

TAMIL NADU POWER DISTRIBUTION CORPORATION LIMITED
(ABSTRACT)

Fundamental Rules of the Tamil Nadu Government – Rule 56(1)(c) of the Fundamental Rules – Not permitting the Government servants to retire on the date of superannuation, but to retain them in service – Avoidance of placing the Government servants under suspension on the date of superannuation – Amendments to rule 56(1)(C) & certain other rules of Fundamental Rules and the Tamil Nadu Leave Rules, 1933 – Orders issued by the Government – Adoption in TNPDCCL – Orders – Issued.

(SECRETARIAT BRANCH)

(PER) FB TNPDCCL PROCEEDINGS NO.45

DATED THE 26TH NOVEMBER, 2025.

Karthigai-10, Viswavasu Varudam,
Thiruvalluvar Aandu-2056.

READ:

1. G.O.Ms.No.324, P&AR (FR.IV) Department, dated 18.08.2004.
2. G.O.Ms.No.166, P&AR (FR.II) Department, dated 03.12.2018.
3. G.O.Ms.No. 12, P&AR (FR.II) Department, dated 08.02.2021.
4. G.O.Ms.No.142, HRM (FR.II) Department, dated 10.12.2021.
5. G.O.Ms.No.100, HRM (FR.II) Department, dated 07.09.2022
6. G.O.Ms.No. 47, HRM (FR-III) Department, dated 29.08.2025.
7. Minutes of the 133rd Meeting of the Board of TNPDCCL held on 28.10.2025.

PROCEEDINGS:

In exercise of the powers conferred under Section 79(c) of the Electricity (Supply) Act, 1948 (Central Act 54 of 1948), read with Section 185 of the Electricity Act, 2003, orders issued in G.O.Ms.No.100, Energy (B2) Department, dated 19.10.2010 and G.O.Ms.No.32, Energy (B2) Department, dated 06.03.2024, the Tamil Nadu Power Distribution Corporation Limited (formerly Tamil Nadu Electricity Board) makes the following amendments to the Tamil Nadu Electricity Board Service Regulations and Tamil Nadu Electricity Board Leave Regulations:

AMENDMENTS

(A) In the Tamil Nadu Electricity Board Service Regulations,

(I) **after regulation 55**, the following regulations shall be inserted, namely:-

55-A. Forfeiture of service on dismissal or removal.-
Dismissal or removal of an employee from service entails forfeiture of his past service.

55-B. Forfeiture of service on resignation.- Resignation from a service or post entails forfeiture of past service:

Provided that a resignation shall not entail forfeiture of past service if it has been submitted to take up, with proper permission, another appointment, whether temporary or permanent, under the Government where service qualifies.

(II) **in regulation 56**, in sub-regulation (1), in clause (a), the second proviso shall be omitted;

(III) **in regulation 17,-**

(i) clause (a) shall be read as sub-regulation **(1)**;

(ii) clause(f) including the Explanation thereunder shall be omitted;

(iii) after sub-regulation (1), as so amended, the following sub-regulations shall be inserted, namely:-

“(1-A) Continuation of pending disciplinary proceedings.- The disciplinary proceedings pending against the employees on the date of their retirement shall be continued under clause (a) of sub-rule (2) of rule 9 of the Tamil Nadu Pension Rules, 1978 or under sub-rule (1-B) hereunder, as the case may be:

Provided that the employees who were under suspension and not permitted to retire but retained in service beyond the date of their superannuation under the erstwhile clause (f) under this regulation, shall be deemed to have been retired from service on their respective dates of superannuation and the disciplinary proceedings pending against them shall be continued under clause (a) of sub-rule (2) of rule 9 of the Tamil Nadu Pension Rules, 1978 or under sub-rule (1-B) hereunder, as the case may be.

(1-B) Right of competent authority to withhold contribution made by the Board to the pension account.- (1) The competent authority reserves to itself the right of withholding the contribution made by the Board towards the pension account of an employee, who was appointed on or after 01.04.2003, either in full or in part and of ordering recovery from such the contribution of the whole or

part of any pecuniary loss caused to the Board, if such employee is found in a departmental or judicial proceedings to have been guilty of grave misconduct or to have caused pecuniary loss to the Board by misconduct or negligence, during his service:

Provided that,-

(a) such departmental proceeding, if instituted while the employee was in service, shall after the retirement of such employee, be deemed to be a proceeding under this sub-regulation and shall be continued and concluded by the authority by which it was commenced in the same manner as if the employee had continued in service.

(b) such departmental proceeding, if not instituted while the employee was in service before his retirement,

(i) shall not be instituted save with the sanction of the Chairman-cum-Managing Director;

(ii) shall not be in respect of any event which took place more than four years before such institution;

(iii) shall be conducted by such authority and in such place as the Chairman-cum-Managing Director may direct and in accordance with the procedure applicable to departmental proceeding in which an order of dismissal from service could be made.

(2) where any departmental or judicial proceeding referred to in clause (1) is pending/instituted or where a departmental proceeding is continued under clause (a) of the second proviso thereto against an employee who has retired on attaining the age of superannuation or otherwise, the contribution made by the Board towards his pension account shall not be paid to him until conclusion of such proceedings or enquiry by the Vigilance Cell (or) Director of Vigilance and Anti-corruption and issue of final orders thereon.

(3) For the purpose of this regulation,-

(a) departmental proceedings shall be deemed to include the enquiry pending before the Tribunal for Disciplinary Proceedings;

- (b) departmental proceedings shall be deemed to be instituted on the date on which the statement of charges is issued to the employee or if the employee has been placed under suspension from an earlier date, on such date; and
- (c) judicial proceedings shall be deemed to be instituted,-
 - (i) in the case of criminal proceedings, on the date of complaint is made or a charge sheet is submitted to the criminal court; and
 - (ii) in the case of civil proceedings, on the date on which the plaint is presented or an application is made in the court.

(4) For the purpose of this regulation, the term 'competent authority' shall mean the Chairman-cum-Managing Director in respect of the employees who belonged to Class-I Service and the Appointing Authorities concerned in respect of other employees.";

- (iv) clause (g) shall be read as sub-regulation **(2)**;
- (v) clause (gg) shall be read as sub-regulation **(3)**;
- (vi) clause (h) shall be read as sub-regulation **(4)**;

(B) In the Tamil Nadu Electricity Board Leave Regulations,

(I) in regulation 29, in clause (a)

- (i) for sub-clauses (i) and (ii), the following sub-clauses shall respectively be substituted:

"(i) Leave at the credit of a Board employee in his leave account, other than earned leave and leave on private affairs shall lapse on the date of retirement ~~\$\$\$xxx\$\$~~. The competent authority (Leave sanctioning authority) shall suo motu draw and disburse the cash benefits of encashment of earned leave and leave on Private Affairs at the credit of the Board employee without formal sanction orders on the date of retirement, ~~\$\$\$xxx\$\$~~ or on the next working day, following the date of retirement ~~\$\$\$xxx\$\$~~, if the date of retirement ~~\$\$\$xxx\$\$~~ happens to be a holiday.

(ii) The benefit of encashment of earned leave at the credit of the Board employee on the date of retirement ~~\$\$\$xxx\$\$~~, as the case may be, shall be subject to a maximum of 240 days and shall be eligible for cash equivalent of full leave salary which shall be based on Pay, Dearness Allowance, House Rent Allowance and City Compensatory Allowance for the entire period of leave at credit."

- (ii) after clause (ii) so substituted, the following clause and provisos shall be added:

"(iii) The benefit of encashment of leave on private affairs on the date of retirement or on the date of termination or extension of service, as the case may be, shall be subject to 50 per cent of the leave on private affairs standing to the credit of the Board employee on such date subject to a maximum of 90 days, with full leave salary in cash which shall be based on Pay, Dearness Allowance, House Rent Allowance and City Compensatory Allowance. While calculating the leave on private affairs for the above purpose, the fraction of half-a-day shall be rounded off to one day.

Provided that the employees who are dismissed or removed from service or who have resigned from service shall not be eligible for encashment of earned leave and leave on private affairs.

Provided further that, in respect of an employee who is under suspension, on the date of his superannuation on a charge of misconduct, or against whom an enquiry into grave charges of criminal misconduct or allegations of criminal misconduct is pending; or against whom an enquiry into grave charges is contemplated or is pending; or against whom a complaint of criminal offence is under investigation or trial and whose suspension is revoked on the date of his superannuation, so as to enable him to retire from service, the encashment of earned leave and leave on private affairs shall be deferred by the competent authority, till the enquiry into the charge of misconduct or criminal misconduct is/are concluded and final order passed thereon by the competent authority. The said benefit of encashment of earned leave and leave on private affairs shall be drawn and disbursed to such employee after regulating his suspension period:

Provided also that in respect of employee whose case is not covered under the above proviso, the encashment of earned leave and leave on private affairs shall be drawn and disbursed by the competent authority."

- (iii) in "EXPLANATION", for the expression "For the purpose of encashment of Earned Leave provided in this regulation, the Board employee of the following categories shall also be eligible:-", the following expression shall be substituted:

"For the purpose of encashment of Earned Leave **and leave on Private Affairs** provided in this regulation, the employee of the following categories shall also be eligible:-".

- (iv) after sub-regulation (a), the following sub-regulation (aa) and the provisos thereunder shall be added:

"(aa)(i) A probationer or an approved probationer whether on duty or on leave other than extraordinary leave without allowance and un-earned leave on private affairs, may surrender earned leave at his credit for encashment;

(ii) Requests in writing for surrender of earned leave indicating the date of surrender shall be made one month before or within one month after such date for surrender;

(iii) The amount of earned leave surrendered under this regulation shall not exceed 30 days with the interval of 24 months and shall not exceed 15 days with the interval of 12 months;

(iv) The leave salary shall be paid at 1/30th of the monthly salary for each day of surrender irrespective of the number of days in the month of which the earned leave is surrendered and whether the Board employee is on duty or on leave;

(v) The total number of days of earned leave availed and the earned leave surrendered shall not exceed the maximum earned leave admissible to the Board employee concerned.

Provided that the surrender of earned leave for encashment is suspended for a period of two years from 27th April, 2020 till 31st March 2022.

Provided further that all surrender requests and bills pending on the said date irrespective of their stage of sanction of disbursement shall not be processed. In cases where sanction orders have been issued, they shall be cancelled and earned leave re-credited to the leave account of the Government servant.

Note 1- Entries regarding number of days surrendered, date of surrender and the debit from earned leave account shall be made in the service book of the Board employee concerned immediately after issue of orders by the drawing and disbursing officers.

Note 2- The employees deputed on foreign service shall also be eligible for surrender of earned leave under this regulations.

Note 3- An employee whose suspension has been revoked and reinstated in service, may surrender earned leave under this regulation on the eligible date, provided he,-

- (i) applies for surrender within one month from the date of receipt of order regulating the period of suspension; and
- (ii) has earned leave at his credit on the eligible date after regulating the period of suspension".

2. The receipt of these Proceedings shall be acknowledged.

(BY ORDER OF THE BOARD)

**J.RADHAKRISHNAN,
CHAIRMAN AND MANAGING DIRECTOR.**

To

All Chief Engineers.
All Chief Financial Controllers/TNPDCL/TNGECL/TNPGCL & TANTRANSCO.
The Chief Internal Audit Officer/Audit Branch.
All Superintending Engineers.
All Deputy Secretaries/Secretariat Branch, Chennai-2.
All Senior Personnel Officers/Administrative Branch, Chennai-2.

Copy to:

The Chairman and Managing Director's Table, Chennai-2.
The Additional Director General of Police/Vigilance, Chennai-2.
The Managing Director/TNGECL, TNPGCL and TANTRANSCO Chennai-2.
The Joint Managing Director (Finance)/TNPDCL & TANTRANSCO, Chennai-2.

All Directors/TNPDCL, TNPGL, TNGECL & TANTRANSCO, Chennai-2.
The Secretary/TNPDCL, Chennai-2.
The Legal Adviser/TNPDCL, Chennai-2.
The Industrial Relations Adviser, Chennai-2.
The Company Secretary/TNPDCL & TANTRANSCO, Chennai-2.
All Under Secretaries/Secretariat Branch, Chennai-2.
The Under Secretary/TNGECL, TNPGL & TANTRANSCO, Chennai-2.
All Sections in Secretariat Branch, Chennai-2.
The Vigilance Cell, Chennai-2.

The Tamil Nadu Electricity Workers' Federation.
The Tamil Nadu Electricity Board Accounts and Executive Staffs' Union.
The Tamil Nadu Electricity Board Workers' Progressive Union.
The Central Organization of Tamil Nadu Electricity Employees' (COTEE).
The Minsara Pirivu Anna Thozhir Sangam.
The Tamil Nadu Minvariya lanatha Thozhilalar Sangam.
The Tamil Nadu National Electricity workers' Federation (Xavier Group).
The Tamil Nadu National Electricity Workers' Federation (Swarnaraj Group).
The Tamil Nadu Electricity Board Engineers' Sangam.
The Tamil Nadu Electricity Employees' Congress (NLO).
The Tamil Nadu Electricity Board Thozhilalar Poriyalar Aykkia Sangam.
The Tamil Nadu Electricity Board Engineers' Association.
The Tamil Nadu Electricity Board Finance & Accounts Officers' Association.
The Bharathiya Electricity Employees' Federation.
The Tamil Nadu Electricity Board card Billing staffs' Union.
The Tamil Nadu Electricity Board Dr.Ambedkar Employees' Union.
The Tamil Nadu Electricity Board Engineers' Union.
The Tamil Nadu Electricity Board Employees' Federation.
The Tamilnadu Minsara Variya Pattali Thozhir Sangam.
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S. S. S. S.
26-11-2025
ASSISTANT BOARD SECRETARIAT OFFICER

S.
26/11/25

TAMIL NADU GENERATION AND DISTRIBUTION CORPORATION LIMITED

SECRETARIAT BRANCH,
144, Anna Salai,
Chennai-2.

Memorandum (Per) No.49935/A17/A171/2025 - 1, dated 26.11.2025.

Sub: Fundamental Rules of the Tamil Nadu Government – Omission of Rule 56(1)(c) of the Fundamental Rules – Not permitting the Government servants to retire on the date of superannuation, but to retain them in service –Amendments made to the Fundamental Rules and the Tamil Nadu Leave Rules, 1933 – Orders issued by the Government – Adopted in TNPDCCL – Certain clarifications and instructions issued by the Government – Copy – Communicated.

- Ref: 1. G.O.Ms.No.47, HRM (FR-III) Department, dated 29.08.2025.
2. From the Secretary to Government/HRM (F.R.3.Spl) Department, Letter (Ms) No.7399/FR.3.Spl/2025-1, dated 09.10.2025.
3. (Per) FB TNPDCCL Proceedings No.45 (SB), dated 26.11.2025.

The Government in its G.O. first cited, have issued orders amending rules 56(1)(C) of the Fundamental Rules and Rule 7 of Tamil Nadu Leave Rules, 1933, dispensing with the procedure of suspending the Government servants on the date of superannuation. Based on the said G.O. and certain other earlier G.Os., amendments have been issued to TNEB Service Regulations and TNEB Leave Regulations – vide Proceedings third cited. After issuance of the aforementioned amendments to the Fundamental Rules, the Secretary to Government/HRM (F.R.3.Spl) Department in his letter under reference second cited, has highlighted the consequences of the amendments issued to the Fundamental Rules and has issued certain clarifications and instructions on the same. A copy of the said letter is communicated to all the Appointing Authorities / Disciplinary Authorities for strict adherence. All the Appointing Authorities / Disciplinary Authorities are instructed to follow the said guidelines strictly, duly taking into account the relevant regulation(s) which is/are corresponding to the rule(s) as mentioned in the Government's letter.

- 2.** The receipt of this Memorandum shall be acknowledged.

J.RADHAKRISHNAN,
CHAIRMAN AND MANAGING DIRECTOR.

To

All Chief Engineers (w.e.).
All Chief Financial Controllers/TNPDCCL/TNGECL/TNPGCL & TANTRANSCO (w.e.).
The Chief Internal Audit Officer/Audit Branch (w.e.).

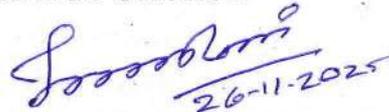
All Superintending Engineers (w.e.).
All Deputy Secretaries/Secretariat Branch, Chennai-2 (w.e.).
All Senior Personnel Officers/Administrative Branch, Chennai-2 (w.e.).

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The Managing Director/TNGECL, TNPGL and TANTRANSCO Chennai-2 (w.e.).
The Joint Managing Director (Finance)/TNPDC & TANTRANSCO, Chennai-2 (w.e.).
All Directors/TNPDC, TNPGL, TNGECL & TANTRANSCO, Chennai-2 (w.e.).
The Secretary/TNPDC, Chennai-2 (w.e.).
The Legal Adviser/TNPDC, Chennai-2 (w.e.).
The Industrial Relations Adviser, Chennai-2 (w.e.).
The Company Secretary/TNPDC & TANTRANSCO, Chennai-2 (w.e.).
All Under Secretaries/Secretariat Branch, Chennai-2 (w.e.).
The Under Secretary/TNGECL, TNPGL & TANTRANSCO, Chennai-2 (w.e.).
All Sections in Secretariat Branch, Chennai-2 (w.e.).
The Vigilance Cell, Chennai-2 (w.e.).

The Tamil Nadu Electricity Workers' Federation (w.e.).
The Tamil Nadu Electricity Board Accounts and Executive Staffs' Union (w.e.).
The Tamil Nadu Electricity Board Workers' Progressive Union (w.e.).
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The Minsara Pirivu Anna Thozhir Sangam (w.e.).
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The Tamil Nadu National Electricity workers' Federation (Xavier Group) (w.e.).
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The Tamil Nadu Electricity Board Engineers' Sangam (w.e.).
The Tamil Nadu Electricity Employees' Congress (NLO) (w.e.).
The Tamil Nadu Electricity Board Thozhilalar Poriyalar Aykkia Sangam (w.e.).
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The Tamil Nadu Electricity Board Finance & Accounts Officers' Association (w.e.).
The Bharathiya Electricity Employees' Federation (w.e.).
The Tamil Nadu Electricity Board card Billing staffs' Union (w.e.).
The Tamil Nadu Electricity Board Dr.Ambedkar Employees' Union (w.e.).
The Tamil Nadu Electricity Board Engineers' Union (w.e.).
The Tamil Nadu Electricity Board Employees' Federation (w.e.).
The Tamilnadu Minsara Variya Pattali Thozhir Sangam (w.e.).
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26-11-2025

ASSISTANT BOARD SECRETARIAT OFFICER


26/11/25



**Human Resources Management
(FR-3.Spl.) Department,
Secretariat, Chennai - 600 009.**

Letter (Ms). No.7399/FR-3.Spl./2025-1, dated 09.10.2025

From
Thiru. C. Samayamoorthy, I.A.S.,
Secretary to Government.

To
All Secretaries to Government, Secretariat, Chennai – 600 009.
All Departments of Secretariat, Chennai – 600 009.
All Heads of Department.
All District Collectors.
The Registrar, High Court of Madras / Madurai.

Sir / Madam,

Sub: Rules – Omission of Rule 56(1)(c) of the Fundamental Rules – Not permitting to retire but retaining in service – Amendments made to the Fundamental Rules, Tamil Nadu Leave Rules and the Tamil Nadu Pension Rules, 1978 – Clarifications and Instructions – Issued.

- Ref: 1. Government letter (Ms). No.35/N/2012-1, Personnel and Administrative Reforms (N) Department, dated 03.04.2013.
2. G.O. (Ms). No.81, Human Resources Management (N) Department, dated 04.08.2022.
3. G.O. (Ms). No.111, Human Resources Management (N) Department, dated 11.10.2021.
4. G.O.(Ms).No.47, Human Resources Management (FR-III) Department, dated 29.08.2025.
5. G.O.(Ms).No.192, Finance (Pension) Department, dated 29.08.2025.

The Government recognise that it is of paramount importance that the Government servants who are in service for nearly 25 to 30 years in various capacities and served the public in large should be allowed to retire peacefully. However, there are many instances, where the Government servants have been suspended on the last day of their service or just before their superannuation and not allowed to retire and retained in service under erstwhile F.R.56(1)(c).

2. In this regard, the Hon'ble Chief Minister has made an announcement on the floor of the Legislative Assembly on 07.09.2021 that **“suspending the Government servants on the date of their retirement will be avoided”**. Based on the above said announcement, the Government have issued orders in the Government order third cited to the effect that the disciplinary authorities have to ensure that the suspension orders are not issued on the last date before superannuation of the Government servants.

(P.T.O)

3. In order to ensure strict compliance of the aforesaid announcement, the Government had deleted rule 56(1)(c) of the Fundamental Rules so as to allow the Government servants to retire from service peacefully on the date of superannuation itself. Necessary consequential amendments have been issued to the Fundamental Rules and the Tamil Nadu Leave Rules in the Government Order fourth cited and suitable amendments have also been issued to the Tamil Nadu Pension Rules, 1978 in the Government Order fifth cited.

4. The consequences of the amendments issued to the said Rules are highlighted below:-

(1) Rule 56(1)(c) of the Fundamental Rules which enables the appointing authority to retain a Government servant in service beyond the date of his superannuation has been omitted. Hence, hereafter no Government servant can be retained in service beyond the date of their superannuation and they shall be permitted to retire from service on the date of their superannuation.

(2) Consequently, the disciplinary proceedings for grave charges already initiated and pending against the Government servants cannot be continued under the Tamil Nadu Civil Services (Discipline and Appeal) Rules, 1955, after their retirement, since the said Rules will not apply to the retired Government servants.

(3) However, the disciplinary proceedings for grave charges pending on the date of retirement against the pensioners to whom the Tamil Nadu Pension Rules, 1978 apply, shall be continued as deemed proceedings under the said Rules. After their retirement and if they are found guilty in the disciplinary proceedings, final orders such as withholding of entire pension or gratuity or both or withdrawal of pension can be passed, if the gravity of the charges warrants such penalty.

(4) In respect of the Government servants who were appointed into Government service on or after 01.04.2003, the disciplinary proceedings for grave charges pending on the date of their retirement shall be continued as deemed proceedings under F.R.56 (1-B) (provision now inserted in the Fundamental Rules vide Government order 4th cited) after their retirement and if they are found guilty in such disciplinary proceedings, final order withholding of Government contribution to the pension account along with interest of such Government servants either in full or in part can be passed in consultation with Tamil Nadu Public Service Commission.

(5) If any Government servant appointed into Government service on or after 01.04.2003 has caused pecuniary loss to the Government by any misconduct or negligence, during his service, and is found guilty of such misconduct or negligence in a departmental or judicial proceedings, recovery from the Government contribution of the whole or part can be ordered under the said rule F.R.56 (1-B) to make good the pecuniary loss caused to the Government in consultation with Tamil Nadu Public Service Commission.

(6) Further, if disciplinary proceedings could not be initiated before the date of superannuation of the Government servant who were appointed on or after 01.04.2003 for any grave misconduct, four year limitation period as prescribed in F.R.56(1-B)(1)(b)(ii) will be attracted.

(7) In future, in respect of Government servants against whom departmental or judicial proceedings are pending and allowed to retire from service, their terminal benefits have to be disbursed in the manner prescribed in the Annexure-I to this letter.

(8) As per F.R.56(1-A) (provision now inserted in the Fundamental Rules vide Government order 4th cited) the Government servants who were already retained in service beyond the date of their superannuation under the erstwhile F.R.56(1)(c) shall be deemed to have been retired from service on their respective dates of superannuation and the disciplinary proceedings pending against them shall be continued under rule 9(2)(a) of the Tamil Nadu Pension Rules, 1978 in respect of the pensioners to whom the said Rules apply or under F.R.56 (1-B) in respect of the Government servants who were appointed on or after 01.04.2003.

5. In the light of the above amendments, the following clarifications and instructions are issued:-

(1) Even though as per F.R.56 (1-A), all the Government servants who were not permitted to retire and retained in service under the erstwhile F.R.56(1)(c) as on 29.08.2025 shall be deemed to have been retired from service on their respective dates of superannuation, a formal order permitting them to retire from service with effect from the date of their superannuation shall be issued by the appointing authority concerned in the format prescribed in the Annexure-II to this letter.

(2) In such cases, terminal benefits of those Government servants have to be settled in such manner as specified in Serial Number 1 of the Annexure-I. In respect of the Government servants who are governed by the Tamil Nadu Pension Rules, 1978 and in receipt of subsistence allowance, necessary proposal to sanction provisional pension shall be sent to the Accountant General immediately without any delay.

(3) In cases where grave misconduct is alleged to have been committed by the Government servants and they are on the verge of retirement, the disciplinary authorities concerned should complete the disciplinary proceedings as soon as possible and issue final orders thereon before the retirement of such Government servants, so that the delinquents are not spared from the imposition of major penalties they deserve under the Tamil Nadu Civil Services (Discipline and Appeal) Rules, 1955. The time limits prescribed in para 12 of the G.O.(Ms).No.81, Human Resources Management (N) Department, dated.04.08.2022 for processing disciplinary proceedings should be followed scrupulously so as to ensure that there is no unwarranted delay in finalizing them and which is reproduced as follows:-

(i)	To complete the investigation by Directorate of Vigilance and Anti-Corruption and to send a report to Government through Vigilance Commission.	One year
(ii)	To complete the enquiry by the Tribunal and to send its findings to the Department of Secretariat.	One year
(iii)	To pass final orders by the Government/Heads of Department on receipt of the report of the Tribunal.	Four months

Time limits for crossing every stage of the departmental disciplinary proceedings:-

(i)	<p>For calling for explanation under Rule 17(a) of the Tamil Nadu Civil Services (Discipline and Appeal) Rules or framing charges under Rule 17(b) of the said rules after the lapse comes to notice.</p> <p>For calling for explanation under Rule 3(a) of the Tamil Nadu Police Subordinate Services (Discipline and Appeal) Rules, 1955 or framing of charges under Rule 3(b) of the said rules after the lapse comes to the notice.</p> <p>(The choice of the rule under which the disciplinary proceedings should be initiated is very important and the Disciplinary Authorities are expected to take a decision by considering the nature of lapses committed.)</p>	15 days
(ii)	For the delinquent officer to peruse the records and to submit his written explanation.	30 days
(iii)	For appointment of enquiry officer wherever necessary after the receipt of the explanation.	7 days
(iv)	For the enquiry officer to complete enquiry and submit the enquiry report.	30 days
(v)	For the Disciplinary Authority to take a decision, after the receipt of the inquiry officer's Report.	10 days
(vi)	For obtaining the further representation of the delinquent officer on the report of the inquiry officer.	15 days
(vii)	For obtaining the views of Tamil Nadu Public Service Commission, whenever it is consulted.	30 days
(viii)	<p>For issue of final orders on the departmental disciplinary proceedings:-</p> <p style="padding-left: 20px;">(a) By Disciplinary Authority other than Government.</p> <p style="padding-left: 20px;">(b) By Department of Secretariat which have to consult other Departments and obtain orders in circulation.</p>	<p>7 days</p> <p>30 days</p>

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(4) A periodical review of the pending/contemplated disciplinary cases should be undertaken in the following manner:-

- (a) Once in a year – Human Resources Management Department;
- (b) Once in six months – by the Secretariat department concerned;
- (c) Once in three months – Head of the Department concerned;
- (d) Once in a month – District Head concerned.

(5) The particulars regarding disciplinary proceedings should be uploaded in the IFHRMS portal. An online quarterly periodical of pending disciplinary proceedings shall be furnished by each Head of the Department to the administrative Department of Secretariat concerned during the first week of every quarter and such reports shall be consolidated by each department of Secretariat and furnished to the Human Resources Management (N) Department during the second week of every quarter.

(6) The appointing authorities should take special attention and ensure that the final orders are issued in the pending disciplinary proceedings against the Government servants who retire before their superannuation.

(7) Disciplinary action should be taken against the officials responsible for the non-completion of the disciplinary proceedings before the superannuation of the delinquents concerned, due to inordinate delay on their part in processing the disciplinary proceedings.

6. All the departments of Secretariat, Heads of Department and all the District Collectors are requested to follow the above said instructions scrupulously without fail and circulate the same to all officers and staff under their control.

7. The receipt of this letter shall be acknowledged.

Yours faithfully,

for Secretary to Government
09/10/2025

Human Resources Management (FR-3.Spl) Department

Annexure – I to Government Letter (Ms).No.7399/FR-3.Spl/2025-1, dated: 09.10.2025)

Sl. No.	Category of Government servants	Terminal benefits to be settled on superannuation		To be settled after the conclusion of the Disciplinary proceedings / Criminal cases	
		(3)		(4)	
(1)	(2)	Pensioners to whom the Tamil Nadu Pension Rules, 1978 apply (a)	Government servants appointed on or after 01.04.2003 (b)	Pensioners to whom the Tamil Nadu Pension Rules, 1978 apply (a)	Government servants appointed on or after 01.04.2003 (b)
1.	<u>The Government servants who are under suspension, on the date of their superannuation, -</u> (i) on a charge of misconduct; or (ii) against whom an enquiry into grave charges of criminal misconduct; or (iii) allegations of criminal misconduct is pending; or (iv) against whom an enquiry into grave charges is contemplated or is pending; or (v) against whom a complaint of criminal offence is under investigation or trial <u>and whose suspension is revoked on the date of their superannuation, so as to enable them to retire from service.</u>	1. Provisional Pension 2. GPF 3. SPF	1. Employees' contribution to the pension account along with interest 2. SPF	1. Regular pension 2. Commutation of Pension 3. Gratuity 4. Encashment of earned leave and leave on private affairs	1. Government contribution to the pension account along with interest 2. Encashment of earned leave and leave on private affairs

(P.T.O)

2.	Government servants who are allowed to retire and against whom disciplinary proceedings/ criminal cases are pending on the date of their superannuation not covered under SI.No. 1 above.	1. Provisional Pension 2. GPF 3. Gratuity less maximum computed financial loss to the Government and un-recovered Government dues, if any 4. Encashment of earned leave and leave on private affairs 5. SPF	1. Employees' contribution to the pension account along with interest 2. Encashment of earned leave and private affairs 3. SPF	1. Regular pension 2. Commutation of Pension	Government contribution to the pension account along with interest
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**C. SAMAYAMOORTHY
SECRETARY TO GOVERNMENT**

// TRUE COPY //


SECTION OFFICER
09/10/2025

Human Resources Management (FR-3.Spl.) Department

Annexure – II to Government Letter (Ms).No.7399/FR-3.Spl./2025-1,

dated: 09.10.2025

**STANDARD FORM OF RETIREMENT ORDER TO ALLOW THE GOVERNMENT
SERVANTS WHO WERE NOT PERMITTED TO RETIRE AND RETAINED IN
SERVICE UNDER THE ERSTWHILE F.R.56(1)(c) BY THE APPOINTING
AUTHORITY**

_____ Department

G.O./Proceedings* No. _____

Date _____

WHEREAS Thiru/Tmt/Selvi* _____ (Name), _____ (Designation) has attained the age of superannuation on the afternoon of _____ and the disciplinary proceedings were initiated against him/her* in G.O./Proceedings* No.- _____, dated _____ for the lapses (briefly specify the lapses here) and/or criminal action was initiated vide _____.

AND WHEREAS, the said individual was not permitted to retire from service under the erstwhile F.R.56(1)(c) and he/she* was retained in service vide G.O./Proceedings* No. _____, dated _____;

AND WHEREAS, the F.R.56(1)(c) was omitted vide G.O.(Ms).No.47, Human Resources Management (FR-III) Department, dated 29.08.2025;

NOW, THEREFORE, it is hereby ordered that the said Thiru/Tmt/Selvi*.- _____ is deemed to have been retired from service with effect from the date of his/her* superannuation i.e. on the afternoon of _____ and the disciplinary proceedings pending against him/her* shall be continued under rule 9 of the Tamil Nadu Pension Rules, 1978 / rule 56 (1-B) of the Fundamental Rules* in accordance with the procedure laid down in the said Rules.

Signature of the appointing authority

To
Thiru/Tmt/Selvi* _____ (Name), _____ (Designation)
The Heads of Department concerned
The Pay and Accounts Officer/Treasure Officer* concerned.
The Accountant General, Chennai – 600 018.
[* Strike out whichever is not applicable]

**C. SAMAYAMOORTHY
SECRETARY TO GOVERNMENT**

// TRUE COPY //

SECTION OFFICER
09/10/2025