

Approved by Board at its meeting held on 4.9.1986

Service Rules of the

Electronics Corporation of Tamil Nadu Limited

Chapter I

Commencement and Application

Preamble :

Whereas it is necessary to define and lay down terms and condition of employment and services of the employees in the Electronics Corporation of Tamilnadu Limited, and to provide for their functions, duties, conduct, discipline and remuneration and other general benefits, the Board of Directors of the said Corporation do hereby frame and adopt the following rules.

1. Extent and Applicability

a) These Services Rules shall be applicable to all employees of ELCOT. Employees coming within the purview of Industrial Employment (Standing Orders) Act 1946, will be covered only by the certified standing orders of its Units in respect of matters provided thereunder, and in respect of all other matters they will be governed by these rules.

b) In the case of persons appointed without remuneration of any kind or on honourari or on a part time basis, or on daily wages, or on contract, and in the case of persons whose services are lent from the Government or other Organisations on specific terms and conditions, the terms and conditions of service shall be such as are agreed upon between Electronics Corporation of Tamilnadu Limited and the employee in question or the Government or other organisation from which his services are borrowed; and in such cases the applicability of these rules shall be subject to such special terms and conditions or as applicable by statutes.

2. Short Title

These rules shall be called the Electronics Corporation of TaminInadu Limited, Service Rules.

3. The Rules shall come into force with effect from the date of the approval of these Rules by the Board.

4. Definitions

In these Rules, unless there is anything repugnant in the subject or context.

a) "Board" means the Board of Directors of the Corporation and in relation to any powers exercisable by it.

b) "Corporation" means "Electronics Corporation of Tamil Nadu Limited and shall include all Units, departments and divisions which are treated as such by the management.

c) "Compensatory Allowance" means an allowance granted to an employee to meet expenditure necessitated by the special circumstances in which the duty is performed.

d) "Duty" includes service as probationer and period spent on casual Leave duly authorised.

e) "Employees" means all persons in the whole time employment of the corporation, whether permanent, officiating or temporary and whether employed as officers, or as ministerial or subordinates staff and whether under a contract or service or not, and includes those who have been permanently absorbed in this corporation from Government services but not including work charged or daily rated casual employees.

f) Executive Committee: "Executive Committee" means a Committee appointed by the Board of Directors.

g) "Government" means the Government of Tamil Nadu

h) "Managing Director" means the Managing Director for the time being of the corporation appointed by the Government of Tamilnadu in terms of Articles of Association and includes any person, for the time being discharging the functions of the Managing Director.

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

Explanation:

The Managing Director, for the purpose of this clause, would be any person who has been notified as Managing Director with Registrar of Companies under the Companies Act.

i) "Management" means the Chairman and Managing Director when the posts are held by the same person, Managing Director, Board of Directors, Executive Committee of Directors or any officer authorised to act on its behalf by the Board of Directors of Electronics Corporation of Tamil Nadu Limited, Chennai

j) "Pay" means and includes the amount drawn by an employee as:

i) Basic Pay

ii) Special Pay

iii) Grade Pay

Pay will include Dearness Allowance also if it is specifically classed as pay by the Management.

(k) "Service" means service in ELCOT

(1) "Year" means the period beginning with the first day of April and ending with the 31st day of March.

Note :

a) The word importing masculine gender shall also include the feminine gender and vice versa.

b) The word importing singular number shall also include plural numbers and vice versa.

5. Delegation of Powers:

The Board, the Executive Committee and the Managing Director, may subject to such restrictions and for so long as they may deem fit, delegate any of their powers to any committee or officer of the Corporation.

Chapter - II

Recruitment, Appointment, Probation, Confirmation, Reversion, Record of Service and Seniority

6. Appointment :

The vacancies in various cadres will be filled by the competent appointing authority either by

a) Direct recruitment through Employment Exchange and if candidates not available by advertisement.

b) Promotion from a lower cadre :

c) Obtaining persons on deputation from Government or from other Government undertakings owned by Central or State Government and absorbing them based on merits of each case.

7. (a) Depending upon the nature of appointment, staff/officer are classified as follows:

- (i) Permanent
- (ii) Probationers
- (iii) Temporary
- (iv) Trainee

(i) A permanent staff/officer is one who is holding a permanent post after successfully completing the period of probation.

(ii) A probationer is one who is provisionally employee on probation to ascertain his suitability and fitness to hold a permanent post but who has not completed the prescribed period of probation.

(iii) A temporary staff/officer is one who is engaged for a specific period for a temporary job and who will be discharged at the end of the period specified.

(iv) A trainee is a learner who is paid stipend during the period of his training.

(b) For all purposes of these rules the Corporation employees will be categorised as indicated below :

Grade - 1 : Employees in the posts on pay scales, the minimum of which is Rs.37,400/- with GP of Rs.8800/-and above.

Grade - 2 : Employees in the posts on the pay scales, the minimum of which is Rs.15,600/- with GP of Rs.6600/-and above but below Rs.37,400/- with GP of Rs.8800/-

Grade - 3 : Employees in the posts on pay scales, the minimum of which is Rs.9300/- with GP of Rs.4400/- and above but below Rs.15,600/- with GP of Rs.6600/

Grade - 4 : Employees in the posts on the pay scales, the minimum of which below Rs.9300/- with GP of Rs.4400/-

8. Recruitment

(i) The appointment to various posts in the corporation shall be made in accordance with the qualifications, experience, age and more of recruitment as specifying by the Management.

(Added vide Board Meeting dt. 27.2.91)

(ii) The appointment to various posts in the Corporation shall be made in accordance with the qualifications, experience, age and mode of recruitment as specified by the Management, subject to prior approval of the Government in cases where it is require as per orders of the Government in force from time in time.

(iii) "The minimum general educational qualification prescribed for various categories of posts specified in Appendix-II will not be relaxed in any case of appointment to a higher post from the lower post.

(iv) "The General Educational Test of the SSLC Standard conducted by Tamil Nadu Public Service Commission shall however be open to persons holding regular appointment in any of the posts under Electronics Corporation of Tamil Nadu who do not possess Minimum General Educational Qualification and for whom a pass in the above test is prescribed as a condition to promotion from a lower post by Transfer/recruitment.

9. Reservation of Appointments

Appointments by direct recruitment to the Corporation will be as per the rules regarding communal rotation of the Government in force from time to time.

Proposed Incorporation:

Rule No.9 (a) Appointment by direct recruitment shall be provided to Schedule Caste / Scheduled Tribe where the representation of SCs/STs is less than 19% (SC 18% + ST 1). Such direct recruitment shall be at the lowest level in the category vice. Group `A' Group B' Group `C' Group `D'.

Incorporated vide item No.6 of the Agenda placed in the Board Meeting of ELCOT held on 15.3.2000

"The rule of Reservation as provided in Rule 22 of the General Rules for the Tamil Nadu State and Subordinate Service be made applicable at the time of direct recruitment to all the posts, the cadres, strength of which is more than one. The Roster systems in Schedule III of the General Rules for the Tamil Nadu State and Subordinate Services should be followed."

10. Age Limit

(a) The age limit for direct recruitment will be minimum 18 years and maximum 30 years. Where the age limit prescribed for a post is higher than 30 years the higher limit will apply. Age concessions granted by the Government in respect of B.Cs., S.Cs., and S.Ts. from time to time will apply.

Item No.17 Enhancement of the age limit from 30 years to 32 years to most backward classes and denotified communities for direct recruitment.

Resolved that in norms of G.O. No.71, SCMBC Department dated 20.10.93 and Lr. No.645/BPE/94 Finance (BPE) Department Dt.27.4.94 the proposal for enhancing the age limit from 30 years to 32 years for direct recruitments to the candidates belonging to the most backward class denotified communities who do not possess a qualification higher than the minimum, general qualification and for amending the service Rules of the Corporation therefor be and is hereby approved.

(*) As per G.O.Ms. No.112, P & AR dt. 27.2.89 communicated through Finance (BPE) Lr.No.1083/BPE/89-1, dt. 19.7.89 placed in Board Meeting dt.25.8.89 vide Item No.II.

The prescribed age limits will not, however, be applicable to the Corporation employees seeking direct employment within the Corporation and also to those deputationists from the Government or other Public Sector Undertakings if and when they are absorbed by the Corporation.

(b) The age of officers and staff shall be recorded based on any of the following documents:

(i) Matriculation or S.S.L.C. or Transfer Certificate issued by Schools, Colleges or Technical Institutions recognised by the Government.

(ii) Birth Certificates issued by the competent authority.

(iii) The date of birth of the officers and staff once recorded and accepted by him will not be altered.

11. The Managing Director shall prescribe security, surety bonds, etc., to be furnished by the appointees wherever necessary.

12. No candidate will be eligible for appointment in the Corporation's service, if he has been convicted by a Court of Law for an offence involving moral turpitude.

13. Persons who have been dismissed from the Corporation's service shall not be reemployed in this Corporation's service.

14. Persons already in the employment to this Corporation who possess the requisite qualification and experience, are eligible to apply for the posts advertised to be filled up.

15. The Selection of Candidates for various posts will be done by the Selection Committee/Promotion Committees duly, constituted by the management for the purpose. The seniority of those selected for employment will be as specified in the selection list.

16. (a) The basic criteria for promotion will be merit, suitability, efficiency and past performance and seniority being taken into consideration only if other factors are equal. Promotions will be only on the basis of availability of vacancies.

(b) The management may lay down suitable criteria to determine merit, suitability and efficiency by assessing the regular work of the staff member/officer and by means of written/oral tests, performance appraisals, interview, etc.

17. Officiating Arrangement:

(a) The appointing authority can at this discretion appoint an officer to officiate in a vacancy in a higher grade or to hold full additional charge of a post of equal status in a vacancy existing for reasons of resignation, non-filling up of posts, leave etc.

(b) One who is appointed to hold the full additional charge of one or more posts" additional pay shall be allowed only if the period of additional charge is more than 39 days including the holidays and casual leave but excluding earned leave, unearned leave etc.

(c) No additional pay shall be granted for holding additional charge of current duties i.e. duties of minor nature of one or more posts.

(d) Additional pay for holding full additional charge shall be granted at the rate not exceeding one fifth of the pay of the regular post or half of the minimum pay of the additional posts, whichever is less for the first three months.

(e) Additional pay for full additional charge shall be granted at the rate not exceeding one tenth or the minimum pay of the regular post or one fourth of the minimum pay of the additional post, whichever is less for the remaining two months.

(f) Additional pay shall not be paid in respect of the period in excess of five months.

(g) The period of additional charge may be extended beyond five months by the management at its discretion.

(h) Holding charge of a post temporarily will not confer on the officer any claim to the post.

18. The first appointment to a post shall be made on probation for a period of two years for non-technical posts and one year for Technical and Managerial posts within a period of three years and two years respectively, provided that the appointing authority may from time to time extend such period of probation as may be considered necessary.

19. (a) Every candidate who is offered employment under the Corporation shall at the time of joining duty produce a certificate of medical fitness, in the prescribed

obtained from an authorised medical attendant not below the rank of Assistant Civil Surgeon.

(b) Every employee shall subscribe to an agreement in the form prescribed below at the time of entering service.

Agreement

I hereby declare that I have read and understood the Service Rules of the Electronics Corporation of Tamilnadu Limited, and I hereby subscribe to and agree to be bound by the said rules and regulations.

Date :

Signature :

Name in full :

Designation :

20. The Managing Director on the recommendation of the Selection Committee or otherwise may grant initial advance increments to specially qualified or experienced candidates selected for appointment.

21. Deputation & Employment Elsewhere

(a) The management reserves the right to depute any staff member/officer of the corporation to any other organisations on terms not interior to those enjoyed by him in the Corporation.

(b) The application of the employees seeking employment elsewhere after the prescribed training will not be forwarded. In the case of others, not more than 2 applications will be forwarded in a calender year and forwarding of applications will be at the discretion of the appointing authority.

22. Transfer

The management will be competent to effect any transfer of an employee inter-departmentally or to any office of the Corporation without giving any notice whatsoever.

Chapter III

Cessation, Discharge, Termination, Resignation of Service and Retirement

23. Cessation:

In case of termination of service or discharge, dismissal, resignation or retirement from service, an employees shall cease to be in the employment of the Corporation from the date specified by the appointing authority of such termination of service or discharge, dismissal or resignation or retirement from service. In case of death, an employee shall ceases to be in the employment of the Corporation with effect from the date following the day on which the death takes place.

24. Discharge, Termination, or Resignation of service during probation

During the period of probation, an employees may be discharged from the service of the Corporation by the competent appointing authority after giving one month's notice except that, when the discharge is malified action or action liable for disciplinary proceedings, no notice during the period of probation shall be necessary. The employee may leave or discontinue from the service of the Corporation after giving one month's notice in writing in that behalf, or by payment of one month's total emoluments in lieu of such notice.

25. Discharge, Termination or resignation of service after completion of probation.

After completion of probation an employee may be discharges from the service of the Corporation for sufficient reasons by the competent authority or he may leave or discontinue from the service of the Corporation in either case after giving two month's notice in writing in that behalf or by payment of two month's emoluments in

lieu of such notice. This rule will not, however be applicable to cases of dismissal on disciplinary grounds.

Note : However, the Rules 24 and 25 will not be applicable for those who have executed Service Bonds with the Corporation. They will be regulated as per the conditions of service bonds.

26. Superannuation and Retirement

(a) An employee shall retire from the service of the Corporation on his completing 58 (fifty eight) years of age, 60 (sixty) in the case of Attenders.

(b) An employee who has attained age of 50 years or has completed 25 years of service shall be liable to be compulsorily retired if he is found to be inefficient or incapable of discharging his duties for reasons of ill health or found lacking in integrity. Any employees who has been compulsorily retired will be entitled to three months' notice or salary in lieu thereof.

(c) An employee who has attained the age of 50 years or who has completed 25 years of service can voluntarily retire by giving the Corporation three months' notice.

(d) The period of 25 years of service shall be reckoned from the date of commencement of probation.

(e) The employee may also withdraw the notice of voluntary retirement, before acceptance with the approval of the appointing authority.

(Added vide Bd. Meeting et 27.2.91)

(f) In the case of re-employment of retired Government servants, prior approval of the Government should be obtained.

27. Notwithstanding anything contained elsewhere where an employee has to his credit earned leave and he resign* retires/dies without availing leave, payment for earned leave due as on the date of (*) retirement death upto a death ceiling of 180 days (240 (**)) will be made on the basis of the last pay and allowance.

f (ii) Pay of such re-employed Government Pensioners shall be regulated in such a manner that the pay of a re-employed Government Pensioners is fixed so as to allow his pension in full and in addition such pay as will bring his total emoluments as not exceeding the amount drawn by him on the date of his retirement.

(*) The word resign and resignation deleted vide Board Meeting dt. 27.2.91.

(**) 69th Board Meeting dt, 17.01.92 - Item No.6

(g) Reemployment of retired Corporation employees shall not be made in a general as a matter of course. However, due to administrative reasons, if it is necessary in extraordinary cases for reemployment retired Corporation employees to accomplish a job of special nature it shall be sanctioned only for a maximum period of six months in the cadre of top level managerial/professional cadre with the prior approval of the Board of Directors of ELCOT and the Government. In such cases where a pension scheme is in vogue, the pay plus pension to be drawn should not exceed the last pay drawn and when pension scheme is not in vogue the pay shall be restricted to 50% of the emoluments (Pay + DA) last drawn.

Chapter - IV

Pay, Allowances and other Concessions

28. Accrual and Cessation of Pay and Allowance

Subject to the provisions of these rules, pay and allowances of an employee shall accrue from the date of commencement of his service and shall cease to accrue from the date of his cessation of his service.

29. Payment of pay and Allowances on change of charge

In case of change of appointment, transfer, promotion or otherwise an employee shall commence to earn the pay and allowances of the post to which he is appointed, transferred or promoted with effect from the day if, he assumes the duties of the post in the forenoon or else from the date following the day on which the charge is taken over.

30. Employee on Transfer

Where an employee is transferred or promoted from one post to another he shall, during any interval between the dates of his handing over charge of the old post and date of his taking over charge of the new post, draw the pay and allowance of the new post or the old post, whichever is less, provided that no joining time will be allowed if the two posts are situated in the same station.

31. Admissibility of Allowance

Allowances shall be payable at the discretion of the Management to employees for periods they fulfill the conditions to which the allowances are admissible.

32. Increment

(a) In an incremental scale, the increment shall normally accrue on the completion of each specified period of satisfactory service of one calendar year on each stage of that scale except where such increment as have been withheld as a result of a penalty imposed under these rules.

(b) The increment of all employees in the incremental scale will, however, be so advanced as to fall due on the commencement of each quarter. For example, increment between 2nd January and 31st March or to 1st April for all those drawing increment between 2nd April and 30th June etc. as the case may be.

(c) Premature/additional increment may be granted to an employee provided that such indrement shall be given only in special cases in recognition of outstanding ability and performance of the employee - Deleted vide Board meeting dated 27.02.91

(d) An employee who has reached the maximum in the time scale will be allowed stagnation increments at the rate of the last increment provided the maximum of the time scale.

33. Fixation of Pay on Promotion

On promotion from one cadre to another the pay of an employee will normally be fixed by notionally raising the pay in the lower scale by one increment and then fixing at the next higher stage in the higher scale.

34. Allowances

Dearness Allowance, House Rent Allowance and City Compensatory Allowance, Washing Allowance, Security Compensatory Allowance, and Travelling Allowance will be paid to the employees as fixed by the management from time to time.

35. Conveyance Allowance

The employees of the Corporation will be granted conveyance allowance in accordance with the conveyance allowance rules as approved by the management.

(Incorporated vide Board Meeting dt 27.2.91)

As regards of sanction of conveyance allowance to employees State Public Sector Undertakings guidelines have been issued in G.O. Ms. No.150, Finance (BPE) dt. 3.3.86 and Lr. No.3163/BPE/89-1, Finance dt.24.1.90.

36. Medical Reimbursement

Staff Officers are entitled to medical benefits for themselves and their families as per the scheme approved by the management.

(Incorporated vide Board Meeting dt. 27.2.91)

Approval of Government should be obtained for implementation of any medical reimbursement scheme approved by the Board of Directors.

37. Loans and Advances to Employees

The employees of the Corporation will be eligible for loans and advances such as festival advance, marriage advance, advance for education for children etc. as per the rules of the Government in force to the Government Servants from time to time. However the grant of such advance is left to the discretion of the Management and the sanction of loans/advances cannot be claimed as a matter of right.

38. Conveyance Advance

The employees of the Corporation will be granted conveyance advance in accordance with the Conveyance Advance Rules as approved by the Management.

Chapter - V

Working Hours, Holidays and Leave

39. Working Hours

The office of the Corporation shall remain open for business during such hours as may be prescribed on any day, with a break for lunch, as may be decided by Managing Director.

The Managing Director may from time to time declare the number of holidays to be observed by the office of the Corporation provided that such number of holidays shall not be more than those declared by the Government.

41. Authorities Empowered to Grant Leave

The powers to grant leave shall vest with Managing Director or in any other officer authorised in that behalf by Managing Director. All applications for leave shall be address to the authority empowered to grant leave. An employee before proceeding on leave will inform to the authority granting leave his address during leave and shall keep the authority informed of any change in his address so informed.

Granting of leave shall be governed by the Leave Rules as approved by the Board.

Chapter - VI

Conduct, Discipline and Appeal Rules

42. General

Every employee shall at all times

(a) maintain absolute integrity

(b) maintain devotion to duty

(c) conform to and abide by the rules and regulations

(d) comply with and obey all lawful orders and directions in the course of his official duties by any person or persons to whom he may be subordinate in the service of the Corporation.

(e) Maintain absolute secrecy of their official duties entrusted to them.

43. (i) The employees of the Corporation are under the purview of the Tamilnadu Vigilance Commission for the purpose of conducting enquiry into cases of corruption etc. against the employees.

(Incorporated vide Board Meeting dated 25.2.1994)

(ii) When departmental disciplinary action against an officer is taken upon a report from the Directorate of Vigilance and Anti-corruption, the departmental officer conducting the enquiry should intimate to the Directorate the exact date of the enquiry sufficiently in advance so that arrangements may be made for the production of witnesses and for the Directorate Officer who conducted the enquiry to assist the enquiry officer

(Incorporated vide Board Meeting dated 31.12.1996)

(iii) An Officer of this Corporation shall alone be appointed as an Enquiry Officer and an outside agency shall not be appointed as an Enquiry officer in the disciplinary cases in departmental enquiry including Directorate of Vigilance and Anti-Corruption cases and the Enquiry officer so appointed shall only be an Officer holding a higher post in the Corporation.

Amendment vide Board meeting dt. 27.06.2002

Rule 43 (iii) If any difficulty is experienced in appointing an Inquiry Officer sufficiently higher in seniority from within the organisation, the Inquiry officer may be appointed from any others SPSU/Board having the same or similar type of functions as the SPSU/Board to which the accused officer belongs. For this purpose an Inquiry Officer from the PSU's in the same group like Manufacturing/Mining/Agriculture/Constructions/Dev.(Fin.) etc. will not be considered

or outside agency, but the Inquiry officer should be sufficiently higher in seniority/rank than the accused officer.

(iv) Where the accused officer is in the rank of MD or thereabouts, the Board itself may take a decision on the appointment of the Inquiry Officer in consultation with the Government. However, it may be kept in mind that the Inquiry Officer should be higher in rank than the accused officer. The Inquiry Officer need not belong to the organisation in which the accused officer belongs. He can be appointed from any other SPSU's/Boards having the same or similar type of function.

44. Every employee shall serve the Corporation honestly and faithfully and shall endeavor his utmost to promote the interest of the Corporation. He shall show courtesy and attention in all transactions and not to do anything which is unbecoming of a Corporation Employee.

45. No employee shall use his position or influence directly or indirectly to secure employment for any member of his family in any private business/firm where he has official dealings.

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

(b) An employee violating provisions of Rules 45(a) 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 / her interest in respect of matters relating to service conditions. A copy of this advice need not, however, be placed in the personal file/record sheet of the employee concerned.

(c) If the employee is found guilty of violating the aforesaid rule 45(a) for a second time despite the issue of advice on earlier occasion, under rule 45(b) a written warning shall be issued to him/her by the appropriate disciplinary authority and a copy thereof shall be placed in his/her personal files/record sheet.

(d) If the employee is found guilty of violating the aforesaid rule 45(a), despite the issue of warning to him/her, under rule 45(c), disciplinary action shall be initiated against him/her by the appropriate disciplinary authority under rule 59.

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

Explanation:

If any question arises whether a party is a political party or whether any organisation takes part in politics or whether any movement or activity falls within the scope of the above rules the decision of the management thereon shall be final.

47. No employee shall canvass or otherwise interfere with or use his influence in connection with or take part in an election to any legislature or local authority provided that :

(a) An employee qualified to vote to such an election may exercise his right to vote:

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

48. No employee shall join or continue to be a member of an association, the objects or activities of which are prejudicial to the interests of the sovereignty and integrity of India or to the interests of the Corporation or to Public order or morality.

Provided that the Association/Unions recognised by the management either on de jure or de facto basis would not attract the above provision.

49. No employee shall (a) engage himself or participate in any demonstration which is prejudicial to the interest and the sovereignty and integrity of India, the security of the State, the interests of the Corporation, public order, decency or morality of which involves contempt of court, defamation or incitement to an offence or (b) resort to or in any way abet any form of strike or coercion or physical duress in connection with

any matter pertaining to his service or the service of any other employee or employees of the Corporation.

Incorporated vide Board Meeting dated 11.3.2002

Chapter VI Para 49A

"The absence of officials/staff who participate in strike/demonstration of any form of agitations should be treated as unauthorised absence for which they will not be entitled for a Pay and Allowance on the basis of the principle of 'No work No Pay' apart from initiating disciplinary action.

50. (a) No employee shall except with the previous sanction of the management, own wholly or in part, or conduct or participate in the editing or management of any newspaper or other periodical publication.

(b) No employee, shall except with the previous sanction of the competent authority or except in the bonafide discharge of his duties (i) publish a book himself or through a publisher or contribute to a book of a compilation or articles or (ii) participation in a radio or television broadcast or contribute an article or write a letter to the newspaper or periodic either in his own name or anonymously or predomininously or in the name of any other person.

No such sanction is necessary to write/publish or participate in works of literary nature.

51. No employee shall, except with the previous sanction of the management as for and accept contributions to, or otherwise associate himself with the raising of any funds, other collections in cash or in kind pursuance of any object whatsoever.

52. No employee shall, accept or permit any other person acting on his behalf to accept any gift of any value.

Provided that (a) on occasions such as weddings, anniversaries, funerals or religious functions, when the making of gift is in conformity with the prevailing religious or social practice, an employee may accept gifts from his nearest relatives or from his

personal friends. (b) In any other case, an employee shall not accept any gift without the sanction of the Managing Director if the value thereof exceeds Rs.500/-

53. No employee shall except with the previous sanction of the management engage directly or indirectly in any trade or business or undertake any other employment.

Explanation :

Canvassing by an employee in support of the business insurance agency, commission agent etc., owned or managed by his wife or any other member of his family shall be deemed to be a breach of this rule.

54. (a) Every employee of the Corporation while taking up construction or extension of house shall report to managing director of the Corporation, both before starting the construction and after completing the construction.

(b) Any transaction involving any movable property of Rs.5000/- and above at a time in monetary value shall forthwith be reported by every employee to Managing Director.

Jewellery shares, securities, debentures, means of conveyance, radio, air-conditioning or electronic equipment, refrigerator, radio grams, cameras, television sets etc, if they are valued over Rs.5000/- are illustrative items of movable property for the purpose of this rule.

(c) The employees should furnish details of liquid assets, movable and immovable properties acquired once in five years to Managing Director if the value of such property exceeds Rs.5000/-.

(d) No employee shall, except after notice to the Managing Director, acquire or dispose of any of his liquid assets movable and immovable in his name or in the name of his spouse or children.

55. Foreign Tours

Prior approval of the Government will have to be obtained for the issue of no objection certificate to the employees to apply for passport for undertaking tours to foreign countries.

56. No employees shall bring, or attempt to bring any political, personal or other influences to bear upon any authority of the corporation to further his interest, or the interests of any other, person in respect of matters pertaining to his service or in respect of any other matter involving a pecuniary or other benefits to him.

57. The following types of misconduct by the employees will be punishable by the Management.

- a) Idling during office hours.
- b) Wasting office stationery
- c) Delaying the work entrusted
- d) Late attendance
- e) Absence from duty without authorisation
- f) Disobedience to the lawful instructions given
- g) Tampering with the office records
- h) Working against the interest of the organisation
- i) Theft of Corporation's property and other's properties within the Corporation's premises.
- j) Misbehavior and quarrels within Corporation's premises.
- k) Not projecting the Corporation's properties entrusted to the employees.
- l) Any other violations of the Service Rules.

The above list is only illustrated and not exhaustive.

58. (a) An employee 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 while on duty.

59. Without prejudice to the provisions of other rules, an employee found guilty of any misconduct or, contravention or violation of any of the above conduct rules shall be awarded any of the penalties hereinafter provided.

(a) Minor Penalties

(i) Censure

(ii) Withholding of promotion

(iii) Withholding or stoppage of increment

(iv) Levying a fine

(v) Recovery from his pay of the whole or part or any pecuniary loss caused by him to the Corporation by negligence or breach of orders.

(b) Major Penalties

(vi) Reduction to a lower rank, or post or to a lower time scale or to a lower stage in the time scale of pay.

(vii) Suspension, if it is eventually treated as punishment.

(viii) Compulsory retirement.

(ix) Removal from service

(x) Dismissal from service

60. The authority which may impose the penalties on employee of the Corporation shall be the appointing authority for such employee or any higher authority.

Annexure :

Amendments to service Rules No.60 & 61 Elcot Service Rule No.60

The authorities competent to impose Minor and Major penalties on the employee of the Corporation are specified below:

Class of employee

Nature of Penalty

Competent authority to impose the penalty

Appellate authority

1. Grade - I (Rs.37400 – above with GP of Rs.8800/-)

General Manager

Minor Penalty

Major Penalty including compulsory retirement removal and dismissal.

Managing Director

Board

Board

Govt.

2. Grade - II (Rs15600 with GP of Rs.6600/- and below Rs 37400/- above with GP of Rs.8800-)

Senior Manager

Manager

Joint Manager

Minor Punishment

Major Punishment

General Manager under whom the delinquent employee is functioning

Board

Managing Director

Revision petition to Board

3. Grade - III (Rs 9300/- with GP of Rs.4400/- and below Rs.15600 with GP of Rs.6600/-)

Deputy Manager

Assistant Manager

Superintendent

Private Secretary

Minor Punishment

Major Punishment

Minor Punishment

Major Punishment

General Manager under whom the deliquent employee is functioning

Board

General Manager under whom the deliquent employee is functioning

Managing Director

Managing Director

Revision petition to Board

Managing Director

Board

4. Grade - IV (below Rs.9300/- with GP of Rs.4400/-)

Assistant , Junior Assisnat, Typist, Telephone Operator,
Stenographer, stenotypist, Driver, RC , SGAttender, Attender

Minor & Major Punishment

General Manager

Managing Director

EXPLANATION

The immediate supervisory employee as well as higher authorities are competent to initiate disciplinary action of calling for explanation notwithstanding the fact that such employee is not competent to impose any of the penalties. The charge memo, together with the explanation of the delinquent and the remarks thereon shall be submitted to the authority competent to impose the penalty for further action and order.

61 In every case where it is proposed to impose on a member of service under the corporations any of the penalties, the grounds on which it is proposed to take action shall be reduced to the form of a definite charge or charges, which shall be communicated to the person charged together with a statement of the allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders on the case. He shall be required within a reasonable time, to put in a written statement of his defence and to state whether he desires an oral enquiry. The enquiry shall be held if such an enquiry is desired by the person charged or is directed by the authority concerned. At that enquiry oral evidence shall be heard as to such of the allegations as are not admitted and the person charged shall be entitled to cross examine the witnesses called as he may wish, provided that the officer conducting the enquiry may, for special and sufficient reasons to be recorded in writing refuse to call a witness. The proceedings shall contain a sufficient record of the evidence and on statement of the findings and the grounds thereof.

Provided that in case of a person appointed or promoted to a post by transfer from any other class or service, the Corporation may at any time before the appointment of the said person as a full member of the said post, revert him to such class or service either for want of vacancy or in the event of his becoming surplus to requirements without observing the formalities prescribed in this sub rule.

Rule No.61. (a)

In every case where it is proposed to impose on a Corporation employee any of the penalties specified in items (i) to (v) in rule No.59(a), 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.

Provided that the requirements of this sub-rule shall not apply where it is proposed to impose on a member of a service any of the penalties aforesaid on the basis of facts which have led to his conviction has absconded or where it is for other reasons impracticable to communicate with him.

Rule No.61. (b)

In every case where it is proposed to impose on a member of a service or on a person holding a Civil post under the Corporation any of the penalties specified in items (vi) - (x) in rule 59(b) the grounds on which it is proposed to take action shall be reduced to the form of a definite charge or charges, which shall be communicated to the person charged together with a statement of the allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders on the case. He shall be required, within a reasonable time to put in a written statement of his defense and to state whether he desires an oral inquiry or to be heard in person or both. An oral inquiry shall be held if such an inquiry is desired by the person charged or is directed by the authority concerned. Even if a person charged has waived an oral inquiry, such inquiry shall be held by the authority concerned in respect of charges which are not admitted by the person charged and which can be proved only through the evidence of witnesses. At that enquiry the oral evidence shall be heard as to such of the allegations as are not admitted and the person charged shall be entitled to cross examine the witnesses to give evidence in person and to have such witnesses called, as he may wish, provided that the officer conducting the inquiry may, for special and sufficient reason to be recorded in writing, refuse to call a witness. Whether not the person charged desired or had an oral inquiry he shall be heard in person at any stage if he so desires before passing of final orders. A report of the inquiry or personal bearing as the case may be shall be prepared by authority

holding the enquiry or personal hearing whether or not such authority is competent to impose the penalty. Such report shall contain sufficient record of the evidence if any, and a statement of the findings and the grounds thereof. Whenever any inquiring authority, having heard and recorded the whole or any part of the evidence in inquiry ceases to exercise jurisdiction therein and is succeeded by another inquiring authority the inquiring officer so succeeding may act on the evidence so recorded by its predecessor or partly recorded by its predecessor and partly recorded by itself.

Provided that if the succeeding inquiring authority is of the opinion that further examination of any of the witnesses whose evidence has already been recorded is necessary in the interest of justices. it may recall examine, cross-examine and re-examine any such witnesses as herein before provided.

(ii) After the inquiry or personal hearing referred to in clause (i) 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 inquiry, that any of the penalties specified therein should be imposed on the Corporation employees, it shall make an order imposing such penalty and it shall not be necessary to give the person charged any opportunity of making representation on the penalty proposed to be imposed.

62. SUSPENSION PENDING ENQUIRY

The competent authority may place an employee under suspension pending enquiry:

- (a) Where a disciplinary proceeding on grave charges against him is contemplated or is pending, or
- (b) Where a case against him in respect of criminal offence is under investigation, inquiry or trial.

63.

An employee shall be deemed to have been placed under suspension by an order of appointing authority.

- (a) With effect from the date of his detention if he is detained in custody, whether on a criminal charge or otherwise or

(b) With effect from the date of his conviction, if, in the event of conviction for an offence, he is sentenced to a term of imprisonment exceeding forty eight hours.

64. An order of suspension made or deemed to have been made shall continue to remain in force until it is modified or revoked by the authority competent to do so.

65. Any employee, who is committed to prison or theft of he is convicted for any offence involving moral turpitude, shall be liable to dismissal from service without any further enquiry or proceedings.

(Incorporated vide Board Meeting dated 22.6.2001)

Prohibition of Sexual harassment of working women :

1) No Government servant shall indulge in any act of sexual harassment of any women at work place.

2) Every Government servant who is in charge of a work place shall take appropriate steps to prevent sexual harassment to any women at such work place.

Explanation:

For the purpose of this rule, "Sexual harassment" includes such unwelcome sexually determined behaviour whether direct or by implication as :

(a) Physical contact and advances; or

(b) Demand on request for sexual favours ; or

(c) Sexually colored remarks; or

(d) Showing any pornography; or

(e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature"

66. SUBSISTENCE ALLOWANCE:

An employee of the Corporation who is placed under suspension pending enquiry shall be paid subsistence allowance as per the Tamilnadu payment of Subsistence Allowance Act 1981.

67. APPEAL

An employee of the Corporation may prefer an appeal against all or any of the following orders.

(a) An order imposing any of the penalties specified above except censure made by the Appointing authority.

(b) Order determining the subsistence and other allowances to be paid to him for the period of suspension.

68. An appeal against an order imposing any of the penalties made by the Appointing Authority shall be to the next higher authority.

69. No appeal preferred under these rules shall be entertained unless such appeal is preferred within a period of 30 days from the date on which a copy of the order appealed against is delivered to the applicant.

Provided that the appellate authority may entertain the appeal after the expiry of the said period if it is satisfied that the appellant has sufficient cause for not preferring the appeal in time.

70. In the case of an appeal against an order imposing any of the penalties, the appellate authority shall consider whether the penalty imposed is adequate, inadequate or severe and pass orders;

(a) Confirming, enhancing, reducing or setting aside the penalty or

(b) remitting the case to the authority which imposed the penalty with such direction as it may deem fit in the circumstances of the case.

71. Every order, notice and other process made or issued under these rules shall be served in person on the employee concerned or communicated to him by registered post.

CHAPTER - VII

72. PROVIDENT FUND

The provident fund of the employees will be regulated according to the rules of the Regional Provident Fund Commissioner under the Employees' Provident funds

scheme for employees drawing upto Rs.2500/- and for employees drawing above Rs.2500/- under the ELCOT Provident Fund Trust.

73. GRATUITY:

Payment of gratuity will be regulated in accordance with statute.

74. AMENDMENTS IN THE RULES

These rules can be amended by way of addition, alteration or deletion under the authority of a resolution of the Board of Directors and notwithstanding anything contained in these rules the Board may relax the rules either generally for a category of persons or in a specific instance.

75. INTERPRETATION AND IMPLEMENTATION OF RULES

(a) The power to interpret the rules vests in the Managing Director, who may issue such administrative instructions as may be necessary to give effect to and carry out the purpose of the provisions of these rules, provided that, if as a result of any decision of the Managing Director, as regards the construction, interpretation or implementation of any of these rules, an employee feels aggrieved, he shall have a right to appeal against such decision of the Managing Director to the Board, whose decision shall be final and binding on all concerned.

(b) Notwithstanding anything contained in these rules, the Board may relax the rules either generally or for a category of persons or in a specific instance.

76. APPLICABILITY OF GOVERNMENT RULES

In all other matters not covered by these rules, the rules and procedures of Government, in force from time to time will apply.

Approved vide Board Meeting dt. 7.2.91

Applicability of Govt. orders in such matter can be made only with the Government approval.

77. INCORPORATION :

PENAL PROVISION REGARDING LOSS SUSTAINED BY THE CORPORATION DUE TO ISSUE OF FALSE CERTIFICATE BY EMPLOYEES

Whenever heavy losses are sustained by the Corporation due to issue of any false certificate by an employee of the Corporation (or) due to his/her gross negligence, his/her services are liable to be terminated. Besides, the liability for the losses will also be enforced on him/her and recovery of the value of such losses will be made to the extent necessary from the pay of such employee. Simultaneously Criminal action also will be instituted against such employees.

78. COMPULSORY RETIREMENT OF EMPLOYEES IN PUBLIC INTEREST

Notwithstanding anything contained in this rule, the appropriate authority shall, if it is of the opinion that it is in the Public interest so to do, have the absolute right to retire any Corporation employee by giving him notice of not less than three months in writing or three months pay and allowances in lieu of such notice, at any time after he has attained the age of fifty years of fifty five years in the case of Basic Servants as the case may be, or after he has completed thirty years of qualifying service.

Explanation - I

Appropriate authority means the authority which has the power to make substantive appointments to the post of service from which the Corporation employee is required to retire.

Explanation - II

In computing the notice period of three months, the date of service of the notice shall be included.

Explanation - III

The powers conferred on the "appropriate authority under this sub rule may also be exercised by any higher authority.

79. REVIEW BY APPELLATE AUTHORITY IN DISCIPLINARY CASES ON THE SAME LINES AS IN THE TAMIL NADU CIVIL SERVICE (CCA) RULES

1. Notwithstanding anything contained in these rules :

2. i) the State Government, or

ii) the Head of the Departments directly under the State Government in the case of a Government servant serving in a department or office under the control of such head of a department, or departments, 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 State Government by a general or special order, and within such time as may be prescribed in such general or special order, and may at any time, either on their or its own motion or otherwise call for the records of any inquiry and review any order made under these rules, after consultation with the Board/Government where such consultations necessary 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 ordered 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 other orders as it may deem fit.

Provided that no order imposing or enhancing any penalty shall be made by any reviewing authority unless the Government servant 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 clauses (iv) (v) (c) (vi) (vii) and (viii) of rule 8 or to enhance the penalty imposed by the order sought to be reviewed to any of the penalties specified in these clauses, no such penalty shall be imposed except after any inquiry in the manner laid down in sub rule (b) of rule 17

and except after consultation with the Tamilnadu Public Service Commission where such consultation is necessary.

Provided further that no power of review shall be exercised by the Head of department, unless :

- i) The authority which made the order in approval, or
 - ii) The authority to which an appeal would lie where no appeal has been preferred, is subordinate to him.
- 2) 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 may such appeal has been preferred.
- 3) An application for review shall be dealt with in the same manner as it were an appeal under these rules.
- 4) The State Government may at any time, of their own motion or otherwise, review for good and sufficient reason to be recorded in writing, an original order passed by them or an order on appeal and the provisions of sub rule (1) in so are applicable to review, shall apply to the review of an original order passed by them or an order passed by them on appeal.

80. (A) RECRUITMENT OF MERITORIOUS SPORTSMEN/WOMEN WITHOUT REFERRING TO EMPLOYMENT EXCHANGE SUBJECT TO GUIDELINES MENTIONED IN G.O. MS NO.244, EDUCATION SCIENCE AND TECHNOLOGY DT. 5.3.84

With regard to appointment of Sportsmen/Women in the Corporation the recruitment of meritorious Sportsmen/Women without referring to Employment Exchange subject to guidelines mentioned in G.O. Ms. No.244, Education, Science and Technology, dated 5/3/84.

Extract of the Minutes of the Board Meeting held on 11.3.87

Item No.15 : **Recruitment and Promotion Policy**

Resolved that the recruitment and promotion policy placed before the Board and initiated by the Chairman and Managing Director for the purpose of identification be and is hereby approved subject to the changes as indicated in the Annexure.

ANNEXURE

1. The Higher limits beyond which a staff member may not be eligible for promotion may not be prescribed now.

The matter may reviewed after a few years, if necessary.

2. The posts of Engineer and Officer may be listed as categories of posts for direct recruitment and promotion through direct recruitment at this level may be resorted to only when it is present :

3. The period of experience prescribed in these rules may be related preferably as post qualification experience.

4. Scales prescribed for each post in the rules will stand modified automatically as and when any revision takes place.

5. Revised scales contained in G.O. Ms. No.19, EST dt, 9.3.87 shall be prescribed and incorporated for different posts now.

6. Provisions of Article 81 (5) of the Articles of Association wherever applicable to any category of posts shall govern such posts from time to time with reference to then existing limits in the said Articles and scales of pay applicable to any category from time to time.

Item No.15

RECRUITMENT AND PROMOTION POLICY

The note placed before the Board regarding the Recruitment and Promotion Policy for our Corporation at the meeting held on 17.12.86 was considered by the Board and deferred for the next Board Meeting. Before the item was deferred to the next Board Meeting, there was some discussion regarding the Promotion Policy. In so far as the qualifications, experience etc. for direct recruitment given in Appendix-II of the note placed before the Board as well as the Selection Committee given in Appendix - III they were generally approved. In so far as the Promotion Policy is concerned, some of the Board of Directors observed that it will not be advisable to have the personnel oriented promotion policy as proposed and also to strict adherence to two years experience in the feeder category when promotions are to be made based on the vacancy position. In the light of the remarks made at the meeting, the Promotion Policy has been slightly modified and is placed below. A copy of the note, which was placed before the Board and the Promotion Policy now revised are placed below for the approval of the Board.

80-B PROMOTION POLICY

(With reference to Rule 8 of Service Rules)

The following are the general principles under which promotions will be made :

1. As provided in the Service Rules, the basic criteria for promotion will be merit, suitability, efficiency and past performance, seniority being taken into consideration only if other factors are equal.

2. Promotions will be generally on the recommendations of the promotion committees constituted for the purpose. However in cases where there is no competitor, no committee is necessary and promotion can be considered by the Managing Director or Chairman and Managing Director.

3. Each Unit will be treated as a distinct category and when vacancies arise only persons working within the unit will be considered for promotion. For the present, the units for this purpose will be as follows.

a) Head office excluding Marketing and Accounts.

b) All marketing including field staff.

c) Head office accounts (i.e. unit accounts will be with units)

d) AEC Project, Hosur.

e) Communication Division and Contact Division.

f) Digital Electronic Watch Project.

(The classification of units may be changed from time to time by the Board, depending on the future growth of the corporation).

The Junior Posts of common nature such as Assistant, Jr. Assistants, Typists, Steno Typists and Stenographers are interchangeable between the various departments in the Head Office. However their option to be allotted to a particular department will also be obtained at the appropriate time so that their cases for promotion can be considered when vacancies arise in the respective departments.

4. At present neither the size of the Corporation nor the number and length of service of Corporation employees necessitates any prescription of a rigid ratio between internal promotions and external direct recruitment. In fact, considering the small number of posts available, the policy will be to first consider internal promotions from within the unit itself. If no suitable person with experience person with experience

and merit is available, then only we will resort to direct recruitment. Also, the posts for which no direct recruitment need be done, and only promotion will be done, have been listed in the statement attached. For such direct recruitment all eligible Corporation employees, irrespective of the unit in which they are employed, may also apply but they will be competitively considered on merits. The above policy will be upto the level of Senior Managers. For the higher levels above Senior Manager, it is difficult to lay down a rigid policy whether promotion will be preferred or direct recruitment will be preferred that have to be decide and referred to the conditions prevailing at the time of vacancy arises.

Amended vide Board Meeting dt. 3.11.93

For Promotion against existing vacancies, the feeder category will be the post immediately below the one vacant.

i)

For Promotion to posts carrying a scale of pay the minimum of which is Rs.15600/- with GP of Rs.7600/-and above

Minimum 3 years' service in the feeder post.

ii)

For Promotion to posts carrying a scale of pay the minimum of which is below 15600/- with GP of Rs.7600/-

Minimum 5 years' service in the feeder post.

iii)

Other categories like supdts., Assts., Jr. Assts., Typists, Record Clerk, Office Assistants etc.

Minimum 5 years' service in the feeder post.

ANNEXURE

AMENDMENT TO RULE 80-B OF THE SERVICE RULES OF ELCOT

The following shall be incorporated as item (iv) duly amending the existing rule of Elcot - Promotion Policy in para 4 :

4. IV.

(a) Employees who are in categories having no promotional opportunity or even after more than one promotion in the respective service would still be in a category carrying scale of pay lower than that of Junior Assistant / Junior Assistant-cum-Typists/Typists alone shall be considered for appointment by transfer as Junior Assistant/Junior Assistant-cum-Typist subject to the possession of the required qualification. i.e. qualification as prescribed for direct recruitment.

(b) Recruitment by transfer from the lower categories should not exceed 20 per cent of the vacancies in each of the categories of Junior Assistants or Junior Assistants/Typists.

(c) An Employee to be eligible for appointment as Junior Assistant/Junior Assistant /Typist should have rendered not less than 7 years of service in the lower categories.

(d) For those who are holding posts like Record clerk and others who are having clerical duties, there shall be no fresh training for them in clerical work.

(e) The Office Assistants, Watchman, Gardeners, etc. who are in possession of the required educational qualification shall be given training in clerical work for a period of one year i.e. they shall discharge the duties of R.C. for atleast 2 hours a day for a period of one year without detriment to their normal work.

(f) The prescribed training in clerical duties is not required for appointment to the post of Typist.

(g) Selection of employees of lower categories for training in clerical work will be strictly as per seniority.

(h) Number of employees to be given training shall be decided in advance and each year it shall not exceed 20% of the estimated vacancies in the category of Junior Assistant.

(i) Employees appointed as Junior Assistant by recruitment by transfer from the post of Record Clerk, Office Assistant etc. shall undergo training as may be decided by the management.

(j) There shall be no direct recruitment to the post of Record Clerk.

(k) Minimum general qualification as prescribed in the service rule of the corporation shall continue to be the qualification for appointment to the post of Junior Assistant/Typist

(l) The employees working as Junior Assistant-cum-Typist from 14.2.1995 to till date may be permitted to work as Junior Assistant or Typist if eligible on obtaining individuals willingness by the concerned Head of the Department.

(m) Such appointment of employees for the post of Junior Assistant or Typist should not be increased beyond the Budget provision.

(n) The existing special allowance for the post of Typist may be permitted for the employees appointed as Typists on individual's willingness, as the category of Junior Assistant cum Typist is decided to be disintegrated as Junior Assistant or Typist.

While the prescribed tenure in the feeder category makes a person eligible, it does not automatically cover on him the right to promotion to a vacant post, as that will have to be decided on the basis of merit, suitability, and efficiency and also the necessity to fill up the post.

APPENDIX – II

Qualification, Experience, Age, Scale of Pay etc., for Direct recruitment with reference to Rule 8 of Service Rule **CORPORATE OFFICE**

LEGAL & ACCOUNTS

SINo	Description of the post	Scale of pay	Appointing Authority	Qualification & Experience	Age
1	General Manager (F)& Secretary	37400-67000 with Grade pay of Rs.8800/-	Board with prior approval of Government	1) A Degree from a recognised University. Must be an Associate member of Institute of Company Secretaries of India and member of either the Institute of Chartered Accountants or Institute of Cost Accountants. Preference being given to Chartered Accountant. 2) Minimum experience of 10 years of which 3 years as Company Secretary and Senior Managerial experience in financial management for minimum period of 3 years. Degree in law will be an additional qualification.	Around 40

2	Manager	15600-39100 with Grade pay of Rs.7600/-	Board	1) A Graduate with Chartered Accountant/Cost and works Accountant. 2) 10 years experience of which 3 years in a junior managerial position	Around 35
3	Manager II	15600-39100 with Grade pay of Rs.6600/-	Board	1) A Degree in Commerce in I class or a post Graduate degree in Commerce and Chartered Accountant/Cost and works Accountant 2) A minimum of 8 years experience in Industrial or Commercial Institutions	Around 35
4	Deputy Manager	15600-39100 with Grade pay of Rs.5700/-	Board	1) A Degree in Commerce in I class and Chartered Accountant/Cost and works Accountant 2) A minimum of 5 years experience in Industrial or Commercial Institutions.	Around 35
5	Deputy Manager II	15600-39100 with Grade pay of Rs.5400/-	MD subject to Budget provision	1) A graduate with Intermediate in Chartered Accountant/Cost and works Accountant 2) A minimum of 3 years experience in Industrial undertaking.	Around 30
6	Legal Officer	15600-39100 with Grade pay of Rs.5700/-	Board	1) A degree preferably in Commerce and Associate Member of Company Secretaries of India 2) Experience for 2 years.	Around 30

CORPORATE OFFICE & FIELD MARKETING

7	Marketing Manager	37400-67000 with Grade pay of Rs.8800/-	Board with prior approval of Government	1) A Degree preferably in Electronics or MBA 2) Experience in Marketing electronics goods for 10 years in an organisation of repute of which 3 years in a managerial position.	Around 40
8	Manager (Sales)	15600-39100 with Grade pay of Rs.7600/-	Board	1) A Degree preferably in Electronics 2) Experience in Marketing electronics goods for 8 years in an organisation of repute	Around 40

				of which 3 years in a managerial position	
9	Manager II (Sales)	15600-39100 with Grade pay of Rs.6600/-	Board	1) A Degree preferably in Electronics with 5 years experience (or) 2) Diploma in Electronics with 11 years experience in an organisation of repute in selling electronics components to OEMS and Dealer market.	Around 35
10	Deputy Manager (Sales)	15600-39100 with Grade pay of Rs.5700/-	Board	1) A Degree preferably in Electronics with 4 years experience (or) 2) Diploma in Electronics with 7 years experience in an organisation of repute in selling electronics components to OEMS and Dealer market.	Around 35
11	Deputy Manager II (Sales)	15600-39100 with Grade pay of Rs.5400/-	MD subject to Budget provision	1) A Degree preferably in Electronics with 2 years experience (or) 2) Diploma in Electronics with 5 years experience .	Around 35
12	Sales Representative	9300-34800 with Grade pay of Rs.4400/-	MD	1) A Degree in Physics with 4 years experience in selling consumer electronic products (or) 2) Diploma in Electronics with 3 years experience in selling consumer electronic products (or) 3) A Degree in Physics or a diploma in Electronics with one year training in ELCOT Marketing Division.	Not above 30
13	Service Technician	9300-34800 with Grade pay of Rs.4400/-	MD	1) A Diploma in Electronics 2) 5 years experience in the relevant field.	Not above 30
14	Technical Assistant	5200-20200 with Grade pay of Rs.2400/-	MD	1) A Diploma in Electronics with 2 years experience (or) ITI with 5 years experience.	Not above 30
15	Operator	1050 – 40-1450	MD	1) A Diploma in Electronics with one year experience (or) ITI with 3 years experience.	Not above 30

CORPORATE OFFICE – DEVELOPMENT

16	General Manager (D)	37400-67000 with Grade pay of Rs.8800/-	Board with prior approval of Government	<ol style="list-style-type: none"> 1) A Degree in Electronics preferably a post graduate 2) 2) Experience of 10 years in the relevant field 	Around 40
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COMMON CATEGORIES

17	Stenographer	9300-34800 with Grade pay of Rs.4200/-	MD	<ol style="list-style-type: none"> 1) A Degree 2) 2) Short hand & Typewriting English Higher, Typewriting Tamil Lower 	Not above 30
18	Junior Assistant	5200-20200 with Grade pay of Rs.2000/-	GM (HR)	A Degree	Not above 30
19	Steno typist	5200-20200 with Grade pay of Rs.2400/-	GM (HR)	<ol style="list-style-type: none"> 1) A Degree 2) 2) Short hand English Lower & Typewriting English Higher, Typewriting Tamil Lower 	Not above 30
20	Typist	5200-20200 with Grade pay of Rs.2000/-	GM (HR)	<ol style="list-style-type: none"> 1) A Degree 2) Typewriting English Higher & Tamil Lower 	Not above 30
21	Telephone Operator/ Telex operator	5200-20200 with Grade pay of Rs.2000/-	GM (HR)	<ol style="list-style-type: none"> 2) Training in Telephone (EPABX) system and Shorthand English & Typewriting Tamil Telex operation preferable lower 	Not above 30
22	Driver	5200-20200 with Grade pay of Rs.2000/-	GM (HR)	<ol style="list-style-type: none"> 1) Pass in VIII Std 2) 2) Driving license for light vehicle 3) 3) 2 years driving experience 	Not above 30
23	Attender	4800 – 10000 with Grade pay of Rs.1300/-	GM (HR)	Pass in VIII Std	Not above 30

Note:- 1. Wherever a degree in Electronics/Mechanical/Electrical Engineering has been prescribed applications with equivalent qualifications also can be considered.

2. Detailed specifications will be prescribed by the management wherever necessary when direct recruitment for a particular post is made.

3. The period of experience prescribed in these rules will be treated preferably as post qualification experience.

Appendix III

Selection Committee for Direct Recruitment

Executives

1. Chairman cum Managing Director / Managing Director.
2. Heads of Departments and (or) Unit Head
3. Director of the Board and (or) Government representatives and (or) outsider in the relevant field, preferably from other Corporations.

Non Executive in the head office

1. Heads of Department concerned
2. Administrative Officer.
3. One more officer in Head Office.

Non Executives (Unit)

1. Unit Head
2. Second Level officer in the unit.
3. Personal officer or in his absence any other officer looking after personal matters.

Selection Committee for Promotion

Executives

1. Chairman cum Managing Director / Managing Director.
2. Heads of Department concerned and (or) Unit head.
3. Another Heads of Department / Director of the Board / Government representative / outsider.

Non Executives in Head Office

1. Heads of Department concerned
2. Administrative Officer
3. One more officer in Head office/

Non Executive in Units

1. Unit Head
2. Second level officer in the unit
3. Personnel officer in his absence any other officer looking after personnel matters

Leave Rules

(Approved by Board in meeting held on 31.3.81 in item 33)

(Given effect to from 1.4.81 item 7 of Board meeting dt. 30.6.81)

1. Preamble

The rules shall be known as Leave Rules of Electronics Corporation of Tamilnadu Limited (hereinafter called the Corporation)

2. Scope

a) These rules shall apply to the officers and staff of our corporation except to the extend modified herein by such orders as may be issued by the management from time to time.

3. Management

a) The management for the purpose of these rules shall mean the Board of Directors of the Corporation or to such authorities, to whom powers may be delegated by the Board.

b) Wherever the Managing Director is the competent authority for sanction of leave the management shall mean the Managing Director of the Corporation.

4. Delegation

The powers to sanction leave may be delegate to any officer by the management/Managing Director of the Corporation with reference to such category as may be decided by him. The management/Managing Director shall have powers to alter such delegations at their discretion

5. Savings

The management shall have a right to modify or alter these provisions at its discretion and he shall be binding on the officers and staff of the corporation herein before mentioned.

6. Condition of Sanction

No leave provided herein shall be claimed by the employees as a matter of right. The Management shall have the right to sanction the leave or reduce the same without assigning any reason subject to exigency of work. The management may also at its discretion postpone or curtail the leave applied for or cancel or revoke the leave wholly or in part, already sanctioned and recall the employee for duty.

7. Nature of Leave

The following are the kind of leave

- a) Casual Leave
- b) Earned Leave
- c) Surrender of earned leave
- d) Medical leave
- e) Maternity leave
- f) Extraordinary leave
- g) Compensatory leave
- i) Special Casual leave

8. Casual Leave

a) Casual leave with full emoluments may be granted upto a maximum of 12 days during a calender year or as prescribed by the Board from time to time. Ordinarily not more than 10 days casual leave including holidays can be availed of at a stretch. Casual leave not availed of at the end of the calender year shall lapse.

b) The competent authority shall alone sanction the casual leave to the concerned employee/category of employee.

9. Earned Leave

a) Earned leave shall accrue to each approved probationer/permanent employee at the rate of one day for every 11 days of duty which will include working days, weekly holidays and casual leave but will not include the days of earned leave enjoyed. Earned leave can be accumulated upto a maximum period of 240 days and can be availed of only for 180 days at a time.

b) Temporary employees and probationer are not entitled to earned leave till the completion of probation. However, the period of service will be counted for the purpose of calculation of leave after completion of probation. (Item No.7 of Board meeting dt. 30.6.81)

c) The officer specifically authorised by the management will alone be competent to sanction earned leave to the concerned employee/category of employee.

d) An employee on earned leave shall be entitled to draw salary equal to the pay drawn on the day proceeding the day on which he/she proceeded on leave and allowance applicable thereto.

Amended – advance crediting of earned leave twice a year

Proc. No.Per/A-1/7553/97

dated 12.12.97

Sub : Elcot Leave Rules - Earned Leave - Counting of Earned Leave - Advance crediting of Earned Leave twice a year - Orders Issued.

Ref. : 1. G.O. Ms. No.157/P&AR (FR-III) Dept. dt. 24.6.94

2. Govt. Lt. No.3160/Fin (BPE)94-1 Fin (BPE) Dept.

Order :

According to Elcot Leave Rule 9 (a) Earned leave shall accrue to each approved probationer/permanent employee at the rate of one day for every 11 days of duty which will include working days, weekly holidays and casual leave but will not include the days of earned leave enjoyed. Earned leave can be accumulated upto a maximum period of 240 days and can be availed of only for 180 days at a time.

According to Elcot Leave Rule 9 (b) Temporary employees and probationers are not entitled to earned leave till the completion of probation. However, the period of service will be counted for the purpose of calculation of leave after completion of probation.

Government in the reference 2nd cited informed the Public Sector. Undertakings/Boards to adopt the revised pattern of calculating E.L. as ordered in G.O. first cited for those who are strictly following the Government pattern on calculating earned leave.

As ELCOT is adopting the Government pattern of leave rules, the following order is issued in respect of calculating earned leave according to instruction of Government in the reference first and second cited.

(i) The leave account of every permanent Corporation Employee who is serving in a Corporation shall be credited with earned leave, in advance in two installments of 15 days each on the first-day of January and first day of July of every calender year.

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

(iii) Earned Leave shall be credited to the leave account of a permanent Corporation Employee at the rate of 2½ days for each completed calender month of service which he is likely to render in a half-year of the calender year in which he is appointed.

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

(v) When a permanent Corporation Employee is removed or dismissed from service or dies while in service, credit of earned leave shall be allowed at the rate of 2½ days per completed calender month upto the end of the calender month preceding the calender month in which he is removed or dismissed from services or dies in service

(vi) If a permanent Corporation Employees has availed of extraordinary leave with or without Medical Certificate) and/or some period of absence has been treated as dies-non in a half-year, the credit to be affoded to his leave account at the commencement of the next half-year shall be reduced by 1/10th of the period of such leave and/or dies non, subject to a maximum of 15 days.

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

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

(ix) A Corporation Employee in Basic Service shall be entitled for advance credit of earned leave as ordered in item (1(above after completion of 5 years of regular service. Those who have put in less than 5 years of regular service shall be governed by the provision under item (viii) above.

(x) If a Corporation Employee is on leave on the last day of any particular half-of a calender year, he shall entitled to earned leave credited on the first of the succeeding half-year, provided the authority competent to grant leave has reason to believe that the Corporation Employees will return to duty on expiry of leave.

(xi) Where the Earned leave at the credit of Corporation Employee as on the last day of December or June is 240 days or less but more than 225 days, the advance credit of 15 days earned leave on the first day of January or July to be afforded shall,

instead of being credited in the leave account, he kept separately and first adjusted against the earned leave that the Corporation Employees taken on surrenders during that half-year and the balance, if any shall be credited to the leave account at the close of the half-year, subject to the conditions that balance of such earned leave rules, leave already at credit do not exceed the maximum limit of 240 days.

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

These orders shall take with retrospective effect from 1st July 1994.

10. Medical Leave a) A permanent employee will be eligible for medical leave for a period of 18 months with full pay for the entire period of his/her services. This will however be regulated as follows:

Period of Service - Leave on Medical certificate to which the employee may be entitled

Upto 5 years 3 months

More than 5 years but less than 10 years 6 months

More than 10 years but less than 15 years 9 months

More than 15 years but less than 20 years 12 months

More than 20 years 18 months

b) Medical leave shall be sanctioned on production of a certificates from a qualified registered medical practitioner (i.e.) M.B.B.S., or any other Doctor attached to a Government Hospital.

c) The management reserves the right to direct an employee who is availing himself of medical leave to subject himself for medical check up either by Government or such other medical officer whom the management nominates failure on the part of the employees to submit for such medical examination will disentitle him of the leave.

d) Temporary employees/probationer will not be eligible for Medical leave.

Approved Board Meeting dt 27.12.93

e) Unearned leave on Medical Certificate should be sanctioned only after obtaining an undertaking that "he would join duty on expiry of unearned leave on Medical certificate if not he would remit the leave salary"

11. Maternity Leave

i) Maternity leave to permanent married women employees may be granted for period which may extend upto 90 days. Those 90 days may be taken partly before and partly after confinement. This benefit shall be available only upto two children.

ii) Maternity Leave may be granted in cases of abortion and medical termination or pregnancy for a period which may extent to six weeks.

iii) Leave for any other kind may be granted in continuation of maternity leave, if the request for it's grant be supported by a Medical Certificates.

Approved by Board Meeting dt. 27.12.93

Additions

Para (iv) for Probationer maternity leave may be granted even before completing one year service. But they shall be sanctioned the available accrued EL and their credit and the balance shall be sanctioned as maternity leave subject to other conditions.

Para (v) Temporary women may also be given this leave. But they should have completed minimum one year of service.

12. Compensatory Leave

In the event of an employee being directed to work on holiday whether weekly or a public holiday a compensatory holiday may be given at Management's discretion either two days before such holiday on which the employee is directed to work or even three days thereafter. Under extraordinary circumstances in case of such holiday could not be granted to the employee on account of exigencies of work such holiday may given after three days after the holiday.

13. Special Casual leave

The management may at its discretion sanction special casual leave to an employee for reasons like undergoing sterilisation / vasectomy operations or such other reasons as may be considered fit. The management may also take consideration of the Government order on this subject and apply the same if deemed fit.

14. Surrender of Earned Leave:

An approved probationer is entitled to surrender earned leave not exceeding 15 days once in a year without actually going on leave. The interval between the surrenders earned leave should be not less than 12 months. Whether the interval is 24 months or more, an employee may avail of surrender leave not exceeding 30 days. The leave salary and allowances admissible shall be the pay and allowances for which she/he is eligible on the days surrenders.

15. Extraordinary Leave on loss of pay

Extra ordinary leave at the discretion of the authority empowered to grant leave may be granted when no other leave is admissible under the rule.

When other leave being admissible the employee apply in writing for the grant of extra-ordinary leave.

16. Unearned leave or Private Affairs:

Unearned leave on private affairs may at the discretion of the Management and be granted to a permanent employee for 6 months in all during the period of his service and upto a maximum of three months at any one time. Unearned leave may be combined with earned leave, but the total amount of leave so combined, admissible at any one time shall be limited to six months.

17. General Conditions:

Leave shall not be availed of without obtaining prior permission of the controlling authority. Application for such sanction shall be submitted in writing to the competent authority sufficiently in advance. In case where an employee is compelled to absent

himself from duty on account of unforeseen circumstances without obtaining prior sanction, sanction for leave should be applied for at the earliest possible opportunity.

18. An employee on leave shall not take up any other service or accept any employment elsewhere.

19. An employee cannot return to duty before the expiry of leave already sanctioned except under orders or with the permission of the controlling authority.

20. An employee who return to duty before the expiry of leave already sanctioned except under orders or with the permission of the controlling authority.

21. An employee who remains absent after the end of his leave without sufficient cause shall be entitled to no leave salary for the period of such absence.

Unless otherwise directed by the competent authority an employee wilfully absenting from duty after the expiry of leave shall also be liable to disciplinary action.

22. Leave can be prefixed and/or suffixed to holiday (including weekly off) But holidays intervening during the period of leave except in the case of casual leave count as part of leave.

23. Any kind of leave except casual leave may be granted in continuation with or in continuation of any other kind of leave.

24. An employee before proceeding on leave with intension to leave headquarters shall intimate to the competent authority his address while on leave and shall keep the said authority informed of any change in the address from time to time.

25. All leave shall lapse on the cessation of the staff/officers service in the corporation whether as a result of discharge, dismissal retirement or death.

(Approved by Board meeting dt. 27.12.93)

26(i) An approved probationer who had not completed 5 years can be on continuous leave (any kind of leave mentioned in para 7 of leave rules upto six months at a time).

(ii) An approved probationer who had completed 5 years can be on continuous leave upto one year.

(iii) If the leave is Medical leave and for more than 60 days the individual may be referred to the Medical Board.

(iv) There should be an interval of three years to avail continuous leave upto six months. Additions: Approved by Board meeting dt. 27.12.93

27(i) An employee to whom Earned Leave has been sanctioned and if he tenders resignation it shall be accepted from the date of expiry of leave. The leave salary if any paid already need not be recovered. If it is not paid already it need not be claimed.

(ii) If an employee after applying, EL but before its sanction tenders resignation from the date of expiry of leave, the resignation may be accepted with effect from the date of commencement of leave.

(iii) In case of unearned leave on Medical Certificate. If the employee resigns during the period of leave, leave salary should be recovered in full.

Undertaking

I shall rejoin duty after the expiry of UEL on MC without, fail, failing which I shall repay Medical Leave salary received by me.

Our Board in the meeting held on 27.2.92 has approved the extensions of facility to avail two days of restricted holidays in a calender year to the employees of our Corporation. Hence, the officers/staff members are hereby informed that in a calendar year they can avail two days of restricted holidays to be choosen from out of the festive occasions annexed. They are also informed that this will be in addition to the 12 days of casual leave admissible to the employees.

Annexure

List of Religious Festivals for restricted Holidays

1. Chitra Pournami
2. Adi Perukku
3. Rig Upakarma
4. Yajur Upakarma
5. Gayathri Japam
6. Sri Jayanthi
7. Sama Upakarma
8. Deepavali Nonbu
9. Karthigai Deepam
10. Vaikuntha Ekadesi
11. Arudhra Dharshan
12. Thai Poosam
13. Bogi
14. Masi Makaa
15. Sivarathri
16. Shabe Bharath
17. Ramzan 1st day
18. Hijira - New Year
19. Mohideen Andavar Urs
20. Maundy Thrusday
21. Ash Wednesday
22. All Souls Day
23. "X" Mas Eve
24. New Year Eve

ELCOT LEAVE TRAVEL CONCESSION RULES

(Based on Government rules and G.O. Ms. No.331, Finance (BPE) Department, dt. 9.5.88) .

1. Preamble : These rules shall be known as LTC rules of Elcot.

2. Date from which the rules come into force 1st October 1988.

3. Extent of Application : (i) All the officers and staff of Head office and the Managerial staff of the units who are approved probationers and to whom Government scales of pay and allowances are applicable are eligible. (ii) The concession is not admissible to persons who are (a) not in the whole time employment of the Corporation and (b) temporarily appointed or on probation.

4. Frequency of entitlement : (i) The officers and staff of the corporation who are eligible for LTC may avail themselves of the facility once in block years and get reimbursement of the actual to and fro fare from the Corporation. The first block year is from October 1988 September 1992 and the 2nd block year is from October 1992 to September 1996 and so on. ii) In case the employees fail to avail themselves of the concession in a block year their entitlement to the concession for that block year will be deemed to have lapsed.

5. Other Conditions: i) The employees and their families performing journeys to any place in the State of Tamilnadu beyond 240 kms. from the place of work are eligible for LTC.

ii) The employees who want to avail this concession can be availed of during EL or CL or Compensatory Off or holidays coupled with CL or RH. The employees who do not accompany their family but prefer a claim for his family members only should also avail leave through they do not accompany their family.

iii) The journey should be performed either by rail or bus run by State Transport Corporations - ordinary or express (not Air conditioned bus). The fare for the journey performed by the employee and his family will be the actual bus fare or railway fare by the class to which he is eligible under TA rules. No officer or staff is eligible to

travel by Air or by train in Air conditioned accommodations. If an officer avails himself of LTC and travels by Air or First class A/c the actual expenditure should be restricted to the I class fare for which the officer is eligible. The employees or his family may travel entirely by State Transport bus - ordinary, express or super deluxe (not Air conditioned bus). Even for the places connected by rail the journey can be performed by Bus and the employees will.

iv) Reimbursement of expenses is not permissible if the journey is performed by a private Bus. The Corporation's liability for the cost of travel by rail or bus between the employees place of work and the place of visit is limited to the share of the fare by the shortest route calculated on the Through ticket basis and the Corporations liability is limited upto Tamilnadu territory only. The employee or his family members may travel by any route or halt anywhere on the way to or place of his visit but the Corporations assistance will be limited to the share of the fare as above.

v) The members of the family of the employees may either travel together or separately in different groups as may be convenient to them. But the return journey must completed within two months from he date of commencement of onward journey of the employee and/or his family.

vi) No incidental expenses like DA etc. are admissible for journeys performed under the LTC scheme.

vii) The LTC can be availed upto Vivekananda Rock, to pay the ferry charges upto the Vivekananda Rock Memorial which is in Kanyakumari District.

viii) In respect of travel to places not connected by rail or bus, the reimbursement of the fare will be restricted to what would have been admissible if the place had been connected by bus transport.

ix) The LTC is not however admissible to an employee who proceeds on leave and then resigns his post without returning to duty.

x) The concession can be availed only after the leave applied for, for the purpose is sanctioned.

xi) Where both the husband and wife are Corporation employees, the concession shall be admissible to family on the scale admissible either to the husband or wife according to their choice and not both.

xii) If the husband or the wife of an employee is employed in a private concern, public sector, central or other state Government he/she will be allowed LTC if such facility is not eligible there. For this purpose, he/she should furnish a certificate to this effect. If the spouse is employed in an organisation where such facility is available, and if he/she avails one concession including the Corporation employee, no claim is again admissible in the Corporation. To ensure this, a certificate to the effect that the spouse of the employee is not eligible for any LTC in the organisation where he/she is working should be obtained.

(Added vide board meeting dt. 24.11.92)

The Board at its 81st meeting held of 24.11.1992 solved to extend the Leave Travel Concession as ordered G.O.Ms. Mo.352. Finance (Allowances-I) Department dt 19.5.92 read with Government Lr. No.1403/BPE/92. Finance (BPE Department dt.7.10.92 by availing package tour to be organised Tamilnadu Tourism Development Corporation Limited or by Train and the option of the employees as per the existing terms and conditions of LTC rules of ELCOT.

The detailed scheme for LTC by availing the package tour to be organised by Tamilnadu Tourism Development Corporation annexed.

6. Family Defined

The term "Family" shall be defined as follows :

1. Wife and Children who are dependent on the employees.
2. Husband, if he is not employed
3. Father and Mother of male employees if they are dependent on the employees, and are not getting any pension or do not have any other source of income.
4. Dependent parents of unmarried women employees.

Form - II

Certificate to be given by an employee

Certified that the advance for the LTC drawn by during the previous block year, has been fully adjusted.

2. Certified that the journey has been actually performed by me/my wife with..... Children from to the declared place to visit.

3. Certified that for the railway journey included in the LTC bill, myself and members of my family travelled by the class for which the claim is made.

4. That my husband/wife is not employed in/that my husband/wife is employed and the Concession has not been availed by him/her separately for himself/herself or for any of the family members for the concerned block of four years.

Signature of the employee

Electronics Corporation of Tamil Nadu Limited

Annexure - I

LTC by availing package tour to be organised by Tamilnadu Tourism Development Corporation Limited

1. TTDC Limited had proposed to operate four days/five days package tour from Madras covering many historical and tourist places in Tamilnadu.

2. The rates proposed by TTDC Limited for four days/five days package tours, including lodging charges and the details of package tours are indicated in the Annexure II.

3. The employees of the Corporation shall be permitted to avail LTC either by availing package tour organised by the TTDC Limited or by Train at their option during the respective block year, subject to the usual terms and conditions.

4. The employees, who wish to avail package tour shall book their tickets for the package tour with the TTDC Limited well in advance on payment of Rs.25/- as reservation charges per ticket and then apply for Leave for availing LTC. The reservation charges of Rs.25/- per ticket shall be forfeited, if they cancel the tour subsequently.

5. The balance amount shall be paid to the TTDC Limited two days before the commencement of the tour.

6. The details of tour programme regarding the places to be covered, halting places etc. may be obtained from TTDC.

7. The other terms and conditions prescribed in the LTC Rules of Elcot in existence shall be followed in respect availing package tour to be organised by TTDC Ltd. Also.

Electronics Corporation of Tamilnadu Limited

Annexure - II

Package tour organised by the Tamilnadu Tourism Development Corporation Limited

Tour Programme	No. of Days	Tariff per head (including room charges)

Tour No.1		
Chennai - Chidambaram - Poombuhar		
Nagore - Thanjavur - Madurai	5	Rs.825/-
Trichy - Chennai		
Tour No.2		
Chennai - Thanjavur - Darasuram		
Rameswaram - Kanyakumari - Madurai	5	Rs.900/-
Chennai		
Tour No.3		
Madras - Thanjavur - Kodaikanal		
Palani - Trichy - Chennai	5	Rs.875/-
Tour No.4		
Madras - Pondicherry - Pichavaram		
Chidambaram - Hogenekkal - Ooty -	4	Rs.900/-
Chennai		

Package Tour Programme

Period of correlation

First Phase

June - September	First Tour	Weekly once on Thursday
Feb - March	Second tour	
	Third tour	Weekly once on Friday
	Fourth tour	

Second Phase

April - May	All tours	Fornightly once
October - January		on Thursday (First week) Friday Last week (subject to availability of coach)

Board Meeting Held on 5.3.94

The grant of advances to employees of the Corporation for the purchase of conveyances like motor car, motor cycle, scooter or bicycle will be subject to the following conditions:

Part - I

General Conditions

1. Advances for the purchase of Motor car, Motor cycle, Scooter or bicycle may be sanctioned by the competent authority at his discretion, if he is satisfied that the possession of a conveyance is necessary for the efficient discharge of the official duties of the employee and that the employees has the capacity to repay the advance.

The grant of conveyance advance will be restricted to those who in the opinion of the Corporation are bound to undertake tours or journeys on behalf of the corporation and keeping in view that the grant of advance would be conducive to the efficient discharge of the duties by the persons concerned.

2. The conveyance advance may be granted to :

i) the employees of the Corporation have been regularly appointed to the service of the corporation and have satisfactorily completed probation.

ii) Deputationists from Central/State Government Departments Public Sector Organisations, in concurrence with their parent departments in accordance with the procedure for grant of conveyance advance and conditions, for repayment laid down in G.O Ms.No.1302, Finance dt. 22.11.1966

3. The amount of advance, the authorities competent to grant the advance, the officers eligible to draw the advance and the period of recovery shall be as under
The present position of grant of advance for purchase of motor car and motor cycle is as follows:

Sl.No	Purpose of advance	Quantum	Eligibility
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1	Purchase of new Car	Rs.2,00,000/-	Officers with basic pay of Rs.10,000/- and above (pre revised pay)
2	Purchase of second hand car	Rs.90,000/-	Officers with basic pay of Rs.8,000/- and above (pre revised pay)
3	Purchase of new motor cycle		

Rs.35,000/-
Employees with basic pay of Rs.4,000/- and above (pre revised pay)
4
Purchase of second hand motor cycle/Moped
Rs.12,000/-
Employees with basic pay of Rs.4,000/- and above (pre revised pay)
5
Purchase of new Scooter
Rs.25,000/-
Employees with basic pay of Rs.4,000/- and above (pre revised pay)

Government have enhanced the quantum of advance for purchase of Motor Cars and motorized two wheelers as indicated below vide G.O.Ms.No.467 Finance (Salaries) Department dated 22.09.09.:

Scale of Pay of the employee

Maximum Amount

Pay Band 4 and above (37400-67000)

Rs.6 Lakhs

Pay Band 3 (15600-39100)

Rs.5 Lakhs

Below pay Band 3 till Grade pay of Rs.2800/-

Rs.3 Lakhs

Government have also ordered that in respect of Motorized two wheelers, the existing distinctions based on the capacity of the engine be hereby dispensed with and all regular Government employees in time scale of pay shall be eligible for a uniform maximum ceiling of Rs.50,000/- for all categories of motorized two wheelers.

The revised norms will be subject to the following conditions:

If the actual value of the Car or Two wheeler purchased is below the ceiling prescribed above, the admissible advance will be restricted to the cost of the vehicle including taxes, registration and insurance.

As already done in the case of two wheelers, no advance shall be given for the purchase of second hand motor cars.

The revised ceilings prescribed above are applicable for the year 2009-2010. For every subsequent year, the ceiling shall be automatically enhanced by 5% over the

previous year. The period of recovery of the advance and the other rules and regulations for sanction of conveyance advance shall remain unchanged.

4. The certificate from the Accounts Branch regarding availability of funds shall be obtained by the sanctioning authority before sanctioning the advance.

5. Simple interest at the rate fixed by the Corporation at the time of sanctioning the advance shall be charged. The rate of interest shall remain unaltered during the entire period of recovery of advance. The interest shall be calculated on the balance outstanding on the last day of each month and shall be recovered in one or more installments from the month following that in which the payment of principle has been completed.

6. The employee who draws an advance shall complete all negotiations for the purchase of pay finally, for the vehicle within one month of the date of drawal of advance. Otherwise, the full amount of the advance together with the interest that accrues thereon shall be refunded, provided that the competent authority may relax the above condition where it is satisfied that the transaction could not be concluded for genuine reasons.

7. No employee shall be granted an advance till the outstanding balance in respect of an advance previously drawn for the same purpose, together with the interest thereon, has been fully repaid

8. The employees drawing the advance shall not sell or transfer the vehicle until the entire advance together with the interest thereon is repaid, except with the prior permission of the sanctioning authority. In case where the sanctioning authority permits the sale, the entire sale proceeds shall be first applied towards the repayment of the balance outstanding.

9. In the event of an employee being discharged before the advance is completely recovered, the outstanding balance of the advance including interest shall be recovered in one lumpsum.

10. The accounts branch will maintain suitable broad sheets etc. for watching the recoveries of advances granted interest thereon etc.

1. A minimum gap period of 6 years of the normal recovery period of the advance already drawn which ever is later may be fixed as a gap period of sanction of one conveyance advance to the other. In no case fresh advance can be drawn after remitting the balance of the existing advance.

2. Regarding Car advance the number of monthly installments is 120

3. Every year provision be made in the Budget for Rs.5,000,000 for Corporate office and Rs.5,00,000 for Perungudi Unit for payment of Conveyance advance.

4. Basis of sanction is "First come First served"

5. Sanction of Conveyance advance be made till the Budget provision is exhausted and the application may be disposed off on seniority basis.

The above proposal is placed before the Board of Directors for kind approval.

Part - II

Special condition for grant of advances for the purchase of Motor Car, Motor Cycle or Scooter.

1. An application for the grant of advances for the purchase of Motor car, Motor cycle or Scooter shall be as given in Form I.

2. An employee shall execute an agreement as given in Form II completing the purchase, he shall execute a hypothecation as given in Form III hypothecating the Motor car etc. to the Corporation as security for the repayment of advance.

Note : 1 : Necessary stamp duty shall be borne by the Corporation.

Note : 2 : The mortgage bond shall be kept in the safe custody of the Manager (Admn) and shall be returned to the employee concerned duly cancelled after obtaining a certificate from the Accounts Branch that the advance and the interest there on has been fully repaid.

Note 3 : An employee taking an advance shall from the date of purchase of the vehicle get it insured comprehensively against theft, accident, fire and third party risk and so long as the advance and the interest thereon is not fully paid, keep the vehicle so insured. The amount insured at any time shall not be less than the amount outstanding from the employee. The corporation in which the insurance company shall be addressed by the employee through the corporation specify that the corporation is interested in the policy secured is given in Form IV.

Form - I

Application form for advance for the purchase of motor car/motor cycle/scooter

(Annexure III 2-d para Part II)

1. Name (in block letters) :
2. Designation :
3. Place of Posting
4. (i) Nature of appointment
held in the corporation
(whether regular or deputation)
- (ii) Nature of appointment held
in the parent department
(temporary or permanent)
5. Pay in the corporation on date of application
(including deputation allowance) or in the parent department
6. Approximate distance between
place of duty and residence
7. Particulars of the Conveyance
at present owned, if any

8. Special reasons, if any for
desiring conveyance advance

9. Anticipated price of motor
Car/Motor Cycle/Scooter

10. Amount of advance required

11. Number of installments in which

the advance is desired to be paid

12. Whether advance for purchase of any
conveyance was obtained previously
and if wo.

(i) date of drawal of the advance

(ii) the amount of advance and or
interest thereon still outstanding
if any.

13. Whether the intension is to purchase.

(i) a new or an old motor car
motor/motor cycle/scooter

(ii) If the intension is to purchase motor car/motor
cycles scooter through a person other
than a regular or reputed dealer or agent,
whether previous sanction of the competent
authority for such purchase
has been obtained.

14. Whether the officer is on leave or is
about to proceed on leave.

(a) the date of commencement of the leave :

(b) the date expiry of leave

15. Date of superannuation or retirement or date of expiry of contract in case of a contract officer.

16. Are any negotiations or preliminary enquiries being made so that delivery may be taken of the motor car / motor cycle / scooter within one month from the date of drawal of the advance.

17. (a) Certified that the information given is complete and true.

(b) Certified that I have not taken delivery of the Motor car/ cycle/scooter on account of which I apply for the advance, that I shall complete negotiations for the purchase or, pay finally, and take possession of the Motor car/ Motor cycle/Scooter before the expiry of one month from the date of drawal of advance, and that I shall insure from the date of taking delivery of it.

Applicant Signature

Date:

(Signature of Witness)

(Signature of Witness) Signature and designation of the officer

Form II

Form of Mortgage Bond for Motor vehicle advance

(Annexure III 2nd para II para 2)

This Indenture made this.....day of one thousand Nine hundred and..... between..... son of.....

(hereinafter called `the Borrower' which expression shall include his heirs, administrators, executors and legal representatives) of the one part and the Electronics Corporation of Tamilnadu Limited (hereinafter called `the Corporation' which expression shall include its successors and assignees) of the other part. Whereas the Borrower has applied for an has been granted advance of Rs..... (Rupees.....

to the purchaser a Motor vehicle on the terms of the Electronics Corporation of Tamilnadu Limited advances to employees Rules (hereinafter referred to as `the said Rules'.....

Which expression shall include any amendment thereof of additions thereto for the time being in force) and whereas one of the conditions upon which the said advance has been/was granted to the Borrower is/was that the Borrower will/would hypothecate the said Motor Vehicle to the corporation as security for the amount sent to the Borrower and whereas the Borrower has purchased with or partly with the amount so advanced as aforesaid the motor vehicle particulars whereof are set out in the Schedule hereunder written.

Now this indenture witnesseth that in the pursuance of the said agreement and for the consideration aforesaid the Borrower doth hereby covenant to pay the corporation the sum of Rs.....(Rupees.....

a foresaid or the balance thereof remaining unpaid at the date of these presents by equal payments of Rs.....each on the first day of every month and will pay interest on the sum of the time being remaining due and owing calculated according to the said rules and the Borrower doth agree that payments may be recovered by monthly deductions from his salary in the manner provided by the said rules and in further pursuance of the said agreements the