

DRAFT BYE-LAWS, 2009

THE CHENNAI CORPORATION SUBORDINATE SERVICES BYE-LAWS, 2009

PART – I

Preliminary

I. SHORT TITLE

- a. The Bye-laws shall be called as The Chennai Corporation SUBORDINATE Service Bye-laws 2009.
- b. They shall come into force on the date specified by the Government.

II. DEFINITIONS : In these by-laws unless there is anything repugnant in the subject or context –

- 1) Act means the Chennai City Municipal Corporation Act, 1919.
- 2) Appointed to a Service -- A person is said to be “appointed to a service” when in accordance with these bye-laws or in accordance with the bye-laws 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 Candidate -- A person is said to be an “approved candidate” for a Corporation Service if his name appears in the authoritative list of candidates selected for appointment to any service or category.
- 4) Approved Probationer -- “Approved probationer” in a service, or category means a member of that service or category who has satisfactorily completed his probation.
- 5) Backward Classes—“Backward Classes” means the communities mentioned in Part-A to Schedule I to this Part; and such other communities included from time to time in Part-ASchedule I of Part I of the General Rules for the Tamil Nadu State and Subordinate Service Rules.
- 6) Class III Service—“Class III Service” shall include all persons holding posts in a service other than Class I-A, Class I-B Class II and Class IV under Chennai Municipal Corporation Services.
- 7) “Commissioner” means the Commissioner, Corporation of Chennai.
- 8) “Council” means the Council of the Corporation of Chennai.

9) Discharge of a member of a service—“Discharge of a member of a Service” means dispensing with his service for want of a vacancy by the appointing authority in the order of juniority.

10) Duty – A person is said to be “on duty as a member of Chennai Corporation service”.

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

b) When he is on joining time; or

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

11) General Bye-laws – “General By-laws” shall mean the bye-laws in part II of these by-laws.

12) Member of Chennai Corporation Subordinate Services means a candidate who has been appointed to that service and who has not retired or resigned, been removed or dismissed, or been discharged otherwise than for want of a vacancy. He may be a probationer, an approved probationer or a full member of that service.

13) Military Duty – “Military duty” means –

i) Duty of any kind (including a course of training) involving subjection to Naval, Military or Air Force Law; or

ii) duty (including a course of training) with a liability to serve overseas or in any operational area in Naval Military or Air Force unit or formation or under Military, Munitions or Stores authorities or in factories; or

iii) whole time duty in –

a) the Civil Pioneer Force, the Madras Civil Labour Units or the Madras Labour Units for Ceylon, or

b) the A.R.P. or any other Civil Defence Organisation specified by the Central Government; or

- c) any post created for the efficient prosecution of the war of 1939-1946 or associated with the training of war technicians, if duty in such post is declared by the Central Government to be military duty.

Explanation – No duty shall be treated as military duty unless either of the following conditions satisfied:

- i) It must have been rendered within the period commencing on the 3rd September 1939 and ending with the 21st November 1948, provided that if it commenced on or after the 2nd April 1946, it shall not be reckoned as military duty; or
- ii) It must have commenced on any date on or after the 26th October 1962.

14 Probationer - “Probationer” in a service means a member of the General Subordinate services of the Chennai Corporation who has not completed his period of probation as stipulated in the Bye-laws.

15) Promotion – “Promotion” means the appointment of a member of any category of service to a higher category of a service in Class III of General Subordinate Services of the Chennai Corporation.

16) Recruited direct – A person is said to be recruited direct when he is not already a member of the Chennai Corporation General Subordinate Services, to which the direct recruitment is made.

17) Reversion – “Reversion” shall mean the reversion of a member of a category of above such services to a lower category of that services in the Corporation, for reasons mentioned in the order of reversion issued.

18) Scheduled Castes – “Schedule Castes” means the communities mentioned in Part-A of Schedule II to this Part and such other communities included from time to time in Part A of Schedule II of Part I of the General Rules for the Tamil Nadu State and Subordinate Services.

Explanation – No person who possesses a religion different from Hinduism shall be deemed to be a member of a Scheduled Caste.

19) Schedules Tribes – “Schedules Tribes” means the communities mentioned in Part B of Schedule II to this Part and such other communities included from time to time in Part B of Schedule II of Part I of the General Rules for the Tamil Nadu State and Subordinate services Rules.

20) Service – “Service” shall mean any one of the Chennai Corporation Services included in the Bye-laws framed under Sec.86(1)(ii) of the Madras City Municipal Corporation Act.

21) Special Bye-laws – “Special bye-laws” shall mean the bye-laws in Parts III applicable to each services.

22) Transfer – “Transfer” shall mean the posting of a person holding one post to another identical post in the administration of Chennai Municipal Corporation.

23) War Service – “War Service” means –

- a) Service of any kind in a unit or formation liable for service overseas or in any operational area or in the Indian National Army (I.N.A.),
- b) Service in India under Military, Munitions or Stores authorities or in factories with a liability to service overseas or, in any operational area;
- c) All other service involving subjection to Naval, Military or Air Force Law;
- d) A period of training with a Military Unit or formation involving liability to serve overseas or in any operational area;
- e) Valuable service rendered to the fighting forces in other ways, (e.g.) by way of recruiting,
- f) Service in A.R.P. or any other Civil Defence Organisation specified in this behalf by the Central or State Government; and
- g) (1) any service connected with the prosecution of the war which a person was required to undertake by a competent authority under the provision of any law for the time being in force.
(2) Service in any of the following –
 - i) National War Front Organisation
 - ii) Camouflage Organisation
 - iii) Special Organisation for the production of war supplies through small scale industries.
 - iv) Any post associated with the training of war technicians, if duty in such post is declared by the Central Government to the “Military duty”.
 - v) Post of Special Constable on coastal patrol duty.
 - vi) Survey of India if the service was temporary and involved liability for service overseas.

Words importing either gender shall be taken to include those of the other gender if circumstances so require.

SCHEDULE – I

(See Clause (4) of Rule 2)

(TAMIL NADU STATE AND SUBORDINATE SERVICES RULES)

Part – A

BACKWARD CLASSES (Other than Most Backward Classes and Denotified Communities).

1. Agamudayar including Thozhu or Thuluva Vellala.
2. Agaram Vellan Chettiar.
3. Alwar, Azhavar and Alavar (in Kanniyakumari District and Shencottah Taluk of Tirunelveli-Kattabomman District).
4. Servai (except Thiruchirappalli and Pudukottai District).
5. Ansar.
6. Arayar, Nulavar (in Kanniyakumari District and Shencottah Taluk of Tirunelveli-Kattabomman District).
7. Arachakarai Vellala.
8. Aryavathi (in Kanniyakumari District and Shencottah Taluk of Tirunelveli-Kattabomman District).
9. Ayira Vaisyar.
10. Badagar.
11. Billava.
12. Bondil.
13. Boyas(except Tiruchirappalli, Pudukottai, The Nilgiris, Salem and Dharmapuri Districts).

Pedda Boyar (except Thiruchirappalli and Pudukottai District) Oddars (except Thanjavur, Nagapattinam Quaid-e-Milleth, Thiruchirappalli, Pudukottai and Madurai, Dindigul Anna Districts).

Kaloddars (except Changalpattu-MGR, Ramanathapuram, Pasumpon Muthuramalinga Thevar, Kamarajar, Madurai, Dindigul Anna, Pudukottai, Tiruchirappalli, Tirunelveli-Kattabomman, Chidambaranar and Salem Districts).

Nellorepet Oddars (except North Arcot Ambedkar and Tiruvannamalai Sambuvarayar District).

Sooramari Oddars (except North Arcot Ambedkar and Tiruvannamalai Sambuvarayar Districts).

14. Chakkala (except Pasumpon Muthuramalinga Thevar, Kamarajar, Ramanathapuram, Thanjavur, Nagapattinam Quid-e-Milleth, Pudukottai, Tiruchirappalli, Madurai, Dindigul Anna and the Nilgiris districts).

15. Chavalakara (in Kanniyakumari District and Shencottah Taluk of Tirunelveli-Kattabomman District).
16. Chettu or Chetty (including Kottar Chetty, Elur Chetty, Pathira Chetty, Valayal Chetty, Pudukkadai Chetty) (in Kanniyakumari District and Shencottah Taluk of Tirunelveli-Kattabomman Districts).
- 17) Chowdry.
- 18) Converts to Christianity from Schedule Castes irrespective of the generation of conversion for the purpose of reservation of seats in Educational Institutions and for seats in public services.
- 19) C.S.I. formerly S.I.U.C. (in Kanniyakumari District and Shencottah Taluk of Tirunelveli-Kattabomman Districts).
- 20) Donga Dasaries (except Chengalpattu-MGR, Tiruchirappalli, Puukottai, Madras and Salem Districts).
- 21) Dekkani Muslims.
- 22) Devangar, Sedar.
- 23) Dombas (except Pudukottai and Tiruchirappalli Districts).
Dommas(except Thanjavur, Nagapattinam Quaid-e-Milleth, Pudukottai, North Arcot Ambedkar and Tiruvannamalai Sambuvarayar Districts).
- 24) Dudekula.
- 25) Enadi.
- 26) Ezhavathy (in Kanniyakumari District and Shencottah Taluk of Tirunelveli-Kattabomman Districts).
- 27) Ezhuthachar(in Kanniyakumari District and Shencottah Taluk of Tirunelveli-Kattabomman Districts).
- 28) Ezhuva(in Kanniyakumari District and Shencottah Taluk of Tirunelveli-Kattabomman Districts).
- 29) Gangavar.
- 30) Gavara, Gavarai and Vadugar (Vaduvar)(Other than Kamma, Kapur, Balija and Reddi).
- 31) Gounder.
- 32) Gowda (including Gammala, Kalali and Anuppa Gounder).
- 33) Hegde.
- 34) Idiga.
- 35) Illathu Pillaimar, Illuvar, Ezhuvar and Illathar.
- 36) Jhetty.

- 37) Jogis(except Chengalpattu-MGR, Madurai, Dindigul Anna, South Arcot Vallalar, Villupuram Ramasami Padayachiyar, North Arcot Ambedkar and Tiruvannamalai Sambuvarayar Ditriacts).
- 38) Kabbera.
39. Kaikolar, Sengunthar.
- 40) Kaladi (except in Pasumpon Muthuramalinga Thevar, Kamarajar, Ramanathapuram, Madurai, Dindigul Anna, Thangavur, Nagapattinam Quaid-e-Milleth, Pudukottai and Tiruchirappalli Districts).
- 41) Kalari Kurup including Kalari Panicker (in Kanniyakumari District and Shencottah Taluk of Tirunelveli-Kattabomman Districts).
- 42) Kalingi.
- 43) *Kallar(including Easanattu Kallar, Gandarvakottai Kallars).
(except Thanjavur, Nagapattinam, Quaid-e-Milleth and Pudukottai Ditriacts).
Koottappal Kallars (except Pudukottai and Tiruchirappalli District).
Piramalai Kallars (except Pasumpon Muthuramalinga Thevar, Kamarajar, Ramanathapuram, Madurai, Dindigul Anna, Pudukottai and Thanjavur, Nagapattinam and Thiruvarur Districts).
Periyasooriyur Kallars (except Tiruchirappalli and Pudukkottai Districts).
- (Substituted in G.O.Ms.No.35, P & AR(S) Department, dated 21.2.2000, wef 19.7.94)
- 44) Kallar kula Thondaman.
- 45) Kalveli Gounder.
- 46) Kambar.
- 47) Kammalar or Viswakarma (including Thattar, Porkollar, Kannar, Karumar, Kollar, Thacher. Kal Thacher, Kamsala and Viswabrahmin).
- 48) Kani, Kanisu, Kaniyar Panikkar.
- 49) Kaniyala Vellalar.
- 50) Kannada Saineegar, Kannadiyar (Throughout the State) and Dasapalinjika (Coimbatore, Periyar and the Nilgiris Districts).
- 51) Kannadiya Naidu.
- 52) Karpoora Chettiar.
- 53) Karuneegar (Seer Karuneegar, Sri Karuneegar, Sarattu Karuneegar, KaikattiKaruneegar, Mathuvazhi Kanakkar, Sozhi Kanakkar and Sunnambu Karuneegar).
- 54) Kasukkara Chettiar.
- 55) Katesar, Pattamkatti.
- 56) Kavuthiyar.
- 57) Kerala Mudali.
- 58) Kharvi.
- 59) Khatri.

- 60) Kongu Vaishnava.
- 61) Kongu Vellalars (including Vellala Gounder, Nattu Gounder, Narambukkatti Gounder, Tirumudi Vellalar, Thondu Vellalar, Pala Gounder, Poosari Gounder, Anuppa Vellala Gounder, Kurumba Gounder, Padaithalai Gounder, Chendalai Gounder, Pavalankatti Vellala Gounder, Sanku Vellala Gounder and Rathinagiri Gounder).
- 62) Koppala Velama.
- 63) Koteyar.
- 64) Krishnanvaka (in Kanniyakumari District and Shencottah Taluk of Tirunelveli-Kattabomman Districts).
- 65) Kudikara Vellalar.
- 66) Kudumbi (in Kanniyakumari District and Shencottah Taluk of Tirunelveli-Kattabomman Districts).
- 67) Kuga Vellalar.
- 68) Kunchidigar.
- 69) Labbais including Rowthar and Marakayar (Whether their spoken language is Tamil or Urdu).
- 70) Lambadi.
- 71) Latin Catholics(in Kanniyakumari District and Shencottah Taluk of Tirunelveli-Kattabomman Districts).
- 72) Lingayat (Jangama).
- 73) Mahratta (Non-Brahmin) (including Namdev Mahratta).
- 74) Malayar.
- 75) Male.
- 76) Maniagar.
- 77) Mapilla.
- 78) Maravars (except Thanjavur, Nagapattinam, Thiruvarur, Puukottai, Ramanathapuram, Sivaganga, Virudhunagar, Tirunelveli and Toothukudi Districts).

Karumaravars

Appanad Kondayan – (except Sivaganga, Virudhunagar, Ramanathapuram,
Kotai maravars. Madurai, Theni and Dindigul Districts).

Sembanad Maravars - (except Sivaganga, Virudhunagar and Ramanathapuram Districts).

*(Substituted in G.O.Ms.No.35, P & AR(S) Dept., dated 21.2.2000 wef 19.7.94).

- 79) Moondrumandai Enbathunalu (84), Ur. Sozhia Vellalar.
- 80) Mooppan.
- 81) Muthuraja, Muthuracha, Muttiriyar, Muthiriyar, Mutharaiyar.

- 82) Nadar, Shanar and Gramani (including Christian Nadar, Christian Shanar and Christian Gramani).
- 83) Nagaram.
- 84) Naikkar(in Kanniyakumari District and Shencottah Taluk of Tirunelveli-Kattabomman Districts).
- 85) Nangudi Vellalar.
- 86) Nanjil Mudali (in Kanniyakumari District and Shencottah Taluk of Tirunelveli-Kattabomman Districts).
- 87) Odar(in Kanniyakumari District and Shencottah Taluk of Tirunelveli-Kattabomman Districts).
- 88) Odiya.
- 89) Oottruvalanattu Vellalar.
- 90) O.P.S. Vellalar.
- 91) Ovachar.
- 92) Paiyur kotta Vellalar.
- 93) Pamulu.
- 94) Panar (except in Kanniyakumari District and Shencottah Taluk of Tirunelveli-Kattabomman District where the community is a Scheduled Caste).
- 95) Panisaivan (including Virakodi Vellala).
- 96) Kathikarar in Kanniyakumari District.
- 97) Pannirandam Chettiar or Uthama Chettiar.
- 98) Parkavakulam (including Surithimar, Nathamar, Malayamar, Moopnar and Nainar).
- 99) Perike (including Perike Balija).
- 100) Perumkollar(in Kanniyakumari District and Shencottah Taluk of Tirunelveli-Kattabomman District).
- 101) Podikara Vellalar.
- 102) Pooluva Gounder.
- 103) Poraya.
- 104) Pulavar (in Coimbatore and Periyar Districts).
- 105) Pulluvar or Pooluvar.
- 106) Pusala.
- 107) Reddy (Ganjam).
- 108) Sadhu Chetty (including Telugu Chetty, Twenty four Manai Telugu Chetty).
- 109) Sakkaravar or Kavathi(in Kanniyakumari District and Shencottah Taluk of Tirunelveli-Kattabomman District).
- 110) Salivagana.
- 111) Saliyar, Padmasaliyan, Pattusaliyar, Pattariyar and Adhaviyar.
- 112) Savalakkarar.
- 113) Senaithalaivar, Senaikudiyar and Illaivanar.
- 114) Sheik.
- 115) Sourashtra (Patnulkarar)
- 116) Sozhiavellalar(including Sozha Vellalar, Vetrilaikarar, Kodikalkarar and Keeraikarar).
- 117) Srisayar.
- 118) Sundaram Chetty.
- 119) Syed.

- 120) Thogatta Veerakshatriya.
- 121) Tholkollar(in Kanniyakumari District and Shencottah Taluk of Tirunelveli-Kattabomman District).
- 122) Tholuva Naicker and Vetalakara Naicker.
- 123) Thoraiyar.
- 124) Thoriyar
- 125) Ukkirakula Kshatriya Naicker.
- 126) Uppara, Uppillia and Sagara.
- 127) Urali Gounder (except Tiruchirapalli and Pudukottai Districts).

and Orudaya Gounder or Oorudaya Gounder (in Madurai, Dindigul Anna, Coimbatore, Periyar, Tiruchirappali, Pudukottai and Salem Districts).

- 128) Urikkara Nayakkar.
- 129) Vallambar.
- 130) Valmiki.
- 131) Vaniyar, Vania Chettiar (including Gandla, Ganika, Telikula and Chekkalar).
- 132) Veduvar and Vedar(except in Kanniyakumari District and Shencottah Taluk of Tirunelveli-Kattabomman District where the community is a Scheduled Caste).
- 133) Veerasaiva(in Kanniyakumari District and Shencottah Taluk of Tirunelveli-Kattabomman District).
- 134) Velar.
- 135) Vellan Chettiar.
- 136) Veluthodathu Nair (in Kanniyakumari District and Shencottah Taluk of Tirunelveli-Kattabomman District).
- 137) Vokkaligar (including Vakkaligar, Okkaligar, Kappiliyar, Kappoliya, Okkaliga Gowda, Okkaliya, Gowda, Okkaliya Gowder, Okkaliya Gowda).
- 138) Wynad Chetty (The Nilgiris District).
- 139) Yadhava (including Idaiyar, Telugu Speaking Idaiyar known as Vaduga Ayar or Vaduga Idaiyar or Golla and Asthanthra Golla).
- 140) Yavana.
- 141) Yerukula.
- 142) Converts to Christianity from any Hindu Backward Classes Community or Most Backward Classes Community or Denotified Communities except the converts to Christianity from Meenavar, Parvatharajakulam, Pattanavar, Sembadavar, Mukkuvar or Mukayar and Paravar.
- 143) Orphans and destitute children who have lost their parents before reaching the age of ten and are destitutes and who have nobody else to take care of them either by law or custom; and also who are admitted into any of the schools or orphanages run by the Government or recognized by the Government.

PART B

Most Backward Classes

1. Ambalakarar.
2. Andipandaram.
3. Bestha, Siviari.
4. Bhatraju (Other than Kshatriya Raju).
5. Boyar, Oddar.
6. Dasari.
7. Dommara.
8. Eravallar (except in Kanniyakumari District and Shencottah Taluk of Tirunelveli-Kattabomman District where the Community is a Scheduled Tribe).
9. Isaivellalar.
10. Jambuvanodai.
11. Jangam.
12. Jogi.
13. Kongu Chettiar (in Coimbatore and Periyar Districts only).
14. Koracha.
15. Kulala (including Kuyavar and Kumbarar).
16. Kunnuvar Mannadi.
17. Kurumba.
18. Kuruhini Chetty.
19. Maruthuvar, Navithar, Mangala, Velakattalavar, Velakatalanair and Pronopakari.
20. Mond Golla,
21. Moundadan Chetty.
22. Mahendra, Medara.
23. Mutlakampatti.
24. Narikoravar.
25. Nokkar.
26. Vanniakula Kshatriya (including Vanniyar, Vanniya, Vannia Gounder, Gounder or Kander, Padayachi, Palli and Agnikula Kshatriya).
27. Paravar (except in Kanniyakumari District and Shencottah Taluk of Tirunelveli-Kattabomman District where the community is a Scheduled Caste)(including converts to Christianity).
28. Meenavar (Parvatharajakulam, Pattanavar, Sembadavar)(including converts to Christianity).
29. Mukkuvar or Mukayar (including converts to Christianity).
30. Punnan Vettuva Gounder.
31. Pannayar (other than Kathikarar in Kanniyakumari District).
32. Sathatha Srivaishnava (including Sathani, Chattadi and Chattada Srivaishnava).
33. Sozhia Chetty.

34. Telugupatty Chetty.
35. Thottia Naicker (including Rajakambalam, Gollavar, Sillavar, Thockalavar and Thozhuva Naicker).
36. Thondaman.
37. Valaiyar (including Chettinad Valaiyars).
38. Vannar (SalaivaiThozhilalar including Agasa, Madivala, Ekali, Rajakula, Veluthadar and Rajaka) (except in Kanniyakumari District and Shencottah Taluk of Tirunelveli-Kattabomman District where the community is a Scheduled Caste).
39. Vettaikarar.
40. Vettuva Gounder.
41. Yogeeswarar.

PART - C
Denotified Communities

1. Attur Kilnad Koravars (Salem, South Arcot Vallalar, Villupuram Ramasami Padayachiyar, Ramanathapuram, Pasumpon Muthuramalinga Thevar and Kamarajar Districts).
2. Attur Melnad Koravars (Salem District).
3. Appanad Kondayamkottai Maravar (Pasumpon Muthuramalinga Thevar, Kamarajar, Ramanathapuram, Madurai and Dindigul Anna Districts).
4. Ambalakarar (Thanjavur, Nagapattinam Quaid-e-Milleth, Tiruchirappalli and Pudukottai Districts).
5. Ambalakkarar (Suriyanur, Tiruchirappalli District).
6. Boyas (Tiruchirappalli, Pudukottai, The Nilgiris, Salem and Dharmapuri Districts).
7. Battu Turkas.
8. C.K.Koravars (South Arcot Vallalar and Villupuram Ramasamy Padayachiyar Districts).
9. Chakkala (Pasumpon Muthuramalinga Thevar, Kamarajar, Ramanathapuram, Thanjavur, Nagapattinam Quaid-e-Milleth, Pudukottai, Tiruchirappalli, Maurai, Dindigul Anna and The Nilgiris Districts).
10. Changayampudi Koravars (North Arcot Ambedkar and Tiruvannamalai Sambuvarayar Districts).
11. Chettinad Valayars (Pasumpon Muthuramalinga Thevar, Kamarajar, Ramanathapuram Districts).
12. Dombs (Pudukottai and Thiruchirappalli Districts).
13. Dobba Koravars (Salem District).
14. Dommars (Thanjavur, Nagapattinam Quaid-e-Milleth, Pudukottai, North Arcot Ambedkar and Tiruvannamalai Sambuvarayar Districts).
15. Donga Boya.
16. Donga Ur. Korachas.
17. Devagudi Talayaris.
18. Dobbai Korachas (Tiruchirappalli and Pudukottai Districts).
19. Dabi Koravars (Thanjavur, Nagapattinam Quaid-e-Milleth, Tiruchirappalli, Pudukottai, North Arcot Ambedkar and Tiruvannamalai Sambuvarayar Districts).
20. Donga Dasaries (Chengalpattu-MGR, Tiruchirappalli, Pudukottai, Madras and Salem Districts).
21. Gorella Dodda Boya.
22. Gudu Dasaris.
23. Gandarvakottai Koravars (Thanjavur, Nagapattinam Quaid-e-Milleth Tiruchirappalli, Pudukottai, South Arcot Vallalar and Villupuram Ramasami Padayachiyar Districts).
24. Gandarvakottai kallars (Thanjavur, Nagapattinam Quaid-e-Milleth and Pudukottai Districts).
25. Inji Koravars (Thanjavur, Nagapattinam Quaid-e-Milleth, Tiruchirappalli and Pudukottai Districts).
26. Jogis (Chengalpattu-MGR, Madras, South Arcot Vallalar, Villupuram Ramasamy Padayachiyar, North Arcot Ambedkar and Tiruvannamalai Sambuvarayar Districts).
27. Jambavanodai.

28. Kaladis (Pasumpon Muthuramalinga Thevar, Kamarajar, Ramanathapuram, Madurai, Dindigul Anna, Thanjavur, Nagapattinam Quaid-e-Milleth, Pudukottai and Tiruchirappalli Districts).
29. Kal Oddars (Chengalpattu-MGR, Ramanathapuram, Pasumpon Muthuramalinga Thevar, Kamarajar, Madurai, Dindigul Anna, Pudukkottai, Tiruchirappalli, Tirunelveli Kattabomman, Chidambaranar and Salem Districts).
30. Koravars (Chengalpattu-MGR, Ramanathapuram, Pasumpon Muthuramalinga Thevar, Kamarajar, Pudukkottai, Thanjavur, Nagapattinam Quaid-e-Milleth, Tiruchirappalli, Tirunelveli Kattabomman, Chidambaranar, Madras, Madurai, Dindigul Anna and The Nilgiris Districts).
31. Kalinji Dabikoravar (Thanjavur, Nagapattinam Quaid-e-Milleth and Pudukkottai Districts).
32. Kootappal kallars (Tiruchirappalli and Pudukkottai Districts).
33. Kala Koravars (Thanjavur, Nagapattinam Quaid-e-Milleth, Tiruchirappalli and Pudukkottai Districts).
34. Kalavathila Boyas.
35. Kepmaris (Chengalpattu-MGR, Pudukkottai and Tiruchirappalli Districts).
36. Maravars (Thanjavur, Nagapattinam Quaid-e-Milleth, Pudukkottai, Ramanathapuram, Pasumpon Muthuramalinga Thevar, Kamarajar, Tirunelveli Kattabomman and Chidambaranar Districts).
37. Monda Koravars.
38. Monda Golla (Salem District).
39. Mutlakampatti (Tiruchirappalli and Pudukkottai Districts).
40. Nokkars (Tiruchirappalli and Pudukkottai Districts).
41. Nellorepet Oddars (North Arcot Ambedkar and Tiruvannamalai Sambuvarayar Districts).
42. Oddars (Thanjavur, Nagapattinam Quaid-e-Milleth, Tiruchirappalli, Pudukkottai, Madurai and Dindigul Anna Districts).
43. Pedda Boyar (Tiruchirappalli and Pudukkottai Districts).
44. Ponnai Koravars (North Arcot Ambekar and Tiruvannamalai Sambuvarayar Districts).
45. Piramalai Kallars (Pasumpon Muthuramalinga Thevar, Kamarajar, Ramanathapuram, Madurai, Dindigul Anna, Pudukkottai, Thanjavur and Nagapattinam Quaid-e-Milleth Districts).
46. Periya Suriyur Kallars (Tiruchirappalli and Pudukkottai Districts).
47. Padayachi (Vellayan Kuppam in South Arcot Vallalar District and Tennore in Tiruchirappalli District).
48. Punnan Vottuva Gounder (Tiruchirappalli and Pudukkottai Districts).
49. Servai (Tiruchirappalli and Pudukkottai Districts).
50. Salem Melnad Koravars (Madurai, Dindigul Anna, Coimbatore, Periyar, Pudukkottai, Tiruchirappalli, Salem and North Arcot Ambedkar and Thiruvannamalai Sambuvarayar Districts).
51. Salem Uppu Koravars (Salem Districts).
52. Sakkarithamadai koravars (North Arcot Ambedkar and Thiruvannamalai Sambuvarayar Districts).
53. Saranga Palli Koravars.
54. Sooramari Oddars (Salem District).

55. Sembanad Maravars (Pasumpon Muthuramalinga Thevar, Kamarajar and Ramanathapuram Districts).
56. Thalli Koravars(Salem District).
57. Thelungapatty Chettis (Tiruchirappalli and Pudukkottai Districts).
58. Thottia Naickers (Pasumpon Muthuramalinga Thevar, Kamarajar, Ramanathapuram, Chengalpattu-MGR, Thanjavur, Nagappattinam Quaid-e-Milleth, Tiruchirappalli, Pudukkottai, Tirunelveli Kattabomman, Chidambaranar, Salem, North Arcot Ambedkar, Thiruvannamalai Sambuvarayar, Coimbatore and Periyar Districts).
59. Thogamalai Koravars or Kepmaris (Tiruchirappalli and Pudukkottai Districts).
60. Uppukoravars or Settippalli Koravars (Thanjavur, Pudukkottai, Madurai, Dindigul Anna, Nagappattinam Quaid-e-Milleth, North Arcot Ambekar, Thiruvannamalai Sambuvarayar istricts).
61. Urali Gounders (Tiruchirappalli and Pudukkottai Districts).
62. Wayalpad or Nawalpeta Korachas.
63. Vaduvarpatti Koravars (Madurai, Dindigul Anna, Ramanathapuram, Pasumpon Muthuramalinga Thevar, Kamarajar, Tirunelveli Kattabomman, Chidambaranar, Tiruchirappalli and Pudukkottai Districts).
64. Valayars (Madurai, Dindigul Anna, Tiruchirappalli, Pudukkottai, Periyar and Coimbatore Districts).
65. Vettaikarar (Thanjavur, Nagappattinam Quaid-e-Milleth and Pudukkottai Districts).
66. Vetta Koravars (Salem District).
67. Varaganeri Koravars (Tiruchirappalli and Pudukkottai Districts).
68. Vettuva Gounder (Tiruchirappalli and Pudukkottai Districts).

SCHEDULE II

PART - A

SCHEDULED CASTES

(See Definition (16) in rule 2)

1. Adi Andhra
2. Adi Dravida
3. Adi Karnataka.
4. Ajila.
5. Arunthathiyar.
6. Ayyanavar (in Kanyakumari District and Shenkottah Taluk of Tirunelveli District).
7. Baira.
8. Bakuda.
9. Bandi.
10. Bellara.
11. Bharatar (in Kanyakumari District and Shenkottah taluk of Tirunelveli District).
12. Chakkiliyan
13. Chalavadi
14. Chamar, Muchi.
15. Chandala.
16. Cheruman.
17. Devendrakulathan.
18. Dom, Dombara, Paidi, Pane.
19. Domban.
20. Godagali.
21. Godda.
22. Gosangi.
23. Holey.

24. Jaggali.
25. Jambuvulu.
26. Kadaiyan.
27. Kakkalan (in Kanyakumari District and Shenkottah taluk of Tirunelveli District).
28. Kalladi.
29. Kanakkan, Padanna (in The Nilgiris District).
30. Karimpalan.
31. Kavara (in Kanyakumari District and Shenkottah taluk of Tirunelveli District).
32. Koliyan.
33. Koosa.
34. Kootan, Koodan (in Kanyakumari District and Shenkottah taluk of Tirunelveli District).
35. Kudumban.
36. Kuravan Sidhanar.
37. Madari.
38. Madiga.
39. Maila.
40. Mala.
41. Mannan (in Kanyakumari District and Shenkottah taluk of Tirunelveli District).
42. Mavilan.
43. Moger
44. Mundala.
45. Nalakeyava.
46. Nayadi.
47. Padannan (in Kanyakumari District and Shenkottah taluk of Tirunelveli District).
48. Pagadai.
49. Pallan.
50. Palluvan.
51. Pambada.

52. Panan (in Kanyakumari District and Shenkottah taluk of Tirunelveli District).
53. Panchama.
54. Pannadi.
55. Panniandi.
56. Paraiyan, Parayan, Sambavar.
57. Paravan (in Kanyakumari District and Shenkottah taluk of Tirunelveli District).
58. Pathiyan (in Kanyakumari District and Shenkottah taluk of Tirunelveli District).
59. Pulayan, Cheramar.
60. Puthirai Vannan.
61. Raneyar.
62. Samagara.
63. Samban.
64. Sapari.
65. Semman.
66. Thandan (in Kanyakumari District and Shenkottah taluk of Tirunelveli District).
67. Thoti.
68. Tiruvalluvar.
69. Vallon.
70. Valluvan.
71. Vannan(in Kanyakumari District and Shenkottah taluk of Tirunelveli District).
72. Vathiriyar.
73. Velen.
74. Vetan (in Kanyakumari District and Shenkottah taluk of Tirunelveli District).
75. Vettiyan.
76. Vettuvan (in Kanyakumari District and Shenkottah taluk of Tirunelveli District).

PART B

SCHEDULED TRIBES

(See definition (17) in rule 2)

- 1) Adiyar.
- 2) Aranadan.
- 3) Eravallan.
- 4) Irular.
- 5) Kadar.
- 6) Kammara (excluding Kanyakumari District and Shenkottah taluk of Tirunelveli District).
- 7) Kanikaran, Kanikkar (in Kanyakumari District and Shenkottah taluk of Tirunelveli District).
- 8) Kaniyan, Kanyan.
- 9) Kattunayakan.
- 10) KochuVelan.
- 11) Konda Kapus.
- 12) Kondareddis.
- 13) Koraga.
- 14) Kota (excluding Kanyakumari District and Shenkottah taluk of Tirunelveli District).
- 15) Kudiya, Melakudi.
- 16) Kurichchan.
- 17) Kurumbas (in The Nilgiris District).
- 18) Kurumans.
- 19) Maha malasar.
- 20) Malai Arayan.
- 21) Malai Pandaram
- 22) Malai Vedan.
- 23) Malakkuravan.
- 24) Malasar.

- 25) Malayali (in Dharmapuri, North Arcot, Pudukottai, Salem, South Arcot and Tiruchirappalli Districts).
- 26) Malayekandi.
- 27) Mannan.
- 28) Mudugar, Muduvan.
- 29) Muthuvan.
- 30) Palleyan.
- 31) Palliyan.
- 32) Palliyar.
- 33) Paniyan.
- 34) Sholaga.
- 35) Toda (Excluding Kanyakumari District and Shenkottah taluk of Tirunelveli District).
- 36) Uraly.

PART - II

GENERAL BYE-LAWS

1. Scope of the General Bye-laws: The bye-laws in this part shall apply to class III of the Chennai Corporation services specified in Sec.85(3)(c) of the Madras City Municipal Corporation Act and to the holders of every post, whether temporary or permanent in any category of such services.

Explanation: If any doubt arises whether or not these bye-laws apply to any person and whether or not, any person to whom these bye-laws apply belongs to a particular category of service, the matter shall be referred to the Government whose decision shall be final.

2. Relation to the Special bye-laws: If any provision in the general Bye-laws contained in this part is repugnant to a provision in the special bye-laws applicable to any particular service contained in Part III and Other bye-laws the latter shall, in respect of that service prevail over the provision in the general bye-laws in this part.

3. Appointing Authority: Appointments to all posts in Class III services shall be made by the Appointment Committee.

4. List of approved candidates: All first appointments to a service or posts in Class III service shall be made by the appointing authority from a list of approved candidates. Such an approved list shall be prepared by the appointing authority in accordance with the conditions laid down in Bye-law 3. Where the names of candidates in such list are arranged in their order of preference, appointments to the service shall be made in such order as prescribed in the bye-laws.

5. Procedure for recruitment: The Commissioner shall call for a list of qualified candidates from the Employment Exchange and shall after receipt of the list select the required number of qualified candidates on the basis of merit by an interview conducted by him. If sufficient number of eligible candidates are not available with the Employment Exchange, the Commissioner shall get a certificate from Employment Exchange and advertise the number of vacancies in the prominent daily newspapers and call for application from eligible candidates. The Commissioner shall, then select the candidates on the basis of merit by conducting interview of candidates. If a selection is to be made from such of those persons who are employed in the Corporation in the order of seniority, the Employment Exchange need not be consulted.

6. No person shall be eligible for appointment to any post in class III of the Chennai Corporation General Subordinate Services by direct recruitment unless he satisfies the Commissioner of Chennai Corporation on the following:

- (i) that no criminal antecedents shall be so as to qualify him for such service.

- (ii) That a such a person does not have more than one wife living or if such a person is a woman that she is not married to any person who has a wife living.
- (iii) That such a person satisfies the age prescribed in the by-laws on the 1st day of July of the year in which the vacancy is notified;
- (iv) that no person shall be eligible for appointment unless he satisfies the appointing authority regarding physical fitness for the post for which production of physical fitness certificate as obtained from Government not below the rank of Assistant Civil Surgeon.
- (v) He/She shall have Domicile in Tamil Nadu.
- (vi) The maximum age limit as prescribed for appointment to a post in Class III shall be as per Annexure to these bye-laws.
- (vii) The minimum General Educational Qualifications as prescribed in Annexure to these bye-laws shall apply.

7. Probation: A candidate appointed to a post shall be on probation for a period of two years within a continuous period of three years unless otherwise specifically stated from the date of his joining in a post.

8. Right of probation and approved probationers to re-appointment:

A vacancy in any service or category shall not be filled by the appointment of a person who has not yet commenced his probation in such service or category when an approved probationer or probationer therein as available for such appointment.

9. Discharge for reversion and re-appointment of probationers and approved probationers:

- a) Probationers and approved probationers shall be reverted or discharged for want of vacancy in the following order:

First : The probationers in the order of juniority; and

Second: The approved probationers in the order of juniority.

- b) The order of reversion or discharge may be departed from, in cases where such order will involve exceptional administrative inconvenience.

10. Temorary promotion: Owing to an emergency which has arisen to fill immediately a short vacancy in a post by promotions from the lower feeder post, the Commissioner may promote a qualified candidate to a higher post in Class III in the order of seniority, considering suitability subject to the following conditions:

- (a) Such temporary promotion shall be purely temporary.
- (b) A candidate temporarily promoted shall not be regarded as a probationer.

(c) Such temporary promotion shall not confer any preferential claim for future

Promotion.

(d) A candidate temporarily promoted shall be replaced as soon as possible by senior candidate who acquires qualifications subsequently and is entitled to the promotion under the bye-laws.

(e) Temporarily promoted candidates shall be reverted to the lower post at any time without any prior notice and without any reason being assigned.

11. Qualification: Minimum General Educational Qualification.

(1) A pass in the Secondary School Leaving Certificate Examination with eligibility for admission to College Course of studies in the Universities in this State; or

(2) A pass in the Secondary School Leaving Certificate Examination of this State.

Explanation—(ii) A person who had appeared for 11 year S.S.L.C. Public Examination and had failed to obtain 35% marks in one or more subjects, but who has appeared and obtained 35% marks in the corresponding subject or subjects in 10 year S.S.L.C. Public Examination, shall be deemed to have passed the S.S.L.C. Public Examination.

Explanation—(iii) A person who had studied optional subject in 11 year S.S.L.C. and failed in the optional subjects but had obtained 35% marks in all other subjects except the optional subjects in 11 year S.S.L.C. Public Examination shall be deemed to have passed the S.S.L.C. Public Examination.

Explanation—(iv) A person who had appeared and passed the X standard Government Examination conducted by the Board of Open School, Tamil Nadu shall be deemed to have passed S.S.L.C. Public Examination.

12. Passing of Tamil Language Test: Every person appointed to a category whose First Language is other than Tamil should pass the Tamil Language Test conducted by the Tamil Nadu Public Service Commission within the period of probation (i.e. 2 years) failing which, the increments will be stopped from 3rd year onwards till they qualify. In the case of direct recruitees, they must pass the Tamil Language Test within the period of 5 years from the date of entry in service. Otherwise their service will be terminated forthwith.

13. Age Limit: The age limit prescribed in the Special bye-laws 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 bye-laws prescribed qualification lower than the B.A. or B.Sc., degree of any University if the candidate possesses a general educational qualification higher than the minimum general educational qualification.

A candidate who has rendered war service is eligible to deduct from his age the period of his war service for the purpose of computing his age for appointment.

14. Special qualifications to be acquired or special tests to be passed:

No person shall be eligible for appointment to any service or category unless he:-

- a) possesses such special qualifications and has passed such special tests as may be prescribed in that behalf in the Special Bye-laws, or
- b) possesses such other qualifications as may be considered to be equivalent to the said special qualifications or special tests by the State Government.

15. Appointment of women:- Women alone shall be appointed to posts in any institution or establishment specially provided for them; Provided that men may be appointed, if suitable or qualified women are not available for such appointment.

16. Reservation of appointments: Where the special bye-laws lay down that the rule of reservation of appointments shall apply to any service or category, the order of such reservation shall be the same as in rule 22 of the General Rules for the Tamil Nadu State and Subordinate Services.

17.(a) Date of commencement of probation of persons.

If a person appointed in the service shall commence probation from the date of joining.

Provided that on the date so determined, the person possesses all the qualifications prescribed for appointment to the service, class or category, as the case may be.

(b) Service in a different service counting for probation:-

A probationer in a service or a class or category of a service shall be eligible to count for probation his service, if any, performed otherwise than in a substantive capacity on regular appointment to another service in accordance to the rules, by transfer from the former service or the class or category thereof, as the case may be.

(c) Service in a higher category counting for probation:-

A probationer in any category of a service or class of service shall be eligible to count for probation, his service, if any, performed otherwise than in substantive capacity on regular appointment to a higher category of the same service or class or service as the case may be.

(d) Temporary service counting for probation:

A probationer in one service who is appointed temporarily to another service, under sub-rule (a) or sub-rule (d) of rule 10 shall be entitled to count towards his probation in the former service the period of duty performed by him in the latter service during which he would have held a post in the former service but for such temporary appointment.

(e) Service on temporary promotion counting for probation:-

A probationer in any category of a service who is promoted temporarily under the provisions of rule 39 to a higher category in the same service shall be entitled to count towards his probation, if any, in the former category the period of duty performed by him in the latter category during which he would have held a post in the former category but for such temporary promotion.

(f) Military duty to count for probation:-

The period of Military duty of a probationer shall count towards his probation in the post held by him prior to his joining military duty; it shall also count towards his probation in the post to which he may be appointed under rule 9.

18. Duty in higher post to count for probation in lower posts:

A probationer in any category of a service shall be eligible to count towards his probation if any, his duty performed otherwise than in a substantive capacity on regular appointment to a higher category of the same service.

Nothing contained in this bye-law shall be construed as authorizing the promotion of a probationer in contravention of bye-laws.

19. Completion of probation and drawal of arrears of increment:

Any delay in passing orders of completion of probation shall not monetarily affect the approved probationer 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:-

- (1) that the probation would have been declared to have been satisfactorily completed from the date ordered, even if the question of declaration of probation had been taken up earlier;
- (2) that the declaration of satisfactory completion of probation was delayed by factors which would not, in any case, change the date of such completion;
- (3) that the person whose probation is declared to have been satisfactorily completed was qualified as on the date ordered;
- (4) that declaration of satisfactory completion of probation was not the result of any relaxation of by-laws;

In all cases coming under items (1) to (4) above orders issued declaring the probation or relaxing statutory by-laws shall include a specific provision in regard to drawal of arrears of increments.

20. Appointing authority to consider suitability for full membership:

As soon as probationer in any category of a service has completed his period of probation prescribed in the by-laws or the extended period of probation referred to in bye-law 23 as the case may be, the appointing authority shall consider his suitability for full membership to the category, provided he has passed the tests, if any, which he should pass during the period of his probation.

If the appointing authority is satisfied that the probationer is suitable for full membership, he shall pass an order declaring him to be an approved probationer.

21. Extension of probation: If the appointing authority is of the opinion that the probationer should continue to be on probation in order to enable him to decide upon his suitability for full membership or if the probationer has not passed the test or tests, if any, which the probationer should pass within the period of probation, he should be given time to enable him to pass the tests, the appointing authority may extend his period of probation for a period not exceeding one year.

22. Completion or termination of probation: If on the conclusion of the period of probation or the extended period of probation, as the case may be, the appointing authority is satisfied that the probationer is not suitable for full membership he shall pass an order terminating his probation after giving the probationer a reasonable opportunity of showing cause against the proposed terminating of probation.

If on the conclusion of the period of probation, the probationer has not passed the tests, if any, prescribed by the bye-laws, the appointing authority shall terminate his probation unless the probationer is given extended time under bye-law 23. If the probationer does not pass the tests within the extended period of probation, the appointing authority shall terminate the probationer from service.

23. Declaration and Deemed declaration of probation:

A probationer in any category of service shall be deemed to have completed his probation automatically, unless within a period of six months calculated from the date on which he completed his period of probation or the extended period of probation, as the case may be:-

- (i) a communication asking the probationer to show cause why his probation should not be terminated is served on him; or
- (ii) disciplinary proceedings are pending against him for grave irregularities under Rule 9(2) of Chennai Corporation Class III & IV Disciplinary Bye-laws, he shall be specifically informed in writing that the question of considering the suitability for full membership will be taken up only after the conclusion of the disciplinary proceedings.

Nothing contained in this bye-law shall be construed as entitling the probationer to automatic completion of probation if he has not passed the tests which under the Special bye-laws he should pass such tests within the period of his probation.

24. Appeal against termination of probation: A probationer whose probation has been terminated for reasons other than failure to pass the prescribed test shall be entitled to appeal to the next higher authority. Such appeal shall be preferred within a period of two months of the date on which the order of termination of probation is communicated to him. Provided that the appellate authority may at its discretion extend the aforesaid period beyond two months on reasonable grounds.

25. Seniority: The seniority of a person appointed to any category of service shall be determined with reference to his rank in the list of approved candidates or promotion panel, as the case may be.

26. (a) Promotion: No member of a service or class of a service shall be eligible for promotion from the category in which he was appointed to the service unless he has satisfactorily completed his probation in that category.

(b) Promotion according to seniority:- All other promotions shall be made in accordance with seniority unless—

- (1) the promotion of a member has been withheld as a penalty; or
- (2) a member is given special promotion for conspicuous merit and ability.

27. Representation against non inclusion in the list for promotion:

Every member of a service whose claim for promotion is passed over shall have the right to make a representation for redressal of his grievance. Such representation should be made to the authority to which an appeal would lie against an order of dismissal passed on a full member of the service or category, as the case may be, and within two months from the date on which the cause for making the representation accrued. The aforesaid authority shall examine every such representation on its merits and pass suitable order.

28. Revision of orders of promotion:

Nothing contained in bye-law 30 shall be construed as preventing the authority mentioned in that bye-law from SUO MOTU examining any order promoting a member of a service and revising it in any manner it considers equitable.

29. Postings and transfer:

- (a) A member of a service may be required to serve in any post borne on the cadre of such service.
- (b) All transfers and postings shall be made by the Commissioner or by the person authorised by him.

30. Resignation: Any person appointed in any services of the Corporation seeking acceptance of his notice of resignation, should give a month's notice of his resignation or in lieu thereof he should remit a month's salary.

A Corporation employee may resign his appointment by giving notice of not less than one month in writing direct to the appointing authority with a copy marked to his immediate superior office. The period of one month shall be reckoned from the date of receipt of such notice by the appointing authority.

A member of a service shall, if he resigns his appointment, forfeits not only the service rendered by him in the particular post held by him at the time of resignation, but all his previous services under the Corporation.

The reappointment of such person to any service shall be treated in the same way as first appointment to service by direct recruitment and the bye-laws governing such appointment shall apply and on such reappointment he shall not be entitled to count any portion of his previous service for any benefit or concession admissible under any bye-law or order.

31. Reduction of full member:

If a full member of any category of service is substantively reduced to a lower category therein, he shall be deemed to be a full member of the latter and the permanent cadre thereof, shall, if there is no vacancy in which he could be absorbed, be deemed to be increased by one.

Provided that against every such addition and officiating or temporary vacancy, if any, in such lower category shall be kept unfilled and such addition shall be absorbed in the first permanent vacancy that arises subsequently in such lower category, as the case may be.

32. Appointment in place of members dismissed removed, compulsorily retired or reduced.

Where a person has been dismissed, removed, compulsorily retired or substantively reduced from any service or category no vacancy caused thereby or arising subsequently in such service or category or grade, shall be substantively filled to the prejudice of such persons until the expiry of a period of one year from the date of such dismissal, removal compulsory retirement or reduction or until the appeal, if any, preferred by him against such dismissal, removal, compulsory retirement or reduction is decided, whichever is later.

33. Re-employment of pensioners:

Notwithstanding anything to the contrary, in these bye-laws or the Special bye-laws the State Government shall have the power to re-employ in any Corporation Service or category thereof, any person who has retired from Madras Corporation Service. The re-employment of such person shall not be regarded as a first appointment

to that service nor it shall confer on him the status of a member of a service in which he is re-employed.

34. Relinquishment of rights by members:-

Any person may, in writing, relinquish any right or privilege to which he may be entitled under these bye-laws or the Special bye-laws, if, in the opinion of the Commissioner such relinquishment is not opposed to public interest; and nothing contained in these bye-laws or the Special bye-laws shall be deemed to require the recognition of any right or privilege to the extent to which it has been so relinquished.

Relinquishment of a right or privilege for a temporary period shall be accepted if it is made for a period not less than three years subject to the condition that after the expiry of the said period, the claim of the right or privilege relinquished will be with reference to the state of affairs that exist on the date of expiry of period of relinquishment and without restoration of original seniority. If relinquishment of right or privilege is made permanently and is accepted subsequent claim of the relinquished rights or privileges shall not be entertained.

35. Power to relax bye-laws:

Notwithstanding anything contained in these bye-laws or the Special bye-laws, the State Government shall have the power to deal with the case of any person or class of persons serving in Madras Corporation service or any candidate or class of candidate for appointment to such services in such manner as may appear to it to be just and equitable.

Provided that where any such bye-law is applicable to the case of any person or class of persons, the case shall not be dealt with in any manner less favourable to him or them than that provided by that bye-law.

36. Alteration of date of birth:

(a) The date of birth of a person in service shall be the date found on record in the S.S.L.C. or Matriculation Register or any school certificate which he produces at the time of his appointment to the service. If a member of a service claims subsequently that his date of birth is different from that entered in the S.S.L.C. or Matriculation Register or School Certificate, he shall make an application to the Commissioner explaining how the mistake occurred and also produce the evidence on which he relies, within five years of such entry into service.

(b) Any application received after five years after entry into service shall be rejected summarily.

(c) The Commissioner shall send the relevant records to the Collector of the District concerned, who shall have the matter enquired into by an Officer of the Revenue Department not below the rank of a Deputy Collector. The Collector shall forward with his remarks, if any, the report of the Deputy Collector concerned and all the relevant

records to the State Government. After getting orders from the Government, the Commissioner shall pass suitable orders thereon.

(d) In considering the question of permitting an alteration in the date of birth as entered in the Official records even when such entry is proved to have been due to a bonafide mistake, the Commissioner shall take into consideration the circumstances whether the applicant would normally be eligible for appointment to the post at the time of entry into service had his age been correctly stated and what would have been its effect on his service and may permit the alteration subject to such conditions as he may deem fit to impose.

(e) The procedure laid down in sub-by-laws (a) to (d) shall be followed also in case where alteration of date of birth is proposed suo moto by the Commissioner on the basis of medical opinion, in the absence of any other authoritative records.

37. Conditions of service: The Corporation Service Rules in force on the date of commencement of the Amendment Act 56 of 1961 and the amendments made to the Rules thereafter from time to time shall apply mutatis-mutandis to all Corporation establishment included in Class III Services except to the extent otherwise provided for in these bye-laws.

38 Pay and allowances: The pay scales and allowances of the Corporation establishment included in Class III and ClassIVand Labour Services shall be as fixed by the Council from time to time.

Provided however (i) that the amount of any salary, leave and leave allowances, gratuity or pension granted shall in no case without the special sanction of the State Government exceed what would be admissible in the case of Government Servants of similar standing and status and

(ii) that the conditions under which such salary and allowances are granted or any leave, superannuation or retirement is sanctioned shall not without similar sanction be more favourable than those for the time being prescribed for such Government servants.

The provisions of the Tamil Nadu Travelling Allowance Rules issued by the Government of Tamil Nadu from time to time shall apply to the Corporation establishment for purpose of claiming Travelling allowance and daily allowance.

39 Holidays: The Offices and Institutions under the control of the Corporation shall be permitted only such public and special local holidays as may be sanctioned by the State Government from time to time, in respect of Government Offices and Institutions.

Provided that the grant of holidays to educational institutions under the control of the Corporation shall be regulated in accordance with the Tamil Nadu Educational Rules.

No holiday other than those sanctioned to Government Offices and Institutions shall be granted to the Offices and Institutions under the Control of the Corporation without the previous sanction of the State Government.

Provided, however, the Commissioner is permitted to order closure of the Corporation Offices for a day or part of a day as a mark of respect whenever any officer of the Corporation of the status of a head of Department passes away in harness.

40. The following rules as amended from time to time by State Government shall apply to all persons appointed to this service:-

- i) The Tamil Nadu State and Subordinate Services Rules.
- ii) The Fundamental Rules.
- iii) The Tamil Nadu Leave Rules, 1933.
- iv) The Tamil Nadu Manual of Special Pay and Allowances.
- v) The G.P.F. (Tamil Nadu) Rules.
- vi) The Tamil Nadu Pension Rules.
- vii) The Financial Code, Vol.I.

These Rules shall be in supersession of the following Rules and Regulations:

- i) Madras Corporation Service Rules.
- ii) Appendices IV, V, VII, VIII, IX and X of the Madras Corporation Services Rules.
- III) Part V of the Madras Corporation Services Rules – Travelling Allowances Rules.
- Iv) The Corporation G.P.F. Regulations.

41. Pay, Allowances, Leave Salary, Pension and other conditions of Service:-

The Rules regulating the pay of the services included in the Corporation establishment, the Fundamental Rules and the Pension Rules for the time being in force shall in so far as they may be applicable and except to the extent expressly provided in these rules, govern members of every Corporation Service in the matter of their pay, allowance, leave salary, pension and other conditions of service.

42. Compulsory retirement: The Commissioner shall, if he is of the opinion that it is in the public interest to do so, has the absolute right to retire any Corporation servant 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 had completed twenty five years of qualifying service.

Any Corporation Servant who has attained the age of fifty years or who has completed twenty years of qualifying service may likewise retire from service by giving notice of not less than three months in writing to the appropriate authority.

NOTE I: The three months' notice may be given before the servant attains the age of fifty years, provided that the retirement takes place after he has attained that age.

NOTE II: In computing the notice period or three months, date of service of the notice shall be included.

43. Conveyance Allowance:- There shall be paid to the holders of the posts in this service for which conveyance allowance is sanctioned conveyance allowance from the Municipal Fund at such rates and subject to such conditions as may be determined by the State Government.

CHENNAI CORPORATION SUBORDINATE SERVICE BYE-

LAWS 2009

Sl.No	Name of the post	Method of Recruitment	Qualification prescribed	Scale of pay & Crucial Date	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
1	ADMINISTRATIVE OFFICER	By promotion from the post of Superintendents (Graduates and Non-Graduates in the ratio of 1:1)	--	<p><u>Existing</u> Rs.5900-200-9900</p> <p><u>Revised</u> Rs.9300-34800 + Grade Pay Rs.4500 Table No.15</p> <p><u>Crucial Date</u> 1st JANUARY of every year.</p>	
2.	SUPERINTENDENT	<p>1) By promotion from the posts of Assistants, SHT Gr.II, Conservancy Supervisor, Computer cum Clerks, Assistant Cashier and Licence Inspector.</p> <p>2) By transfer from the upgraded posts of Section Manager, Assessor, SHT. Gr. I, Head Cashier and Store Keeper. As per resolution of the Council No.410/2009 dt.29.10.2009 for ratio may be followed in for post S.H.T. Gr. - 2</p>	<p>1) Minimum General Educational Qualification.</p> <p>2) Must have passed Account Test for Subordinate Officers Part I & II and Tamil Nadu Government Office Manual Test.</p> <p>3) Should have worked as Junior Assistants, or Assistants, in Administration Department for a minimum period of 2 year</p>	<p><u>Existing</u> Rs.5300-150-8300</p> <p><u>Revised</u> Rs.9300-34800 + Grade Pay Rs.4300 Table No.12</p> <p><u>Crucial Date</u> 1st JANUARY of every year.</p>	<p>All the Section Manager, Assessor, SHT Grade I, Head Cashier & Store Keeper posts are integrated as Superintendent post.</p> <p>Inter-se seniority will be fixed from the date of joining in the feeder category.</p>

Sl.No	Name of the post	Method of Recruitment	Qualification prescribed	Scale of pay & Crucial Date	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
3.	ASSISTANT	<p>1) By promotion from the category of approved probationers from Typist / Jr. Asst. Tax Collector/ Conservancy Inspector.</p> <p>2) By direct recruitment – Through Employment Exchange</p>	<p>1) Minimum General Educational Qualification.</p> <p>2) Must have passed Account Test for Subordinate Officers Part I and Tamil Nadu Government Office Manual Test.</p> <p>3) A degree in a university recognized by the UGC for purpose of grant. The tests prescribed for promotion to the post shall be passed within period of 2 years in service. Preference will be given to candidates with computer qualification.</p>	<p><u>Existing</u> Rs.4000-100-6000</p> <p><u>Revised</u> Rs.5200-20200 + Grade Pay Rs.2400 Table No.8</p> <p><u>Crucial Date</u> 1st July of every year.</p>	<p>The posts of Assistants, Assistant Store keeper, License Inspector and Conservancy Supervisor shall be treated as common categories.</p> <p>Inter-se seniority will be fixed from the date of joining in the feeder category</p> <p>After promoting eligible candidates from the feeder post for a particular year, the remaining vacancies for the particular year may be filled by Direct Recruitment.</p>
4.	JUNIOR ASSISTANTS/ TAX COLLECTOR S/CONSERVANCY INSPECTORS	<p>1) By promotion of approved probationers from Record clerks, Attender, Conservancy maistry and Time Keepers.</p> <p>2) By promotion of approved probationers from the Labour Categories brought under establishment.</p>	Minimum General Educational Qualification.	<p><u>Existing</u> Rs.3200-85-4900</p> <p><u>Revised</u> Rs.5200-20200 + Grade Pay Rs.2000 Table No.6</p> <p><u>Crucial Date</u></p>	The posts of Junior Assistants, Typists, Tax Collectors and Conservancy Inspectors be treated as Common Category.

Sl.No	Name of the post	Method of Recruitment	Qualification prescribed	Scale of pay & Crucial Date	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
		<p>The candidates who are degree holders are eligible for promotion after completion of 2 years of service and on acquiring the requisite qualifications.</p> <p>The seniority shall be determined by either date of acquiring qualification or probation whichever is later.</p> <p>(II) By DIRECT RECRUITMENT</p> <p>a) From the legal heirs of the Corporation employees died in harness (only Graduates are eligible for appointment).</p> <p>b) By Direct Recruitment from the graduates sponsored by Employment Exchange.</p>		1 st AUGUST of every year.	<p>Inter-se seniority will be fixed from the date of joining in respective posts.</p> <p>After promoting eligible candidates from the feeder post for a particular year, the remaining vacancies for the particular year may be filled by Direct Recruitment</p>
5	REPORTER /SHT Gr. I	1) By promotion from the Approved probationers of Short-hand Typist Grade II.	<p>1) Must have passed Government Technical Examination in Typewriting Higher both Tamil & English.</p> <p>2) Must have passed Government Technical Examination in Shorthand TAMIL HIGH SPEED TEST (120 WPM) &</p> <p>3) Must have passed Government Technical Examination in</p>	<p><u>Existing</u> Rs.5300-150-8300</p> <p><u>Revised</u> Rs.9300-34800 + Grade Pay Rs.4300 Table No.12</p> <p><u>Crucial Date</u> 1st JULY of every year.</p>	Preference will be given to Tamil short hand.

Sl.No	Name of the post	Method of Recruitment	Qualification prescribed	Scale of pay & Crucial Date	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
			Shorthand ENGLISH HIGHER. (120 WPM)		
6	SHORTHAND TYPIST GRADE II	By promotion from the Approved probationers of Short-hand Typist Grade III.	<p>1) Minimum General Educational Qualification</p> <p>2) Must have passed Government Technical Examination in Typewriting Higher both Tamil & English.</p> <p>2) Must have passed Government Technical Examination in Shorthand Higher Grade both Tamil and English.</p> <p>Must have passed a Certificate Course in MS-Office and (Windows) in any Institution.</p>	<p><u>Existing</u> Rs.5000-150-8300</p> <p><u>Revised</u> Rs.9300-34800 + Grade Pay Rs.4200 Table No.11</p> <p><u>Crucial Date</u> 1st OCTOBER of every year.</p>	
7.	SHORTHAND TYPIST GRADE III	<p>1) By promoting only approved probationers from all the lower Categories.</p> <p>2) By Direct Recruitment.</p>	<p>1) Minimum General Educational Qualification</p> <p>2) Must have passed Government Technical Examination in Typewriting Higher both Tamil & English.</p> <p>3) Must have passed Government Technical Examination in Shorthand Higher Grade both Tamil and English.</p>	<p><u>Existing</u> Rs.4000-100-6000</p> <p><u>Revised</u> Rs.5200-20200 + Grade Pay Rs.2400 Table No.8</p> <p><u>Crucial Date</u> 1st OCTOBER of every year.</p>	

Sl.No	Name of the post	Method of Recruitment	Qualification prescribed	Scale of pay & Crucial Date	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
			3) Must have passed a Certificate Course in MS-Office (Windows) in any Institution.		
8.	TYPIST.	<p>1) By promoting the approved probationers from the posts of Record Clerk and the lower category employees under Class III & IV including Labour Category brought under Establishment in the ratio of 1:1. The candidates should have completed two years of qualifying service.</p> <p>2) From the Legal heirs of the Corporation employees died in harness.</p> <p>3) By Direct Recruitment from the candidates sponsored by employment exchange.</p>	<p>1) Minimum General Educational Qualification.</p> <p>2) Must have passed the Government Technical Examinations in Typewriting.</p> <p>a. By Higher Grade in Tamil & English OR b. By Higher Grade in Tamil and Lower Grade in English. OR c. By Higher Grade in English and Lower Grade in Tamil.</p> <p>3) Must have passed a Certificate Course in MS-Office (Windows) in any Institution.</p>	<p><u>Existing</u> Rs.3200-85-4900 + Type-writing Allowance in accordance with typewriting qualification.</p> <p><u>Revised</u> Rs.5200-20200 + Grade Pay Rs.2000 Table No.6.</p> <p><u>Crucial Date</u> 1st OCTOBER of every year</p>	<p>Both Direct recruitees and Promotees must pass Account Test for Subordinate Officers Part I and Tamil Nadu District Office Manual Test within a period of 2 years from the date of appointment. Failing which, their increment will be stopped from 3rd year onwards.</p> <p>Only after promoting all the Departmental Candidates, the remaining vacancies may be filled by Direct Recruitment. For that particular</p>
9.	RECORD CLERK	<p>1. From the legal heirs of the Corporation employees died in harness.</p> <p>2. By direct recruitment.</p>	Minimum General Educational Qualification.	<p><u>Existing</u> Rs.2610-60-3150-65-3540.</p> <p><u>Revised</u> Rs.4800-10000 + Grade Pay</p>	

Sl.No	Name of the post	Method of Recruitment	Qualification prescribed	Scale of pay & Crucial Date	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
				Rs.1400 Table No.2 <u>Crucial Date</u> 1 st OCTOBER of every year	

- 1) Any amendment made in the Tamilnadu state and subordinate services shall also be applicable wherever specified in the bye-laws.
- 2) Posts which have a different nomenclature from the ones specified above shall be brought under the purview of the bye-law specified for the post with the same pay-scale. This shall be subject to the decision of the Commissioner.

Note : Whenever 'By Promotion' and 'By direct recruitment' are prescribed as method of recruitment, Direct recruitment shall be resorted to only when no Qualified employees are available for promotion. However, this will not apply to cases where ratio has been prescribed for appointment by direct recruitment and by promotion.

QUALIFICATION

REGARDING AGE: The age limit for appointment to any category in the service shall be as prescribed in the Tamil Nadu State and Sub-ordinate Service Rules.

PROBATION : Every person appointed to a category borne under Class III Services shall from the date on which he/she join duty be on probation for a total period of two years on duty within a continuous period of three years.

RESERVATION OF

APPOINTMENT : The rule of reservation in General Bye-law 16 shall apply for direct recruitment under these Bye-laws.

PASSING OF TAMIL

LANGUAGE TEST : Every person appointed to a category whose First Language is other than Tamil should pass the Tamil Language Test conducted by the Tamil Nadu Public Service Commission within the period of probation (i.e. 2 years) failing which, the increment will be stopped from 3rd year onwards till they qualify. In the case of direct recruitees, they must pass the Tamil Language Test within the period of 5 years from the date of entry in service, otherwise their service will be terminated forthwith.

TESTS : A person should have passed the prescribed Departmental Test and the result should be declared before the crucial Date fixed for that category for being eligible for promotion.

SAVINGS : Nothing contained in this bye-law shall adversely affect any person holding any of the posts referred to in the Bye-law on the date of coming into force of this bye-law.

