duty". (B.P.Ms.No. 425, dated 1.11.77)</p>
<p>2. Head Draughtsman</p>	<p>By promotion from Draughtsman Grade I or direct recruitment</p>	<p>1) The Degree in Engineering (Civil or Mechanical); or</p> <p>2) L.C.E., L.S.E., D.C.E., L.M.E., or D.M.E., Diploma awarded by the State Board of Technical Education and Training, Madras or any diploma recognised by the Government of Tamil Nadu as equivalent thereto for appointment under the said Government and practical experience for not less than ten years.</p>

(B.P.Ms.No.425,dated 1.11.1977)

3.Draughtsman Grade I	By promotion from lower grades; or direct recruitment or recruitment by transfer from any other service.	(1) The Degree in Engineering (Civil or Mechanical) or the L.C.E., L.S.E., D.C.E., L.M.E., or D.M.E., Diploma awarded by the Board of Technical Education and Training Madras or any Diploma recognised by the Government of Tamil Nadu as equivalent thereto for appointment under the said Government. (B.P.Ms.No. 425, dated 1.11.1977); and (2) Five years experience as Draughtsman.
4.Draughtsman Grade-II.	By promotion from Draughtsman Grade III or by direct recruitment or recruitment by transfer from any other service including recruitment from among Work Assistants in the Board.	(1) The Degree in Engineering (Civil or Mechanical) or the L.C.E., L.S.E., D.C.E., L.M.E., or D.M.E., Diploma awarded by the Board of Technical Education and Training, Madras or any Diploma recognised by the Government of Tamil Nadu as equivalent thereto for appointment under the said Government; (B.P.Ms.No. 425, dated 1.11.1977); and (2) Three years experience as Draughtsman.
5 Draughtsman Grade III	By direct recruitment or promotion from Tracers, or recruitment by transfer from any other service including work charged establishment.	Item (1) under Draughtsman, Grade II.

Explanation I: The Engineering degree or Diploma qualification not specifically mentioned in these rules possessed by persons already in service as on 22nd July 1971 in respect of categories 1 to 5 shall not adversely affect them and shall not render them liable for being considered for promotion if they satisfy all other conditions.

Explanation II. In so far as suitable candidates are available, the persons possessing the certificate qualification in Engineering and who entered service on or before 13.12.1972 shall be considered for promotion to all grades of Draughtsman along with the persons possessing the degree or diploma in Engineering in the ratio of one certificate holder for every five degree or Diploma holders. (B.P.Ms.No. 89, dated 5.4.77). The amendment shall take effect from 13.12.1972. (B.P.Ms.No. 610, dated 21.11.1980)

Explanation : III. The Assistant Draughtsman possessing certificate qualification or any other qualification prescribed for the post of Assistant Draughtsman in the Tamil Nadu Water Supply and Drainage Board Service Regulations, 1972 who entered service as Assistant Draughtsman on or before the 13th December 1972 and who have put in not less than five years of service from the date of appointment or from the date on which they become fully qualified shall also be considered for appointment, as Draughtsman Grade III. A person so appointed shall not be eligible for any further promotion unless he gets himself qualified for such post. (B.P.Ms;No. 342, dated 3.9.77)

6. Assistant Draughtsman	By direct recruitment or recruitment by transfer from any other services including work charged establishment.	1. Pass in the Government Technical Examination, by the Lower Grade in Geometrical Drawing, Building Drawing and Estimating and Free hand outline and Model drawing; or
		2. A completed S.S.L.C issued under the Authority of the Government of Tamil Nadu with a pass in "Engineering" included as a special subject in the bifurcated courses in Secondary Schools; or
		3. A pass in the building and structural Draughtsmanship certificate course of Central Polytechnic, Madras.

7. Blue Print Operator By direct recruitment or recruitment by transfer from any other service under the Board.

1. A pass in the S.S.L.C with eligibility for University Course or atleast study in that standard for a period of not less than one year in a recognised school; and

2. Practical experience in Blue Printing work. Provided that in the case of Peons appointed as Blue Printing Operator by transfer the qualification in item (1) shall be a pass in the VIII Standard or atleast study in that standard for not less than one year in a recognised school.

Explanation: Recognised School shall mean a school maintained by or opened with the sanction of the State Government or to which recognition has been accorded by the Director of Secondary Education, Madras under the Madras Education Rules.

8. Work Assistant including Technical Assistant Recruitment by transfer or direct recruitment D.C.E., D.C.R.E., D.M.E., or D.E.E., awarded by the State Board of Technical Education and Training, Madras or any other qualification equivalent thereto.

9. Water works Superintendent including Electrical Superintendent. Recruitment by transfer or direct recruitment

1. Diploma in Electrical or Mechanical Engineering awarded by the State Board of Technical Education and training, Madras or any other equivalent qualification.

2. Two years experience in a pumping station or installation, repairs and maintenance of electrical pump sets under a firm of Engineering contractors undertake such works which has been approved by the Superintending Engineer, Tamil Nadu water Supply and Drainage Board. (B.P.Ms.No. 141, dated 4.3.1986 with effect from 1.1.1977.

NOTE: For recruitment to all the categories 1 to 9 in the Tamil Nadu water Supply and Drainage Board Engineering Subordinate Service other things equal preference shall be given to those borne on work-charged establishment.

IV. TAMIL NADU WATER SUPPLY AND DRAINAGE BOARD MINISTERIAL SERVICE.

<p>1. Superintendent Office of the Tamil Nadu Water supply and Drainage Board Secretariat</p>	<p>Promotion of Superintendents from Chief Engineers Office and</p>	<p>Must possess a degree of a University recognised by the University Grants Commission.</p>
		<p>(a) Must possess a degree of a University recognised by the University Grants commission;</p>
		<p>(b) Must have had previous experience in dealing with some of the subjects with which he will deal as Superintendent;</p>
	<p>Promotion from Assistants in the Tamil Nadu water Supply and Drainage Board Secretariat.</p>	<p>(c) Must have had previous drafting experience for a period of not less than seven years;</p>
		<p>Provided that in very exceptional and deserving case any Superintendent who does not hold any such degree but who possesses the minimum general educational qualification prescribed in the schedule to the general rule and who has rendered service as Superintendent for a period of not less than 10 years may be promoted.</p>
	<p>Recruitment by deputation from Secretariat Service.</p>	<p>Must possess a degree of a University recognised by the University Grants Commission.</p>
		<p>Must have served as a Superintendent at least for a period of 2 years.</p>

2. Assistant/ Accountant, Office of the Tamil Nadu Water Supply and Drainage Board Secretariat	Direct Recruitment	Must hold –
		<ol style="list-style-type: none"> 1) The degree of M.A., M.Sc., M.Com., B.A. (Hons) or B.Com (Hons) of a University recognised by the University Grants Commission. 2) A degree in law of any of the recognized Universities. 3) The B.A. or B.Com degree of a University recognised by the University Grants Commission and must have obtained a first class in English (Part I) or in the optional subjects (Part III) 4) The B.Sc degree of a University recognised by the University Grants Commission and must have obtained a first-class in the optional subjects (Part III)
		<p>Provided that in the case of person belonging to any of the Scheduled Castes, Scheduled Tribes or Backward Classes, it shall be sufficient if he holds a degree of a University recognised by the University Grants Commission and provided that for the post of Accountant preference shall be given to holders of M.Com., or B.Com. Degree.</p>
	Transfer	<p>Must possess a degree of a University recognised by the University Grants Commission. Must have at least five years drafting experience in the service from which the person is recruited by transfer.</p>
	Promotion	<ol style="list-style-type: none"> 1. From Junior Assistant possessing the degree qualification 2. In very exceptional and deserving cases. Typists or Steno-typists may be promoted as Assistants provided they possess minimum general educational qualification and have five years service as Steno-typist. Must have training in drafting and noting for at least one year.

3. Confidential Stenographer	<p>Promotion</p> <p>1. Must possess minimum general educational qualification;</p> <p>2. Must have passed the Government Technical Examination in Tamil and English Typewriting both by the Higher Grade;</p> <p>3. Must have passed the Government Technical Examination in Tamil and English Shorthand both by the Higher Grade.</p>
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Provided that, if candidates with the qualifications referred to in items (2) and (3) above are not available, candidates who have passed the following examinations in the order of preference indicated below may be appointed, namely:-

- i) Government Technical examination in Tamil Typewriting and Tamil Shorthand both by the Higher Grade and in English Typewriting and English Shorthand both by the Lower Grade;
- ii) Government Technical Examination in English Typewriting and English Shorthand both by the Higher Grade and in Tamil Typewriting and Tamil Shorthand both by the Lower Grade.

4. Must have put in a minimum period of five years of service as Steno-Typist; and

5. Must have passed the

- i) Account Test for subordinate Officers, part I;
- ii) District office Manual Test; and
- iii) Departmental Test in Tamil Nadu water supply and Drainage Board Act, Tamil Nadu Water Supply and Drainage Board Discipline and Appeal Regulations, Tamil Nadu water Supply and Drainage Board Travelling Allowance Regulations, Tamil Nadu Water Supply and drainage Board Conduct Regulations and Tamil Nadu water Supply and Drainage Board Service Regulations. (B.P.Ms.No. 161, dated 14.3.1986).

4. Junior Assistants, Office of the Tamil Nadu water Supply and Drainage Board Secretariat.	Direct recruitment, transfer or appointment from Typists including Steno-Typist in the Board's Secretariat	Must hold a degree of a University recognised by the University Grants Commission.
5. Typists, Office of the Tamil Nadu water Supply and Drainage Board Secretariat.	Direct recruitment or by transfer.	<ol style="list-style-type: none"> 1. Must possess minimum general educational qualification; 2. Must have passed the Government Technical Examination in Tamil and English Typewriting both by the Higher Grade;
		<p>Provided that, if candidates with the qualifications referred to in items (2) above are not available, candidates who have passed the following examinations in the order of preference indicated below may be appointed, namely:-</p> <ol style="list-style-type: none"> i) Government Technical examination in Tamil Typewriting by the Higher Grade and in English Typewriting by the Lower Grade; ii) Government Technical Examination in English Typewriting by the Higher Grade and in Tamil Typewriting by the Lower Grade.

<p>6. Steno-typists, Office of the Tamil Nadu Water Supply and Drainage Board Secretariat.</p>	<p>Direct recruitment or transfer.</p> <p>1. Must possess minimum general educational qualification;</p> <p>2. Must have passed the Government Technical Examination in Tamil and English Typewriting both by the Higher Grade;</p> <p>3. Must have passed the Government Technical Examination in Tamil and English Shorthand both by the Higher Grade..</p> <p>Provided that, if candidates with the qualifications referred to in items (2) and (3) above are not available, candidates who have passed the following examinations in the order of preference indicated below may be appointed, namely:-</p> <p>i) Government Technical examination in Tamil Typewriting and Tamil Shorthand by the Higher Grade and in English Typewriting and English Shorthand both by the Lower Grade;</p> <p>ii) Government Technical Examination in English Typewriting and English Shorthand both by the Higher Grade and in Tamil Typewriting and Tamil Shorthand both by the Lower Grade.</p> <p>(B.P. Ms.No. 161, dated 14.3.86)</p>
<p>7. Receptionist-cum-Telephone Operator</p>	<p>Direct recruitment or transfer</p> <p>1. Must possess the minimum general educational qualification and knowledge to operate Telephone Switch Board.</p> <p>2. Must not have completed or will not complete 28 years of age on the first day of July of the year in which the selection is made. (B.P.Ms.No.585, dated 10.12.1981)</p>
<p>8. Programmer *</p>	<p>i) By Direct recruitment</p> <p>ii) Recruitment by transfer</p> <p>i) Must possess a Degree in Computer Science (or) Computer Applications (or) A Degree in any Discipline with PGDCA from an Institution recognized by University Grant Commission.</p> <p>ii) Must possess not less than 3 years experience in Programming in Computer in any recognized Institution.</p> <p>i) Must possess the qualification specified in (i) above.</p> <p>ii) Must have put in service of not less than 3 years in TWAD Board including 2 years experience in Programming</p>

9. Console Operator * By Direct recruitment i) Must possess a Degree in Computer Science (or) Computer Applications (or) A Degree in any Discipline with 2 years experience of Computer works.

* B.P.Ms.No.7 Estt.(per) dt.9.1.08

10. Record Assistant By promotion Must have completed S.S.L.C and worked as Record Clerk for a period of ten years.

Office of the Chief Engineer and other Subordinate Offices:

1. Superintendent/ Managers/ Office Assistant Transfer or promotion from the category of Assistants 1. Must possess minimum general educational qualification; and

2. Must have five years of service in the lower post from which promotion is made

2. Assistant Transfer or promotion from the categories of Junior Assistants and Typists including Steno-Typists. 1. Must possess the minimum general educational qualification; and

2. Must have five years of service in the lower post from which promotion is made

3. Upper Division Stenographer (Camp Clerk to Chief Engineer) Promotion 1. Must possess the minimum general educational qualification; and

2. Must have passed the Government Technical Examination in Typewriting and Shorthand.

- (i) By the Higher Grade in Tamil and English; or
- (ii) By the Higher Grade in Tamil and Lower Grade in English; or
- (iii) By the Higher Grade in English and Lower Grade in Tamil.

Provided that, candidates with the Qualifications referred to in item (ii) above shall be recruited only if candidates with the qualifications referred to in item (i) above are not available.-

Provided further that candidates

3. With the qualifications referred to in Item (iii) above shall be recruited only if candidates with the qualifications referred to in items (i) and (ii) above are not available; and

3. Must have completed ten years of service in the post of Steno-typist.

Explanation.- Leave, other than extraordinary leave without allowances should be taken into account while computing the ten year period. (B.P.Ms.No. 161, dated 14.3.1986)

4. Junior Assistants Direct recruitment

Must hold a degree of B.A., B.Sc., or B.Com., of a University recognised by the University Grants Commission for the purpose of its grants. Preference shall be given to B.Com., Graduates.

For special reasons, recruitment by transfer from among the persons working in other services in the Board.

1. Must possess minimum general educational qualification.

2. Must have completed 5 years of service in regular establishment or work charged establishment or in both; and

3. Must have passed the special Competitive tests conducted by the Board.

Provided that recruitment by transfer should not exceed fifty per cent of the vacancies arising from time to time. (B.P.Ms.No. 393, dated 6.7.1981)

5. Steno-typist	Direct recruitment	<ol style="list-style-type: none"> 1. Must possess the minimum general educational qualification; 2. Must have passed the Government Technical examination in Typewriting and Shorthand; <ol style="list-style-type: none"> (i) by the Higher Grade in Tamil and English; or (ii) by the Higher Grade in Tamil and Lower Grade in English; or (iii) by the Higher Grade in English and Lower Grade in Tamil. <p>Provided that candidates with the qualifications referred to in item (ii) above shall be recruited only if candidates with the qualification referred to in item (i) above are not available;</p> <p>Provided further that candidates with the qualifications referred to in item (iii) above shall be recruited only if candidates with the qualifications referred to in items (i) and (ii) above are not available. (B.P.Ms.No. 161, dated 14.3.1986)</p>
6. Typist	Direct recruitment or transfer.	<ol style="list-style-type: none"> 1. Must possess the minimum general educational qualification; 2. Must have passed the Government Technical Examination in Typewriting.- <ol style="list-style-type: none"> (i) by the High Grade in Tamil and English; or (ii) by the Higher Grade in Tamil and Lower Grade in English; or

(iii) by the Higher Grade in English and Lower Grade in Tamil.

Provided that candidates with the qualifications referred to in item (ii) above shall be recruited only if candidates with the qualification referred to in item (i) above are not available;

Provided further that candidates with the qualifications referred to in item (iii) above shall be recruited only if candidates with the qualifications referred to in items (i) and (ii) above are not available.
(B.P.Ms.No. 161, dated 14.3.1986)

<p>7. Works Clerk</p>	<p>Recruitment by transfer</p>	<ul style="list-style-type: none"> (i) Must have passed S.S.L.C. (ii) Must have five years of service as Work Inspector Grade-I (B.P.Ms. No. 141, dated 4.3.1986 with effect from 1.1.1977)
<p>8. Store – Keeper Grade I</p>	<p>By promotion from Store-keeper Grade II</p>	<ul style="list-style-type: none"> (i) Must possess the Minimum General educational qualification; (ii) Must have passed the Government Technical Examination in Book-keeping and Commercial Correspondence by the lower grade; (iii) Must have experience as Store-keeper Grade- II for a period of not less than ten years; (iv) Must have deposited a sum of Rs. 2000/- (Rupees two thousand only) as security deposit.

10. Store-keeper Grade II Promotion from Store-keeper Grade-III or if no qualified and suitable store-keeper in that grade is available for such promotion, direct recruitment or recruitment by transfer from any other service.

(i) Must possess the Minimum General educational qualification;

(ii) Must have passed the Government Technical Examination in Book-keeping and Commercial Correspondence by the lower grade;

(iii) Must have experience as Store-keeper Grade- III for a period of not less than 5 years;

(iv) Must have deposited a sum of Rs.1000/- (Rupees one thousand only) as security deposit.

(v) Must not have completed or will not complete 28 years of age on the first day of July of the year in which the selection is made, if appointment is made by direct recruitment.

11. Store-keeper Grade-III By direct recruitment or for special reasons recruitment by transfer from any other service.

(i) Must possess the Minimum General educational qualification;

(ii) Must have passed the Government Technical Examination in Book-keeping and Commercial Correspondence by the lower grade;

(iii) Must have experience for a period of not less than two years in handling of Engineering Stores.

(iv) Must have deposited a sum of Rs. 500/- (Rupees five hundred only) as security deposit; and

(v) Must not have completed or will not complete 28 years of age on the first day of July of the year in which the selection is made, if appointment is made by direct recruitment.

The amendment hereby made shall be deemed to have come into force on the 14th April 1971)

Nothing contained in these amendments shall adversely affect the persons already in service on the date of issue of these amendments (B.P.Ms.No. 155, dated 10.3.1986)

No candidate for appointment by direct recruitment as Assistant or Junior Assistant or Typist or Steno-typist shall be eligible for the inclusion of his name in the list of approved candidates if he would have completed 28 years of age on the first day of July of the year in which the selection is made.

V. TAMIL NADU WATER SUPPLY AND DRAINAGE BOARD BASIC SERVICE.

1. Daffedar	Promotion	Must have studied upto VIII Standard, with five years experience in the Basic Service.
2. Basic Servants	Direct recruitment	Must have studied upto VIII Standard.
3. Basic Workers including Watchman, Lascars, Gardners and Sweepers (B.P.Ms.No. 141, dated 4.3.1986 with effect from 1.1.1977)	Direct recruitment	Must be able to ride bicycle; must not have completed 28 years of age.

VI. TAMIL NADU WATER SUPPLY AND DRAINAGE BOARD ACCOUNTS SERVICE.

1. Accounts Officer (Entitlement)	Recruitment by transfer from among the holders of the posts of Superintendents in the Tamil Nadu water Supply and Drainage Board Secretariat.	Must have rendered service as Superintendent for a period of not less than seven years.
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2. Other Accounts Officers	Direct recruitment	(i) Must be a Chartered Accountant or a Cost and Works Accountant; (ii) Must have served in a reputed organisation for a period of not less than five years; (iii) Must have completed 40 years of age;
	Recruitment by transfer.	Must have rendered service as Junior Accounts Officer for a period of not less than seven years.

VII.. TAMIL NADU WATER SUPPLY AND DRAINAGE BOARD ACCOUNTS SUBORDINATE SERVICE.

1. Junior Accounts Officer	Direct recruitment	(i) Must have passed the final examination of the Institute of Chartered or Cost and Works Accountants of India; (ii) Must have experience in the accounts branch of a Government Department, undertaking or private institution for a period of not less than two years; and (iii) Must not have completed 35 years of age;
	Promotion	Provided that the above regulations shall not adversely affect the Junior Accounts Officers already appointed by the Board. Must have rendered service as Divisional Accountant for a period of not less than five years after passing the Divisional Accountant Test Examination. Provided that the above regulations shall not adversely affect the Junior Accounts Officers already promoted by the Board.

2. Divisional Accountant	Recruitment by transfer	<ul style="list-style-type: none"> (i) Must have experience in the Accounts Wing of the Divisions, Sub-Divisions or Accounts Wing in the Board for a period of not less than three years; and (ii) Must have passed the Divisional Accountant Test Examination.
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The amendments in respect of Divisional Accountants shall be deemed to have come into force on the 1st July 1972, in respect of Accounts Officers shall be deemed to have come into force on the 16th June 1976 and in respect of Junior Accounts Officers shall be deemed to have come into force on the 17th May 1978, (B.P.Ms.No. 321, dated 2.7.1984)

VIII.. TAMIL NADU WATER SUPPLY AND DRAINAGE BOARD GENERAL SUBORDINATE SERVICE.

(i) Maintenance and Operation Branch:

1. Electrician Grade I	By promotion	Experience as Electrician Grade II for a period of not less than three years.
	By direct recruitment or recruitment by transfer	<ul style="list-style-type: none"> (i) Must have passed S.S.L.C., or its equivalent. (ii) Must possess I.T.I. Certificates; and (iii) Practical experience for a period of not less than two years.
2. Electrical Grade-II	By direct recruitment or recruitment by transfer	<ul style="list-style-type: none"> (i) Must have passed VIII Standard in a recognised school; (ii) Must possess ITI, certificate in the Trade of Electrician with two years of Experience in the type of work.
3. Plumber	Recruitment by transfer or by direct recruitment	<ul style="list-style-type: none"> (i) Must have passed VIII standard in a recognised school; (ii) Must possess I.T.I, certificate in the Trade or Fitter/Plumber; and (iii) Practical experience in plumbing work for a period of not less than one year.

4. Fitter Grade I	By promotion	Experience as Fitter, Grade II for a period of not less than three years.
	Recruitment by transfer or by direct recruitment	<ul style="list-style-type: none"> (i) Must have passed S.S.L.C. or its equivalent; (ii) Must possess ITI, certificate in the Trade or Fitter; and (iii) Practical experience for a period of not less than three year.
5. Fitter Grade II including Crane Operator and Mixer Machine Operator.	By direct recruitment or recruitment by transfer.	<ul style="list-style-type: none"> (i) Must have passed VIII standard in a recognised school; (ii) Must possess ITI, certificate in the Trade or Fitter; and (iii) Practical experience for a period of not less than one year in the type of work.
6. Filter Operator and Mechanic including Filter-bed Operators.	Recruitment by transfer or by direct recruitment	<ul style="list-style-type: none"> (i) Must possess a certificate of competency for Head Works Fitter granted by the Board of Examiners, Madras; and (ii) Experience in the operation of Filter for a period of not less than three years.
7. Turn Cock	Recruitment by transfer or by direct recruitment	Practical experience as Turn Cock
8. Pump Operator including Assistant Mechanic	Recruitment by transfer or by direct recruitment	<ul style="list-style-type: none"> (i) Must have passed VIII Standard in a recognised school; and (ii) Must possess ITI certificate in the Trade of Wireman or experience in operating electrical motor and dynamo for a period of not less than three years.
9. Work Inspector Grade I	By promotion	Must have served as Work Inspector Grade-II for a period of five years.
10. Work Inspector Grade II including Head Mazdoor	Recruitment by transfer or by direct recruitment	Must have passed the certificate in the trades ITI Draftsman Civil or Mechanical Course or Fitter Mechanic.

11. Helper	By direct recruitment.	(i) Must have passed VIII Standard in the recognised School. (ii) Must possess ITI certificate in the trade concerned.
12. Cleaner Grade I, Vehicle Cleaner and Pump Cleaner.	By promotion or by direct recruitment	Must have passed VIII Standard in a recognised school or literate three years experience in similar job.
13. Cleaner Grade II	By direct recruitment	Must have passed VIII Standard.
14. Boring Mechanic	Recruitment by transfer or by direct recruitment	(i) Certificate of competency for head Fitter granted by Board of Examiner, Madras; or (ii) Practical experience in boring in various strata with various tools and plants for a period of not less than three years.

NOTE: For the purpose of recruitment, promotion, and seniority all posts under the maintenance and operation branch in each circle shall be separate unit.

(ii) Research Branch

1. Junior Water Analyst including Laboratory Assistant and Chemist	By direct recruitment or Recruitment by transfer	A degree of B.Sc., B.A., (Hons), M.A., or M.Sc., in Botany or Zoology or Chemistry.
2. Laboratory Attender	By direct recruitment or recruitment by transfer	Must have studied upto S.S.L.C.,

(iii) General Branch

1. Driver including Jeep Van, Lorry, Rig and Tractor Driver.	By promotion or by recruitment by transfer	<ul style="list-style-type: none"> (i) Must possess the license for driving Heavy Vehicles in the case of Lorry, Rig and Tractor and Light Vehicle in the case of Car, Van and Jeep. (ii) Must have experience in driving a motor Vehicle for a period not less than 3 years; And (ii) Must have worked as cleaner or Basic Servant for a period of not less than three Years. (iv) Must not have completed 28 years of age in the case of candidates belonging to other communities and 33 years of age in the case of candidates belonging to Backward Classes, Scheduled Castes and Scheduled Tribes.
2. Record Clerk	Direct recruitment	<ul style="list-style-type: none"> (i) Must have completed S.S.L.C., and (ii) Must not have completed 28 years of age in the case of candidates belonging to other communities and 33 years of age in the case of candidates belonging to Backward Classes, Scheduled Castes and scheduled Tribes.
	Recruitment by transfer	<ul style="list-style-type: none"> (i) Must have studied upto VIII standard (ii) Must have completed five years of service (B.P.Ms.No. 141, dated 4.3.86)

IX. TAMIL NADU WATER SUPPLY AND DRAINAGE BOARD MECHANICAL SUBORDINATE SERVICE.

1. Junior Mechanical Engineer.	By promotion from Drilling Supervisors or Foreman	<ul style="list-style-type: none"> (i) L.M.E., or D.M.E., Diploma awarded by the State Board of Technical Education and Training, Madras or any other Diploma equivalent thereto; and (ii) Two years service as Drilling Supervisor or Foreman
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	By promotion from Drillers or recruitment by transfer	(i) L.M.E., or D.M.E., Diploma awarded by the State Board of Technical Education and Training, Madras or any other qualification equivalent thereto; and (ii) Five years service as Driller or as Work Assistant including Technical Assistant.
2. Foreman Mechanical/Electrical	By promotion	Experience as Assistant Foreman for two years or Mechanic Grade-I/Chargemen, Electrician Grade-I or other equivalent posts for a period of not less than three years.
	Recruitment by transfer or by direct recruitment	(i) D.M.E., or D.E.E. awarded by the State Board of Technical Education and Training, Madras or any other equivalent thereto; and (ii) Practical experience for a period of not less than two years in an establishment involving Mechanical/Electrical works.
3. Assistant Foreman	By promotion	Experience as Mechanic Grade-I or Electrician Grade-I for a period of not less than three years.
	Recruitment by transfer or by direct recruitment	D.M.E., or D.E.E. awarded by the State Board of Technical Education and Training, Madras or any other Diploma equivalent thereto.

4. Mechanic Grade-I	By promotion. Recruitment by transfer or by direct recruitment.	Experience as Mechanic Grade II for a period of not less than three years. (i) Must have passed VIII standard in a recognised school; (ii) Must have passed ITI certificate in the Trade of Mechanic (Motor Vehicle or Diesel, or Tractor or Earth Moving Machinery) or any other equivalent qualification; and (iii) Practical experience for a period of not less than five years in the trade, Diesel/Automobile/Pumps in a reputed workshop.
5. Mechanic Grade-II	By promotion Recruitment by transfer or by direct recruitment.	Must have experience in the type of work for a period of not less than two years. (i) Must have passed VIII standard in a recognised school; (ii) Must have passed ITI certificate in the Trade of Mechanic (Motor Vehicle or Diesel, or Tractor or Earth Moving Machinery) ; and (iii) Must have practical experience in the trade for a period of not less than two years in a reputed workshop.
6. Rewinder	By promotion By direct recruitment or recruitment by transfer.	Must have worked as Assistant Rewinder for a period of not less than two years. Must possess ITI Certificate in Electrical Trade with two years experience in rewinding.
7. Assistant Rewinder	Recruitment by transfer or by direct recruitment	(i) Must have passed VIII Standard in a recognised school; and (ii) Must possess ITI certificate in Electrical Trade.

8. Turner	By direct recruitment or recruitment by transfer.	(i) Must have passed VIII Standard in a recognised school; (ii) Must possess ITI certificate in the trade turner; and (iii) Practical experience for a period of not less than two years.
9. Welder Grade-I	Recruitment by promotion, by transfer or by direct recruitment	(i) Must have passed VIII Standard in a recognised school; (ii) Must possess ITI certificate in the trade of welder; and (iii) Practical experience for two years.
10. Welder Grade-II	By direct recruitment or recruitment by transfer.	(i) Must have passed VIII Standard; (ii) Must possess ITI certificate in trade Welder; and (iii) Practical experience for a period of not less than one year.
11. Smith	Recruitment by transfer or by direct recruitment	(i) Must have passed VIII Standard in a recognised school; and (ii) Must possess ITI certificate in trade Smith
12. Machinist	By promotion or recruitment by transfer or by direct recruitment	(i) Must have passed VIII Standard in a recognised school; and (ii) Must possess ITI certificate in the trade Machinist/Fitter; and (iii) Practical experience for a period of not less than two years in the type of work.
13. Tinker	Recruitment by transfer or by direct recruitment	(i) Must have passed VIII Standard in a recognised school; (ii) Must possess ITI certificate in trade of sheet metal works; and (iii) Must have worked as Helper in tinker trade for a period of not less than two years.

14. Auto Electrician	Recruitment by transfer or by direct recruitment	<ul style="list-style-type: none"> (i) Must have passed VIII Standard in a recognised school; (ii) Must possess ITI certificate in the trade Auto Electrician; and (iii) Practical experience as Auto Electrician, for a period of not less than five years in an Automobile workshop.
15. Painter	Recruitment by transfer or by direct recruitment	<ul style="list-style-type: none"> (i) Must have studied upto VIII standard in a recognised school; and (ii) Must have experience for a period of not less than three years in all types of painting works including the work of spray gun, writing of sign Boards and preparation of stencils.
16. Tool Room Attender	<p>Recruitment by transfer</p> <p>By direct recruitment</p>	<ul style="list-style-type: none"> (i) Must possess ITI Certificate; and (ii) Must have worked as Helper in Tool Room in the workshop in the Board or any Diesel/Automobile workshop for a period of not less than three years. <p>(i) Must have passed S.S.L.C or its equivalent; and</p> <p>(ii) Practical experience for a period of not less than two years in handling the Machine tools, workshop tools in an Engineering Workshop/Factory.</p> <p>Provided that other things being equal preference shall be given to the candidate possessing ITI certificate in Diesel/Auto Mechanical Trade.</p>

17. Tool Keeper	By direct recruitment	(i) Must have passed S.S.L.C. or its equivalent; and
		(ii) Practical experience for a period of not less than one year in handling tools in a factory or workshop.
	Recruitment by transfer	(i) Must possess ITI certificate; (ii) Must have worked as Helper for a period of not less than three years.
18. Drilling Supervisor	By promotion	Must have worked as Driller for a period of not less than three years.
	Recruitment by transfer or by direct recruitment	(i) D.M.E., awarded by the State Board of Technical Education and Training, Madras or any other equivalent; and (ii) Practical experience for a period of not less than three years.
19. Driller	By promotion	Must have worked as Assistant Driller for a period of not less than three years.
	Recruitment by transfer or by direct recruitment	D.M.E., awarded by the State Board of Technical Education and Training, Madras or any other equivalent.
20. Assistant Driller	Recruitment by transfer from Helper	(i) Must possess ITI certificate in the trade of Mechanic; and (ii) Must have worked as Helper in Rigs for a period of not less than three years.
	By direct recruitment or by transfer from any other category	(i) D.M.E., awarded by the State Board of Technical Education and Training, Madras or any other equivalent; or (ii) Must possess ITI certificate in the trade of Mechanic with practical experience for a period of not less than two years.

21. Air Compressor Operator Including Compressor Mechanic Recruitment by transfer or by direct recruitment (i) Must possess ITI certificate in the trade of Mechanic (Automobile, Diesel and Earth Moving Machinery); and
(ii) Must have experience in operational/Maintenance of diesel engines for a period of not less than one year.

NOTE: (i) The amendments made relating to Tamilnadu Water Supply and Drainage Board Mechanical Subordinate service shall be deemed to have come into force on the 9th August 1974.

(ii) The Amendment made relating to other services shall be deemed to have come into force on 1st January 1977.

(iii) Nothing contained in these amendments shall adversely affect the persons already in service on the date of issue of these amendments. (B.P.Ms.No. 141, dated 4.3.1986)

Provided that a candidate belonging either to a Scheduled Caste or a Scheduled Tribe or Backward Class shall not be eligible for the inclusion of his name in the approved list for appointment as Junior Assistants, Typists and Steno-typists if he has or will complete 30 years of age on the 1st July of the year in which the selection is made.

The age limit shall not apply to the appointment of a candidate belonging to the Scheduled Castes, Scheduled Tribes or Backward Classes to a post for which a qualification lower than a degree is prescribed, if such candidate possesses a general educational qualification which is higher than the minimum general education qualification and is otherwise qualified for appointment.

The age limit shall not apply to the appointment to a post included in the service of a candidate belonging to the Scheduled Castes, Scheduled Tribes or Backward Classes, who holds a degree which is not lower than the degree prescribed to such post and if he is otherwise qualified for appointment.

In the case of candidate who has rendered war service, the period of his war service shall be excluded in computing his age for appointment, Such persons, if invalidated from war service, be entitled to deduct from his age period from the time when he was invalidated upto 1st April 1946.

24. Age.- No person shall be eligible for appointment by direct recruitment to the posts specified in column (1) of the Table below if he has completed the age specified in the corresponding entry in column (2) thereof on the first day of July in which the selection for appointment is made.-

THE TABLE

POST (1)	AGE (2)
Junior Engineer	Must not have completed 28 years of age. Must not have completed 30 years of age in the case of Backward Classes, the scheduled Castes or Scheduled Tribes.
Head Draughtsman	35 years
Draughtsman Grade I	35 years
Draughtsman Grade II	28 years
Draughtsman Grade III	28 years
Assistant Draughtsman	28 years
Junior Water Analyst including Laboratory Assistant and Chemist	28 years
Blue Print Operator	28 years
Boring Mechanic	35 years
Mechanic and Filter Operator including Filter Bed Operator	35 years
Assistant Mechanic	35 years
Turn Cock	28 years
Electrician Grade I	28 years
Electrician Grade II	28 years
Laboratory Attender	28 years
Foreman (Mechanical/Electrical)	28 years in the cases of candidates belonging to other communities and 33 years in the cases of candidates belonging to Backward Classes, Scheduled Castes and Scheduled Tribes.
Assistant Foreman	
Mechanic Grades I and II	
Rewinder	
Assistant Rewinder	
Turner	
Welder Grades I and II	
Smith	
Machinist	
Tinker	
Auto Electrician	
Painter	
Tool Room Attender	

Drilling Supervisor	}	28 years in the cases of candidates belonging to other communities and 33 years in the cases of candidates belonging to Backward Classes, Scheduled Castes and Scheduled Tribes.
Driller		
Assistant Driller.		
Air Compressor Operator including		
Air Compressor Mechanic		
Work Assistant including		
Technical Assistant		
Water Works Superintendent		
including Electrical Superintendent		
Fitter Grades I and II including		
Crane Operator and		
Mixer Machine Operator		
Plumber		
Filter Operator and Mechanic		
including Filter Bed Operators		
Turn Cock		
Pump Operator including	}	28 years in the cases of candidates belonging to other communities and 33 years in the cases of candidates belonging to Backward Classes, Scheduled Castes and Scheduled Tribes.
Assistant Mechanic		
Work Inspector Grades I and II		
including Head Mazdoor		
Helper		
Cleaner Grades I and II		
Boring Mechanic	}	28 years in the cases of candidates belonging to other communities and 33 years in the cases of candidates belonging to Backward Classes, Scheduled Castes and Scheduled Tribes.
(B.P.Ms.No. 141, dated 4.3.1986)		

25. Probation. - (1) Every person, appointed as Assistant Executive Engineer or Chief Head Draughtsman shall from the date on which he joins duty, be on probation – (B.P.Ms.No. 445, dated 25.9.73)

a) for a total period of two years on duty within a continuous period of three years in the case of

(i) direct recruits; and
(ii) promotees (if at the time of appointment the promotee has not complete probation in the as not completed probation in the category from which he is promoted); or

b) for a total period of one year on duty within a continuous period of two years in the case of –

(i) transferees; and
(ii) promotees (if at the time of appointments the promotee has completed probation in the category from which he is promoted)

c) An assistant Engineer or Junior Engineer of the Tamil Nadu Engineering Subordinate Service or any other service who has satisfactorily completed probation in that service shall not be required to undergo probation on appointment to the Board's service;

Provided that an Assistant Engineer or Junior Engineer in the Tamil Nadu Engineering Subordinate Service or any other service who has not completed his probation in that service and is appointed to the Board's service shall be required to undergo probation and the period of his service rendered in the Tamil Nadu Engineering Subordinate Service which has been counted for probation in the former service shall count for probation in the Board's Service.

(d) A probationary Assistant Executive Engineer or Chief Head Draughtsman shall be entitled to count towards his probation any service rendered by him as Assistant Executive Engineer or Chief Head Draughtsman in the Tamil Nadu Engineering Service or Tamil Nadu Public Health and Municipal Engineering Service as the case may be. (B.P.Ms.No. 445, dated 25.9.73)

(e) A probationary Assistant Executive Engineer of the Board shall be entitled to count towards his probation any service rendered by him as Municipal Engineer, Grade II, in the defunct Municipal Engineer Service. (B.P.Ms.No. 445, dated 25.9.73)

(f) A probationary Assistant Executive Engineer shall be entitled to count towards his probation any service rendered by him as lecturer in Government Engineering College and/or Government Polytechnic in the State, if but for such service he would have rendered service as Assistant Executive Engineer (B.P.Ms.No. 445 dated 25.9.73).

(g) The Authority competent to declare the satisfactory completion of probation in respect of officers under the Board shall be the appointing authority.

(h) The Chief Engineer of the Board shall, however, be the competent authority to declare the Assistant Executive Engineer to have satisfactorily completed the prescribed period of probation and also to extend upto one year for failure to pass tests within the period of probation.

(i) No probation shall be necessary in the case of appointment between the categories of Junior Assistants and Typists including Steno-typists.

(j) An Assistant in the office of the Chief Engineer or other subordinate offices promoted from the category of Junior Assistants who has rendered satisfactory service for a total period of not less than three years as Junior Assistant shall not be required to undergo the probation.

26. Right of probationers and approved probationers to re-appointment.- A vacancy in any class of service, category or grade not being a vacancy which should be filled by direct recruitment shall not be filled by the appointment of a person who has not yet commenced his probation in such class of service, category or grade when an approved probationer or probationer therein is available for such appointment.

27. Discharge and re-appointment of probationers and approved probationers.-

(1) (i) Where the normal method of recruitment to any category is both by direct recruitment and by promotion, probationers and approved probationers who were recruited direct, shall not be discharged for want of vacancies. Other probationers and approved probationers shall be discharged for want of vacancies in the order of juniority.

(ii) In other cases, the probationers and approved probationers shall be discharged for want of vacancies in the order of juniority.

(iii) The order of discharge laid down in clause (i) and (ii) may be departed from in cases where such order would involve excessive expenditure on travelling allowance or exceptional administrative inconvenience.

(2) Approved probationers and probationers who have been discharged for want of vacancies shall be re-appointed as vacancies (not being vacancies which should be filled by direct recruitment) arise, in the inverse of the order laid down in items (i) of sub-clause (1):

Provided that the said order may be departed from in cases where such order would involve excessive expenditure on travelling allowance or exceptional administrative inconvenience.

28. Suspension, termination or extension of probation.- (1) Where the regulations prescribe a period of probation for appointment as a full member of the class of service or where such period of probation has been extended under regulation 31 below, the appointing authority may, at any time before the expiry of the prescribed probation or the extended period of probation, as the case may be-

(i) Suspend the probation of probationer and discharge him from the Class of service for want of a vacancy:

or

(ii) at its discretion, by order, either extend the probation of a probationer in a case the probation has not been extended under regulation 31 below or terminate his probation and discharge him from service after giving him a reasonable opportunity of showing cause against the proposed termination of probation.

Explanation.- An opportunity to who cause may be given after the appointing authority arrives at a provisional conclusion on the suitability or otherwise of the probationer for full membership of the service, either by such authority himself or by a subordinate authority who is superior in rank to the probationer.

(2) (i) If within the period of probation, a probationer fails to acquire the special qualifications or to pass the special tests, if any, prescribed for the post or to acquire such other qualifications as may be declared by the Board or by the Board or by the appointing authority with the approval of the Board to be equivalent to the said special qualifications or special tests, the appointing authority shall, by order discharge him

from the class of service unless the period of probation is extended under regulation 31 below:-

(ii) If within the period of probation prescribed in regulation 25 for the class of service or within the extended period of probation, as the case may be, a probationer has appeared for any such tests or for any examinations in connection with the acquisition of any such qualifications and results of the tests or examinations for which he has so appeared are not known before the expiry of such period he shall continue to be on probation until the publication of the results of the tests or examinations for which he appeared or the first of them in which he fails to pass, as the case may be.

In case a probationer fails to pass any of the tests or examinations for which he has so appeared, the appointing authority shall, by order, discharge him from the class of service.

(iii) Any delay in the issue of an order discharging a probationer under clause (i) or clause (ii) shall not entitle him to be deemed to have satisfactorily completed his probation.

29. Appeal against discharge.- (1) A probationer who is discharged under clause (1) of regulation 27 or under clause (3) of regulation 30 below shall be entitled to appeal against the order of discharge passed by the competent authority to the authority to which and within the period of limitation within which an appeal would lie against an order of dismissal passed by the competent authority against a full member of the class of service, or category, as the case may be.

(2) The authority competent to entertain an appeal under sub-regulation (1) may, either of its own motion or otherwise, revise any order discharging a probationer under any of the provisions referred to in the said sub-regulation within one year of the date of such order.

(3) (i) When an order discharging a probationer is set aside on appeal under sub-regulation (1) or on revision under sub-regulation (2) and the probationer is restored to the service the period on and from the date of discharge to the date of such restoration may, with the previous sanction of the Board, be treated as on duty except for purpose of probation. The period of probation undergone by such probationer at the time of his discharge shall, however, count towards the period of probation prescribed by the regulations applicable to him.

(ii) Such probationer may, during the period on and from the date of his discharge to the date of his restoration, be paid such pay and allowances not exceeding the pay and allowances to which he would have been entitled if he had not been discharged, as the authority passing the order under sub-regulation (1) or (2) may with the previous sanction of the Board determine.

30. Probationer's suitability for full membership.- (1) At the end of the prescribed or extended period of probation as the case may be, the appointing authority shall consider the probationer's suitability for full membership of the class of service or category for which he was selected.

(2) If the appointing authority decides that a probationer is suitable for such membership, it shall as soon as possible issue an order declaring the probationer to have satisfactorily completed his probation. If no such order is issued within six months from the date on which he is eligible for such declaration, the probationer, shall be deemed to have satisfactorily completed his probation on the date of the expiry of the prescribed or extended period of probation. A formal order declaring the completion of probation shall, however, be issued by the competent authority. In all cases in which serious charges are pending and, therefore, probation cannot be declared, the final order on probation shall be passed as early as possible and in any case within one month after the disposal of the charges or six months after the due date of completion of probation whichever is later.

(3) If the appointing authority decides that the probationer is not suitable for such membership, it shall unless the period of probation is extended under regulation 31 below, by order, discharge him from the service after giving him reasonable opportunity of showing cause against the action proposed to be taken in regard to him.

Provided that where a probationer has been given reasonable opportunity of showing cause against the imposition on him of any of the penalties specified in regulation 8(b) of the Tamil Nadu Water Supply and Drainage Board Employees' Discipline and Appeal Regulations, the procedure laid down therein shall be followed (even though it is ultimately decided to discharge him from service)

Explanation I.- The decision of the appointing authority that the probationer is not suitable for full membership may be based also on his work and conduct till the date of the decision, inclusive of the period subsequent to the prescribed or extended period of probation.

Explanation I.- An opportunity to show cause may be given after the appointing authority arrives at a provisional conclusion on the suitability or otherwise of the probationer for full membership of the class of service, either by such authority himself or by a subordinate authority who is superior in rank to the probationer.

Explanation III.- Where the competent authority proposes to terminate the probation of a member of a service for general unsatisfactory work or incapacity without the need for enquiry into specific charges, he shall do so under regulation 27 or 28 as the case may be. In case, where he proposes to terminate the probation of such a member for specific charges in addition to or distinct from general inefficiency or incapacity, he shall frame specific charges and follow the detailed procedure laid down in regulation 8(b) of the Tamil Nadu Water Supply and Drainage Board Employee's Discipline and Appeal Regulations.

Any delay on the part of the competent authority to declare the completion of probation should not monetarily affect probationers and that arrears of increment should be allowed from the date of completion of probation as a matter of course, subject to the following conditions:-

(1) The probation should have been declared satisfactorily, completed from the date ordered even if the question of declaration of probation had been taken up earlier.

(2) The declaration of satisfactory completion of probation was delayed by factors which would not, in any case change the date of such completion;

(3) The person whose probation is declared to have been satisfactorily completed is qualified as on the date ordered:

(4) Declaration of satisfactory completion of probation was not the result of any relaxation of regulation.

(5) In all cases coming under items (1) to (4) above orders issued declaring the probation or relaxing the regulations should include a specific provision in regard to drawal of arrears of increments.

31. Extension of probation.- (a) the appointing authority may extend the period of probation of any probationer in any of the services:-

(i) either to enable him to acquire the special qualifications or to pass the prescribed tests; or

(ii) to enable the appointing authority to apprise and to decide whether the probationer is suitable for full membership or not.

(b) The order extending the probation shall be issued within the prescribed period of probation.

(c) The extended period of probation shall 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 of 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 extension 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.

32. Officers and Servants going on leave for purpose of Study.- Candidates who are desirous of undergoing any course of study connected with the affairs of the Board and which is likely to enhance his usefulness as a member of the service, may apply for Study Leave and such candidates will be eligible for extraordinary leave without allowances only for 12 months at a time, provided that the total absence from

duty shall not exceed 3 years in all. Candidates who apply for leave to complete their study soon after they join duty, may be permitted by the Managing Director, to continue their studies and the question of granting them leave to the extent necessary be taken up after they rejoin duty on completion of their studies. In case where a candidate desires to undergo courses of study unconnected with the Boards affairs he may, at the discretion of the Managing Director be granted leave to which he is eligible.

33. Exercise of certain powers of appointing authority by higher authority.- The powers conferred on the appointing authority may be exercised also by any higher authority to whom the appointing authority is administratively subordinate whether directly or indirectly, in the following cases.-

- (i) Termination of probation;
- (ii) Discharge of probationer
- (iii) Extension of probation.

34. Special Tests to be passed or other qualifications to be acquired.- (a) Probationary Assistant Engineer/Junior Engineer shall, within the period of his probation, pass the Account Test for Public Works Department Officers and Subordinates.

An Assistant Executive Engineer or Executive Engineer appointed by direct recruitment shall pass the Account test for Public Work Department Officers and Subordinates within a period of four years from the date of his appointment.

The penalty for failure to pass the test in the case of Assistant Engineers/Junior Engineers shall be extension of probation and stoppage of increment till the test is passed and in case of Assistant Executive Engineer the penalty is stoppage of increment. Such stoppage of increment will not operate to postpone future increments after the test is passed.

A Geological Assistant appointed by direct recruitment shall pass the Account Test for Public Works Department Officers and Subordinates within the period of his probation.

The penalty for failure to pass the test shall be the extension of probation. If he fails to pass the test within the period of four years from the date of his appointment his service shall be terminated.

Explanation:- Such of the existing incumbents (on the date of issue of amendment) who do not pass the test, shall pass it within a period of four years. (B.P.Ms.No. 503, dated 24.9.1979)

(b) **Practical Training** - A Turncock selected for promotion as Assistant Mechanic shall undergo training in Filter Station for a period of six months and shall be appointed on probation as Assistant Mechanic if the Superintending Engineer, Tamil Nadu water Supply and Drainage Board declares that he has completed his training satisfactorily. A Turncock shall draw his substantive pay during the period of training.

A directly recruited probationary Assistant Executive Engineer shall during the first year of his probation, undergo training in Works and Accounts for one year or such shorter period as may be fixed in each individual case. His pay during the period of training shall be Rs. 325 per month and the period shall not count for increments in the time-scale of pay for the post of Assistant Executive Engineer.

(c) No employee shall be eligible for promotion to any of the posts mentioned in column (1) of the Table below unless and until he has passed the special test specified in the corresponding entries in column (2) thereof.-

THE TABLE

Posts	Tests
(1) Tamil Nadu Water Supply and Drainage Board Secretariat.	
(i) Superintendents	Account Test for Subordinate Officers, Part I
(ii) Assistants	(i) Account Test for Subordinate Officers, Part I (ii) District Office Manual Test; and (iii) A test in the Tamil Nadu Water Supply and Drainage Board Act; Tamil Nadu Water Supply and Drainage Board Service Regulations; Discipline and Appeal Regulations; Conduct Regulations, and Travelling Allowance Regulations;
(2) Office of the Chief Engineer, Tamil Nadu Water Supply and Drainage Board.	
(i) All Assistants.	(i) Account Test for Subordinate Officers, Part I (ii) District Office Manual Test; and (iii) A test in the Tamil Nadu Water Supply and Drainage Board Act; Tamil Nadu Water Supply and Drainage Board Service Regulations; Discipline and Appeal Regulations; Conduct Regulations, and Travelling Allowance Regulations;

(ii) Assistants employed as Camp Clerk to the chief Engineer, Tamil Nadu Water Supply and Drainage Board.	Must have passed - (i) the Account Test for Public Works Department Officers; (ii) the Government Technical Examination in shorthand and Typewriting by the Higher grade.
(3) Store Keeper	Account Test for Subordinate Officers, Part I.

Explanation: Notwithstanding anything contained in the above regulations an Assistant or Superintendent in the Tamil Nadu Water Supply and Drainage Board Secretariat now in service who has not passed the said test but is otherwise qualified and suitable for promotion to such category, may be promoted temporarily. But if he does not pass the said test at one of the first three examinations held after such promotion, he shall be reverted to the lower post from which he was promoted and shall not again be eligible for promotion till he passes the test. The penalty for failure to pass the test is stoppage of increment but such stoppage will not operate to postpone future increments after the test has been passed.

Explanation: This regulation will not apply to deputationist who are on service on 14th April 1971.

35. Persons appointed to the service whether by direct recruitment or by promotion, as the case may be, in the categories of posts specified in column (1) of the table below shall pass the tests or undergo the training or acquire the qualification specified in the corresponding entry in column (2) within the period stated or as otherwise required by the corresponding entry in column (3) thereof.

THE TABLE

Member of Service. (1)	Test training or qualification (2)	Period. (3)
(1) A member appointed as Typist or Steno-Typist who has not passed the Government Technical Examination in Typewriting by the Higher Grade.	Government Technical Examination in Typewriting by the Higher Grade.	Before appointment as full member of the service or before rising above the minimum stage of the time scale of pay sanctioned for the post he is holding.

(2) A member appointed as Typist or Steno-Typist (Tamil) in the Chief Engineer's Office and other subordinate Offices who has not passed the Government Technical Examination in Typewriting in English by the Lower Grade.

(3) A member appointed as Typist or Steno-Typist (English) in the Chief Engineer's Office and other subordinate Offices who has not passed the Government Technical Examination in Typewriting in Tamil by the Lower Grade.

(4) A member appointed as Steno-Typist in the case of employees of Government taken over to the Board's service and in the case of others who have not passed the Government Technical Examination in Shorthand by the Higher Grade. Within the prescribed period of probation if recruited direct and within two years from the date of appointment to the post if the appointment is made from among typists before completion of probation in that post.

(5) A member appointed as Steno-Typist (Tamil) in the Chief Engineer's Office and other subordinate Offices who has not passed the Government Technical Examination in Shorthand (English) by the Lower Grade. Within the prescribed period of probation if recruited direct and within two years from the date of appointment to the post if the appointment is made from among typists before completion of probation in that post.

(6) A member appointed as Steno-Typist (English) in the Chief Engineer's Office and other subordinate Offices who has not passed the Government Technical Examination in Shorthand (Tamil) by the Lower Grade. Within the prescribed of probation

Explanation: A person appointed to the post of Typist or Steno-typist in the Board's Secretariat shall undergo training in Tamil Typewriting on the standard key-board for such period and in such manner as may be required by the competent authority.

36. Special qualification.- No person shall be eligible for appointment to any class of service, category or grade of any post borne on the cadre thereof unless he

(a) possesses such qualification and has passed such special tests as may be prescribed in that behalf in these regulations: or

(b) Possesses such qualification as may be considered to be equivalent to the said special qualifications or special test by the Board or by the appointing authority with the approval of the Board.

37. Special qualification to be acquired or special test to be passed during probation exemption.- Where a probationer has before he commenced probation already acquired any special qualification or passed any special test prescribed by these regulations for holders of any posts or has acquired such other qualification as may be considered by the Board or by the appointing authority with the approval of the Board to be equivalent to the said special qualification or special test he shall not be required to acquire such special qualification or to pass such special test again after the commencement of his probation.

38. Penalty on a member on maximum of his scale for failure to pass prescribed tests.- Where the regulations prescribe stoppage of increments as a penalty for failure to pass a special test or acquire a special qualification, such failure shall in the case of a member who has reached the maximum of the time scale of pay applicable to him render him liable to the penalty of reduction to the next lower stage in his time scale.

39. Seniority.- (a) The seniority of a person in a class of service, category or grade shall, unless he has been reduced to a lower rank as a punishment be determined by the rank obtained by him the list of approved candidates drawn up by the Board or other appointing authority, as the case may be. The date of commencement of his probation shall be the date on which he joins duty irrespective of his seniority.

(b) The transfer of a person from one category of grade in a class of service to another category or grade in the same class of service carrying the same pay or scale of pay shall not be treated as first appointment to the latter for purpose of seniority and the seniority of a person so transferred shall be determined with reference to the rank in the category or grade from which he was transferred. Where any difficulty or doubt arises in applying this sub-regulation, seniority shall be determined by the appointing authority.

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

40. Probation on transfer.- (a) Where the Regulation prescribed probation for members of a class of service appointed to a category or grade by transfer from any other category or grade, no probation shall be deemed to be compulsory unless such transfer involves, the assumption of duties and responsibilities of greater importance than those attaching to the category or grade from which transfer is to be made.

(b) A probationer in any category or class shall be eligible to count for probation his services, if any, performed otherwise than in a substantive capacity on regular appointment to a higher category. Nothing contained in this clause shall be construed as authorising the promotion of a probationer in a category to a higher category in contravention of Regulation.

41. Duty in a different class of service counting for probation on promotion.- A member of a class of service promoted from one category to another shall be eligible to count for probation in the higher category, his service, if any performed otherwise than in a substantive capacity on regular appointment to another class of service, in accordance with these regulations if the normal method of recruitment to the latter class of service is by transfer from the former class of service or category thereof.

42. Revision of orders of promotion to selection posts.- An order promoting a member of a class of service made by a competent authority, may be revised by an authority to which an appeal would lie against an order of dismissal passed on a full member of the class of service, category or grade, as the case may be. Such revision may be made by the appellate authority aforesaid either *Suo Moto* at any time, or on a petition submitted by an aggrieved member within six months from the date of passing the order:

Provided that the said period of six months may be extended by the appellate authority if sufficient cause is shown for the delay in submission of the petition.

43. Members absent from duty.- The absence of a member of a service from duty in such class of service, whether on leave, or foreign service or on deputation or for any other reason and whether his lien in a post borne on the cadre of such class of service is suspended or not, shall not, if he is otherwise, fit, render him ineligible in his turn -

(a) for re-appointment to a substantive or officiating vacancy in the category, grade or post in which he may be a probationer or an approved probationer;

(b) for promotion from a lower to a higher category in such class of service; or

(c) for appointment to any substantive or officiating vacancy in another class of service for which he may be an approved candidate, as the case may be in the same manner as if he had not been absent. He shall be entitled to all the privileges in respect of appointment, seniority, probation and appointment as full member which he would have enjoyed but for his absence, subject to his completing satisfactorily the period of probation on his return.

44. Appointment of full members.- (a) Subject to the provisions of regulations 39(a) and 43 an approved probationer shall be appointed to be a full member of the class of service or category for which he was selected at the earliest possible opportunity, in any substantive vacancy which may exist or arise in the permanent cadre of such class or category and if such vacancy existed from a date previous to the issue of the order of appointment, he may be so appointed with retrospective effect from the date or, as the case may be, from any subsequent date from which he was continuously on duty as a member of the class of service or in a higher class or category:

Provided that where more than one approved probationer is available for such appointment as full member, the senior most approved probationer shall be appointed.

Provided further where by reason of administrative convenience, a member completes his probation earlier than another member who is senior to him the member who completes his probation earlier shall not be confirmed before the member who is senior to him. The senior member shall be confirmed according to his seniority after he completes satisfactorily the period of his probation.

Provided also that if the senior is on foreign service and does not within a reasonable time revert to the service of the Board to undergo probation when asked to do so, the junior may be confirmed in that vacancy.

Explanation.- For the purpose of this sub-regulation an approved probationer who has been on leave during the period of his probation or after such period shall be deemed to be on duty as a member of the class of service or category concerned, if he would have been on duty in such class or category or in a higher class or category but for his absence on leave.

(b) Where appointment to any service, class or category is according to rules normally both by direct recruitment and by transfer, vacancies against which persons have been recruited direct shall be regarded as a distinct group, while all other vacancies shall be regarded as another distinct group, and appointment of full members in accordance with sub-rule (a) shall be made separately in each of these group:

45. Reduction of full members.- (a) If a full member of any class of Service, category or grade is substantively reduced to a lower class of service, category or grade, he shall be deemed to be a full member of the latter and the permanent cadre thereof shall, if there is no vacancy in which he could be absorbed be deemed to be increased by one:

Provided that against every such addition an officiating or temporary vacancy, if any, in such lower class of service, category or grade, shall be kept unfilled and such addition shall be absorbed in the first permanent vacancy that subsequently arises in such lower class of service, category or grade as the case may be.

46. Appointment in place of members dismissed, removed, compulsorily retired or reduced.- Where a person has been dismissed, removed, compulsorily

retired or substantively reduced from any class of service, category or grade, no vacancy caused thereby or arising subsequently in such class of service, category or grade, shall be substantively filled to the prejudice of such person until the expiry of a period of one year from the date of such dismissal, removal, compulsory retirement or reduction or until the appeal, if any, preferred by reduction is decided whichever is later.

47. Relinquishment of rights by members.- Any person may, in writing relinquish any right or privilege to which he may be entitled under these regulations, if, in the opinion of the appointing authority, such relinquishment is not opposed to the interest of the administration, and nothing contained in these regulations shall be deemed to require the recognition of any right or privilege to the extent to which it has been so relinquished.

48. Postings and transfers.- (a) A member of a class of service may be required to serve in any post borne on the cadre of such class of service in any post borne on the cadre of such class of service and in any place of duty as the exigencies of the administration require.

(b) All transfers and postings shall be made by the appointing authority or such other authority to whom the powers have been delegated in this regard by the appointing authority.

(c) The authority competent to order postings and transfers of officers and staff mentioned in column (1) of the table below shall be those mentioned in the corresponding entries in column (2) thereof.

THE TABLE		
Posts (1)		Authority competent to transfer (2)
1. Chief Engineer	:	Board (B.P.Ms.No.166/E.(per)dt.14.10.04.
2. Superintending Engineer	:	Managing Director with Board's approval
3. Executive Engineers	:	Managing Director
4. Municipal Engineers of all Grades	:	Managing Director with Government's approval
5. Assistant Executive Engineers and Assistant Geologists. (B.P.Ms.No. 211, dated 25.6.77)	:	Chief Engineer.
6. Assistant Executive Engineers Assistant Geologist, (B.P.Ms.No. 211,	:	Outside the circle – Chief Engineer Inside the Circle – Superintending

dated 25.6.77) Assistant Engineers, Junior Engineers, Draughtsmen and other non technical staff.		Engineer.
7. Assistant Engineers, Geological Assistants (B.P.Ms.No. 211, dated 25.6.77 Junior Engineers, Draughtsmen and other non-technical staff.	:	Inside the Division – Executive Engineer
8. Inter-Sectional transfer of Board's Staff	:	Secretary
9. Accounts Officers	:	Managing Director
10. Junior Accounts Officers	:	Secretary, Tamil Nadu water Supply and Drainage Board in consultation with the Chief Accounts Officer.
11. Divisional Accountants	:	Secretary, Tamil Nadu water Supply and Drainage Board in consultation with the Chief Accounts Officer.
12. E.D.P.Manager *		Managing Director
13. System Analyst *		Managing Director
14. Programmer *		Managing Director
15. Console Operator *		Managing Director
* B.P.Ms.No.7 E.(per) dt.9.1.08		

49. Leave.- The authority to sanction leave to the officers and staff of the Tamil Nadu Water Supply and Drainage Board mentioned in column (1) of the table below, shall be those mentioned in the corresponding entry in column (2) thereof.

THE TABLE

Officers	Authority to grant leave. (2)
<i>Tamilnadu Water Supply and Drainage Board Secretariat</i>	
1. Secretary	
2. Deputy Secretary	
3. Chief Accounts Officer	
4. Assistant Secretary	
5. Other non-gazetted staff of the Board.	} Managing Director.
Record Assistants, Record Clerks, Drivers and L.G.G.S.	Secretary.
6. Accounts Officers	Managing Director

7. Junior Accounts Officers	Secretary in consultation with the Chief Accounts Officer
8. Divisional Accountants	Secretary in consultation with the Chief Accounts Officer (B.P.Ms.No. 321, dated 2.7.1984)
9. E.D.P. Manager *	Managing Director
10. System Analyst *	Managing Director
11. Programmer *	Managing Director
12. Console Operator *	Managing Director
	* B.P.Ms.No.7 E.(per) dt.9.1.08

Chief Engineers Office and Subordinate Offices.

1. Chief Engineer under the Board	Managing Director
2. A. Superintending Engineer	Managing Director
B. Executive Engineer	Chief Engineer
3. Municipal Engineers of all grade	Chief Engineer with the approval of Director of the Municipal Administration. B.P.Ms.No. 349, dated 20.8.86.
4. Assistant Executive Engineer Assistant Geologist, Geological Assistant, (B.P.Ms.No. 211, dated 25.6.77) Assistant Engineers/Junior Engineers Head Draughtsman, Draughtsman and Grade I Superintendents in Chief Engineer's Office, Non-Technical P.A. to Chief Engineer and Chief Head Draughtsman.	Chief Engineer.
5. All Non Technical staff up to the level of Assistant and Technical Staff below the rank of Draughtsman I Grade in the office of the Chief Engineer, Drivers in office of Chief Engineer.	Deputy Chief Engineer.

6. All grades of Technical and Ministerial staff except Assistant Engineers/Junior Engineers, in Circle, Office.

Assistant Engineers/Junior Engineers and Geological Assistants (B.P.Ms.No. 211, dt. 25.6.77) for period not exceeding 30 days, all technical and ministerial staff working in divisions and sub-divisions exceeding 30 days, drivers in circle office.

Superintending Engineer.

7. All technical and Ministerial personnel working in division and sub-division offices (except Draughtsman II grade) and Assistants not exceeding 30 days and without substitute. Drivers in division and sub-divisions.

Executive Engineer.

If substitutes are required, Superintending Engineer is the authority to sanction leave.

50. Temporary appointments and promotions.- The appointing authority may appoint or promote temporarily a person otherwise than in accordance with the provisions of these regulations in the following cases until a person is appointed in accordance with the regulations. Provided that no employee shall under any circumstances be temporarily appointed or promoted for a continuous period exceeding 3 months.

(a) (1) Where it is necessary in the interest of the administration to fill up a vacancy immediately and there would be undue delay in making an appointment or promotion as the case may be in accordance with these regulations.

(2) Where it is necessary to fill a short vacancy in a post and the appointment or promotion of the person who is entitled to such appointment or promotion, as the case maybe would involve excessive expenditure on travelling allowance or exceptional administrative inconvenience.

Explanation 1: No appointment or promotion shall ordinarily be made under the above clauses of a person who does not possess the qualification, if any, prescribed for the post. Every person appointed or promoted under Clause (a) (1) who does not possess the qualifications shall be replaced as soon as possible by a person possessing the prescribed qualifications.

Explanation II: A person appointed or promoted under clause (a) (1) shall whether or not he possess the prescribed qualification, be replaced as soon as possible by an approved candidate qualified to hold the post or by a member of the service, who is entitled for promotion to the post.

(b) Where general or special qualifications have been prescribed for holding a post in a category and no member of the lower category from which promotion is to be made to this category possess the prescribed qualifications, a member of the lower category may be promoted temporarily to the higher category until a member qualified becomes available for promotion.

(c) where it is necessary to appoint or promote an employee against whom an enquiry into allegations of corruption or misconduct is pending the appointing authority may appoint or promote him temporarily pending enquiry into the charges against him. The competent authority shall have discretion to make regular appointments or promotions in suitable cases.

(d) A person appointed or promoted temporarily under clause (a), (b) or (c) shall not be regarded as a probationer in such category or be entitled by reason of such appointment to any preferential claim to future appointment or promotion to such category. The service of such a person shall be liable to be terminated by the appointing authority at any time without notice and without any reason being assigned.

(e) There shall be paid to such person appointed or promoted temporarily the highest of the following rates of pay:-

i) his substantive pay, or

ii) the minimum of the time scale of the post to which he has been temporarily appointed or promoted as the case may be; or

iii) the officiating pay which he would have drawn from time to time in the post regularly held by him immediately prior to the temporary appointment or temporary promotions, as the case may be.

Provided that, for the purpose of drawing pay under clause (iii) a certificate to the effect that but for such temporary appointment or temporary promotion as the case may be, the incumbent would have continued to officiate in the post held by him immediately prior to the temporary appointment or temporary promotion, shall be issued by the appointing authority for the officiating post, when the incumbent has to be allowed an increment in the time scale of pay applicable to the officiating post the appointing authority shall again issue a certificate to the effect that but for the temporary appointment or temporary promotion, as the case may be the Board Servant would have continued to act in the officiating post and draw the increment, indicating the date and stage of increment in the post. The Accounts Officer will regulate the increment in the officiating posts other than in subordinate service on receipt of certificate from the Board (B.P.Ms.No.419 dated 25.9.1975).

51. Securities.- (a) When a holder of a post is required to deposit security for due and faithful performance of his duties, appointment to the post shall be made only after the required security is deposited.

(b) When an employee who has furnished security takes leave other than casual leave or is deputed to other duty the person who is appointed to officiate for him shall be required to furnish the full amount of the security prescribed for the post.

(c) Store-keepers shall deposit such security as may be prescribed by the Chief Engineer.

(d) Clerk and assistants when appointed to posts the holders of which have to deal with cash, shall deposit such security as may be prescribed.

52. Acceptance of date of birth. - (i) The date of birth of a candidate entered in the Secondary School Leaving Certificate or Matriculation Register or in the genuine certificates issued by recognised schools shall be taken as authentic for purpose of appointment in the service of the Board.

ii) When the date of birth as entered in the records mentioned in clause (I) above is not available or its genuineness is in doubt, an extract from the date of birth register with evidence to indicate that the extract relates to the Particular individual, issued by the Government or Local Authorities or by the Village Munsiffs attested by a Revenue Officer not lower in rank than a Tahsildar shall be accepted.

iii) In the absence of certificate of date of birth as in clause (i) or (ii) above, the age certificate from a Medical Officer not lower in rank than an Assistant Surgeon in Government Hospitals, shall be accepted.

iv) In all doubtful cases of date of birth, the enquiry shall be made by an Officer belonging to the Revenue Department not lower in rank than a Revenue Divisional Officer. On receipt of the report of the enquiry the case shall be submitted to the Tamil Nadu water Supply and Drainage Board for decision. The decision of the Board shall be final (B.P.Ms.No. 143, dated 12.3.1981.

53. Alteration of date of birth. - (i) If, at the time of appointment a candidate claims that his date of birth is different from the entered in the records mentioned in clause (i) of Regulation 52 above, he shall make an application to the appointing authority stating the evidence on which he relies and explaining how the mistake occurred. The appointing authority shall cause an enquiry to be made in accordance with the procedure laid down in clause (iv) of Regulation 52 above. On receipt of the report of enquiry, the appointing authority shall submit the case to the Tamil Nadu Water Supply and Drainage Board for decision and the Board's decision shall be final

(ii) After a person has entered service under the Tamil Nadu Water Supply and Drainage Board an application to correct the date of birth as entered in the records of the Board shall normally be entertained only if such application is made within five years of such entry into service. Such an application shall be made to the authority competent to make an appointment to the post held by the applicant at the time of his application and shall be disposed of in accordance with the procedure laid down in clause (iv) of regulation 52 above.

(iii) In doubtful cases relating to date of birth of person born outside the State of Tamil Nadu, who apply for appointment in the Board, or if already appointed

under the Board apply for alteration of the date of birth, the following procedure shall be adopted.-

a) In respect of Chief Engineer's office and subordinate offices.- The Chief Engineer shall examine and scrutinise the records that may be produced by the persons and submit the case to the Tamil Nadu Water Supply and Drainage Board for decision and the decision of the Board shall be final.

b) In respect of the Board's Secretariat.- The Secretary, Tamil Nadu Water Supply and Drainage Board shall examine and scrutinise the records that may be produced by the persons and submit the case to the Tamil Nadu Water Supply and Drainage Board for decision and the decision of the Board shall be final.

iv) Any application received after five years after entry into service including the service rendered in the erstwhile Public Health Engineering and Municipal Works Department if any shall be summarily rejected.

(B.P.Ms.No. 409 dated 10.8.1973)

v) In considering the question of permitting an alteration in the date of birth as entered in the official records even when such entry is proved to have been due to a bonafide mistake, the Tamil Nadu Water Supply and Drainage Board shall take into consideration the circumstances whether the applicant would normally be eligible for appointment to the concerned post at the time of entry into service had his age been correctly stated and what would have been the effect on his service and the service conditions of other employees in the service, and may permit the alteration subject to such conditions as it may deem fit to impose.

vi) Resort to Medical opinion shall be made only if age cannot be established otherwise even after enquiry.

54. Power to relax regulations.- The Board shall have powers to relax the provision of any of these regulations.

55. Physical Fitness.- (a) Every candidate who applies for direct recruitment to any class of service shall, when required to do so, produce a certificate of physical fitness in the form that may be prescribed by the Board from time to time.

(b) Any candidate selected, may, pending production of the certificate, be appointed on such terms as may be laid down by the competent authority subject to his being found physically fit, but such appointment shall be terminated if he is subsequently found to be physically not fit:

Provided that in the case of a person appointed by direct recruitment to the posts of Tracer, Daffedar, Peon, Watchmen, Sweeper, Gardener or Sanitary Worker, he shall be required to produce a certificate of physical fitness only at the time of his appointment as a full member.

If any person had produced a certificate of physical fitness as a candidate for a post in Board's Service, no further medical examination shall be necessary before employment or confirmation.

Provided that in the case of an approved probationer, who is not the holder of a permanent post, the appointing authority may, if it has reason to believe that the probationer's physical fitness has been seriously deteriorated since the production of the medical certificate, require him to undergo a fresh medical examination.

If the production of a further medical certificate is considered necessary, the previous medical certificate should be attached to the employees first pay bill after confirmation.

(d) Physical fitness for appointment.- The physical fitness certificate to be produced by the candidate recruited direct to the executive cadre and non-executive cadre before the appointment shall be as specified in the Appendix I of Annexure IA to the Fundamental Rules.

56. Consequences of resignation.- An officer or servant of the Board shall if he resigns his appointment, forfeit not only the service rendered by him in the particular post held by him at the time of resignation but also his previous service under the Board.

The re-employment of such person to any service shall be treated in the same way as a first appointment under the Board to such service by direct recruitment and all rules 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 benefit or concession admissible under any rule or order.

57. Appointment by deputation and contract.- (a) The Board may obtain servants of the Central or State Government or other statutory organisations or local bodies on deputation for appointment under the Board and the terms of deputation of such person or persons will be as may be agreed upon by the Board in each case, and except in so far as they are not regulated by the terms of deputation, they will be governed by the provisions of these regulations.

(b) State or Central Government or other statutory organisations or local bodies servants on deputation to the Tamil Nadu Water Supply and Drainage Board shall be liable to be recalled by their parent Department. The parent department may recall such of the Government servants whom the Tamil Nadu Water Supply and Drainage Board desires to revert, provided that adequate notice in each case of recall or reversion is given by the parent department or the Tamil Nadu Water Supply and Drainage Board as the case may be, to the other.

(c) The Board may also appoint any person or persons on contract on such terms as may be considered necessary and in such cases, the conditions and classifications of the service of such persons shall, except in so far as they are not governed by the terms of the contract, be regulated by the provisions of these regulations.

58. Pay, allowances, leave, leave salary, pension and other conditions of service.- The Fundamental Rules, The Madras Leave Rules and the Manual of Special Pay and Allowances and the Pension Code as amended from time to time in so far as

they may be applicable and except to the extent expressly provided in these regulations, shall ***Mutatis Mutandis*** apply to the members of the Board Service in the matter of their pay, allowances, travelling allowances, leave, leave salary and other conditions of service. The powers assigned to the Board and the powers assigned to the Head of the Department under the Fundamental Rules shall be exercised by the Chief Engineer in the case of Engineering and other staff under his control and by the Secretary in the case of the Board's Secretariat.

59. (1) Notwithstanding anything contained in these regulations or Board's Discipline and Appeal Regulations 1972 or any other orders issued in this regard, the appointing authority shall have the right to retire in public interest any officer or employee of the Board by giving three months notice in writing or three months pay and allowance in lieu of such notice, after he attains the age of fifty years or completed 25 years of qualifying service and in the case of those come under the last grade service after he attains the age of fifty five years or after he has completed 30 years of qualifying service.

(2) The Review Committee constituted by the Government in the administrative department of the Secretariat in charge of the Tamil Nadu Water Supply and Drainage Board shall review the cases of officers and employees of the Board for compulsory retirement.

(3) While reviewing the cases of employees of the Board, the Review Committee shall follow the norms and guidelines prescribed from time to time for reviewing the cases of Government Servants under FR 56 (d).

(4) The High Level Standing Committee constituted by the Government to consider the review petitions of Government servants compulsorily retired under FR 56 (d) shall also consider the review petitions of the compulsorily retired employees of the Tamilnadu Water Supply and Drainage Board.

(5) An employee compulsorily retired under these regulations shall submit his review petition to the High Level Standing Committee constituted by the Government within one month from the date of issue of orders of compulsory retirement through the authority who issued the orders of compulsory retirement.

(6) The decisions of the Review Committee and High Level standing Committee are final and shall be implemented by the appropriate authority in the Board. The orders compulsorily retiring the officer or employee of the Board on the recommendation of the Review Committee or reinstating the officer or employee in service on the recommendation of the High Level Standing Committee shall be issued by the Appointing Authority.

(B.P.Ms.No.416 dated 29.9.1975) and (B.P.Ms.No.194 dated 2.4.1980)

Tamil Nadu Water Supply
And Drainage Board, Madras
13th December 1972.

J.S. BHANGO
Managing Director.

TAMILNADU WATER SUPPLY AND DRAINAGE BOARD
OFFICERS'
AND SERVANTS' CONDUCT REGULATIONS, 1972.

(Board's proceedings Ms.No.304, dated 11th June 1973).

(Published in Part V of the Tamil Nadu Government Gazette dated 11.7.73)

In exercise of the powers conferred by sub-sections (1) and (2) of section 73 of the Tamilnadu Water Supply and Drainage Board Act, 1970 (Tamil Nadu Act 4 of 1971), the Tamilnadu Water supply and Drainage Board with the previous approval of the Government of Tamil Nadu hereby makes the following regulations in respect of the Officers and Servants of the Tamilnadu Water supply and Drainage Board.

1. Short title and application.- (a) These regulations may be called the Tamilnadu Water supply and Drainage Board Officers' and Servants' Conduct Regulations, 1972.

b) They shall apply to all persons appointed to posts in connection with the affairs of the Tamilnadu Water supply and Drainage Board whether on duty, leave or on foreign service.

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

They shall come into force on the date of their publication in the Tamil Nadu Government Gazette.

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

(a) "Board" means the Tamilnadu Water supply and Drainage Board Constituted under section 4 of the Tamilnadu Water supply and Drainage Board Act, 1970 (Tamil Nadu Act 4 of 1971):

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

(b) "Officer or Servant" means an officer or servant of the Tamilnadu Water supply and Drainage Board but does not include a servant of the Central or State Government or of a Local authority whose services have been lent to the Board.

(c) Words importing the masculine gender shall be taken to include women also, if circumstances so require.

(d) "Members of family" in relation to an Officer or Servant include-

(i) The wife, child or step-child of such officer or servant whether residing with him or not and in relation to a Board's officer or servant who is a woman, the husband residing with her and dependent on her; and

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

3. Integrity and devotion to duty.- Every officer and every servant shall at all times maintain a very high standard of integrity, efficiency, impartiality and devotion to duty.

3-A. Prohibition of child Labour.- No Officer or Servant shall employ a child below the age of fourteen years to do any work including domestic work. (B.P.Ms.No.554 dated 8-12-97).

3-B. Prohibition of sexual harassment of working women.- (1) No officer or servant shall indulge in any act of sexual harassment to any woman at the work place.

(2) Every officer or servant, who is in charge of a work place, shall take appropriate steps to prevent sexual harassment to any woman at such work place.

Explanation- For the purpose of this regulation, "sexual harassment" includes such unwelcome sexually determined behaviour, whether directly or by implication as specified below:

- (a) Physical contact and advances; or
- (b) Demand or request for sexual favours; or
- (c) Sexually coloured remarks; or
- (d) Showing any pornography; or
- (e) Any other unwelcome physical, verbal or non verbal conduct of sexual nature (B.P.Ms.No.87, dated 11.08.1999).

4. Refusal to receive pay.- Concerted or organised refusal on the part of officers or servants to receive their pay shall entail appropriate disciplinary action.

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

An employee who is a touring officer may without the previous permission of the Board engage for driving his car, the peon assigned to him but such engagement

shall be a private engagement between the officer and the peon and shall not form part of, or interfere in any manner with the normal official duties of such peon.

Explanation.- This sub-regulation shall apply also to officers stationed at Madras whose work involves touring out-side the city of Madras.

6. Addressing or interviewing superior authorities.- (1) No officer or servant shall address directly any superior authority other than the one to whom he is immediately subordinate, in any matter relating to his official duties or affecting him personally as such officer to servant.

(2) No officer or servant shall approach any person, official or non-official other than the one to whom he is immediately subordinate, in order to enlist support in respect of a matter affecting him personally as an officer or servant or to obtain testimonials or certificates.

(3) No officer or servant shall except with the previous permission of the superior authority to whom he is immediately subordinate, seek an interview with any officer other than his immediate superior in respect of any matter affecting him personally as such officer or servant.

(4) Every application by an officer or servant for appointment or transfer, shall be sent through the proper channel.

(5) Mahazar petitions from any officer or servant are prohibited.

7. Representation to Directors of Board, Ministers, etc.- No officer or servant shall make representations or send advance copies of such representations to the ministers or to the members of the Board direct. All representations shall be sent only through the proper channel.

8. Consulting a Medical Practitioner for the purpose of obtaining leave.- It shall be the duty of every officer or servant who consults a Medical Practitioner with a view to obtaining leave or an extension of leave on medical certificate to disclose to that practitioner the fact of his having consulted any other practitioner for the same purpose and the result of such consultation.

Omission on the part of any officer or servant to do this or any false statement made by him a Medical Practitioner in this respect shall entail appropriate disciplinary action.

9. Purchase of resignation or leave letter.- Employees of the Board are hereby prohibited from entering into any pecuniary arrangement for the resignation or entering on leave by one of them of any office under the Board for the benefit of the others. Any nomination or appointment consequent on such resignation or entering on leave shall be cancelled.

10. Gifts.- (1) Save as otherwise provided in these regulations no employee shall, except with the previous sanction of the Managing Director accept or permit his wife or any other member of his family to accept from any person any gift:

Provided that the sanction of the Managing Director shall not be necessary for the acceptance of-

(a) Gifts from a person other than a personal friend or relative of a value not exceeding Rs.50 (Rupees fifty only) or ¼ (one-fourth) of the monthly emoluments of the employee concerned whichever is less, on occasions other than those covered by sub-clause (b);

(b) Gifts from the personal friend of value not exceeding Rs.200 (Rupees two hundred only) on special occasions such as weddings, anniversaries, funerals, and religious functions when the making or receiving of such gifts is in conformity with the prevailing religious or social customs;

(c) Gifts from relatives without any monetary limit regarding their value on special occasions such as wedding, anniversaries, funerals and religious functions when the making or receiving of such gifts is in conformity with the prevailing religious or social customs.

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

(2) If any question arises whether any gift is one which can be accepted without the permission of the Managing Director or if an employee is in any doubt whether a gift offered to him is one which can be accepted without the permission of the Managing Director, a reference shall be made to the Managing Director by such employee and the decision of the Managing Director thereon shall be final.

(3) Nothing in this regulation shall be deemed to prevent any employee from sitting, at the request of any public body, for a portrait, bust or statue not intended for presentation to him.

(4) Employees shall not make a habitual use of vehicles and animals belonging to persons other than a member of their family or travel free of charge in any vehicle plying for hire.

11. Public demonstrations in honour of employees.- No employee shall, except with the previous sanction of the Managing Director, receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his honour, or in the honour of any other employee:

Provided that nothing in this regulation shall apply to-

(i) a farewell entertainment of a substantially private and informal character held in honour of an employee or any other employee on the occasion of his retirement or transfer or any person who has recently left the service of a State Government or Central Government; or

(ii) the acceptance of simple and inexpensive entertainment arranged by public bodies or institutions; or

(iii) the sitting for or acceptance of a copy of a group photograph of the officers and staff of his office on the occasion of his transfer or retirement.

12. Subscriptions.- (1) No officer or servant shall, except with the previous sanction of the Managing Director of such authority as may be empowered by him in this behalf, ask for or accept contribution to, or otherwise associate himself with raising of, any fund in pursuance of any object whatsoever.

(2) In the case of official Flag Day collections and such other collections as are authorised by Government, officers or servants may participate on a voluntary basis.

13. Investments lending and borrowing.- (1) No employee shall speculate in any investment.

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

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

(3) If any question arises whether, a security or an investment is of the nature referred to in sub-regulation (1) or sub-regulation, (2) the decision of the Managing Director thereon shall be final.

(4) No employee shall make any investment in any Co-operative society or public company which has an interest in Tamilnadu Water Supply and Drainage Board. This prohibition does not apply to investment in the loans floated by the Board from time to time.

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

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

(6) No employee shall, save in the ordinary course of business with a bank or firm of standing borrow money from or otherwise place himself under pecuniary obligation to any person within the local limits of his authority, or any other person with whom he is likely to have official dealings nor shall he permit any member of his family, except with the previous sanction of the Managing Director to enter into any such transaction:

Provided that an employee may accept a purely temporary loan of small amount free of interest from a personal friend or relative or operate a credit account with a bona-fide tradesman.

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

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

(9) An employee in the Board's Secretariat/Chief Engineer's Office and other Subordinate offices may with the previous sanction of the Managing Director/ the Chief Engineer become a member of a land or house mortgage bank provided that he already owns land or house, as the case may be, in the area within the jurisdiction of such bank, but shall not hold any office therein or take any part in the management thereof.

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

(11) Employee of every class may take out insurance policies from, and become members, of the South India co-operative Insurance Society Limited.

(12) Employees of every class may become members of Co-operative House Buildings Societies.

Explanation – Co-operative House Building Societies aforesaid shall include all types of Co-operative Societies whose object is the construction of house for their members or the grant of loans for such construction by their members.

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

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

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

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

14. Movable, Immovable and valuable property.-(1) No employee shall except after notice to the prescribed authority, acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift, exchange or otherwise, either in his own name or in the name of any member of his family:

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

(2) An employee who enters into any transaction concerning any movable property exceeding Two Thousand rupees in value, whether by way of purchase, sale or otherwise, shall forthwith report such transaction to the prescribed authority. (G.O.Ms.No.375, MAWS dated 9.10.97).

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

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

Explanation (1).- For the purpose of this sub-regulation, the expression 'Moveable property' includes the following property, namely:-

- (a) Jewellery, insurance policies, shares, securities and debentures;
- (b) Loans advanced by such employee whether secured or not.
- (c) Motor cars, motor cycles, horses or any other means of conveyance; and
- (d) refrigerators, radios and radiograms.

Explanation(2).- For the purpose of sub-regulations (1) and (2), a society registered or deemed to be registered as a Co-operative Society under the Madras Co-operative Societies Act, 1961 (Madras Act 63 of 1961) or any other law for the time being in force shall be deemed to be a regular or reputed dealer.

(3) Every employee shall, on his first appointment to any post in connection with the affairs of the Board, submit a return as required by sub-regulation (7) in Form

A appended to these regulations of all immovable properties owned, acquired or inherited by him or held by him on lease or mortgage either in his own name or in the name of any member of his family or in the name of any other person.

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

Provided further that the prescribed authority may exercise the power to call for property statement under this sub-regulation when a specific vigilance enquiry calls for it. (B.P.Ms.No.227, dated 20.5.97).

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

(i) The Board in the case of the Chief Engineer;

(ii) The Chief Engineer in the case of employees in his office and in the office under his control; and

(iii) the Managing Director in the case of employees in the Board's Secretariat.

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

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

(7) Every employee other than a peon or daffedar or Record Clerk shall submit not later than the 15th January each year, through the usual channel to the prescribed authority, a statement in Form A appended to these regulations showing all the immovable property of which he stood possessed or in which he had an interest at the close of the proceeding calendar year:

Provided that, if in any year an employee has neither acquired nor relinquished or otherwise disposed of, any immovable property, or any interest in immovable property, he need not submit the statement referred to in this sub-regulation.

Provided further that every employee after the submission of the returns of his assets and liabilities at intervals of five years, shall submit return of his assets and liabilities annually for the last five years prior to his date of superannuation, in form-A appended to these regulations to the prescribed authority.

Provided also that the prescribed authority shall, within two months from the date of receipt of such returns from the employee make a review of records of permission given after the date of submission of the previous return of his assets and liabilities and check whether they tally with the particulars furnished in the previous five year return or annual return, as the case may be. (B.P.Ms.No.171, dated 5.5.97).

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

(9) The Managing Director/Chief Engineer shall maintain a register in Form B appended to these regulations, showing all immovable property held by each employee in Class I or Class II service and shall revise it each year with reference to the particulars furnished under sub-regulation (7). When an employee, becomes Class I or Class II employee he shall at once submit a statement in the Form aforesaid to the Managing Director/Chief Engineer, as the case may be. In the case of every other employee, a statement in the Form aforesaid which shall be revised year by year with reference to the particulars furnished in his annual return, shall be attached to his service register, every entry or alteration in such statement attached to the service register being duly attested by the head of his office.

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

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

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

(13) (a) An employee shall not ordinarily be allowed to acquire land within the local limits of his official authority. Permission for such acquisition shall be granted only in very special circumstances.

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

(c) An annual statement shall be submitted to the Board by the Chief Engineer not later than the 15th January in each year, of cases in which special permission has been granted by him for the acquisition by an employee of immovable property within the local limits of his authority.

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

(d) In clauses (a), (b) and (c), 'Local limits' mean, in the case of employees of subordinate services other than Peons, Daffedars and Record-clerk, the area lying under the administrative control of the Class I or Class II officer under whom he is working and over which he can wield influence by virtue of his employment.

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

(f) Nothing contained in clause (b) shall apply in cases where the property concerned is a house constructed or inherited by the employee (B.P.Ms.No.103, dated 21.2.81).

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

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

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

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

Provided further that an employee may with the previous sanction of the Board, deliver lectures at Government or Quasi Government or Government Aided Academic or Technical Institutions or at Universities for a period not exceeding one year at a time (B.P.Ms.No.78, dated 12.2.98).

Explanation.- Canvassing by an employee in support of the business of insurance agency and such like owned or managed by his wife or any other member of his family shall be deemed to be a breach of this sub-regulation.

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

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

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

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

(c) Permission to publish a text book for use in educational institution or a book relating to, or connected with the work of the employee shall be given subject to the conditions that the employee retains no interest in the sale of copies of the book, that he does not use his time and official influence for promoting the sale of copies of the book and that he receives only a lump-sum as remuneration from the person publishing it.

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

(4) No medical officer of the Board shall maintain or have any financial interest in a private nursing home, hospital or similar establishment. Nor shall be habitually accommodate paying patients in his own residence for more than 24 hours. He may, however, treat patients in a private nursing home provided that the home is not reserved for the admissions of his own cases and allows the admission of patients of any other registered medical practitioner. This sub-regulation shall not apply to part-time medical officers.

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

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

(6) Employee of every class shall be at liberty to take part in the promotion of co-operative societies, but no employee shall, except with the sanction of the Board, hold office in any co-operative society or serve on any committee appointed for the management of its affairs unless the society is composed wholly of employees of the

board or partly of employees of the Board and partly of employees of local bodies and/or servants of a State or the Central Government.

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

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

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

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

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

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

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

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

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

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

(11) (i) Permission to apply for or accept outside employment shall normally be granted to a person who is on leave preparatory to retirement unless the employment is in a trading concern in India. Permission to apply for or accept private employment in

a trading concern in India will be granted only in very exceptional cases and may be subject to the condition of immediate retirement.

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

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

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

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

16. Insolvency or habitual indebtedness.-(1) An officer or servant shall avoid habitual indebtedness. If an officer or servant is adjudged or declared insolvent, or has incurred debts aggregating to a sum which, in ordinary circumstances, he could not repay within a period of two years or if a part of his salary is frequently attached for debt or has been continuously so attached for a period of two years, or is attached for a sum which in ordinary circumstances he could not repay within a period of two years, he may, unless he proves that the insolvency or indebtedness is the result of circumstances, which with the exercise of ordinary diligence, he could not have foreseen or over which he had no control, and has not proceeded from extravagant or dissipated habits, he should be presumed to have contravened this regulation. An officer or servant who applies to be or is adjudged or declared insolvent shall forthwith report his insolvency to the Managing Director of the Board.

(2) An officer or servant who has been removed from service on account of insolvency, shall not be eligible for re-employment under the Board, or any of its subordinate offices.

17. Unauthorised Communication of Information.-(1) No officer or servant shall, except when generally or specially empowered in that behalf by the Managing Director of the Board, communicate directly or indirectly any document or information which has come into his possession in the course of his official duties or has been prepared or collected by him in the course of his duties, whether from official sources or otherwise, to any person or organisation or association not authorised to receive the same.

Note: The above regulation shall apply to the Part-time employees of the Board.

18. Connection with press or radio.-(1) No officer or servant shall except with the previous sanction of the Managing Director of the Board, own wholly or in part, or conduct or participate in the editing or managing of, any newspaper or other periodical publication.

(2) No officer or servant shall, except with the previous permission of the Managing Director of the Board, participate with or without payment in a radio broadcast or contribute any article or publish a book or write any letter either anonymously, pseudonymously, or in his own name, or in the name of any other person to any newspaper or other periodical publications:

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

(3) An officer or servant who is invited or who wishes to deliver a broadcast talk shall intimate to the Managing Director of the Board the subject on which he proposes to talk and if it is on a subject directly or indirectly connected with his official duties or if so required, shall submit the full text of the talk for his approval before it is delivered.

(4) The provisions of clauses (2) and (3) shall apply *mutatis mutandis* to the playing of prepared "recitals" of gramophone record.

Note: The above regulation shall apply to the Part-time employees of the Board.

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

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

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

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

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

(3) An employee shall not, except in the discharge of his official duties, preside over or take part in the organisation of or occupy a prominent position at or address any non-official meeting or conference at which it is likely that speeches may be made or resolutions may be proposed or passed criticising the action of the Board or a State Government or the Central Government or requesting the Board to take certain actions, etc.

Explanation.-Regularly convened meetings, for the transaction of their legitimate business of associations of employees of the Board recognised by the

Board and or committees or branches of such associations are not "non-official" meetings for the purpose of this regulation.

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

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

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

Note: The above regulation shall apply to part-time employees of the Board.

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

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

(3) Nothing in this regulation shall apply to-

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

(b) evidence given in any judicial inquiry; or

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

Note: The above regulation shall apply to the part-time employees of the Board.

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

(2) It shall be the duty of every employee to endeavour to prevent any member of his family from taking part in, subscribing in aid of, or assisting in any other manner

any movement or activity which is, or tends directly or indirectly to be, subversive of the Government as by law established, and where an employee is unable to prevent a member of his family from taking part in, or subscribing in aid of, or assisting in any other manner, any such movement or activity he shall make a report to that effect to the Managing Director or to the Officer to whom he is subordinate.

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

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

Provided that -

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

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

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

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

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

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

Note: The above regulation shall apply to the Part-time employees of the Board.

22. *Vindication of Acts and Character of Officers and Servants.*- (1) No officer or servant shall, except with the previous sanction of the Managing Director of the Board, have recourse to any court or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character:

Provided that nothing in this clause shall be deemed to prohibit an officer or servant from vindicating his private character or any act done by him in his private capacity.

(2) No officer or servant shall, except with the previous sanction of the Managing Director of the Board, accept from any person or body of persons compensation of any kind for any malicious prosecution brought against him or for any defamatory attack made on his public acts or character unless such compensation has been awarded by a competent court.

23. Employment under or with near relative in service and employment of near relatives in firms enjoying Board's patronage.- (a) Every employee in Class I or II service shall inform his immediate superior official of any reason that there may be why it is undesirable in the Board's interest that he should be employed in a particular area or division such as the near relationship of himself or his wife to any person or persons residing in that area or division.

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

(ii) Every employee shall inform his immediate official superior if he is posted to work or training under a member of Class I or Class II Service, who is closely related to him. (B.P.Ms.No.103 dated 21.2.81).

(c) Whenever the sons/daughters or dependents of the Officers of the Board appointed to posts carrying a maximum salary of Rs.800 and above wish to accept employment with private firms with which the officers concerned have official dealings, or with other important firms having official dealings with the Board, the fact should be reported to the Board by the officers concerned and the Board's permission should be obtained to such employment. Where, however, the acceptance of such employment could not await Board's prior permission or the matter is otherwise considered urgent, a report should be made to the Board and at the employment accepted provisionally subject to the Board's permission.

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

24. Influencing superior authorities for furtherance of interest.- No officer or servant shall be or attempt to bring any political or other outside influence to bear upon any superior of his for the furtherance of his interest pertaining to his service under the Board.

Explanation No.1:- An Officer or servant causing his own case to be made the subject of an interpretation in Parliament or the State Legislature shall be deemed to have contravened his regulation..

Explanation No.2:- When Members of Legislative Assembly, Members of Parliament and other non-officials make representations on behalf of the individual officers and servants to Ministers or other higher officers, it shall be presumed that the concerned officer or servant, as the case may be was responsible for bringing political or other outside influence to bear upon the superior authority to further his interest unless he proves to the contrary. (B.P.Ms.No.103, dated 21.2.81).

Explanation No.3:- (i) A Board employee violating provisions of Regulation 24a of Tamil Nadu Water Supply and Drainage Board Officers" and Servants' Conduct Regulations, 1972, for the first time shall be advised by the appropriate disciplinary authority to desist from approaching Members of Parliament or Members of State Legislature to further his interest in respect of matters relating to service conditions. A copy of this advice need not, however, be placed in the Personal file/Record sheet of the employee concerned.

(ii) If a Board employee is found guilty of violating provisions of the said Regulation 24 a second time despite the issue of advice on the earlier occasion, a written warning shall be issued to him by the appropriate disciplinary authority and a copy thereof shall be placed in his Personal file/Record sheet.

(iii) If a Board employee is found guilty of violating provisions of the said Regulation 24 despite the issue of warning to him, disciplinary action shall be initiated against him by the appropriate disciplinary authority under the provision of the Tamil Nadu Water Supply and Drainage Board Employees' (Discipline and Appeal) Regulations, 1972 (B.P.Ms.No.284 dated 16.6.97).

25. Bigamous marriages.- (1) No officer or servant who has a wife living, shall contract another marriage without first obtaining the permission of the Managing director of the Board, notwithstanding that such subsequent marriage is permissible under personal law for the time being applicable to him.

(2) No woman officer or servant shall marry any person who has a wife living, without first obtaining permission of the Managing Director of the Board.

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

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

(2) An employee in the service of the Board applying for a post or for transfer to a post in another office or establishment of the Board or for appointment under any

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

27. *Strikes.*- No officer or servant shall engage himself in strikes or in incitements thereto or in similar activities.

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

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

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

30. *Repeal.*- The transitory Regulation in so far as it relates to Conduct Rules is repealed on the date on which the above Regulations come into force:

Provided that any order made or action taken under those regulations shall be deemed to have been made or taken under the corresponding provisions of these regulations.

31. *Membership of service association.*- No officer or servant shall be a member, representative or office-bearer of any Association representing or purporting to represent officers or servants of the Board or any class of officers or servants, unless such Association satisfies the following conditions, namely.-

(a) membership of the Association shall be confined to a distinct class of Board's servants and shall be open to all Board's servants of that class;

(b) the Association shall not in any way be connected with any political party or organisation or engage itself in any political activity;

(c) the Association shall be a recognised one and such recognition shall be accorded by the Board;

(d) the Association shall not issue or maintain any publication, political or otherwise, except with the permission of the Board;

(e) except with the previous sanction of the Board, the Association shall not publish any representation on behalf of its members, whether in the press or otherwise;

(f) the Association shall not in any way, be connected with any election to a Legislative body, whether in India or elsewhere or to a local authority or a body; and

(g) the Association shall not pay or contribute towards expenses of any trade union which has constituted a fund under section 16 of the Indian Trade Union's Act, 1926 (Central Act XVI of 1926).

32. *Demonstrations.*- No Board's servant shall engage himself or participate in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of the State, friendly relations with foreign States, public order, decency or morality or which involves contempt of court defamation or incitement to an offence.

33. *Joining of Associations by Board's servant.*- No Board's servant shall join, or continue to be member of an Association the object or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality.

34. *Board's Officer or Servant not to be found drunk while in office.*- A Board's Officer or servant

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

(b) shall not be found drunk or under the influence of liquor while attending office or appearing in a public place. (B.P.Ms.No.479, dated 26.11.82).

34. Prohibition on take, abet the giving or taking of dowry.- No employee shall,

(i) give or take, abet the giving or taking of dowry; or

(ii) demand directly or indirectly, from the parents or guardian of a bride or bridegroom as the case may be any dowry.

Explanation:- "For the purposes of this Regulation, dowry has the same meaning as in the Dowry Prohibition Act 1961 (Central Act 28 of 1961). (B.P.Ms.No.223, dated 10.8.1992).

35. Prohibition of membership of any communal Organisation.- (1) No employee shall be a member of, or be otherwise associated with any Organisation-

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

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

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

(2) If any; question arises whether any organisation falls under Sub-Regulation (1) the decision of the Board thereon shall be final. (B.P.Ms.No.223,dated 10.8.1992).

36. Consumption of intoxicating drinks or drugs.- An employee-

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

(b) shall not be found drunk or under the influence of liquor while incitements thereto or in similar activities. (B.P.Ms.No.223, dated 10.8.1992)

37. Procession and Meetings.- No employee shall conduct any procession or hold or address any meeting in any part of any open ground adjoining any Board Office or inside any office premises-

(a) during office hours or any working day; and

(b) outside office hours or on holidays have with the prior permission of the Managing Director. (B.P.Ms.No.223, dated 10.8.1992).

38. Obtaining of no objection certificate before applying for passport.- No employee shall, except after obtaining "No Objection Certificate" from the Board apply for grant of passport or undertake any trip to a Foreign Country. While applying for such "No Objection Certificate" information regarding the purpose of the visit, the duration of stay, and the names of countries proposed to be visited should be furnished. (B.P.Ms.No.223, dated 10.8.1992).

FORM – A
(See sub-regulations (3) and (7) of rule 14)

Statement of immovable property on first appointment/for the year

1. Name of Officer (in full) and service to which the officer belongs
2. Present post held
3. Date of appointment
4. Present pay

Name of district, taluk and village in which property is situated	Houses and other buildings	Lands	Present value	If not in own name, state in whose name held and his/her relationship to the Board servant	How acquired whether by purchase, lease, mortgage, inheritance, gift or otherwise with date of acquisition and name with details of person/persons from whom acquired	Annual income from the property	Remarks (by what means or for what purpose the property was acquired should also be state here)
(1)	(2)	(3) Acs.	(4) Rs.	(5)	(6)	(7)	(8)

Signature.....

Date.....

Inapplicable clause to be struck out.

* In cases where it is not possible to assess the value accurately the approximate value in relation to present conditions may be indicated.

Includes short-term lease also

Note: The declaration form is required to be filled in and submitted by every Board servant on first appointment to the service and thereafter at a interval of every twelve months, giving particulars of all immovable property, owned acquired or, inherited by him or held by him on lease or mortgage or otherwise either in his own name or in the name of any member of his family or in the name of any person.

FORM – B
(See sub-relations (9) of rule 14)

Register of immovable proper and interests in immovable property held by Board
Servant

Name of the Board Servant	Date of entertainment in	Office in which employed	District and division in which	Particulars regarding property								Nature of interest possessed by the Remarks
				Name of Property	Extent	Assessment	In whose name registered	When acquired, inherited	By what means and for what			
(1)	(2)	(3)	(4)	(5)	(6) Acs.	(7) Rs.	(8)	(9)	(10)	(11)	(12)	

J.S. BHANGO
Managing Director

Tamilnadu Water Supply and Drainage Board
Madras, 11th June 1973

**TAMIL NADU WATER SUPPLY AND DRAINAGE BOARD EMPLOYEES'
(DISCIPLINE AND APPEAL) REGULATIONS 1972.**

(B.P.Ms.No.18, dated 19th January, 1973)

(Published in part V of the Tamil Nadu Government Gazette dated 7.2.73)

In exercise of the powers conferred by sub-section (3) of Section 73 of the Tamil Nadu Water supply and Drainage Board Act, 1970 (Tamil Nadu Act 4 of 1971),Tamil Nadu Water supply and Drainage Board with the previous approval of the Government of Tamil Nadu hereby makes the following regulations for the employees of the Tamil Nadu Water Supply and Drainage Board:-

REGULATIONS

1. *Short title and commencement.* – (a) These regulations may be called the Tamil Nadu Water Supply and Drainage Board Employees' (Discipline and Appeal) Regulations, 1972 .

(b) They shall come into force on and from the date of their publication in the Gazette.

2. *Applicability.*- Subject to such exceptions as the Board 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 Board including the employees of the Government of Tamil Nadu who have opted for service under the Board:

Provided that nothing in these regulations shall deprive any employee of any right or privilege to which he is entitled to by or under any law for the time being in force.

Provided further that in the case of employees 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. *Removal of doubts.*- 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 provisions in these regulations, the matter shall be referred to the Board, whose decision shall be final.

4. *Definitions.*- The terms used in these regulations shall have the same meaning as in the Tamil Nadu Water supply and Drainage Board Service Regulations.

5. *Penalties.*- (a) the following penalties may for good and sufficient reasons or for any misconduct specified in regulation 6 and as hereinafter provided, be imposed upon members of the services under the Board, namely:

- (i) Censure;
- (ii) Fine (in the case of persons for whom such penalty is permissible under these regulations);
- (iii) Withholding of increments or promotion;
- (iv) Reduction to a lower rank in the seniority list, to a lower post or time - scale or to a lower stage in a time-scale;
- (v) (a) Recovery from pay of the whole or part of any pecuniary loss caused to the Board or to a local body by negligence or breach of orders;
 - (b) Recovery from pay to the extent necessary of the monetary value equivalent to the amount of increments ordered to be withheld where such an order cannot be given effect to.
 - (c) Recovery from pay to the extent necessary of the monetary value equivalent to the amount of reduction to a lower stage in a time-scale ordered where such an order cannot be given effect to.

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

- (vi) Compulsory retirement otherwise than the retirement of an employee :
 - (a) on attaining the age of superannuation;
 - (b) Owing to reduction of establishment;
 - (c) Owing to his permanent incapacity for service on account or bodily or mental infirmity; and
 - (d) Whose efficiency has been impaired after completion of 25 years of continuous service.
- (vii) Removal from the service of the Board.
- (viii) Dismissal from the service of the Board.
- (ix) (a) Suspension (in connection with an enquiry into grave charges against him or when a complaint against him on a criminal offence is under investigation or trial) to the extent considered necessary by the authority imposing the penalty.
 - (b) the discharge of a person -
 - (i) appointed on probation before the expiry or at the end of the prescribed or extended period of probation; or

(ii) engaged under contract in accordance with the terms of his contract; or

(iii) appointed otherwise than under contract to hold a temporary appointment on the expiration of the period of the appointment does not amount to removal or dismissal within the meaning of this regulation.

(c) The removal of a person from the service of the Board shall not disqualify him for future employment but the dismissal of a person from the service of the Board shall ordinarily disqualify him from future employment under the Board.

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

(e) An employee on whom the penalty under clause (iii) of sub-regulation (a) is imposed will, on re-promotion count his previous service in the higher grade unless the order of punishment or the order passed on appeal directs otherwise.

6. *Acts and Omissions constituting misconduct-* The following acts and omissions shall be deemed to be misconduct:

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

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

(iii) Concerted or organised refusal on the part of employees to receive their pay.

(iv) Theft, fraud or dishonesty in connection with the Board's property or business.

(v) Taking or giving bribes or any illegal gratification whatsoever.

(vi) Collection or canvassing for collection without the written permission of the management of any money within the premises of the establishment.

(vii) Habitual late attendance or habitual absence without leave or without sufficient causes.

(viii) Carrying on money-lending or any other private business without the permission of the management within the premises of the establishment.

(ix) Drunkenness, fighting, riotous or disorderly or indecent behaviour in the premises of the establishment or any act subversive of discipline.

- (x) Habitual negligence or neglect of work.
- (xi) Habitual indiscipline
- (xii) Smoking within the premises of the establishment in places where it is prohibited.
- (xiii) Causing willful damage to work in progress or to any property in the establishment.
- (xiv) Distribution, exhibition, display or use within the boundaries of work spot or premises of any newspapers, hand bills, pamphlets or posters, flags or loud speakers, without previous sanction of management.
- (xv) Refusal on the part of an employee to work on a job or a machine other than the job or machine on which he is usually engaged without adversely affecting his service conditions.
- (xvi) Holding meetings within the establishment or in any of the premises including the precincts thereof owned by the Tamil Nadu Water Supply and Drainage Board without the previous sanction of the management.
- (xvii) Gambling within the premises of the establishment.
- (xviii) Sleeping while on duty.
- (xix) Malingering or slowing down of work.
- (xx) Unauthorised use of Board's quarters or land.
- (xxi) Acceptance of gifts from subordinates.
- (xxii) Lending or borrowing money to or from subordinates.
- (xxiii) Insolvency
- (xxiv) Writing of anonymous or pseudonymous letters criticising the Board or any person employed by the Board.
- (xxv) Spreading false rumours, or giving false information, which tends to bring into disrepute the Board or those employees of the Board or spreading panic among them.
- (xxvi) Conviction in any Court of Law for any criminal offence involving moral turpitude.
- (xxvii) Theft of employer's or any employee's property inside the premises of the establishment.

(xxviii) Continuous absence without permission and without satisfactory cause for more than five years.

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

(xxx) Any breach of any rules.

(xxxi) Abetment of or attempt to commit any of the above acts of misconduct.

(xxxii) Habitual breach of any rules or instructions for the maintenance and cleanliness of work places.

(xxxiii) Willful disobedience of any order expressly given or any rule expressly framed for the purpose of securing safety or willful removal or disregard of or interference with any safety guard or other devise provided for securing safety.

(xxxiv) Accepting service in any other establishment other than that belonging to Board or private remunerative employment from any persons.

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

(xxxvi) Conducting or promoting any raffle or lottery and participating in any unauthorised lottery or raffle within the premises of the establishment.

(xxxvii) Enrolling as members in any political party.

(xxxviii) Engaging in unlawful or illegal demonstrations to coerce or force the management to concede any demand or demands.

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

(xl) Causing pecuniary loss to the Board by false certificate, or by gross negligence.

Explanation.- Whenever heavy losses are sustained by the Board due to issue of any false certificate by an employee of the Board, or due to his negligence his services are liable to be terminated. Besides, the liability for the losses shall also be enforced on him and recovery of the value of such losses shall be made to the extent necessary from the pay of the employee (B.P.Ms.No.444, dated 14.10.85)

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

THE TABLE

Class and Category of employees (1)	Penalty (2)	Competent authority to impose the penalty in column (2) (3)	Appellate authority (4)
<u>1. Tamil Nadu Water Supply and Drainage Board Engineering and General Service</u>			
Chief Engineer, Superintending Engineer, Secretary to the Board, Deputy Secretary, Accounts Officer and Assistant Secretary	<p>(a) Censure</p> <p>(b) Withholding of increment</p> <p>(c) Recovery from pay of the whole or part of any pecuniary loss caused to the Board or to the local body by negligence or breach of orders; or</p> <p>(d) Recovery from pay to the extent necessary of the monetary value equivalent to the amount of increments ordered to be withheld or equivalent to the amount of reduction to a lower post in a time-scale and where such an order cannot be given effect to.</p> <p>(e) Suspension, where a person has already been suspended to the extent considered necessary</p> <p>(f) Withholding of promotion.</p> <p>(g) Reduction to a lower rank in the seniority list or to a lower post or time-scale or to a lower stage in a time scale</p>	<p>Managing Director</p> <p>Board</p> <p>Board</p> <p>Board</p> <p>-Do-</p> <p>-Do-</p> <p>-Do-</p>	<p>Board</p> <p>Government</p> <p>Government</p> <p>Government</p> <p>-Do-</p> <p>-Do-</p> <p>-Do-</p>

(h) Compulsory retirement otherwise than on attaining the age of superannuation etc.	-Do-	-Do-
(i) Removal from service	-Do-	-Do-
(j) Dismissal from service	-Do-	-Do-

2. (i) Tamil Nadu Water Supply and Drainage Board Chief Engineers' Office -

Non-technical P.A. to Chief Engineer	Censure	III.	Chi	Managing
		ef Engineer		Director

(ii) Tamil Nadu Water Supply and Drainage Board Engineering Service -

Executive Engineers/Municipal Engineers Grade-I, Assistant Engineers/Municipal Engineers Grade-II and Chief Head Draughtsman.	Censure	IV.	V.	C	Managing
(iii) Employees in item (1) above	Other penalties in items (b) to (j) in column (2) of officers mentioned under item 1 above.	VI.	M	Board	
		anaging			Director

3. Tamil Nadu Water Supply and Drainage Board Engineering Subordinate Service -

(i) Junior Engineer/ Supervisors and other technical staff in Chief Engineer's Office.	Censure	VII.	De	Chief Engineer
		puty Chief		
(ii) Junior Engineers/ Supervisors/Municipal Engineers, Grade-III in Circles.	-Do-	VIII.	Su	-Do-
		perintending		
(iii) Technical staff in Superintending Engineer's Office	-Do-	IX.	-	-Do-
		Do-		
(iv) Technical Staff other than Junior Engineers/ Supervisors in Divisions and sub-divisions.	-Do-	X.	Ex	Superintending
		ecutive		Engineer

(v) Employees in item 3 above Other penalties XI. Ch Managing i.e. penalties inief Engineer Director the items (b) to (j) in column (2) against employees under item No.1 above.

4. Tamil Nadu Water Supply and Drainage Board Subordinate Service -

(i)	Board Secretariat - Superintendents, Assistants, Junior Assistants, Confidential Steno, Steno-typists, Typists, Receptionist-cum-Telephone Operator and Record Assistant.	Censure	XII. Se	Managing Director
	Employees in item 4 above.	Other penalties in (b) to (j) in column (2) against employees under item 1 above	XIII. M	Board
(ii)	Chief Engineer's Office - Superintendents, Assistants, Upper Division Steno, Junior Assistants, Steno-typists, Typists.	Censure	XIV. Ch	Managing ief Engineer Director
(iii)	Circle Offices – Managers, Office Assistants, Junior Assistants, Steno-typists, Typists and Store-keepers.	Censure	XV. Su	Chief Engineer perintending Engineer
(iv)	Division and Sub-Division Offices – Assistants, Junior Assistants, Steno-typists, Typists.	Censure	XVI. Su	Chief Engineer perintending Engineer
	Employees in item 4 above column (2) against employees under item 1 above.	Other penalties i.e. penalties in the items (b) to (j) in column (2) against employees under item No.1 above.	XVII. Ch	Managing ief Engineer Director

5. Tamil Nadu Water Supply and Drainage Board General Subordinate Service and Tamil Nadu Water Supply and Drainage Board Last Grade Service.

Drivers, Record Clerks, Daffedars, L.G.G.S., Watchmen and other posts not specifically mentioned under the rules	Penalties in items (a) (a) to (e) in column (2) against employees under item 1 above and fine in respect of last Grade Servants	Immediate superior officer or any higher authority	Next higher authority
	Penalties in item (b) (f) to(j) in column (2) against employees mentioned under item 1 above	Appointing authority	Next higher authority

NOTES.- (1) The expression “Immediate Superior Officer” occurring in column (3) against item 5 (a) above means the immediate superior officer under whom the delinquent was working at the time when the lapses were committed and includes his successor in office.

(2) In cases where first appeal lies to the Chief Engineer and to the Managing Director, a second appeal may lie to the Managing Director and to the Board, respectively.

(3) The appellate authority in respect of penalties awarded by the Board is the Government and in all other cases, the Board is the appellate authority.

(b) Competency of authorities superior to disciplinary authority – Where in any case a higher authority has imposed or declined to impose a penalty under this regulation, a lower authority shall have no jurisdiction to proceed under this regulation in respect of the same case.

(c) The fact that a 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 regulation in respect of the same case.

(d) The order of a higher authority imposing or declining to impose in any case a penalty under this regulation shall supersede any order passed by a lower authority in respect of the same case.

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

8. Disciplinary authority in certain cases. - (a) Where on promotion or transfer, a member of a class of a service in a division, category, or grade is holding an appointment in another division, category or grade thereof or in another class of service, 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 class of service in the latter division, category or grade or class of service, as the case may be.

(b) Where a person has been reverted or reduced from one class of service to another, or from one division, category or grade of a 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 any authority competent to impose the penalty upon a member of such class of service, division, category or grade, as the case may be.

9. Procedure for imposing of penalties. - (a) In every case where it is proposed to impose on an employee any of the penalties in item (I), (ii), (iii) and (v) regulation 5, he shall be given a reasonable opportunity to explain and to make representation as he may desire and the explanation and the representation, if any, made by him shall be taken into consideration before the order imposing the penalty is passed:

Provided that the requirements of this sub-regulation shall not apply where it is proposed to impose on an employee any of the penalties aforesaid on the basis of facts which have led to his conviction by a Court martial or where the employee concerned has absconded or where it is for other reason impracticable to communicate with him.

(b) In every case where it is proposed to impose on an employee any of the penalties in items (iv), (vi) to (viii) in regulation 5, he shall be given a charge sheet setting forth the grounds on which it is proposed to take action and any other circumstances which it is proposed to take into consideration in passing orders on the case. He shall be required to answer the charge or charges in a written statement within a reasonable time not exceeding one month and also to state whether he desires an oral inquiry or only to be heard in person. An oral inquiry shall be held if the employee desires such inquiry, or if so directed by the authority concerned. At that inquiry oral evidence shall be heard as to such of those allegations as are not admitted. The employee shall be permitted to produce witness in his defence and cross-examine any witness on whose evidence the charge rests. The officer conducting the inquiry may, for special and sufficient reasons to be recorded in writing, refuse to call a witness. The enquiring officer shall ask, in writing the delinquent employee immediately after the enquiry is over, whether he had a reasonable opportunity of presenting his case or if he has any complaint in this regard, the enquiring officer will examine the complaint and set right the matter. If it is considered that the alleged denial of reasonable opportunity is made with a view to delay the disciplinary proceedings, the enquiring officer will be competent to ignore the complaint and the reasons for not complying with the request should be recorded. After the inquiry has been completed, the person charged shall be

entitled to put in if he so desires, a further written statement of his defence. If no inquiry is held and if he had desired to be heard in person, a personal hearing shall be given to him. In all cases where enquiry is conducted, sufficient record of the evidence and a statement of the findings and grounds thereof should be kept.

After the enquiry or personal hearing referred to above has been completed, and if the authority competent to impose the penalty mentioned in that clause, is of the opinion on the basis of the evidence adduced during the enquiry, that any of the penalties specified therein should be imposed on an employee it shall make an order imposing such penalty and it shall not be necessary to give the person charge any opportunity of making representation on the penalty proposed to be imposed:

Provided that in case of a person appointed to a post by recruitment by transfer from any other class or services, the Board may at anytime before the appointment of the said person as a full member to the said post, revert him to such other class or service either for want of vacancy or in the event of his becoming surplus to requirements or if the Board is satisfied that he has not got the necessary aptitude for work in the said post, without observing the formalities prescribed in clause (b) above (B.P. Rt.No.359, dated 30.6.82).

(i) The requirements of clause (b) shall not apply-

(a) Where it is proposed to impose on an employee any such penalty as is referred to therein on the basis of 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 making any representation that he may desire to make and such representation, if any, shall be taken into consideration before the order imposing the penalty is passed.

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

(ii) The provisions of clause (b) shall not apply if the Board is satisfied that in the interest of security it is not expedient to follow the procedure prescribed in that clause.

(iii) The requirements of clause (a) or/and (b) shall not apply-

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

(b) When the person charged admits the charge or charges.

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

(d) (i) All or any of the provisions in clause (a) and (b) may in exceptional cases, for special and sufficient reasons to be recorded in writing, be waived where

there is a difficulty in observing exactly the requirements of the 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 in clause (b), the decision thereon of the authority empowered to dismiss or remove such employee, as the case may be shall be final.

(e) (i) The competent authority or the enquiry officer, as the case may be, may in discretion give an opportunity to the accused employee to inspect any document connected with the enquiry but excluding any confidential papers which in its opinion shall not be disseminated but such request for inspection may for good and sufficient reasons (which need not be recorded nor communicated) be refused partially or wholly. The employee will not be entitled to copies of documents.

(ii) No pleader or outsider representative shall be allowed to appear on behalf of the accused employee during the enquiry or during appeal hearing.

(f) The competent authority may authorise any officer in Class I or Class II service superior to the employee to initiate departmental proceedings and to hold enquiry against the employee. On the findings of that Officer, the competent authority may award punishment or otherwise give a decision.

10. Suspension. - (a) A member of a class of service 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.

(b) An employee who is detained in custody whether on a criminal charge or otherwise, for a period longer than forty-eight hours shall be deemed to have been suspended under this regulation.

(c) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee under suspension is set aside on appeal or on review under these regulations and the case is remitted for further enquiry or action or with any other directions, the order of his 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.

(d) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee of the Board is set aside or declared or rendered void in consequence of or by a decision of a Court of law and the disciplinary authority on a consideration of the circumstances of the case, decide to hold a further inquiry against him on the allegations on which the penalty of dismissal, removal or compulsory retirement was originally imposed, the employee shall be deemed to have been placed under suspension by the appointing authority from the date of original

order of dismissal/ removal or compulsory retirement and shall continue to remain under suspension until further orders.

(e) 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 is deemed to have made the order or by any authority to which that authority is subordinate.

10. Disciplinary action in respect of employees of State, Central Government or outside bodies. - (a) If any employee to be proceeded against is an employee of the State or Central Government or of any other outside body and is on deputation to the Board, no punishment shall be imposed on him without the concurrence of the authority who lent his services to the Board. If it is considered that the penalty of compulsory retirement, reduction in rank, removal or dismissal is to be imposed, the competent authority shall complete the enquiry and revert the employee concerned to the State or Central Government or other employer, as the case may be and also forward the records of enquiry for such action as is considered necessary.

(b) If a Board's employee is on foreign service the foreign employer shall not impose any punishment of reduction, compulsory retirement, removal or dismissal is to be imposed, the foreign employer shall conduct the necessary enquiry, send the complete papers to the Board and also revert the employee to the Board's service for such action as is considered necessary by the Board against him.

(c) In case an employee referred to in clause (a) or (b) has to be suspended pending enquiry, the foreign employer shall place him under suspension, but shall report forthwith to the lending authority the circumstances leading to the suspension.

11. Record of enquiry. -

(a) The authority imposing any penalty under these regulations shall maintain a record showing-

(i) the allegations upon which 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.

13. Suspension pending enquiry. - The authority which may impose suspension pending investigation of enquiry into grave charges under Regulation 10

shall be as follows –

1. Members of Class I and II Service	Chief Engineer, Tamil
Assistant Engineer/Chief Head	Nadu Water Supply and
Draughtsman, Non-technical Personal	Drainage Board,
Assistant to Chief Engineer, Tamil	Managing Director.
Nadu Water Supply and Drainage	
Board and other	
2. Members of Class III and IV Service	Appointing Authority
(B.P.Ms.No.437, Dated 19.10.83)	

14. Appeal. - Every employee of the Board shall be entitled to appeal to the appellate authority prescribed in regulation 7 as hereinafter provided against an order passed by an authority –

- (a) Imposing upon him any of the penalties in regulation 5; and
- (b) Deducting or withholding the maximum pension including an additional person, admissible to him.

15. (a) (1) Review by the Board. - An employee of the Board, in whose case the Board has passed original orders, shall be entitled to submit within a period of two months from the date on which the order was communicated to him a petition to the Board for review of the order passed by it on any of the grounds specified below –

- (a) that the order was not passed by the competent authority;
- (b) that reasonable opportunity of defending himself was not given;
- (c) that the punishment is excessive or unjust;
- (d) discovery of new matter or evidence which the appellant alleges and proves to the satisfaction of the Board, was not within his knowledge or could not be adduced by him before the order imposing the penalty was passed; and
- (e) evident error or omission such as failure to apply the Law of Limitation or an error of procedure apparent on the face of the record.

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

- (b) Every employee belonging to Class I and II Service shall be entitled to appeal to the Board against any order passed by the Managing Director or Chief Engineer who interprets to his disadvantage the provisions of any service regulations or contract of service whereby his conditions of service, pay, allowance or pension are regulated.

(c) Every employee belonging to Class III and IV Service shall be entitled to appeal as indicated below against any order of the kind mentioned in clause (b) above.

Authorities passing orders	Appellate Authority
1. Orders passed by an Executive Engineer	Superintending Engineer
2. Orders passed by the Superintending Engineer	Chief Engineer
3. Orders passed by the Chief Engineer	Managing Director
4. Orders passed by the Secretary to the Board	Managing Director
5. Orders passed by the Managing Director, Tamilnadu Water Supply and and Drainage Board	Tamilnadu Water Supply Drainage Board

16. Consideration of appeals. - (1) in the case of an appeal against an order imposing any penalty specified in regulation 5, the appellate authority shall consider.

- (a) Whether the facts on which the order was based have been established
- (b) Whether the facts established afford sufficient ground for taking actions; and
- (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 directions as it may deem fit in the circumstances of the case;

Provided that-

- i) If the enhanced penalty which the appellate authority proposed to impose is one of the penalties specified in clauses (iv), (v) (c), (vi), (vii) and (viii) of regulation 5 and an inquiry under clause (b) of regulation 9 has not already been held in the case, the appellate authority shall itself hold such inquiry or direct that such inquiry be held in accordance with the provisions of clause (b) of regulation 9 and thereafter, on a consideration of the proceedings of such inquiry make such orders as it may deem fit.
- ii) If the enhanced penalty which the appellate authority proposes to impose anyone of the penalties specified in clauses (iv), (v) (c) (vi), (vii) of regulation 5 and an enquiry under clause (b) of regulation 9 has already been held in the case, the appellate authority shall make such orders as it may deem fit; and
- 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 provision of clause (b) of regulation 9 of making 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 the decision of the case.

(3) (A) Notwithstanding anything contained in these regulations.

- i) the Board or,
- ii) the head of the department referred to in the service regulations in the case of employees serving under the control of such head of a department or
- iii) the appellate authority, within six months, of the date of the order proposed to be reviewed or

iv) any other authority specified in this behalf by the Board 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 its own motion or otherwise call for the records of any inquiry and review any order made under these regulations, and 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 to any other authority directing such authority to make such further inquiry as it may consider proper in the circumstances of the case: or

(d) pass such orders as it may deem fit

Provided that no order imposing or enhancing any penalty shall be made by a reviewing authority unless the employee concerned has been given a reasonable opportunity of making representation against the penalty proposed and where it is proposed to impose any of the penalties specified in clause (iv), (v), (c), (vi), (vii) and (viii) of regulation 5 or to enhance the penalty imposed by the order sought to be reviewed to any of the penalties specified in those clause, no such penalty shall be imposed except after an inquiry in the manner laid down in clauses (b) of regulation 9.

Provided further that no power of review shall be exercised by the Head of the Department specified in the Tamilnadu Water Supply and Drainage Board Service Regulations, unless-

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

(ii) the authority which made the order in appeal or referred, is subordinate to him

(B) No proceeding for review shall be commenced until after-

(i) the expiry of the period of limitation for an appeal or

(ii) the disposal of the appeal, where any such appeal has been preferred

(C) An application for review shall be dealt with in the same manner as if it were an appeal under these regulation (B.P. Rt. No.359, dated 30.6.82)

17. *Submission of appeal.*- Every person preferring an appeal shall do so separately and in his own name.

18. *Procedure for appeal.*- Every appeal preferred under these regulations shall contain all material statements and arguments relied on by the appellate, shall contain no disrespectful or improper language and shall be ;complete in itself. Every

such appeal shall be addressed to the authority against whose order the appeal is preferred.

19. *Withholding of appeals.* - An appeal may be withheld by the authority not lower than the authority against whose order it is preferred, if-

- (1) it is an appeal in a case in which under these regulations no appeal lies, or
- (2) it does not comply with the provisions of regulation 18, or
- (3) it is not preferred within one month after the date on which the appellant was informed or was in receipt of order appealed against, and no reasonable cause is shown for the delay, or
- (4) 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 re adduced which afford grounds for a reconsideration of the case, or
- (5) it is addressed to an authority to which no appeal lies under these regulations:

Provided that in every case in which an appeal is withheld the appellant 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 18 may be resubmitted at any time within 15 days of the date on which the appellant has been informed of the withholding of the appeal, and if resubmitted in a form which complies with those provisions shall not be withheld.

20. *Appeals against withholding of appeals.* - No appeal shall lie against the withholding of an appeal by a competent authority.

21. *Forwarding of appeal and submission of list of appeals withheld.* - (a) Every appeal which is not withheld under these regulations shall be forwarded to the appellate authority by the authority against whose order the appeal is preferred with an expression of opinion.

(b) A list of appeals withheld under regulation 18 with the reasons for withholding them shall be forwarded quarterly by the withholding authority to the appellate authority.

22. *Powers of an appellate authority.* - An appellate authority of the Board may call for any appeal admissible under these regulations which has been withheld by a subordinate authority and may pass such orders thereon as it considers fit.

23. *Review of orders in disciplinary cases.* - Any orders issued by an authority imposing any of the penalties specified in regulation 5 cannot be reviewed, revised or

altered by that authority for any reason whatsoever, but only by the appellate authority, or any higher authority.

24. Savings. - 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 the date of coming into force of these regulations.

An appeal pending at the time when these regulations come into force shall be deemed to be an appeal under these regulations and disposed of accordingly.

25. Memorial. - (a) Any employee (including an employee who was in the service of the Board) whose appeal under these regulations has been rejected by the appellate authority, may address a memorial to the Board in respect of that matter. The memorial shall be submitted to the head of the office to which the employee belongs or belonged within six months from the date on which the final orders passed on appeal was communicated to the employee. No such memorial shall be withheld by any authority.

(b) A memorial will be liable to summary rejection if-

(i) the memorialist has not availed himself of the remedies provided by the regulations or orders applicable to the case:

(ii) the memorial was not submitted within the time-limit mentioned in clause (a):

(iii) the memorial relates to a matter which has already been disposed of by the Board.

The authority forwarding a memorial shall state on it whether the memorialist has complied with the above requirements.

NOTE: A memorial under this regulation is also permissible in respect of matter disposed by the Board as competent authority and in respect of which there is no appellate authority.

Madras,
19th January 1973.

J.S. BHANGO,
Managing Director,
Tamilnadu Water Supply and Drainage Board.

TAMILNADU WATER SUPPLY AND DRAINAGE BOARD
(CONDUCT OF MEETINGS) REGULATIONS, 1971.

(G.O.Ms.No.125, Public Works Department, dated 24th January 1972)

In exercise of the powers conferred by Clause (d) of sub-section (2) of Section 73 of the Tamil Nadu Water Supply and Drainage Board Act, 1970 (Tamil Nadu Act 4 of 1971), the Tamil Nadu Water Supply and Drainage Board hereby makes the following Regulations: -

1. These regulations may be called the Tamil Nadu Water Supply and Drainage Board (Conduct of Meetings) Regulations, 1971.

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

(a) "Act" means the Tamil Nadu Water Supply and Drainage Board Act, 1970 (Tamil Nadu Act 4 of 1971);

(b) "Agenda" means the list of business proposed to be transacted at a meeting of the Board;

(c) "Meeting" means the meeting of the Board whether ordinary or extraordinary;

(d) "Secretary" means the Secretary of the Board appointed under section 9 of the Act.

(2) Other expressions shall have the meanings respectively assigned to them under the Tamil Nadu Water Supply and Drainage Board Act, 1971, (Tamil Nadu Act 4 of 1971)

(3) If any doubt arises as to the interpretation of these regulations, the decision of the Board thereon shall be final.

3. Meetings of the Board.- (1) The Board shall ordinarily meet atleast once in three months, or more frequently, if necessary;

Provided that the Chairman may call for a special meeting of the Board at anytime to transact urgent business or on a written requisition signed by not less than five Directors.

(2) The Secretary shall, with the approval of the Chairman, give the Directors not less than ten clear days notice in writing of the date, time and place of the proposed meeting, provided that the Chairman may reduce the said period of notice, whenever it is necessary to call for a meeting to consider any emergent business or situation.

(3) A notice of the meeting shall be served upon any Director either personally or by registered post addressed to such Director:

Provided that no such notice shall be necessary in the case of a Director, who is out of India at the time of the meeting;

4. Place of Meeting. - All the meetings of the Board shall ordinarily be held at the headquarters of the Board. The Board may, however, have its meetings at any other place, within the State of Tamil Nadu, as the Board may decide.

5. Agenda for the Meeting. - (1) The Secretary shall circulate a copy of the agenda with notes, if any, after getting the approval of the Managing Director and the Chairman, to all Directors atleast three clear days in advance of the date fixed for the meeting; provided that no such circulation shall be necessary in respect of a emergent business.

(2) The Secretary shall send to each Director atleast a day in advance, a copy of the Supplementary Agenda on urgent times, if any, for the meeting approved by the Managing Director and Chairman, together with copies of the notes on the various subjects included therein, whenever necessary.

(3) Notwithstanding anything contained in Clauses (1) and (2), any matter not included in the agenda for a meeting on which the decision of the Board is urgently required, may, with the approval of the Chairman, be placed before the Board at such meeting and the Board may consider such matter.

6. Quorum.:- The quorum at a meeting of the Board shall be five. If there is a quorum within thirty minutes of the time appointed for the meeting, the President of the meeting shall adjourn the meeting to a future date. No quorum shall be necessary at an adjourned meeting.

7. Adjournment of Meeting. - (1) The president of the meeting may, with the consent of the Directors presents at any meeting adjourn the meeting from time to time.

(2) It shall not be necessary to give any notice of a meeting adjourned under this regulation.

(3) No subject shall be considered at an adjourned meeting other than a subject included in the agenda or supplementary agenda for the original meeting. An ordinary or emergent meeting of the Board can be held in continuation of the adjourned meeting if notice for the same, has been duly given. The rules and regulations governing such ordinary and emergent meetings shall ipso facts apply to such parts of the meeting.

8. Matters to be discussed at Meeting. - (1) No subject other than a subject included in the Agenda or supplementary agenda for a meeting shall, ordinarily, be considered or discussed at that meeting.

(2) Any proposal on which the decision of the Board is required may also be circulated to the Directors and if approved by not less than one half of the total number of Directors may be deemed to have been passed as a resolution at a meeting of the

Board duly convened. Such decisions shall be placed before the Board at its next meeting for ratification.

(3) The Managing Director shall ensure that a report of any emergent action taken by him under Section 55 of the Act is included as an item of the agenda for ratification by the Board. The Board shall consider such report and shall ratify his action or issue such direction, as it considers necessary.

(4) Any Director desirous of moving a proposal shall send a notice thereof together with a brief note setting out the reasons in support of the proposal to the Secretary atleast seven clear days in advance of the meetings, so as to enable the proposal to be included in the agenda:

Provided that the President of the meeting may, at his discretion, allow any such proposal to be moved in a meeting despite non-receipt of the notice therefor in time for inclusion in the Agenda.

(5) Any point of order raised at a meeting shall be decided by the President of the meeting whose decision thereon shall be final.

9. (1) If a poll be demanded, the names of the Directors voting and the nature of their votes shall be recorded by the person presiding.

(2) Decisions taken by the majority of the Directors present shall be deemed to be the decisions of the Board.

10. Persons entitled to attend the meeting.- (1) Officers and Staff of the Board, whose presence at a meeting is considered necessary by the Chairman may be invited to attend that meeting.

(2) The Board may take evidence or hear any person in matters concerning the affairs of the Board.

11. Minutes of Meetings.- (1) The minutes of every meeting of the Board together with the names of the Directors present shall be recorded and compiled by the Secretary in an appropriate manner, subject to the approval of the Managing Director and Chairman, a copy being communicated to each Director and to Government. Such minutes shall be confirmed at the next meeting and signed by the Chairman at that meeting. The minute's book shall be open to inspection by any Director during office hours.

(2) The Chairman shall have the powers to correct any obvious errors and make verbal alterations in the minutes of the meeting, provided that such corrections or alterations do not change the sense of the decision taken at the meeting and are made prior to the confirmation of the same at the next meeting.

12. Savings.- In cases not expressly provided for in these regulations, the decision of the President of the meeting on all matters relating to the conduct of business at such meetings shall be final.

**THE CHAIRMAN, THE MANAGING DIRECTOR AND
THE NON-OFFICIAL DIRECTORS OF THE TAMIL NADU
WATER SUPPLY AND DRAINAGE BOARD**

**(QUALIFICATIONS, TERMS OF OFFICE, PAYMENT OF TRAVELLING
ALLOWANCE AND OTHER TERMS AND CONDITIONS OF SERVICE RULES)**

(G.O.Ms.No.420/Rural Development and Local Administration Dept., dated 11th March 1980)

In exercise of the powers conferred by sub-section (2) of Section 4, Section 6 and sub-clauses (b) and (c) of sub-section (2) of Section 72 of the Tamil Nadu Water Supply and Drainage Board Act 1970 (Tamil Nadu Act 4 of 1971), the Governor of Tamil Nadu hereby makes the following rules regarding qualifications, terms of office, payment of Travelling Allowance and Daily Allowance and other terms and conditions of service of Chairman, the Managing Director and the Non-official Directors of the Tamil Nadu Water Supply and Drainage Board.

1. *Short title.*- The rules may be called “The Chairman, the Managing Director and the Non-Official Directors of the Tamil Nadu Water Supply and Drainage Board (qualifications, terms of office, payment of Travelling Allowance and other terms and conditions of Service) Rules.

2. *Qualification of Chairman and Managing Director.*-

The Chairman and the Managing Director shall possess the qualifications specified against them.

Chairman:- He shall be a person interested in Social Service and considered fit by the Government for appointment to this post.

If no such person is available for this post at a particular time, the Secretary to Government, Rural Development and Local Administration Department or any other Secretary to Government may be appointed as Chairman.

Managing Director:- He shall be an experienced Government Officer well versed in administrative matters.

3. *Term of office of Chairman, Managing Director and Non-official Directors.*-

The Chairman, the Managing Director and Non-official Directors appointed under Clause (g) of sub-section (1) of Section 4 of the Tamil Nadu Water Supply and Drainage Board Act, 1970 (Tamil Nadu Act 4 of 1971) shall hold office for such periods of time as the Government may decide in each case.

4. *Resignation.*- The Chairman or the Non-official Director may resign his office at any time and such resignation shall take effect from the date on which it is accepted by the State Government.

5. Leave of absence.- The Board may grant leave of absence for any specified period to the non-official Chairman or any non-official Director and may, if considered necessary, make temporary appointments to fill such leave vacancies.

If such leave of absence in case of non-official Directors exceeds two meetings of the Board, such absence may be considered as a disqualification.

6. Filling up of casual vacancies among Directors.- In the event of occurrence of any vacancy in the office of the Chairman or Director by reason of his death, resignation or otherwise, the Government may appoint another person in his place and the person so appointed shall hold Office for such period or periods as the State Government may determine.

7. Remuneration of Chairman and Managing Director.-

(i) The Chairman shall be paid a consolidated honorarium of Rs.500/- per mensem and a House Rent Allowance of Rs.500/- per mensem;

(ii) The Board shall provide a car for the use of Chairmen for official purpose subject to a limit of 2000 Kms. Per mensem in the Head quarters. The Board shall also provide two L.G.G.S. and a Stenographer; and

(iii) The Managing Director shall draw pay and other allowances as per terms and conditions for his deputation prescribed by the State Government from time to time.

8. Travelling Allowance and Daily Allowance of Chairman and Directors.-

(i) The Chairman and the Managing Director shall be eligible to travel by Air within and outside the State. The other non-official Directors shall be eligible to travel by rail in first class within the State and to travel by Air outside the State. They shall be eligible to draw daily allowance at the rates fixed by Government from time to time.

(ii) The Chairman and the Managing Director shall be the controlling officers in respect of their travelling allowance bills and shall present their bills direct for payment without counter signature. The Managing Director shall be controlling officer in respect of the travelling allowance bills of non-official Directors.

(iii) The non-official Directors when on tour on duty shall draw the same rates as the Managing Director.

(iv) The Managing Director may undertake journeys for official purposes throughout the State or outside, whenever officially necessary. A report shall be made to the Tamil Nadu Water Supply and Drainage Board whenever such journeys outside the State are undertaken. The Chairman may undertake tours throughout the State. No journey outside the State shall be performed without the approval of the Board. For the purpose of travelling allowance, the Chairman, Tamil Nadu Water Supply and

Drainage Board will be eligible to drawn Travelling Allowance and Daily Allowance at the rate applicable to Group A officers of Government of Tamil Nadu;

(v) The Chairman, the Managing Director and other Directors should as far as possible complete their official work in such places within the prescribed time so that stay at the Hotels may be restricted to the minimum extent possible. Wherever there are Government Guest Houses, and Public Sector Houses, they should, as far as possible stay in Guest Houses.

9. Sitting Fees.- The Non-Official Directors shall be eligible to draw a sitting fee of Rs.150/- (Rupees One Hundred and Fifty only) per day on the days of meeting of the Board (B.P.Ms.No.348, dated 1st November 1989). They will not be eligible to draw daily allowance for the days on which sitting fees are claimed.

NOTE: a) Rule 7(i) & 7(ii) shall take effect from 17.05.78 i.e. the date of joining of Thiru A.K. Ranganathan as Chairman, Tamil Nadu Water Supply and Drainage Board.

b) Rule 9 shall effect from 27.11.72 i.e. date of appointment of Thiru A.V. Alwar as Non-official Director (Technical).

T.V.Vasudevan,
Secretary to Government
Rural Development and Local
Administration Department.

**TAMILNADU WATER SUPPLY AND DRAINAGE BOARD
(ASSOCIATION OF PERSONS WITH THE BOARD AND
APPOINTMENT OF PERSONS OF COMMITTEES)
REGULATIONS, 1971.**

(B.P.Ms.No. 41, dated 1st February 1973)

In exercise of the powers conferred by sub-section (3) of Section 73 of the Tamilnadu Water Supply and Drainage Board Act, 1970 (Tamil Nadu Act 4 of 1971), Tamilnadu Water Supply and Drainage Board with the previous approval of the Government of Tamil Nadu hereby makes the following regulations of the Tamilnadu Water Supply and Drainage Board.

1. Short title and Commencement.- These regulations may be called the Tamilnadu Water Supply and Drainage Board (Association of Persons with the Board and appointment of persons to Committees) Regulations, 1971.

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

(i) "Act" means the Tamilnadu Water Supply and Drainage Board Act, 1970 (Tamilnadu Act 4 of 1971);

(ii) "Section" means a section of the Act.

3. Conditions precedent to association of persons with the Board.- Any person may be associated with the Board for assistance or advice with reference to any specific purpose as may be determined by the Board in the performance of its functions under the Act:

Provided that the sanction of the Government or the local authority concerned shall be obtained if an officer of Government or local authority is so associated:

Provided further that the consent of the person concerned to serve on the Board shall also be obtained.

4. Motion by Director to associate any person with the Board.- Any Director of the Board may bring in a motion at any meeting of the Board for associating a person with the Board under section 13 of the Act for any specific purpose.

5. Notice of the motion.- Notice of any motion suggesting that a person may be associated with the Board for a specific purpose or purposes shall be given to the Chairman three clear days before the meeting of the Board at which the motion is to be considered.

6. Motion to be included in agenda.- Every notice of motion suggested under regulation 5 shall be included in the agenda of the earliest meeting of the Board after its receipt and shall be taken up for consideration if the motion is moved and seconded at

the time of meeting by any two Directors. Thereafter, the Board may pass a resolution accepting or rejecting the motion.

7. Person associated not to serve after expiry of the purpose of association.- No person associated with the Board under section 13 shall serve on the Board after the purpose for which he was associated with it, ceases to exist.

8. Appointment of Committees.- (1) The Board, may, from time to time, appoint Committees consisting of such persons of any of the following classes as it may think fit, namely:-

- (i) Directors of the Board;
- (ii) Persons associated with the Board under Section13.

Provided that no committee shall consist of less than three persons.

(2) The Board may appoint a committee at a meeting of the Board on the initiative of the Chairman, the Managing Director or any of the Directors of the Board and the with the consent of the persons concerned.

- (3) The Board may-

(i) refer to any such Committee for inquiry and report any matter relating to any of the purposes of the act: and

(ii) delegate to any such committee, by specific resolution and subject to such restrictions as the Board may specify in this behalf, any of the powers or duties of the Board.

9. Dissolution of Committee.- The Board may, at any time, dissolve, or subject to the provision of Regulation 8, alter the constitution of any such committee.

10. Committee to conform to the instructions of the Board.- Every Committee shall conform to such instructions as may, from time to time be given to it by the Board.

11. Notice.- Notice of any proposal suggesting that a person may be appointed to a Committee, shall be given to the Chairman three clear days before the meeting of the Board at which the proposal is to be considered. Every such proposal shall be included in the agenda of the earliest meeting of the Board after the receipt of the notice aforesaid and shall be taken up, if the proposal is moved and seconded at the time of the meeting by two other members. Thereafter, the Board may pass a resolution accepting or rejecting the proposal before it.

12. Sittings of the Committee.- The sittings of the Committee may be decided by the committee itself. The Chairman or the Managing Director of the Board shall have power to call for special meetings of the Committees. The Chairman and the Managing Director shall have the right to participate in the deliberations of the meeting of the Committee.

13. Quorum.- No business shall be transacted at any meeting of a Committee unless there be present at-least one-half of the number of the members constituting the Committee.

Provided that in cases where the number of members of the Committee is odd, the next whole number will constitute the quorum

14. Questions to be decided by majority of members present and voting.- All questions at any meeting of a Committee shall be decided by a majority of the members present and voting at the meeting, and in every case of equality of votes the persons presiding shall have and exercise a second or casting vote. A member who does not agree with the majority decision will send his note of dissent which will constitute the proceedings of the Committee.

15. Venue of the meetings.- All the meetings of the Committee shall, ordinarily, be held at the Headquarters of the Board. The Committee may hold its meetings at any other place within the State of Tamilnadu, as the Chairman of the Board may decide.

16. Minutes of proceedings.- Minutes of proceedings of every meeting of the Committee together with the names of the members present, shall be recorded and compiled by the Chairman or an Officer authorised by him in that behalf in an appropriate manner. Such minutes shall be read and confirmed at the next meeting of the Board and signed by the Chairman or the persons presiding at that meeting.

17. Term of Office.- No person appointed to any Committee shall serve on such Committee after the expiry of the period for which he was appointed or after the purpose for which he was appointed ceases to exist.

18. Allowances to associate members.-

Travelling allowances:

A. By Air:

- (a) one standard Air fare;
- (b) incidental expenses at Rs.25 for each journey

B. By Rails:

- (a) Air-conditioned Class or I Class rail fare as the case may be.
- (b) Incidental expenses at Rs.25 for each single journey.

Sitting Fees:- For attending meetings of the Board and attending meetings of any Committee constituted by the Board; Rs.50/- for each day of the meeting of the Board or the Committee.

Madras,
1st February 1973.

B. Shaik Ismail,
Secretary.
Tamilnadu Water Supply and Drainage Board.

**TAMILNADU WATER SUPPLY AND DRAINAGE BOARD
(INVESTIGATION, EXECUTION AND MAINTENANCE OF
WATER SUPPLY AND DRAINAGE SCHEMES) RULES, 1973.**

(G.O.Ms.No. 677, P.W. (T.W.A.D.) 26th APRIL 1973)

In exercise of the powers conferred by clause (2) of sub-section (2) of Section 72 of the Tamilnadu Water Supply and Drainage Board Act, 1970 (Tamil Nadu Act 4 of 1971), the Governor of Tamil Nadu hereby makes the following rules:-

1. Short title.- These rules may be called the Tamilnadu Water Supply and Drainage Board (Investigation, Execution and Maintenance of Water Supply and Drainage Schemes) Rules, 1973.

2. Definition.- In these rules, unless, there is anything repugnant in the subject or context the expressions, shall have the same meaning respectively assigned to them under the Tamilnadu Water Supply and Drainage Board Act, 1970 (Tamil Nadu Act No. 4 of 1971).

3. Preparation of draft schemes.- The Board may take steps to prepare a programme of water supply and drainage schemes to be taken up during each year having regard to the resources that are likely to be raised including loans and subventions that may be made available by the government and suggest the order of priority in which they may be taken up for execution.

4. Maintenance of water supply or drainage schemes.- The Board may maintain any water supply or drainage scheme in the area of any local body either on the request of the local body or on the direction of the Government provided that the cost of such maintenance is fully borne by the local body or the Government as the case may be.

5. Cost of maintenance.- The Board shall, if so directed by Government maintain the part of water supply scheme situated outside the area of local body but which caters to the needs of that local body, provided that the cost of maintenance is met from the funds of the local body or by sub-ventions by Government or by both means.

6. Investigation, preparation and maintenance of any scheme.- The Board may on the direction of Government take up the investigation, preparation, execution and maintenance of any scheme for the provision of water and drainage facilities to meet the needs of any industries or institutions within the area of the local authority.

J.S. BHANGO,
Additional Secretary to Government.

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