

THE TAMIL NADU WAREHOUSING CORPORATION GENERAL
AND STAFF REGULATIONS, 1965

CHAPTER -I
PRELIMINARY

1. Short title and commencement

- (a) These Regulations may be called The Tamil Nadu Warehousing Corporation General Regulations, 1990.
- (b) They shall come into force at once.

2. Definitions - In these regulations unless that context otherwise requires-

- (a) "ACT" means the Warehousing Corporation Act 1962, (-Central Act 58 of 1962)
- (b) "ANNUAL GENERAL MEETING" means meeting of the shareholders of the Corporation held as required under sub-section (10) of Section 31 of the Act.
- (c) "BOARD" means the Board of Directors of the Tamil Nadu Warehousing Corporation.
- (d) "CHAIRMAN" means the Chairman of the Board
- (e) "CORPORATION" means the Tamil Nadu Warehousing Corporation established or deemed to have been established under the Act.
- (f) "CASTING VOTE" means vote in addition to the vote to which the Chairman or person presiding over the meeting may be entitled as a Member or a Director.
- (g) "DIRECTOR" means a member of the Board.
- (h) "EXECUTIVE COMMITTEE" means Executive Committee of the Corporation
- (i) "GOVERNMENT" means the Government of Tamil Nadu
- (j) "MANAGING DIRECTOR" means the Managing Director of the Corporation.
- (k) "MEMBER" means a member of the Executive Committee or Sub-Committee

- (l) "SUB-COMMITTEE" means the Sub-Committee appointed by the Board of Directors on the Executive Committee or the Managing Director.
- (m) "SECRETARY" means the Secretary of the Corporation

:2:

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CHAPTER-II
MEETING OF THE CORPORATION

3. Annual General Meeting

- (a) The annual meeting of the Corporation shall be held within six months of the close of the financial year
- (b) The annual accounts of the Corporation, the report of the Board of Directors on the working of the Corporation during the year report as well as the Auditor's Report on the annual balance sheet and accounts shall be placed before the Annual General Meeting of the Corporation within six months of the close of the financial year.
- (c) The time and date of the Annual General Meeting shall be fixed by the Board. The meeting shall be called for at time during business hours on the day that is not a public holiday. It shall be held either at the Head Office or at any other convenient place within the city where the Head office is situated. The notice convening the meeting shall be issued to the share holders within the authority of the Board giving to them 21 clear days time. The notice convening the meeting shall state.
 - (i) That is a notice of the Annual General Meeting
 - (ii) The place where the meeting is to be held
 - (iii) The date and hour of the meeting and
 - (iv) the business to be transacted at the meeting.
- (d) Notice shall also be issued to the Directors inviting them to attend the meeting.
- (e) Any representative of the Central Warehousing Corporation nominated by it and any representative of the State Government nominated by them shall attend the Annual General Meeting on their behalf.
- (f) The Chairman of the Corporation shall function as the Chairman of the Annual General Meeting and conduct its proceedings.

4. Meeting of the Board and the Executive Committee

- (a) The Board shall ordinarily meet once in every three months and at least four such meeting shall be held in every year. The Executive Committee shall meet as often as it considered necessary by the Chairman, based on the number of items necessitating the convening of a meeting.
- (b) The time, date and place of the meeting of the Board and the Executive Committee either at Head Office or at any other convenient place shall be fixed by the Chairman.
- (c) Ordinarily not less than 7 days notice shall be given to every director of a meeting of the Board, and not less than 3 days notice to a member of the Executive Committee of a meeting of the Executive Committee. The notice shall be sent to the official address or any other address furnished by the Director or member specifying the place date and the time of the meeting along with the agenda.

:3:

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- (d) Any subject not specified in the agenda may be brought before the Board or the Executive Committee, as the case may be with the permission of the Chairman.
- (e) In case of urgency, agenda may be circulated among the Directors of the Board or among the members of the Executive Committee with a draft resolution and their decisions obtained thereon. The draft resolution will become resolution, if approved, by the directors/members, not less than the quorum fixed for the Board or the Executive Committee, as the case may be. Such agenda and resolution shall be placed before the next meeting of the Board. Should any difference of opinion arise in case so circulated the matter shall be decided in circulation but shall be placed before the next meeting of the Board or the Executive Committee, as the case may be and an emergent meeting of the Board or that of the Executive Committee may however be convened at a shorter notice as may be decided by the Chairman.

5. Presiding Authority

The Chairman or in his absence, a Director chosen by the Directors present from among themselves shall preside over the meeting of the Board or of the Executive Committee as the case may be.

6. Decision by majority:

- (a) All questions at a meeting of the Board or the Executive Committee shall be decided by a majority of votes. In case of equality of votes the Chairman or the person presiding over the meeting shall have a casting vote.
- (b) The quorum for a meeting of the Board or the Executive Committee shall be one third of the total strength (any fraction contained in that one-third, is being rounded off as one) or two Directors, whichever is higher. If there is no quorum at any particular meeting of the Board or the Executive Committee, the meeting shall be adjourned and at the adjourned meeting the business of the last meeting shall be conducted irrespective of there being a quorum or not.
- (c) Minutes Book- A minutes book recording the minutes of the meeting of the Board, the Executive Committee and the Sub Committee shall be maintained separately for the Board, the Executive Committee and the Sub-Committee, as the case may be. The minutes of all the meetings, shall be circulated to the directors/members of the respective meeting at the time of the next meeting or earlier. The minutes of the Executive Committee or the Sub-Committee shall also be placed before the Board at its next meeting.

7. Sitting Fees to a Director:

a) A Director (other than member of parliament or a State Legislative or an official Director or a salaried Officer of the Government or a statutory body owned or controlled by the Government) shall receive Rs.250/- (Rupees two hundred and fifty only) as sitting fees.

b) A director who is a member of Parliament or any State Legislative shall be entitled to draw such traveling allowance and daily allowance and receive such fee for attending the meetings as admissible to him as such member.

:4:

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c) In addition to the sitting fees payable to him, the Director may be paid traveling allowance and daily allowance as applicable to members of first class committee as ordered by the Government from time to time.

- (i) In attending to and returning from the meeting of Board of Directors and any Committee thereof or
- (ii) In connection with the business of the Corporation

d) If a Director charges traveling allowance for his journey for attending meeting of the Board of Directors, Executive Committee or Sub-committee of the Corporation to any other institution, he shall not charge any traveling allowance to the Corporation. He will be permitted to claim daily allowance for the days he is required to stay

exclusively for attending the meeting of the Corporation provided he does not claim such daily allowance from any other institution.

e) A Director who is a salaried officer of the Government or a statutory body owned or controlled by Government shall be entitled to draw such traveling allowance and daily allowance as admissible to him under the rules regulating his conditions of service.

8. Disclosure of interest by Director

Every Director who is in any way, whether directly or indirectly concerned or interested (except as a representative of a body corporate) in any subject brought before the Board or the Executive Committee as the case may be shall disclose the nature of his concern or interest, at the meeting of the Board of Directors or the Executive Committee and shall not participate in the meeting of the Board or the Executive Committee, when that subject is being considered.

CHAPTER III

ADMINISTRATION AND CONDUCT OF AFFAIRS OF THE CORPORATION

9. Power of the Board and the Executive Committee

- (a) The Board and the Executive Committee shall have the power to negotiate and carry on authorized business of the Corporation in accordance with the provision of the Warehousing Corporation Act, 1962 (Central Act 58 of 1962) and the Tamil Nadu Warehousing Corporation Rules, 1965.
- (b) The Board or the Executive Committee may nominate a Sub-Committee or any of their members to consider in detail any particular question referred to them and to send its or his report to the Board or the Executive Committee as the case may be.
- (c) The Board shall determine, from time to time, the amount to expenditure on the Administration of the Corporation, subject to the budget allotment. The budget for a year and staff for a year shall be approved by the Board and Government before the commencement of the year and
- (d) The Board may delegate to a committee of directors, a director, the Managing Director, the Manager or any other principal officer of the Corporation such of the powers within the competence of the Board.

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10. Powers of the Chairman:-

The Chairman may pass any order or perform any act, in matters calling for expeditious action, within the competence of the Board or the Executive Committee, provided that such orders passed or information on acts done under this regulation, shall be placed before the Board or the Executive Committee as the case may be, at its next meeting.

11. Powers of the Managing Director:

- (a) The Managing Director shall have the powers to negotiate, execute all deeds, agreements, contracts, receipts and other documents that may be necessary to carry on the business of the Corporation, in accordance with the instructions which the Board or the Executive Committee may issue from time to time.
- (b) The Managing Director shall verify and sign the pleadings and other such documents on behalf of the Corporation.
- (c) The Managing Director shall function as a Chief Executive of the Corporation. He shall organise and supervise the office, maintain discipline and exercise all powers, in connection with appointment, promotion etc., as enumerated under the relevant portions of the regulations and shall make such other arrangements as may be necessary, for the efficient discharge of the functions of the Corporation provided the creation of and or appointment to the posts which carry maximum of pay exceeding Rs.4050/- p.m. shall be done with the prior approval of Government.
- (d) The Managing Director shall act as Controlling and Disbursing Officer in respect of all funds of the Corporation. He shall, subject to such conditions, as may be laid down, operate the accounts. He shall draw, accept and endorse bills of exchange and other instruments in the current and authorized business of the Corporation. He shall place the quarterly statement of receipt and expenditure before the Board and
- (e) The Managing Director may delegate such of the powers within his competence to a Manager or any other Officer of the Corporation for efficient discharge of the functions of the Corporation.

12. Common seal

- (a) The Common seal of the Corporation shall not be affixed to any instrument except in pursuance of a resolution of the Board of Directors or the Executive Committee and except in pursuance of the Managing Director and one other Director who shall sign their names to the instrument in token of their

presence and such signing shall be independent of the signature of any person who may sign the instrument as a witness.

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Staff Regulations :- (i) The following staff regulations shall apply to all the employees of the Corporation, including those who were recruited prior to the introduction of these regulations.

In matters not covered by these regulation the appropriate rules and regulations governing the conditions of service and the remuneration payable to the employees of the Government of Tamilnadu on similar grade of pay shall apply.

(1) Classification:- Employees holding the posts under the Tamilnadu Warehousing Corporation shall be classified into the following four groups namely:-

Group- A: Employees in the posts in the scales of pay, the minimum of which is Rs.10,000/- and above.

Group -B- Employees in the posts in the scales of pay, the minimum of which is Rs.5,500/- and above but below Rs.10,000/-

Group- C - Employees in the posts in the scales of pay, the minimum of which is Rs.2,610/- and above but below Rs.5,500/-

Group-D- Employees in the posts in scales of pay, the minimum of which is below Rs.2,610/-

Explanations - Employees holding the posts in Selection Grade or Special Grade shall come under the respective groups under which such posts in the ordinary grades are classified.

2)Sanction & Strength of staff: The Board shall determine from time to time the number of posts both permanent and temporary under the various classes required for carrying out the functions of the Corporation.

Provided that the Managing Director may create any post in any class for a period not exceeding two years subject to quarterly report to Chairman in the case of posts other than Group A and with the concurrence of the Chairman in the case of posts in Group A and if continuance of the temporary posts so created in any class is considered necessary, orders of the Board should be obtained.

3) Appointment of staff

(1) Appointments to the various posts shall be made by promotion or by direct recruitment or by deputation from the Central Government or State Government in accordance with such terms and conditions as are agreed to by the appointing authority. For appointing any person who will attain the age of retirement within one year from the date of appointment prior permission of the state Government should be obtained. Such permission should also be obtained in cases where appointment relates to Classes or posts for which the Board is the appointing authority. It will not however be necessary where a Government Officer is taken on deputation.

:7:

II) Reservation of appointment:

The rule of reservation of appointment in General Rule 22 of the Tamilnadu State and Subordinate Service shall apply to appointment by direct recruitment and be made on the following basis:-

(a) The unit of selection for appointment shall be 100, of which 30% (thirty) shall be reserved for the Backward Classes, 18% (eighteen) shall be reserved for the Scheduled Castes 20 % (twenty) shall be reserved for MBC 1%(one) shall be reserved for Scheduled Tribes and the remaining 31%(thirty one) shall be unreserved and filled on the basis of merit.

b) The claims of the candidates belonging to Backward Classes Scheduled Castes and Scheduled Tribes shall also be considered for the remaining 31% of unreserved vacancies which are filled on the basis of merit. Wherein a candidate belonging to backward class, Scheduled Caste or Schedule Tribes is selected on the basis of merit in the said 31% appointment the number of vacancies reserved for Backward classes, Scheduled caste and Scheduled Tribes as the case may be, shall not in any way be affected.

c) Selection for appointment shall be made in the order of rotation specified in the schedule below:

1. General Turn
2. Scheduled Castes
3. Most Backward Classes and Denotified Communities
4. Backward Classes
5. General Turn
6. Scheduled Castes

7. Most Backward Classes and Denotified Communities
8. Backward Classes
9. General Turn
10. Backward Classes
11. General Turn
12. Scheduled Castes
13. Most Backward Classes and Denotified Communities
14. Backward Classes
15. General Turn
16. Schedule Castes
17. Most backward Classes and Denotified Communities
18. Backward Classes
19. General Turn
20. Backward Classes
21. General Turn
22. Scheduled Castes

:8:

23. Most Backward Classes and Denotified Communities
24. Backward Classes
25. General Turn
26. Scheduled Castes
27. Most Backward Classes and Denotified Communities
28. Backward Classes
29. General Turn
30. Backward Classes
31. General Turn
32. Scheduled Castes
33. Most Backward Classes and Denotified Communities
34. Backward Classes
35. General Turn
36. Scheduled Castes
37. Most Backward Classes and Denotified Communities
38. Backward Classes
39. General Turn

40. Backward Classes
41. General Turn
42. Scheduled Castes
43. Most Backward Classes and Denotified Communities
44. Backward Classes
45. General Turn
46. Most Backward Classes and Denotified Communities
47. Backward Classes
48. General Turn
49. Backward Classes
50. Scheduled Tribes
51. General Turn
52. Scheduled Castes
53. Most Backward Classes and Denotified Communities
54. Backward Classes
55. General Turn
56. Scheduled Castes
57. Most Backward Classes and Denotified Communities
58. Backward Classes
59. General Turn
60. Backward Classes
61. General Turn
62. Scheduled Castes

:9:

63. Most Backward Classes and Denotified Communities
64. Backward Classes
65. General Turn
66. Scheduled Castes
67. Most backward Classes and Denotified Communities
68. Backward Classes
69. General Turn
70. Backward Classes
71. General Turn
72. Scheduled castes

73. Most Backward Classes and Denotified Communities
74. Backward Classes.
75. General Turn
76. Scheduled Castes
77. Most Backward Classes and Denotified Communities
78. Backward Classes
79. General Turn
80. Backward Classes
81. General Turn
82. Scheduled Castes
83. Most Backward Classes and Denotified Communities
84. Backward Classes
85. General Turn
86. Scheduled Castes
87. Most Backward Classes & Denotified communities
88. Back Classes
89. General Turn
90. Backward Classes
91. General Turn
92. Scheduled Castes
93. Most Backward Classes and Denotified Communities
94. Backward Classes
95. General Turn
96. Most Backward Classes and Denotified Communities
97. Backward Classes
98. General Turn
99. Backward Classes
100. General Turn

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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 appointments 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 tribe 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 of 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/schedule tribe candidates are not available, even then, the carried over turn shall lapse and the vacancy shall be filled by the next turn in the order of rotation.

Provided that in respect of appointment by direct recruitment for Group 'D' , 10% of the vacancies shall be reserved for ex-servicemen.

Explanation: 'Ex-Servicemen' means any person demobilised from the Army, Navy or Air Force for the period of 3 years from the 9th March 1973 or such period as may be extended from time to time on the advice of the State Government

III) a) The appointments to posts in any group shall be made by the Managing Director. The appointments to posts in Group "A" shall however be made with the concurrence of the Chairman.

b) The appointing authority may also appoint a sub-committee for drawing up a panel of names for the posts concerned for the consideration of the appointing authority.

c) The powers to terminate the services of employees shall be exercised by the Managing Director, provided that in respect of an employee in group "A" the power shall be exercised with the concurrence of the Chairman.

d) No person be eligible for appointment by direct recruitment unless he has an adequate knowledge of Tamil.

:11:

Provided that a person, being otherwise qualified for appointment to the post to which recruitment is to be made may apply for recruitment to the post despite the fact that at the time of such application he does not possess an adequate knowledge of Tamil.

Explanation- "Adequate Knowledge of Tamil" shall mean-

i) taken Tamil as a language for his

S.S.L.C. Public Examination or taken all the non-language subjects in Tamil in the S.S.L.C.

ii) Passed the Second Class Language in Tamil

Every such candidates as is referred to shall, if selected for appointment, pass the Second Class Language Test in Tamil conducted by Tamilnadu Public Service Commission within the period of his probation and notwithstanding anything contained in regulation 6(4), the period of his probation may be extended to four years from the date of appointment in order to enable him to pass the Second Class Language Test in Tamil. Such person shall be granted increments during the said period, if he fails to pass the said Language Test within the said period of four years he shall be discharged from service.

iii) The syllabus for the second class language test in Tamil referred to shall be as specified in Schedule 1-A of the Tamilnadu State and Subordinate Service Rules.

iv)(a) No person shall be eligible for appointment to any category of the posts mentioned in Appendix- I to these regulations unless he possesses the qualifications specified against such a post.

b) In the case of appointment of candidates through Employment exchange the age limit referred to in

Appendix I shall be reckoned from the date of calling for the names of eligible candidates from the Employment Exchange concerned.

Provided that in case qualified and suitable candidates are not available for any of the posts the appointing authority may appoint a person who does not possess such qualifications for a period not exceeding six months in case it

is found necessary to extend appointment so made beyond a period of six months the previous approval of the Chairman shall be obtained.

Provided further that-where the educational qualification prescribed for a post is SSLC and the candidate belonging to Scheduled Castes / Schedules Tribes, Backward classes and Most Backward classes or Denotified communities possess a qualification higher than S.S.L.C. in that case, age limit is not applicable.

:12:

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Where the educational qualification prescribed for a post is degree and the candidate belonging to Scheduled castes / Scheduled Tribes, Backward classes and Most Backward classes, or Denotified communities possesses a higher degree than the one prescribed for the post in that case age limit is not applicable.

Where the educational qualification prescribed for a post is lower than S.S.L.,C. and the candidate belonging to Scheduled castes / Scheduled Tribes, Backward classes and Most Backward classes, or Denotified communities possesses a qualification higher than the one prescribed for the post in that case age limit is not applicable.

Provided also that age concession extended by the Government of Tamil Nadu from time to time in respect of certain special categories such as Ex-servicemen, physically handicapped persons etc. shall also be applicable to the persons to be recruitment to the Tamil Nadu Warehousing Corporation.

v) a. Prior approval of the Government shall be obtained for the creation of any post if the maximum of the time scale of pay for the post is Rs. 4,050/- (Rupees Four thousand and fifty only) per mensem or more.

v(b) Prior approval of the Government shall be obtained for appointing a person in any post if the maximum of time scale of pay for the is Rs. 3090/- (Rupees three thousand ninety only) per mensum or more.

Explanation :

i) Prior permission need not be obtained for employment of retired Government Servants on contract basis if the appointment is a one time process for which the remuneration does not exceed Rs. 10,000/- (Rupees

ten thousand only) and the period of contract does not exceed three months. In such cases the Board of Directors of the Tamil Nadu Warehousing Corporation shall take decisions.

ii) If the remuneration payable exceeds Rs. 10,000/- for the period of contract exceeds three months prior permission of the Government shall be obtained before making such appointment

4. Probation : - Every person appointed to a post by direct recruitment shall be on probation for a period of two years within a continuous period of the three years from the date of such regular appointment.

Provided that such a period may be extended at the discretion of the appointing authority.

:13:

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(ii) Every person promoted from one Group to the other shall be on probation for a period of one year from the date of his regular appointment in that Group.

Provided that such a period may be extended at the discretion of the appointing authority.

Provided further that the Seniority of an employee in each category in each Group shall be determined from the date of his first appointment in regular capacity to a post in that category.

4(A) Tests : - Every person appointed to the posts of (1) Chief Administrative Officer, (2) Senior Regional Manager (3) Warehouse Manager Grade-II (4) Assistant (5) Senior Accounts Officer (6) Head Office Superintendents / Accountants and (7) Junior Engineers / Assistants Engineers shall pass account Test for Subordinate Officers part - I within the period of probation.

Provided that person appointed to the post of Assistant Engineers / Junior Engineers shall also pass Account Test for Public Works Department Officers in addition to the above Test.

5) Medical Certificate : Every candidate selected for employment shall within a week from the date of joining duty, furnish at his own expense a medical certificate of fitness from medical officer not below the rank of Assistant Civil Surgeon in the form prescribed in Appendix II to the regulations.

Provided that this regulation shall not apply to persons on deputation and retired officers of the Government who are re-employed under the Corporation regulation within a period of months from their date of retirement.

6) Notice for leaving employment : No employee shall leave or discontinue his services in the Corporation without giving one month notice in writing to the Managing Director of his intention to do so. In case of breach of this regulation the employees shall be liable to pay to the Corporation as compensation a sum equal to his basic pay for the said period of notice.

Provided, that the payment of such compensation may be partly or wholly waived at the discretion of the Managing Director who shall record his reason for such waiver.

Leave at credit of the employee may be counted against the notice period

:14:

7) Security: Every person appointed to the post other than Group 'A' either in Head Office or in the Warehouses handling cash or valuables shall furnish such security as may be determined by the Board.

In case the employee resigns, retires or is transferred to any other category which does not involve handling of cash or valuables, the Security deposited by him, is refundable only after the receipt of the audit report audited by the Auditors appointed by the Government of Tamil Nadu from time to time on the advice of the Comptroller and Auditor General of India as per Sub-Section (3) of Section 31 of the Warehousing Corporations Act, 1962 (Central Act 58 of 1962).

8) Provident Fund: Every employee directly recruited by the Corporation shall subscribe to Provident Fund in accordance with the Tamil Nadu Warehousing Corporation Employees Provident Fund Rules, 1966 framed for the purpose.

9) Unless in any case it be otherwise distinctly provided the whole time of the employee shall be at the disposal of the Corporation and he may be employed

in any manner required by the Corporation without claim, for additional remuneration. An employee of the Corporation while in the service of the Corporation shall not apply for a job elsewhere except with the previous permission of the Managing director. Failure to obtain such permission shall be deemed to be misbehavior and shall be dealt with as such.

Explanation: The term 'Service' includes period spent on leave also.

10) Age of retirement : i) Every employee other than basic Servants shall retire on completion of the age of fifty eight years or as determined by the Government of Tamil Nadu from time to time in respect of Government Employees. Every employee in the category of Basic Servants shall, however, retire on completion of the age of sixty years or as determined by the Government of Tamil Nadu from time to time in respect of such employees.

Provided that the Board may, in the interest of the Corporation, extend the period of services of an employee beyond the age of retirement for such periods as may be considered necessary not exceeding one year at a time.

Provided further that the re-employment of retired State Government employee in the Corporation shall be done only with the prior permission of the State Government.

:15:

Provided also that no extension shall be given to an employee beyond the age of sixty years

Provided also that the employees including basic servants may in public interest be compulsorily retired from service on completion of 25 years of qualifying service or on attaining the age of 60 years whichever is earlier and in the case of Basic Servants. 30 years of qualifying service or 55 years of age whichever is earlier as may be decided by the Review committee consisting of the Chairman, the Managing Director and the Officer of the Finance Department of the Government of Tamil Nadu who is acting as a Director in the Board. While reviewing the cases of employees, the Review Committee shall follow the same norms and guidelines as may be prescribed from time to time by the Government of Tamilnadu for reviewing the cases of employees under Fundamental Rule 56 (d).

Provided also that the employees compulsorily retired by the Review Committee may submit his review petition to the High Level Standing Committee Consisted by the Government of Tamil Nadu within one month from the date of issue of the order of compulsory retirement through the Managing Director.

Provided also that an employee who has completed not less than 20 years of qualifying service may by giving three months notice in writing to the appointing authority retire from service voluntarily. As the scheme is voluntary, the initiative rests entirely with the employee. The period of notice will commence from the date of its receipt by the appointing authority. An employee before giving the notice should satisfy himself by means of a reference to the appropriate administrative authority that he has in fact completed 20 years of qualifying service. An employee retiring under this scheme will be given weightage upto five years in addition to the qualifying service rendered by him subject to the condition that the total qualifying service he would have had if he had voluntarily retired under Fundamental Rule 56 (d) on completion of 25 years service or on attaining the age of 50 years. While accepting voluntary retirement of any employee, the rule governing voluntary retirement of Government servants issued by the Government of Tamil nadu from time to time shall be followed.

ii) Termination of Service : a) The services of an employee who is on probation may be terminated at any time without assigning any reason by giving one month notice in writing or one month's pay in lieu thereof.

:16:

b) The Corporation may terminate the services of any employee of Group A after the expiry of his period of probation by giving him three months notice or three month's pay in lieu thereof and of an employee of Group B by giving him two months notice or two month's pay in lieu thereof and of an employee of Group C and D by giving one month's notice or one month's pay in lieu thereof.

Explanations: In case notice falls short of the period specified above, the employee shall be entitled to pay only for the period by which such notice falls short of the said period.

c) The power to terminate the services of an employee under Group (A) or (B) shall be exercised by the Managing Director. The termination of services of an employee in Group A shall however be made with the concurrence of the Chairman.

d) Nothing contained in this regulation shall affect the right of the appointing authority to retire, remove or dismiss an employee without notice or pay in lieu thereof in accordance with the provisions of regulations under disciplinary action.

CHAPTER VI

7(1) Scale of Pay :

1) The scale of pay admissible to employees of the Corporation shall be given in Appendix - III.

Provided that the interests of the Corporation and in fit cases the appointing authority may in its discretion, grant at the time of appointment advance increments.

Provided further that employees on deputation may either be appointment in the scale of pay specified for each post by the Corporation or in the scales of pay admissible to them in the parent department or and shall be governed by the orders of the Government specifying the terms and conditions of deputation.

2) Powers to fix the pay scale for any post or any category or posts shall vest with the Board.

3) The Board may also, for special reasons, sanction special pay for any post or posts.

:17:

4)(a) The initial pay in a scale of pay of an employee, whether on first appointment or on transfer from one post in one scale of pay to a post in another scale of pay either on promotion or otherwise shall be fixed in accordance with the relevant, Fundamental Rules, rules Governing re-employment of retired government officials and any other rules or orders for

the time being in force of the Government of Tamil Nadu for fixation of initial pay of a Government Servant.

b) In an incremental Scale, the increment shall accrue on completion of each specified period of service in the scale (unless specifically otherwise stipulated in the order of appointment) and duty period in a higher grade shall also count for increment in an employee's increment scale in any lower grade provided the individual is fully qualified for the post.

c) In the case of all employees of the Corporation all leave except extraordinary leave taken otherwise than on medical certificate shall count for increment, the period which counts for increment shall however be restricted to the period during which an employee would have actually held the post.

d) An employee of the Corporation shall during the period of training draw such pay as the appointing authority may fix and in any case not exceeding the pay which he would be entitled, if he were on regular duty.

e) The appointing authority may grant one advance increment for having passed the Account Test for subordinate Officers Part-I in respect of the following categories of employees with effect from 1st January 1965 or the date of passing the Account Test whichever is later.

1. Office Superintendents

2. Warehouse Manager Grade II

3. Accountant and

4. Assistants

5) An employee of the Corporation shall be eligible for the following allowances and concessions and he shall be entitled to those allowances and concessions at such rate as are in force from time to time in the corresponding scales of pay in the Madras Government Service.

1. Dearness Allowance
2. House Rent allowance
3. Local allowance on account of expensiveness of locality
4. Grant of Festival Advance
5. Cycle allowance or other conveyance allowance provided the grant of cycle or other conveyance allowance is subject to the condition that the recipients maintains the conveyance for which the allowance is given and that this is in lieu of any other traveling allowances or fixed traveling allowance for journeys with his sphere of duty.

CHAPTER VII

(1) Employees of deputation from Central or State Governments shall be entitled to leave as would be admissible to them in their parent departments. In respect of Casual leave, working hours and holidays the deputationists shall, however be governed by the procedure of the Corporation.

2) The employees of the Corporation shall be entitled to all categories of leave including casual leave and as admissible to the employees of the State Government of the corresponding categories under the Fundamental Rules as amended from time to time.

9) Authority to Grant Leave :

The authorities specified in column (3) of the Table below shall be competent to grant the leave specified in the corresponding entries in column (1) to the employees specified in the corresponding entries in column (2) thereof.

:19:

Leave (1)	Employees (2)	Authority (3)
1.Casual leave	Managing Director	Chairman
	ii)Regional Managers & Other Officers in HO	Managing Director
	iii)Staff other than the Officers in HO upto cadre of Dy.Manager/Supdt.	General Manager
	Asst. and below	M(Admn)
	iv) Staff under the control of Regional Office and WHM in the Region.	Regional Manager
	v) Staff under the control of Warehouse Manager	Warehouse Manager concerned

2. Earned leave or any other leave admissible under the Tamil Nadu fundamental Rules and Tamil Nadu Leave Rules.	1)Managing Director	Chairman Managing Director
	2.SRMs/Regional Managers and Other Officers in HO	CMD/MD
	3.Dy.Managers WHM Gr.II Supdt.WHM Gr.I	C.A.O

	Below the cadre of Asst	C.A.O

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Provided that Government Officers on deputation, the sanctioning authority shall be the appropriate Government authority

NOTE : For Government Officers on deputation the sanctioning authority will be the same but the leave sanctioned will be subject to eligibility of their parent Department.

The Managing Director or any other Officer authorized by him in this behalf shall maintain Service Register in respect of all employees other than the Managing Director and other Officer (Government) on deputation.

10) Service Register:

- 1) The Service Register shall be in the form prescribed by the Government of Tamil Nadu.
2. The Managing Director or any other Officer authorized by him in this behalf shall maintain service registers in respect of all employees other than the Managing Director and Officers on deputation.

11) 1) All employees are bound to serve the Corporation in such capacity and in such place as may from time to time be directed by the Corporation.

2) All employees are bound to serve the Corporation faithfully and to the best of their ability. No employee shall associate himself with or take any active part in politics or in any political demonstration.

3) An employee shall not speculate in stocks, shares, securities or commodities of any description or be connected with or share an interest in the formation or management of joint stock companies.

4) An employee shall not without the permission of the competent authority engage himself directly or indirectly in any trade or undertake any

employment while on duty or on leave other than those allotted to him by the Corporation.

5) An employee shall not bring to bear or attempt to bear influence on the members of the Board or the Executive Committee in any manner in which he is personally interested or in any matter connected with the Corporation.

6) An employee shall not absent himself from his duty or from the station of the posting without obtaining prior permission of the Managing Director.

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12. Disciplinary action :

Employee who commits a breach of the Regulations of the Corporation or who displays negligence, inefficiency or indolence or who displays knowingly does anything detrimental to the interests of the Corporation in contrary to its instructions or who commits a breach of discipline or is guilty of any other act of misconduct or who is convicted of a criminal offence shall be liable to the following penalties, namely.

1. Censure
2. Fine (for Basic Servants only)
3. Withholding of increment or promotion
4. Reduction to a lower rank in the seniority list or to a lower post or time scale whether in the same group or in another group or to a lower stage in the time scale.
5. a) Recovery from pay of the whole or part of any pecuniary loss caused to Corporation by the employee by negligence or breach 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.

6. Compulsory retirement otherwise than under regulation.

7. Removal from service

8. Dismissal from service

9. Suspension where a person has already been suspended under Regulation 14 (4) to the extent considered necessary by the authority imposing the penalty.

13) Authority competent to impose penalty :

(1) An employee may for good and sufficient cause be punished in one or other of the above ways at the discretion of the authority competent to impose the punishment as shown in the Table below:

:22:

Group of the employee	Censure, fine with holding of increments or promotion and recovery from pay	Reversion Reduction to lower stage in incremental stage	Compulsory retirement	Removal or Dismissal	Appellate Authority
(1)	(2)	(3)	(4)	(5)	(6)
Group- A (other than the deputationists from Govt. For them, with the concurrence of their parent department	Managing Director	Managing Director	Review Committee	Managing Director with the concurrence of the Chairman	High level Committee in respect of retirement and E.C. in other cases
Group B	- do -	- do -	- do -	M. D.	-do-
Group C & Group D	- do -	- do -	- do -	- do -	- do -

Explanation :-

i) The Review Committee shall consist of (a) Chairman (b) Managing Director (c) Deputy Secretary to Government, Finance Department who is a Director in the board of Directors of the Tamil Nadu Warehousing Corporation.

ii) High Level Committee refers the "High Level Standing Committee" Constituted by the Government of Tamil Nadu.

2) No appeal shall be entertained if it is not preferred within a period of two months from the date of receipt of the orders imposing the penalty other than those imposed by the Review Committee.

3) Every memorandum of appeal preferred under this regulation shall contain all relevant statements relied on by the appellant and shall not contain any disrespected or improper language and shall be complete in itself.

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4. Every memorandum of appeal shall be sent by an employee through the immediate superior officer who shall forward it to higher authority with its own comments. Preferring appeals direct to the appellate authority shall be deemed to be breach of discipline

5) The authority imposing any major penalty under the regulations shall maintain a record showing.

i) the allegation upon which action was taken against the person punished.

ii) the charges framed

iii) the personal representation if any and the evidence taken if any and

iv) findings and the grounds thereof.

6) All orders of punishment shall also state the grounds on which they are based and shall be communicated in writing to the persons against whom they were passed.

14) (1) Procedure to be followed in imposing penalties

1)_ In every case where it is proposed to impose on an employee any of the penalties specified on items (1), (2), (3) and (5) in regulation 12, he shall be given a reasonable opportunity of making any representation that he may desire to make and such representation if any shall be taken into consideration before the order imposing the penalty is passed (or before proceeding further for penalties in items (3) to (8) of this regulation.

2)(a) In every case where it is proposed to impose on an employee any of the penalties specified in items (4), (6), (7), (8) and (9) in regulation 12 the grounds on which it is proposed to take action shall be reduced to the form of a definite charge or charges which shall be communicated to the person charged together with a statement of allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing order on the case. He shall be required within a reasonable time to put in a written statement of his defence and to state whether he desires an oral enquiry or only to be heard in person. An enquiry Officer who shall be an officer of the Corporation only and higher in rank than the Officer charged shall be appointed. An oral enquiry shall be hold if such an enquiry is desired by the person concerned. At that enquiry oral evidence shall be heard as to such of the allegations are not admitted and the persons charged shall entitled to cross-examine the witnesses who gives evidence in person to have such witnesses 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 so desires any further written statement of his defence. If no enquiry is held and if he had desired to be heard in person a personal hearing shall be given to him. The proceedings shall contain a sufficient record of the evidence and the statement of the findings and the ground thereof.

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b) After the enquiry or personal hearing referred to in clause (a) has been completed and if the authority competent to impose penalty mentioned in that clause is of the opinion on the basis of the evidence adduced during the enquiry that any of the penalties specified therein shall be imposed on the

employee, it shall make an order imposing such penalty and it shall not be necessary to give the person charged any opportunity of making representation on the penalty

3) The procedure described in the clauses above shall not apply where the Board is satisfied that in the interests of the Corporation it is not expedient to follow the procedure laid down.

4) Authority to suspend an employee pending enquiry.

Group of employee	Authority to suspend
Group A & B	Managing Director
Group C & D	Chief Administrative Officer

The employees may be placed under suspension pending on grave charges, where such suspension is necessary in the interest of the Corporation or for facilitating enquiry into charges. The reasons for such suspension should be recorded in detail. The authority competent to suspend an employee may at his discretion sanction to him a subsistence allowance at a rate not exceeding half of the substantive pay during the period of suspension. No employee shall be kept under suspension pending enquiry against him for a period exceeding one year without the specific orders of the Board of Directors.

Provided that no appeal shall lie against (a) any order of suspension under clause (4) of the Regulation or (b) any order passed by the Board.

5. No appeal shall be entertained if it is not preferred within a period of two months from the date of receipt of the order imposing the penalty.

Every memorandum of appeal preferred under this regulation shall contain all relevant statements relied on by the appellant and shall contain no disrespectful or improper language and shall be complete in itself.

Every memorandum of appeal shall be sent by an employee through his immediate superior officer who shall forward it to Higher Authority with his own comments. Preferring appeals direct to the appellate authority shall be deemed to be breach of discipline.

(6) When the appellate authority holds that an employee who has been dismissed or removed under the regulations has been fully exonerated or in the case of suspension, that it was wholly unjustified, the employee shall be reinstated in his post and he shall be given the full pay to which he would have been entitled had he not been dismissed/removed or suspended, as the case may be together with any allowances of which he was in receipt prior to his dismissal, removal or suspension. The period during which an employee is under suspension shall, if he is not removed or dismissed from service, be treated as period on duty or leave as the authority competent may direct.

(7) In other cases, the employees shall be given such proportion of such pay and allowance as appellate authority may prescribed.

(8) If there be any doubt regarding the procedure to be adopted in the imposition of penalties or taking disciplinary action under this regulation the procedure prescribed or used for the purpose of the Tamil Nadu Civil Services (Classification, Control and Appeal) Rules as amended from time to time shall be followed.

9) Notwithstanding anything contained in these regulations:-

a) The Executive Committee may at any time, either on their or its own motion or otherwise, call for the records of any inquiry and review any order made under these rules and may

b) confirm, modify or set aside the order or

c) confirm, reduce, enhance or set aside the penalty imposed by the order, or impose any penalty where no penalty has been imposed or

d) remit the case to the authority which made the order or to any other authority directly such authority to make such further inquiry as it may consider proper in the circumstances of the case or

e) Pass such other orders as it may deem fit provided that no order imposing or enhancing any penalty shall be made by the reviewing authority unless the employee concerned has been given a reasonable opportunity of making representation against the penalty proposed and where it is proposed to impose any of the penalties specified in clauses (4) 5(a)(b)(c),6,7, 8 and 9 under Regulation 12 or to enhance the penalty imposed by the order sought to be reviewed to any of the penalties specified in those clauses, no such penalty shall be imposed except after an inquiry in the manner laid down in clause (2) of Regulation 14 and after giving a reasonable opportunity to the

employee concerned of showing cause against the penalty proposed on the evidence adduced during the inquiry and except after consultation with the authorities specified in Regulation 13 where such consultation is necessary.

:26:

- f) No proceeding for review shall be commenced after-
 - i) the expiry of the period of limitations for an appeal or
 - ii) the disposal of the appeal where any such appeal has been preferred.
- g) An application for review shall be dealt within the same manner as if it was an appeal under these rules.

15) Disciplinary action against Government Officers whose services are lent to the Corporation:- While lending the services of certain Government officers, the Government have not passed any specific order concerning disciplinary action to be taken against them for either grave or minor omissions or irregularities committed by them while they are on foreign service with the Corporation.

The Managing Director shall conduct a full enquiry for Government Officers who are on foreign service in this Corporation and who give cause for complaints or commit any irregularities in the conduct of their duties or are guilty of any other misconduct and with the concurrence of the Chairman, place the subject matter before the Board for its orders whether the Government Officer should be reverted to his parent department, and upon the orders of the Board, the Managing Director shall then write to Government or to the Head of the Department concerned for his reversion to his department and upon the receipt of orders, revert the Officer to his parent department. The Managing Director shall thereafter send to the Government or the Head of Department a full report on the enquiries and findings for the Government or parent department to take such action as it may deem fit against the officer concerned.

Provided that in the case of employees who are permanently absorbed from the State Government service the Corporation shall be competent to impose penalty upon them for their misdeeds committed during their service under the State Government.

CHAPTER VIII

16.JOURNEYS : (1) (a) Joining time - An employee on transfer from one station to another or on return from leave shall be entitled to such joining time and to such pay during the period of joining time as are admissible to a Government servant under the Fundamental subsidiary rules of the Government of Tamilnadu for the time being in force.

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b) Traveling Allowance -(1) Staff (a) The Employees of the Corporation shall be entitled to such rates of traveling allowance as mileage daily allowance and transfer allowance as are admissible to the employees of the Government of Tamilnadu of the corresponding categories under the Tamil Nadu Manual of Special Pay and Allowances as amended from time to time or to such rates of allowances as the Board may sanction in any special case.

Employees on deputation from the Central or State Governments shall have option to draw daily allowances, traveling allowances and transfer traveling allowance in accordance with the traveling allowance rules of their parent departments and as ordered by the Government in their orders deputing those officers.

c) The Managing Director and the directors who are salaried officers of the Government shall be entitled to draw from the funds of the Corporation traveling and daily allowance at the rates applicable to them under the rules of the Government. The Managing Director will be eligible for travel by air or by air-conditioned class by train.

Note: For purposes of traveling allowance including his own, the Managing Director shall be the controlling officer.

CHAPTER IX

17. Medical facilities: - Employees and members of their families shall be entitled to such medical facilities as are admissible to State Government servants or on such terms and conditions as the Board may stipulate from time to time.

18. Application of rules, regulations and orders of the Government of Tamil Nadu in respect of matters not specifically provided for in these regulations the relevant provisions of the rules, regulations and orders of the Government of Tamil Nadu for the time being in force shall apply mutatis mutandis to the employees of the Corporation unless the Board by order direct otherwise.

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See Regulation 6(3) (iii),a

Sl. No	Name of Post	Method of Appointment	Qualifications	Age	Remarks
1. (a)	General Manager	a)Direct Recruitment	1.Post Graduate preferably in Art/Law/Commerce/Economics/Chemistry/Botany/Zoology with experience for a period of not less than 10 years in a responsible position in a Government Department/Public sector Undertakings/Private Organizations. Provided that preference shall be given to the persons possessing the following qualifications- 1)Persons having adequate knowledge and experience in Personnel Management/Business Management 2)A degree or diploma in personnel/business Management.	35 years The age shall be reckoned from the date of calling for names of eligible candidates from the Employment Exchange-concerned	

		(b) Deputation	<p>(OR)</p> <p>(2)(1) A Post Graduate in Personnel and/Business Management.</p> <p>(2) (2) Adequate knowledge and experience of 10 years in a reputed company.</p> <p>Government Servants from the category of senior time scale cadre of IAS/District Revenue Officer or equivalent rank from any other department including secretariat on foreign service terms and conditions</p>	Age limit does not apply	
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Sl. No.	Name of Post	Method of Appointment	Qualifications	Age	Remarks
1b	Manager (Quality Control)	(a) Direct Recruitment (B) Promotion	A Degree of M.Sc in Agri.(Extension) or Agri.- Economics. Provided that other things being equal preference shall be given to those who possess the M.Sc. degree in Entomology. Must have served as Agri.Officer(Extension) for a period of not less than five years. or Must have served as Senior Regional Manager/Asst. General Manager with B.Sc. Agriculture as one of the subjects and must have put in a service of not less than three years in the category of senior Regional Manager in Tamilnadu Warehousing Corporation. Provided the person who is appointed/promoted to the post of Manager(Quality Control) either by direct recruitment or by promotion must have passed the following tests: (a)Account Test for Executive Officer. (b) Departmental Test for Officers of the Tamil Nadu Agriculture Department	(1) 30 yeas in the case of other communities (ii) 32 years in the case of MBC/denotified Communities/BC (iii) 35 years in the case of Scheduled Castes/Scheduled Tribes. The age shall be reckoned from the date of calling for names of eligible candidates from the Employment Exchange. Age limit does not apply	

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			<p>(c) District Office Manual Test</p> <p>Explanation (1) In case the officers who have not passed the Tests mentioned in the proviso above and if they are otherwise fully qualified to hold the post, they may be allowed to pass the said tests within a period of three years from the date of their appointment.</p> <p>Explanation: (2) Provided that pass in the Account Test for Executive Officers is not necessary if the person concerned has passed the Account Test for Subordinate Officers Part I & II.</p>		
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Sl. No .	Name of Post	Method of Appointment	Qualifications	Age	Remarks
1. (c)	Chief Administrative Officer	(a) Direct Recruitment	<p>Post graduate preferably in Agriculture, Economics, Commerce, Chemistry/Botony or Zoology with experience for a period of not less than five years in a responsible position in a Government Department/Public/Private Sector Undertakings</p> <p>Provided that preference shall be given to the persons possessing the following qualifications.</p> <p>(1) Persons with practical experience in trading in Agricultural produce in India or Aboard</p> <p>(2) Persons with Law Degree and experience in Company Law.</p> <p>(3)(a) A degree or diploma in Personnel and Business Management.</p> <p>(4) Adequate knowledge and experience in Personnel management and Business Management.</p>	<p>(1) 30 years in the case of other communities (ii) 32 years in the case of MBC/Denotified communities /BC (iii) 35 years in the case of scheduled castes/Scheduled Tribes.</p> <p>The age shall be reckoned from the date of calling for names of eligible candidates from the Employment Exchange concerned.</p>	

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		(b) Promotion	According to seniority & merit from the approved probationers in the category of Regional Manager	Age limit does not apply	
		(c) Deputation: -	Government Servants from the category of Deputy Collectors or Selection Grade Section Officer in any of the departments of Secretariat on foreign service terms and conditions.	Age limit does not apply	

Sl. No.	Name of Post	Method of Appointment	Qualifications	Age	Remarks
1. (d)	Senior Regional Manager/ Asst. General Manager	(a) Direct Recruitment (b) Promotion (c) Deputation:-	Post Graduate preferably in Agriculture, Economics, Commerce, Chemistry, Botany or Zoology with experience for a period of not less than five years in a responsible position in the Government department/Public/Private Sector Undertakings Provided that preference shall be given to the persons possessing the following qualifications:- 1.Persons with practical experience in trading in Agricultural produce in India or abroad. 2.Persons with Law Degree and experience in Company Law According to seniority & merit From the approved probationers in the category of Regional manager Government servants from the category of Deputy Collectors or Selection Grade Section Officer in any of the departments of Secretariat on foreign service terms and conditions	(1) 30 years in the case of other communities (ii) 32 years in the case of MBC/Denotified communities /BC (iii) 35 years in the case of scheduled castes/Scheduled Tribes. The age shall be reckoned from the date of calling for names of eligible candidates from the Employment Exchange concerned. Age limit does not apply Age limit does not apply	

Sl. No.	Name of Post	Method of Appointment	Qualifications	Age	Re marks
4.	Warehouse Manager Grade II/ Superintendent	(a) Direct Recruitment	First Class graduates in Science with Botany, Zoology or Chemistry as the main subject, or First Class Graduates in Agriculture.	(1) 30 years in the case of other communities (ii) 32 years in the case of MBC/Denotified communities / BC (iii) 35 years in the case of scheduled castes/Scheduled Tribes. The age shall be reckoned from the date of calling for names of eligible candidates from the Employment Exchange concerned.	
		(b)Promotion	(b) According to seniority and merit. From the approved probationers in the category of Assistants possessing the following qualifications namely (1) Must have worked in the Warehouse for minimum period of not less than one year in the category of Junior Assistant or Assistant(2) Must have passed Account Test for subordinate Officers Part -1(3) Must have undergone the training conducted at Hapur or the training conducted by the Central warehousing Corporation or any equivalent training approved by the Board.	Age limit does not apply	

Sl. No.	Name of Post	Method of Appointment	Qualifications	Age	Remarks
7 (b)	Steno Typist	Direct Recruitment	<p>(1) A pass in Higher Secondary Examination.</p> <p>(2) A pass in Shorthand Higher Grade in English and Typewriting Higher Grade in English.</p> <p>Provided that preference shall be given to the persons possessing the following qualifications.</p> <p>1) Previous experience as Stenographer in any Government Department or a Commercial firm or Public sector Undertakings.</p> <p>2) A Graduate in Science with Chemistry, Botany or Zoology as Main subject.</p>	<p>(1) 30 years in the case of other communities</p> <p>(ii) 32 years in the case of MBC/Denotified communities /BC</p> <p>(iii) 35 years in the case of scheduled castes/Scheduled Tribes.</p> <p>The age shall be reckoned from the date of calling for names of eligible candidates from the employment exchange concerned</p>	

Sl No.	Name of Post	Method of Appointment	Qualifications	Age	Remarks
9.	Attender	a) Direct Recruitment	SSLC appeared	(1) 30 years in the case of other communities (ii) 32 years in the case of MBC/Denotified communities /BC (iii) 35 years in the case of scheduled castes/Scheduled Tribes. The age shall be reckoned from the date of calling for names of eligible candidates from the Employment Exchange concerned.	
		b)Promotion	According to seniority and merit. From the approved probationers in the category of Office Assistant, Watchman who- (1)Must have passed VIII Std. or III Form of a recognized school. (2) Must have completed three years of service in the category of Office Asst. Watchman. Provided that they should have satisfactory record of service and vacancies exist Explanation:- Watchman:- Watchman in the scale of pay of Office Assistant alone are eligible.	Age limit does not apply to promote	

Sl. No.	Name of Post	Method of Appointment	Qualifications	Age	Remarks
10 (a)	Office Asst.	Direct Recruitment	<p>(1) Must have passed III Form or VIII Std. of a recognised school.</p> <p>(2) Must possess working knowledge of Tamil.</p> <p>(3) Must know cycling</p> <p>Explanation:- Recognised school means a school maintained by or opened with the sanction of Government of Tamilnadu or its recognition has been accepted by the Director of School Education under the Tamilnadu Educational Rules.</p>	<p>(1) 30 years in the case of other communities (ii) 32 years in the case of MBC/Denotified communities /BC (iii) 35 years in the case of scheduled castes/Scheduled Tribes.</p> <p>No age limit in the case of Ex-serviceman.</p> <p>The age shall be reckoned from the date of calling for names of eligible candidates from the Employment exchange concerned.</p>	
(b)	Watchman	Direct Recruitment	<p>(1) Must have passed III Form or VIII Std. of a recognised school.</p> <p>(2) Must possess working knowledge of Tamil.</p> <p>(3) Must know cycling</p> <p>Explanation:- Recognized school means a school maintained by or opened with the sanction of Government of Tamilnadu or its recognition has been accepted by the Director of School Education under the Tamilnadu educational Rules.</p>	<p>1) 30 years in the case of other communities (ii) 32 years in the case of MBC/Denotified communities /BC (iii) 35 years in the case of scheduled castes/Scheduled Tribes.</p> <p>No age limit in the case of Ex-serviceman.</p> <p>The age shall be reckoned from the date of calling for names of eligible candidates from the Employment exchange concerned</p>	

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Sl. No.	Name of Post	Method of Appointment	Qualifications	Age	Remarks
c)	Sweeper-cum-Scavanger	Direct recruitment	(1) Must have passed V Std. of a recognized school. (2) Must have knowledge of Tamil. Explanation: Recognised school means school maintained or opened with the sanction of Government of Tamilnadu or its recognition has been accepted by the Director of School Education under the Tamilnadu Educational Rules.	(1) 30 years in the case of other communities (ii) 32 years in the case of MBC/Denotified communities /BC (iii) 35 years in the case of scheduled castes/Scheduled Tribes. The age shall be reckoned from the date of calling for names of eligible candidates from the Employment exchange concerned.	

:16:

Sl. No.	Name of Post	Method of Appointment	Qualifications	Age	Remarks
11)	Senior Accounts Officer	a)Direct Recruitment	<p>Must have passed the final examination conducted by the Institute of Chartered Accountants Cost Accountants.</p> <p>Provided that preference shall be given to the persons with practical experience in Government/Commercial department or in a private firm registered under the Companies Act 1956 for a period of not less than two years.</p>	<p>(1) 30 years in the case of other communities (ii) 32 years in the case of MBC/Denotified communities /BC (iii) 35 years in the case of scheduled castes/Scheduled Tribes.</p> <p>The age shall be reckoned from the date of calling for names of eligible candidates from the Employment exchange concerned.</p>	

:17:

		(b) Promotion	<p>According to sonority and merit.</p> <p>From the approved probationer in the category of Accounts Officer who have passed</p> <p>1) Account Test for Subordinate Officers Part I</p> <p>(2) Accountancy (Lower) conducted by the Director of Technical Education, Madras.</p>	Age limit does not apply	
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		(c) By deputation:-	<p><u>Explanation:-</u></p> <p>The qualification regarding passing of Accountancy (Lower) is exempted in the case of commerce graduates.</p> <p>Accounts Officers from the Tamil Nadu Treasuries and Accounts Department or the corresponding category of officers in the Local fund Audit department may be drafted on deputation basis.</p>	Age limit does not apply	
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Sl. No	Name of Post	Method of Appointment	Qualifications	Age	Remarks
12	Accounts Officer	Promotion	<p>According to seniority and merit.</p> <p>From the approved probationers in the category of Junior Accounts Officer who have passed Account test for subordinate Officers Part I and Accountancy (Lower) conducted by the Director of Technical Education.</p> <p>Explanation:-</p>	Age does apply limit not	

		(b) Deputation	The qualification regarding passing of Accountancy (Lower) is exempted in the case of commerce graduates. Government servants from the Tamilnadu Treasury Accounts Department or from the Local Fund Audit Department on foreign service terms and conditions.	Age limit does not apply	
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Sl. No .	Name of Post	Method of Appointment	Qualifications	Age	Remarks
13	Junior Accounts Officer	Promotion.	According to seniority and merit. From the approved probationers in the category of Superintendent/Accountant who have passed. (1) Accountancy Lower and (2) Account Test for Sub-Ordinate Officers Part -I Explanation: The qualification regarding passing Accountancy (Lower) is exempted in case of commerce graduates	Age does not apply	

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S N.	Name of Post	Method of Appointment	Qualifications	Age	Re marks
14	Head Office Superintendent/ Accountant	(a) Direct recruitment	Degree in Commerce During the period of probation he should pass the following tests. 1) District Office Manual test 2) Account Test for Subordinate Officers Part -I	1) 30 years in the case of other communities (ii) 32 years in the case of MBC/Denotified communities /BC (iii) 35 years in the case of scheduled castes/Scheduled Tribes. No age limit in the case of Ex-serviceman. The age shall be reckoned from the date of calling for names of eligible candidates from the Employment exchange concerned	
		Promotion Deputation	According to seniority and merit from the approved probationer in the category of Assistants who have passed 1) Account test for subordinate officers Part I , and (2) District Office Manual Government servants from the treasury and Accounts/ Local Fund Auditdepartment on foreign service terms and conditions	Age limit does not apply Age limit does not apply	

:21:

Sl. No	Name of Post	Method of Appointment	Qualifications	Age	Re marks
15.	Construction Engineer	(a) Direct Recruitment	<p>Graduates in Engineering Preferably Civil of the Madras University or from any of the Universities or Engineering Institutions in India recognized by the Government of Tamilnadu</p> <p>Provided that preference shall be given to the persons with practical experience for a period of not less than 5 years in construction of buildings either Government or any other private Engineering firm registered under the Companies Act,1956.</p>	<p>Age below 35 years.</p> <p>The age shall be reckoned from the date of calling for names of eligible candidates from the Employment exchange concerned</p>	
		(b) Promotion	<p>According to seniority and merit Assistant Construction Engineers who possess (1) B.E. degree (2)Completed five years of service in that category.</p>	<p>Age limit does not apply</p>	
		Deputation	<p>Government servants from the category of Executive Engineers in Public works department on foreign service terms.</p>	<p>Age limit does not apply</p>	

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Sl. No.	Name of Post	Method of Appointment	Qualifications	Age	Remarks
16	Assistant Engineer Construction	<p>By Promotion:</p> <p>(b)By Deputation:-</p>	<p>According to seniority and merit:- From the category of Draughtsman-cum-Supervisor with five years of service that category. 2. Must have passed the Account test for Public Works Department Officers and subordinate Officer</p> <p>b)Deputation from the Public Works Department in the category of Assistant Executive Engineers on foreign service terms</p>	<p>Age limit does not apply</p> <p>Age limit does not arise</p>	

:24:

Sl. No.	Name of Post	Method of Appointment	Qualifications	Age	Remarks
19.	Electrician	(a) Direct Recruitment	<p>Must possess National Trade Certificate or National Apprenticeship Certificates for the post of Electrician.</p> <p>Provided that preference shall be given to those with previous experience of two years in the trade in any Government Departments or Public sector Undertakings.</p>	<p>(1) 30 years in the case of other communities (ii) 32 years in the case of MBC/Denotified communities /BC (iii) 35 years in the case of scheduled castes/Scheduled Tribes.</p> <p>The age shall be reckoned from the date of calling for names of eligible candidates from the Employment exchange concerned</p>	
		(b) Promotion	<p>According to seniority and merit.</p> <p>From the approved probationers in the category of Office Assistants and Attenders those in possession of National Trade Certificates, National Apprenticeship Certificates for the post of Electrician</p>	<p>No age limit for the promotees.</p>	

:25:

APPENDIX - II

See Regulation 6(5)

CERTIFICATE OF PHYSICAL FITNESS BY
A SINGLE MEDICAL OFFICER
THE CIVIL MEDICAL BOARD

I/ We do hereby certify that I/We have examined (Full name)
a candidate for employment under the Government of
in the Service as
and cannot discover that he/she has any disease communicable or otherwise
constitutional affection or bodily infirmity/except that His/Her weight is in
excess of /below the standard prescribed or except.

I/We do not consider this a dis-qualification for the employment he/she
seeks His/Her age is according his/her own statement. Year and by
appearance about year.

I/We also certify that he/she has marks of Small pox/Vaccination

on full inspiration

Chest measurement in inches on full expiration

Difference (expansion)

Weight Feet/Meter in

Weight in Kgs.

His

Her vision is normal

Hypermetropic

(here enter the degree of defect and the strength of correction glasses)

Myopic

(here enter the degree of defect and the strength of correction glasses)

Astigmatic (simple or mixed)

(Here enter the degree of defect and the strength of correction glasses)

Hearing is normal/defective (much or slight)

Urine- Does Chemical examination show

(a) albumin (ii) Sugar, state specific gravity

(*)Signature

(**) President

Rank

Members (i)

Members(ii)

Station:

Station:

Dated:

Dated:

(*) In the case of Single Medical Officer

(**) In the case of Medical Board

The candidate must make the statement required below prior to his medical examination and must sign the declaration appended thereto. His attention is specially directed to the warning contained in the note below:-

- 1) State your name in full :
- 2) State your age and birth place :
- 3) a) Have you ever had small pox,
Intermittent or any other fever,
enlargement or supuration of glands,
spitting of blood, asthma, inflammation
of lungs heart disease, fainting
attacks rheumatism appendicitis ?

OR

(b) any other disease or accident requiring confinement to bed and medical or surgical treatment?

:27:

4) When where you last vaccinated?

5) Have you or any of your near relations been affected with consumptions, scrofula gout asthma, fits epilepsy or insanity

6) Have you suffered from any from of nervousness due to over work or any other cause

7) Furnish the following particulars
Concerning your family

Father's age if living and stage of health (1)	Father's age at death and cause of death (2)	Number of brothers living, their ages and stage of health (3)	Number of brothers dead, their ages and stage of health (4)
Mother's age if living and stage of health (1)	Mother's age at death and cause of death (2)	Number of Sisters living, their ages and stage of health (3)	Number of sisters dead, their ages and stage of health (4)

I declare that all the above answers are true and correct to the best of my belief.

Candidate's

signature

Note: The candidate will be held responsible for the accuracy of the above statement. By willfully suppressing any information, he will incur the risk of losing the appointment and if appointed of forfeiting all claim to superannuation allowance or gratuity.

:28:

See Regulation 7(1)
Scales of pay of Employees of the Tamil Nadu Warehousing Corporation shall be as follows.

Sl. No	Designation of the Officers/ Employees	Scales of Pay	Selection Grade Scales of Pay	Special scale of pay
1.	FA&CAO/ Construction Engineer	10000-325-15200		
2.	Senior Regional Manager/ Asst.General Manager	9100-275-14050		
3.	Regional Manager/ Manager/Asst. Construction Engineer	8000-275-13500	9100-275-14050	10000-325-15200
4.	Warehouse Manager,Gr.I/ Deputy Manager	6500-200-10500	8000-275-13500	9100-275-14050
5.	Draughtsman-cum-Supervisor	5500-175-9000	6500-200-10500	8000-275-13500
6.	Warehouse ManagerGr.II/ Superintendent	5500-175-9000	6500-200-10500	8000-275-13500
7.	Deputy Warehouse Manager/Asst	4000-100-6000	5000-150-8000	5500-175-9000
8.	Asst.W.house Manager/Jr.Asst/ Driver/Steno-Typist/ Typist/ Asst.Drtsman.	3200-85-4900	4000-100-6000	4300-100-6000

9	Electrician	3050-75-3950-80-4500	4000-100-5000	4300-100-6000
10.	Attender	2610-60-3150-65-3540	2750-70-3800-75-4400	3050-75-3950-80-4590
11.	Office Assistant/ Watchman/ Sweeper-cum- Scavanger	2550-55-2660-60-3200	2650-65-3300-70-4000	2750-70-3800-75-4400

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