

GOVERNMENT OF TAMIL NADU

ABSTRACT

MADRAS METROPOLITAN DEVELOPMENT AUTHORITY - Draft Service Regulations of Madras Metropolitan Development Authority - Approved.

HOUSING AND URBAN DEVELOPMENT DEPARTMENT

G.O.Ms.No.210

Dated: 26th February '80.

Read:-

From the Member Secretary, Madras Metropolitan Development Authority, letters No.3909/E1/75, dated 22.1.1976, 13.10.76, 5.7.77 and 31.8.78.

...

ORDER:

The Madras Metropolitan Development Authority has framed draft Service Regulations for the employees of the Authority (excluding persons employed on part time, honorary, ex-officio and casual basis) and forwarded them to the Government for approval under Section 124 (1) of the Tamil Nadu Town and Country Planning Act, 1971 (Tamil Nadu Act 32 of 1972). The Government have carefully examined the draft Regulations.

2. Under sub-section (1) of Section 124 of the Tamil Nadu Town and Country Planning Act, the Governor of Tamil Nadu hereby approves the draft Madras Metropolitan Development Authority Service Regulations as appended to this order.

(BY ORDER OF THE GOVERNOR)

P. KANDASAMY,
COMMISSIONER AND SECRETARY TO
GOVERNMENT.

To
The Member Secretary,
Madras Metropolitan Development Authority,
No.52, E.V.K.Sampath Road,
Madras-7.

Copy to:
The Director of Town and Country Planning,
Madras-2.

(Forwarded/By order/-

Sd/- x x x
Section Officer.

/True Copy/

THE MADRAS METROPOLITAN DEVELOPMENT AUTHORITY

SERVICE REGULATIONS, 1980

SECTION-I

PRELIMINARY

In exercise of the powers conferred by clause (c) of sub-section (2) of section 124 of the Tamil Nadu Town and Country Planning Act 1971 (Tamil Nadu Act 35 of 1972) the Madras Metropolitan Development Authority with the previous approval of the Governor of Tamil Nadu hereby makes the following regulations in respect of the officers and servants of the said Planning Authority.

1. Short title - These regulations may be called the Madras Metropolitan Development Authority Service Regulations, 1980.

(b) They shall come into force from the date of this order. The persons appointed to the Service of the Authority before coming into force of these Regulations shall not be adversely affected by the provisions contained in these Regulations.

2. Application - (1) These regulations shall apply to all the employees of the Authority other than persons employed on part time, honorary, ex-officio or in casual basis:

Provided that in so far as persons employed on contract or deputation basis are concerned, these regulations shall apply to the extent that the terms and conditions of such contract or deputation are not inconsistent with these regulations.

(2) In the case of any doubt, ambiguity or dispute about the applicability or the intention of these regulations, the decision of the Authority shall be final and binding.

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

(4) Except as otherwise expressed or implied, these regulations with such amendments as may be effected by the Authority, from time to time, shall apply to the employees who have opted for service under the Authority and to the employees recruited by the Authority on or after the 15th day of December, 1972.

3. Definition - (1) In these regulations, unless the context otherwise requires:-

- (a) “Act” means the Tamil Nadu Town and Country Planning Act, 1971 (Tamil Nadu Act 35 of 1972);
- (b) “Appointing Authority” means the Authority specified as such for different classes of posts in these regulations;
- (c) “Authority” means the Madras Metropolitan Development Authority;
- (d) “Chairman” means the Chairman of the Authority;
- (e) “Competent Authority” in relation to the exercise of any power means the Authority to which the said power is delegated;
- (f) “Employee” means any person appointed to any post under the Authority whether on a permanent, regular, temporary or other basis;
- (g) “Government” and “the State Government” means the Government of Tamil Nadu and
- (h) “Member-Secretary” means the Member-Secretary of the Authority or any person for the time being performing the duties of the Member-Secretary of the Authority.

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

(3) Approved probationer – ‘Approved Probationer’ in any class or category in a service means a member of that class or category who has satisfactorily completed his probation and awaits appointment as a full member of such class or category in the service.

(4) Backward Classes – ‘Backward Classes’ means the communities specified in Schedule I to Part I of the General Rules for the Tamil Nadu State and Subordinate Services as amended from time to time by the Government.

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

(6) Discharge of a member of a service – ‘Discharge of a member of a service’ means dispensing with his services for want of a vacancy.

(7) 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 services or is undergoing the probation, instruction or training prescribed by the Authority for such service; or

(b) when he is on joining time; or

(c) when he is absent from duty on authorised holidays or on casual leave taken in accordance with the instructions regulating such leave issued by the Authority he having been on duty immediately before and immediately after such absence; or

(d) when he is on deputation in any organisation or body; or

(e) when he is declared to be, attending work on seminar, meeting or conference.

(8) Full Member - 'Full Member' means a member of a service who has been appointed substantively to a permanent post borne on the cadre thereof.

(9) General regulations - 'General Regulations' shall mean the regulations in sec II of these regulations.

(10) Member of a service - 'Member of a Service' means a person who has been appointed to a service and who has not retired or resigned, or not been removed or dismissed or not been substantively transferred or reduced to any other service or reverted to Government service, or not been discharged otherwise than for want of vacancy. He may be a probationer, an approved probationer or a full member of that service.

(11) Military duty - 'Military duty' means the duty as defined in Part I of the Tamil Nadu State and Subordinate Service.

(12) Minimum General educational qualification - 'Minimum General Educational qualification' means the qualification referred to in Schedule I to Part II of the General Rules for the Tamil Nadu State and Subordinate Services, as amended from time to time by the Government.

(13) Probationer - 'Probationer' in service means a member of that service who has not completed his probation.

(14) Recognised School - A recognised school shall mean a school maintained by or opened with the sanction of the Government or to which recognition has been accorded by the Director of Secondary education under the Tamil Nadu Educational Rules or by a University recognised by the University Grants Commission for the purpose of its grant or a Board of Education established by a State or the Central Government.

(15) Recruited by transfer – A person is said to be recruited by transfer if at the time of his appointment to a service, he is an approved Probationer or full member of any other service, under the Authority.

(16) Recruitment by deputation - A person is said to be on deputation if at the time of his appointment in the Authority, he was holding membership or lien in any service of the Government or an autonomous public body or a public sector undertaking.

(17) Recruited Direct – A person is said to be ‘recruited direct’ when he is not already a member of a service under the Authority.

(18) Scheduled Castes and Scheduled Tribes – ‘Scheduled castes and Scheduled Tribes’ mean the communities specified in Parts A and B of Schedule II to Part I of the General Rules for the Tamil Nadu State and Subordinate Services, as amended by the Government from time to time.

(19) Selection Committee – ‘Selection Committee’ means a committee constituted by the Authority to prepare panels of candidates for appointment to the posts of Administrative Officer, Accounts Officer, Assistant Planner. The Joint Secretary/Deputy Secretary in the Housing and Urban Development Department will be a member in the Selection Committee for the posts of Town and Country Planning or his representative will be a member of the Selection Committee for the post of Assistant Planner.

(20) Special regulations – ‘Special regulations’ shall mean the regulations in Section III of these regulations applicable to each service.

(21) War service – ‘War service’ means such service as defined in Part I of the Tamil Nadu State and Subordinate Services.

(22) Promotion – ‘Promotion’ means the appointment of a member of any category or grade of service to a higher category or grade of such service.

SECTION – II

GENERAL REGULATIONS

1. Classification of posts – The posts under the Madras Metropolitan Development Authority shall be classified with reference to the scale of pay as follows:-

<u>Classes</u>	<u>Minimum of the scale of pay attached to the post</u>
(1)	(2)
I	Appropriate scale of pay of I.A.S.
II	Rs.1,200/- to Rs.1,600/-
III	Rs.800/- to 1,199/-
IV	Rs.550/- to Rs.799/-
V	Rs.425/- to Rs.549/-
VI	Below Rs.425/-

2. Class and creation of post, preparation of panel and appointing authority - Appointment to all posts, the minimum of whose scale of pay exceeds Rs.1,350/- shall be subject to approval by the Government. Subject to the above general condition, the class of post specified in column (1) of the Table below, created by the authority mentioned in column (2) shall be appointed by the Authority mentioned in column (4) from among the panel of names prepared by the authority mentioned in column (3) thereof.

THE TABLE

Class of post	Creation of post	Preparation of panel	Appointing authority
I	Government	Government	Government
II	Government	Authority	Authority
III	Authority	Selection Committee	Member-Secretary
IV	Authority	Selection Committee	Member-Secretary
V	Authority	Senior Planner	Member-Secretary
VI	Authority	Senior Planner	Member-Secretary

3. General conditions relating to appointment –

(a) Every person eligible for appointment in the Authority –

- i) shall be a citizen of India;
- ii) shall have such character and antecedents as in the opinion of the Authority are not objectionable; and
- iii) shall not have more than one wife living or, if such person is a woman, shall not be married to any person who has another wife living.

(b) Every person recruited direct shall possess an adequate knowledge of the official language of the State Government, namely, 'Tamil'.

Explanation – A person with an adequate knowledge of Tamil shall mean a person (i) who has acquired knowledge in Tamil in the High School Course; or (ii) who whether his mother tongue is Tamil or not, is able to speak, read and write Tamil to the satisfaction of the appointing authority; or (iii) who has passed the Government Second Language Test in Tamil prescribed by the State Government from time to time.

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

(c) Age Limit –

- i) The age of a person at the time of his first appointment under the Authority by direct recruitment shall not be less than 18 or more than 45 years. Subject to the above minimum and maximum limits, the age limits in respect of each category of posts may be specified by the Authority.

Provided that the age limit may be relaxed in specific cases by the Authority in the interests of the Authority;

Provided further that the age will be calculated as on 1st day of July of the year in which the list of names for the regular appointment is prepared by the competent authority;

- ii) The age limit prescribed in the special regulations in Section III shall not apply to the appointment of a candidate belonging to any of the Scheduled Castes, Scheduled Tribes or Backward Classes to a post included in a service for which the special regulations prescribed a qualification lower than a degree of any University if the candidate possesses a general educational qualification higher than the minimum general educational qualification;
- iii) For the purposes of these regulations, age shall be computed from the date of birth, evidence of which shall be produced by the candidate at the time of selection for appointment;
- iv) when both the year and the month of birth are known but not the exact date, the 16th of the month should be treated as the date of birth;
- v) If the year of birth of candidate is known but not the month and date, the 1st July should be treated as the date of month of birth;
- vi) In the case of all those who opt to serve the Authority the date of birth as entered in the Service Register of the Parent Department will be taken as the date of birth of the employees.

(d) Minimum qualifications – The Authority shall prescribe the educational, technical and other qualifications as well as previous experience necessary in respect of each new post or category at the time of sanction. Provided that the prescribed qualifications may be relaxed by the Authority in specific cases in respect of classes III, IV, V and VI and by the Government in other cases in the interests of the Authority.

(e) Verification of character and antecedents – The Authority may, in case of any appointment under it, verify or cause to verify the character and antecedents of any person to its satisfaction, before appointment.

(f) Disqualification for appointment –

- i) No person shall be eligible for appointment to any post under the Authority if he had been previously dismissed or removed from the service of the Authority or from a department of the Central or a State Government or from any other Central or State Public Sector Undertakings.
- ii) No person who has been convicted by a Court of law for any offence involving moral turpitude shall be eligible for appointment under the Authority.

(g) Medical Examination on first appointment – No person shall be appointed by direct recruitment to Classes II and above and to other classes mentioned in regulation 1 of this Section unless he has been certified by a Civil Surgeon and a Civil Assistant Surgeon, respectively, in a Government Hospital to be medically fit to discharge his duties. The standards of medical fitness shall be those prescribed for similar appointments under the State Government.

4. Mode of recruitment – Appointment to posts under the Authority shall be made in one of the following methods:-

- i) Direct recruitment;
- ii) Promotion from a category lower in that service;
- iii) Transfer from any other service of the Authority;

- iv) Permanent absorption of persons on deputation to the service of the Authority on such terms and conditions, as may be decided upon by the Authority; and
- v) By deputation of employees from the Central or the State Government or Central or State Public Sector Undertakings or other institutions for such periods as may be decided upon by the Authority.

5. Direct recruitment – (a) Employment Exchange to be notified – Vacancies for direct recruitment shall be filled up only through requisition of names from the local Employment Exchange, Direct applications may be considered only when suitable and qualified candidates are certified to be not available from the Employment Exchange, and in such cases, the vacancies shall be advertised in at least one leading English newspaper and at least one Tamil newspaper having largest circulation.

(b) Procedure for direct recruitment – The Authority competent to prepare a panel as specified in regulation 2 of this Section shall draw a panel of names of candidates fulfilling the requirements prescribed for the post from among the applicants or list furnished by the Employment Exchange and furnish the panel to the appointing authority with recommendations after assessing or scrutinising the eligibility of the candidates on the basis of an interview and such written or practical test as may be considered by it to be necessary. The appointing authority shall ordinarily make appointments in accordance with the recommendations of competent authority. In any case where the appointing authority does not agree with the above recommendations, the matter shall be referred to the Authority for a decision, which shall be final.

(c) Procedure relating to deputation – The appointing authority shall be the authority to decide whether the services of any person should be obtained or continued on deputation to fill up a post in the Authority. The terms and conditions of deputation shall be mutually agreed upon between the lending Department and the Authority.

(d) Reservation of appointment – The Authority shall ensure adequate representation while making appointments by direct recruitment for Backward Classes, Scheduled Castes and Scheduled Tribes in accordance with the orders of the State Government in force from time to time in the matter of reservation of appointment.

6. Completion of probation and drawal of arrears of increment –

(a) Every person appointed to any category of service, otherwise than on foreign service terms, shall be on probation for a period of two years on duty within a continuous period of three years. Provided that it shall not be necessary for persons promoted from the posts in the lower category to the posts in the next higher category of the same service to undergo probation, except in cases where supervisory functions are attached to the posts for which the person shall be on probation for a total period of one year within a continuous period of two years.

(b) Any delay in passing orders of completion of probation shall not monetarily affected probationers and arrears of increments shall be allowed from the date of completion of probation, as a matter of course, subject to the following conditions, namely:-

- i) that the probation would have been declared to have been satisfactorily completed on the date specified, even if the question of declaration of probation had been taken up later;
- ii) that the declaration of satisfactory completion of probation was delayed by factors which would not, in any case, change the date of such completion;
- iii) that the person whose probation is declared to have been satisfactorily completed is qualified as on the date specified;
- iv) that declaration of satisfactory completion of probation was not the result of any relaxation of regulations;
- v) in all cases coming under items (i) to (iv) above, orders issued declaring the probation or relaxing regulations shall include a specific provision in regard to drawal of arrears of increments.

7. Training and passing of special tests – The Authority may require any of its employees to undergo training for such period or pass such special test, as may be prescribed.

8. Promotion – Promotion from one category to another shall be regulated as under:-

- i) No employee will be promoted to a post, unless he possesses the minimum educational and all other special qualifications prescribed for the post;
- ii) No employee shall be considered for promotion unless he is an approved probationer in the post which he holds;
- iii) No employee shall be considered for promotion unless he has put in a minimum period of two years service in the lower category.

9. Temporary appointments and promotions – (i) The appointing authority may appoint any person temporarily for a period not exceeding six months or promote any person temporarily for a period not exceeding three months for any one of the following reasons:-

- a) In order to fill up a vacancy which has arisen in any category or class of a service immediately in the public interest and where there will be undue delay in making an appointment in accordance with the regulations;
- b) Where it is necessary to appoint an officer against whom an enquiry into allegations of corruption or misconduct is pending, the appointing authority may appoint him temporarily pending enquiry into the charges against him.

(ii) A person appointed or promoted temporarily under sub-regulation (i) shall not be regarded as a probationer in such service, class or category. The services of such person shall be liable to be terminated by the appointing authority at any time without notice and without any reason being assigned.

(iii) A person appointed or promoted temporarily under sub-regulation (i) shall be paid his substantive pay or the minimum of the time scale of pay applicable to the post whichever is higher.

10. Seniority – (a) (i) Direct recruits – The relative seniority of the direct recruits will be determined by the order of merit in the panel in which they are included for such appointment at the time of selection within a batch.

(ii) Promotees – The seniority of a promotee shall be determined according to the relative seniority assigned in the panel of promotion drawn up.

(iii) Deputationists – The seniority of deputationists permanently absorbed in the service of the Authority shall be fixed after taking into account the length of continuous service of the deputationist in the parent body in the category from which he was taken and the relative seniority in his parent department;

Provided that in the absence of any mention about the order of merit in the panel for appointment, the order in which names appear in the panel shall be taken as the order of merit for purposes of seniority.

(b) The inter-se-seniority in a category between deputationists and direct employees of the Authority shall be determined by the total length of service in that category including the service in an equivalent category in the parent body.

(c) When deputationists or direct employees of equal qualification and length of service are under consideration, the seniority shall be by selection;

(d) If any question arises regarding the seniority of an employee, the decision of the appointing authority shall be final.

11. Resignation – No employee shall be permitted to resign from the Authority except by giving one calendar month's notice or by agreeing to pay an amount equivalent to his pay and allowances for the period by which his actual notice falls short of a calendar month. However, the appointing authority may for special reasons, waive the notice.

Explanation – A member of a service 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 Authority.

12. Superannuation – Every employee appointed to a service shall retire when he attains the age of 58 years.

13. Compulsory retirement – Notwithstanding anything contained in these regulations, the appropriate authority shall, if it is of the opinion that it is in the public interest so to do, have the absolute right to retire any employee of the Authority 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 or after he has completed twenty five years of qualifying serviced. Any employee of the Authority who has attained the age of fifty years or who has completed twenty five years of qualifying service may likewise retire from service by giving notice of not less than three months in writing to the appropriate authority.

Explanation 1 – Appropriate authority means the authority which has the power to make substantive appointments to the post or service from which the employee of the Authority is required to retire or wants to retire.

Explanation 2 – For the purpose of this regulation the three months' notice may be given before the employees of the Authority attains the age of fifty years, provided that the retirement takes place after he has attained that age.

Explanation 3 – In computing the notice period of three months, the date of service of the notice shall be included.

14. Appeals – The Administrative, Finance and Development Committee and the Government respectively shall be the appellate authority in all service matters in which the Member-Secretary or the Authority has been designated as the appointing authority.

15. Review – Notwithstanding anything contained in these Regulations, the Authority may, at any time, either on its own motion or otherwise, review any order passed by an officer of the authority or the Member-Secretary under these Regulations in any service matter and pass orders as it deems fit.

SECTION III

SPECIAL REGULATIONS

A. MADRAS METROPOLITAN DEVELOPMENT AUTHORITY GENERAL SERVICE

1. These regulations may be called the Madras Metropolitan Development Authority General Service Regulations, 1980.

2. Constitution – The service shall consist of the following categories of posts, namely –

Category 1	..	Member-Secretary
Category 2	..	Administrative Officer
Category 3	..	Accounts Officer

3. Method of appointment – Appointment to the categories specified in column (i) of the Table below shall be made by the Method specified in the corresponding entries in column (2) thereof:

THE TABLE

<u>Name of the post</u>	<u>Method of appointment</u>
(1)	(2)
Category -1 Member-Secretary	i) By direct recruitment or ii) By appointment by deputation of an officer of I.A.S., or iii) By promotion from the holders of the Clause II post of Madras Metropolitan Development Authority Service; or iv) By appointment by deputation of any other officer of the State Government or a Quasi-Government agency of the State Government may direct
Category-2 Administrative Officer	By deputation of an Under Secretary to Government or Section Officer in Secretariat who has dealt with the subject Madras Metropolitan Development Authority for a period not less than one year.
Category-3 Accounts Officer	i) By direct recruitment or ii) By deputation of a Senior Accounts Officer of the Treasuries and Accounts service, or iii) By deputation of officers not below the rank of Assistant Accounts Officer of the Accountant-General's office of Govt. of India

4. Special qualifications – No person shall be appointed to any category specified in column (1) of the Table below unless he possess the qualifications specified in the corresponding entries in column (2) thereof:-

THE TABLE

<u>Name of the post</u> (1)	<u>Qualifications</u> (2)
Category -1 Member-Secretary	For direct recruitment: Must possess a first class Post graduate degree or an equivalent diploma with an outstanding record and considerable experience in an equivalent responsible post for a period of not less than 10 years.
Category-2 Administrative Officer	For transfer from any other service: Must possess a degree awarded by a recognised University
Category-3 Accounts Officer	For direct recruitment: Must be a Chartered Accountant and must have served as an Accountant or Accounts Officer for not less than 2 years in a reputed organisation.

5. Probation – Every person appointed to a category of service by direct recruitment shall be on probation for a total period of one year on duty within a continuous period of two years.

6. Pay – There shall be paid to every person holding a post in the category mentioned in column (1) of the Table below a monthly pay calculated in the scale specified in the corresponding entries in column (2) thereof:

THE TABLE

<u>Name of the post</u> (1)	<u>Scale of Pay</u> (2)
1. Member-Secretary	Scale of pay applicable to I.A.S. Officers in the Government Service.
(a) For I.A.S. Officer	
(b) For persons directly recruited and others	Rs.1700-100-2000
2. Administrative Officer	Scale of pay applicable to the Officer in the Parent Department or Rs.575-25-600-40-1000 whichever is higher
3. Accounts Officer	

- (a) For persons directly recruited Rs.575-25-600-40-1000
- (b) For others Scale of pay applicable to the officer in the Parent Department

B. MADRAS METROPOLITAN DEVELOPMENT AUTHORITY PLANNING SERVICE

1. These regulations may be called the Madras Metropolitan Development Authority Planning Service Regulations, 1980.

2. Constitution – The service shall consist of the following categories of posts, namely:-

- Category – 1 .. Senior Planner
- Category – 2 .. Deputy Planner
- Category – 3 .. Assistant Planner

3. Method of appointment – Appointment to the categories specified in column (i) of the Table below shall be made by the Method specified in the corresponding entries in column (2) thereof:

THE TABLE

<u>Name of the post</u> (1)		<u>Method of appointment</u> (2)
Category -1	Senior Planner	i) By promotion from category 2 or
		ii) By recruitment by transfer from the category of Joint Director or Deputy Director of the Town and Country Planning Department of the State Government
Category-2	Deputy Planner	i) By direct recruitment; or
		ii) By promotion from category 3; or
		iii) By recruitment by transfer from the category of Deputy Director of the Town and Country Planning Department of the State Government.

- Category-3 Assistant Planner i) By direct recruitment
or
ii) By recruitment by transfer from category-1 of the Madras Metropolitan Development Authority Planning Subordinate Service;
or
iii) By recruitment by transfer from the category of Assistant Director of the Town and Country Planning Department of the State Government.

4. Qualification regarding age – No person shall be eligible for appointment by direct recruitment if he has completed 30 years of age.

5. Special qualifications – No person shall be appointed to any category specified in column (1) of the Table below, unless he possess the qualifications specified in column (2) thereof:-

<u>THE TABLE</u>	
<u>Name of the post</u> (1)	<u>Qualifications</u> (2)
Category -1 Senior Planner	<u>For promotion or recruitment by transfer:</u> i) Must possess a Master's degree or an equivalent diploma in Town and Country Planning or must be an Associate Member of the Institute of Town Planners (India) ; and ii) Must have experience of not less than <u>five</u> years as Deputy Planner in the Madras Metropolitan Development Authority or Deputy Director in the Town and Country Planning Department of the State Government or in both.
Category-2 Deputy Planner	<u>For direct recruitment or promotion or recruitment by transfer:</u> i) Must possess a Master's degree or an equivalent diploma in Town and Country Planning or must be an Associate Member of the Institute of Town Planners (India); and

- ii) Must have experience for a period of not less than four years as Assistant Planner in Madras Metropolitan Development Authority or Assistant Director of the Town and Country Planning Department of the State Government or in both.

Category-3 Assistant Planner For direct recruitment:

- i) Must possess a Master's degree or an equivalent diploma in Town and Country Planning or must be an Associate Member of the Institute of Town Planners (India); or
- ii) Must possess B.E. (Civil or Highways) or B.Arch. degree or be an Associate member of the Institute of Engineers in the Civil branch and must have experience in Town and Country Planning work for not less than five years, after acquiring the qualifications.

For recruitment by transfer:

- i) Must possess any one of the qualifications prescribed for direct recruitment; or
- ii) Must possess post licentiate diploma in Town and Country Planning awarded by State Board of Technical Education, Tamil Nadu and must have experience in Town and Country Planning work for not less than seven years in the Madras Metropolitan Development Authority or in the Town and Country Planning Department of the State Government or in both.

6. Probation – Every person appointed by direct recruitment and every person appointed to category-3 by recruitment by transfer shall be on probation for a total period of two years on duty within a continuous period of three years.

7. Ratio – The ratio between direct recruits and transferees for the categories 2 and 3 shall be 1:3. Recruitment by transfer from Planning Subordinate Service to Category-3 shall be in the ratio of 1:1 as between graduates and holders of A.I.T.P. and non-graduates.

8. Pay – There shall be paid to every person holding a post in the categories mentioned in column (1) of the Table below a monthly pay calculated in the scale specified in the corresponding entries in column (2) thereof:

<u>THE TABLE</u>	
<u>Name of the post</u> (1)	<u>Scale of Pay</u> (2)
1. Senior Planner	Rs.1200-50-1600
2. Deputy Planner	
(a) For persons directly recruited	Rs.800-40-1000-50-1250
(b) For others	Scale of pay applicable to the officer in the Parent Department
3. Assistant Planner	
(a) For persons directly recruited	Rs.550-25-600-35-950 (Post-graduates to start at Rs.600/-)
(b) For others	Scale of pay applicable to the officer in the Parent Department.

C. MADRAS METROPOLITAN DEVELOPMENT AUTHORITY ENGINEERING SERVICE.

1. These regulations may be called the Madras Metropolitan Development Authority Engineering Service Regulations, 1980.

2. Constitution – The service shall consist of the following categories of posts, namely:-

Category – 1 ..	Executive Engineer
Category – 2 ..	Assistant Engineer
Category – 3 ..	Junior Engineer

3. Method of appointment – Appointment to the categories specified in column (i) of the Table below shall be made by the Method specified in the corresponding entries in column (2) thereof:

THE TABLE

<u>Name of the post</u>	<u>Method of appointment</u>
(1)	(2)
Category -1 Executive Engineer	i) By promotion from category 2 or ii) (a) By deputation of an Executive Engineer of Tamil Nadu Engineering Service or Tamil Nadu Highways Engineering Service; or Tamil Nadu Public Health Engineering Service; or (b) By deputation of an Officer in the rank of Executive Engineer from the service of autonomous bodies.
Category-2 Assistant Engineer	i) By direct recruitment; or ii) By promotion from category 3; or iii) (a) By deputation of an Assistant Engineer from Tamil Nadu Engineering Service or Tamil Nadu Highways Engineering Service; or Tamil Nadu Public Health Engineering Service; or (b) By deputation of an Officer in the rank of Assistant Engineer from the service of autonomous bodies.
Category-3 Junior Engineer	By direct recruitment

4. Qualifications regarding age – No person shall be eligible for appointment by direct recruitment if he has completed 30 years of age.

5. Special qualifications – No person shall be appointed to any category specified in column (1) of the Table below unless he possess the qualifications specified in the corresponding entries in column (2) thereof:-

THE TABLE

<u>Name of the post</u> (1)	<u>Qualifications</u> (2)
Category -1 Executive Engineer	<u>For promotion:</u> Must possess B.E. degree (Civil or Highways) and must have experience as Assistant Engineer for a period of not less than <u>five</u> years in Madras Metropolitan Development Authority or in an autonomous body or in both.
Category-2 Assistant Engineer	<u>For direct recruitment or promotion:</u> Must possess B.E. degree (Civil or Highways) and must have experience for a period of not less than <u>five</u> years of service in category-3 or in a capacity equivalent to that of a Junior Engineer.
Category-3 Junior Engineer	Must possess B.E. degree (Civil or Highways)

Provided that preference shall be given to a person who has acquired in addition to the qualifications prescribed for each post, a Master's degree or an equivalent Diploma in Town and Country Planning or Engineering.

6. Probation – Every person appointed by direct recruitment shall be on probation for a total period of two years on duty within a continuous period of three years.

7. Pay – There shall be paid to every person holding a post in the category specified in column (1) of the Table below a monthly pay calculated in the scale specified in the corresponding entries in column (2) thereof:

THE TABLE

<u>Name of the post</u> (1)	<u>Scale of Pay</u> (2)
1. Executive Engineer	
(a) For promotees	Rs.800-40-1000-50-1250
(b) For others	Scale of pay applicable to the officer in the Parent Department.

2. Assistant Engineer
- (a) For persons directly recruited and promotees Rs.550-25-600-35-950
(Directly recruited post-graduates to start at Rs.600/-)
- (b) For others Scale of pay applicable to the officer in the Parent Department.
2. Junior Engineer Rs.425-20-525-25-700
(Post-graduates to start at Rs.465/-)

D. MADRAS METROPOLITAN DEVELOPMENT AUTHORITY PLANNING SUBORDINATE SERVICE:

1. These regulations may be called the Madras Metropolitan Development Authority Planning Subordinate Service Regulations, 1980.

2. Constitution – The service shall consist of the following categories of posts, namely:-

Category – 1 ..	Planning Assistant Grade I
Category – 2 ..	Planning Assistant Grade II
Category – 3 ..	Planning Assistant Grade III
Category – 4 ..	Planning Assistant Grade IV
Category – 5 ..	Planning Assistant Grade V
Category – 6 ..	Blue Printer
Category – 7 ..	Fieldman

3. Method of appointment – Appointment to the categories specified in column (i) of the Table below shall be made by the Method specified in the corresponding entries in column (2) thereof:

THE TABLE

	<u>Name of the post</u> (1)	<u>Method of appointment</u> (2)
Category -1	Planning Assistant Grade I	i) By direct recruitment; or ii) By promotion from category-2
Category-2	Planning Assistant Grade II	i) By direct recruitment; or ii) By promotion from category-3
Category-3	Planning Assistant Grade III	i) By direct recruitment; or ii) By promotion from category-4
Category-4	Planning Assistant Grade IV	i) By direct recruitment; or ii) By promotion from category-5
Category-5	Planning Assistant Grade V	By direct recruitment or by promotion from category 7 subject to possession of the special qualifications prescribed for this category
Category-6	Blue Printer	By direct recruitment
Category-7	Fieldman	By direct recruitment

4. Qualification regarding age – No person shall be eligible for appointment by direct recruitment to categories 1 and 2, if he has completed 30 years of age and to categories 3 to 7, if he has completed 26 years of age..

5. Special qualifications – No person shall be appointed to any category specified in column (1) of the Table below unless he possess the qualifications specified in the corresponding entries in column (2) thereof:-

THE TABLE

	<u>Name of the post</u> (1)	<u>Qualifications</u> (2)
Category -1	Planning Assistant Grade-I	<u>For direct recruitment or promotion:</u> i) Must possess a Master's degree or an equivalent diploma in Town and Country Planning or must be an Associate Member of the Institute of Town Planners (India); or

- ii) Must possess B.E. (Civil or Highways) or B.Arch. degree or Associate member of the Institution of Engineers (India) in the Civil branch; or
- iii) Must possess Post Licenciate Diploma in Town and Country Planning, awarded by the State Board of Technical Education, Tamil Nadu and must have experience in Town and Country Planning work for not less than two years; or
- iv) Must possess L.C.E. or D.C.E. or D. Arch. or an equivalent qualification recognised by the State Government and must have experience in Town and Country Planning work for a period of not less than four years.

Category-2

Planning Assistant
Grade-IIFor direct recruitment:

- i) Must possess B.E. (Civil or Highways) or B.Arch. degree or Associate member of the Institution of Engineers in the Civil branch; or
- ii) Must possess Post Licenciate Diploma in Town and Country Planning, awarded by the State Board of Technical Education, Tamil Nadu; or
- iii) Must possess L.C.E. or D.C.E. or D. Arch. or an equivalent qualification recognised by the State Government and must have experience in Town and Country Planning work for a period of not less two years.

For promotion:

- i) Must possess any one of the qualifications prescribed for direct recruitment; or
- ii) Must have served as a Planning Assistant Grade-III for a period of not less than three years.

Category-3

Planning Assistant
Grade-IIIFor direct recruitment or promotion:

- i) Intermediate in Architecture; or
- ii) D.C.E. or L.C.E. or D. Arch. or an equivalent qualification recognised by the

		State Government; or
		iii) A pass in I.T.I. (Civil) Draughtsman Course and possesses experience of not less than one year in any drawing office.
Category-4	Planning Assistant Grade-IV	<u>For direct recruitment:</u> i) A pass in I.T.I. (Civil) Draughtsman Course <u>For promotion:</u> i) A pass in I.T.I. (Civil) Draughtsman Course; or ii) Must have served as Planning Assistant Grade-V for a period of not less than <u>one</u> year.
Category-5	Planning Assistant Grade-V	<u>For direct recruitment:</u> i) A pass in I.T.I. (Civil) Draughtsman Course; or ii) A pass in the S.S.L.C. Examination with Engineering as a Special subject in the bifurcated course in the secondary school.
Category-6	Blue Printer	A pass in S.S.L.C. and practical experience in blue printing work for not less than <u>six</u> months.
Category-7	Fieldman	Must have passed the S.S.L.C. Examination in a recognised school and must be able to ride a bicycle.

6. Probation – Every person appointed by direct recruitment to all categories shall be on probation for a total period of two years on duty within a continuous period of three years.

7. Ratio – The ratio between direct recruitment and promotion to the categories 1 to 4 will be 1:2.

8. Pay – There shall be paid to every person holding a post in the category specified in column (1) of the Table below a monthly pay calculated in accordance with the scale specified in the corresponding entries in column (2) thereof:

THE TABLE

<u>Name of the post</u> (1)	<u>Scale of Pay</u> (2)
1. Planning Assistant Grade-I	Rs.425-20-525-25-700 (Post graduate to start at Rs.465/-)
2. Planning Assistant Grade-II	Rs.325-15-475-20-575-25-650 (Graduate in Civil Engineering or Architecture to start at Rs.425/-)
3. Planning Assistant Grade-III	Rs.250-10-400 (Diploma holders to start at Rs.280/-)
4. Planning Assistant Grade-IV	Rs.210-5-245-10-325 (Diploma holders to start at Rs.225/-)
5. Planning Assistant Grade-V	Rs.170-5-255 (Holders of S.S.L.C. with bifurcated course in Engineering or Diploma in Engineering to start at Rs.210/-)
6. Blue Printer	Rs.140-3-155-4-175-5-120
7. Fieldman	Rs.130-3-160-4-180-5-195

E. MADRAS METROPOLITAN DEVELOPMENT AUTHORITY ENGINEERING SUBORDINATE SERVICE:

1. These regulations may be called the Madras Metropolitan Development Authority Engineering Subordinate Service Regulations, 1980.

2. Constitution – The service shall consist of the following categories of posts, namely:-

Category – 1 .. Draughtsman

Category – 2 .. Assistant Draughtsman

3. Method of appointment – Appointment to the categories specified in column (i) of the Table below shall be made in the manner specified in the corresponding entries in column (2) thereof:

THE TABLE

<u>Name of the post</u> (1)		<u>Method of appointment</u> (2)
Category -1	Draughtsman	i) By direct recruitment; or ii) By promotion from category-2
Category-2	Assistant Draughtsman	i) By direct recruitment

4. Qualification regarding age – No person shall be eligible for appointment by direct recruitment if he has completed 30 years of age for category 1 and 26 years of age for category 2.

5. Special qualifications – No person shall be appointed to any category specified in column (1) of the Table below unless he possess the qualifications specified in the corresponding entries in column (2) thereof:-

THE TABLE

<u>Name of the post</u> (1)		<u>Qualifications</u> (2)
Category -1	Draughtsman	<u>For direct recruitment or promotion:</u> i) Intermediate in Architecture and must have experience in Town and Country Planning work for not less than <u>three</u> years; or ii) D.C.E. or L.C.E. or D. Arch. or an equivalent qualification recognised by the State Government and must have experience in Town and Country Planning or Engineering work for not less than <u>two</u> years; or iii) A pass I.T.I. (Civil) Draughtsman Course and must have experience in Town and Country Planning or Engineering work for not less than <u>four</u> years in any drawing office.
Category-2	Assistant Draughtsman	i) A pass in I.T.I. (Civil) Draughtsman Course; or ii) A pass in the S.S.L.C. examination with Engineering as a special subject in the bifurcated course in the Secondary School.

6. Probation – Every person appointed by direct recruitment to all categories shall be on probation for a total period of two years on duty within a continuous period of three years.

7. Pay – There shall be paid to every person holding a post in the category mentioned in column (1) of the Table below a monthly pay calculated in the scale specified in the corresponding entries in column (2) thereof:

<u>THE TABLE</u>	
<u>Name of the post</u> (1)	<u>Scale of Pay</u> (2)
1. Draughtsman	Rs.325-15-475-20-525-25-650 (Graduate in Civil Engineering to start at Rs.425/-)
2. Planning Assistant Grade-II	Rs.170-5-255 (Holders of S.S.L.C. with bifurcated course in Engineering or Diploma in Civil Engineering to start at Rs.210/-)

F. MADRAS METROPOLITAN DEVELOPMENT AUTHORITY NON-TECHNICAL SUBORDINATE SERVICE:

1. These regulations may be called the Madras Metropolitan Development Authority Non-Technical Subordinate Service Regulations, 1980.

2. Constitution – The service shall consist of the following categories of posts, namely:-

Category – 1 ..	Superintendent
Category – 2 ..	Accountant
Category – 3 ..	Assistant
Category – 4 ..	Cashier
Category – 5 ..	Junior Assistant
Category – 6 ..	Steno-Typist

(Confidential)

Category – 7 ..	Steno-Typist
Category – 8 ..	Typist
Category – 9 ..	Telephone Operator
Category – 10 ..	Record Clerk
Category – 11 ..	Driver
Category – 12 ..	Messenger

3. Method of appointment – Appointment to the categories specified in column (1) of the Table below shall be made by the Method specified in the corresponding entries in column (2) thereof:

<u>THE TABLE</u>		
<u>Name of the post</u> (1)		<u>Method of appointment</u> (2)
Category -1	Superintendent	i) By promotion from category 3 or 6 ii) By deputation of a Superintendent in the Tamil Nadu Ministerial Service; or iii) By deputation of a Superintendent from the service of autonomous bodies.
Category-2	Accountant	i) By promotion from category 3 or 4; or ii) By deputation of a person in the rank of Accountant of the Accountant-General's Office, Government of India; or iii) By deputation of person in the rank of Accountant in the Tamil Nadu Treasuries and Accounts Service.
Category-3	Assistant	i) By direct recruitment; or ii) By promotion from category-5; or iii) By deputation of Assistant in the Tamil Nadu Secretariat Service or in the Tamil Nadu Ministerial Service.

Category-4	Cashier	i) By promotion from category-5; or ii) By deputation of Assistant in the Tamil Nadu Ministerial Service.
Category-5	Junior Assistant	i) By direct recruitment; or ii) By appointment by transfer from categories 7 and 8
Category-6	Steno-Typist (Confidential)	i) By direct recruitment; or ii) By deputation of a Steno-Typist (Confidential) from the service of Tamil Nadu Secretariat
Category-7	Steno-Typist	i) By direct recruitment; or ii) By deputation of a Steno-Typist in the Tamil Nadu Ministerial Service.
Category – 8	Typist	i) By direct recruitment; or ii) By deputation of a Typist in the Tamil Nadu Ministerial Service.
Category – 9	Telephone Operator	By direct recruitment
Category – 10	Record Clerk	i) By direct recruitment; or ii) By promotion from category-12
category – 11	Driver	i) By direct recruitment; or ii) By deputation from any Government Department or from the service of autonomous bodies.
Category – 12	Messenger	By direct recruitment

Note: Categories 3 and 4 are interchangeable.

4. Qualification regarding age – No person shall be eligible for appointment by direct recruitment to any category in the service if he has completed 26 years of age.

5. Special qualifications – No person shall be appointed to any category specified in column (1) of the Table below unless he possess the qualifications specified in the corresponding entries in column (2) thereof:-

THE TABLE

<u>Name of the post</u> (1)	<u>Qualifications</u> (2)
Category -1 Superintendent	Must possess the qualifications prescribed for category 3 and must have experience for a period of not less than seven years in category 3 or 6 in both.
Category-2 Accountant	<u>For promotion:</u> Must possess B.Com. Degree or any degree with Accountancy in High Grade and must pass Accountant Test Part-I and II and must have experience for a period of not less than 7 years in category 3 or 4 or experience in categories 3 and 4 put together.
Category-3 Assistant	<u>For direct recruitment:</u> i) Must possess a degree and must have experience in category 5 for a period of not less than three years; or ii) Must have experience in category 5 or 7 or 8 for a period of not less than <u>five</u> years.
Category-4 Cashier	Must possess the qualifications prescribed for category 3 and should have passed Account Test for Subordinate Officers Part-I
Category-5 Junior Assistant	i) Must possess a degree; or ii) Must have experience in category 7 or 8 for a period of not less than five years.
Category – 6 Steno-Typist (Confidential)	<u>Explanation:</u>
	The ratio between direct recruits and transferees from categories 7 and 8 will be 5:1. Must possess the minimum general educational qualifications prescribed for Tamil Nadu Government Service and should have passed Government Technical Examination in Typewriting High Grade in English and must have passed Government Technical Examination in Shorthand by Higher Grade in English but those with Higher Grade qualification in shorthand both in English and Tamil will be preferred.

Category-7	Steno-Typist	Should have passed Government Technical Examination in Typewriting High Grade in English and must have passed Government Technical Examination in Shorthand by lower grade (English) but those with higher grade qualification in shorthand both in English and Tamil will be preferred.
Category-8	Typist	Must have passed Government Technical Examination in Typewriting by Higher Grade in English and atleast lower Grade in Tamil.
Category – 9	Telephone Operator	Must possess the minimum general educational qualification and the Telephone Operator competence certificate.
Category – 10	Record Clerk	<u>For direct recruitment:</u> Must have completed S.S.L.C. <u>For promotion:</u> Should have put in a minimum period of qualifying service of five years in category 12.
Category – 11	Driver	Must have passed VIII Standard in a recognised School and must possess a current licence for driving a vehicle issued under the Motor Vehicle Act, 1939 (Central Act IV of 1939) and the rules made thereunder with practical experience in driving motor vehicles for a period of not less than two years.
Category – 12	Messenger	Must have passed VIII Standard in a recognised school.

6. Probation – Every person appointed to a category of service by direct recruitment except category 12 shall be on probation for a total period of two years on duty within a continuous period of three years.

For category 12 – Messenger – the period of probation in the case of a person appointed by direct recruitment or by recruitment by transfer shall be a total period of one year on duty within a continuous period of three years.

7. Pay – There shall be paid to every person holding a post in the categories specified in column (1) of the Table below a monthly pay calculated in the scale specified in the corresponding entries in column (2) thereof:

<u>Name of the post</u> (i)	<u>THE TABLE</u>	<u>Scale of Pay</u> (2)
1. Superintendent	Rs.350-15-500-20-600	
2. Accountant	Rs.350-15-500-20-600	
3. Assistant	Rs.250-10-300-15-450 (The deputationists from the Tamil Nadu Secretariat Service will draw the scale of pay applicable in the Tamil Nadu Secretariat Service)	
4. Cashier	Rs.250-10-300-15-450 (Plus special compensatory allowance of Rs.15/-)	
5. Junior Assistant	Rs.225-5-245-10-325	
6. Steno-Typist (Confidential)	Rs.300-15-420-20-500 (Plus special pay applicable to similar posts in the Tamil Nadu Secretariat Service)	
7. Steno-Typist	Rs.210-5-245-10-325 (Plus special pay applicable to similar posts in Government service from time to time)	
8. Typist	Rs.210-5-245-10-325 (Plus special pay applicable to similar posts in Government service from time to time)	
9. Telephone Operator	Rs.210-5-245-10-325 (Plus special pay applicable to similar posts in Government service from time to time)	
10. Record Clerk	Rs.140-3-155-4-175-5-210	
11. Driver	Rs.180-5-260-10-270	
12. Messenger	Rs.130-3-160-4-180-5-195	

SECTION IV

CONDUCT REGULATIONS

1. The Tamil Nadu Government Servant's Conduct Rules, 1973, as amended from time to time will apply mutatis-mutandis to the employees of the Madras Metropolitan Development Authority, subject to the following qualifications:

No employee shall use his position either directly or indirectly to secure employment under the Authority or a contract for the supply of stores and services of any kind for any relative of his.

SECTION V

DISCIPLINARY PROCEEDINGS

1. Short title:- These regulations may be called the Madras Metropolitan Development Authority (Disciplinary Proceedings) Regulations, 1980.

2. Penalties:

(a) Any of the following penalties may be imposed for good and sufficient reasons on any employee of the Authority.

- i) Censure
- ii) Withholding increments of pay
- iii) Withholding of promotion
- iv) Recovery of amounts for any pecuniary loss caused to the Authority by the employee.
- v) Reduction to a lower stage in the time scale of pay
- vi) Reduction to a lower post.
- vii) Compulsory retirement
- viii) Removal from service
- ix) Dismissal from service.

(b) The Penalties mentioned in items (i) to (iv) in regulation 2(a) shall be 'Minor penalties' and the others, namely (v) to (ix) 'major penalties'.

Explanation:-

1. The discharge -

- i) of an employee appointed on probation before the expiry or at the end of the prescribed or extended period of probation; or
- ii) of a person engaged under contract, in accordance with the terms of his contract; or
- iii) of an employee 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 regulation 2(a).

2. Which are not penalties:

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

- i) Withholding of increments of pay of an employee for his failure to pass any departmental examination in accordance with the special regulations governing the post which he holds on the terms of his appointment;
- ii) non-promotion of an employee whether in a substantive or officiating capacity after consideration of his case, to a post for promotion to which he is eligible.
- iii) reversion of an employee officiating in a higher category or post to a lower category or post, on the ground that he is considered to be unsuitable for such higher category or post for any administrative ground unconnected with his conduct;

- iv) replacement of the services of an employee whose services had been borrowed from any Government or the authority from which he services of such employee had been borrowed; and
- v) compulsory retirement of an employee in accordance with the provisions relating to his superannuation or retirement.

3. Competent authority for disciplinary proceedings –

The appointing authority shall be the competent authority to impose any of the major or minor penalties.

4. Suspension – (a) Any employee of the Authority may be placed under suspension from service by the Member-Secretary where (i) an enquiry into grave charges against him is contemplated, or is pending or (ii) a complaint against him of any criminal offence is under investigation or trial and if such suspension is necessary in the public interest or in the interest of the functioning of the Authority.

Any employee under suspension shall be eligible to receive a subsistence allowance as per the orders of Government from time to time.

(b) Any employee who has been 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 regulation 4(a).

5. Procedure for imposing major penalties –

The following procedure shall be followed by the appointing authority before imposing any of the major penalties on an employee:

(a) The grounds on which it is proposed to take action shall be reduced to the form of a definite charge or charges, together with a statement of the allegations on which each charge is based and if any other circumstances which it is proposed to take into consideration in passing orders on the case. The person charged shall be required,

within a reasonable time, to put in a written statement of his defence and to state whether he desires on oral inquiry or to be heard in person, or both. An oral inquiry shall be held if such an inquiry is desired by the person charged or is directed by the disciplinary authority. At that inquiry, oral evidence shall be heard as to such of the allegations as are not admitted, and the person charged shall be entitled to cross-examine the witnesses, to give evidence in person and to have such witnesses, as he may wish, called, provided that the officer conducting the inquiry any, for special and sufficient reason to be recorded in writing, refuse to call a witness. Whether or not the oral inquiry, he shall be heard in person at any stage if he so desires before passing final orders. A report of the inquiry or personal hearing the inquiry or personal hearing whether or not such officer is competent to impose the penalty. such report shall contain a sufficient record of the evidence, if any, and a statement of the findings and the grounds thereof.

(b) After the inquiry or personal hearing referred to in clause (a) above has been completed and after the disciplinary authority has arrived at provisional conclusions in regard to the penalty to be imposed, the person charged shall be supplied with a copy of the report referred to in that clause and be called upon to show cause, within a reasonable time, against the particular penalty proposed to be inflicted. Any representation in this behalf submitted by the person charged shall be taken into consideration before final orders are passed, provided that such representation shall be based only on the evidence adduced during the inquiry.

Explanation – An opportunity to show cause against the imposition o a major penalty shall be given after the disciplinary authority arrives at a provisional conclusion in regard to the penalty to be imposed either by such authority himself or under his direction by a subordinate authority who is superior in rank to the employee on whom it is proposed to impose the penalty.

(c) The requirements of regulation 5 shall not apply where it is proposed to impose on an employee any of the penalties mentioned in regulation 2(a) on the basis of facts which have led to his conviction in a criminal court, but he shall be given a reasonable opportunity of making any representation that he may desire to make and such representation, if any, shall be taken into consideration before the order imposing the penalty is passed.

(d) The provisions of regulation 5 shall not apply where the Authority is satisfied that in the interest of the security of the State it is not expedient to follow the procedure prescribed therein.

6. Procedure for imposing minor penalties:

(a) In every case where it is proposed to impose on an employee any of the minor penalties specified in regulation 2(a) he shall be given a reasonable opportunity of making any representation that he may desire to make and such representation, if any shall be taken into consideration before the order imposing the penalty is passed.

(b) The requirements of regulations 5 and 6 shall not apply where it is proposed to impose on an employee any of the penalties mentioned in regulation 2(a) on the basis of facts which have led to his conviction by a court or where the employee concerned has absconded or where it is for other reasons impracticable to communicate with him.

(c) The provisions of regulations 5 and 6 may, in exceptional cases, for special and sufficient reasons to be recorded in writing, for special and sufficient reasons to be recorded in writing, be waived where there is difficulty in observing exactly the requirements of the regulations and those requirements can be waived without injustice to the employee charged. The decision of the Member-Secretary whether it is reasonably practicable to follow the procedure prescribed shall be final.

7. Appeal –

(a) Where the disciplinary authority is the Member-Secretary, appeals against his orders shall be considered by the Authority.

(b) It shall be open to the Authority to call for the records in respect of any disciplinary proceedings and review any order made under these regulations and pass such orders as it may deem fit, except in respect of Class I.

8. Submission of Appeal – Every appeal shall be submitted to the Appellate authority through proper channel within 60 days from the date of receipt of the order imposing a punishment. No appeal shall contain any disrespectful or improper language.

7. 11 Reimbursement of Medical Expenses: - The medical expenses incurred by an employee in respect of himself and the members of his family shall be reimbursed in accordance with the rules applicable to the employee of the Government from time to time.

7.12 Loans and advances to employees: -

(a) The Authority shall have powers to implement schemes for the grant of loans and advances to the employees in accordance with the rules applicable to the employees of the Government from time to time.

(b) The Member-Secretary or any officer named by him in that behalf shall be the competent authority for the sanction of loans and advance to the employee subject to approval of the scheme by the Authority.

(c) No employee can claim a loan or advance as a matter of right. The Authority shall have powers to regulate, at its discretion, the grant of loans and advances to any employee having regard to his repayment capacity and the finances of the Authority and other relevant circumstances

7.13 Gratuity – There shall be a scheme for the payment of gratuity to employees at the time of superannuation or death while in the service of the Authority in accordance with the rules to be approved by the Authority for the purposes.

SECTION VI

1. Leave Rules – Subject to the provisions in these Regulations, the Tamil Nadu Government Leave Rules, 1933, as amended, from time to time, shall be applicable to the employees of the Authority.

2. Leave not a matter of right – Leave cannot be claimed as a matter of right by any employee. The Authority shall have the power to refuse the whole or any part of the leave applied for, or to direct an employee to avail of the leave at a later date, or to recall an employee from leave in the interest of the Authority.

3. Competent authority to grant leave – The Member-Secretary, or any officer authorised in that behalf by the Member-Secretary, shall be the competent authority to grant leave. Leave will ordinarily be granted only on prior written application.

4. Leave address – Any employee shall before proceeding on leave intimate to the authority granting leave his address during leave.

5. Limits on leave period – No employee shall be granted leave for a continuous period exceeding 120 days except on medical grounds.

6. Surrender of leave in lieu of cash – Every employee shall be entitled to surrender the leave earned by him and obtain cash equivalent to the pay and allowances pertaining to the period of leave so surrendered. Subject to the limits and conditions prescribed by Government, from time to time, in respect of Government servants.

SECTION VII
PAY AND ALLOWANCES

1. Pay and Allowances – The emoluments for each post consist of

(a) Pay and (b) Allowances.

2. General conditions for draw of pay and allowances:

Except as specified in these Regulations the general conditions relating to the draw of pay and allowances shall be governed by the orders applicable to the employees of the Government from time to time.

3. Date of accrual of increments – Increments shall accrue on the first of each quarter of the calendar year in which the increment is due in respect of all employees whose service commenced on any day between the first of January and the Thirtieth of June or between the first of July and Thirty first of December, respectively.

4. Dearness allowances –

(a) Dearness allowance shall be paid to the employee at the rates applicable to the employees of the Government from time to time.

(b) Dearness allowance may be drawn during leave not extra-ordinary leave.

5. City Compensatory Allowance – City Compensatory allowance shall be paid to the employees at the rates applicable to State Government servants from time to time.

6. House Rent Allowance – House rent allowance shall be paid to the employees at the rates applicable to State Government servants from time to time.

7. Travelling allowance – An employee travelling on duty shall be entitled to claim travelling allowances at such rates as may be prescribed for different classes of employees by the Authority from time to time.

8. Security compensatory allowance – Security compensatory allowance shall be paid to an employee, whose work involves dealing in cash and who is required to furnish and has furnished security. The rates of the allowance shall be the same as applicable to State Government servants of similar status from time to time.

9. Washing allowance – A washing allowance at Government rates shall be paid to the employees to whom uniforms are provided by the Authority.

10. Reimbursement of medical expenses – The medical expenses incurred by an employee in respect of himself and dependent members shall be reimbursed in accordance with the rules applicable to State Government servants from time to time.

11. Loans and advances to employees –

(a) The Authority shall have powers to implement schemes for the grant of loans and advances to the employees in accordance with the rules applicable to the employees of the Government from time to time.

(b) The Member-Secretary or any officer authorised by him in that behalf shall be the competent authority for the sanction of loans and advances to the employee subject to approval of the scheme by the Authority.

(c) No employee can claim a loan or advance as a matter of right. The Authority shall have powers to regulate, at its discretion, the grant of loans and advances to any employee having regard to his repaying capacity and finance of the Authority and other relevant circumstances.

SECTION VIII
FAMILY BENEFIT SCHEMES

The pension, gratuity and other family benefit schemes applicable to the Tamil Nadu State Government Servants, from time to time, will be applicable to the officers and staff of the Madras Metropolitan Development Authority.

SECTION IX
GENERAL ADMINISTRATION

9.1 Working hours – The office of the Authority shall remain open for business during such hours and with such intervals for lunch as may be decided by the Member-Secretary.

9.2 Holidays – The Member-Secretary shall have powers to declare the number of holidays to be observed by the offices of the Authority. Provided that such number of holidays shall not exceed those declared by the Government in a calendar year.

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