Abstract

Rules-The Tamil Nadu Town Panchayats Establishment Rules 1988-orders issued.

Rural Development Department

G.O. (Ms) No: 205 Dated: 23.3.1989

Read:-

1. From Director of Town Panchayats letter Rc 5206/81/A2 dt. 5.12.81.

ORDER:

The appended Notification will be issued in the Tamil Nadu Government Gazette.

(By order of the Governor.)

S.NARAYAN,
Commissioner and Secretary to Government.

To

The Director of Stationery and Printing, Madras 1
(for publication of the notification in the Tamil Nadu Government Gazette.
The Director of Town Panchayats, Madras 108
The Commissioner of Rural Development, Madras 108
All Collectors except the Collector of Madras
All Heads of Departments
The Examiner of Local Fund Accounts, Madras 2
All Establishment sections in Rural Development Department
The Rural Development (E5) Department, Madras 9

/Forwarded/by order/

sd/-
SECTION OFFICER.

APPENDIX

NOTIFICATION

In exercise of the powers conferred by sub-section (1) of section 58 and sub-section (1) of section 178 of the Tamil Nadu Panchayats Act, 1958 (Tamil Nadu ACT XXXV of 1958), the Governor of Tamil Nadu hereby makes the following rules.

RULES

PART I – PRELIMINARY

1.SHORT TITLE AND COMMENCEMENT:- a) These rules may be called the Tamil Nadu Town Panchayats (Establishment) Rules, 1988.

(b) They shall come into force on the date of publication of these rules in the Tamil Nadu Government Gazette.

2. DEFINITIONS:- In these rules unless there is anything repugnant in the subject or context,-

(1) APPOINTED TO A SERVICE - A person is said to be appointed to a service" when in accordance with these rules, or in accordance with these rules, applicable at the time, as the case may be, he discharges for the first time the duties of a post borne on the cadre of Town Panchayat service or commences the probation, instruction of training prescribed for members thereof,

EXPLANATION:- The appointment of a person holding a post borne on the cadre of one service to hold additional charge of a post borne on the cadre of another service and to discharge the current duties thereof does not amount to appointment to the latter service.

(2) APPROVED CANDIDATE: - "Approved candidate "means a candidate whose name appears in an authoritative list of candidates approved for appointment to any service, class or category:

(3) APPROVED PROBATIONER: - "Approved probationer" in a service, class or category means a member of that service, class or category who has satisfactorily completed his probation and awaits appointment and a full member of such service, class or category;

(4) BACKWARD CLASSES:- "Backward Classes" means the communities mentioned in Schedule I to this parts.

EXPLANATION:- Persons who belong to the State of Tamil Nadu and who belong to one of the communities mentioned in Schedule I alone shall be treated as Backward Classes and persons belonging to other States shall not be treated as Backward Classes in this State eventhough they may belong to one of the communities mentioned in Schedule I.

(5) DISCHARGE OF A PROBATIONER: - "Discharge of a probationer" means, in case the probationer is a full member or an approved probationer of another, service class or category reverting him to such service

(6) DUTY:- A person is said to be "on duty" as a member of a service.

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

(b) When he is on joining time, or

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

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

(7) "Full member" of a service means a member of that service who has been appointed substantively to a permanent post borne on the cadre thereof;

(8) MEMBER OF A SERVICE:- "Member of a service" means a person who has been appointed to that service and who has not retired or resigned, been removed or dismissed, been substantively transferred or reduced to another service, or been discharged other wise than for want of a vacancy. He may be a probationer, an approved probationer or a full member of that service;

(9) PROBATIONER:- "Probationer" in service means a member of that service who has not completed his probation;

(10) PROMOTION:- "Promotion" means the appointment of a member of any category or grade of the service or class of service to a higher category or grade of same service or class;

(11) RECRUITED DIRECT:- A candidate is said to be "recruited direct" to a service, class, category or post when, at the time of his first appointment, he is not in the service of the Town Panchayat.

Provided that for the purposes of this definition a person shall be deemed to be not in the service of the town panchayat.

(a) If a period of five years has not elapsed since his first appointment to a service: or

(b) If he belongs to the Scheduled Castes, Scheduled Tribes or Backward Classess;

(12) RECRUITED BY TRANSFER:- A candidate is said to be recruited by transfer to the service

(a) if, at the time of his first appointment thereto, he is either a full member or an approved probationer in any other service, the rules for which prescribe a period of probation for member thereof; or

(b) in case, at the time of his first (appointment thereto, he is the holder of a post which has been included in another service but for which no probation has been prescribed, if he has put in that post satisfactory service for a total period of two years on duty within a continuous period of three years.

EXPLANATION: - Where the rules provide for recruitment to that service or to any class or category thereof by transfer from any specified service, or to any class or category, a candidate need not be a full member or an approved probationer in the service, class or category thereof by transfer from any specified service, class or category a candidate need not, for the purposes of such recruitment, be a full member or an approved probationer in the service, class or category so specified, provided he is a full member or an approved probationer in any other service, class or category;

(13) SCHEDULED CASTES:- "Scheduled Castes" means the communities mentioned in part A of Schedule II to this part;

EXPLANATION:- No person who professes a religion different from Hinduism shall be deemed to be a member of a Scheduled Caste:

(14) "Scheduled Tribes" means the communities mentioned in part B of Schedule II to this part.

(15) SERVICE:- "Service means a group of persons classified as a separate service;

NOTE : -Where the context so requires, "service" means the period during which a person holds a post or a lien on a post or is a member of a service as above defined.

(16) TOWN PANCHAYATS:- "Town Panchayat" shall mean include Township.

PART II

GENERAL RULES

1. SCOPE OF THE GENERAL RULES:- The rules in this part shall apply to the holders of all posts in the Town Panchayat service, whether temporary or permanent (other than provincialised categories in town panchayats) appointed thereto before, on or after the date specified in sub-rule (b) of rule I in part I.

2. APPLICATION OF RULES:- These rules shall apply to all members of the establishment under town panchayats (other than the provincialised categories in town panchayat) whether permanent, temporary or officiating, whose pay or the maximum pay of the posts held by them exceeds Rs 720/- per mensen and who are not paid from contingencies.

3. APPROVED CANDIDATES:- (a) All first appointments to a service or class or category, whether by direct recruitment or by recruitment by transfer or by promotion shall be made by the appointing authority from a list of "approved candidates" Such list shall be prepared in the prescribed manner by the appointing authority or any other authority empowered in the special rules in that behalf. Where the candidates in such list are arranged in their order of preference, appointments to the service shall be made in such order.

Provided that the list of approved candidates for appointment by promotion and by recruitment by transfer to all the categories of posts in the service shall be prepared annually against the estimated number of vacancies expected to arise during the course of a year. The estimate of vacancies shall be prepared taking into account the total number of permanent posts in a category; the number of temporary posts in existence; the anticipated sanction of new posts in the next year; the recruitment of leave reserves and anticipated vacancies due to retirement and promotion, etc; in the course of the year and the number of candidates already in position in that category. The list of approved candidates shall be in force for a period of one year only and shall lapse at the end of the year. The candidates whose names were included in the previous list, but were not appointed, shall be considered if eligible, for inclusion in the list for the next year, along with their seniors, if any, whose names were not included in the previous list either because they were found not suitable or because they were not qualified when the previous list was drawn up. For preparing the lists, it shall be sufficient to consider the claims of all the candidates, senior to the junior most candidate proposed for inclusion in the list.

EXPLANATION:- (a) The period of one year validity for the list of approved candidates shall be reckoned from the date of approval of the panel by the competent authority.

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

4. COMPIDIANCE AS TO AGE BY DIRECT RECRUITMENT

(a) No person whose age exceeds twenty eight years or who does not possess the prescribed qualification shall be appointed to any post in superior service under a town panchayat.

(b) A certificate of age, health and vaccination shall, save in the case of temporary appointments under rule 15 be obtained by the Executive authority from every person on his first appointment by direct recruitment to a post in superior service. Such certificate shall ordinarily be one issued by a Government Assistant Surgeon.

EXPLANATION:- For the purpose of this and the other rules, posts in superior service shall mean the posts which are classified as superior in Annexure I to this part.

5. DEBARRED AND DISMISSED SERVANTS TO GOVERNMENT AND LOCAL BODIES NOT TO BE EMPLOYED:- No persons who has been dismissed from the service of the Central or State Government or of any local authority or who has been removed from such service on account of insolvency or who has been debarred from employment in the service of the Central or State Government shall be entertained in service, except with the previous sanction of the Director of Town Panchayats.

6. RETENTION OR RE-APPOITMENT OF A PERSON CONVICTED OF AN OFFENCE INVOLVING MORA TURPITUDE:-

No officer or servant of a town panchayat who is convicted of an offence involving moral turpitude shall be retained in the service of the town panchayats and no person so convicted shall be appointed to any post in its service, except with the special sanction of the Director of Town Panchayats.

7. UNIT FOR APPOINTMENT, REVERSION AND DISCHARGE OF PROBATIONERS OR APPROVD PROBATIONERS OR FULL MEMBERS:- For purposes of appointment, reversion or discharge for want of vacancies and re-appointment of probationers and approved probationers and appointment as full member, each town panchayat shall constitute a separate unit and where a separate service has been constituted under Chapter II of Part III the Revenue District concerned shall be the unit.

8. APPOINTMENT AUTHORITY:- The appointing authority for the posts shall be the executive authority of the town panchayat concerned, or the authority specified in part III.

9. LANGUAGE QUALIFICATION:- No person shall be eligible for appointment to any post either by direct recruitment or by recruitment by transfer or by promotion unless the possesses an adequate knowledge of Tamil.

EXPALANATION:- For the purpose of these rules, a person with an adequate knowledge of Tamil shall mean a person (i) who has acquired knowledge in Tamil in the High School courses; or (ii) who has passed the second class language test in Tamil.

Provided that where a person appointed to any post by transfer or by promotion has not acquired an adequate knowledge of Tamil, he should pass the second class language test in Tamil, within a minimum 'period' of four years from the date of his appointment. If he fails to pass the test within the prescribed period he shall not be eligible to draw increments in the time scale of pay applicable to him until he passes the test.

Provided further that a language test of the standard for VIII-Standard shall be prescribed for those whose educational qaualification is above VIII standard but below S.S.L.C. and for those who do not possess an adequate knowledge of the official language of the State of Tamil Nadu as specified below:

Item of	Maximum	Minimum marks for pass	Aggregate marks for a pass	Duration
1	2	3	4	5
				Minutes
Dictation of half a page typed matter	60	24		30
Part II Reading	40	16	50	30

Provided also that an oral test of the Standard for standard VIII shall be prescribed for those whose educational qualification is below VIII Standard and for those who do not possess an adequate knowledge of Tamil to find out whether a person is able to converse freely and fluently in Tamil and the test shall be conducted by the appointing authorities.

10. RESERVATION OF APPOINTMENTS:- (a) In making appointments by direct recruitment to the posts under town panchayats, out of every fifty vacancies in the same category of posts, twenty five vacancies shall be reserved for the Backward Classes specified in Schedule I to the rules and nine vacancies shall be reserved for the Scheduled Castes and the Scheduled Tribes specified in Schedule II to these rules, and the remaining sixteen vacancies shall be filled on the basis of merit.

(b) The claims of member of the Scheduled Castes and the Scheduled Tribes and the Backward Classes shall also be considered for the sixteen vacancies other than those reserved under sub-rule (a) when a candidate belonging to a Scheduled Caste, Scheduled Tribe or Backward Class is selected for appointment on the basis of merit to a non-reserved vacancy, the number of posts reserved for Scheduled Castes, and Scheduled Tribes or for Backward Classes, as the case may, shall not in any way be affected.

(c) If a qualified and suitable candidate belonging to any of the Scheduled Castes and Scheduled Tribes or Backward Classes is not available for selection for appointment in the turn allotted for them in the cycle, the turn so allotted, to the Backward Classes shall lapse and the vacancy shall be filled by the next turn in the order of rotation; but the turn so reserved for Scheduled Castes and Scheduled Tribes shall however, not lapse and the number of candidates to be selected in that recruitment shall be reduced by the number of Scheduled Castes and Scheduled Tribes candidates not available for selection against the turn reserved for them; the unfilled vacancies reserved for Scheduled Castes and Scheduled Tribes shall be carried over to the next recruitment; and selection for appointment to that post in the next recruitment shall be made first for the carried over turns and then the normal rotation shall be followed. If qualified scheduled caste/Scheduled Tribe candidates are not available even then, the carried over turns shall lapse and the vacancy shall be filled by the next turn in the order of rotation.

(b) Selection for appointment under this rule shall be made in the order of rotation specified in Appendix I to these rules.

(e) The rule of reservation is applicable to categories of posts, the cadre strength of which is ten and above.

11. PROBATION:- (a) Every appointment to a post is superior service shall from the date on which he/she joins duty be on probation for a total period of two years on duty within a continuous period of three years;

Provided that a person appointed to the basic service shall from the date on which he/she joints duty be on probation for a total period of one year on duty within a continuous period of two years.

(a) A probationer in any post who has been or may be deputed for military duty shall be entitled to count towards the period of probation in such post the period spent by him on military duty.

12. TERMINATION OF PROBATION:- (a) At any time before the expiry of the period of probation, the appointing authority may in his discretion, for reasons to be recorded in writing, terminate the probation of any person and revert him to his permanent post if he is already a permanent officer or servant, or to a lower post, if he is not a permanent officer of servant but is a probationer or an approved probationer in such lower post and if there is a vacancy in such lower post or if a person junior to him is holding such lower post, or discharge him form the service of the town panchayat in other cases;

provided that an opportunity to show cause against the termination of probation shall be given to the persons concerned after the appointing authority has arrived at approvisional conclusion regarding termination of probation.

13.DECLARATION OF PROBATION:- At the end of the prescribed period of probation or of the period of probation as extended under rule 14 the appointing authority shall consider the probationer's suitability for confirmation in the grade for which he was selected. If the appointing authority decides that the probationer is suitable for confirmation, he shall, as soon as possible; issue an order declaring the probationer to have satisfactorily completed his period of probation on the date of expiry of the prescribed or extended period of probation. If no such order is issued with in six months from the date on which he is eligible for such declaration, the probationer shall be deemed to have satisfactorily completed his probation on the date of expiry of the prescribed or extended period of probation except in cases where serious charges are pending.

14. EXTENSION OF PROBATION:- If, at the end of the prescribed period of probation, the appointing authority considers that the probationer is not suitable for confirmation, he may extend his probation by a period, which in no case shall be longer than one year from the date of expiry of the period of probation prescribed in rule 11.

15. TEMPORARY APPOINTMENTS:- (a) Notwithstanding anything contained in these rules or in any other rules, where it is necessary in the public interest or for administrative reasons to fill immediately a vacancy in a post and there would be delay in making such appointment in accordance with these rules or any other rules governing such appointment, the appointing

authority may, for reasons to be already recorded in writing temporarily appoint a person otherwise than in accordance with the staid rules.

(b) A person appointed under sub-rule (a) shall not be regarded as probationer or be entitled only by reason of such appointment to any preferential claim to a future appointment. Such person shall be replaced as soon as possible by a candidate qualified to hold the post under the rules.

Provided that in respect of appointments to the posts specified in Part III of the rules the previous approval of the appropriate authority/when the period of appointment exceeds three months. As soon as any such post falls vacant and an unqualified person is appointed, the appointing authority concerned shall promptly intimate the fact to the said appropriate authority;

Provided further that in respect of any post, other than those specified in Part III of these rules the previous approval of the Director of Town panchayats shall be obtained when the period of appointment exceeds three months.

Provided also that the appointment made under this sub rule shall not exceed one year at a time.

(c) A person appointed under sub-rule (a) shall be paid either his substantative pay or the minimum pay in the time scale of pay applicable to the post, as the case may be, whichever is higher. The period of service rendered in the post under sub-rule(a) shall not count for increments in the post.

(d) The services of a person appointed under sub – rule (a) liable to be terminated at any time without notice and without any reason being assisgned/specified therein shall be obtained.

(16).SENIORITY:- The seniority of a person in a service, class or category or grade shall unless he has been reduced to a lower rank as a punishment, be determined by the rank obtained by him in the list of approved candidates drawn up by the appointing authority, subject to the rule of reservation where it applies. The date of commencement of is probation shall be the date on which he joins duty irrespective of his seniority.

The seniority of a person in a service, class, category or grade shall where the normal method of recruitment to that service, class, category or grade is not solely by direct recruitment or by recruitment by transfer and by promotion, unless the individual has been reduced to a lower rank as punishment, be determined with reference to the date on which he is appointed to the service, class, category or grade.

Provided that, where the junior appointed by a particular method of recruitment happens to be appointed to a service, class, category, or grade earlier than the senior appointed by the same method of recruitment, the senior shall be deemed to have been appointed to the service, class, category or grade on the same day on which the junior was so appointed.

Provided further that the benefit of the above proviso shall be available to the Senior only for the purpose of fixing inter-seniority;

Provided also that where persons appointed by more than one method of recruitment are appointed of deemed to have been appointed to the service, class, category or grade on the same day, their inter-se-seniority shall be decided with reference to their age.

17. CONFIRMATION:-A person who has completed his period or probation on a post shall be confirmed at the earliest opportunity according to his seniority as determined with reference to the date of first appointment. When the date by which seniority is determined is the same in the case of two or more persons, their inter-se-seniority be determined by the order of preference, if any, previously laid down in their cases. If no such order is laid down or in the case of doubt, seniority shall be determined by the appointing authority.

18. PROMOTION TO SELECTION AND NON SELECTION POST:- (a) Promotion to selection posts shall be made on grounds of qualification and merits, seniority being considered only where the qualifications and merits are approximately equal.

(b) Promotion to non-selection posts shall be made in accordance with strict seniority except:

(i) Where a senior does not possess the qualifications prescribed for holding the higher post or is definitely proved to the incompetent to hold such post; or

(ii) Where on account of his proved serious misconduct it is considered undesirable to promote him.

19.CONDITIONS OF SERVICE SIMILAR TO THAT OF GOVERNMENT

SERVANT:- Save as otherwise provided in these rules, or in any other rules in

force for the time being, the conditions of service of the members of the establishment under Town Panchayats shall be the same as those of Government servants of similar standing and status in respect of the following maters; namely:

(i) Salary and allowances
(ii) Leave and Leave allowances
(iii) Travelling allowance
(iv) Superannuation and retirement and
(v) Refusal of leave preparatory to retirement and grant of such leave after retirement

Any powers assigned to Government and the Heads of the Department in the provisions applicable to such Government servants shall be exercised by the Director of Town Panchayats and the appointing authority respectively.

20.SECURITY TO BE FURNISHED IN CERTAIN CASES:- (a) Security shall be taken from the members, of the establishment specified below or amount not being less than that indicated against each.

(i) Store-keepers and clerks – Rs 500/-
(ii) Bill Collectors, warrant officers and Tractor drivers – Rs 750/-

(a) The security compensatory allowance shall be paid only to those who render their security deposit in cash; the security deposits received in other forms like bank guarantees, NSC, NDC, bond etc., need not be accepted and the security compensatory allowance be allowed at the rates prescribed from the date on which full amount of security deposit is obtained in cash.

21. AGE OF RETIREMENT: - No officer or servant of a Town Panchayat in superior service shall be retained in its service after he has attained the age of 58 years. A person in basic service shall not be retained in service after he has completed the age of 60 years;

Provided that an officer or a servant of a Town Panchayat shall be allowed to retire at an end of the month in which he has attained the age of 58/60 years irrespective of the date on which he has actually attained the age of 58/60 years.

22. COMPULSORY RETIREMENT: - Not withstanding anything contained in these rules, 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 a member of the service by giving him notice of not less than three months in writing, or three months pay and allowances in lieu of such notice after he has attained the age of fifty years and fifty five years in the case of basic servants) or after he has completed thirty years of qualifying service.

EXPLANATION:- In this rule, the expression "appropriate authority", means, the authority which has the power to make substantive appointments to the post of the service from which the member of the service is required to retire.

EXPLANATION II:- For the purpose of this rule, the three months notice may be given before the member of the service attained the age of years, provided that the retirement takes place after he has attained that age.

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

23. MAINTENANCE OF SERVICE BOOK:- (a) A service book shall be maintained in such form as may be laid down by the Government from time to time for every officer or servant of a Town Panchayat who subscribes to the Provident Fund establishment and maintained by the Town Panchayat.

(b) The date of birth of an officer or servant of the Town Panchayat already entered in his service book, shall not be altered except with the previous sanction or under direction of the Director of Town Panchayats. The procedure for making alterations in the date of birth shall be the same as in rule 49 of part II of the General Rules relating Tamil Nadu State and Subordinate Service.

24. EXECUTIVE AUTHORITY TO BE RESPONSIBLE FOR THE MAINTENANCE OF SERVICE BOOK: The Executive Authority shall be responsible for the correct and uptodate maintenance of the service book of every officer or servant of Town Panchayat and he shall record an annual certificate of verification in the service book as early as possible after the end of every year.

25. STATEMENT OF PERMANENT POSTS TO BE FURNISHED BY THE EXECUTIVE AUTHORITY:- The Executive Authority shall, early in April in each year, prepare a detailed statement of all permanent posts under the Town Panchayat existing on the Ist April of every year and forward it to the auditor appointed under section 141 of the Tamil Nadu Panchayats Act, 1958, not later than the 15th April.

26. CONSEQUENCES OF RESIGNATION:- An officer or servant of a town panchayat shall, if he resigns his appointment, forfeit not only the service rendered by him in the particular post held by him at the time of resignation but all his previous service under the town panchayat or any other local authority.

The re-appointment of such persons to any post under the town panchayat shall be treated in the same way as a first appointment to such post and all rules governing such appointment shall apply, and on such reappointment, he shall not be entitled to count any portion of his previous service for any benefit or concession admissible under any rule or order.

27. PECUNIARY LOSS TO BE MADE GOOD:- When a member of the establishment under a town panchayat is found guilty of any negligence, fraud, breach of rules or orders, in consequence of which pecuniary loss has been caused to the town panchayat, the competent authority may, in addition to any other punishment which may be inflicted in respect of such negligence or breach, order that the whole or portion of the loss shall be made good by such officer or servant.

28. POWER OF GOVERNMENT TO RELAX RULE OR REGULATION IN RESPECT OF ESTABLISHMENT OF TOWN PANCHAYATS: No rule or regulation made under the Tamil Nadu Panchayats act, 1958 (Tamil Nadu Act XXXV of 1958) shall be construed to limit or abridge the power of the Government to deal with the case of any officer or servant of a town panchayat or any candidate for appointment to the service of a town panchayat in such manner as may appear to them to be just and equitble.

Provided that where any such rule or regulation is applicable to the case of any such officer or servant of a Town Panchayat or to any candidate for appointment to the service of a town panchayat, the case shall not be dealt with in any manner less favorable or to such officer or servant of the Town panchayat or to the candidate for appointment to the service of the town panchayats, as the case may be, then that provided by that rule or regulation.

29. SAVINGS:- Nothing contained in this rule shall unless a contrary intention is expressly indicated therein, operate to deprive any such person of any right or privilege to which he is entitled by or under any rule applicable to him prior to the making of such rule.

SCHEDULE I

BACKWARD CLASSES

(See definition (4) in rule 2)

List of Backward classes throughout the state of Tamil Nadu unless and otherwise specified.

1	Agamudayar including Thozhu or Thuluva Vellala	
2	Agaram Vellan Chettiar	
3	Alwar, Azhavar and Alavar	In Kanyakumari district and Shenkottah taluk of Tirunelveli District
4	Amabalakarrar (including Servai)	
5	Andipandaram	
6	Ansar	
7	Arayar, Nulayar	In Kanyakumari District and Shenkottah taluk of Tirunelveli District
8	Archakarai Vellala	
9	Aryavathi	In Kanyakumari District and Shenkottah taluk of Tirunelveli District
10	Attur Kinad Koravars	In Salem, South Arcot, Ramanathapuram, Kamarajar and Pasumpon Muthuramalingam District
11	Attur Melnad Koravars	In Salem District
12	Ariya Vaisyar	
13	Badagar	
14	Battu Turkar	
15	Bestha, Sivlar	
16	Bhatraju (other than Kshatriya Raju)	
17	Billava	
18	Bondih	
19	Boyar Odder (including Doyas, Bonga Boya, Gorrella Dodda Boya, Kalvathila Boyas, Padda Boyas, Oddars, Kal Oddars, Nellorepet Oddars and Sooramari Oddars)	
20	Chakkala	
21	Changayampudi Korawars	In North Arcot District
22	Chavalakaraar	In Kanyakumari District and Shenkottah taluk of Tirunelveli District
23	Chettu or Chetty (including Kottar chetty, Elur Chetty, Pathirachetty, Valayal Chetty, Pudukkadai Chetty)	In Kanyakumari District and Shenkottah taluk of Tirunelveli District
24	C.K. Koravars	In South Arcot District
25	Chowdry	

26	Converts to Christianity from Scheduled Castes irrespective of the generation of conversion for the purpose of reservation of seats in Educational Institutions and for seats in Public Services	
27	C.S.I. formerly S.I.U.C	In Kanyakumari District and Shenkottah taluk of Tirunelveli District
28	Dabi Koravars	In Thanjavur, Thiruchirapalli, Pudukottai and North Arcot District
29	Dasari (including dongadasaris and Gudu dasaris)	
30	Dekkani Muslims	
31	Devagudi Talayari	
32	Devangar, Sedar	
33	Dobba Koravars	In Salem District
34	Dobbai Korachas	In Thiruchirapalli and Pudukottai District
35	Dommara (including Dombs and Dommors)	
36	Donga Ur. Korachas	
37	Dudekula	
38	Enadi	
39	Eravallur (excent Kanyakumari District and Shenkottah taluk in Tirunelveli District where the community is as a Scheduled Tribe)	
40	Ezhavathy	In Kanyakumari District and Shenkottah taluk of Tirunelveli District
41	Ezhuthachar	In Kanyakumari District and Shenkottah taluk of Tirunelveli District
42	Ezhuva	In Kanyakumari District and Shenkottah taluk of Tirunelveli District
43	Gandarvakottai Koravars	In Thanjavur, Thiruchirapalli, Pudukottai and South Arcot District
44	Gangavar	
45	Gavara, Gavarai and Vadugar (Vaduvar) (other than Kamma, Kapu, Balaja and Reddi)	
46	Gounder	
47	Gowda (including Gammala, Kalali and Anuppa Gounder)	

48	Hegde	
49	Idiga	
50	Illathu Pillaimar, Illuvar, Ezhuvar and Illathar	
51	Inji Koravars	In Thanjavur, Tiruchirapalli and Pudukottai Districts
52	Isaivellalar	
53	Jambuvanodai	
54	Jangam	
55	Jetty	
56	Jogi (including Jogis)	
57	Kabbera	
58	Kaikolar, Sengunthar	
59	Kaladi	
60	Kalakoravars	In Thanjavur, Tiruchirapalli and Pudukottai District
61	Kalari Kurup including Kalari Panicker	In Kanyakumari District and Shenkottah taluk of Tirunelveli District
62	Kalingi	
63	Kalinji Dabikoravars	In Thanjavur and Pudukottai District
64	Kallar (including Easanttu Kollar, Gandarvakottai Kallars Kootappal Kallars, Piramalai Kallars and Perisasooriyur Kallars)	
65	Kallar Kula Thondaman	
66	Kalveli Gounder	
67	Kambar	
68	Kammalar or Viswakarma, Viswakarmala (including Thattar, Porkollar, Kannar, Karumar, Kallar, Thacher, Kalthacher, Kamsala and Viswabrahmin)	
69	Kani, Kanisu, Kaniyar Panikkar	
70	Kanyala Vellalar	
71	Kannadi Saineegar, Kannadiyar (through out the State) and Dasaplanjika in Coimbatore, Periyar and the Nilgiris District)	
72	Kannadiya naidu	
73	Karpoora Chettiar	

74	Karuneegar (Seer Karuneegar, Sri Karuneegar, Sarattu Karuneegar, Kaikatti Karuneegar, Muthu Vazhi Kanakkar, Sozhi Kanakkar and Sunnambu Karunneegar)	
75	Kasukkara Chettiar	
76	Katesar, Pattamkottai	
77	Kavuthiyar	
78	Kepmaqris	In Chengalpattu, Pudukottai and Tiruchirapalli District
79	Kerela Mudali	
80	Kharvi	
81	Khatri	
82	Kongu Chettiar (in Coimbatore and Periyar Districts only)	
83	Kongu Vaishnava	
84	Kongu Vellalars (including Vellala gounder, Nattu Gounder, Narambukkottai gounder, Tirumudi Vellalar, Thondu Vellalar, Pala Gounder, Poosari Gounder, Anuppa Vellala Gounder, Kurumba Gounder, Padaithalai gounder, Chendalai Goundera Valankatti Vellala Gounder, Palavellala Gounder, Sanku Vellala gounder and Rathinagiri gounder)	
85	Kappala Velama	
86	Koracha	
87	Koravars	In Chengalpattu, Ramanathapuram, Kamarajar, Pasumpon Muthuramalingam, Pudukottai, Thanjavur, Tiruchirpalli, Tirunelveli, Madras, Madurai and the Nilgiris District
88	Koteyar	
89	Krishnavaka	In Kanyakumari District and Shenkottah taluk of Tirunelveli District
90	Kudikara Vellalar	
91	Kudumbi	In Kanyakumari District and Shenkottah taluk of Tirunelveli District
92	Kuga Vellalar	
93	Kulala (including Kyuvar and Kumbarar)	

94	Kunchidigar	
95	Kunnuvar Mannadi	
96	Kurhini Chetty	
97	Kurumba	
98	Labbais including Rowthar and Marakayar (whether) their spoken language is Tamil or urdu	
99	Lambadi	
100	Latin Catholies	In Kanyakumari District and Shenkottah taluk of Tirunelveli District
101	Lingayat (Jangama)	
102	Mahratta (non-brahmin including Namdeu Mahratta)	
103	Mahendra, Medara	
104	Malayar	
105	Male	
106	Maniagar	
107	Mapilla	
108	Maravar (including Karumaravar, Appanad Kondayamkottai Maravar and Sembanad Maravars)	
109	Maruthuvar, Navithar, Mangala, Melakkattalavar, Velakkattalanai and Pronopakari	
110	Meenavar, Paravatharajakulam, Pattanavar, Sembadavar (including converts to Christianity)	
111	Monda Koravars	
112	Moondrumanadai Enbathunalu (84) Ur. Sozhia Vellalar	
113	Mooppan	
114	Moundadan Chetty	
115	Mukkuvar or Makayar (including converts to Christianity)	
116	Muthuraja, Muthuracha, Muttiriyar, Muthirariyar and Mutharaiyar	
117	Mutlakampatti	
118	Nadar, Shanar and Gramnai, including Christian Nadar, Christian shannar and Christian Gramaanai	

119	Nagaram	
120	Naikkar	In Kanyakumari District and Shenkottah taluk of Tirunelveli District
121	Nangudi Vellalar	
122	Nanjil Mudali	In Kanyakumari District and Shenkottah taluk of Tirunelveli District
123	Narikoravar	
124	Nokkar	
125	Odar	In Kanyakumari District and Shenkottah taluk of Tirunelveli District
126	Odiya	
127	Ottnuvaranattu Vellalar	
128	O.P.S. Vellalar	
129	Ovachar	
130	Palyur Kotta Vellalar	
131	Pamulu	
132	Panar (except in Kanyakumari District and Shenkottah taluk of Tirunelveli District where the community is a scheduled caste)	
133	Paniseivan, including virakodi vellala	
134	Pannayar (including kathikarar in Kanyakumari district)	
135	Pannirandam Chettiar or Uthama Chettiar	
136	Paravar including converts to Christianity (except in Kanyakumari District and Shenkottah taluk of Tirunelveli District where the community is a Scheduled caste)	
137	Parkavakulam including suruthimar, Nathamar, Malayamar, Moopanar and nainar	
138	Perike (including Perike Balija)	
139	Perumkollar	In Kanyakumari District and Shenkottah taluk of Tirunelveli District
140	Podikara Vellalar	
141	Ponnai Koravars	In North Arcot District
142	Poolawa Gounder	
143	Poraya	

144	Pulavar (in Coimbatore and periyar Districts)	
145	Pullava or Pooluvar	
146	Pusala	
147	Reddy (Gunjam)	
148	Sadhu Chetty (including Telugu chetty, Telugupatty Chetty, Twenty four mana Telugu Chetty)	
149	Sakkaravar or Kavathi	In Kanyakumari District and Shenkottah taluk of Tirunelveli District
150	Sakkaraithamadai Koravars	In North Arcot District
151	Salem Melnad Koravars	In Madurai, Coimbatore, Periyar, Pudukottai, Tiruchirapalli, Salem and North Arcot Districts
152	Salem Uppu Koravars	In Salem Districts
153	Salivagana	
154	Saliyar, Padmasaliyar, Pattusaliyar, Pattariyar and Adhaviyar	
155	Saranga Palli Koravars	
156	Sathatha Srivaishnava (including sathanai) chattadi and Chattada Srivaishnava)	
157	Savalakkarar	
158	Senaithalaivar, Senaikudiyar and Illavaniar	
159	Sheik	
160	Sourashtra (Patnulkarar)	
161	Sozhia Chetty	
162	Sozhia Vellalar (including Sozhia Vellalar, Vetrilaikarar, Kodikal karar and Keeraikarar)	
163	Srisayar	
164	Sundaram Chetty	
165	Syed	
166	Thallikoravars	In Salem District
167	Thogamalai koravars or in Tiruchirappalli and Kepmaris, Pudukottai District	
168	Thogatta Veerakshatriya	
169	Tholakallar	In Kanyakumari District and Shenkottah taluk of Tirunelveli District

170	Tholuva Naicker and Vetalakara naicker	
171	Thondaman	
172	Thoraiyar	
173	Thoriyar	
174	Thottiya naickar (including Rajakambalam, Gollavar, Sillavar, Thockalavar and Tholuva Naicker)	
175	Ukkirakula Kshatriya naicker	
176	Uppara, Uppillia and Sagara	
177	Uppukoravars or Setipalli Koravars	In Thanjavur, Pudukottai, Madurai and North Arcot Districts
178	Urai Gounder (throughout the state) and Orudya gounder or oorudaya gounder (in Madurai, Coimbatore, Periyar, Tiruchirpalli, Pudukottai and Salem District)	
179	Urikkara Nayakkar	
180	Vaduvarpati Koravars	In Madurai, Ramanathapuram, Pasumpon Muthuramalingam, Kamarajar, Tirunelveli, Tiruchirapalli and Pudukottai District
181	Valaiyar (including Chettinad Valaiyars)	
182	Vallambar	
183	Valmiki	
184	Veniyar, Vania Chettiar (including Gandla, Ganika, Telikula and Chekkalar)	
185	Vannar (Salavai Thozhilalar) including Agasa, Madivala, Ekai, Rajakula, Veluthadar and Rajaka (except in In Kanyakumari District and Shenkottah taluk of Tirunelveli District	
186	Vanniyakula Kshatriya (including vanniya, vanniyar, Vannia gounder, gounder or kandar, Padayachi, Palli and Agnikula Kshatriya	
187		
188		

189	Veduvar, Vettaikkarar (throughout the state) and Vedar (except in In Kanyakumari District and Shenkottah taluk of Tirunelveli District	
190	Veerasaiva	In Kanyakumari District and Shenkottah taluk of Tirunelveli District
191	Velar	
192	Vellan Chettiar	
193	Veluthodathu Nair	In Kanyakumari District and Shenkottah taluk of Tirunelveli District
194	Vetta Koravars	In Salem District
195	Vettuva Gounder, Punnan Vettuva Gounder	
196	Vokkaligar (including Vakkalaigar, Okkaligar, Kappiliya, Kappiliya, Okkaliya Gowda, Okkaliya, Gowda, Okkaliyar Gowder, Okkaliya Gowda)	
197	Wynad Chetty (in Nilgiris District)	
198	Yadava (including Idaiyar, Telugu speaking Idaiyar known as Vaduga Ayar or Vaduga Idaiyar or Golla, Mond Golla and Asthanthra golla)	
199	Yavana	
200	Yerukula	
201	Yogeeswarar	
202	Converts to Christianity from any Hindu Backward class communities)	

APPENDIX I

1	Open Competition
2	Scheduled Castes and Scheduled Tribes
3	Backward Classes
4	Open competition
5	Backward Classes
6	Open Competition
7	Backward Classes
8	Scheduled Castes and Scheduled Tribes
9	Backward Classes
10	Open Competition
11	Backward Classes
12	Open Competition
13	Backward Classes
14	Scheduled Castes and Scheduled Tribes
15	Backward Classes
16	Open Competition
17	Backward Classes
18	Open Competition
19	Backward Classes
20	Scheduled Castes and Scheduled Tribes
21	Backward Classes
22	Open Competition
23	Backward Classes
24	Open Competition
25	Backward Classes
26	Backward Classes
27	Scheduled Castes and Scheduled Tribes
28	Backward Classes
29	Open Competition
30	Backward Classes
31	Open Competition
32	Backward Classes
33	Scheduled Castes and Scheduled Tribes
34	Backward Classes
35	Open Competition
36	Backward Classes
37	Open Competition
38	Backward Classes
39	Scheduled Castes and Scheduled Tribes
40	Backward Classes
41	Open Competition
42	Backward Classes
43	Open Competition
44	Backward Classes
45	Scheduled Castes and Scheduled Tribes
46	Backward Classes
47	Open Competition
48	Backward Classes
49	Scheduled Castes and Scheduled Tribes
50	Backward Classes

PART III

(THE TAMIL ANDU PANCHAYAT ESTABLISHMENT (QUALIFICATION AND RECRUTMENT OF OFFICE ASSISTANTS) RULE, 1988) QUALIFICATIONS AND METHOD OF RECRUITMENT FOR APPOINTMENT TO ANY OF THE POSTS UNDER TOWN PANCHAYATS OTHER THAN PROVINCIALISED CATEGORIES IN TOWN PANCHAYATS, PART TIME POSTS, BASIC SERVANTS AND MENIALS PAID FROM CONTINGENCIES AND FIXED PAY POSTS.

(a) No person shall be appointed to any of the posts under a town panchayat specified in column (1) of the Table annexed to these rules by the methods, specified in column (2) against each, unless he possess the qualifications specified in the corresponding entry in column (3) thereof.

(b) No person shall be appointed

(i) to be a pubic health subordinate except in consultation with the District Health officer;

(ii) to a post in the water-works and drainage department, the maximum salary of which is not less than fifty rupees or mensem, except with the previous approval of the Chief Engineer Tamil nadu Water Supply and Drainage Board and in case he is already a holder of a technical post in the Town Planning Department, except also with the previous approval of the Director of Town and Country Planning

(iii) to a technical post in the town planning department except with the approval of the Director of Town and Country Planning, and in case he is already a holder of a post in the water works or the drainage department, except also with the previous approval of the Chief Engineer (Tamil nadu Water Supply and Drainage Board)

Provided that the age limit specified in column (3) of the said Table shall notwithstanding anything contained in the rules relating to the general establishment and punishment of officers and servants of town panchayats, apply to the appointment of a person for the first time to the corresponding post specified in column (1) thereof;

Provided further that the age-limit specified in column (3) of the table shall not apply to the appointment by transfer or promotion of a person in the service of a Town Panchayat or any other town panchayat, subject, however, to the condition that the appointment of a basic servant or worker of a Town Panchayat for whose appointment as such an age limit has not been prescribed (if he is otherwise qualified) to any of the posts specified in column (1) of the Table below, shall be permissible only if such basic servant or worker had entered the service of a panchayat before he attained the age limit prescribed in column (3) thereof;

Provided also that unless otherwise expressly provided for in the table, this rule shall not adversely after the continuance in service of persons already in service in the posts specified in the table or the reappointment in their turn of persons who have commenced probation in such posts, provided they were qualified and eligible to hold the posts under the rules previously in force or have been granted exemption for purposes of appointment to or continuance in such posts on a regular basis.

ANNEXUTE I

THE TABLE

(See sub-rule 9a) rule 4)

Name of the post	Method of Recruitment	Qualification
1	2	3
Class I		
Category I		
Bill Collector	By direct recruitment	(i) Must have completed secondary school leaving certificate and
	By transfer from Record Clerk	(ii) Must have completed period of probation in the category of Record Clerk
Category II		
Record Clerk	By promotion from Office Assistant	(i) Must have completed S.S.L.C and (ii) Must be an approved probationer in the category of office Assistant
	By direct recruitment	Must have completed SSLC
Class II	PUBLIC HEALTH AND SANITATION	
Health Assistant and Field Assistant	By direct recruitment	(i) Must possess a Sanitory Inspectors certificate granted by the Director of Public Health, Madras as the Chairman, Board of Examiners, Constituted by the Government in this behalf. (ii) Must not be more than 28 years of age provided that this clause shall not apply to appointment by transfer from any other category
Category 2		
Sanitary Supervisors	By direct recruitment or Public Health Peon	(i) Must not have attained the age of 35 years, provided that this shall not apply to appointment as sanitary supervisor or public health peon of menial Paid from contingencies if he had entered service under the town panchayat before he has attained the age of 28 years or to the appointment as a sanitary supervisor or Public Health peon of an Ex.Army man or a peon or a maistry who was employed in connection with Armed Reserve Police or Civil Defence Scheme, as the case (i) Must be able to read and write Tamil
Class III		
Category I		
Town Planning Officer	By direct recruitment	(i) Must possess a degree in Civil Engineering or Architecture of a Univertsity, Tamil Nadu or from any other University Grants Commission specified in Annexure II; or
		(ii) Must have passed section A & B of A.M.I.E (India) in Civil Engineering or

		(iii) Must have obtained the post licentiate diploma in Town and Country Planning of the Central Polytechnic, Madras with three years experience in Town Planning in any local body; and
		(iv) Must possess L.C.E. or D.C.E. of the board of Technical Education of the Govt. of Tamil nadu or any other equivalent qualification recognized by the Government of Tamil Nadu and must possess experience in Town and Country planning for a period not less than five years in any local body.
	By promotion	Must have worked in the post of Town Planning and Building Inspector for a period of not less than five years in the case of diploma holders and 10 years in the case of non diploma holders with minimum general educational qualification prescribed in the Tamil nadu State and Subordinate Service Rules
Category 2		
Town Planning and Building Inspector	By direct recruitment	L.C.E. or D.C.E.of the Board of Technical Education of the Government of Tamil Nadu or any other equivalent qualification recognized by Government of Tamil nadu
	By promotion	(i) Pass in the Draftsmanship (civil) comes under the revised syllabus introduced from July 1962 conducted by the Government of India, Ministry of Labour with experience in Town Planning for a period of not less than two years in Town Panchayats; or
		(ii) Must have passed in Craftsmanship in Draftsman (Civil) or diploma in Draftsman (civil) trade awarded by the Director District General of Employment and Training, Government of India or the national Trade Certificate in Draftsman (civil) Trade awarded by the National Council for Training in vocational Trades Government of India with two years experience in Town Planning work in Town Panchayats
Class III		
Category 3		
Town Planning Tracer	By direct recruitment	(i) Pass in Draftsmanship (civil) under the revised syllabus introduced from July 62, conducted by the Government of India
		(ii)Must have passed Craftsmanship in Draftsman (civil) or diploma in Draftsman (civil) Trade awards by the Director General of Employment and Training, Govt. of India; or the National Trade Certificate in Draftsman (civil) Trade awarded by the National Council for training in vocational trades, Government of India

Category 4		
Surveyors	By direct recruitment	Matriculation examination of the University of Madras; or a completed Secondary School leaving certificate issued under the authority of Government of Tamil nadu (the holder of which is declared eligible for the University course) or any equivalent examination held by any of the other Universities in India or the minimum general educational qualification as prescribed in the Madras State and Subordinate Service Rules. Provided that a person appointed as a Surveyor shall, within the period of his probation, pass the Deputy Surveyors test specified in the annexure below: Provided also that nothing contained in this rule, shall apply to a person who holds Upper or Lower Subordinate certificate of the college of Engineering, guindy, but such person shall not be eligible for confirmation in his appointment as a surveyor under a Town Panchayat until he passed the said Deputy Surveyours Test. Deputy Surveyors Test (1) Arithmatic upto decimal fractions and square root (2) (2)
		(2)Handwriting and dictation
		(3)The whole of the book entitled land surveying for village karnoms
		(4) Survey Manual, 1923 Chanter I, II, III, VI and VII whole Chapter X rules 3 to 13Chapter XI rules 1 to 6Chapter XII rules 1 to 30Chapter XIII rules 1 to 133Chapter XVI Rules 16-36Chapter XVII Rules 241-279Chapter XIX all Survey instruments except proportional compasses beam compass bow compasses and pantagraph Chapter XX problems
		(5) B.S.O.No:34 ABC Except appendices III, IV, V, VI, VII, X, XI, XII, XV and XVI
WATER SUPPLY ESTABLISHMENT		
Class IV		
Category I		
Water Supply Overseer	By direct recruitment	(i) Should possess the Upper Subordinate diploma for Licenciate in Civil Engineering; or
		(ii)Diploma of overseer of the College of Engineering Guindy of the Technological Diploma Examination Board Madras; or
		(iii) LCE diploma or Licenciate in Sanitary Engineering diploma awarded by the Technological diploma
		(iv) The group Certificate in Sanitary engineering in the Government Technical examination with five years experience as draughtsman under a Municipal Council; or

		(iv) The new overseer diploma of the college of Engineering Guindy
Category 2		
Pipe Line Fitter Gr.I	By direct recruitment	A certificate of competency for water works pipe line fitter granted under the authority of Government of Tamil nadu By promotion from pipe line fitter Gr.II
	By direct recruitment	i) A certificate of competency for water works pipe line fitters granted under the authority of Government of Tamil Nadu
		ii) By promotion from water supply fitter
Category 4		
Water supply fitter	By direct recruitment	i) A certificate of competency for head water works fitters granted under the authority of Government of Tamil Nadu; or
		ii) D.M.E of the Technological Diploma Examination Board
Category 5		
Pump Mechanic		Not less than 5 years experience as Pump operator. By promotion from pump operator Tube well mechanic
Category 6		
Pump Operator and Tube Well Mechanic	By direct recruitment	i) VIII th standard, and
		ii) I.T.I Certificate with not less than three years experience (wireman trade)
Category 7		
Meter Reader	By direct recruitment certificate	i. Must have completed SSLC issued under the authority of Government of Tamil nadu or must have appeared for any other examination which may be considered by the Director of School Education, Tamil Nadu to be equivalent to SSLC and
		ii. Must have experience in the repair of meter for a period of two years; or
		iii. Must have undergone training for a period not less than four months in a meter manufacturing firm approved by the Senior Engineer (Tamil Nadu Water Supply and Drainage Board, Madras) in case of candidates not possessing the experience mentioned in clause (ii); or iv) Certificate for having passed the trade "instrument mechanic" from any of the ITI in the State,
STREET LIGHT MAINTENANCE		
Class V		
Category I		

Electrician Gr.I	By direct recruitment	i. L.E.E. or equivalent qualification as approved by the Chief Engineer, Tamil Nadu Electricity Board, or
		ii. Certificate in Electric wiring issued by Polytechnic or equivalent qualification as approved by the Chief Engineer, Tamil Nadu Electricity Board with two years experience in the type of works concerned; or
		iii. Completed SSLC with practical experience for four years in the type of work connected; or
		iv. Group certificate in the electricity engineering with one year experience in the type of work concerned; or
		v. Craftmanship certificate in the trade of Electrician issued by the Ministry of Labour and Employment, Government of India
	By promotion	By promotion from the post of Electrician Grade II
Category 2		
Electrician Gr.II	By direct recruitment	i) L.E.E. or equivalent qualifications as approved by the Chief Engineer, Tamil Nadu, Electricity Board; or
		ii) Certificate in Electrical wiring issued by the poly technic or equivalent qualification as approved by the Chief Engineer, Tamil nadu Electricity Board with one year practical experience in the type of work concerned; or
		iii. Completed SSLC with practical experience in electrical operation and maintenance for a period of not less than five years in the type of work concerned; or
Category 3		
Lineman Gr. I	By direct recruitment	i) LEE or equivalent qualifications as approved by the Chief Engineer/Electricity Board or
		ii)As in the category (Lineman Gr.II) or
		iii)As in category 4 (Lineman Gr.II)
		iv)Group certificate in Electrical Engineering with one year experience in the type of work concerned or
		v)Craftsmanship certificate in the trade of lineman and wireman issued by the Ministry of Labour and Employment, Government of India
	By promotion	By promotion from the category of Lineman Gr.II
Category 4		
Lineman Gr.II	By direct recruitment	i)LEE or equivalent qualification as approved by the Chief Engineer, Tamil Nadu Electricity Board; or

		ii)Certificate in Electricity wiring issued by the Polytechnics or equivalent qualification as approved by the Chief Engineer, Tamil Nadu Electricity Board with one year practical experience in the type of work concerned; or
		iii) Completed SSLC with practical experience in electrical operation and maintenance for a period of not less than five years in the type of work concerned; or
		iv)Group certificate in Electrical Engineering with one year experience in the type of work concerned; or
		v)Craftsmanship certificate in the trade of Lineman and wireman issued by the Ministry of Labour and Employment, Government of India
MISCELLANEOUS		
Class VI		
Category I		
Tractor Driver	By direct recruitment	i) A pass in VIII std.
		ii) Possession of driving licence for heavy vehicle without police or Magisterial endorsement and experience in lorry driving for five years of which atleast three years must be in driving heavy vehicles

CHAPTER II

CONSTRUCTION OF SEPARATE SERVICE FOR A PARTICULAR CATEGORY:

(a) Notwithstanding anything contained in the force going rules, the Director of Town Panchayats may with the previous sanction of Government by notification constitute a separate service for the whole of the state for any category of employees of town panchayats with effect from a date which shall be specified in the notification.

(b) On the constitution of the said service under sub-rule (a) the following special provisions shall apply to the members of such service, namely:-

(i) The cadre of the service shall include all the posts in the said category in Town Panchayats on the date of constitution of the service and those that may be sanctioned by Director of Town Panchayats.

(ii) The Director of Town Panchayats shall sanction the creation or abolition of posts included in the service.

(iii) The District Town Panchayat Officer shall be the authority:-

(a) to make appointments to the service (including temporary appointments)

(b) to order extension or termination of probation or to declare satisfactory completion of probation in the case of any member of the service;

(c) to confirm any member of the service in a permanent vacancy;

(d) to promote any member of the service from one grade to another

(e) to order transfer and postings of the member of the service; and

(f) to have disciplinary control, initiate disciplinary proceedings and to inflict Penalties on the members of the service;

(iv) The District Town Panchayat Officer may, at his discretion empower an officer of the department not lower in rank than a Tahsildar to exercise all or any of the powers specified in clause (iii) in respect of the members of the service working in Town Panchayats within their respective jurisdiction.

(v) Where any order of punishment is passed against a member of the service, an appeal shall lie, to the District Town Panchayat officer if the order is passed by the Executive Officer and to the Director of Town Panchayats if the order is passed by the District Town Panchayat Officer.

(vi) Government shall be the revision authority in respect of orders passed by the Director of Town Panchayats under this rule.

(vii) The Director of Town Panchayats shall be competent to issue directions from time to time on any matter relating to pay, conditions of service and discipline and conduct of the members of the service.

3) The provisions in rule 1 to 28 of General rules Part II shall also apply to the members of the Service constituted under sub-rule (a) to such extent as these rules are not inconsistent with the special provisions in sub-rule (b) and where there is inconsistency in any of the provisions of the said rules the District Town Panchayat Officers shall have over-riding powers over the Executive Authority in matters relating to discipline control and supervision under these rules.

ANNEXURE

(List of Indian Universities recognized by the University Grant Commission under the University Grant Commission Act, 1956 (Central Act 308, 1956)

1. Agra University, Agra
2. Aligarh Muslim University, Aligarh
3. Allahabad University, Allahabad
4. Andhra University, Waltar
5. Andhra Pradesh Agricultural University, Rajendranagar, Hydrabad
6. Annamalai University, Annamalainagar
7. Banaras Hindu University, Varanashi
8. Bangalore University, Mathematics Block, Central College, Bangalore
9. Bhagalpur University, Bhagalpur
10. Bihar University, Muzaffarpur (Bihar)
11. Bombay University, Bombay
12. Burdwan University, Burdwan (West Bengal)
13. Calcutta University, Calcutta
14. Dibrugar University, Dibrugar

15. Delhi University, Delhi
16. Gauhati University, Gauhati
17. Gorakpur University, Gorakpur
18. Gujarat Univesity, Ahamedabad
19. Indira Kala Sangit Viswa Vidayala, Khairgrarh
20. Indore University, Indore
21. Jabalpur University, Jabalpur (Madhya pradesh)
22. Jadavpur University, Jadavpur (Calcutta 32)
23. Jammu and Kashmir University, Srinnagar
24. Jawaharlal Krishi Viswa Vidayalaya, Jabalpur
25. Jiwaji University, Gawaliar
26. Jodhpur University, Jodhpur
27. Kalyani University, P.O.Kalyani (West Bengal)
28. Kameshwar Singh Darbhanaga Sanskrit University, Dharbhanaga
29. Karnatak University, Dharwar
30. Kerala University, Trivandrum
31. Kurukshetra University, Kurukshetra
32. Lucknow University, Lucknow
33. Madras University, Madras
34. Magadh University, Bodhgaya
35. Maharaja Sayajirao University, Baroda
36. Marathwada University, Aurangabad (Da)
37. Mysore University, Mysore
38. Nagpur University, Nagpur
39. North Bengal Universtity, Raja Ram Mohanupur, Darjeeling
40. Orisa University of Agriculture and Technology, Dhubaneswar
41. Osmania University, Hyderabad
42. Punjab Agriculturral University, Ludhiana
43. Punjab University, Chendigarh
44. Punjabi University, Patiala
45. Patna University, Patna
46. Poona University, Poona
47. Rabindhra Bharati, Calcutta
48. Rajasthan University, Jaipur
49. Ranchi University, Ranchi
50. Ravi Shankar University, Rajpur
51. Roorkee University, Roorkee
52. Sardar Patel University, Vellanu Vidhayanagar, Gujarat
53. Sagar University, Sagar
54. Shivaji University, Kolapur
55. Sreemati Nathibai Damodar Thackersey Women;s University, Bombay
56. Sri Venkateswara University, Thirupathi, Andhra
57. Udaipur University, Udaipur

58. University of Agricultural Science Hebbal, Bangalore
59. Utkal University, Vanjy Vihar, Post Office Utkal University Bhubaneswar (Pure orissa)
60. Uttar Pradesh Agricultural University, Pautanagar (Nainital)
61. Varanaseya Sanskrit Visbya Vidhayalaya, Varnasi
62. Vikaram University, Ijjain
63. Viswa Bharathi, Santhinikethan
64. Madurai Kamaraj University, Madurai
65. Bharathiar University, Coimbatore
66. Bharathidasan University, Tiruchirapalli
67. Anna University, Madras
68. Dr. Alagappa University, Karaikudi.

CHAPTER III

THE TAMIL NADU TOWN PANCHAYAT ESTABLISHMENT (PUNISHMENT AND APPEAL) RULES, 1988.

1. SHORT TITLE:- These rules may be called the Tamil Nadu Town Panchayat Establishment (Punishment and Appeal) Rules, 1988.

2. APPLICATION:- These rules shall apply to holders of all posts under the Town Panchayats (other than provincialised categories of staff whether permanent officiating or temporary excluding those which are paid from contingencies.

NOTE: For the purpose of this rule, town panchayat shall mean and include panchayat townships.

3. A. PENALTIES:- The following penalties may, for good and sufficient reason and as hereinafter provided, be imposed up on every person who is a member of the Town Panchayat service, namely:

(i) Censure;

(ii) Fine in the case of persons for whom such penalty is permissible under these rules

(iii) Withholding of increments or promotion, including stoppage at an efficiency bar;

(iv) Reduction to a lower rank in the seniority list or to a lower post or the scale whether in the same service or in another service or to a lower stage in time-scale

(v) (a) Recovery from pay of the whole or part of any pecuniary loss caused to the town panchayat or to any other local body by negligence or breech of orders; or

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

(c)Recovery from pay to the extent necessary of the monetary value equivalent to the amount of reduction to a lower stage in a time scale ordered where such an order cannot be given effect to

EXPLANATION:- in cases of stoppage of increment with cumulative effect, the monetary value equivalent to three times the amount of increments ordered to be withheld may be recovered;

(vi) Compulsory retirement under rule 22 in part II of the Tamil Nadu Town Panchayats (Establishment) Rules, 1988

(vii) Removal from the service of the town panchayats;

(viii) Dismissal from the service of the town panchayats;

(ix) Suspension, where a person has already been suspended under rule 5, to the extent considered necessary by the authority imposing the penalty.

The penalties mentioned in item (i), (ii), (iii) (v) and (ix) will be deemed to be minor penalties and those in (iv) (vi) to (viii) as major penalties.

EXPLANATION:- (1) The discharge of a person appointed on probation before the expiry or at the end of the prescribed or extended period of probation or of a person engaged under contract, in accordance with the terms of his contract, or of a person appointed otherwise than under contract to hold a temporary appointment on the expiration of the period of the appointment does not amount to removal or dismissal within the meaning of this rule.

(2) The following shall not amount to a penalty within the meaning of this rule namely:-

(i) Withholding of increments of pay of a panchayat servant for his failure to pass any departmental examination in accordance with the rules or orders governing the service.

(ii) Stoppage of increments of a town panchayat servant at the efficiency bar in the time scales of pay on the grounds of his unfitness to cross the bar;

(iii) Non-promotion of a town panchayat servant, whether in a substantive or officiating capacity after consideration of his case, to a service grade or post for promotion to which he is eligible.

(iv) Reversion of a town panchayat servant officiating in a higher service, grade, or post to a lower service, grade, or post, on the ground that he is considered to be unsuitable for such higher service grade or post or on any administrative ground unconnected with his conduct;

(v) Reversion of a town panchayat servant appointed on probation to any other service, grade or post, to his permanent service grade or post during or at the end of the period of probation in accordance with the terms of his appointment or to the rules and orders governing such probation;

(vi) Replacement of the services of a town panchayat servant, whose services had been borrowed from a State or Central Government or any other local authority under the control of the State Government from which the services of such servant had been borrowed; and

(vii) Compulsory retirement of a town panchayat servant in accordance with the provisions relating to his superannuation or retirement.

(3) The removal of a person from the services of a town panchayat shall not disqualify a person from future employment but the dismissal of person from the said service shall ordinarily disqualify a person from the said service shall ordinarily disqualify a person from future employment.

AUTHORITY COMPETENT TO IMPOSE THE PENALTIES:- The authority competent to impose the penalties shall be the executive authority or the appointing authority notified under (rule 29)

of the Tamil nadu town Panchayat (Establishment) Rules, 1988, as the case may be

(4) PROCEDURE FOR IMPOSING PENALTIES:- (1) No order or punishment specified below shall be passed on any officer or servant of a town panchayat unless he has been given a reasonable opportunity of showing cause against the action proposed to be taken against that person.

(i) Censure;

(ii) Fine (in the case of persons on whom the imposition of fine is permissible under these rules)

(iii) Withholding of increments or promotion including stoppage an efficiency bar

(iv) (a) recovery of the whole or a portion of any pecuniary loss caused to the Town Panchayat by negligence, fraud or breach or rules or orders

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

EXPLANATION: In case of stoppage of increment with cumulative effect, the monetary value equivalent to three times the amount of increments ordered to be withheld, may be recovered.

2(a) In every case where it is proposed to impose on an officer or servant of a town panchayat the penalties of reduction to a lower rank in the seniority list or to a lower post or time scale or to a lower stage in a time scale suspension not being one under rule 5 removal or dismissal, 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 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 written statement of his defence and to state whether he desires an oral enquiry only to be heard in person. An oral 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, to give evidence in person and to have such witness called, as he may wish provided that the officer conducting the enquiry, may for special and sufficient reason to be recorded in writing, refuse to call a witness. After the enquiry has been completed the person charged shall be entitled to put in, if he desired any further written statement of his defence. If no enquiry is held and if he had desired to be heard in person, personal hearing shall be given to him. The proceedings shall contain a sufficient record of the evidence and a statement of the findings and the grounds thereof. The quantum of punishment proposed to be imposed on an officer or servant of the town panchayat shall not be made in the charge memorandum itself.

(c) After the enquiry referred to in clause (a) has been completed, the competent authority shall record his findings on each charge and pass suitable final order as he deems fit by enclosing a copy of the enquiry report, if any, along with the final order.

The requirements of sub-rules (1) and (2) shall not apply where it is proposed to impose on an officer or servant any of the penalties referred to in the rule on the basis of facts which have led to his conviction in a criminal court or by a court martial or where the officer concerned has

absconded or where it is for other reasons to be recorded in writing impracticable to communicate with him;

(1) All or any of the provisions of sub-rule (1) or (2) may, in exceptional cases, for special and sufficient reasons to be recorded in writing and with the sanction of the appropriate appellate authority, be waived where there is difficulty in observing exactly the requirements of the sub rule and those requirements can be waived without injustice to the person charged.

EXPLANATION: I. The discharge (a) of a person appointed on probation before the expiry or at the end of prescribed or extended period of probation; or

(b) of a person engaged under contract, in accordance with the terms of his contract; or

© of a person appointed otherwise than under contract to hold a temporary appointment on the expiration of the period of the appointment does not amount to removal or dismissal within the meaning of this rule.

EXPLANATION II – The discharge or reversion to a lower post of any person officiating in any post, if made in accordance with such general or person officiating in any post, if made in accordance with such general or special rules or orders as the Government may issue in that behalf, does not amount to removal or dismissal within the meaning of this rule.

EXPLANATION III – The removal of a person from the service of the town panchayat shall not disqualify him from future employment unless specifically debarred from future employment either at the time of removal or subsequently. The dismissal of a person from the service of the town panchayat shall disqualify him from future employment.

5. SUSPENSION:- (i) The competent authority may suspend a member of the establishment for the following reasons;

(a) an enquiry into grave charges against him is contemplated or is pending; or

(b) a complaint against him of any criminal offence is under investigation or trial and if such suspension is necessary in the public interest.

Provided that in exceptional cases, where the enquiry cannot be completed within three months from the date of suspension by the Executive Authority the person may be suspended for a further period not exceeding three months with the previous sanction of the District officer of Town Panchayats concerned and for any period beyond six months from the date of suspension with the previous sanction of the Director of Town Panchayats.

(2) A member of the establishment who is detained in custody whether on a criminal charge or otherwise for a period longer than forty eight hours shall be deemed to have been suspended under this rule.

(3) During the period of suspension such member of the establishment shall be paid a subsistence allowance at such rates as the suspending authority may direct, subject to the maximum and minimum laid down in the fundamental rules.

(4) Where a penalty of dismissal or removal from service imposed upon an officer or servant of a town panchayat under suspension is set aside on appeal or on review under these rules and the case is remitted for further enquiry or action or with any other directions, the order of his

suspension shall be deemed to have continued in force on and from the date of the original order of dismissal or removal and shall remain in force until further orders.

(5) Where a penalty of dismissal or removal from service imposed upon an officer or servant of a Town Panchayat is set aside or declared or rendered void in consequence of or a decision of a court of law and the disciplinary authority on a consideration of the circumstances of the case, decided to hold a further enquiry against him on the allegations on which the penalty of dismissal or removal was originally imposed, such officer or servant shall be deemed to have been placed under suspension by the competent authority from the date of the original order of dismissal or removal and shall continue to remain under suspension until further orders.

An order of suspension under sub-rule (1) may, at any time be revoked by the competent authority or any other higher authority to which that authority is subordinate.

(6) IMPOSITION OF FINE: The executive authority shall not impose fine on a member of the establishment under the town panchayat other than a Bill Collector or an Office Assistant or a worker belonging to the regular establishment but not belonging to the superior service.

(7) APPEALS: - (a) Every officer or servant of a town panchayat shall be entitled to appeal, as herein after provided, from an order passed by the executive authority of the authority specified in Chapter II of part III of these rules of the Tamil Nadu Town Panchayat Establishment Rules, 1988, imposing up on him any one or more of the penalties specified in rule 3 other than the following namely:-

(i) Censure;

(ii) A fine not exceeding five rupees or a recovery of any sum not exceeding five rupees under rule 4;

(iii) Suspension pending enquiry under rule 5;

(c)An appeal shall also be against all orders of discharge or reversion to a lower post of a person appointed on probation:

Provided that the discharge or reversion of any person shall not be deemed to be an order imposing a penalty within the meaning of this sub rule and no appeal shall be in cases falling under explanations I and II to rule 4(3).

(2) An appeal under sub-rule (1) shall lie

(a) in the case of an order passed by the executive authority in consultation with the District Town Panchayat Officer or an order passed by the District Town Panchayat Officer to the Director of Town Panchayats;

Provided that the appellate authority may, in the case of any technical staff of the public health, water supply or Town Planning Establishment consult the Director of Health and Family Welfare, the Chief Engineer, Tamil nadu Electricity Board, Tamil nadu Water Supply and Drainage Board or the Director of Town and Country Planning as the case may be, before final orders are passed on their appeals.

3(a) The appellate authority shall consider

(i) whether the facts on which the order was based have been established;

(ii) whether the facts established afford sufficient grounds for taking action; and

(iii) whether the penalty is excessive, adequate or inadequate; and after such consideration shall pass such order as it thinks proper.

(b) any order or defect in the procedure followed in imposing a penalty may be discharged by the appellate authority if such authority considers, for reasons to be recorded in writing, that the error or defect was not material and has neither caused injustice to the person concerned for affected the decision of the case.

8. POWERS OF REVISION:- (i) Not withstanding anything contained in the proceedings, rules the District Town Panchayat Officer may call for the records relating to an enquiry into the conduct of any member of the establishment of a Town Panchayat which has been completed and pass such orders as may be deemed fit. The Director of Town Panchayats shall be the revisionary authority against the orders passed by the District Town Panchayat Officer as appellate authority as laid down under sub-rule (2) of rule 7 of said rules.

(2) If the order passed under sub-rule (1) imposes a punishment where the executive authority of a town panchayat had not-imposed a punishment or if the order enhances the punishment imposed by such authority, an appeal shall lie to the Director of Town Panchayats, Madras against an order passed by the District Town Panchayat Officer.

(3) All orders passed on appeal under sub-rule (2) shall be carried out by the executive authority.

9. TIME LIMIT FOR PREFERING APPEAL: - A number of the establishment under a town panchayat preferring an appeal shall do so separately and in his own name and within two months from the date on which the appellant received the order appealed against:

Provided that the appellate authority may entertain the appeal after the expiry of the said period of two months if it is satisfied that there was reasonable cause for the delay in preferring the appeal.

10. PROCEDURE FOR PREFERRING APPEALS:- Every appeal shall be submitted through the head of the office, if any, to which the appellant belongs or belonged and through the authority from whose order the appeal is preferred. A copy of the appeal may however, be sent direct to the appellate authority.

11. WITHHOLDING OF APPEALS:- An appeal may be withheld; by anauthority not lower in rank than the authority from whose order it is preferred if,

(i) it is an appeal in a case in which under these rules, no appeal lies; or

(ii) it is not preferred within the time limit prescribed in rule 9 and no reasonable cause is shown for the delay; or

(iii) it is a repetition of a previous appeal, and is made to the same appellate authority, by which such appeal has been decided, and no new facts or circumstances are adduced which afford grounds for a reconsideration of the case, or

(iv) It is addressed to an authority to no appeal is lies under these rules

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

Provided further that an appeal with held under clause (iv) may be resubmitted at any time within one month of date on which the appellant has been informed of the withholding of the appeal, and if resubmitted to the appropriate appellate authority, it shall not be with held.

12. APPEAL AGAINST WITHHOLDING OF APPEAL:- No appeal shall lie against the withholding of an appeal by a competent authority.

13. PROCEDURE FOR FORWARDING APPALS:- (1) Every appeal which is not withheld under these rules shall be forwarded to the appellate authority by the authority from whose order the appeal is preferred.

(2) A list of appeals withheld under rule 11 with the reasons for withholding them shall be forwarded quarterly by the withholding authority to the appellate authority.

(3) The appellate authority may call for any appeal admissible under these rules, which has been withheld by a subordinate authority and pass such orders thereon as it thinks fit.

14. CANCELLATION OR MODIFICATIONS OF PUNISHMENTS:

The Executive Authority of a town panchayat shall not cancel or modify any order of punishment whether passed by himself or by any of his predecessors in office without the previous sanction of the appellate authority referred in sub-rule (2) of rule 7.

15. POWERS OF EXECUTIVE AUTHORITY, DISTRICT TOWN PANCHAYAT OFFICER AND DIRECTOR OF TOWN PANCHAYATS DECIDE CERTAIN MATTERS:- (1) The executive authority shall decide all matters relating to discharge or reversion of personnel on abolition of post and re-employment of discharged personnel and any other matters relating to conditions of service of the establishment under town panchayats not dealt within these rules in consultation with the Town Panchayat officer concerned.

(2) The District Town Panchayat officer may on a reference made to him under sub-rule (10) or suomotu call for the connected papers relating to any establishment matters from the executive authority of the town panchayat and pass such orders as he deems fit. Such orders shall be carried out by the executive authority.

(3) The order passed under sub-rule (2) by the District Town Panchayat Officer shall be subject to such special or general orders as may be issued by the Director of Town Panchayats in any particular case or class of cases as the case may be.

(4) Not withstanding anything contained in these rules, the Government may either on application or suomotu call for and examine any of the records relating to the establishment of the town panchayat and pass such orders as the Government may think fit.

16.REFERENE OF CORRUPTION CASES TO TRIBUNAL FOR DISCIPLINARY PROCEEDINGS:- (1) Not withstanding anything contained in these rules, the executive authority may, with the sanction of the Director of Town Panchayats or shall if so required by the State Government, either in any individual case or in any class of cases, refer to a Tribunal for disciplinary proceeding,

under intimation to Government in P & A.R. department cases relating to officers and servants of Town Panchayats who are involved jointly with Government servants in cases of corruption in the discharge of their official duties if the cases of such Government servants are referred to the tribunal.

(2) As soon as the records relating to the allegations of corruption against an officer or servants are received the Tribunal shall frame appropriate charges, communicate them to the officer or servant concerned together with information as to the date of enquiry into the charges and a list of witnesses likely to be examined in respect of each of the charges. The tribunal shall immediately before each witness which is examined by the prosecution, furnish the person charged, a copy of any statement taken from the witness which forms the basis on which the tribunal has framed the charge or charges against him. At the enquiry oral evidence shall be heard and person charged shall be entitled to cross-examine the witness, to give evidence in person and to have such witnesses called he may wish provided that the Tribunal may, for special and sufficient reasons to be recorded in writing, refuse to call a witness. After the enquiry has been completed the person charged shall be entitled to put in, if he so desires, a written statement of his defence or argue the case in person or through a pleader. The proceedings shall contain sufficient records of the evidence and statement of the findings and the grounds there of.

(3) After the enquiry has been completed the Tribunal shall send its findings to the appointing authority. After the appointing authority has arrived at a provisional conclusion in regard to the penalty to be imposed, the person charged shall be supplied with a copy of the report of the tribunal excluding the recommendations if any, in regard to punishment made by it and he shall be called from to show cause within a reasonable time not ordinarily exceeding one month, against the particular penalty to be inflicted, provided that if for sufficient reasons, the appointing authority disagrees with the whole or any part of the Tribunal findings, the point or points of such disagreement together with a brief statement of the grounds there of shall also be communicated to him. Any representation in this behalf submitted by the person charged shall be taken into consideration by the appointing authority before final orders are passed.

(4) Where the person concerned has absconded or where it is for other reason impracticable to communicate with him or where he does not take part in an enquiry, the enquiry shall still proceed.

(5) All or any of the provisions of sub-rules (2) and (3) may, in exceptional cases, and for special and sufficient reasons to be recorded in writing, be waived where there is difficulty in observing the requirements of these sub rules and the requirements can be waived without injustice to the person charged.

(6) The appointing authority shall ordinarily accept the advice of the Tribunal. If the appointing authority considers that the advice of the Tribunal should be rejected or deviated, the reasons for such rejection or deviation shall be submitted to the Director of Town Panchayats who shall in consultation with the tribunal pass orders.

17. APPEAL AGAINST ORDERS PASSED UNDER THIS RULE 16 (i) Against any order of the appointing authority imposing a penalty after following the procedure prescribed in rule 16, an appeal shall lie to the Director of Town Panchayats, Madras.

2) The Tribunal for Disciplinary Proceedings shall be consulted before orders are passed on any appeal preferred under sub-rule (1): that it, shall not be necessary to consult the Tribunal:-

(i) In any case in which the Tribunal has at any previous stage given advise in regard to the order to be passed and on fresh question has thereafter arisen for determinaton; or

(ii) Where the Director of Town Panchayats proposes to pass orders rejecting the appeal.

CHAPTER II

THE TAMIL NADU TOWN PANCHAYATS ESTABLISHMENT (QUALIFICATION AND RECRUITMENT OF OFFICE ASSISTANT) RULES, 1988.

1. SHORT TITLE: - These rules may be called the Tamil Nadu Town Panchayat Establishment (Qualification and recruitment of Office Assistants) Rules 1988.

2. APPLICATION:- These rules shall apply to all members of the establishment under a Town Panchayat (other than those in superior service) whether permanent, temporary or officiating whose pay or the maximum pay of the posts held by them does not exceed Rs 720/- per mensem.

3. DEFINITION:- "Basic service" shall mean and include all services in the following appointments in Town Panchayats unless declared by Government or superior;

a) Services of Office Assistants in Offices. Public Health Maistry, Public Health Worker, Sanitary Worker, Scavenger, Sweeper, Gardener, Watchma, Watchman-cum-Gardner and Waterman-cum-watchman etc.,

b) Service in posts, the pay of which does not exceed Rs 720/- per mensem.

4. CONSTITUTION:- The service shall consist of the following categories of servants namely:

Class I Category I. Office Assistants in office

Class II Category 1. Public Health Maistries

Or Sanitory Maistries

Category 2. Public Health Workers or Sanitory Workers or Scavengers

Or Sweepers or Thottis

Class III Gardner, Watchman, Waterman-cum-Gardner, Waterman-cum- Watchman turn cock.

5. QUALIFICATIONS AND METHOD OF RECRUITMENT FOR APPOINTMENT:-

No person shall be appointed to any of the posts under a Town Panchayat specified in column (1) of the Table below by the methods specified in column (2) against each, unless he possesses the qualifications laid down in the corresponding entry in column (3) thereof:

Name of the post	Method of Recruitment	Qualification
Class I Office Assistants	By direct recruitment or By transfer from among menials paid from contingencies	i) A pass in VIII Standard. ii) Must be able to ride bicycles;Provided that the qualifications prescribed in (1) above and age limit if any prescribed under the rules, shall not applied to persons appointed by transfer from one post to another or from menials paid from contintered services under the town panchayats before they had completed the age of 28 years and served for a continuous period of not less than one year.
Class II Category I Public Health Maistry or Sanitary Maistry	1) By Promotion from Category 2 of Class II 2) By direct recruitment	i) A pass in III form or VIII Standardii)Must be able to ride a bicycle
Category II Public Health Worker	By direct recruitment	Must be able to read and write in Tamil
Sanitary Worker, Scavenger Sweeper and Thotti		
Class III Gardner, Watchman, Watchman-cum-Gardener Waterman -cum-watchman Turncock	i) by direct recruitment ii)By recruitment from among qualified menials paidfrom contingencies who have put in not less than 2 years of service	1)Must be able to read and write in Tamil

Provided that the following categories of persons shall be exempted from the possession of the qualification viz., A pass in VIII Standard, Specified for Class I and III and Category I of Class II.

a) Exserviceman

Employees borne on contingenet establishment of the town panchayats

6. The selection persons for appointment to the following orders of preference shall be observed.

Namely:-

1) Candidates who are residents of the State of Tamil Nadu

2) Candidates who possess higher educational qualifications

3) Candidates who have rendered war-service

4) Persons repatriated from South Africa, Pakistan, Burma and Ceylon

and

5) Persons affected by Gold Control order.

7. AGE : - No person shall be eligible for appointment to the posts if he has completed or will complete twenty eight years of age on the first day of July of the year in which the selection for appointment is made.

Provided that age limit shall not apply to persons appointed by transfer from one post to another or to menials paid from contingencies appointed as Office Assistants, If such menials had entered service under the town panchayat before they had completed the age of twenty eight years or to the Ex. Service man.

Provided further that the age limit may be relaxed in favour of the candidates belonging to the Scheduled Castes and Scheduled Tribes up to thirty three years.

8) DIRECT RECRUITMENT:- (a) The appointing authority shall apply to the Employment Officer of the area (herein after referred to an Employment Officer) for recommending a panel of suitable candidates where any of the posts falls vacant and an appointment has to be made thereto.

(b) The appointing authority shall ordinarily appoint the candidates recommended by the Employment officer provided that such candidates are qualified for the posts.

(c) If no candidate is recommended by the Employment Officer or if no suitable candidate is available from the list recommended by the Employment Officer, the appointing authority shall proceed to fill up the vacancy temporarily in accordance with the instructions issued in this regard after intimation of the fact to the Employment Officer concerned.

(d) Where a person appointed on the recommendation of the Employment Officer is discharged for want of vacancy, the appointing authority shall forthwith send a report to Employment Officer together with full particulars regarding the service, work and conduct of the person discharged.

9. PROBATION:- (a) Every person appointed to the post shall, from the date on which he joins duty, be on probation for a total period of one year on duty within a continuous period of three years.

(b) Every person appointed to the post shall be entitled to count towards his probation in that post, his service, if any, rendered subsequently in another post, appointment into which involves the assumption of duties and responsibilities of equal or greater importance than those attaching to the former post.

10. TERMINATION COMPLETION OR EXTENSION OF PROBATION: (a) The appointing authority, may at any time, before the expiry of prescribed period of probation, for reasons to be specified in writing, terminate the probation of any person and revert him to his permanent post if he is already a permanent servant of discharge him from the service in other cases.

EXPLANATION:- In cases where the appointing authority proposes to terminate the probation of any persons for specific charges in addition to, or distinct from general inefficiency or incapacity, he shall frame specific charges and follow the detailed procedure for imposing penalties laid down in rule 4 of the rules relating to the Tamil Nadu Town Panchayats Establishment (Punishment and Appeal) Rules, 1988.

(b)A person who has completed his period of probation shall be confirmed at the earliest opportunity, and if a vacancy existed from a date previous to the date of issue of the order, he may be so appointed with retrospective effect from such date or as the case may be, from such subsequent date from which he was continuously on duty as a member of the service in such

post, or in a post the appointment to which involves the assumption of duties and responsibilities of greater importance than those attaching to the former post.

(c) If at the end of the prescribed period of probation, the appointing authority considers that a probationer is not suitable for declaration of probation the appointing authority may extend his probation by a period which in no case shall be longer than one year from the date of expiry of the period of probation prescribed in rule 9. In case, where the probation is extended, a condition shall, unless there are special reasons to the contrary, be attached to the orders of extension of probation that the probationer's increment shall be stopped until he is declared to have satisfactorily completed his probation and such stoppage of increment shall not be treated as a penalty but only as a condition of extension of probation and shall not have the effect of postponing future increments after he is declared to have satisfactorily completed his probation.

11. DISCHARGE OF REAPPOINTMENT OF PROBATIONERS AND APPROVED PROBATIONERS:- (a) (i) The probationers and approved probationers shall be discharged or reverted for want of vacancies in the order of juniority.

EXPLANATION:- For the purpose of this sub-rule juniority as between probationers in a post and as between approved probationers in a post, shall be determined with reference to the date of first appointment. Where the order of preference, if any, previously laid down in their case. If no such order of preference has been laid down in their case, or in case of doubt, seniority shall be determined by the appointing authority.

(ii) Probationers and approved probationers who have been discharged or reverted for want of vacancies under clause (i) shall be reappointed as and when vacancies arise, in the inverse of the order laid down in that clause.

Provided that nothing contained in this sub-rule, shall be deemed to give any such persons a right to be reappointed in preference to another who has been discharged or reverted subsequently under clause (i) sub clause (ii) of that sub rule.

(b) (i) When any post or posts are abolished, the orders in which persons shall be selected for discharge or reversion from the post concerned shall be in order of juniority.

Provided that no person shall be discharged on the abolition of any post unless he cannot be provided for otherwise.

EXPLANATION (1) Appointment, the pay of which is reduced, shall be deemed to be abolished within the meaning of this clause.

EXPLANATION 2. For the purpose of this clause juniority or seniority shall be determined in cases of probationers and approved probationers according to the date of first appointment in the post concerned.

Provided that where the date by which seniority is determined is the same in the case of two or persons in a post their inter-seniority shall be determined in the order laid down in the explanation to clause (i) of sub-rule (a); and

(ii) Where a person to be discharged under clause (i) holds a post to which promotions are normally made from a lower post, be shall, if he so desires instead of being discharged be

reverted, to such lower post and he placed at the top thereof and shall accordingly be treated for purpose of selection of persons for discharge or reversion from such lower post;

(iii) Before a permanent servant is discharged under this sub-rule, notice of not less than three months shall be given and if the period by which the notice actually given falls short of three months and the servant has not been provided with other employment on the date on which his services are dispensed with, a gratuity not exceeding his emoluments for the period failing short of three months shall, with the sanction of the authority competent to dispense with the services of the servant concerned, be paid to him in addition to the gratuity, if any, to which he may be entitled under the rules in that behalf.

(iv) Persons who have been discharged or reverted from such post under this sub-rule, shall so long as such persons desirous of such appointment are available, be appointed in the inverse of the orders in which they were discharged or reverted against the vacancies that may subsequently arise.

Provided that if the appointing authority considers it is not desirable that any person should be appointed under this rule, he may for reasons to be recorded in writing and communicated to the persons concerned, refuse to appoint him and an appeal shall lie from such refusal as if it were an order of dismissal.

12. SERVICE ROLLS: - A service roll shall be maintained for such servants. The appointing authority shall be responsible for the correct and uptodate maintenance of the service roll of every servant and he shall record an annual certificate of verification in the service roll as early as possible after the end of every year.

13. SUPERANNUATION:- No person shall be retained in service after the end of one month he has completed the age of 60 years.

Provided that with the previous sanction of the State Government a person who has been suspended pending enquiry into serious charges against him may be retained in the service beyond 60 years upto the date on which orders are passed on the charges.

14. TEMPORARY APPOINTMENTS:- (a) Notwithstanding anything contained in these rules, where it is necessary in the public interest or for administrative reasons to full immediately a vacancy in the post and there would be delay in making such appointment in accordance with these rules or any other rules governing such appointment, the appointing authority may for reasons to be clearly recorded in writing temporarily appoint person other-wise than in accordance with the said rules.

Provided that in respect of such appointment the prior approval of the appointment committees, if any, shall be obtained as in the case of regular appointments.

Provided further that in respect of appointments to the post in Public Health and Medical Institutions under the control of Town Panchayat the previous approval of the authority specified by the Government shall be obtained when the period of such appointment exceeds three months. As soon as any such posts fall vacant and an unqualified candidate is appointed the appointing authority concerned shall promptly intimate the fact to the said appropriate authority.

Provided also that in respect of appointment in any post other than the one mentioned in the said rules the previous approval of the Director shall be obtained when the period of appointment exceeds 3 months.

Provided also that the appointment made under this rule shall not exceed one year at a time.

(b) A person appointed under sub-rule (1) shall be paid either his substantive pay or the minimum pay in the time scale of pay applicable to the posts as the case may be whichever is higher. The period of services rendered in the post under sub-rule (a) shall not count for increment

(c) A person appointed under sub-rule (a) shall not be regarded as a probationer in that post.

(d) The services of a person appointed under sub-rule (a) shall liable to be terminated at any time without any reasons being assigned.

15. SAVINGS:- Nothing contained in these rules shall adversely affect the incumbents who held the post regularly prior to the issue of these rules.

CHAPTER IV

THE TAMIL TOWN PANCHAYAT OFFICE ASSISTANTS AND MENIALS (LEAVE) RULES 1988.

1. SHORT TITLE:- These rules may be called the Tamil Nadu town Panchayat Office Assistants and Menials (Leave) Rules, 1988.

2. APPLICATION:- These rules shall apply to all office Assistants and Menials paid from contingencies in the employment of a town panchayat.

3. DEFINITION:- (1) OFFICE ASSISTANTS of the Town Panchayat referred to herein shall means and include all services in the appointments specified in the Tamil Nadu Town Panchayats Establishment (Qualification and recruitment of basic servants) rules 1988, who are borne on a regular time scale of pay.

(2) The Menials of the Town Panchayat referred to herein shall mean and include all full time services in the following appointments which are not borne on a regular time scale of pay but on fixed pay at the prevailing market rates:-

1. Avenue Cooly
2. Gardener
3. Water man-cum-cleaner
4. Siren Operator
5. Sweeper-cum-Scavenger
6. Radio-Operator
7. Pump Operator
8. Sweeper
9. Cess Pool Cleaner
10. Lighter
11. Masalchis

12. Watchman
13. Cooly
14. Reading Room Attender
15. Mazdoor
16. Tank Watchman
17. Market Watchman
18. Filarial Mazdoor
19. Malaria Warden
20. Cholera Mazdoor

4. ADMINISSIBILITY OF LEAVE TO OFFICE ASSISTANTS:- Office Assistants may be granted leave and leave allowances; (i) as provided for in the Fundamental Rules in the case of persons who entered service prior to the 4th September 1933 and

(ii) as provided for in the Madras Leave Rules, 1933, in the case of persons who entered service on or after the 4th Septemeber 1933.

5. ADMISSIBILITY OF LEAVE TO A MENIAL:- (i) Town Panchayat Servant classified as a menial earns leave on full pay at the rate of one twenty second of the period of which he has spent on duty provided that he shall cease to earn leave while he has to his credit such leave amounting to fifteen days.

(iii) A menial may be granted in each year of service calculated from the Ist April to the 31st March, leave on half pay for a period not exceeding one month subject to the production of a medical certificate granted by a registered medical practitioner.

EXPLANATION:- In this sub-rule "service' includes periods spent on leave under this rule. They shall not be eligible to the grant of any leave from the date of their retirement on completion of service.

Provided that the leave admissible under sub-rule (ii) which has not been taken by a menial within the year as specified there in shall lapse.

6. AUTHORITY TO GRANT LEAVE:- The executive authority of the Town Panchayat concerned is the authority competent to sanction the leave to the office assistant and menials under these rules.

7. PROPORTIONATE LEAVE:- In the case of menials of less than one year's service, leave under rule 5 may be granted only to the extent earned by active service. i.e. in the proportion which his active service bears to the full active service prescribed for a complete year.

8. COMBINATION OF LEAVE:- The two kinds of leave specified in rule 5 may be granted in combination.

9. SPECIAL CASUAL LEAVE:- Menial servants shall not be entitled to ordinary casual leave but may be granted special casual leave when temporarily incapacitated on account of plague, cholera or typhoid inoculation at the rate of two days for plague inoculation and one day for cholera or typhoid inoculation.

10. MATERNITY LEAVE:- Women menial servants may in addition to the leave specified in rules 5 and 9 be granted maternity leave on full pay for a period not exceeding three months in respect of each confinement. Such leave may be granted in combination with any other kind of leave admissible under rule 5. The sanctioning authority may before granting the maternity leave, require the servant to furnish a medical certificate granted by a registered medical practitioner, regarding the state of her health necessitating such leave.

11. MAINTENANCE OF LEAVE ACCOUNT:- The Executive Officer shall maintain a leave account in respect of each Office Assistant and menials in regard to the leave earned by and granted to him or her under these rules.

PART IV

ANNEXURE

CASUAL LEAVE-REGULATIONS-ORDINARY CASUAL LEAVE

(1) Office Assistants may be granted casual leave upto a maximum of 12 days in all in the course

(1) Office Assistants may be granted casual leave upto a maximumof 12 days in all in the course of one calender year. Casual leave may be combined with Sundays and authorized holidays; provided that the resulting period of absence from duty does not exceed ten days. These servants will not be entitled to any casual leave as a matter of course.

2. A register of casual leave shall be maintained in every office under the control of the Panchayat.

3. Office Assistant in the works establishments may be granted casual leave whenever they are prevented by illness from attending to their work. Such leave may be on full pay or on reduced wages.

4. During casual leave, a servant is entitled to pay as though he were on duty, except as provided for in regulation 3.

5. a) Special Casual leave not against ordinary casual leave may be granted to an Office Assistant in the following circumstances.

(i) When he is detained in a plague camp on the way to join duty.

(ii) When he is directed by the head of his office to absent himself from duty in consequence of the presence of infectious disease in his house.

Provided that arrangements for conduct of his duties can be made without extra expense to the Town Panchayat or that the special sanction of the town panchayats is obtained in cases in which a substitute is employed in the place of absentee without prejudice to his pay.

Provided further that if the servant himself contracts the infection the period of his absence shall be debited to the account maintained under rule 11.

(iii) When he has to proceed for anti-rabic treatment to the nearest treatment center.

EXPLANATION:- The period of casual leave granted to a servant for anti-rabic treatment should not exceed fifteen days plus the time required to go and return from the nearest treatment center. If the absence of the servant makes it necessary for a substitute to be appointed during this period, the period of absence may with the sanction of the town panchayat be treated as extra leave on average pay or earned leave, as the case may be, not debitable to the leave account maintained under rule 9 and not involving the usual condition that there should be not extra expense to the Town Panchayat. Any other leave required shall be debited to the leave account maintained under rule 11.

(iv) (a) In the cases falling under clasuses (i) and (ii) when the absence from duty exceeds the period which may in the opinion of the Executive Officer be reasonably treated as casual leave the entire period of absence shall be treated as regular leave, if any debitable to the leave account maintained under rule 11 with leave salary as may be due to him and thereafter as extraordinary leave.

(b) Special casual leave not counting against ordinary casual leave may also be granted to Office Assistant who is temporarily incapacitated on account of plague, cholera or typhoid inoculations at the rate of two days for plague inoculation and one day for cholera or typhoid inoculation.

(c) Casual leave cannot ordinarily be taken in combination (with any other leave vacation or joining time. The Executive Officer may, however, sanction such combination in special cases provided there is no evasion of rules as for instance, when a servant who is obliged to be absent owing to the prevalence of infectious disease in his house and granted special casual leave, himself contract illness and has to be granted regular leave in continuation.

EXPLANATION: Under rule 5(i) a menial earns leave on full pay at the rate of 1/22nd of the period he has spent on duty. The leave earned shall be calculated at any day of for every 22 days of duty and that functions of a day in such calculation shall be carried over.

6. A certificate given by a member of the Public Health Department i.e., Sanitary Inspector in the case of a person suffering from notified infectious diseases may be accepted for the purpose of granting leave under rule 5 (i)

7. Menials are not eligible for casual leave except the special casual leave mentioned in rule 9 of those rules. As there is no provision in these rules for the grant of extra ordinary leave or leave on loss of pay, the absence of a menial from duty except of leave authorized in these rules will operated as a break in service. The Executive officer of Town panchayats may condone such breaks in service for purposes of leave, bonus funds and gratuity if good and sufficient reasons are shown.

8. The leave account of menial servants shall be maintained as in the form below.

LEAVE ACCOUNT OF MENIAL SERVANTS.

Name of the menial servant

Designation

Service number

Range

Date of birth

Date of commencement of service

Date of retirement.

PART I LEAVE ON FULL PAY ACCOUNT

Duty	Leave Earned	Leave at Credit	Leave Taken				
From	To	Periods in days	(1/22nd of Col.3	Columns 4-8	From day	To	Periods in
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

PART II MEDICAL LEAVE ACCOUNT

Date	Leave on half pay on medical certificate		
From	To	Period in days	Balance at credit towards one month per year
(1)	(2)	(3)	(4)

EXPLANATION:- The entry in column (4) shall be limited to a maximum of 15 days.

EXPLANTION II:- The leave in the balance column (1) shall lapse at the end of the year.

EXPLANATION III:- Entries relating to maternity leave, leave without allowances and break in service shall be written across the page in red ink as occasion arises

9(i) Candidates deputed by local bodies for training as nursing orderlies in Government Hospitals may be granted casual leave for 12 days during the period of their training for one year.

(ii) They may be granted leave of absence not exceeding fifteen days for sickness and unavoidable private affairs at the discretion of the superintendent of the training center. This leave may be granted with stipends not affecting the period of training.

(iii) They will be granted no other leave except leave on medical certificate which will have the effect of extending the period of training and they will not be eligible for any stipend during this period of leave.

S. NARAYAN,
Commissioner and Secretary To Government

Section Officer