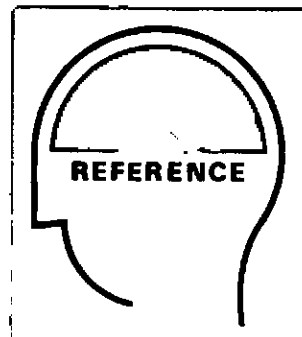
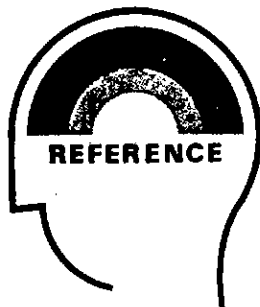
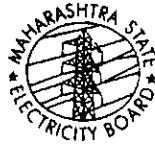


# ADMINISTRATIVE CIRCULARS

(# TO 134)

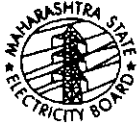


**ADMINISTRATIVE CIRCULARS**  
(1 TO 134)



*Although every care has been taken in compilation of these references, some omissions/ errors might have crept-in due to inadvertance and remained to be corrected. The publishers shall be obliged if the mistakes are brought to their notice for carrying-out corrections in the next edition.*

*Published by*



**MAHARASHTRA STATE  
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## FOREWORD

*It is a well known fact that the quality of decision making in administrative matters greatly improves if the dealing persons are upto date in their knowledge of various circulars & administrative instructions. With this in view, there is already a practice in some Government Departments to bring out a compendium of GRs, Circulars etc. periodically, and make it available to all the concerned persons. Unfortunately, this was wanting in MSEB. A systematic effort has been successfully launched to make up this deficiency.*

*2. The indexes of the GSOs/GOs (P) incorporating the indexes of Administrative Circulars (GAD) and Departmental Circulars (GAD/O&M) have already been published during January, 1992. While publishing the said Indexes, it was also indicated that full texts of above GSOs, GOs, Administrative Circulars (GAD) & Departmental Circulars (GAD/O&M) would be brought out. In fulfillment of the said promise I feel happy to present this volume which contains texts of all the Administrative Circulars issued by GAD upto 27.11.92.*

*3. It may be mentioned that during the periods of Bombay Electricity Board & the Bombay State Electricity Board, the Board's decisions in respect of all departments (GAD/Commercial/Accounts/Stores) were communicated and administered through a common series of General Standing Orders which ranged from 1 to 189 & 190 to 575 respectively. After formation of MSEB since July 1960, the same practice continued but the GSOs were again numbered from 1. A review of the system was undertaken by MSEB during 1962 and the said series of the GSOs was stopped at No.117. Since then GOs are issued (instead of GSOs) and separate channels of communications have been introduced departmentwise, as mentioned in G.O.1 (Personnel), under various series, viz.-*

- |  |                                    |
|--|------------------------------------|
| <i>1) General Orders</i>                     | <i>3) Administrative Circulars</i> |
| <i>2) Departmental Circulars Class A/B/C</i> | <i>4) Routine Circulars.</i>       |

*4. Needless to say that this volume has seen the light of the day due to exhaustive efforts made by the Compilation Team consisting of S/Shri TN Reddy, DyEE; BY Muradi, Dy.E.O., .ND Digraskar, Adm.Officer, BR Dhawale, Adm.Officer and NM Dhanwala, Asstt.Engineer, who deserve all the appreciation. The subjectwise index annexed to this volume at the end would go a long way in locating the required Circular without much effort and would be found very useful.*

*5. Any omissions or mistakes in this work may kindly be pointed out for correction in the subsequent edition. Any other suggestions to make this Compendium more useful would be welcome.*

Bombay  
Date: 23.3.93.

  
**(Vinay Mohan Lal)**  
Member(Adm) & Secretary.

## PREFACE

While publishing the Indexes of GSOs and GOs during January 1992 the lists of Administrative Circulars and Departmental Circulars(O&M) of GAD were simply annexed without indicating their status unlike GSOs & GOs. The verification of the present status of Adm. Circulars has been now completed and found that as many as 44 Circulars are fully redundant either due to changes in subsequent instructions or due to losing their relevance to the changing times.

In this volume containing the full texts of the Administrative Circulars of GAD 1 to 134, the operative ones are printed in bigger type while non-operative/redundant ones are printed in smaller type. Similar pattern is adopted in the Index of these Circulars on pages i to x. The non-operative parts of certain operative Circulars are also printed in similar type selection.

The Circulars have been reappropriated in their respective series considering the date of issue etc. Circulars bearing Nos.51,65,75,97,102; and No.88 have been included in this series although these were titled as "Departmental Circular" & "Circular" respectively, giving a note to that effect with each of the said Circulars.

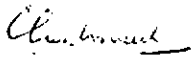
The typographical errors crept-in while issuing original Circulars have been corrected in the print, e.g.

<u>Circular No.</u>	<u>Originally appearing</u>	<u>Corrected as</u>
104	GSO 116	GSO 106 dated 9-1-1960
104	GSO 33	GSO 33 dated 28-12-1960
104	Penalty for other offices	Penalty for other offences
104	GSO 10	GSO 510
104	GO-2(P) dt.26-4-82	GO-2(P) dt.26-4-62
Corrigendum to 120	in page II at page 3	on page 3 in para II etc.

Where the subjects were not mentioned in the original Circulars the same are shown within the bracket (.....) in the Index (on pages i to x).

Through this publication, effort has been initiated to equip the Field Officers with the reference books. However, it is expected that the concerned Field Officers would ensure proper custody and link-up the changes hereafter. Mistakes, if any, may please be brought to the notice of the undersigned. Any suggestions to make the compilation more useful are also welcome.

Bombay  
Date: 23.3.93

  
(V.G. Deshmukh)  
Director of Personnel

**ADMINISTRATIVE CIRCULARS (GAD)**  
(1 to 134 - From 18-4-1962 to 27-11-1992.)

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**ADMINISTRATIVE CIRCULAR No.1 DATED 18-4-1962**

**Personnel**

There have been instances when certain members of the staff in the Head Office have remained absent abruptly and unauthorisedly and that too without bothering to even send timely intimation about their inability to attend. Such behaviour obviously indicates utter lack of sense of responsibility and apart from making the person concerned liable for disciplinary action, causes considerable inconvenience and hampers the disposal of office work. As is known normally no employee is expected to absent himself/herself unless he/she has applied for leave and his/her leave is sanctioned. In case of absence due to unforeseen circumstances or due to factors beyond human control, the person concerned should at least telephone to the Sectional Head concerned intimating him about his/her inability to attend or send a note on the same day through his/her friend, relative or neighbour.

All the staff members are, therefore, requested to appreciate the need of being regular in attendance and in case of unavoidable absence, the necessity of sending a timely intimation to the office as explained above.

The Sectional Heads are requested to kindly explain the contents of this Circular to all the illiterate Class IV staff under them and also to forward a report to the Personnel Section for suitable action, in case of non-observance of these instructions by any member of the staff working under them.

Sd/-For Secretary

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**ADMINISTRATIVE CIRCULAR NO.2 DATED 25-4-1962**

**Personnel**

It has been observed that telephones installed at the cost of the Board in the field offices as well as at the residences of the field officers, are used for booking trunk calls on matters which are purely personal. Trunk calls made through Board's office or residential telephones in connection with leave, pay, provident fund, booking of accommodation in trains, hotels or circuit houses etc. or in respect of similar personal matters, should be classified as private calls. Officers are therefore, requested to certify when bills for trunk telephone calls are received by them as to whether if any or all the calls charged for in any bill, are private or official. Bills in respect of private calls should be paid by them direct to the Post and Telegraph Department. Whenever any telephone bill includes charges both for personal and official calls, the Post and Telegraph Department may be asked to split the bill to enable payment to be made on official calls separately.

Sd/-Secretary.

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**ADMINISTRATIVE CIRCULAR NO.3 DATED 2-6-1962**  
**Personnel**

Subject:- Procedure regarding direct access to F.A. & C.A.O., by A/cs staff working in field offices.

Because of the amalgamation of the Internal Audit Units with the Accounts Units, the right of direct access for the Audit staff in the field to the Chief Internal Auditor in Head Office in matters relating to the interpretation of rules, passing of bills etc., has ceased to exist and consequently the question whether the Divisional Accountants/Accounts Officers working in the field offices should be allowed to have direct access to the F.A. & C.A.O., and if so, in what manner, has arisen.

2. Keeping in view the fact that the accounts staff in mofussil offices are placed directly under the administrative control of the Executive/Superintending Engineers and appreciating the need of ensuring that the disciplinary control is not undetermined in any way, the Standing Committee has under its Decision No. 581 dt. 23.4.62, decided that whenever a Divisional Accountant/Accounts Officer wants to address any letter to the F.A. & C.A.O., on Accounts/Audit matters, he should route the same through the Executive Engineer/Superintending Engineer concerned, who would in turn forward *without delay* along with the notes in *extenso* (without any change whatever) that may have been passed between him and the Divisional Accountant/Accounts Officer together with his own views thereon, if any.

3. The Standing Committee has emphasised that the Executive Engineer or the Superintending Engineer has no authority whatsoever to hold back under any circumstances any letter which the Divisional Accountant/Accounts Officer may want to address to the F.A. & C.A.O., through the Executive Engineer/Superintending Engineer as the case may be.

4. In so far as the authority of F.A. & C.A. O. to call for a direct report from the accounts staff working in the field offices is concerned, reference is invited to G.S.O. 120 dt. 27.6.56 whereunder C.A.O. (now F.A. & C.A.O.) is authorised to call for independent reports from them and in such cases they should make independent report to him directly and be answerable to him for all matters for which reference may have been made to them or on which they may have been asked to make a report. This position remains unchanged.

Sd/-Secretary

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**ADMINISTRATIVE CIRCULAR NO.4 DATED 22-6-1962**  
**Personnel**

Subject:- Regional Members - Association of the - with the work and activities of the Board in the Regions

Reference:- General order No.5(Personnel) Dated 18-6-1962.

Please replace the sheet bearing pages Nos. 5 and 6 of General Order No.5 (Personnel) dated 18-6-1962 issued earlier, by the accompanying sheet bearing pages 5 and 6. The replaced sheet should be treated as withdrawn and should not be quoted nor referred to in any correspondence.

Sd/-Secretary.

*Enclosure to Administrative Circular No.4 dt. 22-6-1962*

Standing Orders which are based on the decisions of the Board and also the procedures laid down by it in various matters. Particular attention of the Chairman may be drawn in the case of lapses on the part of the Officers in the matter of procedure or in the matter of progress of works on hand to enable suitable action being taken wherever necessary.

15. Officers in the field shall acquaint the Regional Member with the programme of Rural Electrification in the Region formulated according to the policy and principles adopted by the Board. The Officers should consult the Regional Member in regard to this programme and his suggestions should be duly taken into account, consistent with the principles and policies and the financial limitations prescribed by the Board in this respect.

16. Similarly all matters of importance, including those which have particular local significance should be brought to the notice of the Regional Members for their information and for any suggestions which they might like to make for tackling the problems.

17. The Officers-in-Charge of the various units in the field of and above the rank of Executive Engineers shall, as soon as they assume charge, take the earliest opportunity to call on the Regional Member concerned. They will thereafter call on him periodically at such intervals as may be fixed by the Regional Member, in order to keep him informed about all important matters concerning the Board in the area particularly the progress of various Schemes and works on hand etc.. Similarly, when the officers are transferred from the place, they should call on the Regional Member before their departure, from the place to take over charge at the new Station.

18. These instructions are issued by the Chairman in exercise of the powers vested in him under Rule 6-F of the Bombay Electricity (Supply) Rules 1957.

19. This supersedes General Standing Orders mentioned below:

- i) G.S.O. 247 of 13-9-1957
- ii) G.S.O. 261 of 5-10-1957
- iii) G.S.O. 321 of 7-3-1958 (so far as it relates to this subject.)
- iv) G.S.O. 374 of 6-8-1958

v) G.S.O. 477 of 22-6-1959

vi) G.S.O. 49 of 22-3-1961.

By order,

Sd/-Secretary.

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**ADMINISTRATIVE CIRCULAR NO.5 DATED 17-8-1962**  
**Personnel**

Subject:-Applications for outside posts - Forwarding of-

According to both the existing Service Regulations and the revised Service Regulations (which will come into effect shortly), an employee of the Board is prohibited from seeking employment elsewhere without specific permission of the competent authority. At present, the Competent Authority so far as employees in Pay Groups-III and IV are concerned, is the Chairman or any officer appointed by him. Consistent with this provision in the Service Regulations, the position has been examined and it is now decided as under:-

**(a) Employees in Pay Group-IV.**

In the case of employees in Pay Group-IV, applications for outside jobs may be forwarded by the officers-in-charge of the respective units not below the rank of Executive Engineers or Power Station Superintendents, as and when such applications are received, provided, however, such applications from an employee are not too frequent. The employee if he succeeds in getting outside job, shall give due notice of resignation or pay to the Board the amount of salary in lieu of the prescribed notice period, as provided in Regulation 16 of the Revised Service Regulations, before he quits service of the Board.

(b) In the case of all **non-technical** employees in Pay- Group-III, such applications for outside jobs may be forwarded by the officer-in-charge of the Unit, not below the rank of Superintending Engineer, subject to the conditions-

i) that such applications for outside jobs may be forwarded not more frequently than on one occasion in a year; and

ii) that the employee shall give due notice of resignation or pay to the Board the amount of salary in lieu of the prescribed notice period, as provided in Regulation 16 of the Revised Service Regulations, before he quits service.

(c) In the case of all other employees not covered by (a) & (b) above, such applications shall be forwarded to the Chairman through proper channel for decision.

Sd/-Secretary.

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**ADMINISTRATIVE CIRCULAR No.6 DATED 30-8-1962**  
**Personnel**

**Subject:-Hindi Examination - Categories of employees exempted from passing the -**

The Chairman in exercise of the powers vested in him under para 2A (ii) of G.S.O.108 dated 19-1-1962 has exempted the following categories of Board's employees on technical side in Pay Group III from the necessity of passing any of the examinations in Hindi prescribed under the above quoted General Standing Order:-

- |                               |                   |
|-------------------------------|-------------------|
| 1) Senior Draftsman.          | 6) Head Tracer.   |
| 2) Chemist Gr.I.              | 7) Shift Chemist  |
| 3) Estimator.                 | 8) Tracer.        |
| 4) Laboratory Assistant Gr.I. | 9) Computer.      |
| 5) Junior Draftsman.          | 10) Blue Printer. |

Sd/-Secretary.

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**ADMINISTRATIVE CIRCULAR NO.7 DATED 1-4-1963**  
**Personnel**

**Subject:- Morning offices during Summer in East Khandesh & West Khandesh Regions.**

The following hours of attendance have been prescribed for ministerial staff in all Administrative Offices of the Board situated in East Khandesh and West Khandesh commencing from 15th April to 15th June each year:

**On all working days:**

- 6.30 A.M. to 9.30 A.M.
- 9.30 A.M. to 9.45 A.M. Recess
- 9.45 A.M. to 12.45 P.M.

2. Care should be taken to ensure that the staff attends the office at 6.30 A.M. every day punctually.

Sd/-Secretary

**CORRECTION SLIP NO.1 DATED 28-4-1964**  
**(To Administrative Circular No.7 Dated 1-4-1963)**

**Subject:- Morning Offices during summer in East and West Khandesh Regions.**

The closing time during summer of all Administrative Offices in East and West Khandesh Regions mentioned as 12 = 45 P.M. in the Administrative Circular No.7 Dated 1-4-1963 may please be read as 12 = 15 p.m.

Sd/-Secretary.

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**ADMINISTRATIVE CIRCULAR NO.8 DATED 4-7-1963**  
**Personnel Section**

**Subject:- Revised rates of Dearness Allowance applicable to the Board's employees.**

The rates of dearness allowance payable to the employees drawing a basic salary upto Rs.300/- p.m. have been revised vide G.O.No.16(Personnel Section) dated 11-4-1963.

In this connection the expression "with marginal adjustment if any" means that the employee in the salary range of Rs.301/- to 307/- should not get less than Rs.377/- P.M. by way of his salary plus dearness allowance. Thus the employees in this salary range should be held eligible to get dearness allowance as under:-

Pay	Dearness Allowance
Rs.301/- P.M.	Rs. 76/- P.M.
Rs.302/- "	Rs. 75/- "
Rs.303/- "	Rs. 74/- "
Rs.304/- "	Rs. 73/- "
Rs.305/- "	Rs. 72/- "
Rs.306/- "	Rs. 71/- "
Rs.307/- "	Rs. 70/- "

It is also clarified that the monthly rated workcharged staff should be allowed to draw the same rates of dearness allowance as have been sanctioned to regular employees.

Sd/-Secretary.

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**ADMINISTRATIVE CIRCULAR NO.9 DATED 4-7-1963**  
**Personnel**

**Subject:- Educational Cess etc. levied by Local Municipalities recoverable from the Board's employees.**

A case has come to the notice of the Head Office where an educational cess levied by a Local Municipality was not recovered from the employees of the Board occupying Board's quarters due to mis-interpretation of rules in this regard. It is possible that similar situation may obtain in other offices of the Board as well. The position is, therefore, clarified as hereunder for the information and guidance of all concerned.

As per the Board's rules in force sanitary and such other Municipal or Gram-panchayat taxes, not being in the nature of house or property tax should be recovered from the occupants of the quarters inclusive those of the Board. Therefore education tax levied in places like Bombay, Kolhapur etc. being a municipal tax not in the nature of house/property tax is recoverable from the employees of the Board occupying Board's quarters or the hired quarters as the case may be. All field officers are therefore advised to see that this tax is recovered from the employees from the day it is levied if not already done.

Sd/-Secretary.

**ADMINISTRATIVE CIRCULAR NO.10 DATED 30-7-1963**  
**Personnel**

Subject:- Service Regulation No.45-Amendment to the.

The Board under its Resolution No.1862 dt.28-6-1963 has approved to revise sub-rule (a) of rule 45 of the M.S.E.B. Service Regulations. The sub-rules (a) and (b) of Rule 45 will therefore read as under:-

The classes of employees shown in Appendix 'C' will be eligible to the rates of leave specified below:-

Nature of leave.	Rate.	Limit of accumulation.
<b>(a) Leave on average pay.</b>		
(i) For the 1st ten years.	1/23rd of the period spent on duty.	60 days.
(ii) Beyond 10 years.	1/12th of the period spent on duty.	60 days.
<b>(b) Leave on Half average pay on Medical Certificate.</b>		
(i) For the first 20 years.	15 days for each completed year.	360 days.
(ii) For subsequent period of service.	20 days for each completed year.	

Note:- The work period includes earned leave already taken.

Sd/-Secretary.

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**ADMINISTRATIVE CIRCULAR NO.11 DATED 5-8-1963**  
**Personnel**

Subject:-Hindi Examination - Extending the date of passing upto 30-6-1964.

The Standing Committee under its decision No. 1152 dated 18-7-1963 has decided that the time limit for passing any one of the Examinations in Hindi, mentioned in G.S.O.No.108 dated 19-1-1962, by the Board's employees should be further extended upto the 30th June 1964.

The Standing Committee has further desired that it should be impressed on all the Board's employees who are still to take the Hindi Examination that they should pass the same within the extended time limit.

Other provisions of G.S.O.No.108 dated 19-1-1962 remain, however, unchanged.

Sd/-Secretary.

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**ADMINISTRATIVE CIRCULAR NO.12 DATED 29-10-1963**  
**Personnel Section**

Subject:- Refund of Excess charges for the purchase of Board's publications.

The Standing Committee under its decision No.1266 dated 9-10-1963 has decided that the excess charges paid by the employees towards purchase of the Board's publications, over those fixed under G.S.O. No.327 dated 31-3-1958, be refunded after due scrutiny by audit.

The Standing Committee further directed that powers in this regard may be vested in the Secretary in the Head Office and Officer not below the rank of Superintending Engineer in the mofussil offices.

Sd/-Personnel Officer.

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**ADMINISTRATIVE CIRCULAR NO.13 DATED 19-11-1963**  
**Personnel**

Subject:-Professional, Hindi & Marathi Examinations-Grant of Travelling Allowance & Daily Allowance for attending the.

In supersession of its earlier decisions, the Board under its Resolution No.2002 dated 28/8/1963 has accorded approval to the Travelling Allowance and Daily Allowance being made admissible as on tour basis for travelling done by an employee of the Board for attending either Professional or Hindi or Marathi Examination, provided he appears at the nearest centre from his place of duty. The Board directed that this concession should be available to an employee, when he appears at any of these examinations for the first time only for all papers, and not to those who appear, even at the first time, in compartments. Absence from duty for appearing at any of the examinations for the first time and subsequent chances shall, however, be treated as duty.

Sd/-Personnel Officer.

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**CORRECTION SLIP No.1 DATED 28-5-65**  
**(Administrative Circular No.13 (Personnel) dt.19-11-63)**

Subject:-Hindi Examination - Grant of Travelling Allowance and Daily Allowance for attending the.

The Board referred to its earlier Resolution No.2002 dated 28-8-1963 (Administrative Circular No.13 (Personnel) dated 19-11-1963) and under its Resolution No.3140 dt. 27-4-1965 agreed to give the decision recorded therein retrospective effect from 19-1-1962, other conditions remaining unchanged.

Sd/-Secretary.

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**ADMINISTRATIVE CIRCULAR NO.14 DATED 6-1-1964**  
**Personnel**

Subject:-Marathi Language Examination Regulation No.12 - Modification to - G.S.O.117 dt.30-3-62.

The Board under its Resolution No.2174 dated 28-11-1963 has decided to substitute the provision of the present rule 12 of the Marathi Language Examination Rules 1962 as under:-

"(12) The non-Marathi speaking employee to whom these regulations apply as provided in regulation 3, shall be required to pass the examination within 3 years. Any non-Marathi speaking employee, who fails to pass the examination shall be liable to have his increments withheld until he passes the

examination. He shall also not be liable for promotion to any higher post until he passes the examination.

Any increment so withheld shall become payable to the said employee with effect from the date on which he passes the examination, and all future increments shall accrue to him as if no increment had been withheld.

Provided that such employee shall not be entitled to refund of the actual pay which he had lost owing to his increments being withheld."

Sd/-Secretary.

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**ADMINISTRATIVE CIRCULAR NO.15 DATED 8-7-1964**  
**Personnel**

Subject:-Hindi Examination - Extending the date of passing upto 30-6-1965.

Reference:-i) G.S.O.No.108 Dated 19-1-1962

ii) Administrative Circular No.11 (Personnel) Dated 5-8-1963.

The Standing Committee under its decision No.1746 dated 20.6.1964 has decided that the time limit for passing any one of the prescribed Examinations in Hindi by the Board's employees mentioned in G.S.O. No. 108 dated 19.1.1962 be further extended upto 30.6.1965, other provision's of G.S.O. 108 dated 10.1.1962 remaining unchanged.

2/- The Standing Committee further directed that all the Board's employees who have still to pass Hindi Examination be impressed upon that they should pass the Examination within the extended time limit.

Sd/-Secretary

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**ADMINISTRATIVE CIRCULAR NO.16 DATED 3-8-1964**  
**Personnel**

Subject:-Use of Board's Vehicle for Medical purposes to Private Party.

Reference:-G.S.O. No.109 dt. 24-1-1962.

The Board under its Resolution No.2610 dated 24-6-1964 has decided that Board's contractors be permitted to use Board vehicles only for carrying serious patients to hospitals, or Dispensaries, whenever such cases cannot be treated in the Board's hospitals or Dispensaries. In such cases they should be charged at the following rates:

- a) Rs.0.50 per round mile from garage to the place visited and back to the same garage; and
- b) Time charge of Re. 1.00 per hour or part thereof except for the first hour.

Sd/-Secretary.

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**ADMINISTRATIVE CIRCULAR NO.17 DATED 29-9-1964**  
**Personnel**

Subject:-Passing of Marathi Language Examination by the Board's employees - Exemption from the G.S.O.No.117 of 30.3.62.

The question of granting exemption to certain categories of Board's employees from passing written test in Marathi Language Examination prescribed under G.S.O. 117 dt. 30.3.1962, was under consideration since some time past. The Board under its Resolution No.2712 dt. 25.8.64 has now authorised the Secretary to exempt such categories of employees from passing the written test in Marathi, who in his opinion, do not come in contact with the public frequently.

The Board, however, further directed that such employees should be given an oral test to ensure that they can speak and understand Marathi well.

Sd/-Secretary.

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**ADMINISTRATIVE CIRCULAR NO.18 DATED 2-3-1965**  
**Personnel**

Subject:- Use of Board's Vehicles for non-duty purpose - facility of

In partial modification of General Standing Order No.109 dated 24-1-1962, the Board under Its Resolution No.2954 dated 25-1-1965 has authorized the use of its staff vehicles at Bombay by the Board Members, employees of the Board and visiting dignitaries for their private use, whenever available, on payment of charges as indicated below and as prescribed in G.S.O.109 dated 24-1-62 for use of staff vehicles for non-duty purposes in mofussil areas:-

- a) Mileage charge at 35 (thirty five) Paise only per round mile i.e. from garage to garage. Even if a staff vehicle is used only for onward journey, the person hiring it shall be required to pay for the return journey also;
- b) Time charge at Rs. 1.00 per hour or part thereof in addition, the time charge should be for the entire period of hire of the vehicle except the first hour.

Sd/-Secretary.

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**ADMINISTRATION CIRCULAR NO.19 DATED 12-3-1965**  
**Personnel**

Subject:-Supply of woollen clothing to peons, Naiks, Blue printers, Khan-sama etc. in Western Maharashtra (2) All Chowkidars and Sweepers including coastal areas (3) Woollen coats to all peons accompanying officers on tour.

Reference:-G.O.No.30 (Personnel) Dated 15-12-1964.

The Board under its Resolution No.2992 dated 8-2-1965 has approved the action of the Chairman in removing the ceiling price of Rs.10/-per woollen jersey to be supplied to the Chowkidars and Sweepers and also for reducing the period of supply to every three years (instead of 4 years) so as to fall in line with the decision covering other eligible employees of the Board.

Sd/-Secretary.

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**ADMINISTRATIVE CIRCULAR NO.20 DATED 12-4-1965**  
**(Modification to G.S.O.No.3 Dated 28-7-1960)**

**Personnel Section**

Subject:-Payment of Travelling Allowance and Daily Allowance to the Office bearers of the Union who are outsiders.

The Board, vide its resolution No.3050 dt.29th March, 1965 has decided that non-official office bearers of a Trade Union may be held eligible for the drawal of Travelling Allowance & Daily Allowance when they are required to perform journeys to attend the discussions at the instance of the Board and for this purpose they should be considered as on par with the Officers of the Board drawing salary of Rs.900/-p.m. The Board further decided that this decision should be effective with effect from 1.11.1964. Further, the Board has authorised the Secretary of the Board to allow drawal of T.A. & D.A. to non-official office bearers of a Trade Union as and when they are called for discussions.

Sd/-Secretary,

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**ADMINISTRATIVE CIRCULAR NO.21 DATED 24-5-1965**  
**Personnel Section**

It is observed that the officers of the Board call for the Vehicle Drivers to perform duties on Sundays and holidays but actually the services of the Vehicle Drivers are not utilized for full day. Sometimes the Vehicle Drivers are relieved of their duties after a Service of couple of hours and the Vehicle Drivers claim for the compensatory off for full day for having worked on Sundays and holidays. It is therefore desired that Vehicle Drivers may be given compensatory off for full day if they are detained for full day on Sundays and holidays, otherwise they may be given compensatory off for the period corresponding to the period they worked on holidays and Sundays.

Sd/-Secretary.

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**ADMINISTRATIVE CIRCULAR NO.22 DATED 19-11-1965**  
**Personnel**

Subject:-Hindi Examination - Extending the date of passing upto 30-6-1968

Reference:-i) G.S.O. No. 108 dt.19-1-1962.

ii) Administrative Circular No.15 (Personnel) Dated 8-7-1964.

The Standing Committee under its decision No.2484 dt.15-8-1965 has decided that the time limit for passing any one of the prescribed Examinations in Hindi by the Board's employees mentioned in G.S.O. No. 108 dt.19-1-1962 be further extended upto 30-6-1968, other provisions of G.S.O. No.108 dt.19-1-1962 remaining unchanged.

The Standing Committee further directed that all the Board's employees who have still to pass Hindi Examination be impressed upon that they should pass the Examination within the extended time limit.

Sd/-Secretary.

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**ADMINISTRATIVE CIRCULAR NO.23 DATED 23-6-1966**

Subject:-Revised delegation of powers in respect of grant of water allowance to the Board's employees during summer posted in the water scarcity areas.

The Board under its Resolution No.3788 dt.16-5-1966 referred to the powers delegated to the Chairman under its G.S.O.350 dt.2-6-58 for the grant of water allowance during the summer season to the Board's employees posted to work in the water scarcity areas and re-delegated the said powers to the Superintending Engineers under whose control such staff are posted to work.

Sd/-Secretary

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**ADMINISTRATIVE CIRCULAR NO.24 DATED 18/22-7-1966**  
**Personnel**

Subject:-Hindi Examination-Exemption to the Board's employees from passing the -

Reference:-G.S.O.108 Dt.19-1-1962

The Board under its Resolution No.3794 Dated 27-6-66 has decided to exempt the employees who have passed the S.S.C. Examination with Hindi as one of the subjects from passing the prescribed Hindi Examination.

Sd/-Secretary.

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**ADMINISTRATIVE CIRCULAR NO.25 DATED 28-7-1966**  
**Personnel Section**

Subject:-Qualifying Deptl.Examination for non-Technical (Non-Acctts) posts.

It has been decided that the Higher Departmental Examination (Non-Accounts, Non-technical) should include the Bombay Industrial Relations Act 1946 and the rules made thereunder as also the payment of wages Act 1936 and the rules made thereunder in their entirety for paper III. As the C.P. & Berar Industrial Disputes Settlement Act 1947 has been repealed the position prescribed for the examination there from therefore stands deleted.

Sd/-Secretary.

**ADMINISTRATIVE CIRCULAR NO.26 DATED 18-10-1966**  
**Personnel**

Regulation 74 of the Employees Service Regulations while providing for the joining time, stipulates the limit admissible and the rate at which it is to be calculated. A question however, arises as to how the joining time should be calculated in cases where the new head quarter and the old head quarter are connected by rail as well as other mode of transport.

In clarification of the above regulation, it is hereby notified that joining time of a Board's employee may be calculated as admissible for a journey by rail for all journeys performed between stations connected by rail as well as by other modes of transport.

Sd/-Secretary.

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**ADMINISTRATIVE CIRCULAR NO.27 DATED 7-12-1967**  
**Personnel**

Subject:-Supply of rainy season material to the eligible staff of the Board.

A case has come to the notice of the Head Office where the supply of rainy season equipment was made after the rainy season was over by one of the Divisional Offices in the field. This is obviously absurd.

The Chairman has therefore directed that all the field officers in the field should ensure that such supply is made well before the commencement of the rainy season i.e. by the 1st June of each year at the latest failing which the matter would be viewed seriously.

Sd/-Secretary.

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**ADMINISTRATIVE CIRCULAR NO.28 DATED 17-1-1968**  
**Personnel**

Subject:-Hindi Examination - Exemption to the Board's employees from passing the -

Reference:-1) G.S.O. No.108 Dated.19-1-1962

2) Administrative Circular No.24 (Personnel) Dated.18/22-7-1966.

1. The Board under their Resolution No.4552 dated 22-12-1967 have decided that all employees who would be recruited in the Board's service after the Board's decision (i.e. after 22-12-67), should be granted exemption from passing the Higher Standard Hindi Examination prescribed by the Board if they have passed the S.S.C. Examination with higher level Hindi as one of the subjects. Such of them who have passed the S.S.C. Examination with lower level Hindi as one of the subjects should be exempted from

passing the Lower Standard Hindi Examination of the Maharashtra Government *Ad-Hoc* Board.

2. The Board have also decided that employees of the Board who have passed the First Year Arts, Commerce and Science Examination from any of the Colleges falling under the jurisdiction of Bombay University prior to 1962 with Hindi as one of the compulsory optional subjects should be exempted from passing any of the Hindi examinations conducted by the Maharashtra State Government *Ad-Hoc* Board.

3. The existing employees of the Board (i.e. those recruited before 22-12-1967) who have passed the S.S.C. Examination with Hindi as one of the subjects irrespective of the fact whether it is lower level or higher level Hindi are eligible for exemption from passing the Hindi Examination prescribed by the Board as per the Board's earlier Resolution No.3794 dated 27-6-1966 (circulated under Administrative Circular No.24 (Personnel) dated 18/22nd July 1966).

Sd/-Secretary.

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**ADMINISTRATIVE CIRCULAR NO.29 DATED 20-3-1968**  
**Personnel**

Subject:-Delegation of powers to the Chairman-Permission for retention of remuneration received in connection with delivering of lectures to outside institutions.

Reference:-G.S.O.292 dt.24.12.1957.

The Board under its Resolution No.4636 dated 28th Feb.1968 has authorised the Chairman to permit officers of the Board to retain the remuneration that may be received by them from Institutions/Universities for delivering lectures.

Sd/-Secretary.

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**ADMINISTRATIVE CIRCULAR NO.30 DATED 6-9-1968**  
**Personnel**

Subject:-Selection Board's for technical and non-technical posts.

In its Resolution No.4909 of 6-8-1968, the Board directed that the nomination of the non-official members of the Board on the various Selection Boards should go from member to member every three months by rotation among the three non-official members and that the period for which Shri Ankushrao Ghare was working on the Selection Boards having expired, Shri Jawaharlal Darda should be treated to have been nominated as the non-official member to work on the Selection Boards for a period of 3 months from the date of the resolution, i.e. from 6-8-1968 and that thereafter Shri Neelkanth A. Kalyani should succeed him and he be succeeded by Shri Ankushrao Ghare and the cycle should follow in that order.

Sd/-Secretary.

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**ADMINISTRATIVE CIRCULAR NO.31 DATED 21-10-1969**  
**(General Administration Department)**

Subject:-Determination of the employees who hold positions of Management and Supervision for the purpose of overtime wages.

The question of classification of the Board's employees in different categories, i.e. employees holding position of managerial, supervisory or non-supervisory, with reference to the nature of their duties, was under consideration of the Competent Authority for sometime. The Competent Authority has directed that the employees of the Board may be classified as managerial, supervisory or non-supervisory as indicated in the attached statements for determining their eligibility for payment of overtime allowance.

With the issue of this circular, the earlier orders in this respect shall stand superseded and all cases in future for grant of overtime allowance to the employees should be restricted only to those categories which are classified as non-supervisory.

Sd/-Secretary.

**Statement Showing the Categories of Supervisory/ Non-Supervisory.**

Sr. No	Category of post	Pay Scale	Whether Supervisory/ or Non-Supervisory
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**Distribution**

1.	Superintending Engineer (E&M and Civil)	1400-60-1700	Managerial & Supervisory.
2.	Executive Engineer (E&M and Civil)	700-50-950-EB-50-1250	- do -
3.	Dy.Executive Engineer (E&M and Civil)	450-25-700-EB-30-850	Supervisory
4.	Assistant Engineer (E&M and Civil)	300-25-425-EB-25-550	Supervisory
5.	Junior Engineer (Effy./E&M and Civil)	225-20-325-EB-20-425	Supervisory
6.	Chief Draftsman	250-25-400-EB-25-525	Supervisory
7.	Senior Draftsman	170-15-350	Non-Supervisory
8.	Sub-Engineer (E&M) Civil)	125-10-175-EB-15-325	Supervisory
9.	Head Tracer	115-10-215-15-275	Non-Supervisory
10.	Jr.Draftsman	115-10-215-15-275	- do -
11.	Estimator Gr.II	115-10-215-15-275	- do -

Sr. No	Category of post	Pay Scale	Whether Supervisory/ or Non-Supervisory
12.	I.Artisan B.	70-6-100-EB-7-135	Non-Supervisory
13.	II.Line Inspector GR.II	70-6-100-EB-7-135	- do -
14.	Sub-overseer	90-8-170-EB-10-200	- do -
15.	Surveyor	70-6-100-EB-7-135	- do -
16.	Cable Jointer Gr.III	70-6-100-EB-7-135	- do -
17.	Supervisor	70-6-100-EB-7-135	- do -
18.	Tracer	70-6-100-EB-7-135	- do -
19.	Fuseman-cum-Meter Reader	70-6-100-EB-7-135	- do -
20.	Blue Printer	65-4-85-EB-5-130	- do -
21.	Lineman/ Wireman/ Fuseman-cum-Meter reader.	65-4-85-EB-5-130	- do -
22.	Assistant Cable Jointer	65-4-85-EB-5-130	- do -
23.	Sub-Station Attendent (Art. C)	65-4-85-EB-5-130	- do -
24.	Artisan Gr. D.	45-2-55-3-85	- do -
25.	Assistant Lineman/Wireman	45-2-55-3-85	- do -
26.	Helpers	35-2-55-EB-2-65	- do -

**Generation:**

1.	Sr.Power Station Superintendent	1400-60-1700	Managerial Supervisory
2.	Power Station Superintendent	950-50-1300	-do-
3.	Assistant Power Station Superintendent	700-50-950-EB-50-1250	Supervisory & Managerial
4.	Sr.Thermal Engineer	580-40-780-EB-1080	Supervisory
5.	Maintenance Engineer	450-25-700-EB-30-850	-do-
6.	Shift Engineer	450-25-700-EB-30-850	-do-
7.	Assistant Shift Engineer	450-25-700-EB-30-850	-do-
8.	Sr.Control Engineer Gr.I	400-25-625-EB-30-775	-do-
9.	Control Engineer	300-25-425-EB-25-550	-do-
10.	Jr.Control Engineer Gr.I	300-25-425-EB-25-550	-do-
11.	Jr.Control Engineer Gr.II	225-20-325-EB-20-425	-do-
12.	Chief Chemist	450-25-700-EB-30-850	-do-

Sr. No	Category of post	Pay Scale	Whether Supervisory/ or Non-Supervisory
13.	Sr.Chemist	300-25-425-EB-25-550	Supervisory
14.	Chief Foreman	450-25-550-EB-30-700	-do-
15.	Head Foreman	250-25-400-EB-25-525	-do-
16.	Foreman (Line Construction)	250-25-400-EB-25-525	-do-
17.	Chargemen Gr.I.	225-20-325-EB-20-425	-do-
18.	High Pressure Welder	225-10-325	Non-Supervisory
19.	Chemist Grade I (Shift Chemist)	170-15-350	-do-
20.	Senior Operator (Switch Board)	170-15-350	-do-
21.	Chemist Gr.II	115-10-215-15-275	-do-
22.	Diesel Foreman	115-10-215-15-275	-do-
23.	Line Foreman	115-10-215-15-275	-do-
24.	Cable Jointer Gr.I	115-10-215-15-275	-do-
25.	Chargeman Gr.II	125-10-175-EB-15-325	-do-
26.	Laboratory Assistant Gr.I	115-10-215-15-275	-do-
27.	Sub-Station Operator Gr.I	115-10-215-15-275	-do-
28.	Laboratory Assistant Gr.II	90-8-170-EB-10-200	-do-
29.	Artisan Group A (Mason)	90-8-170-EB-10-200	-do-
30.	Sanitary Inspector (Art Gr.A)	90-8-170-EB-10-200	-do-
31.	Meter Tester Gr.I	90-8-170-EB-10-200	-do-
32.	Sub-station Operator Gr.II	90-8-170-EB-10-200	-do-
33.	Operator Gr.II	90-8-170-EB-10-200	-do-
34.	Cable Jointer Gr.II	90-8-170-EB-10-200	-do-
35.	Artisan B (Mason)	70-6-100-EB-7-135	-do-
36.	Sub-Station Operator Gr.III	70-6-100-EB-7-135	-do-
37.	Loader/Dumper Driver	70-6-100-EB-7-135	-do-
38.	Engine Driver/Carpenter/Painter/ Jeep-Car Driver Gr.I/ Supervisor	70-6-100-EB-7-135	-do-
39.	Loco Driver	70-6-100-EB-7-135	-do-
40.	Artisan 'C'	65-4-85-EB-5-130	-do-
41.	Civil Mistry Artisan (C)	65-4-85-EB-5-130	-do-
42.	Sub-Station Operator Gr.IV	65-4-85-EB-5-130	-do-
43.	Skilled Labour	35-2-55-EB-2-65	-do-



Sr. No	Category of post	Pay Scale	Whether Supervisory/ or Non-Supervisory
<b>Non-Technical</b>			
1.	Accounts Officer	500-40-700-EB-40-900	Supervisory
2.	Medical Officer	450-25-550-EB-30-850	Supervisory
3.	Divisional Accountant.	300-30-600.	Supervisory
4.	Assistant Personnel Officer/ Asstt. Establishment Officer	480-30-600-EB-40-800	Supervisory
5.	Office/ Establishment Superin- tendent	300-30-450-EB-30-600	Supervisory
6.	P.A. to Chairman.	300-30-450-EB-30-600	Non-Supervisory
7.	Doctor	250-25-525	Supervisory
8.	Assistant Security Officer	225-20-325-EB-20-425	Pl. See Sr.No.57 below.
9.	Assistant Accountant	170-15-350	Non-Supervisory
10.	Head Cashier	170-15-350	- do -
11.	Establishment Assistant/ Senior Clerk	170-15-350	- do -
12.	Head Clerk	170-15-350	- do -
13.	Stock Verifier	170-15-350	- do -
14.	Store Assistant	170-15-350	- do -
15.	Stenographer	(1) 150-10-170-15-EB-20-420 and (2) 115-8-155-EB-10-275	- do -
16.	Senior Steno-typist	115-8-155-10-275 (plus S.H. Allowance)	- do -
17.	Watch and Ward-cum Sanitary Inspector.	115-8-155-EB-10-225	- do -
18.	Steno-typist	65-5-100-EB-6-160 (plus S.H. Allowance)	Non-Supervisory
19.	Upper Division Clerk	115-8-155-EB-10-225	- do -
20.	Upper Division Clerk (Translator)	115-8-155-EB-10-225	- do -
21.	Head Typist in Head Office	170-15-350	Supervisory
22.	Sr. Typist in Head Office	115-8-155-EB-10-225	Non-Supervisory
23.	Telephone Operator	115-8-155-EB-10-225 for P.B.X. with 4 main lines & 30 exten- sions	- do -

Sr. No	Category of post	Pay Scale	Whether Supervisory/ or Non-Supervisory
24.	Typist	65-5-100-EB-6-160	Non-Supervisory
25.	Lower Division Clerk (Machine Operator)	65-5-100-EB-6-160	- do -
26.	Lower Division Clerk	65-5-100-EB-6-160	- do -
27.	Lower Division Clerk (Typist)	65-5-100-EB-6-160	- do -
28.	Telephone Attendent/ Message Receiver.	65-5-100-EB-6-160	- do -
29.	Head Time Keeper.	115-8-155-EB-10-225	- do -
30.	Time Keeper	65-5-100-EB-6-160	- do -
31.	Vehicle Driver	70-5-100-6-130 For all vehicle drivers in Head Office and Heavy duty vehicle Drivers in Mofussil 65-4-105-EB-5-150 for Driver of light vehicles.	- do -
32.	Compounder	65-4-105-EB-5-150 (qualified) 45-2-55-3-85 (Non-qualified)	- do -
33.	Midwife	65-4-105-EB-5-150 (qualified) 45-2-55-3-85 (Non-qualified)	- do -
34.	Record Sorter	65-4-85-EB-5-130	- do -
35.	Daftary (Office and Machine with special allowance).	45-2-55-3-85	- do -
36.	Naik	45-2-55-3-70	- do -
37.	Peon	35-2-55-EB-2-65	- do -
38.	Rest House Khansama and his helper	35-2-55-EB-2-65	- do -
39.	Hamal-cum-Sweeper	35-2-55-EB-2-65	- do -
40.	Sweeper	35-2-55-EB-2-65	- do -
41.	Hamal	35-2-55-EB-2-65	- do -
42.	Gardener	35-2-55-EB-2-65	- do -
43.	Ward Boy	35-2-55-EB-2-65	- do -
44.	Vehicle Cleaner.	35-2-55-EB-2-65	- do -
45.	Peon-cum-Watchman	35-2-55-EB-2-65	- do -
46.	Chowkidar-cum-Mali	35-2-55-EB-2-65	- do -
47.	Dresser	35-2-55-EB-2-65	- do -
48.	Laboratory Boy/ Attendent.	35-2-55-EB-2-65	- do -

Sr. No	Category of post	Pay Scale	Whether Supervisory/ or Non-Supervisory
49.	Helper in H.O./Mofussil	35-2-55-EB-2-65	Non-Supervisory
50.	Stores Laker/Helper	35-2-55-EB-2-65	- do -
51.	Mazdoors	35-2-55-EB-2-65	- do -
52.	Watchman/Chowkidar	35-2-55-EB-2-65	- do -
53.	Labour Officer	400-25-650-30-800	Supervisory
54.	Asstt.Labour Officer	300-30-450-EB-30-600	Supervisory
55.	Dy.Security Officer	630-50-930	Confidential Position
56.	Security Inspector.	325-10-425	
57.	Asstt.Security Officer	225-20-325-EB-20-425	
58.	Asstt.Security Inspector	175-6-205-8-221-EB-8-245-10-275 (Rs. 50 Special pay).	
59.	Security Assistant.	110-2-126 (C) 100-2-116 (M)	

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**ADMINISTRATIVE CIRCULAR NO.32 DATED 17-11-1969  
S.R.22 and 74 of M.S.E. Board's Service Regulations  
(General Administration Department)**

A question was raised whether the date of commencement of taking over charge or the date of completion of taking over charge of a higher post should be considered as the effective date of promotion of an employee. This aspect has since been examined and it is clarified as under:-

According to the provision under Note 2 below S.R.74, a supernumerary post is deemed to have been sanctioned for the person handing over charge of the post to the new incumbent of the post. It is therefore, clarified that the promotion of the employee should be deemed to be effective from the date the new incumbent of the post reports for taking over charge of the post, irrespective of the No. of days taken to complete the handing over of the charge of the post by the person transferred or reverted from that post. For the purpose of drawal of pay and allowances of the employee handing over charge, the relevant post would be the supernumerary post deemed to have been sanctioned under the provisions of Note 2 below Regulation 74 referred to above.

Sd/-Secretary.

**CIRCULAR MEMO No.GAD/III/A/Circular/4268 DATED 29-1-1970**

Orders issued under Administrative Circular No.32, Dated 17-11-1969, are effective from the date of its issue i.e. from 17-11-1969. Cases decided in the past cannot therefore be reopened.

Sd/-Secretary.

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**ADMINISTRATIVE CIRCULAR NO.33 DATED 8-12-1969**  
**General Administration Department**

**Subject:-Determination of employees who hold position of Management and Supervision for the purpose of overtime wages**

In continuation of this office Administrative Circular No.31 dated 21.10.1969, it is clarified for information of all the concerned officers that the above circular supercedes all previous orders which allowed payment of overtime allowance to persons holding posts which are now classified as supervisory. The existing orders regarding rate, time-limit in a month and, Competent Authorities for grant of overtime allowance etc. shall continue to be in force as hitherto-before.

Sd/-Secretary.

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**ADMINISTRATIVE CIRCULAR NO.34 DATED 25-5-1970**

**Subject:- Relaxation of the limit of overtime allowance in respect of Accounts Staff in the Head Office and the Field Offices.**

With a view to expediting submission of the Board's annual accounts to the State Govt. and the State Legislature, the Competent Authority has been pleased to relax the limit of overtime allowance to be done per month (viz. 12 hours) in respect of accounts staff of all Sub-Divisions, Divisions, Circles, Power Stations, Major Stores and the Head Office under the following conditions:

(i) That the overtime allowance shall not exceed 24 hours per employee per month or the maximum permissible under the Bombay Shops & Estts. Act or the Factories Act; whichever is less. It is further subject to the limitations laid down in these Acts in the matter of spread-over, opening and closing hours of establishment etc. etc.

(ii) That the relaxation of the limit shall be for the months of May and June 1970 in respect of the accounts staff in the Field Offices specified above and for the months of June & July 1970 for the accounts in the Head Office. The relaxation of the limit shall also apply to not more than three typists attached to the Accounts Department in the Head Office.

(iii) Only those who working in non-supervisory capacity are eligible for overtime allowance.

2. In order that undue advantage is not taken of this facility, the grant of overtime allowance should be restricted to the following number of employees in each office.

- |   |                            |
|---|----------------------------|
| (i) Divisional Office                                 | Not more than 6 employees. |
| (ii) Major Stores A including all the Stores Centres. | Not more than 6 employees. |
| (iii) Major Stores B                                  | Not more than 4 employees. |

(iv) Power Station	Not more than 4 employees.
(v) Circle Office	Not more than 6 employees.
(vi) Head Office Accounts Section.	Not more than 4 employees.
(vii) Head Office B.A. Section.	Not more than 4 employees.

Sd/-Establishment Officer.

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**ADMINISTRATIVE CIRCULAR NO.35 DATED 12-2-1971**

Forms prescribed for writing annual Confidential Reports were last revised in 1962 and sample forms of Confidential Reports prescribed for different categories of the employees were sent to all the field officers with G.O.No.10(Personnel) dt.25.10.62. for information of employees and Reporting/Countersigning Officers concerned.

2. The question of revising these forms further was under consideration for some time past and the Competent Authority has since decided to revise them (except Proforma C and D, which will continue to be used for respective categories.)

3. A new composite form has now been prescribed for writing confidential reports of all categories of employees, except those covered by the existing Proforma C and D. The revised form is in two parts, viz Part II-A and Part II-B, Part II-A being common to all the categories, whereas Part II-B is to be used in addition for reporting on the Technical Personnel, irrespective of his Pay Group.

4. A specimen of the revised form has already been forwarded to all the field officers along with C.S.No.5, Dt.12.2.71 to G.O.No.10 (Personnel) dt.25.10.62.

5. This revised form should invariably be used for writing Confidential Reports for 1970-71. The old forms should not be used for writing C.R's of the categories for which new form is required to be used, save in cases where C.R's for part of the year 1970-71 have already been written due to transfer etc of the employees and/or reporting/counter signing officer (s) concerned.

6. Field Officers should place necessary indents on the Chief Purchase Officer and Controller of Stores, Bombay for their requirements of the new form(which is being got printed) and Proforma C and D.

Sd/-Jt. Secretary.

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**ADMINISTRATIVE CIRCULAR No.36 DATED 3-7-1971  
Personnel**

Subject:- Minimum Qualifications for recruitment in Board's Services.

It has been decided that in future no illiterate person should be recruited to any post under the Maharashtra State Electricity Board and that a person to be eligible to enter the Board's service must have at least a pass in the fourth standard in addition to other qualifications, if any, that may have been prescribed for the post to be filled.

All the officers concerned with recruitment are requested to ensure scrupulous implementation of this policy which comes into effect from the 15th July 1971.

Sd/-Secretary.

**ADMINISTRATIVE CIRCULAR NO.37 DATED 3-7-1971**  
**Personnel**

Subject:- Writing of confidential reports in respect of employees working in Stores Organisation.

The Chairman in consultation with the Chief Purchase Officer & Controller of Stores has decided that pending devising of new confidential report forms for employees working in the Stores Cadre the annual confidential reports in respect of employees borne on Stores Cadre from the level of Assistant Stores Officer to the Chief Purchase Officer & Controller of Stores, should be written on the forms meant for Technical Officers and for Stores Superintendents downwards on confidential report forms meant for non-technical employees.

Sd/-Joint Secretary.

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**ADMINISTRATIVE CIRCULAR No.38 DATED 7-7-1971**

Subject:-Completion of the Departmental Action instituted against the employees of the Board.

In pursuance of the Board Resolution 7270, dated 26.4.71 the following instructions are issued in the matter of completion of disciplinary cases.

- i) It should be ensured that all the departmental actions already initiated and those to be initiated hereafter are completed within a period of 4 months.
- ii) Whenever any departmental action involving suspension of an employee cannot be completed within a period of 4 months, a report thereof giving reasons as to why the same could not be completed should be sent to the Joint Secretary so as to enable him to submit a consolidated report to the Board,
- iii) In as far as the departmental cases prior to the issue of the circular are concerned, they should be completed expeditiously.

Sd/-Joint Secretary.

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**ADMINISTRATIVE CIRCULAR No.39 DATED 21-8-1971**

Subject:- Service Book of employees - attestation of entries in

At present no uniform procedure has been laid down for attesting entries in a Service Book. In the absence of any regular procedure, therefore, the officer of and above the rank of Superintending Engineer in the field office has to spend quite an appreciable time in attesting such entries.

2. The entries in Service Book of an employee are recorded on the basis of various orders relating to the employee, issued by the Competent Authorities concerned, one copy of which is invariably filed in the personnel file of the concerned incumbent. It is,

therefore, not necessary to burden the higher official of the rank of Superintending Engineer, with the work of attesting the entries by referring to the personnel file. This question was examined in detail and with a view to having an uniform procedure all over, following authorities have been prescribed for attesting the entries in the Service Book:-

**A) Head Office:**

Service Books in respect of Officers in

- |                        |                                    |
|------------------------|------------------------------------|
| i) Pay Group I         | Dy.E.O. concerned from GAD.        |
| ii) Pay Group II & III | A.P.O. concerned from GAD.         |
| iii) Pay Group IV.     | Superintendent concerned from GAD. |

**B) Field Office:**

a) Office of C.E. (III) Nagpur.

- |                         |   |
|-------------------------|---|
| i) Pay Group I          | C.E. (III) or the Ex.Engineer attached to his office as may be authorised by him. |
| ii) Pay Group II & III. | Asstt.Establishment Officer.  |
| iii) Pay Group IV.      | Superintendent.   |

b) Circle Offices/Power Stations:

- |                        |   |
|------------------------|---|
| i) Pay Group I.        | Dy.C.E./ S.E./ Sr.P.S.S./ P.S.S., Ballarshah/ Engineer-in-Charge, Eldarl.                               |
| ii) Pay Group II & III | Administrative Officer(in absence of Administrative Officer the Superintendent may attest the entries). |
| iii) Pay Group IV.     | Superintendent.   |

c) Division/Major Stores:

- |   |   |
|---|---|
| P. S. Ballarshah/<br>Pay Group II & III & IV. | Eldarl P.S.S./EE/A.C.O.S (The Officer-incharge may authorise A.P.S.S./ Dy.Ex.Engineer from his office to attest the entries.) |
|---|---|

Sd/-Jt. Secretary.

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**ADMINISTRATIVE CIRCULAR No.40 DATED 25-8-1971  
Personnel**

Subject:-Countersigning of Birth date entries in the Service Book.

The date of birth of an employee is of special importance in the entire service of the employee concerned in the organisation. In order to ensure that the entry in the Service Book of the employee, in this regard is recorded correctly and also in order to remove any doubt in that matter at a later date during the course of Service of the employee, it is necessary that the Attesting Officer concerned should put in his dated signature and designation against Serial No.5 on the first page of the Service Book after recording a certificate to the effect that the date of birth has been verified by him (the Attesting Officer) from the ..... (any authenticated document) and is found correct.

All concerned in the matter should note the requirement.

Sd/-Jt. Secretary.

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**ADMINISTRATIVE CIRCULAR No.41 DATED 25-10-1971  
Personnel**

Subject:-Admissibility of Hot Line Allowance while on leave.

A point has been raised as to whether the employees attached to Hot Line Maintenance Unit could be held eligible for the Hot Line allowance, granted vide office Circular No.E-VI/STF/Gen/A/2173 dated 14-1-1968 when they are on leave other than casual leave or extra ordinary leave without pay and allowances. Following clarification is, therefore, issued for information and guidance of all concerned.

2. When an employee is on duty, he draws basic pay of the post and the attendant allowances. When he proceeds on leave, other than casual leave or extra ordinary leave without pay and allowances, he draws "leave salary" for the period of such leave based on the "average pay admissible". The terms "leave salary" and "average pay" are defined in the Maharashtra State Electricity Board Employees Service Regulations. However, in respect of employees governed by the Bombay Shops and Establishment Act and the Factories Act, leave salary is to be paid on the basis of the last pay drawn and on the basis of average wages respectively, whichever be beneficial to them.

3. According to Section 36 of the Bombay Shops and Establishment Act of 1948, the average has to be worked out on the basis of wages earned during the last three months preceding the leave whereas as per Section 80(1) of the Factories Act 1948, the average has got to be worked out on the basis of earnings of an employee during the month immediately preceding his leave. The terms "Average wages" and "Average Earnings" take into account all allowances including Hot Line allowance. In the circumstances, therefore, whenever an employee eligible to the Hot Line allowance proceeds on leave, he does not draw Hot Line allowance separately, since the same will stand included in the leave salary which will be calculated on the basis of "Average pay" or "Average Earnings", according to the Bombay Shops and Establishment Act or the Factories Act, by whichever Act the said employee is governed.

Sd/-Joint Secretary.



**ADMINISTRATIVE CIRCULAR No.42 DATED 19-4-1972**

Subject:-Annual Confidential Reports - Time Schedule for submission of-

The necessity and importance of maintaining upto-date Confidential Reports of all employees has been emphasised time and again. Necessary instructions have been issued vide confidential Circular No.Estt/C.Rs./II&III/251 dated 20-1-69. It has been specifically mentioned in instruction (4) therein that the responsibility of sending the Confidential Reports to the Establishment Section in the Head Office shall be that of the countersigning authority. If the countersigning authority is in the Head Office (at Bombay) it shall be the responsibility of the Authority last signing the Confidential Reports to send it sufficiently in advance to the countersigning authority who should adhere to the time schedule indicated in instructions (3) therein.

In spite of these instructions, the experience of Head Office is that there is undue delay on the part of the countersigning authorities to forward the Confidential Reports to the Head Office in time. To ensure timely submission of the annual Confidential Reports by the countersigning authorities, it has been decided and accordingly the instructions are hereby issued that the following officers should obtain and/or collect the annual Confidential Reports duly written or countersigned by the respective Reporting and/or countersigning officers, in respect of employees in the offices mentioned against their names and forward the same to the Establishment Officer in the Head Office for countersignature and/or custody.

No.	Designation of the Officer	Name of the Offices
1.	A.P.O (VI)	1. Head Office 2. Civil Section 3. Trans. Line, O&M Circle, Trombay 4. Chief Load Despatcher, Kalwa
2.	A.P.O. (Stores)	1. Entire Stores Organisation 2. Inspection Wing
3.	A.P.O. Pophali	1. Pophali Power Station
4.	Assistant Establishment Officer, Nagpur	1. C.E. (III)'s Office, Nagpur 2. C.L.D., Nagpur 3. Khaperkheda Power Station 4. Ballarshah Power Station 5. Bhusawal Power Station 6. Yeldari Power Station 7. Paras Power Station 8. Nasik Power Station
5.	Administrative Officer Amravati	1. Amravati Circle
6.	Administrative Officer Aungarabad	1. Aurangabad Circle
7.	Administrative Officer Bombay	1. Bombay Circle
8.	Administrative Officer Chalisgaon	1. Chalisgaon Circle
9.	Administrative Officer Karad	1. Karad Circle
10.	Administrative Officer Kolhapur	1. O&M Const., Trans.Line Circle Kolhapur
11.	Administrative Officer Nagpur	1. Nagpur Circle and Nagpur Const. Circle
12.	Administrative Officer Nanded	1. Nanded Circle
13.	A.P.O. (PUC), Poona	1. Poona Urban Circle
14.	Administrative Officer Poona	1. Poona Rural Circle and 2. Const. Circle, Poona
15.	Administrative Officer Sangli	1. Sangli Circle
16.	Administrative Officer Yeotmal	1. Yeotmal Circle

The following instructions may please be scrupulously followed by the above mentioned officers as also reporting Officers and countersigning authorities.

i) All Reporting Officers should write annual confidential reports in respect of all employees under their administrative control immediately after 31st March every year and submit them to the appropriate countersigning authorities so as to reach them by the end of April.

ii) The countersigning authorities should see that the annual confidential reports are duly countersigned and completed in all respects and reports pertaining to employees in Pay Group I & II and also of those belonging to Pay Group III whose minimum of pay scale is Rs.220/- and above are passed on in sealed envelopes with appropriate covering note indicating the names of the employees whose reports are enclosed therein and the period of the report to the appropriate Officer mentioned in para 1 above for onward transmission to the Head Office.

iii) The responsibility of writing annual confidential reports in time and handing them over to the officers mentioned above would be of the concerned Reporting and Countersigning Authorities. They should write and hand over the annual confidential reports required to be forwarded to the Head Office for countersignature and/or custody to the above mentioned officers as early as possible after 31st March and in any case before 25th April every year. The above mentioned officers should also contact the respective authorities and obtain the annual Confidential Reports and forward them, as early as possible, and in any case before 7th May every year to the Head Office.

iv) These officers should also forward a list of all employees with their designation and place of posting, in respect of whom they are required to forward the annual confidential reports to the Head Office. The list should indicate the position as on 31st March every year and reach the Head Office as early as possible after the 31st March and in any case before the 15th April every year. The list should be followed by the Confidential Report of all employees mentioned therein. In case these officers find that due to some difficulty or the other, the annual confidential reports in respect of some employees required to be forwarded to the Head Office, could not be sent to the Head Office by the due date, they should indicate their names and reasons therefor and also how and when they propose to forward their Confidential Reports to the Head Office.

It is further directed that the annual confidential reports should necessarily be written in the revised form only. Confidential Reports of the previous years, if not already sent, may also please be sent to the Head Office, immediately.

Sd/-Secretary

**ADDENDUM No.GAD/VI/CRs/19815 DATED 12-5-1972**

The following entry should be added below Sr.No.16 in paragraph two of the Administrative Circular No.42 dated 19-4-1972 on the subject "Annual Confidential Reports - Time Schedule for submission of".

<b>Sr.No.</b>	<b>Designation of the Officer</b>	<b>Name of the office</b>
17.	A.P.O. (Generation)	1. Parli-Vajjnath Power Station 2. Koradi Power Station

Sd/-Joint Secretary

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**ADMINISTRATIVE CIRCULAR No.43 DATED 24-8-1972 (Confidential)**

It has been reported after investigation of a case of alleged malpractice in one of the Departmental Examinations that files containing the notes sent for consideration of Board are being kept by sponsoring Sections on the racks open and not under lock and

key and neither are these files marked Confidential, which is not desirable. The attention of all the concerned in the Head Office is therefore invited to para 57 of the Manual of office procedure for Head Quarters which reads as under :-

"Normally all papers received and dealt with in the office are of a confidential nature the contents of which are not to be divulged or spoken outside the office. This rule is to be applied more assiduously while handling documents specially classified as Confidential, Secret or Top Secret".

It is therefore impressed on all concerned in the Head Office to observe strict watch on such matters and see that papers and files of above nature are marked Confidential and kept under lock and key and that copies of such papers and those from files are not made available to unauthorised individuals.

Sd/-Establishment Officer.

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**ADMINISTRATIVE CIRCULAR No.44 DATED 12-3-1973**

Subject:-Annual Confidential Reports - Time Schedule for submission of.

Attention is invited to this office Administrative Circular No.42 dt.19-4-1972 wherein instructions have been issued regarding timely submission of the Annual Confidential Reports and the following Officers have been directed to obtain and/or collect the annual Confidential Reports duly written or countersigned by the respective Reporting and/or Countersigning officers in respect of the employees in the offices mentioned against their names and forward the Confidential Reports to the respective Jt.Secretary in the Head Office for countersignature or custody-

No.	Designation of the Officer	Name of the Office
1.	A.P.O.(VI)	1. Head Office (GAD, Labour, Legal & Publicity) 2. Civil Section 3. Trans-Line O&M Circle, Trombay 4. Chief Load Despatcher, Kalwa
2.	A.P.O Stores	1. Entire Stores Organisation 2. Inspection Wing
3.	A.P.O., Pophali	1. Pophali Power Station
4.	A.E.O., Nagpur	1. Chief Engineer(II)'s Office, Nagpur 2. Chief Load Despatcher, Nagpur 3. Khaperkheda 4. Ballarshah 5. Bhusawal 6. Paras
5.	Administrative Officer, Nasik P.S	1. Nasik, Yeldari, Parli
6.	Administrative Officer, Amravati	1. Amravati Circle
7.	Administrative Officer, Aurangabad	1. Aurangabad Circle
8.	Admn. Officer, Bombay	1. Bombay Circle

No.	Designation of the Officer	Name of the Office
9.	Admn. Officer, Chalisgaon	1. Chalisgaon Circle
10.	Admn. Officer, Karad	1. Karad Circle
11.	Admn. Officer, Kolhapur	1. Kolhapur Circle
12.	Admn. Officer, Nagpur Urban Circle	1. Nagpur Circle (Urban)
13.	Admn. Officer Nagpur(Rural)	Nagpur Rural Circle, constn. & Civil Circles at Nagpur
14.	Admn. Officer, Nanded	Nanded Circle
15.	A.P.O. Poona Urban	Poona Urban Circle
16.	Admn. Officer, Poona Rural	Poona Rural Circle & Construction Circle Poona
17.	Admn. Officer, Sangli	Sangli Circle
18.	Admn. Officer, Yeotmal	Yeotmal Circle

2. The above officers are directed to obtain and/or collect the Confidential Reports of the employees in the offices mentioned against their names for the year 1972-73 and to follow invariably the instructions issued under Administrative Circular No.42 dt.19-4-1972 and circular No.GAD/Gr-VI/Con/CR/1324 dt.1-4-1972.

3. Further, in so far the Confidential Reports in respect of the employees working in the Sections/Departments in the Head Office as mentioned against the names are concerned the following officers should collect and or obtain the C.Rs. duly written and or countersigned from the respective section/ Deptt.Heads.

1.	Accounts Officer (Adm)	Accounts Deptt
2.	A.P.O. Generation	Generation Section.
3.	A.P.O. (Works Section)	Works, Comm.Sec. & Planning Section RE Section

All the Reporting officers should write annual Confidential Reports in respect of all employees under their administrative control immediately after 31st March 1973 and submit the same to the appropriate Countersigning Authorities so as to reach them by the 10th of April 1973.

The countersigning authorities should see that the C. Rs. are duly countersigned and completed in all respect and the reports pertaining to employee in pay Gr. I, II and also of those belonging to pay Gr.III whose minimum of pay scale is Rs.220 and above are passed on in sealed envelopes with appropriate covering note indicating the names of the employees whose reports are enclosed therein and the period of report to the appropriate officer mentioned in para 1 & 3 for onwards transmission.

The Chairman has directed that the officers who are assigned to obtain and or collect the C.Rs. should ensure that the C.Rs. of the employees in Pay Gr.I,II & Pay Gr.III whose minimums of pay scale is Rs. 220/-& above are sent to the Head Office positively by 20 April 1973.

The Adm.Officers should positively send a report in regard to the progress of the work so as to reach the H.O. by 25th April 1973 at the latest. They will be personally held responsible for non compliance of the order issued through this circular. If they find difficulties in this regard they should contact their Circle Heads and get guidance. The Circle Heads should also issue necessary Instructions to all the E.Es/ and Officer working under them and impress the compliance of the instruction issued through this Circular.

Sd/-Jt.Secretary

**ADMINISTRATIVE CIRCULAR No.45 DATED 31-3-1973**

**Subject:- CONFIDENTIAL REPORTS WHY AND HOW TO BE WRITTEN AND MAINTAINED.**

**Blank Confidential Report to be shown to the employees:-**

It is very necessary that each and every employee of the Board should know what is expected of him and is made aware of the fact that his Confidential Report for each year depicting his performance in the post held by him, his attitude and behaviour towards his subordinates, superiors, colleagues and members of the public, his character and discipline factors etc. are being assessed by the Reporting Officer. From this point of view, it would be appropriate if the Reporting Officers show to their employees blank Confidential Report forms for information if there is any request from an employee who has completed more than one year of service and invariably to the new employees. This will enable them to know that they are required to display certain personal qualities such as, temperament, integrity, intelligence, moral reputation, attitude and behaviour towards all they come across, to show better performance in the discharge of their duties to the satisfaction of all, maintain proper discipline, take initiative and show aptitude for special work etc.

**Why Confidential Reports are to be written - the necessity and importance of Confidential Report:**

Writing and maintenance of annual Confidential Report of the employees is one of the major responsibilities of the Reporting Officers and the Countersigning Authorities in any management. The Confidential Report of any employee is very important from the point of view of comparative assessment of the employees in the same cadre for the purpose of deciding his continuance in the same post and/or promotion to higher post. No employee can be continued in his present post unless his Confidential Report proves to be satisfactory for continuance in the post held by him. Similarly no person can be promoted to higher post unless his Confidential Report shows positive merit. Whether an employee is interviewed for appointment to higher post as a direct recruit or considered for promotion by the Selection Panel, his Confidential Report plays an important role. The future prospect of an employee depends upon his Confidential Record. It is therefore necessary that the Confidential Report is written with extreme care and after judicious thinking.

**Whose Confidential Report should be written and by whom:**

As regards which employee's Confidential Record be written and by whom they should be written, the following instructions should be scrupulously followed:-

i) Confidential Report should be written and maintained for all employees including temporary employees, provided in the case of the latter, they have been in the service of the Board for three months and are likely to continue.

ii) The Confidential Report of an employee should be written by the Reporting Officers and countersigned by the Countersigning Authorities as have been specified and will be specified from time to time, for the period ending 31st March each year.

iii) The Confidential Reports of an employee falling in the cadre of State-wise seniority list are to be maintained in the Head Office and the Reporting Officer should ensure that the reports are recorded in duplicate for the prescribed period i.e. April to March every year in the month of April and sent to the Countersigning Authorities for onward transmission to Head Office before the stipulated date i.e. 7th May.

iv) The Confidential Report of an employee in Circle-wise seniority list and/or common Power Station seniority list is maintained by the respective office and the Head of the Circle/Power Station should ensure that the report is received in their office by prescribed date i.e. 7th May.

v) In case the **Reporting Officer is transferred** from his original station during the year or at the end of the year, he should as far as possible, be relieved to join his duties at the new station *only after* he has written Confidential Reports of all the employees and for the period they worked under him. In case this is not possible, particularly when the relief has to be arranged expeditiously, it should be ensured by the new Head of office or Power Station that all such reports are written by him at the new station and sent to the original station within 1 month.

vi) In case **an employee is transferred**, the Reporting Officer should immediately write the Confidential Report for the period he has worked under him if it is more than 3 months duly countersigned by the countersigning Officer and the same should be sent to the office where the employee is transferred or to the Head Office as the circumstance may demand in each case.

vii) The Confidential Reports should also be written at the time the Reporting Officer relinquishes his charge on his retirement, unless he has recorded his remarks within the previous 3 months. Such Reports should be submitted by the Reporting Officer to the Countersigning Authority before the date of his retirement and in case this is not done atleast within a week from the date of his retirement which should be watched by the new Reporting Officer.

viii) When the Reporting Officer has resigned from the service of the Board or expired the Confidential Reports should be written by the next higher authority and countersigned by the authority higher than that who has written the Confidential Reports. If the next higher authority and the counter-signing authority happens to be the same, then the same authority should function as both.

ix) In case of an individual who may have worked under more than one Reporting Officer during the year under report separate report should be written for each period

provided it is for 3 months or more. Period less than 3 months should normally be ignored unless some special significance is to be recorded.

**How Confidential Reports are to be written - Guide lines to Reporting Officers:**

i) The confidential Report for the year should, as far as possible, be written in legible manuscript. When, however the Reporting Officer for good and sufficient reasons thinks that the report be typed, then the typing should be done by the Officer himself and a certificate to that effect added at the end of the report saying "typed by me".

ii) It should be ensured by the Reporting Officer that name in full, period of report, post/posts held and all other columns which are applicable to the employee are duly filled in with appropriate remarks and in the columns which are not applicable it is specifically mentioned that they do not apply to the employee. It is generally seen that no remarks are offered against the last item No.5 viz. "Additional remarks if any". It is necessary that appropriate remarks are given in this column to provide an accurate assessment in respect of the concerned employee. Therefore in writing these reports the Reporting Officer should observe great care and exercise greater deliberations and should not arbitrarily function.

iii) The Reporting Officer should ensure that the opinion expressed by him in one column/item is not inconsistent with the opinion expressed by him in another column/item and also not inconsistent with the general opinion recorded against item No.5 viz. "Additional remarks, if any".

**Factors to be borne in mind while writing/countersigning the Confid. Reports.**

iv) Opinions expressed by the Reporting Officer should not be subjective but should be as objective as far as possible. The report should be the true mirror of the various qualities of the employees reported upon and not merely the reflection of the mind of the Reporting Officers/Countersigning Authorities. Remarks against each item of the Confidential Report should be written lucidly. Personal predilections or prejudices should not influence the opinion in any way. The necessity and importance of writing the confidential report so as to have a correct, dispassionate and objective assessment of work and conduct of each employee concerned by the Reporting Officer and Countersigning Authorities have time and again been emphasized in G.O.10 (Personnel), dt. 25-10-1962 and also in various orders issued from time to time as indicated in Circular No. GAD/Gr.IV/CON/1324, dt. 1-4-1972.

v) The report should be a true and positive assessment of the employee's personal qualities, his attitude and behaviour towards all officials and public, his ability, performance factors and character as reflected in his official work during the period covered by the report.

vi) To enable the Reporting Officer to have a general view of the employee's work, the Reporting Officer at his discretion may maintain the record to know in which the Reporting Officer should take appropriate entries, whenever they notice anything noteworthy about the employee's character or work with a brief note of the evidence or a brief record to the relevant case. The contents of such a note should be brought out in the Confidential Report in brief or in full or dropped altogether if thought fit by the Reporting Officer.

vii) Remarks regarding employee's suitability or continuance in the present post or for promotion to higher rank should be specifically incorporated in the report and special or *ad-hoc* reports, if any, on the employee's fitness for promotion to higher post during the period of the report should also be included.

viii) Threats by Reporting Officers to spoil the Confidential Reports of any employee would, apart from not improving relations or the behaviour of the employee concerned, have demoralising effect on the staff and of impairing relations of the supervisory staff and the subordinate staff which the Reporting Officer should take serious note of.

ix) The Reporting Officer should make a mention of any defects noted and any punishment inflicted on the employee during the period under report to give correct picture of the employee.

x) When a reference is made in the report to a suspicion, allegation or charge against the employee and particularly involved in sabotage and subversive activities an indication of the nature of the facts or the report on which they are based should be given. It should also state that whether the suspicion or sabotage was investigated or being investigated and whether it has been brought to the notice of the superior Officers and if so, with what result. In case of charge, an indication should be given, whether the departmental enquiry or prosecution is over and if so with what results. If the suspicion etc., if found to be unfounded or the employee is honourably acquitted the fact that the employee concerned has been completely exonerated as a result of investigation or enquiry, should also be indicated.

xi) The report should be signed in full and dated by the Reporting Officer. It should also be signed in full and dated by the Countersigning Authority. The name and designation of the Reporting Officer and the Countersigning Authority should be typed or rubber-stamped or written legibly below their signatures.

#### **Special instructions to countersigning Authorities:**

i) Reports not written by the Reporting Officers carefully and descriptively in accordance with the above instructions should be returned immediately to the Reporting Officer for revision or for re-writing as the case may be. It should be ensured that the Confidential Reports in question are written by the Reporting Officer and forwarded to the Counter-signing Authorities immediately within the prescribed date.



ii) The Counter-signing Authority should weigh the overall assessment very carefully and revise it where necessary taking into account all remarks against the various items in the body of the Confidential Report. They may also, if necessary, revise individual item-wise remarks to be consistent with the overall assessment with a view to ensure that there is consistency in individual remarks and general remarks and that itemwise remarks and overall assessments are not at variance. It is open for the Counter-signing Authority to indicate whether, and if so to what extent, he agrees with the assessment of the Reporting Authority. In this respect the Countersigning Authority should exercise his positive and independent judgement.

#### **Adverse remarks Communication of-**

i) The employee should at no time be kept ignorant of the Reporting Officer's and/or Countersigning Authority's opinion when his performance, qualities, work etc. are not considered satisfactory.

ii) In the event when an employee whose Confidential Report contains adverse remarks which are not communicated to him, is passed over, he has a chance of representing to the administration that he had no opportunity to know adverse remarks and to make efforts to remedy them. The position of the administration when faced with such representation becomes very embarrassing. It is, therefore, for the Countersigning Authorities to take a special note of this aspect and to ensure that the administration is not led to such an embarrassing situation. The Countersigning Authorities should, therefore, indicate invariably in the appropriate column of the Confidential Report as to which of the adverse remarks recorded by the Reporting Officers should be communicated to the employee concerned.

iii) The Countersigning Authority should indicate remedial defects, if there be any. Only such defects as are capable of remedying are to be communicated to the concerned employees and the last Countersigning Authority has the reason to indicate the remarks to be so communicated. Which type of adverse remarks are to be communicated to the concerned employee should be elaborately indicated by the Countersigning Authorities after careful consideration and study. In the majority of the cases it has been observed that the Countersigning Authorities do not indicate the adverse remarks to be communicated to the employee. In the absence of this indication it becomes very difficult, whether or not, the Countersigning Authority intends to communicate the adverse remarks recorded by the Reporting Officer.

iv) Adverse remarks relating to the character are not to be communicated to the employee unless the defects in his character becomes so bad as to interfere with his efficiency or his capacity for being moderate and fair. Adverse remarks recorded in the Confidential Reports pertaining only to such defects as are remedial as also adverse remarks in respect of relations with non-officials and of public reputation should invariably be communicated to the concerned employee after the last Countersigning Authority approves them for communication.

v) Ordinarily, remedial adverse remarks such as relation with superiors, attitude and behaviour toward colleagues, subordinates and members of the public, character and discipline factors and others not of serious nature be communicated to him orally and it is generally the adverse remarks about performance factors and other serious defects, which should be communicated in writing.

vi) Communication of adverse remarks is in the nature of advice to the employees concerned to remedy their defects which interfere with their work or efficiency and they are in a position to overcome. Unless, therefore, the remarks to be communicated are of very serious nature, they should be communicated either orally or in writing in the light of the position as stated above. Remarks of the serious defects should be communicated to the employee concerned in writing by the Countersigning Authority or the Head Office as the case may be.

#### **When adverse remarks are to be communicated**

i) It is essential that adverse remarks are communicated to the employee orally or in writing as the case may be soon after the Countersigning Authorities have indicated the adverse remarks to be communicated to the employee concerned and much before the Reporting Officer has taken up the work of writing the employee's Confidential Report. This would enable the concerned employee to take note of his defects and drawbacks so that he can have enough time to rectify them, well in time before the next year's Confidential Report is written.

ii) The office copy of the communication of the adverse remarks sent to the employee should be invariably attached to the Confidential Report soon after such a communication is sent to the employee.

#### **Good or outstanding remarks -communication of-**

i) Also while communicating adverse remarks, good remarks, if any, particularly those showing improvement in respect of earlier defects communicated to the employee concerned during the previous year, should also be communicated alongwith the adverse remarks.

ii) If there are any remarks of outstanding work and Character, they should be invariably communicated to the employee concerned in the form of merit certificate and such certificate should at appropriate time be taken into account in the merit of the employee concerned for the grant of accelerated promotion.

#### **Representation against adverse remarks not entertainable from the employee or from unions.**

i) No representation against the adverse remarks communicated is entertainable as the main purpose of communicating adverse remarks is to show what the concerned employees are wanting in or

what their defects are and to afford an opportunity to remove these remedial defects and show improvement. If any employee submits a representation against the adverse remarks communicated to him, he should be asked to desist from such course. Similarly no representation against remarks passed in the Confidential Report of the employee is entertainable from any of the Unions of the Board whether recognised or not as the matter of Confidential Report is essentially a managerial function.

**Confidential Report not to be made available to Appellate Authorities and Tribunals**

i) Ordinarily the Confidential Report should not be made available to Appellate Authority/Tribunal dealing with disciplinary cases before they have arrived at a decision and finalise the charges framed.

**Preservation of Confidential Reports of the Employees who have retired, resigned, expired or dismissed from Board's service**

i) The Confidential Report files of the employees who have retired from the services of the Board on attaining the age of superannuation should be preserved till action such as, settlement of claims, legal cases, if any, is finally settled and the same should be destroyed after 5 years from the date of completion of such action.

ii) The Confidential Report files of the employees who have left the organisation may be preserved for a period of 3 years and be destroyed thereafter by the Competent Authority after ensuring that they are no longer required for further reference.

iii) The Confidential Report files of the employees who have expired may be preserved for a period of 1 year after the claims in respect of their pension, gratuity, compensation etc. are settled.

iv) The Confidential Report files of the employees who have been dismissed from Board's service as a result of departmental action should be destroyed after 3 years from the date of such action and also after satisfying that no cases are pending with the higher authorities or in any court of law.

v) While destroying the Confidential Reports the Competent Authority should maintain a Register of the files which are destroyed giving the full particulars of the yearwise reports etc.

These instructions should therefore be scrupulously followed in writing, counter-signing and maintaining the Confidential Reports.

Sd/-Jt. Secretary (Gen)

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**ADMINISTRATIVE CIRCULAR No.46 DATED 25-7-1973**

Subject:- Grant of special disability leave to Board's employees.

By its resolution No.8687 dated 29-6-1973 the Board has accorded its approval to the grant of Special Disability Leave to Board's employees who meet with an accident during the course of and out of employment and adopted Rules regarding the same as indicated in the Annexure.

The Board has also approved delegation of powers for grant of this Special Disability Leave to the same Authorities who are competent to sanction Earned Leave and Half Average Pay Leave to various categories of employees as per existing Service Regulations of the Board.

This will have effect from the date on which the Board has passed the resolution, i.e. 29-6-1973.

Encl:-Annexure

Sd/-Secretary.

**ANNEXURE**

Rules for grant of Special Disability Leave to the Board employees who meet with accident while on duty.

(A) (i) Subject to the conditions herein specified the Board may grant special Disability Leave to the Board employee, whether permanent or temporary who is disabled by injury intentionally inflicted or caused in, or in consequence of due to performance of, his official duties or in consequence of his official duties.

(ii) Such Leave shall not be granted unless the disability manifested itself within 3 months of the occurrence to which it is attributed and the person disabled acted with due promptitude in bringing it to notice. But the Board may, if satisfied as to the cause of the disability, permit leave to be granted in case where the disability is manifested itself more than 3 months after the occurrence of its cause.

(iii) The period of leave granted shall be such as is certified by the Medical Officer of the Power Station/Sub-station/Office/Board's Establishment or by the Civil Surgeon or Govt. Hospital Authorities or by the private Registered Medical Practitioner in which case the certificate should be countersigned by the Govt. Hospital Authorities. It shall not be extended except on the certificate of the appropriate authorities and shall in no case exceed 24 months.

(iv) Such leave may be combined with the leave of any other kind.

(v) Such leave may be granted more than once if the disability is aggravated or reproduced in similar circumstances at a later date, but not more than 24 months of such leave shall be granted in consequence of any one disability.

(vi) Such leave shall be counted as duty for calculating service for pension, gratuity and the Board's share of Contributory Provident Fund and shall not except, half the period of leave on half average pay (other than Special Disability Leave) or on quarter average pay or of Special Disability Leave on average pay, be debited against the leave account.

(vii) The leave salary during the special leave shall be equal to:-

(a) for the first four months of any period of special leave including a period of such leave granted under clause (v) of this rule to average pay; and

(b) for the remaining period of any such leave on half average pay or at the Board employee's option for a period not exceeding the period of average pay which should otherwise be admissible to him, to average pay.

(viii) In the case of person to whom the Workmen's Compensation Act 1923 applies, the amount of leave salary payable under these rules shall be reduced by the amount of compensation payable under section 4(i) (d) of the said Act.

(ix) Provisions of this rule apply to-

(a) the Board employees disabled in consequence of the service with military force, if he is discharged as unfit for further military service but is not completely and permanently incapacitated for further Board's service; and

(b) a Board employee, not so discharged who suffers a disability which is certified by the Medical Officer of the Power Station/Sub Station/Office/Board's Establishment or by the Civil Surgeon or Government Hospital Authorities or by the private Registered Medical Practitioner (in which case the certificate should be countersigned by the Civil Surgeon or the Govt. Medical Authorities) to be directly attributable to his service with a military force.

But in either case, any period of leave granted to such person under military rules in respect of that disability shall be reckoned as leave granted under this rule for the purpose of calculating the period admissible.

(B) The Board may extend application of these rules at (A) referred to above to the Board employee, whether permanent or temporary, who is disabled by injury incidentally incurred in or in consequence of the due performance of his official duties or in consequence of his official post or by illness incurred in performance of any particular duty which has the effect of increasing his liability to illness or injury beyond the ordinary risk attached to the post which he holds. The grant of this concession is subject to the further conditions:-

(i) that the disability if due to disease must be certified by Medical Officer of the Power Station/Sub-station/Office/Board's establishment or by the Govt. Civil Surgeon or by Govt. Hospital Authorities or by the Registered Medical Practitioner (in which case the certificate should be countersigned by the Government Medical Authorities) to be directly attributable due to performance of official duty;

(ii) that if the Board employee has contracted such disability during the service otherwise than the military force which must be in the opinion of the Board, exceptional in character;

(iii) that the period of absence should be recommended by the Medical Officer of the Power Station/Sub-Stn./Office/Board's establishment or by the Govt. Civil Surgeon or by Govt. Hospital Authorities or by the Registered Medical Practitioner (in which case the certificate should be countersigned by the Govt. Medical Authorities) may be covered in part by leave under this leave and in part by other leave and that the amount of special Disability Leave granted on average pay may be less than four months.

Note:- Special Disability Leave will be admissible under Rule B only where illness or injury sustained as a result of risk which is beyond the ordinary risk attached to the post which an employee holds.

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**ADMINISTRATIVE CIRCULAR No.47 DATED 1-9-1973  
Personnel**

Subject:-Problems facing the Women Employees.

The Board in pursuance of Govt. directive has under its resolution No.9 dated 13.8.73 has taken the following decisions:-

1) That women from the advanced age group (30 years and above) should only be posted in rural areas and that young girls should, as far as possible, be posted to work in Urban areas.

2) That such women employees, who are unmarried or widows (including divorced and deserted by their husbands) should, as far as possible, be posted at places near road side or where easy transport is available.

All the concerned officers are requested to take a note of it.

Sd/-Joint Secretary (G)

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**ADMINISTRATIVE CIRCULAR No.48 DATED 14-3-1974.**

Subject:-Annual Confidential Reports-Time Schedule for submission of-

1) Attention is invited to Administrative Circular No.45 dated 31st March 1973 under which instructions have been issued as to why and how the Confidential Reports are to be written and maintained. The respective Reporting Authorities (as prescribed under G.O.No.10 dated 25-10-1962 and Correction Slips No.1,2,3,4 and 6 respectively) are requested to write the Confidential Reports of their subordinate staff who have worked for 3 months and more during the year 1973-74 immediately after 31st March 1974 irrespective of the fact whether any one of them had worked/or is working on temporary basis. The post or posts held by the individual concerned should invariably be indicated, so also nature of duties of the posts and the period should be exhaustively specified.

2) The Reporting Authorities should also note that if disciplinary action against any employee has been taken and if it is completed during the year 1973-74, a copy of the order imposing punishment etc. should be attached with the Confidential Report. Similarly copies of orders of extension of probationary period wherever necessary should also be attached to the Confidential Report and indication to that effect be made in the Confidential Report. Copies of office orders/letters for the meritorious services etc. issued by the Competent Authorities should also be placed with the Confidential Report of the employees concerned.

3) According to the instructions issued under Administrative Circulars No.42 dated 19-4-1972 and No.44 dated 12-3-1973 regarding timely submission of the annual Confidential Reports, the following officers should obtain and/or collect the Confidential Reports duly written or countersigned by the respective Reporting and/or Countersigning officers in respect of the employees in the offices as mentioned against their names and forward the same to the Jt. Secretary at the Head Office for further necessary action.

No.	Designation of Officer	Name of the Offices/Deptt
1.	Asstt. Personnel Officer (VI)	1) G.A.D. (i.e. Estt. Gen. I & II, Labour, Legal, Exam. Cell, Publicity Board Section & V. & S. Deptt.) 2) C.L.D. Kalwa/Nagpur
2.	Asstt. Personnel Officer (Works)	Planning/R.E. (including drawing/ Works Br.) Commercial Section/ Research
3.	Asstt. Personnel Officer Generation	Generation Section and Civil Section
4.	Asstt. Personnel Officer Stores	Entire Stores (including Inspection Wing)
5.	Accounts Officer (Adm.)	Entire Accounts Department
6.	Admn. Officer, Bombay Circle	1.Bombay Circle 2..Trans. Lines (O&M) Circle, Trombay

No.	Designation of Officer	Name of the Offices/Deptt
7.	Admn. Officer, Nasik Circle	Nasik Circle
8.	Admn. Officer, Chalisgaon	Chalisgaon Circle
9.	Admn. Officer, Sangli	Sangli Circle
10.	Admn. Officer, Kolhapur	Kolhapur Circle
11.	Admn. Officer, Karad	Karad Circle
12.	Asstt. Personnel Officer Poona (Urban)	Poona Urban Circle
13.	Admn. Officer, Poona (Rural)	1. Poona Rural Circle 2. Construction Circle, Poona
14.	Admn. Officer, Aurangabad	Aurangabad Circle
15.	Admn. Officer, Amravati	Amravati Circle
16.	Admn. Officer, Yeotmal	Yeotmal Circle
17.	Admn. Officer, Nanded	Nanded Circle
18.	Asst. Establishment Officer Office of the C.E. (II), Nagpur	1. Office of the C.E. (II)  2. Khaperkheda Power Station 3. Paras Power Station 4. Ballarshah Power Station 5. Bhusawal Power Station
19.	Admn. Officer, Nagpur Urban	1. Nagpur Urban Circle 2. Civil & Const. Circle, Nagpur
20.	Admn. Officer, Nagpur Rural Circle	1. Nagpur Rural Circle 2. Const. Circle Nagpur 3. C.L.D. Nagpur
21.	Asstt. Personnel Officer, Pophali Power Station	Pophali Power Station
22.	Admn. Officer, Nasik, Power Station	1. Nasik Thermal Power Station 2. Parli Power Station 3. Yeldari Power Station 4. Director of Training, Nasik
23.	Admn. Officer, Koradi, Power Station	Koradi Power Station

4) The above officers are directed to obtain and/or collect the Confidential reports of the employees in the offices as mentioned against their names for the year 1973-74 and forward them to concerned authorities in accordance with the instructions issued under Administrative Circulars No.44, dated 12-3-1973 and 45, dated 31-3-1973.

5) The Chairman has directed that all the Reporting Officers should write the Confidential Reports for the year 1973-74 immediately after 31st March 1974. The Confidential Reports in respect of the employees in pay Gr. I & II should be submitted to the appropriate Countersigning Authority on or before 5th of April 1974 positively.

6) The Countersigning Authorities should see that the Confidential Reports of the employees in pay Gr. I & II are duly countersigned and completed in all respect and are passed on positively by 10th April at the latest to the concerned Asstt. Personnel Officer/Administrative Officers as mentioned in para 3 above for onwards transmission in sealed covers with appropriate covering note indicating the names of the employees

whose Confidential Report are enclosed therein and the period of Report in order to reach those Confidential Reports to the Head Office on or before 15th April 1974 under any circumstances.

7) Further the Confidential Reports in respect of employees other than Pay Gr. I & II should be written and forwarded to the concerned Countersigning Authorities so as to reach them by 12th of April 1974 positively and the Countersigning Authorities should see that these Confidential Reports are duly countersigned and completed in all respect and the Confidential Reports of the employees whose minimum of pay-scale is Rs.220/- and above are passed on positively by 20th April 1974 to the concerned Asstt. Personnel Officers/Admn. Officers as mentioned above.

8) The Asstt. Personnel Officer/Admn. Officers who are assigned to obtain and/or collect the Confidential Reports should ensure that the Confidential Reports in respect of employees whose minimum of pay-scale is Rs.220/- and above are sent to the Head Office positively by 30th April 1974. They will be personally held responsible for non-compliance of the orders issued through this Circular.

9) They should ensure that Confidential Reports of all the employees are written and are countersigned by the concerned Reporting and/or Countersigning Authorities and a report to that effect is forwarded to Head Office by 7th of May 1974 at the latest.

10) All the Circle Heads should also issue necessary instructions to all the Executive Engineers and Officers working under them and impress upon them the compliance of the instructions issued through this circular.

Sd/-Secretary

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#### **ADMINISTRATIVE CIRCULAR No.49 DATED 15-3-1975 (CONFIDENTIAL)**

**Subject:-Annual Confidential Reports - Time Schedule for submission of.**

1. According to the instructions issued under this office Administrative Circular No. 45, dated 31-3-1973 and 48 dated 14-3-1974; the respective Reporting Authorities (as prescribed under G.O. No.10, dated 25-10-1962 and Correction Slips No.1,2,3,4,6 and 7 respectively are requested to write the Confidential Reports of their subordinate staff who have worked for 3 months and more during the year 1974-75 immediately after 31-3-1975, irrespective of the fact whether any one of them had worked or is working on temporary basis/W.C. establishment. The post or posts held by the individual concerned should invariably be indicated, so also the nature of duties of the posts and the period should be exhaustively specified.

2. The countersigning authority should ensure that all the Confidential Reports forwarded to him are duly countersigned and that the necessary remarks regarding communication of remedial adverse remarks are specified at the time of countersigning the Confidential Reports. If there is no such indication, no action about communication of adverse remarks would be taken and for any lapses countersigning authority concerned will be responsible. In some cases, the concerned countersigning authorities had directed that the remarks *average/fair* should be communicated. A decision has been taken to that effect that remarks *average/fair* are not of adverse nature and hence need not be communicated. This should be noted.

3. As already directed under the Administrative Circular No.48 dated 14-3-1974, the following officers should obtain and/or collect the Confidential Reports duly written and countersigned by the respective Reporting and/or countersigning officers in respect of the employees in the offices as mentioned against their names and forward the same to the Jt. Secretary at Head Office for further necessary action.



No.	Designation of Officer	Name of Office/Department
1.	Asstt. Personnel Officer (VI)	1) GAD i.e. Estt. Gen. I & II Labour, Legal, Exam, Publicity, Board Sec., V&S. Deptt. & Planning/ Enquiry Cell 2) C.L.D., Kalwa/Nagpur
2.	Asstt. Personnel Officer (Works)	1) R.E./Commercial/Research/Automobile
3.	Asstt. Personnel Officer (Generation)	1) Generation Section 2) Civil Section.
4.	Asstt. Personnel Officer (Stores)	Entire Stores including Inspection Wing
5.	Accounts Officer (Adm.)	Entire Accounts
6.	Admn. Officer, Bombay Circle	1) Bombay Circle 2) Trans. Lines O&M Circle, Trombay
7.	Admn. Officer, Nasik Circle	Nasik Circle
8.	Admn. Officer, Chalisgaon	Chalisgaon Circle
9.	Admn. Officer, Sangli	Sangli Circle
10.	Admn. Officer, Kolhapur	Kolhapur Circle
11.	Admn. Officer, Karad	Karad Circle
12.	Asstt. Personnel Officer, Poona (Urban)	Poona Urban Circle
13.	Admn. Officer (P.R.C.)	Poona Rural Circle
14.	Admn. Officer, Aurangabad	Aurangabad Circle
15.	Admn. Officer, Amravati	Amravati Circle
16.	Admn. Officer, Yeotmal	Yeotmal Circle
17.	Admn. Officer, Nanded	Nanded Circle
18.	Asstt. Establishment Officer, Nagpur (C.E. (II)'s Office, Nagpur)	Office of the Chief Engineer (II), Khaperkheda/ Paras/ Ballarshah/ Bhusawal
19.	Admn. Officer, Nagpur (Urban)	1) Nagpur Urban Circle 2) Nagpur Civil & Construction Circle
20.	Admn. Officer, Nagpur (Rural)	1) Nagpur Rural Circle 2) Nagpur Const. Circle
21.	Admn. Officer, Koradi	Koradi Power Station
22.	Asstt. Personnel Officer, Pophali Power Station	Pophali Power Station
23.	Admn. Officer, Nasik Power Station	1) Nasik Thermal Power Station 2) Parli Power Station 3) Yeldari Power Station 4) Director of Training

4. The above officers are directed to obtain and collect the Confidential Reports for the year 1974-75 of the employees in the offices mentioned against their names and forward them to the concerned authorities in accordance with the instructions issued under Admn. Circular No.44, dated 12-3-1973 and 48, dated 14-3-1974.

5. The Chairman has directed that all the Reporting Officers should write the Confidential Reports for the year 1974-75 immediately after 31-3-1975. The Confidential Reports in respect of the employees in Pay Gr. I and II should be submitted to the appropriate countersigning authorities on or before 5-4-1975 positively.

6. The Countersigning Authorities should ensure that the Confidential Reports of the employees in Pay Gr. I and II are duly countersigned and completed in all respect and are passed on positively by 10th of April at the latest to the concerned Asstt. Personnel Officer/Admn. Officer for onward transmission in sealed covers with appropriate covering note indicating the names of the employees whose Confidential Reports are enclosed thereto and the period of Report in order to reach these Confidential Reports to Head Office on or before 15-4-1975 under any circumstances.

7. Further, the Confidential reports in respect of employees other than Pay Gr. I and II should be written and forwarded to the concerned countersigning authorities so as to reach them by 12-4-1975 positively and the Countersigning Authorities should see that these Confidential Reports are duly countersigned and completed in all respect and the Confidential Reports of the employees whose minimum of Pay-scale is Rs.220/- and above are sent to the **Head Office positively by 30-4-1975.**

8. They will be personally responsible for non compliance of the orders issued through this Circular.

9. They should ensure that Confidential Reports of all employees are written and are countersigned by the concerned countersigning authorities and report to that effect is forwarded to the Head Office by 7th May 1975 at the latest.

10. All the Circle/Power Station Heads should issue necessary instructions to all Executive Engineers and officers working under them and impress upon them the compliance of the instructions issued through this Circular.

Sd/-(N.S. Merchant)  
Secretary

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**ADMINISTRATIVE CIRCULAR No.50 DATED 14-7-1975**

**Subject:-Classification of the category of chargeman Gr.I as non supervisory category.**

The category of Chargeman Grade I in the Board was declared as Supervisory Category as per Administrative Circular No.31 dt.21.10.69, with the result that all the employees working in this category have not been held eligible for overtime allowance with effect from 21.10.69.

Being aggrieved with this decision , the Chargeman Gr. I submitted their representations requesting the Board either to grant them overtime allowance as per the Statutory provisions or alternatively they may be extended the benefit of leave on par with other Supervisory categories coming under Appendix B of the M.S. Electricity Board Employees' Service Regulations. The matter was, thereafter under Correspondence with the Govt.

The Chief Inspector of Factories has now intimated the Board that the category of Chargeman Gr. I in the M.S.E.Board cannot be placed on par with the category of Chargeman working in an Engineering Workshop and as such the said category of Chargeman Gr.I in M.S.E.Board cannot automatically be exempted under Rule 100 (A) of the Maharashtra Factory Rules 1963.

With the clarification obtained as above, the category of chargeman Gr.I in the M.S.E.Board is deemed to have been declared as a non supervisory category right from the date of Adm. Circular No.31 dt.21.10.69. With this, it has become obligatory on the part of the Board to make payment of overtime allowance to the category of Chargeman Gr. I for the period such employees were called upon to do work for overtime hours right from 21.10.69 onwards.

It has, therefore, been decided to redeclare the category of Chargeman Gr.I in the M.S.E.B. as non supervisory & to hold them eligible for payment of overtime wages right from 21.10.69 onwards. (In the past, whosoever may have been called upon to do overtime work beyond the prescribed hours and in the future, whosoever will be called upon to do likewise)

So far as eligibility of leave is concerned, they shall continue to be covered by as hitherto before in Appendix 'A' of the M.S.Electricity Board Employee's Service Regulations.

Sd/-Joint Secretary(Tech.)

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**DEPARTMENTAL CIRCULAR NO.51 DATED 18-9-1975 \***

Attention is invited to Regulation 85(p) of the Maharashtra State Electricity Board Employees' Service Regulations which read as follows:-

"No employee of the Board shall engage directly or indirectly in any trade or business or undertake any employment.

Provided that any employee may undertake with the previous sanction of the Competent Authority honorary work of a social or charitable nature or occasional work of a literary, artistic or scientific character subject to the condition that his official duties do not suffer."

All the Board employees are therefore instructed to strictly follow the instructions contained in the aforesaid Service Regulation. Those committing breach of the said Regulation will be severely dealt with under Conduct, Discipline and Appeal rules.

Sd/-Secretary.

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(\* This fits in the series of Administrative Circulars)

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**ADMINISTRATIVE CIRCULAR No.52 DATED 14-4-1976**

Subject:- Annual Confidential Reports-Time Schedul for submission of-

1. As per the instructions issued under the Administrative Circular No.45 dt. 31-3-1975 and Administrative Circular No.49 dated 15-3-1975 all the Reporting Authorities (as prescribed under G.O.No.10 dated 25-10-1962 and Correction Slips No.1,2,3,4,5, & 6 thereto) are requested to write the Confidential Reports for the year 1975-76 of their subordinate staff immediately after 31-3-1976.

2. Despite clear instructions issued under the Circular referred to above, following defects have been noticed while scrutinising the Confidential Reports for the year 1974-75.

i) In many cases, the designation, period, place of working of the employee reported upon were not mentioned properly. The Reporting Authorities are, therefore, requested to ensure that the same are filled in, in the proper column correctly.

ii) Though some of the Reporting Authorities had recorded certain adverse remarks in some of the Confidential Reports, the respective countersigning Authorities while countersigning those Confidential Reports had not specifically indicated which of the remarks were to be communicated to the employee concerned.

Once again they are requested to ensure that such indication is positively given while countersigning the Confidential Reports.

iii) It is also noticed in majority of the cases that the Bio-data is not complete. The Reporting Authorities are, therefore, requested to get the Bio-Data duly completed from the individuals concerned in whose case it is not done earlier; and the Confidential Reports that are required to be sent to Head Office are invariably sent with the Bio-data.

iv) The Reporting Authorities do not write their names and designations (as Reporting Authority). All the Reporting Authorities are, therefore, requested to see that their designations and names are written in bold letters below their signatures.

v) The Reporting Authorities also should note that;

a) The column of 'Additional Remarks' should be used for giving overall assessment in short.

b) The words like 'fairly good' should be avoided.

c) Overall assessment should be in such a way that one should be able to assess the positive or negative merits.

vi) While writing the annual Confidential Reports of employees, Reporting and Countersigning Officer should ensure that a correct assessment of the employees is given, in as descriptive manner as possible, as these reports will be relied upon for a variety of purposes including that of review for compulsory retirement on attaining the age of 50 and 55 years, as the case may be.

vii) Though a time schedule is prescribed for writing/countersigning the Confidential Reports, many Reporting Countersigning Authorities did not adhere to the stipulated time Limit. They are requested to adhere to the time schedule prescribed for writing the Confidential Reports.

viii) Necessary compliance certificate called for was also not received from many of the Reporting/Countersigning Authorities. They are requested to send the compliance certificate as soon as all the Confidential Reports of their subordinates are written/countersigned.

3. As already directed under the Administrative Circular No.49 dated 15-3-1975, the following officers should obtain and/or collect the Confidential Reports duly written and countersigned by the respective Reporting and/or countersigning Officers in respect of the employees in the Offices mentioned against their names and forward the same to the Jt. Secretary(T)/Estt.Officer(Gen.) at Head Office for further necessary action.

No.	Designation of the Officer	Name of the Office/Department.
1.	A.P.O. (V)	1) All Sections/Groups of the G.A.D., Board Sec., LIR/Legal/Publicity/ Planning/Enquiry Cell.
2.	A.P.O. (Works)	1) C.L.D. Kalwa/Nagpur. 2)R.E./Commercial/Research/Automobile
3.	A.P.O.(Generation)	1) Generation Section. 2) Civil Section.
4.	A.P.O.(Stores)	Entire Stores.
5.	Accounts Officer(Adm.)	Entire Acctt. Deptt. in Kamani Chambers, Mercantile Bank Building.
6.	Admn. Officer, B'bay Circle	1) Bombay Circle. 2) Trans.Lines-O&M-Circle, Trombay.
7.	Admn. Officer, Nasik Circle.	1) Nasik Circle. 2) Nasik Civil & Const. Circle.
8.	Admn. Officer, Chalisgaon Circle.	1) Chalisgaon Circle.
9.	Admn. Officer, Sangli Circle	Sangli Circle.
10.	Admn. Officer, Kolhapur	1) Kolhapur Circle 2) Karad Circle.
11.	A.P.O. Poona Urban Circle	Poona Urban Circle.
12.	Admn. Officer, P.R.C.	Poona Circle, Poona Const. Circle.
13.	Admn. Officer, A'bad Circle	Aurangabad Circle.
14.	Admn. Officer, Amravati Circle.	Amravati Circle.
15.	Admn. Officer, Yeotmal	Yeotmal Circle.
16.	Admn. Officer, Nanded.	Nanded Circle.
17.	A.E.O., Nagpur C.E.(II) Office.	Office of the C.E.(II) Khaperkheda/Paras/Ballarshah/Bhusawal/ S.E. Trans.Lines Circle, Nagpur.
18.	Admn. Officer, Nagpur Urban	1. Nagpur Urban Circle 2.Nagpur Const. & Civil Circle.

No.	Designation of the Officer	Name of the Office/Department.
19.	Admn. Officer, Nagpur(Rural)	1.Nagpur Rural Circle. 2.Nagpur Const. Circle.
20.	Admn. Officer, Koradi	Koradi Power Station.
21.	A.P.O., Pophali (P.S)	Pophali.
22.	Admn. Officer, Nasik P.S.	1) N.T.P. Station. 2) Parli Power Station. 3) Yeldari Power Station. 4) Director of Tranining. 5) Paril Trans. Lines Circle.

4. The above Officers are directed to obtain and/or collect the Confidential Reports for the year 1975-76 of the employees in the offices mentioned against their names and forward them to the concerned authorities in accordance with instructions issued under Administrative Circular No.49 dt.15-3-1975.

5. All Reporting Officers should write the Confidential Reports for the year 1975-76 immediately after 31-3-1976. The Confidential Reports in respect to employees in Pay Gr.I and II and of the employees in Pay Gr. III whose minimum of Pay scale is Rs.220/- and above should be submitted to the appropriate Countersigning Authorities on or before 20th April 1976 positively.

6. The Countersigning Authorities should ensure that the Confidential Reports of the above mentioned employees are duly Countersigned and completed in all respects and are passed on in sealed covers with appropriate covering note indicating the names of the employees whose Confidential Reports are enclosed therein and the period of Confidential Reports, to the concerned A.P.O./Admn. Officer **on or before 28th April 1976 under any circumstances.**

7. The A.P.O./Administrative Officers to whom the work of obtaining/collection of the Confidential Report is assigned should see that the Confidential Reports are submitted to the Head Office positively by **30th April 1976.**

8. If the Confidential Reports are not written/countersigned within the specified time, the names of the concerned Reporting/Countersigning Officers will be reported to the Chairman.

9. They will be held personally responsible for non-compliance of the orders issued through this Circular.

10. They Should ensure that the Confidential Reports of all Employees are written and are countersigned by the concerned countersigning authorities and report to that effect forwarded to the Head Office by 7th May 1976 at the latest.

11. All the Circle/Power Station Heads should issue necessary instructions to the Executive Engineers and Officers working under them and impress upon them the imperative necessity of complying with the instructions issued through this Circular.

Sd/-Secretary.

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**ADMINISTRATIVE CIRCULAR NO.53 DATED 14-6-1976**  
**Personnel**

Subject:- Hindi Examination.

Reference:- 1) General Standing Order 108 dated 19-1-1962.

2) Administrative Circular(Personnel)No.24 dated 18/22-7-1966.

In exercise of the powers delegated to him vide Board Resolution No.1272 dated 10-7-1975, the Chairman has accorded his approval to extend the time limit for passing the Hindi Examination by the Board's employees upto 1-1-1977.

Sd/-Secretary.

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#### **ADMINISTRATIVE CIRCULAR NO.54 DATED 1-7-1976**

The Board under its Resolution No.1808 dt.29-5-76 has *interalia* decided that promotion cases finalised by the Competent Selection Panels should not be re-opened unless it involved patent omissions in observing the requirements prescribed under the Classification and Recruitment Regulations, the Employees' Service Regulations and the Seniority Regulations.

Sd/-Joint Secretary(Tech)

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#### **ADMINISTRATIVE CIRCULAR No.55 DATED 13-8-1976**

The existing Service Regulation 30(Para 1) has been deleted vide Correction Slip No.179 dt.9-7-76 (to G.O.18 (P) Dated. 28-5-63) and substituted to read as under:-

"An increment in a time scale normally shall become due on the first day of the month in which it falls due on expiry of the incremental period and shall be drawn as a matter of course accordingly, unless it is withheld by a measure of punishment or due to non-fulfillment of any of the prescribed conditions such as crossing of efficiency bar."

With the substitution of this provision in the Service Regulation, some points are likely to arise while implementing the same which needs clarifications. Such points are clarified as follows:-

1. How the increment will be regulated if the employee happens to be on leave on the first of the month.

An employee during leave draws leave salary and not duty pay. An increment accruing during leave cannot, therefore, be drawn during leave. The increment in such cases will be drawn from the date of resumption of duty on return from leave, release of increments in subsequent years will be regulated under normal rules and will be released on the 1st day of the month on which they fall due.

2. How the increment will be regulated in case there is a postponement due to the leave without pay which is not counted for increment ?

The postponement of the normal increment will be worked out as per the existing rules. If the postponed increment falls on any day of a month, it will be granted from the first of that month.

3. When the date of appointment/promotion of an employee is 19-12-1975 can he be given increment on 1-12-76 before completing 12 months service ?

In view of this provision, the first increment will be drawn earlier before completing the normal incremental period of 12 months.

4. As per note (ii) to Service Regulation 32 broken period of officiating duty counts for increment. If by counting such broken periods the date of next increment falls on a date other than the first of the month, whether the increment is to be allowed from the date the employee completes one year service or from the first of the month in which he completes such year.

The increment will be payable from the first of the month in which it falls due after counting the broken periods equal to one year, provided the employee was holding the post from the first of that month to the date it falls due. It means that the increment will have to be drawn from the first of the month after the date it falls due. In case the employee does not hold the post on the first of the month, the increment will be granted from the date it falls due.

5. How to regulate grant of increment when a normal increment is withheld for specified period and the period of such penalty expires after first of the month?

In such cases where the increments are withheld as a measure of punishment, the same will be granted from the date, the punishment ceases. However the increment in the subsequent year will be regulated under normal rules and will be released on the first day of the month in which it falls due.

6. Additional increments are allowed to the Clerks/Typists on their graduation while in service. Will these increments be allowed from the first of the month in which these become due/payable?

Such advance increments will be granted as per the rules (i.e from the date, the employees pass the examination) as the Correction Slip No.179 dt.9-7-76(to G.O.18(P) dt.28-5-63) relates to only drawal of normal increments and not for advance increments. However the increment for the subsequent year will be regulated accordingly (as per Correction Slip No.179) and will be released on the first of the month in which it falls due.

Sd/-Secretary.



**ADMINISTRATIVE CIRCULAR. No.56 DATED 1-10-1976**

**Subject:-Annual grants for organising sports tournaments.**

The Board under its Resolution no.44 dt. 27-8-76 has accorded its approval to implement its earlier Resolution no.7624 dt.15-11-71 which was held in abeyance. Vide its Resolution No.7624 dt.15-11-71, the Board has approved payment of grant of Rs.500/- per year to each O&M Circle, Power Station, Division and Head Office for organising annual sports tournaments as a welfare activity for the employees. For this purpose, the Construction and Civil Circles and Divisions as also the Major Stores and Stores Centres will be treated as attached to the respective Power Station or O&M Division having its headquarters at the place wherever they are located. The Testing Division under each circle will also be regarded as attached to the respective Circle Office.

The annual grant is intended to meet the expenses for organising annual sports tournaments at the Circle and Divisional and Power Station level in outdoor and indoor games. The grant will be payable from the year 76-77 to each O&M Circle and Division as also the Power Stations organising such tournaments for its employees. Advance information about the scheme and programme of such tournaments should be sent to the Head Office. A detailed and complete account of the expenditure incurred duly supported by vouchers and approved by the concerned Divisional, Power Station and Circle heads duly audited should be maintained. The guidance and help of the Labour Officers, Welfare Officers and I.R.Os should necessarily be sought in organising such tournaments. It would also be desirable to constitute Sports Committees at different levels and employees interested in sports should alone be held eligible for nomination on the Committee. The Sports Committees can also in turn act as Tournament Committees and be made responsible for organising annual tournaments in a co-ordinated and systematic manner enlisting the support of maximum number of employees from all categories.

The concerned field officers are requested to take suitable action and bring the contents of this circular to the notice of all the employees.

Sd/-Secretary.

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**ADMINISTRATIVE CIRCULAR No.57 DATED 8-11-1976 (CONFIDENTIAL)**

For Personal attention of Officers writing the Annual Confidential Reports

**Subject:- Introduction of Ephemeral Rolls.**

The Board in its meeting held on 8.3.76 has observed that the officers writing the annual confidential reports of the employees do not give correct assessment of the employee reported upon in as descriptive a manner as possible. Since the annual confidential reports are relied upon for a variety of purposes including that of review of the compulsory retirement at the age of 50/55, the officers writing the Confidential Reports have to take utmost care and be specific in writing the remarks with reference to their observation of the work of the employee during the year under report.

2. In order to streamline the procedure of writing the Confidential Reports, the Board has observed that the system of maintaining "Ephemeral rolls" of the employees should be introduced forthwith. Accord-

ingly, the stores organisation has separately been requested to supply the Forms of "Ephemeral Rolls" \* to the 'Confidential Report' indenting officers immediately.

3. The officer writing the Confidential Report of the employee should have before him the "Ephemeral Roll" showing the "remarks on the work, character or conduct deserving to be noted including commendation, warnings, rewards or punishment" of the employee concerned giving the reference to file or case, if any, on which he observed it.

4. The inspecting officers shall invariably go through the record to find out whether the Ephemeral Rolls for each employee has been maintained in each office by the concerned officer.

5. All Zonal Circle/Power Station Heads should ensure that these instructions are brought to the notice of all concerned for guidance and for strict follow up.

Sd/-Secretary.

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\* (The proforma of Ephemeral Roll was not supplied with the circular.  
But for information of all the proforma is printed on Page No. 102 of this volume.)

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**ADMINISTRATIVE CIRCULAR No.58 DATED 13-1-1977**

Subject:- Handing over note on transfer.

It has been observed that officers who are transferred from one station to another either on their existing posts or on promotion do not give a handing over note to their successors and to the officer immediately superior to them before relinquishing the charge of the post with the result that the officer who takes over charge is not aware of the important and urgent items of works required to be attended to. Chairman has, therefore, directed that officers of the rank of Executive Engineers or equivalent and above in all the wings of the Board when transferred should prepare a detailed handing over note setting out the nature of work, the items of work on hand, items of work which require immediate attention of the relieving officer and such other matters which he thinks would be useful to his successor in the discharge of his duties, and hand it over to his successor. A copy of this note should be endorsed to the next superior officer. In the case of officers of the rank of Superintending Engineer and above, a copy should also be submitted to the Technical Member concerned.

All the officers of the rank of Executive Engineers and above in all the wings of the Board are requested to comply with the above instructions scrupulously.

Sd/-Secretary.

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**ADMINISTRATIVE CIRCULAR No.59 DATED 10-1-1977**

Subject:- Maintenance of C.R. files.

Attention is invited to this office Circular No.GAD/Gr.VI CON/1342 dt.29.3.75 under which instructions have been issued that copies of the orders/memos issued to the employees intimating them that their probationary period is extended or copies of the

orders issued by the Competent Authorities either imposing any punishment for the acts of misconduct or conveying appreciations for the meritorious services, etc. should invariably be filed in the C.Rs file of the concerned employee so that they could be considered by the concerned Authorities at the time of their promotion/confirmation/crossing of Efficiency Bar etc.

These instructions were also reiterated in Para 2 of the Administrative circular No.48 dt.14.3.1974. It has however been noticed that some of the field officers have not been following them scrupulously.

It is further noticed, that in many C.R. files duplicate C.Rs have also been filed alongwith the original C.Rs.

All the Field Officers as well as the Heads of the Department are once again requested to ensure that in future the above instructions are invariably complied with and C.R. files maintained properly.

Sd/-Secretary.

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**ADMINISTRATIVE CIRCULAR NO.60 DATED 24-1-1977**

Subject:- Prescribing validity date of the Select List of Departmental Promotees.

In pursuance of the approval accorded by the Board vide its Resolution No. 1530 dt.29-12-75, it is hereby informed that "as soon as other latest confidential reports are available i.e. on the 1st July or on a subsequent date every year, the selection of persons other than those promoted upto 30th June of each year on regular establishment, shall be reviewed by the Competent Selection Committee alongwith other eligible candidates".

With the issue of this Circular the II para appearing in the Correction Slip No.38 dt.30-6-76 (to G.S.O. 112 dt. 12-2-62) may be treated as deleted.

Sd/-Secretary.

**CORRIGENDUM NO.GAD/III-B/5964 DATED 5-2-1977**

"Correction Slip No.38 dt.30-6-1976" as appeared in para 2 of this office Administrative Circular No.60 dated 24-1-1977 may please be corrected to read as "Correction Slip No.39 dated 31-1-1976"

Sd/-Secretary.

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**ADMINISTRATIVE CIRCULAR No.61 DATED 16-2-1977**

The Board by its Resolution No.290 dt.7-2-77 has *interalia* directed as under:-

"Before submission of the proposal to the Board for approval in which additions/alterations/ modifications to the Rules and Regulations are involved should be first examined by the Legal Advisor and Chief Industrial Relations Officer of the Board."

Sd/-Joint Secretary(Tech)

**ADMINISTRATIVE CIRCULAR NO.62 DATED 1-3-1977**

**Subject:- Request for leave on average pay, half average pay and commuted leave on medical grounds for short duration.**

Of late, it is observed that there is a growing tendency among some employees to fritter away their casual leave at the commencement of the calendar year and then to apply for leave of other kinds for short durations, say, even of one or two days. This throws a lot of clerical work on the office. Employees are therefore, advised to refrain from applying for leave of very short durations.

2. The Authorities competent to recommend/sanction leave are also requested to scrutinize minutely leave applications in which leave applied for is less than a week before recommending/sanctioning leave. Leave applications supported by medical certificates given by private medical practitioners may be returned to the applicants for getting them countersigned by the Medical Adviser/Medical Officer of the Board/Civil Surgeon of the District whenever recommending/sanctioning authorities doubt the authenticity of the medical certificate.

3. It is also emphasized that the record of health of an individual will be considered not only at the time of review of an employee for his continuance in service beyond 50/55 years, but also while considering him for promotion to posts in higher grade and at the time of confirming him or permitting him to cross the Efficiency Bar. For this purpose, the number of occasions on which an employee has proceeded on leave on grounds of health and the periods of such medical leave will be taken into consideration.

Sd/-Secretary.

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**ADMINISTRATIVE CIRCULAR No.63 DATED 15-3-1971/21-3-1977**

**Subject:- Annual Confidential Reports-Time Schedule for submission.**

1. Admn. Circular 45 dt. 31. 3.73
2. Admn. Circular 49 dt.15.3.75
3. Admn. Circular 52 dt.14.4.76
4. Admn. Circular 57 dt.8.11.76
5. Admn. Circular 59 dt.10.1.77

1. According to the general instructions issued under the marginally mentioned Administrative Circulars, the C.Rs. for the year 1976-77 in respect of all employees (i.e.regular & temporary) who have put in 3 months or more services are required to be written immediately after 31.3.1977.

2. Though the importance of the Confidential Reports has been stressed from time to time and the concerned Reporting/Countersigning Authorities have been requested to write/countersign the Confidential Reports within the specified time limits, it is observed that in many cases C.Rs. are not written according to the instructions issued under the above mentioned Administrative Circulars.

3. While writing the C.Rs. for the year 1976-77 the following points should be observed scrupulously-

a) That the self assessment forms (i.e Annexure A & A-1 introduced under Correction Slip No.9 to G.O.10) are invariably be filled in by the concerned employees. Reporting Officers should record their remarks, against the columns prescribed.

b) In addition to the self assessment forms, the Reporting Officers have to write the C.Rs. on the existing forms of C.Rs. However while writing the C.Rs. they have to ensure that the C.Rs. of their subordinate staff are written on the basis of the observations/points noted on the Ephemeral Rolls (introduced under Admn. Circular 57 dt.8.11.1976.)

4. The Reporting/Countersigning Authorities as prescribed vide Annexure 'A' to this Circular are requested to write the C.Rs. of their subordinate staff immediately after 31-3-77 as referred to above and to forward them/hand over them on or before **20th April 1977** to the Dy.Establishment officer/Admn. Officer/A.P.O. of their Zone/Circle/Power Station/Sections (in Head Offices) as the case may be who in turn will submit them to the Circle Heads/Zonal Office /H.O.

5. The following officers should obtain and/or collect C.Rs. duly written and countersigned by the respective Reporting and/or Countersigning Officer in respect of employees in Pay Gr. I, II and of employees in Pay Gr. III whose minimum of the pay scale is Rs.280/- (as per revised scale), in the offices mentioned against their respective designation and forward the same to the Joint Secretary(Technical)/Establishment Officer(General) in the H.O. for further necessary action.

No.	Designation of the Officer.	Name of the Office/ Department.	Remark
1.	Dy.E.O. (Gen.), Nagpur.	Office of the C.E.(Gen) Nagpur/ Bhusawal P.S./Project Manager Bhusawal/Khaperkheda/Paras /Ballarashah/Koradi/S.E., Trans. Lines O&M Circle, Nagpur.	A.P.O.s/ Adm. Officers should submit the C.R.'s to the respective officers on or before 20-4-1977.
2.	Dy.E.O.(BZ), Nasik.	1)Bombay Circle, 2)Trans.Lines O&M Circle, Trombay. 3)Chalisgaon Circle. 4)Nasik Circle.	
3.	Dy.E.O.(NZ), Nagpur.	1)Nagpur Urban Circle, 2)Nagpur Rural Circle, 3)Trans.Lines O&M Circle Nagpur 4)Amravati Circle, 5)Yeotmal Circle, 6)Akola Circle.	
4.	Dy.E.O.(PZ), Kolhapur.	1)Pune Urban Circle, 2)Pune Rural Circle, 3)Kolhapur Circle, 4)Sangli Circle, 5)Trans- Lines O&M Circle,Karad.	
5.	Dy.E.O.(AZ), Aurangabad.	1)Aurangabad Circle, 2)Nanded Circle, 3)Trana.Lines O&M Circle,Parli.	
6.	A.P.O.(V).	1)All Sections/Groups of the GAD/Board Sec. /LIR /Legal/ Insp./ Publicity/Planning/En- quiry Cell.	
7.	A.P.O.(works).	1) C.L.D., Katwa/Nagpur, 2)R.E./Commercial/Research/ Automobile	
8.	A.P.O.(Generation).	1)Generation Section	

No.	Designation of the Officer.	Name of the Office/ Department.	Remark
9.	A.P.O.(Stores)	1)Entire Stores	
10.	A.P.O. (Civil).	Entire Civil side.	
11.	Accounts Officer(Adm.)	Entire Accounts Department in Kamani chambers, Mercantile Bank Bldg.	
12.	Admn.Officer.	1) Bombay Circle. 2) Trans.Lines. O&M Circle, Trombay.	
13.	Adm. Officer, Nasik Circle	1) Nasik Circle.	
14.	Adm. Officer, Chalisgaon Circle.	1) Chalisgaon Circle.	
15.	Adm. Officer, Kolhapur Circle	1) Kolhapur Circle.	
16.	Adm. Officer, Sangli Circle.	1) Sangli Circle.	
17.	Adm. Officer, Pune Urban Circle.	1) Pune Urban Circle.	
18.	Adm. Officer, P.R.C. Pune	Pune Rural Circle.	
19.	Adm. Officer, Aurangabad Circle.	Aurangabad Circle.	
20.	Adm. Officer, Amravati Circle.	Amravati Circle.	
21.	Adm. Officer, Yeotmal Circle.	Yeotmal Circle.	
22.	Adm. Officer, Nanded Circle.	Nanded Circle.	
23.	Adm. Officer, Nagpur Urban Circle.	Nagpur Urban Circle.	
24.	Adm. Officer, Nagpur Rural Circle.	Nagpur Rural Circle.	
25.	Adm. Officer, Koradi.	Koradi Power Station.	
26.	A.P.O., Pophali (P.S.)	Pophali.	
27.	Adm. Officer, Nasik P.S.	1) Parli P.S. 2) Yeldari P.S. 3) Director Of Training 4) Parli Tans. Lines, O&M Circle.	
28.	Adm. Officer, Const. Circle, Jalgaon.	1) Nasik Const. Circle. 2) Nagpur Const. Circle. 3) Pune Const. Circle 4) Jalgaon Const. Circle.	
29.	Adm. Officer Const. Generation Circle, Nasik.	Offices under his control/ jurisdiction.	

6. All Reporting Officers should write the Confidential Reports for the year 1976-77 immediately after 31-3-1977. The Confidential Reports in respect of employees in Pay Gr. I & II and of the employees in pay Gr. III whose minimum of pay-Scale is Rs.280/- (as per revised scale) and above should be submitted to the appropriate countersigning Authority on or before **20th April 1977 positively.**

7. In view of the formation of Zonal Offices, the C.Rs. of the employees of the respective area under their jurisdiction but to be maintained by H.O. may be collected by the Zonal Offices by 20-4-77 and then be forwarded to the H.O. latest by 7-5-77. The C.Rs. for Tech. employees, non-Tech. & Stores employees may please be forwarded in sealed covers under separate covering letters/note with names/designation and period, to avoid correspondence as also for proper scrutiny of the same by the respective offices.

8. The above Officers to whom the work of obtaining/collection of the Confidential Reports is assigned should see that the Confidential Reports are submitted to the Zonal/Head Office positively on the dates indicated above.

9. If the Confidential Reports are not written/countersigned within the specified time, the names of the concerned Reporting/Countersigning Officers will be reported to the Chairman and they will be held personally responsible for non-compliance of the orders issued through this circular.

10. They should ensure that the Confidential Reports of all employees are written and are countersigned by the concerned countersigning authorities and report to that effect forwarded to the respective Offices by 7th May 1977 at the latest.

11. All the Zonal/Circle/Power Station Heads should issue necessary instructions to the Executive Engineers and Officers working under them and impress upon them the imperative necessity of complying with the instructions issued through this circular.

Sd/-Secretary.

ANNEXURE 'A'

Sr. No.	Name of the Officer	Reporting Authority	1st Countersigning Authority	Accepting Authority	Remarks
TECHNICAL (Including Stores)					
1.	C.E. (including officers of that rank in Stores, Civil, Const. Generation & other Tech. cadre(s))	T.M. Concerned.	Chairman	-	-
2.	Dy. C.E./C.S.S./DOR/CLD	D.H. concerned	T.M. concerned	Chairman	-
3.	S.E.(E&M/Civil) DOT/ Sr.P.S.S. Dy.CPO & COS /PM/Supdt. (Operation /Mech. /Elect. /Inst.) and equivalent.	Controlling Officer not below the rank of Dy. C.E./C.S.S.	D.H. concerned	T.M./ Chairman	-
4.	PSS/ Sr. Efficiency Engr./ EE (E&M)/ Civil) ACPO/ ACOS/ ACLD /Dy.DOT/ APSS/ Dy.Suptd./ (Shift/ Ins.Maint.) Engr.in-charge /Instrument Engr./ Chief Chemist and equivalent.	Controlling Officer not below the rank of SE/Sr. PSS or equal.	Dy.C.E./CSS concerned or equivalent	Dept.Head / T.M.	-
5.	Sr.Thermal Engr. /Asstt. Suptd. (H.P. /Shift /BR /CHP/ Maint./Turbine /W.S.I)Dy.EfficiencyEngr./ Asstt. Chief Chemist /Stores Officer/Dy.E.E (E&M/ Civil)/ Dy.Stores Officer/ LD/ Main.Engr./ Shift Engr./ Dy.Instrument Engr./ Sr. Chemist/ Architectural Asstt./ EHP Welder	Controlling Officer not below the rank of E.E.	Sectional Head Concerned	-	-

Sr. No.	Name of the Officer	Reporting Authority	1st Countersigning Authority	Accepting Authority	Remarks
<b>ACCOUNTS</b>					
1.	CCOA/ DOIA/ CAO/ CFO/ P.M.(Finance.)	A.M.	Chairman	-	-
2.	Joint CAOS	D.H. concerned	A.M.	-	-
3.	Dy.C.A.O.	Controlling Officer not below the rank of Sec.Hd	D.H. concerned	A.M.	-
4.	Accounts Officer/ S.G. Accounts Officer.	Controlling officer not below the rank of Dy. CAO/EE.	D.H. concerned	-	-
<b>GAD</b>					
1.	Secretary/ SO (Insp.) /CS&VO/ Jt. Secretary/	Chairman	-	-	-
2.	CIRO/LO/ Dy. CS&VO/ EO/ CP&PRO/ Medical Adviser.	Secretary/ CS & VO Jt. Secretary	Chairman	-	-
3.	Dy.CIRO/ Dy.EO/ D.S.(B)/ IRO/ W.O./ Dy.LO. /M.O./ Security Officer.	Controlling Officer not below the rank of E.O. or equivalent.	Dept. Head concerned	-	-
4.	A.P.O./ Adm. Officers/ Asstt. Estt. Officer/ Dy. CP&PRO	Controlling Officer not below the rank of Dy.E.O.	Next higher Officer not below the rank of E.O. or Sectional Head concerned in H.O.	-	-

NOTE:- for the purpose of these delegations only:

a) Dept. Head means Officers whose minimum of the pay scale is Rs.1700 and above.

b) Sectional Head means officers whose minimum of the pay scale is Rs.1100 and above but less than Rs.1700.

c) In case there are any other categories which are not specifically mentioned above, they may be deemed to have been included at appropriate places being equivalent categories in terms of their pay scales.

d) Regarding the employees under Pay Group II and below (in respect of all the cadres) the status quo is to be maintained until further orders.

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### ADMINISTRATIVE CIRCULAR No.64 DATED 20-4-1977

Subject:- Employment of sons/daughters of the deceased employees.

The Board by its Resolution No.1128 dt.25-3-1975 has already chalked out a scheme for employment of the sons/daughters of such employees who expire while in



service or who prematurely retire on medical grounds. The provisions made thereunder have been notified to all field Offices vide Correction Slip No.28 (to G.S.O.112 dt.12-2-62) dated 16-4-75.

2. Some of the field offices have however raised a query whether the term 'dependent' appearing in the said Correction Slip, could mean to include all close relatives or otherwise.

3. It is therefore clarified for the information of all that the term "dependent" shall mean wife, dependent sons and unmarried daughters only. Under no circumstances, other close relatives be included under the definition of "dependent" for the purpose of extending the facility envisaged in the Correction Slip No.28 dated 16- 4-75.

Sd/-Joint Secretary(Technical)

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**DEPARTMENTAL CIRCULAR No.65 DATED 22-6-1977 \***

Subject:- Grant of overtime to the employees under Appendix 'A'.

By its Resolution No.433 dated 2-5-1977, (a) the Board accorded its approval to -

i) delegate powers as detailed here under -

Regulation	Subject	Competent Authority
21	To decide whether overtime work is justified and to sanction overtime allowance at the prescribed rates and above prescribed limits whenever necessary.	Chief Engineer concerned in consultation with senior most officer in the Accounts cadre in the Zonal office or in the office of the Chief Engineer concerned.

ii) (a) to insert the above delegation of power at suitable place in schedule XI appended to the Maharashtra State Electricity Board Employees' Service Regulations.

(b) The Board directed that -

i) the Chief Engineers concerned should send a quarterly report to the Secretary about the overtime approved by them in accordance with the above delegation. The Secretary shall analyse the above report and submit a report to the Board for information. The quarters for the above purpose should be taken as ending on 31st March, 30th June, 30th September, and 31st December each year.

(\* This fits in the series of Administrative Circulars)

ii) a review of the working of the delegation of this power should be taken after one year.

2. All the Chief Engineers are, therefore, requested to note the Board's directives as above and ensure that the said quarterly reports are furnished without fail to this office before the 15th of the ensuing month of the respective quarter.

Sd/-Joint Secretary (Tech)

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**ADMINISTRATIVE CIRCULAR NO.66 DATED 1-7-1977**

Subject:-Ordering promotions on regular establishment and principles to be followed thereof -

Reference is invited to this office Circular No. 151 dated 3rd October, 1975 by which Field Officers are informed of the precaution to be taken while ordering promotions of U.D.Clerks (GAD) on regular establishment. It has however been observed that in some cases these precautions have not been taken.

2. It is hereby reiterated that the resultant vacancy occurring due to the promotion of an employee on officiating basis, should not be treated as a regular vacancy. It is only a temporary vacancy. The said vacancy can be taken as a regular vacancy only from the date the officiating promotion of the said employee is regularised and not from any earlier date. In other words, the number of employees promoted/appointed on regular basis in a particular category should never exceed the sanctioned strength of regular posts in that category.

3. Recently, a number of U.D.Clerks (GAD) belonging to various Circles/Power Stations were promoted to officiate as H.Cs.-E.As- S.Cs. on a purely temporary basis. The resultant vacancies of U.D.Clerks (GAD) thus occurred are not regular vacancies but only temporary vacancies. The same, therefore, should not be filled in on a regular basis but only on a temporary basis by promoting eligible L.D.Clerks to officiate as U.D.Clerks (GAD) after following the prescribed procedure. If the promotions are ordered on a regular basis these U.D.Clerks (GAD) will get an undue advantage in the *interse* seniority of U.D.Clerks (GAD), at the time of promotion as H.C.-E.A.-S.C.

4. An argument is advanced that since the U.D.Cs (GAD) of a Circle, on their promotion as HC-EA-SC on officiating basis, are transferred out of that Circles, the resultant vacancies of U.D.Cs (GAD) can be filled in on a regular basis. There is a basic fallacy in this argument in as much as the incumbent of the post of HC-EA-SC is transferable throughout the State and thus he can be transferred and posted back to his original Circle if the situation so demands.

5. All are, therefore, requested to follow the above instructions scrupulously.

Sd/-Secretary.

**ADMINISTRATIVE CIRCULAR NO.67 DATED 8-7-1977**

**Subject:- Recoveries from the subsistence allowance.**

A point as to what recoveries should be made from the subsistence allowance payable to the employees placed under suspension, was under consideration of this office for quite some time in the past. The decision now arrived at in this matter is notified as under, for the information and guidance of all concerned.

(i) The amount paid by way of "Subsistence Allowance" during a period of suspension falls under the definition of "wages", under the Payment of Wages Act and as such all the deductions, from the subsistence allowance, could be regulated in accordance with the provisions under the said Act in respect of those employees governed by it. There is no statutory restriction in respect of others. However all the recoveries as listed out in the Section 7 of the Payment of Wages Act, if made, would cause undue monetary hardship to the employees under suspension. It is therefore, decided that the following recoveries be made from the subsistence allowance in order of priority irrespective of the fact whether the employees are governed by Payment of Wages Act or not.

- 1) Income Tax/Super Tax.
- 2) Amount due on Court attachment.
- 3) House Rent and allied charges.
- 4) Repayment of loans and advances.
- 5) Recoveries for damage to or loss of Board's property/goods.

(ii) The other deductions/recoveries may be left to the concerned employee, who may require to give in writing to effect recovery from his subsistence allowance in respect of a particular item as may be desired by him.

(iii) Normally Provident Fund subscriptions are not recovered from subsistence allowance. Similarly repayment of advance from provident fund will receive last priority. However it is worthwhile to mention that the subscriber would not be eligible for fresh advance unless earlier one is fully recovered.

Sd/-Joint Secretary,(Tech.)

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**ADMINISTRATIVE CIRCULAR NO.68 DATED 13-7-1977**  
**Personnel**

**Subject:- Hindi Examination.**

**Reference:-i) General Standing Order 108 dt.19.1.1962.**

ii) Administrative Circular(Personnel) No.24 dated 18/22.7.1966.

iii) Administrative Circular(Personnel) No.28 dated 17.1.1968.

iv) Correction Slip No.1 dated 18.7.74 to G.S.O. 108 dt.19.1.62.

v) Circular No.GAD/G/Exam/M.L./H.L./7196 dt.15.2.1977 read with Circular No.GAD/G/Exam/20136 dt. 4.5.1977.

In exercise of the powers delegated to him vide Board Resolution No.1272 dt.10.7.1975 the Chairman has accorded his approval to extend the time limit for passing the Hindi Examination by the Board's employees upto 1.1.1978.

Sd/-Secretary

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**ADMINISTRATIVE CIRCULAR No.69 DATED 20-10-1977**

Sanction of annual grants for conducting annual sports at Divisional/ Circle/ Power Station level have already been notified vide Administrative Circular no.56 dt.1.10.76. It is further approved that sports tournaments should also be now held every year from this year onwards at the level of each O&M zone with a final round up at Inter Zonal level so that it will be possible to select players to be included in the teams representing our Board in the All India Electricity Sports Control Board's tournaments. The Competent Authority i.e. Chairman has accorded his approval to the payment of following grants for conducting the zonal level and Inter zone tournaments:-

- 1) Payment of grant of Rs.4000/- each, per annum for the four O&M Zonal offices at Nagpur, Aurangabad, Nasik and Kolhapur, for conducting the Inter-Circle Sports Tournaments at Zonal level and also for the expenses to be incurred for participation in Inter Zone tournaments.
- 2) Payment of grant of Rs.5000/- per annum to the O&M zone which would host the Inter Zonal tournaments by rotation every year, at its head quarters.

A detailed scheme for conducting the Inter-Circle Sports tournaments to be conducted at Zonal level and Inter Zonal Sports tournaments to be held by rotation at each Zonal Head quarter is being issued separately. The Dy.C.I.R.Os/i.R.Os attached to each O&M Zone should be entrusted the responsibility of organising the sports tournaments.

Sd/-Secretary.

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**ADMINISTRATIVE CIRCULAR NO.70 DATED 30-11-1977**

The Board by its Resolution No. 761 dated 14th Nov. 1977 accorded its approval to temporarily revise the percentage for filling up the new vacancies in the categories from Jr. Engineers upto the level of Dy. Ex. Engineers for various posts on Transmission and Distribution side w.e.f. 1-1-1978 for a period of 3 years, after which the quota existing before the revision would again apply unless the Board decides to continue the same for further period.

	EXISTING		REVISED	
	DEGREE	DIPLOMA	DEGREE	DIPLOMA
1.Sub Engrs.	-	100%	-	100%

	EXISTING		REVISED	
	DEGREE	DIPLOMA	DEGREE	DIPLOMA
2.Jr. Engrs.	75%	25% by promotion of Deptt. Sub-Engineers.	60% direct	40% by promotion through Sub Engineers.
3. Asstt. Engrs.	50% through promotion of Deptt. Graduate Jr. Engrs.	25% by promotion of Deptt. Diploma holder Jr.Engrs.	40% through* Deptt. promotion of graduate Jr.Engrs. 25% direct recruitment of Degree holders.	35% by promotion through Deptt. Diploma holders Jr.Engrs.
4. Dy.Ex. Engr.	50% through promotion of Deptt. Graduate Asstt. Engrs. 25% through direct recruitment of graduate Engineers.	25% by promotion of Deptt. Diploma holder Asstt. Engrs.	45% through Deptt. promotion of graduate Asstt. Engrs. 25% direct recruitment of Degree holders.	30% by promotion through Deptt.Diploma holder Asstt. Engrs.

The Board further decided that the above percentage should be observed for the posts filled in, in each calendar year.

Sd/-Joint Secretary (Tech).

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### ADMINISTRATIVE CIRCULAR NO.71 DATED 31-12-1977

Subject:-Standardization of registers prescribed in GAD

In order to build up and maintain upto date basic material which is essential for day to-day administration of the establishment Section and improving the efficiency and bringing uniformity in the working of the General Adm.wing of the Circle/Power/Divisional Offices, various registers have been prescribed vide this office Adm.Circular No. INS-1069/1064 dt.26-3-1970.

2. It has, however been observed that the number of registers required to be maintained in GAD is much more time consuming work and as a result thereof, there is a growing tendency amongst the GAD staff to avoid maintaining registers and updating the information therein from time to time. Thus the very purpose of systematized and streamlined working procedure has been defeated.

3. The in-depth study and extensive scrutiny have revealed that there is no out right opposition of the GAD staff to maintain registers or turning cold shoulders towards updating the information provided the number of registers required to be maintained would be reduced and thereby time consumption could be minimised. The study also revealed that there was a considerable scope for reducing the number of the registers.

4. It has, therefore, been decided that instead of maintaining 15/17 registers as brought out in the past following 7 registers be maintained in the proforma enclosed.

Register No. 1 :- Sanctioned posts(Regular & Temp.)

Register No. 2 :- Personnel Register.

Register No. 3 :- Departmental enquiries.

Register No. 4 :- Establishment expenditure.

Register No. 5 :- Overtime Register.

Register No. 6 :-Recruitment/Promotion against Regular Post.

Register No. 7 :- Advance/T.A.Advance/Medical Bill.

These registers are obviously subjected to the inspection/periodical/surprise check by the authorities and H.O.inspection unit as has already been laid down in the earlier circular.

The Zonal/Circle/Power Station/Divisional Heads are therefore requested to bring the above instructions to the notice of all concerned and ensure that the relevant information is built up and maintained in the above registers by the GAD staff.

Sd/-Joint Secretary(Tech).

*Note For saving space, the Proformae Registers are printed in the sequence 1,2,3,7,4,5,6*

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**Sanctioned Post Register (Temporary and Permanent)**

Name of Zone/Circle/Divn.

Sr. Designation		Office order & date		No. of posts sanctioned
1	2	3		4
Nature of post (Temporary or Permanent)	If temporary tenure for which sanctioned	Date of expiry of sanction	Action to be initiated on	Remarks
5	6	7	8	9

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## Personnel Register

Name of Zone/Circle/Divn.:-

Sr. No.	Name & Designation	Date of Appointment in the Board	Date of Appointment to the present post	Date of Birth	Whether SC, ST, NT or OBC
1	2	3	4	5	6
	Qualification	Experience	Whether Deptt./ Professional Examination passed. Whether compulsory for confirmation, etc. Dept:Prof:Hindi :essi/Marathi :onal:	Whether confirmed, if so date of confirmation	If not due date of confirmation if extended/ expiry date of extended probationary period.
	7	8	9	10	11
	Date of increment (Month in which increment to be drawn)	Year and Month in which E.B. is due.	Whether medically examined	Whether character and antecedents verified	Whether employee submitted nomination under 1 : 4 CPF:Grat:Family uity Pension (a) (b) (c)
	12	13	14	15	16
	Date of superannuation retirement	Whether action to finalise gratuity etc. Initiated and if so No. & date of letter/ Note.	Date of sanction of C.P.F./Gratuity	Availability movement of Service Book (Marking with pencil)	Remark (Whether Service Book is completed in all respects)
	17	18	19	20	21

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**Departmental Enquiries Pending at the end of every quarter of the year**

Circle/ Power Station/ Division:-

Name of the employee and Designation	Name of office where working	Nature of charges	No. and date of chargesheet	Whether under suspension and if so, from what date
1	2	3	4	5
Name, Designation and date of appointment of Enquiry Officer	Name of the Board Representative	Whether enquiry completed	Stage at which the case stands	Remarks
6	7	8	9	10

**ADVANCE/T.A.ADVANCE/T.A.BILL/MEDICAL BILL**

Name of the Zone/Circle/Divn:-

Sr. No	Name of the employee	Designation	Date of advance	Amount of advance sanctioned
1	2	3	4	5
T.A.Bill No. and date under which advance finally adjusted	Date of submission of T.A. Bill	Net Amount T.A. payable/ recoverable	Amount of festival advance	No. and amount of instalments fixed for recovery
6	7	8	9	10
Date and amount of medical bill and name of the Doctor	Amount actually reimbursable/ reimbursed	Cash Voucher No. and date	Balance reimbursable	
11	12	13	14	



**Establishment Expenditure**

Circle/Division/Power Station:-

(One page each year) 197 -197

Item	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	Total
1. Pay of officers													
2. D.A.													
3. C.L.A. & H.R.A. of officers													
4. Travelling Allowance of officers													
5. Other Items of expenditure on officers													
<b>TOTAL:-</b>													
1. Pay Estt.													
2. D.A. of Estt.													
3. C.L.A. & H.R.A.													
4. T.A. of Estt.													
5. O.T. Allowance													
6. Other Expenditure on Estt.													
<b>TOTAL:-</b>													
<b>Grand Total :-</b>													

**Overtime Register**

(Every month separately)

Sr. No	Name & Disgnation	Hours		Overtime claims for hours	Average wages per hour
		From	To		
1	2	3	4	5	6
Amount for which bill has been passed by Estt. section		Amount for which bill has been passed by Audit		Remarks	
7		8		9	

**Recruitment/Promotion against the Regular Posts**

Division/Circle:-

(To be maintained categorywise)

Sr. No.	Date of Advertisement	Last date of receipt of application (Last date notified to Employment Exchange)	Total No.of Applications received as per advertisement/Total No.of candidates sponsored by Employment Exchange		
			From Maharashtra State including local candidates	From outside state	Total
1	2	3	4	5	6

**Classification of applications received as per advertisement**

From Maharashtra State						From Outside State					
SC	ST	OBC	Ex.Service Man	Other	Total	SC	ST	OBC	Ex.Service Man	Other	Total
7						8					

**Recruitment against the post advertised**

From Maharashtra State						From Outside State					
SC	ST	OBC	Ex.Service Man	Other	Total	SC	ST	OBC	Ex.Service Man	Other	Total
9						10					

Ex-serviceman/Freedom fighter/ land affected /weaker section      Backlog of reservation in respect of SC : ST : NT : OBC      Remarks

11	12	13
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**ADMINISTRATIVE CIRCULAR NO.72 DATED 18-2-1978 (CONFIDENTIAL)**

Subject:- Annual Confidential Reports for the year 1977-78 - Time Schedule for submission of-

- Reference:- 1) Adm. Circular No.45 dt.31-3-73.  
2) 63 dt.15-3-1977 and  
3) Circular No.GAD/V/CRs/77-78/47 dt.4-1-1978.

The financial year 1977-78 is shortly coming to an end. It is, therefore, the appropriate time for employees to write their self-assessment forms and submit them to their Reporting Officers to write their confidential reports and submit them to the Countersigning Authorities for onward transmission to the respective offices.

Two weeks time should be given to the employees to write their self-assessment forms and two weeks time to the Reporting Officers to write the Confidential Reports and submit them to the Countersigning Authorities. The Countersigning Authorities should, within a course of a month, countersign the Confidential Reports, indicate the adverse remarks to be communicated and send them to Head Office (Statewise Seniority) after completing all formalities. Arrangements should be made to supply the Self-Assessment Forms/Confidential Reports to the employees/officers accordingly.

As instructed vide this office Circular No.GAD/V/Con.Cell/CRs/346 dt.21-1-78, the forms may be scrutinised and those to be forwarded to the Head Office (i.e. in the Statewise Seniority group which are being maintained by Head Office) may be forwarded to the respective Circle/Zonal Offices for onward transmission to Head Office after completing all the formalities. The Confidential Reports of GAD/A/cs/Gen./E&M/Civil and Stores Cadres may be submitted under separate covering letters. Those in respect of GAD and A/cs may be addressed to the Establishment Officer(G) and those in respect of Generation/E&M/Civil and Stores references to the Joint Secretary (T). The copies of the said letters may be forwarded to the Asstt. Personnel Officer(Gr.V), Head Office, so as to facilitate linking-up of the receipt of the forms with the information called for vide Circular No.47 dt.4-1-78.

The Confidential Reports of all the Sections/Departments of Head Office may be forwarded to the Asstt. Personnel Officer(Gr.V) with covering letter as stated above. The Circle Offices/Power Stations, which are not attached to any of the Zonal Chief Engineers, may forward the Confidential Reports of members of Staff working within their jurisdiction directly to the Establishment Officer(G)/Joint Secretary(T). A copy of the covering letter in both the cases may, however, be endorsed to the Asstt. Personnel Officer (V).

The Self Assessment forms to the employees are to be supplied by 3rd week of February 1978 so as to return them to the respective offices by end of February 1978. The blank Confidential Report forms together with the Self Assessment forms (duly filled in by the employees) may be submitted to the Reporting Officers by 1st week of March and to the Countersigning Authorities by end of March 1978.

By strictly following the above Schedule, the Confidential Reports of Statewise Seniority Staff, which are being maintained by the Head Office, may be forwarded to the Head Office by the respective Zonal Offices/Circle/Power Stations latest by end of April 1978, failing which matter will be reported to the Higher Authorities.

All the Zonal/Circle/Power Station Heads (including Stores) should issue necessary instructions to their respective offices/officers working under them and impress upon them the imperative need of complying with the instructions issued through this Circular.

Adverse remarks to be communicated to an individual are to be notified specifically by the Countersigning Authority.

Sd/-Secretary.

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**ADMINISTRATIVE CIRCULAR NO.73 DATED 27-2-1978**  
**Personnel**

Subject:- Hindi Examination.

Reference:- i) General Standing Order 108 dt.19.1.1962.

- ii) Administrative Circular (Personnel) No.24 dated 18/22.7.1966.
- iii) Administrative Circular (Personnel) No.28 dt.17.1.1968.
- iv) Correction Slip No.1 dated 18.7.74 to G.S.O. 108 dt.19.1.62.
- v) Circular No.GAD/G/Exam/M.L./H.L.7196 dt.15.2.1977 read with Circular No.GAD/G/Exam/20136 dt.4.5.1977.

In exercise of the powers delegated to him vide Board Resolution No.1272 dt. 10.7.1975 the Chairman has accorded his approval to extend the time limit for passing the Hindi Examination by the Board's employees upto 31.1.1980.

The employees who have not passed the Hindi Examination should note that the time limit for passing will not be extended beyond 31.1.1980.

Sd/-Secretary.

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**ADMINISTRATIVE CIRCULAR No.74 DATED 4-9-1978**

Subject:-Grant of T.A. & D.A. to the players for attending Inter Electricity Board's Tournaments

The Board vide its resolution No.1208 dt. 10.8.78 has accorded its approval to grant travelling allowance and daily allowance as admissible under the Board's rules to the players participating in the Inter Electricity Board's Tournaments conducted by the All India Elec.Sports Control Board in different States.

Sd/-Secretary.

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**DEPARTMENTAL CIRCULAR No.75 DATED 22-11-1978 \***

The Board under its Resolution No.1259 dt.27-9-78 has accorded its post-facto approval to waive the condition that the candidates should be sponsored by Employment Exchange in respect of Apprentices engaged in the designated Commercial Trades, trained in this Board and as embodied in the Circulars No.1) 39435 dt.31-8-76, 2) 44180 dt.29-9-76, 3) 1269 dt.9-1-78, 4) 5047 dt.1-2-78.

2. The Board also accorded its approval to relax the condition of upper age limit as a matter of course in respect of the Apprentice who had completed the apprenticeship training and who were within the prescribed age limit at the time of engagement as Apprentices.

*(\* This fits in the series of Administrative Circulars)*

3. The Board further decided that only one chance should be given to the Apprentices for considering their appointment in the services of the Board without being sponsored by the Employment Exchange. Later on such Apprentices may apply on their own like any other candidates and they will be treated on par with outsiders.

4. The Board further directed that the conditions of passing the examination and selection by the Competent Selection Committee should not be waived in favour of Apprentices at the time of recruitment to the post of L.D.Clerks.

Sd/-Secretary.

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**ADMINISTRATIVE CIRCULAR NO.76 DATED 30-1-1979**

Subject:-Sanction of grants for conducting sports tournaments for Bombay Zone, Bhandup.

In continuation to the sanction notified vide Adm. Circular No.69 dated 20th Oct.1977 the Competent Authority i.e. Chairman has accorded his approval to the payment of grant of Rs.4000/- per annum to the Bombay Zone,Bhandup for conducting the Inter-Circle Sports tournaments at Zonal level and also for the expenses to be incurred for participation in Inter-Zone tournaments.

Sd/-Secretary.

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**ADMINISTRATIVE CIRCULAR NO.77 DATED 29-3-1979**

The forms for writing Annual Confidential Report were last revised in 1971 (vide C.S. No. 5 dated 12.2.1971 to G.O.10). Chairman in consultation with Accounts Member and Technical Member has now revised the form in respect of the Officers in Pay Groups I & II. Forms in respect of rest of the other employees remain unchanged. The revised form should be used for recording the self-Assessment and the C.R. for the year 1978.79.

A specimen of the revised form is enclosed. Salient features of the revised form are as follows :-

- i) There is no separate self assessment form. It is now a part of the C.R. form (Part-I);
- ii) Various descriptions of a given quality are mentioned. The Reporting Officer is to tick the nearest applicable description;
- iii) If integrity and/or moral reputation is doubtful a detailed note explaining the reasons therefor is required to be enclosed with the C.R.
- iv) The Reporting Officer should use blue-ink. The Countersigning Authority should use green ink and the Accepting Authority should use red ink.

2. Detailed instructions regarding writing of C.Rs. have already been issued in the Admn. Circular No.45 dated 31.3.73. The Reporting Officers should record their assess-

ment on the basis of overall performance of the employee reported upon and not on a single or sporadic instances.

3. Instructions regarding communication of adverse remarks are also contained in the aforesaid circular dated 31.3.73. It is for the countersigning authority to indicate which of the adverse remarks are to be communicated. Many a times it is observed that the countersigning authorities do not indicate and leave it to the office. This may result in either not communicating any adverse remarks or communicating any adverse remarks which need not have been communicated. Representations have been received both from the individual employee and also from the Unions/Associations contending that the adverse remarks were recorded due to the bias of the Reporting Officer. The Countersigning Officers are, therefore, requested to scrutinise carefully the remarks recorded by the Reporting Officer, especially those of adverse nature, and decide whether they need be revised or they need to be communicated. It may be that even though a particular remark may be of adverse nature the countersigning Officer may feel that it is not necessary to communicate the said remark. This is at the discretion of the Countersigning Officers.

4. As per the instructions contained in the Administrative Circular No.45, dated 31.3.73 the C.R. of an employee is written by the Reporting Officer if that employee had worked under him for not less than 3 months. Now Chairman in consultation with A.M. and T.M. has decided that the Reporting Officer should be eligible to write the C.R. only if the employee concerned has worked under him for not **less than 4 months**.

5. Further the present practice of writing C.Rs. in duplicate should be discontinued. The C.P. Agency has been requested to get the revised form of C.R. printed. The field Officers are requested to intimate the Chief Engineer (Stores) before 10.4.1979, their requirement for the year 1978-79. The requirement should be assessed on realistic basis and not on *ad-hoc* basis, to avoid wastage and overstocking of the forms.

6. The instructions contained in paras 2,3,4,& 5 above are applicable to the C.Rs of employees in all Pay Groups and should be followed scrupulously.

Sd/-Secretary

**MAHARASHTRA STATE ELECTRICITY BOARD**  
**CONFIDENTIAL REPORT**  
 (FOR OFFICERS IN PAY GROUPS I AND II)

NAME IN FULL :			
DATE OF BIRTH :		AGE:	
PERIOD UNDER REPORT : FROM		TO	
DATE OF		PRESENT POST HELD	
ENTRY IN SERVICE	ENTRY IN PAY GROUP I/II		
		SINCE WHEN	
ACADEMIC QUALIFICATIONS : (Underline the qualification acquired during the year under report).			

**INSTRUCTIONS**

1. The preparation of reliable reports on the staff is an exceedingly important duty. In fairness to the staff reported on, as well as in the interest of the smooth and efficient working of the Department, reports should be carefully and critically made. You should not discuss your assessment with any one else, except the countersigning officer, if he requires you to do so.
2. Do not be afraid to give low markings if they are deserved. No one can hope to be equally good in every way and some low markings may be justified even for the most brilliant .
3. The reporting officer should record his assessment in blue ink. In order to bring about difference of opinion, if any, (particularly in the pigeon-holes) the Countersigning Authority should use green ink and the Accepting Authority should use red ink.
4. The Reporting Officer should fill in the form and submit it to the Countersigning Officer atleast fifteen days prior to the due date.

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**PART-I**

(TO BE FILLED IN BY THE OFFICER WHO IS REPORTED UPON)

1. What do you think is your most outstanding contribution during the last year.  
.....
2. Indicate briefly specific item(s) of work completed during this year. Wherever possible indicate budgetted/targetted versus actual performance.  
.....
3. If in your opinion you were unable to maintain the expected quality or quantity of performance in any respect indicate briefly your reasons why this happened.  
.....

4. Do you think that training in a specific area (Technical/Management/Professional) would help you in improving your performance ?  
(Please indicate specific Training required and reasons thereof).

5. What measures did you take to economise on resources (material as well as labour) employed ?  
(Quantify in terms of Rupees or manhours saved wherever possible).

6. Do you find your present job enough challenging and do you derive job-satisfaction ? If not, are you prepared to shoulder more responsibility.

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**PART-II**  
**REMARKS OF THE REPORTING OFFICER**

1. Please indicate whether the statements made above are facts in your opinion, if not, specify the correct details.

**PLEASE TICK MARK THE MOST APPROPRIATE DESCRIPTION**  
**PERSONAL QUALITIES**

a. Personality

Generally well liked & respected	Very impressive	Average	Poor

b. Co-operation with others

Very co-operative with all	Co-operative with selected few	Polite with superiors but rude with others	Indifferent	Obstinate

c. Judgement

Quick and Sound	Can be generally relied upon	Hasty in judging	Unsound



d. Quality leadership

Cannot assert himself nor can carry people with him	Can organise only routine matters	Too individualistic and hence tends to over assert	Can maintain high morale & a very able organiser

e. Intelligence

Outstanding	Average	Good	Poor

f. Drive and initiative

Lacks despite pushing	Can forcefully complete the assignment	Requires pushing	Starts forcefully but then tends to slow down	Goes ahead with normal speed

PROFESSIONAL ABILITIES

g. Job knowledge

Poor knowledge	Good conceptual knowledge but lacks practical experience	Good conceptual & practical knowledge	Out-standing	Has a sound practical knowledge but lacks conceptual abilities

h. Ability to handle industrial relations

Not applicable	Tactless	Tactful	Obstinate	Submissive

i. Creativity

Very innovative in all areas	Occasionally comes up with new thinking on his job	No trace of creativity	Does not apply his mind

j. Quality of work

Covers all relevant details	Gets involved in petty details & misses main point	Of a high order & justifies complete confidence	Tends to be superficial

k. Ability to tackle emergencies

Very swift	Average	Gets panicked

l. Ability for communication

Outstanding in both verbal & written communication	Good verbal expression but poor in written communication	Average	Good written expression but poor in verbal expression	Poor

m. Consciousness cost

Very cost conscious	Normally alert	Indifferent	Wasteful	Tends to overspend resources

n. Consciousness for maintenance of Plant/ Equipment

Not applicable	Gives due importance to Maintenance	Tends to neglect Maintenance

PART - III

3. Aptitude for work in field/Power Stations/Planning/  
Office Work
4. Fitness for continuance in the present post
5. General Comments
6. Overall Grading: Outstanding/Good/Average/Poor
7. Recommendation for promotion to the next high rank Accelerated/ in the normal course/ late/ not fit.
8. Have you ever pointed out shortcomings indicated by you to assessee. What efforts have you made for the improvement.
9. How is the moral reputation and the integrity of the assessee. If it is questionable a detail note may please be attached.

Date \_\_\_\_\_ Signature & \_\_\_\_\_ Designation \_\_\_\_\_  
name in full

**Remarks of the Countersigning Officer**

1. Do you agree with the assessment made by the Reporting Officer. If not please tick the appropriate pigeon hole in green ink
2. Do you agree with the opinion of the Reporting Officer reg. moral reputation and Integrity? If not give detailed note.
3. Other remarks

Date \_\_\_\_\_ Signature & \_\_\_\_\_ Designation \_\_\_\_\_  
name in full

**Remarks of the Accepting Authority**

Date \_\_\_\_\_ Signature & \_\_\_\_\_ Designation \_\_\_\_\_  
name in full

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**ADMINISTRATIVE CIRCULAR No.78 DATED 2-4-1979**

Reference:-1) T.O. Circular no.E/IV/MSP/VI/ 35900 dt.26.6.64 and  
2) LIR/B/MSP/53760 dt.19-8-65

In terms of the above quoted circulars, the Board has extended certain benefits and facilities to the Workers' Teachers and workers participating in the Workers' Education Scheme.

The Board under its Resolution no. 1546 dt. 2.3.79 has approved to liberalise the benefits at present being granted to the Workers' Teachers and the employees attending the unit level classes as detailed below:-

1. Expenditure on tea and snacks should be raised to **50 paise** per head instead of 30 paise.
2. The Board's voluntary contribution should be increased to Rs.10/- instead of Rs.5/- at present.
3. Payment of advance for study tour to the Workers Trainees and also Workers' Teachers recoverable in 10 instalments should be increased to Rs.75/- instead of Rs.50/- at present.
4. A worker Teacher conducting more than 1 Unit level class in one calendar year may be held eligible for TA & DA as per Board's normal rule as an incentive.

Sd/-Secretary

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**ADMINISTRATIVE CIRCULAR No.79 DATED 2-4-1979**

Subject:-Organising Sports tournaments. Grant of T.A. and Daily Allowance/  
Supplementary Allowance.

In partial modification of the Circular no.208 dt.20.4.78 and Administrative Circular No.74 dt.4.9.78, the Board vide its Resolution no.1600 dt.12.3.79 has decided to grant Travelling Allowance as per Board's rules and uniform rate of Supplementary Allowance of Rs.20/- per day (in lieu of daily allowance to which an employee is entitled under Board Regulations) to the Board's employees-players participating in the Divisional, Circle, Power station, Inter Circle, Inter Zonal & Inter Board's tournaments, in future when the tournaments are held within the state.

The Board also decided to grant Supplementary Allowance of Rs.25/- per day, in lieu of Daily Allowance, to all the employees-players when they participate in the tournaments held outside the state.

Sd/-Secretary

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**ADMINISTRATIVE CIRCULAR No.80 DATED 5-4-1979**

**Subject:-**Delegation of powers; Payment of compensation in the cases of fatal/non-fatal accidents to outsiders (human beings as well as animals).

The Board by its Resolution No.1542 dt. 2.3.1979 accorded its approval to revise the existing delegation of powers with the monetary limit as mentioned below where the compensation is payable for fatal/non-fatal accidents to outsiders (human beings as well as animals).

Existing delegation of powers.	Revised delegation of powers.
C.E. concerned in consultation with C.F.O. - Full Powers.	i) Zonal Chief Engineer/ other Chief Engineer in consultation with their associate Accounts Officer and the Industrial Relations Officer/Labour Officer where available upto Rs.30,000/-. ii) Technical Member concerned in consultation with the Accounts Member Above Rs.30,000/- Full powers.

The Board under the same Resolution has accorded its approval to prescribe the guide lines for determining the compensation in the above cases as laid down in Annexure 'A' enclosed herewith.

Sd/-Secretary

**ANNEXURE 'A'**  
**(To the Administrative Circular No.80 DATED 5-4-1979)**

"1) The maximum compensation payable in the cases of fatal accident to an outsider (in particular human being) is Rs.30,000/-.

2) Whenever it is possible to assess the monthly earnings of a victim, the compensation should be decided in accordance with the provisions of the Workmen's Compensation Act, 1923. The concerned party, claiming compensation, should be asked to produce a certificate of monthly earnings of the victim from the District Magistrate.

3) Whenever it is not possible to assess the monthly earnings of a victim then the amount of reasonable compensation payable should be fixed by negotiations with the concerned parties.

4) In case the negotiations fail, the compensation may be fixed on the advice of the Court, if the party files a suit against the Board.

5) The legal documents viz. succession certificate, *postmortem* report, income certificate etc. and any other documents which the competent authority considers relevant according to the exigencies of the case, should be insisted upon in support of the compensation claim.

6) The legal advisor should also be consulted wherever necessary.

7) The amount of compensation payable should be related to the earning capacity and age of the victim in the cases of human beings.

8) In case of fatal/non-fatal accidents to the animals where the Board is required to pay compensation, the amount to be fixed on the basis of the recommendations/valuation certificate of the Revenue Authorities. In case this is not agreeable, the amount is to be fixed after negotiations by the concerned Executive Engineer with the concerned parties; and in case of failure of such negotiations, the amount should be paid to the party on the orders of the Court if the party files a suit against the Board.

9) Contributory negligence by the victim himself in the case of human being and by his owner/keeper in the case of animals and the negligence on the part of the Board, if any, should also be kept in view while deciding the amount."

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#### **ADMINISTRATIVE CIRCULAR NO.81 DATED 24-4-1979**

The revised form of C.R. for Officers in Pay Groups I & II was circulated under the Administrative Circular No.77 dated 29.3.79. As decided by Chairman in consultation with A.M. & T.M. the following instructions are issued in continuation and in partial modification, for recording Self-Assessment and Confidential Reports.

- I.
  - i) After recording the Self-Assessment in Part I of the form, the Officer should put his dated signature at the bottom line of the second page of the form;
  - ii) In the pigeon holes provided below the descriptions in Part II of the form the word "YES" should be written by the Reporting Officer below the most appropriate description, instead of a tick mark to avoid tampering;
  - iii) If the Countersigning Officer does not agree with the assessment made by the Reporting Officer, or the general comments, he should also attach a note recording his reasons for disagreeing.

II. The aforesaid instructions should be followed scrupulously except in cases where the Self-Assessment/C.Rs have already been recorded/countersigned.

Sd/-Secretary

**ADMINISTRATIVE CIRCULAR No.82 DATED 6-8-1979**

**Subject:- Grant of Conveyance Allowance to employees other than Sectional Officers in Rural areas.**

In exercise of the powers delegated by the Board vide para 2 of its Resolution No.1632, dated 30-3-1979, the undersigned issues the following instructions for guidance of all concerned for proper implementation and regulation of the Conveyance Allowance sanctioned under G.O.No.90, dated the 31st March, 1979/7th April, 1979.

- (i) All categories of employees drawing pay in the revised scales of pay whose minimum is Rs.280/-and above should be deemed to have been included in the item 2 of the table in para 1 of the G.O.90, dated 31-3-1979/7-4-1979. Accordingly, Asst.Supts./Sr.Thermal Engineers, equivalent and above in Board's Thermal Power Stations should also be held eligible for the Conveyance Allowance of Rs. 100/-p.m. provided they satisfy all other terms and conditions as per that G.O.
- (ii) With reference to the item 3 of the table in para 1 of the G.O.90, dated 31-3-1979/7-4-1979 it may please be noted that a Division/Sub-Division includes a Major Stores 'A'/'B'/'C'. Accordingly, employees drawing pay in the revised scales of pay whose minimum is Rs.280/- and above working in Major Stores should be held eligible for the Conveyance Allowance provided they satisfy all other terms and conditions as per that G.O.
- (iii) As per condition No.(i) of the Annexure to G.O.90, dated 31-3-1979/7-4-1979, the Conveyance Allowance at the prescribed rate is admissible to the employees belonging to any of the categories mentioned in that G.O. only if he has to move about on duty frequently and intensely within the area of his jurisdiction at his Head Quarters. In this connection it may be noted that the sanctioning authorities have the authority to sanction Conveyance Allowance provided they are satisfied that the employee concerned has to move about on duty often or frequently. ( The word "intensely" may be treated as deleted.)
- (iv) In view of the monthly certificate prescribed under the condition No. (iii), the condition No.(iv) regarding maintenance of a log book should be treated as deleted so as to avoid less essential clerical work. Once the Conveyance Allowance is sanctioned to a particular employee, it should be continued to be paid subject to compliance of the conditions regarding monthly certificate, etc. so long as the sanctioning authority is satisfied that there has been no change in the nature of duties of the employee or extent of his local journeys/movement on duty within the area of jurisdiction to justify the withdrawal of the allowance.
- (v) According to the condition No.(vi) of the Annexure to G.O.90, dated 31-3-1979/7-4-1979, the conveyance allowance shall not be admissible during any period of more than 15 days at a time during which the officer concerned does not maintain the conveyance or the conveyance maintained by him remains out of order or is not used for official journeys for any reasons. Complaints have been received stating that some of the field officers are interpreting this condition to mean that the employee to whom Conveyance Allowance is sanctioned must use his con-

veyance for at least 15 days without break. This interpretation is incorrect. The employee to whom conveyance Allowance is sanctioned is expected to indicate in the monthly certificate whether he did not use his vehicle for official work for a period of more than 15 days at a time or his vehicle was off the Road for a period of more than 15 days at a time (i.e. continuous 16 days or more). If it was so, the exact period has to be mentioned so as to effect proportionate deduction from the monthly amount. If no such mention is made in the monthly certificate, it should be presumed that this condition No. (i) is not attracted and accordingly no deduction will be necessary.

- (vi) The condition No. (xiii) of the Annexure to G.O.90, dated 31-3-1979/7-4-1979, should be revised to read as under :-

"The employees to whom Conveyance Allowance is sanctioned shall not ordinarily use any departmental vehicle for travelling within the area of his jurisdiction/work at his Head-Quarters on official duty."

Consequently the employee to whom the Conveyance Allowance is sanctioned is not precluded from accompanying in the Board's vehicle used by another employee. Similarly, he is not precluded from travelling in a Board's vehicle for some urgent or special work or for carrying a testing kit, etc. The important point here is that the question of deduction as per condition No. (xiv) will arise only when the employee in receipt of the Conveyance Allowance uses for official work Board's vehicle very often for journeys which in the opinion of the sanctioning authority could have been undertaken by the employee in his own vehicle in respect of which the conveyance allowance has been sanctioned.

2. The above instructions may be noted carefully and there is no objection to sanction the Conveyance Allowance provided the sanctioning authority is satisfied that it will be in the interest of Board's work but at the same time ensuring that it does not become a source of profit to the employee.

Sd/-(Vinay Bansal)  
Member (Admn.)/Secretary

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**ADMINISTRATIVE CIRCULAR NO.83 DATED 9-11-1979**

By its resolution No.140 dt.15.10.79 the Board has accorded its approval to accept a certificate of monthly earnings issued by the Collector/Tahsildar/Mamlatdar or S.D.O. of the revenue Department for determining the quantum of compensation payable to outsiders who meet with accidents.

This is in amplification of the Board's earlier decision contained in the Resolution No.1542 dt.2.3.79.



Pursuant to the above, clause No.2 of annexure 'A' to the Adm.Circular No.80 dt.5.4.79 should be read as under:

"Whenever it is possible to assess the monthly earnings of a victim, the compensation should be decided in accordance with the provisions of the Workmen's Compensation Act, 1923. The concerned party, claiming compensation, should be asked to produce a certificate of monthly earnings of the victim from the Collector/S.D.O./Tahsil-dar/Mamlatdar of the Revenue Deptt".

Sd/-Member(Adm.)/Secretary

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**ADMINISTRATIVE CIRCULAR NO.84 DATED 24-12-1979**

Subject:- Grant of T.A./D.A. to the persons employed on the N.M.R. or on daily wage basis (casual Labour)

Normally the Board's rules regarding T.A. on tour are not applicable to the persons employed on the N.M.R. or on daily wage basis and such persons are not required to be deputed on tour basis as in the case of employees on regular and temporary establishments of the Board. However, on exceptional occasions such as for participation in Board's official Sports/tournaments or for carrying out Board's work of urgent repairs/maintenance requiring special type of knowledge/experience, etc., such persons may have to be deputed from the normal place of their work to another place. Considering this aspect and in the interest of Board's work, the Board by Resolution No.154, dated 31-10-1979 have decided that when a person borne on the N.M.R. or employed on dally wage basis is required to travel from his place of work to any other place in the exceptional circumstances mentioned above should be held eligible for T.A. and/or D.A. as per Board's T.A. rules **and for this purpose his wages should be determined on the basis of what he would have drawn in the particular month in question** and his absence on such occasions should be treated as on duty. Under the same Resolution the Board have delegated the powers to sanction T.A./D.A. to casual labour/workers on the N.M.R. to Heads of Departments, only for the above two specific purposes.

Sd/-Joint Secretary(Tech.)

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**ADMINISTRATIVE CIRCULAR No.85 DATED 19-1-1980**

Subject:- Delegation of powers to the Dy. Chief Engineer (Civil) (T&D).

By their Resolution No.299 dt.1.1.1980, the Board accorded their approval to delegate powers, as indicated in the enclosed statements 'A' to 'G' to the Deputy Chief Engineer (Civil) (T&D).

Sd/-Member(Adm.)/Secretary

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**Annexure - A**

Statement showing the items under which powers of C.E. under Section II (Works) of G.O.2(S&S) Revised under C.S.NO.49 dated 25.8.76 are now delegated to Dy. C.E. (Civil) T&D.

Sr. No.	Nature of Powers	Extent of powers delegated to Dy.C.E. (Civil) (T&D).
2.	Technical sanction of detailed estimates within administratively approved schemes works.	5 crores.
3.	Power to accord technical sanction to-	
	(c) Ordinary tools and plant including office furniture required for execution of works.	Full powers.
	(d) Special tools & plants.	Full powers.
4.	Technical modification without materially changing the scope of the work in approved schemes and estimates not exceeding the amount of administrative approval.	1,00,000/-
5.	Diversion of equipment ordered against a scheme for expeditious completion of these schemes and utilisation of the available equipment gainfully.	1,00,000/-
6.	Utilisation of the provision for contingencies in the sanctioned estimates of works, for new items not specifically provided for in the estimates.	5,00,000/-
7.	(a) Invitation of tender -	over 50,00,000/-
7.	(b) Invitation and acceptance of tender.	75,00,000/- (In consultation with D.O.F. or highest officers from the Accounts Cadre available in the concerned Zone).
10.	Invitation and acceptance of quotations for works after limited enquiries.	1,00,000/-
11.	Execution of works in urgency without calling for quotations on rate list basis.	25,000/-
12.	Execution of works/utilisation of the services on single quotation basis.	50,000/-
13.	To incur expenditure on emergency works for which there is no specific sanction.	10,000/-
14.	(B) Variation in terms & condition of the contract after placement of works order (Involving financial implications)	1) 25,000/- 2) In consultation with D.O.F. Full Powers.
16.	Hiring of Equipments (b) From private bodies.	Full powers.
18.	Settlement of contractor's claims other than extra items arising out of execution of works contingent on the main contract.	50,000/-
19.	Excess over sanctioned estimates in respect of technically approved scheme during execution of the works contract.	
19.	(a). (ii) When the total amount does not involve revision of the administrative approval.	Full powers if the total expenditure against estimate is not greater than that for which he can sanction a revised estimate. In other cases upto 5% of the sanctioned estimate or up.

Sr. No.	Nature of Powers	Extent of powers delegated to Dy.C.E. (Civil) (T&D).
	b) Cases not involving excesses of more than 5% over the total amount of the estimate but in which excesses is in one or more items/sub-heads of the technically approved estimate/scheme.	Full powers.
21.	(b) Special repairs to plant, machinery, lines, buildings etc. not provided for in the annual O&M budget.	5,00,000/-
	(c) Utilisation of the services of a specialist for technical assistance on daily wages or on a lumpsum basis.	2,00,000/-
29.	Acquisition of land for administratively approved schemes.	
	(a) Through Revenue Department.	2,00,000/-
	(c) Acquisition of land through Revenue Department in anticipation of administrative approval of the scheme.	1,00,000/-
31.	Approval for execution of works pertaining Board's schemes by outside parties agencies and approval payment of deposit to them for carrying out works on behalf of the Board.	50,000/-
32.	Cancellation of contract in part or full - Where financial Implications are involved.	Chief Engineer in consultation with D.O.F./Accounts Authority in field. Excess cost to the Board upto 2% of power of tender acceptance or Rs.5000/- whichever is higher.

#### Annexure -B

Statement showing the items under which powers of Chief Engineer (C) under Section IX of delegation of powers (Miscellaneous matters) of G.O.2(S&S) revised under C.S.No.47 dt.2.7.76 are delegated to Dy.C.E.(Civil) (T&D).

Sr. No.	Nature of powers	Extent of powers delegated to Dy.C.E. (Civil) T&D.
5.	Payment of deposit to outside parties for tools/plants equipments(whenever it is required on hire).	In consultation with D.O.F. upto Rs.10,000/-
6.	Library & other books subscription to papers & periodicals (annual limit).	Rs. 5,000/-
7.	Incurring petty office expenses and contingencies including sundry purchases,	Upto Rs. 1,000/- at a time.
8.	Entertainment in connection with visits of VIPs, important suppliers, Sr.Govt. or Govt. Undertaking Officers etc and for conference, meetings.	Full powers subject to a limit of Rs.5/- per person or Rs.500/- on each occasion without restriction.
9.	Expenditure on ceremonial function and sports.	Rs.1,000/- on each occasion.
11.	To sanction water cooler for office.	Full powers.
13.	Taking on rent, stores houses, offices, garages, work shops etc.	Upto Rs.25,000/- per month (in consultation with D.O.F.).
21.	To sanction taxi fare for movement of VIPs or for other such urgent work if the Deptt. vehicle is not availed.	Upto Rs.500/- on each occasion.

#### Annexure - C

Statement showing the items under which powers of C.E. under section V of delegation of powers (Legal matters) of G.O.2(S&S) revised under Correction Slip No.48 dated 25.8.76 are now delegated to Dy.CE(Civil)T&D.

Sr. No.	Nature of powers	Extent of powers delegated to the Dy.C.E. (Civil)T&D.
2.	To compromise in pending or threatened litigation by or against the Board.	Claims involving an amount upto Rs.10,000/-
7.	To sanction defence against prosecution of Board's employee in the discharge of his duties and to engage advocate.	Full powers

#### Annexure - D

Statement showing the items under which powers of C.E. under Section I (Stores) of G.O.2 (S&S) revised under correction slip No.50 dt.19.11.76 are now delegated to Dy.C.E.(Civil) T&D.

Sr. No.	Nature of powers	Extent of powers delegated to the Dy.C.E. (Civil)T&D.
7.	Purchase in urgency without calling for quotations(Field offices).	Rs.10,000/-
9.	Purchase without calling for tenders but by obtaining sealed quotation from regular suppliers (Field offices).	Rs.1.00 lakh (in consultation with Dy.C.A.O./A.O.)
11.	Sanction to purchase or to incur expenditure on local purchase for consumable stores & office equipments, furniture etc. (Field offices). H.O.	Rs.5,000/- per article (annual over all limit Rs.10,000/-) Rs.2,000/-per article (Annual limit Rs.10,000/-).
19.	(a) Accepting on returnable basis steel, cement and any other project material/equipment from Govt. or Public body/authority, other State Elec.Boards or local body not below the level of Zilla Parishad/Municipality. (b) Issue on returnable basis of the Board's steel, cement & any other material/equipment to Govt. or public body authority other State Elec.Board or local body not below the level of Zilla Parishad.	Rs.1.00 lakh at a time (subject to an annual limit of Rs.5.00 lakhs). Rs.1.00 lakh at a time(subject to an annual limit of Rs.5.00 lakhs).
25.	(a) Condonation of irregularities in connection with recording of measurements subject to satisfactory proof of receipt of material correctly when materials are directly despatched to works(Minor irregularities).	Full powers.

#### Annexure - E

Statement showing list of items in M.S.E.B.Employee's Service Regulations for which C.E.'s powers are now delegated to Dy.Chief Engineer(Civil) T&D.

Sr. No.	Nature of powers	Extent of powers delegated to the Dy.C.E. (Civil) T&D.
(A)	Fourth Schedule (Promotions) Officiating Promotions.	
1.	(b) (i) Post in Pay Gr.I & II in H.O.and field on technical cadre.	Full powers.

Sr. No.	Nature of powers	Extent of powers delegated to the Dy.C.E. (Civil) T&D.
	(ii) Post in Pay Gr.III Statewise seniority.	Full powers.
	(iii) All posts in Pay Gr.III and IV in field.	Full powers.
(B) Fifth Schedule. (Transfer not involving promotions).		
1.	All employees of technical cadre upto and including the level of Dy.E.E. and equivalent post.	Full powers in the field within his jurisdiction.
(C) Seventh Schedule (Crossing of E.B. & confirmation).		
1.	All employees in Pay Gr.II	Full powers.
(D) Ninth Schedule Grant of leave (Other than casual leave).		
1.	Pay Gr.I employees (other than Deptt.Head in Head Office).	Full powers.
2.	Pay Gr.I employees in field while granting leave for more than 30 days to pay Gr.I concurrence of C.E.(C) is required.	Full powers.
3.	Grant of casual leave. S.E. & above (Excluding own case).	Full powers.
4.	Executive Engineer (If transferred inter circle).	Full powers.
5.	Extra ordinary leave exceeding 60 days for all employees in Pay Gr.I & II.33	Full powers.
6.	Leave not due for Technical employees.	Full powers.
(E) Tenth Schedule (T.A.Bills)		
1.	T.A.Bills journey within State for H.O. Deptt.Head.	Full powers.
2.	Pay Gr.I i.e. E.E. & above.	Full powers.
3.	Journey out of Jurisdiction S.E.	Full powers.
(F) Eleventh Schedule :		
(Competent Authority to act under various provisions of the Service Regulations)		
S.R.17 (Note 2)	To accept request for voluntary premature retirement on medical grounds for employee in I,II &III (statewise seniority) other than employees of Pay Gr.I E.E. & above.	Full powers.
S.R.20 (Note 2)	To decide whether overtime work is justified and to sanction overtime allowance at prescribed rate. Beyond 12 hours per month per employee in respect of all employees excluding vehicle drivers and cleaners and beyond 50 hours per month per employee in respect of vehicle drivers and cleaners.	Full powers.
Note below S.R 23	To decide the deemed date of promotion for employee in pay Gr.III & IV.	Full powers.
S.R. 32(a)	To permit an employee of Board to count period of extra ordinary leave for increment when such leave is granted for reason of ill health for all Technical employees.	Full powers.

Sr. No.	Nature of powers	Extent of powers delegated to the Dy.C.E. (Civil) T&D.
S.R. 34(a)	To condone period of over stay of leave or joining time and to permit the period to be counted for increment for Technical employees in Pay Gr.I & II.	Full powers
S.R.36	To order holding of additional charge with special pay upto 20% of minimum of pay of the additional post for period exceeding 15 days.	Full powers.
S.R.44	To sanction leave on private affairs exceeding 2 month. For all employees in Technical Cadre.	Full powers.
S.R.60 (2)	To certify that extended stay beyond 15 days (upto 15 days) permissible under Regulation 60(1) was necessary in the interest of Board's work in H.O. for all employees. In field for all employees.	Full powers. Full powers.
S.R.60 (3)	To permit an employee to draw daily allowance at the full rate for any period upto 90 days instead of at 3/4th rate for any special reasons to be recorded in writing for Pay Gr.I, E.E. & below.	Full powers.
S.R.67	To permit an employee in pay Gr.I & II to travel by Air.	Full powers.
S.R.68	To sanction extra cost incurred for transportation of records, taxi fare etc. to Pay Gr.I i.e. E.E. & above.	Full powers.
S.R.74(a)	To curtail or increase joining time in individual case.	Full powers.
S.R.77	To grant T.A. & joining time in case of an employee transferred at his own request in special circumstances below the rank of E.E.	Full powers.

#### Annexure - F

Statement showing list of items in M.S.E.B's Service Regulations in respect of matters of imposing the punishment & hearing of appeals & for which C.E.'s powers are now delegated to Dy. C.E. (Civil) T&D.

Sr. No.	Nature of powers	Extent of powers delegated to the Dy. C.E. (Civil)T&D
1.	Competent Authority for imposing punishment. (i) Employees in pay Gr. I other than S.E. & above.	Full powers.
2.	Appellate Authority (For the first appeal) i) Employees in pay Gr.II a) in Head Office b) in field	Full powers. Full powers.
3.	Second Appellate Authority (if 2nd appeal is permitted by appellate authority). i) Employees in pay Gr. III(Tech) ii) Employees in pay Gr. IV	Full Powers. Full Powers.

**Annexure -G**

Statement showing list of items in Board's various G.Os. for which powers of C.E. are now delegated to Dy. C.E. (Civil) T&D.

Sr. No.	G.O/G.S.O. No.	Nature of power	Extent of powers delegated to the Dy.C.E.(Civil) T&D
1.	G.O.65 (C.S.7 dt.21.8.75)	Grant of House Flat Bldg. advance.	Full Powers.
2.	G.O.59	Leave on average Pay surrender of payment of leave salary pay Gr. I Dy.E.E. & above upto S.E.	Full Powers.

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**ADMINISTRATIVE CIRCULAR NO.86 DATED 27-5-1980 (CONFIDENTIAL)**

Subject:-Representation against the adverse remarks recorded in the Confidential Report.

As per the para 9 (i) of the Administrative Circular No. 45 dt. 31.3.73, no representation against the adverse remarks are entertainable. However the Board by its Resolution No.455 dated 2.4.1980 has accorded approval to entertain the representation against the Adverse Remarks communicated to the employee in the Confidential Report on the following lines:

1. The concerned Accepting Authority shall be the Competent Authority (deciding authority) to take final decision on the representation. Provided if the adverse remarks were recorded by the Accepting Authority himself, the next Higher Authority shall be Competent Authority, (deciding authority). Provided further that where Chairman has himself recorded adverse remarks, he shall himself be the deciding authority for such representations.
2. An employee may address his representation to the Accepting Authority (which may pass it on the next Higher Authority if the Accepting Authority itself had recorded the adverse remarks). The Representation would be submitted through proper channel.
3. On receipt of the representation the deciding authority may carefully examine whether there is a *prima-facie* case for re-consideration. He may, if he considers, necessary, call for comments of the Officers who have recorded adverse remarks (through Countersigning Officer, if he so desires) on the adverse remarks or on the entire representation. He may take a decision whether the remarks should be expunged, modified or retained. The decision should be communicated to the applicant. While informing the applicant of the decision the reasons for arriving at the conclusion need not be communicated.

4. The decision so communicated should be final and no further representation on the decision would be entertained.

5. The above decision shall be applicable in respect of adverse remarks that may be recorded in the Confidential Reports for the year 1979-80 and onwards. No representations on the adverse remarks in respect of reports earlier to 1979-80 shall be entertained.

The copy of the circulars showing the accepting authorities of Confidential Reports for various categories of employees working in the Board are also enclosed herewith for ready reference and necessary guidance.

All the Officers of the Board are therefore, requested to follow the above instructions scrupulously as and when the representations against the adverse remarks are received by their Offices from the employees of the Board.

Sd/-Secretary

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*Accompaniment to Administrative Circular No.86*

**CORRECTION SLIP No.12 DATED 7-5-1979 (To G.O.10 (P) Dated 25-10-1962)**

In exercise of the powers vested in him under rule 13 of the Maharashtra Electricity (Supply) Rules 1963, the Chairman has prescribed the Reporting Officers, Countersigning Officers, and the Accepting Authorities in the matter of Confidential Reports of the Board's employees/officers as set out in Annexures A, B, C, and D (appended). Consequently the Officers/Authorities prescribed in the previous correction slips/circulars on the subject shall stand modified accordingly.

Except where C.Rs. for the year 1978-79 have already been written, countersigned and accepted according to earlier orders the C.Rs for the said year and onwards should be written, countersigned and accepted by the authorities aforesaid.

The Chairman has also accorded his approval to the following:

(a) The expression "officer in charge not blow the rank of" wherever it appears in the Annexures appended to the C.S. should be construed to mean the officer of the cadre reported upon or the officer of any cadre who supervises and directs the work of the officer/employee, reported upon.

(b) It should be ensured that under no circumstances, the Countersigning Officer shall be lower in rank than the Reporting Officer.



(c) i) The C.Rs. of the Personal Staff such as Personal Asstt./Stenographers/Steno Typists etc. attached to the Members shall be written by the concerned Member In their cases there shall be no Countersigning Officer/ Accepting Authority.

ii) The C.Rs of personal staff attached to Heads of Departments and other officers shall be written by the concerned Head of the Department/Officer and shall be countersigned by the Secretary if the member of the personal staff belongs to personnel cadre. In cases where the member of the personal staff does not belong to personnel cadre, the Countersigning/Accepting Authorities shall be those prescribed for the same/corresponding category in the relevant cadre save in cases where the reporting officer is higher than the Countersigning Authority. In such an event, the C.R. should be countersigned by the authority not lower than Reporting Officer. Such authority should be of the same cadre as that of the employee reported upon.

(d) The orders prescribing Reporting, Countersigning and Accepting Authorities for Security & Vigilance Deptt. will be notified separately.

Encl: As above \*

Sd/-Secretary

\* See on page 91 onwards

## ANNEXURE 'A' - EMPLOYEES IN TECH. CADRE

No.	Category	Reporting Officer	Countersigning Officer	Accepting Authority	Remarks
<b>I) Employees in Pay Gr.I</b>					
1.	C.E.(including officers of that rank in Civil, Construction, Generation and other Tech.Cadres)	T.M. concerned	Chairman	Chairman	
2.	Dy.C.E./C.S.S.	Officer incharge not below the rank of C.E.	T.M. concerned (if T.M. concerned is the reporting authority the Chairman would be the countersigning as well as the accepting authority)	Chairman	
3.	S.E.(E&M)/ Civil/ CLD/ Sr.PSS/P.M./D.O.R./ Supdts. (Gen)/(Mech.)/(Elect.)/(Instrument)/Operation/Controller of Vehicle of equivalent.	Officer in charge not below the rank of Dy.C.E.	C.E. concerned.(Where C.E. is the reporting officer, T.M. concerned will be the Countersigning Authority. If T.M. is the reporting authority the Chairman would be the Countersigning as well as the Accepting Authority.)	T.M. concerned/Chairman as the case may be.	
4.	P.S.S./E.E., Dy.Supdt. and equivalent.*	Officer incharge not below the rank of S.E.	C.E. concerned	T.M. concerned	
5.	Asstt.Supdt./Sr.Thermal Engr. and	Officer in charge not below the rank of Dy.Supdt.	Officer concerned not * below the rank of Sr.PSS	C.E. concerned/ T.M.* as the case may be.	
6.	Dy. Ex. Engineer * & equivalent	Officer incharge not below the rank of Ex. Engineer.	Officer concerned not below the rank of S.E.	C.E. concerned/T.M. concerned as the case may be.	(* See notes on next page)

\* Note 1. In the cases of officers directly working under Chief Engineer, T.M. concerned would be Countersigning as well Accepting Authority and in the case of officers directly working under T.M., the Chairman would be Countersigning as well as Accepting Authority.

\* Note 2. In the case of E.Es. working under Inspection Wing and Vigilance & Security Branch, the officer not below the rank of E.O. will be the Reporting Officer, and officer not below the rank of C.E. will be the Countersigning Officer and T.M. concerned will be the Accepting Authority.

No.	Category	Reporting Officer	Countersigning Officer	Accepting Authority	Remarks
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### II. Employees in Pay Gr.II

- |    |  |   |   |   |  |
|----|--|---|---|---|--|
| 1. | Assistant Engineer and equivalent        | Officer charge of the unit not below the rank of E.E.   | Officer concerned not below the rank of Supdtg. Engineer. | C.E.  |  |
| 2. | Chargemen Gr./ Jr.Engineer & equivalent. | Officer incharge of the unit not below the rank of A.E. | Officer concerned not below the rank of E.E.              | Officer not below the rank of S.E. (If S.E. is the Reporting Authority, the C.E. will be the Countersigning as well as Accepting Authority) |  |

### III. Employees in Pay Gr.III in statewise seniority Group.

- |    |   |  |  |   |  |
|----|---|--|--|---|--|
| 1. | Pay Group III in Head Office  | Officer incharge of the unit not below the rank of Assistant Engineer. | Officer not below the rank of Executive Engr.  | Officer not below the rank of Supdtg. Engr. |  |
| 2. | Pay Group III in Field Zone/Circle/Power Station /Division/ Sub-Division. | -do-   | -do- (If E.E. is the reporting officer, the S.E. will be the Countersigning as well Accepting Authority) | -do-  |  |

## ANNEXURE 'C' - EMPLOYEES IN PERSONNEL CADRE

No.	Category	Reporting Officer	Countersigning Officer	Accepting Authority	Remarks
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**IV. Employees in Pay Group III in Circle Seniority Group.**

- |    |  |  |  |                                       |  |
|----|--|--|--|---------------------------------------|--|
| 1. | Head Office  | Officer incharge of the unit not below the the rank of Assistant Engineer. | Officer not below the rank of Executive Engineer | Same as the Counter-signing Authority |  |
| 2. | Field Office<br>Zone/Circle/ Power<br>Station/Division/<br>Sub-Division etc. | -do-   | -do-   | -do-                                  |  |

**V. Employees in Pay Group IV Division Seniority Group.**

- |    |  |  |   |                                    |  |
|----|--|--|---|------------------------------------|--|
| 1. | Field Office<br>Zone/Circle/Power Sta-<br>tion/Division/Sub-Division<br>etc. | Officer incharge of the unit/Section not below the rank of Sub-Engr. | Officer not below the rank of Assistant Engr. | Same as Counter-signing Authority. |  |
|----|--|--|---|------------------------------------|--|

## ANNEXURE 'B' - EMPLOYEES IN ACCOUNTS CADRE

**I. EMPLOYEES IN PAY GROUP I.**

- |    |   |   |  |          |  |
|----|---|---|--|----------|--|
| 1. | D.O.A./ D.O.F/ D.O.M.A./<br>D.O.I.A. and equivalent | A.M.  | Chairman   | Chairman |  |
| 2. | C.A.O.  | Officer incharge not below the rank of D.O.A. | A.M.(If the A.M is the report-<br>ing officer, the Chairman<br>would be the Countersign-<br>ing as well as the Accepting<br>Authority) | Chairman |  |

No.	Category	Reporting Officer	Countersigning Officer	Accepting Authority	Remarks
3.	Jt.C.A.O.	Officer incharge not below the rank of C.O.A.	D.O.A./D.O.F./D.O.I.A./D.O.M.A. as the case may be, (If the D.O.A./ D.O.F./D.O.I.A./D.O.M.A. is the reporting officer the A.M. would be the Countersigning as well as Accepting Authority.	A.M.	
4.	a) Dy.C.A.O.in Head Office*	Officer incharge not below the rank of Jt.C.A.O.	Officer not below the rank of C.A.O.	Officer not below the rank of D.O.A. in the Accounts Cadre.	
	b) Dy. C.A.O. in field	Officer incharge not below the rank of S.E.	Officer not below the rank of D.O.A.	A.M.	
5.	a) Accounts Officer in H.O.#	Officer incharge not below the rank of Dy.C.A.O.	Officer not below the rank of Jt. C.A.O.	Officer not below the rank of D.O.A. and equivalent.	
	b) Account s Officer in field # (Zone/Circle/P. Stn. Project Stores etc.)	Officer incharge not below the rank of S.E.	Officer not below the rank of D.O.A.	-do-	

\* Note 1:-In the cases of officers directly working under the officer of the rank of D.O.A., the A.M. would be the Countersigning as well as the Accepting Authority.

# Note 2:-If the reporting officer is Ex.Engineer, Countersigning Authority will be the Jt.C.A.O. and if the Dy. C.A.O. is reporting officer, the Countersigning Authority will be S.E./Dy.C.E./C.E. as the case may be.

Note 3:-C.Rs. of the Accounts Officer in the office of the C.E.(Trg.) will be written by the C.E.(Trg.); the D.O.A. will be Countersigning as well as Accepting Authority.

No.	Category	Reporting Officer	Countersigning Officer	Accepting Authority	Remarks
<b>II. Employees in Pay Group II.</b>					
a).	Divisional Accountant in Head Office	Officer incharge not below the rank of Acctts. Officer / E.E. as may be applicable.	Officer not below the rank of Dy.C.A.O./S.E. as may be applicable	Officer not below the rank of Jt.C.A.O./D.O.A. as may be applicable	
b).	Divl.Acctt. in field (Zone /Circle/Power Station /Controller of Vehicles /Project	Officer incharge not below the rank of A.O.	Officer not below the rank of Dy.C.A.O./S.E. as may be applicable	Jt.C.A.O. of the area/D.O.A. as may be applicable.	
c).	D.A. in Division	Executive Engineer of the Division	Officer not below the rank of S.E.	Officer not below the rank of C.A.O.	
d).	D.A. in Major Stores	Officer incharge not below the rank of A.O./A.C.O.S. as the case may be.	Officer not below the rank of Dy.C.P.O.	Officer not below the rank of C.A.O.	
<b>III. Pay Gr.III employees in Statewise seniority Group</b>					
a.	Asstt.Acctt./ Auditor in Head Office	Officer incharge not below the rank of D.A.	Officer not below the rank of Accts. Officer	Dy.C.A.O./Jt.C.A.O. as the case may be	
b.	Asstt.Acctt./Auditor In Field. (Zone/Circle/Power Station/Controller of Vehicle /Division/Major Stores/ Sub-Division)	-do-	Officer not below the rank of E.E./S.E. as may be applicable	Officer not below the rank of Jt.C.A.O./D.O.A. as may be applicable	
<b>IV. Pay Group III employees in Circle Seniority Group</b>					
c.	Head Office/ & Field.	Officer incharge not below the rank of D.A.	Officer incharge not below the rank of A.O.	Same as Counter-signing Authority.	

## ANNEXURE 'C' - EMPLOYEES IN PERSONNEL CADRE

No.	Category	Reporting Officer	Countersigning Officer	Accepting Authority	Remarks
<b>I. Employees in Pay Group I - G.A.D.</b>					
1.	Secretary/D.O.P./ Jt.Secretary(T)/S.O.(Insp.)	Chairman			No change
2.	J.D.P./Jt. Secretary(G)	Secretary	Chairman	Chairman	
3.	Establishment Officer	Officer incharge not below the rank of J.D.P./J.S.(T) as may be applicable	Secretary.(If the Secretary is the reporting officer, the Chairman will be the Countersigning as well as Accepting Authority.)	Chairman	
4.	a) Dy.E.O.in Head Office	Officer incharge not below the rank of E.O.	Officer incharge not below the rank of J.D.P./ Jt.Secretary(T) as may be applicable. * If the Jt.Director Personnel is the reporting officer, the Secretary/D.O.P. would be the Countersigning as well as Accepting Authority.	Secretary/D.O.P.	
	b) Dy.E.O. in field	Officer incharge not below the rank of Sr.P.S.S./S.E.	C.E.concerned * (* If the C.E. is reporting officer, the Secretary/ D.O.P. would be the Countersigning Officer and the Chairman would be the Accepting Authority.)	Secretary/D.O.P.	
5.	a) A.P.O. in the Head Office	Officer incharge not below the rank of Dy.EO	Officer not below the rank of E.O.(If the E.O. is the reporting officer, then the Secretary /D.O.P./J.S.(T) will be the Countersigning Officer.)	Secretary/D.O.P.	

No.	Category	Reporting Officer	Countersigning Officer	Accepting Authority	Remarks
	b) Admn. Officer/A.P.O. in the field	Officer incharge not below the rank of S.E.	C.E. concerned *(If the Chief Engineer is the Reporting Officer, the Secretary/D.O.P. would be countersigning officer and the Chairman as Accepting Authority.)	Secretary/D.O.P.	
<b>II. L.I.R. WING</b>					
1.	C.I.R.O.	Secretary/D.O.P.	Chairman	Chairman	
2.	Dy.C.I.R.O. (in H.O.)	C.I.R.O.	Secretary/D.O.P.	Secretary/D.O.P.	
3.	Dy.C.I.R.O. in field	C.E.	Secretary/D.O.P.	Chairman	
4.	I.R.O. (in field)	Officer not below the rank of Dy.C.I.R.O.	Officer not below the rank of S.E.	C.I.R.O.	
5.	Welfare Officer	Officer incharge not below the rank of Sr.P.S.S./S.E., P.S.S. in case of Ballarshah P.S.	C.I.R.O.	C.I.R.O.	
<b>III. PUBLICITY</b>					
1.	C.P.P.R.O.	Secretary	Chairman	Chairman	
2.	Dy.C.P.P.R.O. in H.O.	C.P.P.R.O.	Secretary	Secretary	
3.	Dy.C.P.P.R.O. in field	C.E.	Secretary	Chairman	
<b>IV. LEGAL</b>					
1.	Law Officer	Secretary	Chairman	Chairman	
2.	Dy.Law Officer	Law Officer/Legal Adviser	Secretary/D.O.P.	Secretary/D.O.P.	



No.	Category	Reporting Officer	Countersigning Officer	Accepting Authority	Remarks
<b>V. MEDICAL</b>					
1.	Medical Supdt.	Officer incharge not below the rank of C.S.S.	Medical Adviser	Secretary/D.O.P.	
2.	Medical Officer	Officer incharge not below the rank of Sr.P.S.S/P.S.S. for Ballarshah P.S.	Medical Adviser	Secretary/D.O.P.	
<b>VI. Employees in Pay Gr.II-GAD</b>					
a.	Estt.Supdt. in Head Office	Officer incharge of the unit not below the rank of A.P.O.	Officer incharge not below the rank of Dy. E.O.(If he is the reporting officer then the officer not below the rank of E.O. will be Countersigning as well as Accepting Authority	Officer not below the rank of Estt. Officer	
b.	Estt.Supdt. in Zone.	Officer incharge not below the rank of Dy.E.O.	C.E. concerned	Secretary	
c.	Estt.Supdt. in Circle/Power Station	Officer incharge not below the rank of A.P.O./Admn. Officer	S.E./Sr.P.S.S. as the case may be. If S.E./Sr.P.S.S. is reporting officer, the C.E. concerned would be the Countersigning as well as Accepting Authority	Secretary	
d.	Estt.Supdt. in Divn.	E.E.incharge	S.E.	Secretary	
<b>VII. L.I.R. WING</b>					
1.	Labour Officer	Officer incharge not below the rank of S.E.	C.I.R.O.	C.I.R.O.	

No.	Category	Reporting Officer	Countersigning Officer	Accepting Authority	Remarks
<b>VIII. PUBLICITY</b>					
a.	P.P.R.O. & equivalent	C.P.P.R.O.	Secretary/D.O.P.	Secretary/D.O.P.	
b.	P.P.R.O.in field	C.E. concerned	Secretary	Secretary/D.O.P.	
<b>IX. MEDICAL</b>					
1.	Asstt. Medical Officer	Medical Supdt./Medical Officer as the case may be	C.S.S/Sr.P.S.S. as the case may be	Secretary	
<b>X. Employees in Pay Gr.III in statewide seniority (Personnel)</b>					
1.	a) Sr.Clerk/stt.Asstt./Legal Asstt. and equivalent in H.O.	Officer incharge of the unit not below the rank of Estt.Suptd.	Officer not below the rank of A.P.O.	Officer not below the rank of E.O. In case of C.Ps.of the employees working in R.E. Section where E.O. does not exist, such reports shall be accepted by the E.O.incharge of personnel.	
	b) Sr.Clerk/Estt. Asstt./ Legal Asstt. Head Clerk and equivalent in field	Officer incharge not below the rank of Estt.Suptd.	E.E. or S.E. as the case may be.	E.O./Secretary as may be applicable.	
<b>XI. Employees in Circle seniority Group</b>					
<b>PERSONNEL</b>					
a.	Employees in H.O.	Officer incharge not below the rank of Estt.Suptd.	Officer not below the rank of A.P.O.	Same as Counter-signing Authority	
b.	Employees in field	-do-	-do-	-do-	

No.	Category	Reporting Officer	Countersigning Officer	Accepting Authority	Remarks
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### XII. Employees in Divisionwise seniority

a.	Head Office	Officer incharge not below the rank of Estt.Suptd.	Officer not below the rank of A.P.O.	Same as Counter-signing Authority	
b.	Field	-do-	-do-	-do-	

### ANNEXURE 'D' - EMPLOYEES IN STORES CADRE

#### I. Employees in Pay Gr.I.

1.	Chief Engineer (Stores)	T.M. concerned	Chairman	Chairman	
2.	Dy.C.E. (Stores)	C.E.(Stores)	T.M. concerned	Chairman	
3.	Dy.C.P.O.	Officer incharge not below the rank of Dy.C.E.	C.E. (Stores) (If C.E. is the reporting officer, the T.M. concerned will be the countersigning as well accepting authority)	T.M. concerned	
4.	A.C.O.S./A.C.P.O./Stores Officer	Officer incharge not below the rank of Dy.C.P.O.	C.E. (Stores)	T.M. concerned	
5.	Dy.Stores Officer	Officer incharge not below the rank of Stores Officer	Officer not below the the rank of Dy.C.P.O	C.E. (Stores)	

#### II. Employees in Pay Gr.II.

1.	Stores Superintendent.	Officer incharge not below the rank of Dy.Stores Officer.	Officer not below the rank of Stores Officer	Dy.C.P.O.	
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No.	Category	Reporting Officer	Countersigning Officer	Accepting Authority	Remarks
<b>III. Employees in Pay Gr.III.</b>					
1.	Stores Asstt.	Officer incharge not below the rank of Stores Supdt.	Officer not below the rank of Stores Officer	Dy.C.P.O.	The Stores Agency has been treated as one circle for entire state and hence the accepting authority is prescribed for these employees
2.	Jr. Stores Asstt.	-do-	-do-	-do-	
3.	Weigh Bridge Clerk.	Officer incharge not below the rank of Stores Supdt.	Officer not below the rank of Dy.Stores Officer	Officer not below the rank of Stores Officer.	
<b>IV. Employees in Pay Gr.IV.</b>					
1.	Stores Helper/Stores Laskar/Mukadam.	Officer incharge not below the rank of Stores Supdt.	Officer not below the rank of Dy.Stores Officer	Same as Countersigning Authority.	

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*Accompaniment to Administrative Circular No.86*

**CORRECTION SLIP No.15 DATED 13-5-1980 (To G.O.10 (P) dated 25-10-1962)**

In exercise of the powers vested in him under Rule 13 of the Maharashtra Electricity (Supply ) Rules 1963, the Chairman has reviewed the existing delegation of powers in respect of writing, countersigning and accepting of confidential reports of different categories of employees and prescribed the revised authorities in the matter as indicated in the statement appended hereto. Where no revised authorities are prescribed the authorities prescribed in the earlier Correction Slips will stand.

Encl: As above \*

Sd/-Secretary

\* See on page 103 onwards

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**PROFORMA OF EPHEMERAL ROLL (Refer Adm.Cir.No.57 on Page No.50 & 51)**

MAHARASHTRA STATE ELECTRICITY BOARD EPHEMERAL ROLL FOR THE YEAR.....			
Office of the .....			
Full name..... (in block letters)			
Post held.....			
Date of joining the office.....			
Date	Brief remarks regarding Officer's work, character or conduct deserving to be noted including commendation, warnings, rewards or punishments	Reference to file or case if any	Signature
To be destroyed one year after the confidential report for the period has been sent.			

### Revised authorities for writing, countersigning and accepting the Confidential Report:-

Sr. No	Category	Reporting Officer	Countersigning Officer	Accepting Authority	Remarks
<b>A. Technical Personnel</b>					
1.	Chief Engineer (including officers of that rank in Civil, Const., Generation and other Tech. cadres)	TD concerned/TM	Chairman	Chairman	
2.	Dy.C.E./C.S.S./C.O.V.	Officer in-charge not below the rank of C.E.	TD concerned/TM (if TD/TM is the reporting authority the Chairman would be the countersigning as well as accepting authority)	Chairman	
3.	Jt. Secretary (Tech.)	Secretary	Member(Adm.)	Chairman	If Secretary is not Member (Adm.) the countersigning authority should be Member(Adm.) If Secretary is himself Member (Adm.), Chairman should be the countersigning and accepting authority.
4.	SE(E&M)/Civil/CLD/Sr.PSS/PM /DOR/Station Supdt.	Officer in-charge not below the rank of Dy.C.E.	C.E. concerned (Where C.E. is the reporting officer, TD concerned/TM will be the countersigning authority. If TD/TM is the reporting authority the Chairman would be the countersigning as well as the accepting authority)	T.D. concerned /TM/Chairman as the case may be.	-

Sr. No	Category	Reporting Officer	Countersigning Officer	Accepting Authority	Remarks
5.	PSS/EE/Dy. Supdt. & equivalent	Officer in-charge not below the rank of Dy.S.E.	Chief Engineer concerned	T.D. concerned/TM	-
6.	Asstt.Suptd./Sr.Thermal Engr. and equivalent.	Officer concerned not below the rank of Dy.Suptd.	Officer concerned not below the rank of Sr.P.S.S.	C.E. concerned/TD concerned/TM as the case may be	-
7.	Dy.E.E. & equivalent	Officer in-charge not below the rank of E.E.	Officer concerned not below the rank of S.E.	C.E. concerned/TD concerned /TM as the case may be	-
<b>B. GAD Personnel</b>					
8.	a) A.P.O. in Zone	EO/Dy.EO as may be the case	C.E. concerned	Secretary/DOP	-
	b) APO/Admn. Officer in the Circle/Power Strn.	SE/Sr.P.S.S. as the case may be	C.E. concerned	Secretary/DOP	The C.R. will be commented upon by the Dy.EO/EO as the case may be before it is countersigned
9.	a) Estt.Suptd. in Zone.	APO/Admn.Officer	EO/Dy.EO as the the case may be	Secretary/D.O.P	-
	b) Estt.Suptd.in Circle/Power Strn.	Officer in-charge not below the rank of APO/Admn. Officer	SE/Sr.PSS as the case may be (If Sr.PSS is Reporting Officer the C.E.concerned would be the countersigning authority.	Secretary/D.O.P.	The C.R. will be commented upon by EO/Dy.EO of the Zone before it is countersigning.

Sr. No	Category	Reporting Officer	Countersigning Officer	Accepting Authority	Remarks
	c) Estt. Supdt. in Division	E.E. in-charge	S.E.	Secretary/D.O.P	The C.R. will be commented upon by the Admn. Officer//APO of the Circle before countersigning
10.	Sr. Clerk./Estt. Asst./Head Clerk & equivalent in the field	Officer in-charge not below the rank of Estt. Supdt. (To be written by E.Es. in Divisions Where no Supdt. exist.)	Officer not below the rank of EE/SE/Sr. PSS as the case may be	EO/Secretary as may be applicable	The C.R. will be commented upon by the Admn. Officer/Dy. EO/EO as the may be before it is countersigning
<b>C. Accounts Personnel</b>					
11.	A.O. in Zonal Office	Dy.C.A.O.	C.E.	D.O.A.	-
12.	A.O. in Major Stores	A.C.O.S.	Dy.C.P.O.(SM)	D.O.A.	The C.R. of the A.O. should be put up to the Dy. CAO (Stores) for his comment before forwarding it to the countersigning authority (Dy.C.P.O.)
13.	a) D.A. in Divisional Office	E.E.	S.E.	CAO	C.R. of the D.A. should be seen and commented upon by A.O. of the Circle before the same is countersigning by the S.E. of the circle.
	b) D.A. in Major Stores	A.O.	A.C.O.S.	Jt.C.A.O.	-



Sr. No	Category	Reporting Officer	Countersigning Officer	Accepting Authority	Remarks
14.	A.A. in the Circle/Power Stn.	D.A.	A.O.	SE/Sr.PSS	-
	A.As. in the office of the Controller of Vehicles	D.A.	C.O.V.	C.A.O.	-
	A.A. in the S/Dn.	AE/Dy.EE (as the case may be)	E.E.	Jt.C.A.O.	C.R. should be invariably seen by the D.A. of Dn. should record his remarks for the benefit of the countersigning and accepting authority.
15.	UDC/LDC in the S/Dn.	A.E./Dy.E.E. (as the case may be)	DA/AO	A.O.	-do-

**Note :-** If an Officer happens to work commonly under two different Officers, the higher authority under whom the officer is working will write the C.R. of the concerned officer in consultation with the Lower Authority.

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**ADMINISTRATIVE CIRCULAR No.87 DATED 28-5-1980**

Subject:-Fatal & non-fatal accidents to outsiders - Payment of compensation-

By their Resolution No.1542 dt.2-3-1979 the Board had prescribed certain guidelines for determining the compensation payable to outsiders for fatal/non-fatal accidents and those were notified through the Administrative Circular No.80 dt.5-4-1979. In accordance with the guidelines, a person claiming compensation for loss of life is required to produce, inter-alia, a succession certificate to establish his title for compensation. The Board under their resolution No.503 dt.6-5-1980 has now decided to accept an affidavit made by the claimant (s) before the Tahasildar (claiming as the sole heir/heirs of the victim) together with an indemnity bond with two responsible and respectable citizens as sureties in lieu of the succession certificate, in case the compensation amount is Rs. 5000/- or less. However in doubtful cases the Executive Engineer may insist on production of succession certificate by the person claiming the compensation.

The Board directed that this relaxation should be adopted on an experimental basis for one year with effect from 1.6.1980.

Sd/-Secretary

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**CIRCULAR NO.88 DATED 7-6-1980 (CONFIDENTIAL) \***

Subject:-Participation of Board's employees in Morchas, Dharne, etc.

According to the instructions issued under Confidential Circular No. 13 dated 2-8-1974, read with Confidential Circular Letter No.GAD/O&M/Misc/4053, dated 25-9-1974, no leave of any kind (for example Earned Leave, Casual Leave, etc. except E.O.L. i.e. Leave without pay) should be granted for any agitational union activity. If it is observed that an employee has obtained leave under a wrong or different pretext and is found to be participating in the agitational activities, the same may be cancelled, by informing the employee concerned, suitably.

It is observed that inspite of the above clear instructions some of the field Officers are granting leave with full pay and allowances to the employees in respect of their absence for participating in Morcha, Dharna, etc. or other agitational union activity and consequently no deduction from wages for such absence actually takes place. Such actions of the field Officers are irregular and therefore it is once again impressed upon them that they should follow the instructions contained in Circular No. 13 dated 2-8-1974 read with the Confidential Circular letter dated 25-9-1974 referred to above, scrupulously. All the field Officers should also note that they have no discretion in the above matter and they cannot grant leave with pay e.g. Casual leave, Earned leave or leave on H.A.P., etc. in above types of cases of absence even where the employee concerned is prepared to make good the man-hours lost by putting up extra hours of work.

Sd/-Joint Director of Personnel

*(\* This fits in the series of Administrative Circulars)*

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**ADMINISTRATIVE CIRCULAR NO.89 DATED 2-10-1980**

Subject:- Grant of Special pay for holding additional charge of another post.

As per Note 4 below Service Regulation 36 as amended under C.S. No. 226, dated 31-3-1979 to G.O. 18 (p), dt. 28-5-1963 a newly created post is deemed to be operative for the purpose of grant of charge allowance provided it is vacant for a period of more than 3 months from the date of its sanction and that it is certified by the Appointing Authority that post remained vacant for want of a candidate on the select list.

2. With reference to the above provision a question has been raised whether an employee can be called upon to hold the additional charge of a newly created post and paid the charge allowance or special pay for that additional charge with effect from the date of sanction of the newly created post. This question has been examined and it is hereby clarified that the intention is that charge allowance/Special pay may be granted to an employee for holding the additional charge of a newly created post only after the initial period of 3 months from the date of sanction of the new post provided of course the other condition laid down in the Note 4 below S.R. 36 is satisfied. This should be followed even where the additional post is created by splitting or bifurcating the existing unit/section/Sub-Division/Division, etc..

3. The above instructions should be followed scrupulously in future. However, cases where special pay has already been paid for any period during the first three months from the date of creation of new post should not be reopened and no recovery of the special pay already paid should be effected from the employee concerned.

Sd/-Member(Adm.)/Secretary

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**ADMINISTRATIVE CIRCULAR No.90 DATED 23-12-1980**  
**Personnel**

Subject:-Hindi Examination.

As per Administrative Circular No. 73 (Personnel) dated 27- 2-1978, the time limit for passing the Hindi Examination by the Board's employees was extended upto 31-1-1980.

In exercise of the powers delegated to him by the Board under their Resolution No. 272 dated 10-7-1975, the Chairman, taking into account Govt. orders, has accorded approval to extend the time limit for passing the Hindi Examination **upto 1st July, 1981**, for Board's employees recruited prior to 1-7-1979 and upto 2 years from the date of appointment in case of employees recruited on or after 1-7-1979.

Sd/-Joint Director (Personnel)

**ADMINISTRATIVE CIRCULAR NO.91 DATED 12-2-1981**

Subject:-Admissibility of special pay granted under Regulation 36 of M.S.E.B. Employees' Service Regulations during leave period.

According to Regulation 36 of M.S.E.B. Employees' Service Regulations when an employee is called upon to hold the charge of another post (higher or equivalent ) in addition to his own duties, he may be given a special pay at the rate of 1/5th of the minimum

of the scale of the additional post provided the additional charge is held for a period exceeding 15 consecutive days.

2. In connection with the above provision, a question has been raised whether the employee, who is drawing or who is in receipt of the special pay under the aforesaid provision of Regulation 36 himself proceeds on leave, can be allowed the special pay (or charge allowance as is commonly called) during his leave period.

3. After careful consideration it is hereby clarified for information and guidance for all concerned that although the Note below Regulation 9(17) of the M.S.E.B. Employees' Service Regulations provides that "Special pay" should be included in pay for the purpose of calculating leave salary, this term does not include the special pay granted under Regulation 36. Consequently, an employee who is granted special pay or charge allowance under Regulation 36 *ibid* when himself proceeds on leave (other than casual leave), is deemed to have been relieved of the additional charge during the period he himself is absent or is on leave (other than casual leave) and as such the said special pay or charge allowance should not be allowed to him during that period.

4. Cases already decided contrary to above instructions need not be reopened. However the above instructions should be followed scrupulously in dealing with pending cases and hereafter.

Sd/-(J.N.S. Chandel)  
Joint Director of Personnel

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**ADMINISTRATIVE CIRCULAR NO.92 DATED 15-4-1981**

The Board by its Resolution No.938 dated 20.2.81, has accorded its approval to continue the revised percentage fixed for filling in the vacancies in the categories of Jr.Engr.(E&M) and other categories upto the level of Dy.EE(E&M) on the T&D side as notified earlier vide Administrative Circular No.70 dt.30.11.77, for a further period of one year w.e.f. 1.1.81(i.e. beyond the initial period of 3 yrs.)

Sd/-Joint Secretary(Technical)

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**ADMINISTRATIVE CIRCULAR NO.93 DATED 13-5-1981**

By its Resolution No.933 dated 12th February 1981, the Board has accorded its approval for grant of Special Disability Leave with pay for the period of disablement and also reimbursement of medical expenses incurred on account of injuries caused to the employees while participating in the following sports items.

- 1) Divisional, Circle, Zonal and Inter Zonal tournaments of the Board.
- 2) Tournaments conducted by the All India Electricity Sports Control Board.

3) Tournaments officially organised by the field offices and power stations on days such as Independence Day, Republic Day and Annual Power Station Day.

4) District and State level tournaments in which Board's teams are officially sponsored to participate.

5) While undergoing practice during specified hours officially sponsored or permitted by the Board on the eve of the tournaments.

Grant of Special Disability Leave will be governed by the same provisions and as granted to the Board's employees in terms of 17th Schedule of the M.S.E.B. Employees' Service Regulations.

Reimbursement of medical expenses will be governed by the provisions as under 5(d) of G.O. 20.

The Board has also further accorded approval to settle all the pending cases on the lines mentioned above.

Sd/-Member(Admn.) & Secretary

ADMINISTRATIVE CIRCULAR NO.94

**ADMINISTRATIVE CIRCULAR No.95 DATED 7/9-12-1981**

Subject:- Annual grants for organising sports tournament- Enhancement of grants for the-

The Board vide their Resolution no.7624 dt.15.11.1971, notified vide Administrative Circular no.56 dt.1.10.1976, has already approved the programme of organising annual sports tournaments at Divisions/Power stations/Circle office level and sanctioned an annual grant of Rs.500/- to each O&M Circle/Power station/Division to meet the expenses of the tournaments.

2. Further, vide Administrative Circular no.69 dt.20.10.77, an amount of Rs.4000/- to each O&M zone and Rs.5,000/- to Host zone have been sanctioned for organising sports tournaments at Zonal and Inter Zonal level respectively.

3. The question of enhancing the annual grants for organising sports tournaments was under consideration of the Board for sometime and the Board vide their resolution no.1314 dt.13.11.81 has now accorded approval to revise the annual grants from the year 1981-82 and onwards, as indicated below:-

	<b>Name of the offices</b>	<b>Annual grants</b>
1.	O&M Divisions and Power stations including O&M Circle office treated as Division.	Rs. 1,000/- each
2.	O&M Circles for conducting Inter Division tournaments at Circle level.	Rs. 2,000/- each
3.	O&M zones for conducting Inter Circle tournaments at Zonal level (including H.O. zone)	Rs. 8,000/- each
4.	State level (Inter Zonal tournaments at Host zone)	Rs.25,000/-

Sd/-Secretary

selection by Competent Selection Committee except as contemplated by Regulation 10 and 11 of the Seniority Regulations and subject to the following:

- A) That the employee should have passed/exempted the prescribed departmental Exam. on the date of promotion.
- B) If the employee has been promoted without passing or exemption from the prescribed departmental exam. then the date of his passing the exam. or the date of exemption shall be taken as the date of fixing seniority in the promoted post.
- C) If the employee has not passed the prescribed departmental exam. within three consecutive chances after entry in the posts for which exam. is prescribed (such as LDC/AA/Sr. Clerk/Head Clerk) he shall be put on promotion below the person who has passed within three chances and who has been promoted earlier.
- D) If an employee has been promoted after passing the prescribed departmental exam. and has been subsequently reverted to accommodate the so called senior who has passed subsequently but not within three consecutive chances then the period of reversion in such cases shall be ignored and the seniority in the promoted post shall be fixed as if he had not been reverted.
- E) Persons directly recruited shall have their seniority fixed with reference to their date of appointment, only if they have passed the prescribed departmental exam. within three consecutive chances from the date of their appointment. If not, the date of passing of the said exam. shall be considered as for date of fixing seniority.

II. In view of above all Circle Heads/Appointing Authorities in Head Office and Field are hereby directed to circulate these guidelines for information among concerned employees. Further they are also directed to review all the seniority lists of Lower Division Clerk GAD and Accounts Cadre after declaration of result of the 4th Lower GAD and A/cs. Examinations and recast/review the seniority lists of U.D.Cs. on both the cadres in the light of above guideline and also review the categorywise promotions by following prescribed procedure. In case any deemed date promotions are required to be decided the same may be done in accordance with these guidelines and as per provisions under S.R. 23 of M.S.E.B. Employees Service Regulations.

III. After review/recasting seniority list at Circle/Power Station level each of such offices should forward copies of revised seniority list of UDC alongwith the details of modification effected for reviewing the promotions to higher post of Assistant Accountant/Divisional Accountant/Head Clerk/Establishment Superintendent etc.

IV. All the circle Heads/Appointing Authorities where promotions of U.D.Cs. are ordered and seniority is maintained are therefore directed to take expeditious action and send revised seniority lists together with the details of deemed date promotion ordered at their level, to Head Office by 31st October, 1989 positively.

Sd/-(Gireesh Pradhan)  
Member(Adm.)/Secretary

Board's rules, without quashing the same. Due to administrative difficulties implementation of these guidelines for recasting of all the past seniority lists, could not be taken in hand. The Hon'ble High Court was also apprised of the said difficulties. In the few subsequent Writ Petitions (which have since been decided in favour of the employees, on the basis of the aforementioned guidelines) the High Court has been pressing for implementing the guidelines laid down by them.

In the circumstances, in keeping with the provisions of Seniority Regulations No. 3,4,7,8,10,11 etc. and G.O.7 and G.S.O. 110 dated 3-8-62 and 23/25-1-62 read with guidelines given by the High Court in its judgement in the above writ petitions it is considered necessary to review all the past selections for promotion of L.D. Clerk to U.D. Clerk and Asst. Accountant, Sr. Clerk to Divisional Accountant/Establishment Superintendent respectively broadly on the following principles laid down by the Hon'ble Court.

1. No promotion from a lower post to a higher post can be given to a person without his passing the qualifying examination;
2. All persons who pass the qualifying examination within three consecutive chances will carry with them to the higher post the seniority which they had held in the lower post. This means that persons who have passed the qualifying examination in any of the three consecutive chances will be promoted and their *interse* seniority will not be disturbed;
3. Among those employees who have failed to pass the qualifying examination in the three consecutive chances, those persons who pass the qualifying exam. earlier, will be entitled to be promoted prior to those who pass the qualify exam. later. Since seniority is not a qualification for promotion, those who are thus promoted having passed the qualifying exam. (though not within three consecutive chances) will not be disturbed in their seniority by persons who are promoted later and who were senior in the lower post;
4. A person who is already promoted to the higher post after having passed the qualifying examination will retain his position in the higher post, whether it is in an officiating capacity or regular capacity; and will not yield the same to another person who joins higher post after passing the qualifying examination later and who might have been otherwise senior in the lower post;
5. If at any particular time a person has passed the qualifying Examination but a vacancy is not immediately available, he will be promoted whenever vacancey is available and his such chance of promotion is not jeopardised by the fact that a person who is senior to him in the lower post has in the meantime passed the qualifying examination. In other words, that is only a re-affirmation of the principle contained in proposition No.4 above;
6. For the purpose of counting three chances, the date of order in the post shall be taken;
7. For the purpose of fixation of seniority, length of service in the post should be reckoned from the date of issue of order of promotion/appointment order on

**ADMINISTRATIVE CIRCULAR No.119 DATED 26-12-1988**

**Subject:-Acceptance of Earnest Money Deposit for Supply and Erection Contracts, Works Contracts and Civil Contracts.**

As notified under G.S.O.517 (B.S.E.B.) dated 26-11-59 and G.S.O. No. 1 dated 2-7-1960 (M.S.E.B.), the Board have prescribed certain procedure for Registration of Contractors, acceptance of Earnest Money Deposit, Security Deposit and Terms of payment etc.etc.

However; it is observed that different Sections/Offices of M.S.E.B. are following different procedures for acceptance of Earnest Money Deposit for tenders involving Composite Supply-cum-Erection Contracts, Works Contracts and Civil Contracts. In order to have a uniform policy for acceptance of Earnest Money Deposit, the Board by their Resolution No.1185 dt. 7-10-1988 have prescribed the following mode of acceptance of Earnest Money Deposit (EMD) for tenders involving Composite Supply-Cum-Erection Contracts, Works Contracts and Civil Contracts:-

(1) Separate E.M.D. for each tender in the form of Bank Guarantee to the extent of 1% of the estimated value of the tender or Rs. 10.00 lakhs, whichever is lower.

The Board directed that tenders which are not accompanied by requisite EMD shall be rejected and shall not be considered for evaluation except tenders submitted by the Tenderer who is registered for specific manufactured items under small scale unit with the Directorate of Industries, of the concerned State and the Registration is valid for the period of the tender.

(2) For the tenders which are covered under external financing agency, such as the World Bank, M/s. K.F.W. etc. the norms for the EMD specified in the Tender Specification shall be in line with the norms stipulated by such financing Agency.

(3) The Board directed the CPA Section to make necessary stipulation in their tender form that the Bank Guarantee of the value of Rs. 5-00 lakhs furnished to the CPA Section will be valid only for the tenders initiated by the CPA Section in respect of supply and supply-cum-supervision nature only. The firms who have furnished such permanent Bank Guarantee need to be informed suitably by the CPA Section.

(4) The Board further approved that in respect of tender for Composite Supply-Cum-erection Contracts, Works Contracts and Civil Contracts a separate Security Deposit or a perform Guarantee for the contract should be demanded for each contract. A specific mention regarding this shall be made in the Tender Specification.

Sd/-(S.D. Deshmukh)  
Director of Personnel

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**ADMINISTRATIVE CIRCULAR No.120 Dated 22-8-1989**

**Subject:-Implementation of Judgements given by Bombay High court.**

The Board has prescribed Lower Accounts/GAD Examinations for promotion to the post of U.D. Clerk and Higher Accounts/GAD Examinations for promotion to the post of Divisional Accountant and Establishment Superintendent, vide G.O. 7 dated 3-8-62 and G.S.O. 110 dated 23/25-1-62 respectively. There were lot of litigations on the issue of ordering promotions to higher posts on the basis of passing these examinations and fixing seniority in the higher posts. Ultimately, the High Court of Judicature at Bombay while deciding the Writ Petition No.79 of 1979 filed by Shri K.B. Varade and Writ Petition No. 3683 of 1983 filed by Shri S.S. Mirje, laid down guidelines in the matter interpreting the



5. The Executive Engineer (C), Bandra, will take necessary action to keep ready such letters in respect of the retiring employees from Head Office after getting the details filled in and obtaining the signatures of the concerned authority . Marathi version of the letter has been given for printing and copies thereof would be supplied as soon as they are received from the press.

6. Contents of this Circular should be brought to the notice of all employees for their information.

Sd/-(BHASKAR PATIL)  
Member (Adm.)/Secretary

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प्रशासनिक परिपत्रक क्र. ११८ दि. १८-१०-१९८८.

विषय:- मंडळाच्या नाममात्र (किरकोळ) हजेरीपटावरील किंवा रोजंदारी व नैमित्तिक कामगारांना प्रवासभत्ता आणि दैनिक भत्ता मंजूर करण्याचे अधिकार विभागाच्या प्रभारी कार्यकारी अभियंत्यांना देणे.

संदर्भ:- प्रशासनिक परिपत्रक क्र. ८४ दिनांक २४ डिसेंबर १९७९.

मंडळाच्या कामाच्या हिताच्या दृष्टीने मंडळाने ठराव क्र. १५४, दिनांक ३१ ऑक्टोबर १९७९ अन्वये असे ठरविले होते की, मंडळाच्या नाममात्र हजेरीपटावरील किंवा रोजंदारीच्या तत्वावरील कर्मचाऱ्यास अपवादात्मक परिस्थितीत त्यांच्या कामाच्या ठिकाणाहून अन्य ठिकाणी प्रवास करावा लागल्यास मंडळाच्या प्रवास भत्याविषयक नियमानुसार प्रवास भत्ता आणि/किंवा दैनिक भत्ता घेण्यास तो कर्मचारी पात्र असेल. नैमित्तिक कामगार/नाममात्र हजेरी पटावरील कामगार यांना प्रवास भत्ता/दैनिक भत्ता मंजूर करण्याच्या प्रकरणी विभाग प्रमुखांना अधिकार देण्यात आले आहेत. नाममात्र हजेरी पटावरील कर्मचाऱ्यांना वगैरे प्रवास भत्ता आणि दैनिक भत्ता मंजूर करण्याचे अधिकार विभागाच्या प्रभारी कार्यकारी अभियंत्यांना देण्याचा प्रश्न या आधी मंडळाच्या विचाराधीन होता. ह्या बाबतीत विचार करून मंडळाने आपला ठराव क्र. ११४३ दिनांक १-९-१९८८ नुसार आता नैमित्तिक/रोजंदारी कामगारांना आणि नाममात्र हजेरी पटावरील कामगारांना मंडळाच्या कामासाठी व मंडळाच्या कामाच्या हितासाठी त्यांच्या कामाच्या ठिकाणापासून अन्य ठिकाणी प्रवास करावा लागल्यास आणि काम करत असलेल्या विभागाच्या/प्रमुख भांडारांच्या क्षेत्राबाहेर रात्री रात्रौत्तर मुक्काम करावा लागेल अशा प्रवासाच्या बाबतीत, त्यांना प्रवास भत्ता आणि दैनिक भत्ता मंजूर करण्याचे अधिकार विभागाचे प्रभारी कार्यकारी अभियंता/प्रमुख भांडार प्रभारी अधिकारी यांना दिले आहेत. अशा कामगारांना प्रवास भत्ता/दैनिक भत्ता च्या हेतुस्तव वेतनपट - चार चे कर्मचारी समजण्यात यावे.

सही/- (भास्कर पाटील)  
सदस्य (प्रशासन) / सचिव

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M.S.E.B. considers its employees as its assets and the efficient functioning of this organisation solely rests on the efficient performance of their duties during the entire service they put in the M.S.E.B. Taking this aspect into consideration, it has been decided that every employee retiring from the service of the Board either on attaining the age of superannuation or voluntarily, should be given a letter of appreciation of the valuable service rendered by him in the M.S.E.B. at the same time wishing him and his family, good health and a long and happy life. This letter has been printed on Art paper. It has been decided that the letter to be issued to the retiring employee should be signed by the following Authorities :-

<b>Category of the retiring employee</b>	<b>Authority signing the letter</b>
1. Technical Director and Heads of Departments.	Chairman.
2. Officers of the rank of Superintending Engineer and above (other than Heads of department).	Concerned Board Member.
3. All other employees.	Head of the Department concerned under whom the employee is administratively working at the material time.

2. The Following details should be typed on this letter before Issuing the same to the concerned employee.

The date on which the letter is being handed over (i.e. the date of retirement) should be typed just opposite the words 'Yours Sincerely' (on the left hand side). In the left hand corner, the name of the employee, his designation and place of work should be typed. The surname of the employee should be typed after the words 'My dear'. The name of the Authority signing the letter and its designation should be typed below the words 'Yours sincerely.'

3. This letter should be issued at the time of the function arranged to honour the retiring employee, when *Shriphal (Coconut)* and *shawl* is being offered/presented to him in terms of Administrative Circular No.113, dated 26-2-1987. If the function is being arranged at any place other than the Zonal Head Quarters, arrangements should be made by the Zonal Office to send the letter with details as in para 1 above duly filled in, to the concerned head of office which will make arrangements to hand over the letter to the employee at the time of the send off function.

4. Sufficient number of copies of the 'appreciation letter' are being supplied by the Director of Personnel to the various Heads of Departments in the field for necessary action. The Zonal Office should send the details of the retiring employees whose letter of appreciation is to be signed by the authorities located in Head Office, to the Director of Personnel before 10th of the concerned month so as to enable him to get the details filled in and to send the letter to the concerned Zonal Officer for further necessary action.

ment, as on 1st March, 1988 or thereafter, shall be held eligible for all the facilities/ benefits which are at present admissible to the permanent employees under the various rules and regulations, general orders, etc. provided however that such temporary employee shall not be allowed to stand as surety for any of the Board's employees for grant of any advances, such as House Building Advance, Vehicle Advance and/or Festival advance, etc."

2. The above decision comes into force with immediate effect.

Sd/-(R.K. BHARGAVA)  
Member (Adm.)/Secretary

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**ADMINISTRATIVE CIRCULAR NO.116 DATED 2-8-1988**

Subject:- Fatal and non-fatal accidents to outsiders - payment of compensation.

The Board under their resolution No. 503 dt. 6-5-80 had decided to accept an affidavit made by the claimant(s) before the Tahasildar (claiming as the sole heir/heirs of the victim) together with an indemnity bond with two responsible and respectable citizens as sureties in lieu of the succession certificate, in case the compensation amount is Rs. 5000/- or less, and this was notified through the Administrative circular No. 87 dt. 28-5-80. While reviewing the matter, and as it is also observed by the Board that in many of the cases, obtaining succession certificate is causing hardship to the claimants apart from the long time required for that purpose. The Board, therefore, felt it necessary to relax some of the existing provisions. The Board, therefore under their resolution No. 1037 dt. 4-6-88 has now decided.

1. to release an amount of Rs. 10,000/- or less against the affidavit made by the claimant/s before the Tahasildar together with the Indemnity Bond and Surety of 2 responsible and respectable citizens.

2. to accept the Heirship certificate issued by the Revenue Authorities wherever it is possible for claimant's to produce the said certificate in lieu of succession certificate.

The Board has directed the implementation of the above modification/amendment with immediate effect.

Sd/-Technical Director (Distribution)

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**ADMINISTRATIVE CIRCULAR No.117 DATED 25-8-1988**

Subject:- Letter of 'Appreciation of Service' at the time of retirement.

**ADMINISTRATIVE CIRCULAR No.114 DATED 18-11-87**

**Subject:-Honouring the wife of the employee of the Board when he retires from the services of the Board.**

The Board by their Resolution No. 458, dated 9th February 1987 as notified vide Administrative Circular No.113, dated 26-2-1987, had taken the decision to honour the Board's employee who retires from the Board's services, by giving a *Shawl and Shripfal*. The question of honouring the wife of the employee who is also indirectly responsible for equal contribution on this occasion was under consideration of the Board. The Board by their Resolution No 742 , dated 16th September, 1987 have decided to honour the wife of the employee of the Board also, on the day of retirement of the employee on reaching the age of superannuation or by Voluntary retirement , by offering a *Sari/Shawl* to her at the function. However, in case the employee happens to be a lady, she may be given a *Sari/Shawl and Shripfal* on retirement and a shawl may be given to her husband. The cost of the *Sari/Shawl* shall not exceed Rs. 3,00/-.

These orders are effective from the date of Board's Resolution i.e. from 16th September, 1987.

Sd/(R.K.BHARGAVA)  
Member(Admn.)/Secretary

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**ADMINISTRATIVE CIRCULAR No.115 DATED 9-5-1988**

**Subject:-Extending to temporary employees who are selected by the Competent Selection Committee the facilities/benefits which are available to permanent employees.**

It is observed that employees who have been selected by the Competent Selection Committee could not be brought on permanent establishment for want of sufficient number of permanent posts on various establishments of the Board and due to certain administrative difficulties. This has resulted in continuing such selected employees on temporary establishment without confirmation in the posts for which they are selected by the Competent Selection Committee. The question of extending to such temporary employees the facilities/benefits which are available to permanent employees was under consideration of the Board for some time. The Board has considered the issue of granting to such employees similar benefits which are available to permanent employees such as House Building Advances, Vehicle Advances, Grant of Leave not due, grant of medical facilities, etc. The Board by their Resolution No.965, dt.23rd March, 1988, have accorded their approval as under :-

"All temporary employees who have been selected by the Competent Selection Committee for the respective posts in pay Groups I, II, III & IV and have put in more than 5 years uninterrupted continuous service from the date of their initial appoint-

	Existing rate	Increased rate
1. Cost of tea and snacks for Worker students	50 paise per head	Rs. 1.40 per head
2. Advance for study tour	Rs.75/-per head	Rs.600 (recoverable in 6 Instalments).
3. To grant of amount for purchase of note books, pencils, black board, chalksticks etc. to the above teachers for conducting unit level classes under the Workers Education Scheme.	Rs. 40/-	Rs. 200/-

The aforesaid revised rates are applicable/effective from the date of Board Resolution.

Sd/-Member(Adm.)/Secretary

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#### ADMINISTRATIVE CIRCULAR No.113 DATED 26-2-1987

The Maharashtra State Electricity Board has made tremendous progress during the last 3 decades in the matter of power generation, transmission and distribution thereof in the State of Maharashtra. All these achievements have been possible because of the contribution made by the employees of the Board at various levels by their devoted services for the cause of the Board. Maharashtra State Electricity Board is proud of having a staff force which rises to the occasion to achieve the set goals. In view of this, as a gesture of appreciation of their services the Board under their Resolution No.458 dt. 9/2/87 have decided to honour the retiring employees of the Board on the day of retirement on reaching the age of superannuation or by voluntary retirement by arranging a function to offer him one *Shriphal (Coconut)* and one *Shawl* where the concerned employee retires.

Such function should be arranged till the lowest level at Sub-Divisional Offices and the Sectional Heads in Head Office. The concerned employee should be invited to grace the function and one *Shawl* and one *Shriphal* be presented to him in the presence of the other employees and his colleagues in the Board. The cost of the *Shawl* should not exceed Rs.300/- The purchase of the *Shawl* should be made locally. The expenditure should be met from the imprest/temporary advance available with the concerned Officers. In case more than one employee is retiring on the same day from the same work place/office then common function should be arranged for all such employees .

The above decision is effective for all the employee retiring on or after the date of the Board Resolution i.e. 9/2/1987.

Sd/-Member(Admn.)/Secretary

to the selected employees according to their merit/rank given by the Competent Selection Committee.

(8) While doing so, it should be ensured that percentage of reservation for various Backward Class Communities and other reservation should be observed.

(9) Quarterly Report in respect of the employees so absorbed against the vacancies in Pay Group III & IV should invariably be submitted to the Director of Personnel, H.O., Bombay.

Encl: Proforma.

**PROFORMA**

Sr. No.	Name of candidate	Place of working	Birth date and age	Mother Tongue	Other Languages known
1	2	3	4	5	6
	Qualification	Experience	Whether he/she belongs to SC/ST/DT/NT/OBC community	Date from which the supernumerary post of helper is held	Remarks
	7	8	9	10	11

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**ADMINISTRATIVE CIRCULAR No.112 DATED 8-10-1986**

Reference:-1) T.O.Circular no.E/IV/MSP/VI/35900 dt. 26.6.64.

2) LIR/B/MSP/53760 dt. 19.8.65

3) LIR/B/WES/16784 dt. 2.4.79. (Adm. Circular no.78).

In terms of the above quoted circulars, the Board has extended certain benefits and facilities to the Worker Teachers and Workers participating in the Workers Education Scheme.

The Board under its Resolution no 208 dt.21.6.86, has approved revision in the rates of various benefits being granted (under Adm. Circular no.78 dt.2.4.79) to the Workers Teachers and the student-workers under Workers Education Scheme as indicated below:-

**ADMINISTRATIVE CIRCULAR No.111 DATED 22-9-1986**

**Subject:- Filling in entry posts in Pay Group III & IV from the qualified persons posted against the supernumerary posts of Helpers sanctioned by the Board.**

The Board by their Resolution No. 197, dated 7th June, 1986 decided to treat all those persons who have been continued in the service of the Board against supernumerary posts in pay group IV as surplus staff available for absorption in the regular service of the Board. Such of them who are duly qualified may be so absorbed on the recommendation of the Competent Selection Committee in the posts in pay Group III & IV as and when such vacancies occur, as per the guidelines in the Annexure appended.

Encl:-Annexure

Sd/-(R.K. Bhargava)  
Member(Admn.)/Secretary

**ANNEXURE**

(1) In continuation of Head Office Circular No.GAD/VI/RC/665, dated 3- 1-1986, the guidelines for absorption of surplus employees working against the supernumerary posts in Pay Gr. III & IV are prescribed as under :-

(2) Appointing authority should appoint persons in Pay Gr. III & IV from the surplus employees working against the supernumerary posts of Helpers so as to ensure that all such employees are eventually absorbed against the available vacancies of Pay Gr. III & IV as per their suitability.

(3) While following the procedure, it may be ensured that all Pay Gr. IV posts are filled in first by absorbing the surplus employees working on the supernumerary posts.

(4) For absorbing the employees against Pay Gr. III & IV Posts, it may be ensured that the employees working on lower posts in the Board are given opportunity to compete alongwith qualified persons working against supernumerary posts.

(5) In case sufficient qualified employees are not available in particular Zone, the employees working against the supernumerary posts in other Zones should also be considered for absorption against the vacancies available with them, by obtaining the details of such suitable persons in the proforma attached herewith.

(6) After receipt of details, other formalities of conducting entrance examination/trade test, typing tests etc. wherever necessary as per existing rules, should be completed.

(7) After completion of above formalities, cases of eligible candidates should be placed before the Competent Selection Committee for their personal interview and after selection of candidates, the concerned appointing authority will issue appointment letters

**ADMINISTRATIVE CIRCULAR No. 110 DATED 9-9-1986**

**Subject:-** Maintenance of Seniority of GAD and Accounts staff working in the small Hydro Power Stations, and Gas Turbine (O&M) and Project, Uran.

The Board by their Resolution No. 158, dated 14-5-1986 have accorded approval as under:-

(A) The posts in Pay Group III coming under the Circle-wise seniority except the posts borne on Vigilance and Security Cadre, sanctioned for the various small Hydro Power Stations and Gas Turbine (O&M)/Project, Uran should be filled in and the seniority of such employees should be maintained by the nearest O&M Circle as indicated below:-

Sr. No.	Name of Hydro/Thermal Power Station	Name of office (To be maintained the seniority of Non-Tech. employees in Pay Gr. III posts).
1.	Yeldari Hydro Power Station.	Nanded O&M Circle, Nanded.
2.	Vaitarna Hydro Power Station.	Nasik O&M Circle , Nasik.
3.	Vir/Bhatgar Hydro Power Stn.	Pune Rural Circle, Pune.
4.	Gas Turbine (O&M)/Project, Uran.	Bombay (R) Circle, Kalyan.
<b>Incoming Hydro Power Stations:-</b>		
5.	Tillari Hydro Power Station.	Kolhapur Circle, Kolhapur.
6.	Paithan Hydro Power Station.	Nanded O & M Circle, Nanded.
7.	Bhandardhara Hydro Power Stn.	Nasik O&M Circle, Nasik.

(B) All technical posts in pay Group III coming under Circle-wise seniority (i.e. Artisans etc.) on the establishment of Gas Turbine (O & M)/Project, Uran should be filled in by the Head of Generation- O&M, Nasik Thermal Power Station, Eklahare and the Seniority of such technical employees should be maintained by him.

(C) Non-Technical and Technical posts in pay Group IV sanctioned for the Gas Turbine (O&M)/Project, Uran should be filled in by the Chief Station Superintendent, Gas Turbine (O&M), Uran and the seniority of such employees should be maintained by him.

2. The above decision is applicable only for maintenance of seniority of employees.

Sd/-Secretary.

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1	2	3	4	5	6	7	8	9
		Basic : 355.00	1st May,85 to 31st July,85					
		D.A. : 638.60	May,1985	18.07 per day	21.36 per day	24.64 per day	27.93 per day	32.86 per day
		H.R.A. : 25.00	June,1985	18.67 per day	22.07 per day	25.46 per day	28.86 per day	33.95 per day
		Total : 1018.60	July,1985	18.07 per day	21.36 per day	24.64 per day	27.93 per day	32.86 per day
		Basic : 355.00	1st Aug.85 to 31st Oct.85					
		D.A. : 652.00	August,85	18.32 per day	21.66 per day	24.99 per day	28.32 per day	33.32 per day
		H.R.A. : 25.00	Sept.1985	18.93 per day	22.38 per day	25.82 per day	29.26 per day	34.43 per day
		Total : 1032.80	Oct.1985	18.32 per day	21.66 per day	24.99 per day	28.32 per day	33.32 per day
		Basic : 355.00	1st Nov.1985 onwards					
		D.A. : 667.00	Nov.1985	19.20 per day	22.69 per day	26.18 per day	29.67 per day	34.90 per day
		H.R.A. : 25.00	Dec.1985	18.58 per day	21.95 per day	25.33 per day	28.71 per day	33.77 per day
		Total : 1047.00	Jan.1986	18.58 per day	21.95 per day	25.33 per day	28.71 per day	33.77 per day
			Feb.1986	20.57 per day	24.31 per day	28.04 per day	31.78 per day	37.39 per day
			March,86	18.58 per day	21.95 per day	25.33 per day	28.71 per day	33.77 per day
			April,86	19.20 per day	22.69 per day	26.18 per day	29.67 per day	34.90 per day
			May,1986	18.58 per day	21.95 per day	25.33 per day	28.71 per day	33.77 per day
			June,1986	19.20 per day	22.69 per day	26.18 per day	29.67 per day	34.90 per day

Sd/-Secretary

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1	2	3	4	5	6	7	8	9
3.	N.M.R. employees working at the places quoted at category III to table II of GRFD dated 17-4-1978 attached to C.S. No.9 dated 19-10-78 to G.O.68(P) (The places where rate of H.R.A. is 7 % of pay.)	Basic : 355.00 D.A. : 624.40 H.R.A. : 26.63 Total : 1006.03	April,1985	18.44 per day	21.80 per day	25.15 per day	28.50 per day	33.53 per day
		Basic : 355.00 D.A. : 638.00 H.R.A. : 26.63 Total : 1020.23	1st May,85 to 31st July,85. May,1985	18.10 per day	21.39 per day	24.68 per day	27.97 per day	32.91 per day
		Basic : 355.00 D.A. : 652.80 H.R.A. : 26.63 Total : 1034.43	June,1985	18.70 per day	22.10 per day	25.51 per day	28.91 per day	34.00 per day
		Basic : 355.00 D.A. : 667.00 H.R.A. : 26.63 Total : 1048.63	July,1985	18.10 per day	21.39 per day	24.68 per day	27.97 per day	32.91 per day
		Basic : 355.00 D.A. : 652.80 H.R.A. : 26.63 Total : 1034.43	1st Aug.85 to 31st Oct.85 August,1985	18.35 per day	21.69 per day	25.03 per day	28.36 per day	33.37 per day
		Basic : 355.00 D.A. : 667.00 H.R.A. : 26.63 Total : 1048.63	Sept.1985	18.96 per day	22.41 per day	25.86 per day	29.31 per day	34.48 per day
		Basic : 355.00 D.A. : 667.00 H.R.A. : 26.63 Total : 1048.63	Oct.1985	18.35 per day	21.69 per day	25.03 per day	28.36 per day	33.37 per day
		Basic : 355.00 D.A. : 667.00 H.R.A. : 26.63 Total : 1048.63	1st Nov.85 onwards Nov.1985	19.22 per day	22.72 per day	26.22 per day	29.71 per day	34.95 per day
		Basic : 355.00 D.A. : 667.00 H.R.A. : 26.63 Total : 1048.63	Dec.1985	18.60 per day	21.99 per day	25.37 per day	28.75 per day	33.83 per day
		Basic : 355.00 D.A. : 667.00 H.R.A. : 26.63 Total : 1048.63	Jan.1986	18.60 per day	21.99 per day	25.37 per day	28.75 per day	33.83 per day
		Basic : 355.00 D.A. : 667.00 H.R.A. : 26.63 Total : 1048.63	Feb.1986	20.60 per day	24.34 per day	28.09 per day	31.83 per day	37.45 per day
		Basic : 355.00 D.A. : 667.00 H.R.A. : 26.63 Total : 1048.63	March,1986	18.60 per day	21.99 per day	25.37 per day	28.75 per day	33.83 per day
		Basic : 355.00 D.A. : 667.00 H.R.A. : 26.63 Total : 1048.63	April,1986	19.22 per day	22.72 per day	26.22 per day	29.71 per day	34.95 per day
		Basic : 355.00 D.A. : 667.00 H.R.A. : 26.63 Total : 1048.63	May,1986	18.60 per day	21.99 per day	25.37 per day	28.75 per day	33.83 per day
		Basic : 355.00 D.A. : 667.00 H.R.A. : 26.63 Total : 1048.63	June,1986	19.22 per day	22.72 per day	26.22 per day	29.71 per day	34.95 per day
4.	N.M.R. employees working at all other places throughout Maharashtra.	Basic : 355.00 D.A. : 624.40 H.R.A. : 25.00 Total : 1004.40	April,85	18.41 per day	21.76 per day	25.11 per day	28.46 per day	33.48 per day

1	2	3	4	5	6	7	8	9
			March, 1986	19.08 per day	22.55 per day	26.01 per day	29.48 per day	34.69 per day
			April, 1986	19.71 per day	23.30 per day	26.88 per day	30.47 per day	35.84 per day
			May, 1986	19.08 per day	22.55 per day	26.01 per day	29.48 per day	34.69 per day
			June, 1986	19.71 per day	23.30 per day	26.88 per day	30.47 per day	35.84 per day
2.	N.M. Employees working at the places quoted at category II of table II of GRFD dated 17-4-1978 attached to C.S.9 dated 19-10-1978 to G.O. 68(P) (the places where rate of HRA is 10% of pay)	Basic : 355.00 D.A. : 624.40 H.R.A.: 35.50 Total: 1014.90 Basic : 355.00 D.A. : 624.40 H.R.A.: 35.50 Total: 1014.90 Basic : 355.00 D.A.: 677.00 H.R.A.: 35.50 Total: 1057.50	April, 1985	18.61 per day	21.99 per day	25.37 per day	28.76 per day	33.83 per day
			1st May, 1985 to 31st July, 1985					
			May, 1985	18.26 per day	21.58 per day	24.90 per day	28.22 per day	33.20 per day
			June, 1985	18.87 per day	22.30 per day	25.73 per day	29.16 per day	34.30 per day
			July, 1985	18.26 per day	21.58 per day	24.90 per day	28.22 per day	33.20 per day
			1st Aug. 1985 to 31st Oct., 1985					
			August, 1985	18.51 per day	21.88 per day	25.24 per day	18.61 per day	33.65 per day
			Sept. 1985	19.13 per day	22.60 per day	26.08 per day	29.56 per day	34.72 per day
			Oct. 1985	18.51 per day	21.88 per day	25.24 per day	28.61 per day	33.65 per day
			1st Nov. 1985 onwards					
			Nov. 1985	19.39 per day	22.91 per day	26.43 per day	29.96 per day	35.25 per day
			Dec. 1985	18.76 per day	22.17 per day	25.58 per day	29.00 per day	34.11 per day
			Jan., 1986	18.76 per day	22.17 per day	25.58 per day	29.00 per day	34.19 per day
			Feb. 1986	20.77 per day	24.55 per day	28.33 per day	32.10 per day	37.77 per day
			March, 1986	18.76 per day	22.17 per day	25.58 per day	29.00 per day	34.11 per day
			April, 1986	19.39 per day	22.91 per day	26.43 per day	29.96 per day	35.25 per day
			May, 1986	18.76 per day	22.17 per day	25.58 per day	29.00 per day	34.11 per day
			June, 1985	19.39 per day	22.91 per day	26.43 per day	29.96 per day	35.25 per day

**ANNEXURE** Statement showing the revised rates of daily wages payable to the N.M.R. employees who are covered by the schemes of Graded Monetary Benefits notified vide G.O.81(P) dated 19-1-1977 and G.O. 108(P) dated 9-9-1981 w.e.f. 1st April, 1985 onwards.

Sr. No.	N.M.R. Category as per place	Total wages of Pay Gr.IV employees in the lowest category (viz. Helper, Peon)	Month	Rate of daily wages for those to whom 55% formula is applicable as per G.O 108(P) dated 9-9-1981	Rate of daily wages for those to whom 65% formula is applicable as per G.O. 81(P) dated 19-1-1977	Rate of daily wages for those to whom 75% formula is applicable as per G.O. 81(P) dated 19-1-1977	Rate of daily wages for those to whom 85% formula is applicable as per G.O. 81(P) dated 19-1-1977	Rate of daily wages for those to whom 100% formula is applicable as per G.O. 81(P) dated 19-1-1977
1	2	3	4	5	6	7	8	9
		Rs.Ps.		Rs.	Rs.	Rs.	Rs.	Rs.
1.	N.M.R. employees working at Bombay Pune, Nagpur & other places where rate of HRA admissible to lowest category of pay Gr.IV employees is the same as for Bombay/Pune/ Nagpur/Solapur	Basic : 355.00 D.A. 624.40 H.R.A. 53.25 Total 1032.65	April, 1985	18.93 per day	22.37 per day	25.82 per day	29.26 per day	34.42 per day
		Basic : 355.00 D.A. : 638.60 H.R.A. : 53.25 Total: 1046.85	1st May 1985 to 31st July '85	18.57 per day	21.95 per day	25.33 per day	28.70 per day	33.77 per day
		Basic : 355.00 D.A. : 652.80 H.R.A. : 53.25 Total : 1061.05	May, 1985 June, 1985 July, 1985	18.57 per day	21.95 per day	25.33 per day	28.70 per day	33.77 per day
		Basic : 355.00 D.A. : 667.00 H.R.A. : 53.25 Total : 1075.25	1st Aug. 1985 to 31st Oct. 1985	18.83 per day	22.25 per day	25.67 per day	29.09 per day	34.23 per day
		Basic : 355.00 D.A. : 667.00 H.R.A. : 53.25 Total : 1075.25	August, 1985 Sept. 1985 Oct. 1985	18.83 per day	22.25 per day	25.67 per day	29.09 per day	34.23 per day
		Basic : 355.00 D.A. : 667.00 H.R.A. : 53.25 Total : 1075.25	1st Nov. 1985 onwards:	19.71 per day	23.30 per day	26.88 per day	30.47 per day	35.84 per day
		Basic : 355.00 D.A. : 667.00 H.R.A. : 53.25 Total : 1075.25	Nov. 1985 Dec. 1985 Jan. 1986	19.71 per day 19.08 per day 19.08 per day	23.30 per day 22.55 per day 22.55 per day	26.88 per day 26.01 per day 26.01 per day	30.47 per day 29.48 per day 29.48 per day	35.84 per day 34.69 per day 34.69 per day
		Basic : 355.00 D.A. : 667.00 H.R.A. : 53.25 Total : 1075.25	Feb. 1986	21.12 per day	24.96 per day	28.80 per day	32.64 per day	38.40 per day

**CORRIGERDUM No.GAD/ESH/Gr.VIII(O&M)/Strike/F.No.394/9205 DATED 6-8-1986  
To Administrative Circular No.107 Dated 27-12-1985**

**Subject:- Regularisation of Extra-Ordinary Leave treated during the strike period of Worker's Federation/Officer's Association-Counting of the period for the purpose of annual increments as a special case.**

The Board by their Resolution No. 184, dated 7-6-1986 have accorded approval to substitute the date 16th June 1983 for the existing date 16th June, 1982 appearing in Board Resolution No. 1625, dated 21-8-1985, read with Administrative Circular No. 107, dated 27th December, 1985.

Sd/-Secretary

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**ADMINISTRATIVE CIRCULAR No.108 DATED 15-1-1986**

**Subject:-Organising Sports tournaments/drama competition, grant of T.A. and Daily Allowance/Supplementary Allowance.**

In partial modification to the Administrative Circular No. 79 dt 2-4-79, the Board vide Resolution No. 1653 dt. 26-8-85 has accorded approval to enhance the present rate of supplementary allowance of **Rs.20/- to Rs.25/-** per day in lieu of D.A. to all the employees participating in Division, Circle, Power Station, Inter Zonal tournaments as also tournaments conducted by All India Electricity Sports Control Board. Employees participating in drama competitions organised by the Board at the Inter Circle and Inter Zonal level, are also entitled for the enhanced supplementary allowance of **Rs.25/-** per day. The aforesaid decision shall be effective from 29-8-85.

Sd/-Member(Admn.)/Secretary

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**ADMINISTRATIVE CIRCULAR No.109 DATED 19-6-1986**

**Subject:-Revision of rates of Daily Wages payable to the NMR employees covered by the schemes of Graded Monetary Benefits vide G.O.81(P) dtd 19-1-1977 and G.O.108(P) dtd. 9-9-1981.**

The Board by their Resolution No. 200 dated 7-6-1986 have accorded approval to revise the rates of daily wages payable to the N.M.R. employees w.e.f 1st April, 1985 covered by the schemes of graded monetary benefits notified vide General Order No. 81(P) dated 19-1-1977 and General Order No. 108(P) dated 9-9-1981 as per Annexure appended to this Circular.

Encl:- ANNEXURE - showing the revised rates  
of daily wages of N.M.R. employees w.e.f.  
1st April 1985 onwards.

Sd/- (W.D.PARASKAR)  
Secretary

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3. Provide canvas shoes every year to the players participating in AIESCB tournaments of Basketball/Kabaddi/Table-Tennis/Badminton/Volley ball/Wrestling.

4. Member Adm./Secretary is being delegated the powers to issue such articles to the players.

5. The Adm. Circular No. 98 dt. 29/1/1982 remain unchanged.

Sd/(Mohan Patil)  
Member(Adm)/Secretary

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**ADMINISTRATIVE CIRCULAR No.106 DATED 8-10-1985  
PERSONNEL**

Subject:- T.A. and D.A. claims for appearing *Ad-hoc* Board Marathi Typing Examination.

The Board under its Resolution No. 1634, dated 21st August, 1985 has accorded approval to grant travelling allowance, Daily Allowance to the employees appearing for the Marathi Typing and Shorthand Examinations conducted by the Government of Maharashtra as per the M.S.E.Board Employee's Service Regulations for the first occasion only.

2. This is effective from the date of Board Resolution on 21st August 1985.

Sd/(Ratnakar Wagh)  
Member(Admn.)/Secretary

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**ADMINISTRATIVE CIRCULAR NO.107 DATED 27-12-1985**

The Board by their Resolution No. 1625 dated 21/8/1985 have accorded approval to allow the following period of "Extra Ordinary Leave", to count for the purpose of increment as a special case.

- i. 16th June 1982.
- ii. 3rd, 4th and 5th January 1984.
- iii. 15th March 1984 to 21st March 1984 (both days inclusive.)

All the Officers who are competent to sanction increment are requested to regularise the dates of increment as per the above instructions.

Sd/(Ratnakar Wagh)  
Member(Admn.)/Secretary

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No	Name of game	No.of Max.Players eligible	Description of Uniform
4.	Kabaddi	10 Nos.	Baniyan (round neck) and short
5.	Volley ball	10 Nos.	Baniyan (round neck) and short
6.	Wrestling	8 Nos.	Wrestling Trouser

Common for all above games canvas shoes with socks to each player.

iii. Cotton cricket shirt, white cotton trousers canvas shoes with socks to 13 cricket players.

2. The Board under the same resolutions delegated the powers to Member/Adm. Secretary in consultations with C.I.R.O. and Sports Officer at Head Office and Chief Engineers of the O&M Zone in consultations with Dy. C.I.R.O. and Asstt. Sports Officers of the concerned Zone to purchase the items as indicated in para i), ii), and iii) above well in advance.

3. The Board also directed to make necessary Budget provision to the extent of Rs. 10,000/- (Rs.ten thousand) for each O&M Zone and Head Office Zone and Rs. 30,000/- (Rs. Thirty thousand) for A.I.E.S.C.B. Tournaments (Total Rs. one lakh) in the Annual Budget for the year 1984-85 and onwards.

4. The Board further directed that no Track-suit, uniforms/including canvas shoes socks etc. should be issued to a player in a span of five years from the date of issue of such articles even in the case of Transfer of player from one Zone to another during that span.

5. The Track-suits/Uniforms is provided to the players to maintain the decorum and glory of the Inauguration as well as concluding ceremonies. Concerned Managers of the various zones should therefore ensure that all the players those who are selected for Inter Zonal Sports met remain present in prescribed uniform/Track suit and also participate in both the march past as mentioned above.

**B. Providing Nylon Track-Suits, Hockey Shoes/Football shoes/spikes/cricket shoes with socks to the players participating at National level i.e. Inter State Electricity Board's Tournaments.**

It has been decided to provide Nylon Track Suits, Cricket shoes/Football shoes/Hockey shoes/spikes shoes to the players representing M.S.E.B. to participate in Inter State Electricity Boards tournaments conducted by A.I.E.S.C.B.

2. The above mentioned articles will be provided to the players once in a span of five years.

**Workshop/Briefing Session:-**

This is expected to include among other things, giving general ideas of the role to be performed by the Head Clerks etc. in the day to day working, manner of supervision and getting the work done from staff, dealing with the higher authorities, other employees, public, M.L.As./M.L.Cs. and so on within the framework of Rules and Regulations.

The various items and subjects listed are to be covered in the lectures, duly taking into account relevant amendments/changes from time to time. Similarly, important item(s)/subject not covered above should be included in the syllabus.

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**ADMINISTRATIVE CIRCULAR No.105 DATED 29-10-1984**

**Subject:- Provision for supply of Uniforms to Board's Employee (Players) who participate at State and National level sports Tournaments.**

The question of providing Track-Suits/Uniforms to the players participating in certain Team-games at state as well as National level was under consideration of the Board in the past.

The Board after careful examination of provisions in some of the Electricity Board's have now by resolution No. 748 dt. 6th March, 84 and 19/20th Sept. 1984 approved to provide Cotton Track suits/Uniforms/Canvas Shoes with socks to the players participating in various items at state level i.e. Inter Zonal tournaments and National level i.e. Inter State Electricity Board's Tournaments conducted by All India Electricity Sports Control Board as under :-

**A) 1. Players participating at Inter Zonal Sports meet at state level**

**i. Cotton Track-Suits**

1. Athletics team : 17 players.
2. Badminton team : 5 players.
3. Table Tennis team : 5 players.

**ii. Uniform as under :-**

No	Name of game	No.of Max.Players eligible	Description of Uniform
1.	Basketball	10 Nos.	Baniyan and short
2.	Football	13 Nos.	Color shirt & short
3.	Hockey	13 Nos.	Color shirt & short



- 65. Power of Board to borrow.
  - 66. Guarantee of loans.
  - 67. Priority of liability of the Board.
  - 68. Depreciation reserve.
  - 69. Accounts and audit.
  - 70. Effect of other laws.
  - 75. Annual reports, statistics and returns.
  - 75-A. Annual reports and accounts of Generating Company.
  - 76. Arbitration.
  - 77. Penalties.
  - 77-A. Source from which fines may be paid.
  - 77-B. Offences by companies.
  - 77-C. Cognizance of offences.
  - 78. Power to make rules.
  - 78-A. Directions by the State Government.
  - 79. Power to make regulations.
- THE SIXTH SCHEDULE:- FINANCIAL, PRINCIPLES AND THEIR APPLICATION.**

**INDIAN ELECTRICITY RULES, 1956.**

Commercial Matters of very general nature : Booklet - Entire.

- 1. Commercial Circular No. 162 and 20.
- 2. Commercial Standing Order No. 10, 11, 13, 14, 16, and 20.

Conditions of supply of power :-

- i. Procedure for giving service connection.
- ii. Logging and shifting of Service lines.
- iii. Service Line charges, exemption of Agreement and period.
- iv. Point of supply, inspection and testing.
- v. Security Deposits and repayment.
- vi. Payment of Energy Bills, Disconnections and Reconnections.
- vii. Misc. charges for L.T. Consumers.

6. Inter-State agreement to extend Board's jurisdiction to another State.
7. Effect of inter-State agreement.
8. Term of office and conditions for re-appointment of Members of the Board.
9. Members not to hold interest in certain concerns.
10. Removal or suspension of members.
- 10-A. Power of State Government to declare certain transaction void.
11. Temporary absence of members.
12. Incorporation of Board.
13. Authentication of orders and other instruments of the Board.
14. Meetings of the Board.
15. Appointment of Staff.
- 15-A. Formation, objects, jurisdiction etc. of Generating Companies.
16. State Electricity Consultative Council.
17. Local Advisory Committee.
18. General duties of the Board.
23. Loans by Board to licensees.
24. Power to Board to contribute to certain associations.
26. Board to have powers and obligations of licensee under Act,9 of 1910.
- 26-A. Applicability of the provisions of Act, 9 of 1910 to Generating Company.
51. Provisional payments.
55. Licensees to comply with Board's directions.
57. Licensees charges to consumers.
- 57-A. Rating Committees.
- 57-B. Power of rating committee to call for information etc.
58. Power to direct amortisation and tariffs policies of licensees being local authorities.
59. General principles for Boards finance.
60. Board to assume obligations of State Government in respect of matters to which this Act applies.
- 60-A. Period of limitation extended in certain cases.
61. Annual financial statement.
62. Restriction on unbudgeted expenditure.
63. Subventions to the Board.
64. Loans to the Board.

- 14. Alteration of pipes or wires.
  - 15. Laying of electric Supply-lines or other works near sewers, pipes or other electric supply-lines or works.
  - 16. Streets, railways, tramways, sewers,, drains or tunnels broken up to be reinstated without delay.
  - 17. Notice to telegraph-authority.
  - 21. Restrictions on licensee's controlling or interfering with use of energy.
  - 22. Obligation on licensee to supply energy.
  - 22-A. Powers of State Government to give direction to a licensee in regard to the supply of energy to certain class of consumers.
  - 22-B. Power to control the distribution and consumption of energy.
  - 23. Charges for energy to be made without undue preference.
  - 24. Discontinuance of supply to consumer neglecting to pay charge.
  - 25. Exemption of electric supply-lines or other apparatus from attachment in certain cases.
  - 26. Meters.
  - 27. Supply of energy outside area of supply .
  - 28. Sanction required by non-licensees in certain cases.
  - 33. Notice of accidents and inquiries.
  - 52. Arbitration.
  - 53. Service of notices, orders or documents .
- THE SIXTH SCHEDULE:-Requisition for supply to owners or occupiers in vicinity.
- THE EIGHTH SCHEDULE:-Supply for public lamps.

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**THE ELECTRICITY (SUPPLY) ACT, 1948**  
**ARRANGEMENT OF SECTIONS**  
**CHAPTER-I-INTRODUCTORY**

- SECTIONS 2. Interpretation.
- 3. Constitution of the Central Electricity Authority.
- 4. Power to require accounts, statistics and returns.
- 4-A. Directions by Central Government to the Authority.
- 4-B. Power of Central Government to make rules.
- 4-C. Power of Authority to make regulations.
- 5. Constitution and composition of State Electricity Boards.

- 33. (Repealed)
  - 34. Employees and employers not to be precluded from entering into agreements for grant of bonus under a different formula.
  - 34-A. Effect of laws and agreements inconsistent with the Act.
  - 35. Saving.
  - 36. Power to exemption.
  - 37. (Repealed).
  - 38. Power to make rules.
  - 39. Application of certain laws not barred.
  - 40. Repeal and saving.
- THE FIRST SCHEDULE.  
 THE SECOND SCHEDULE.  
 THE THIRD SCHEDULE.  
 THE FOURTH SCHEDULE.

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**THE INDIAN ELECTRICITY ACT, 1910**  
**ARRANGEMENT OF SECTIONS**  
**PART-I PRELIMINARY**

- SECTIONS**
- 2. Definitions.
  - 3. Grant of Licences.
  - 4. Revocation or amendment of licences.
  - 4-A. Amendment of licences.
  - 5. Provisions where licence of a licensee is revoked.
  - 6. Purchase of undertakings.
  - 7. Vesting of the undertaking in the purchase.
  - 7-A. Determination of purchase price.
  - 8. Provisions where no purchase and licence revoked with consent of licensee.
  - 9. Licensee not to purchase, or associate himself with, other licensed undertakings or transfer his undertaking.
  - 10. General Power for Government to vary term of purchase.
  - 11. Annual accounts of licensee.
  - 12. Provisions as to the opening and breaking up of streets, railways and tramways.
  - 13. Notice of new works.

2. Definitions.
3. Establishments to include departments, undertakings and branches.
4. Computation of gross profits.
5. Computation of available surplus.
6. Sums deductible from gross profits.
7. Calculation of direct tax payable by the employer.
8. Eligibility for bonus.
9. Disqualification for bonus.
10. Amount of bonus.
11. (Repealed).
12. Calculation of bonus with respect to certain employees.
13. Proportionate deduction in bonus in certain cases.
14. Computation of number of working days.
15. Set on and set off of allocable surplus.
16. Special provisions with respect to certain establishments.
17. Adjustment of customary or interim bonus against bonus payable under the Act.
18. Deduction of certain amounts from bonus payable under the Act.
19. Time-limit for payment of Bonus.
20. Application of Act to establishments in public Sector in certain cases.
21. Recovery of bonus due from an employer.
22. Reference of disputes under the Act.
23. Presumption about accuracy of balance-sheet and profit and loss account of corporations and companies.
24. Audited accounts of banking companies not to be questioned.
25. Audit of accounts of employers, not being corporations or companies.
26. Maintenance of registers, records, etc.
27. Inspectors.
28. Penalty.
29. Offences by companies.
30. Cognizance of offences.
31. Protection of action taken under the Act.
- 31-A Special provision with respect to payment of bonus linked with production or productivity.
32. Act not to apply to certain classes of employees.

**THE BOMBAY SHOPS AND ESTABLISHMENTS ACT, 1948**

**SECTIONS CONTENTS**

**CHAPTER I**

1. Short title, extent and operation.
2. Definitions.
3. Reference to time of day.
4. Exemptions.
5. Application of Act to other establishments and persons.
6. Suspension of all or any of the provisions of this Act.

**CHAPTER III - SHOPS AND COMMERCIAL ESTABLISHMENTS.**

10. Opening hours of shops .
13. Opening and closing hours of commercial establishments.
14. Daily and Weekly hours of work in Shops and Commercial Establishments.
15. Interval for rest.
17. Spread-over in commercial establishments.
18. Holidays in a week in shops and Commercial establishments.

**CHAPTER VII - LEAVE WITH PAY AND PAYMENT OF WAGES.**

35. Leave.
36. Pay during leave.
37. Payment when to be made.
38. Application and amendment of the Payment of Wages Act.
- 38-A Application of Act VIII of 1923 to employees of establishment.
- 38-B Application of Industrial Employment (Standing Orders) Act to establishment.
- 38-C Application of Maternity Benefit Act to Women employees in establishment.

**CHAPTER XI - MISCELLANEOUS AND SUPPLEMENTAL**

63. Wages For Overtime Work.

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**THE PAYMENT OF BONUS ACT, 1948**

**ARRANGEMENT OF SECTIONS**

- SECTIONS 1.** Short title, extent and application.

2. Interpretation.
3. References to time of day.
4. Power to declare different departments to be separate factories or two or more factories to be a single factory.
5. Power to exempt during public emergency.

#### **CHAPTER VI - Working Hours of Adults**

51. Weekly hours.
52. Weekly holidays.
53. Compensatory holidays.
54. Daily hours.
55. Intervals for rest.
56. Spreadover
57. Night Shifts.
58. Prohibition of overlapping shifts.
59. Extra wages for overtime
60. Restriction of double employment.
61. Notice of periods of work for adults.
62. Register of adult workers
63. Hours of work to correspond with notice under Section 61 and register under Section 62.

#### **CHAPTER VIII - Annual Leave with Wages**

78. Application of Chapter.
79. Annual leave with wages.
80. Wages during leave period
81. Payment in advance in certain cases.
82. Mode of recovery of unpaid wages.

#### **CHAPTER IX - Special Provisions**

85. Power to apply the Act to certain premises.
87. Dangerous operations.
88. Notice of certain accidents.
- 88-A Notice of certain dangerous occurrences.
89. Notice of certain diseases.
90. Power to direct enquiry into cases of accident or disease.

- 25-J. Effect of Laws inconsistent with this chapter- rights under more favourable award are saved.

**Special Provisions**

- 25-K. Applicable to Estt. having not less than 300 workman.  
25-L. Definitions.  
25-M. Prohibition of Lay-Offs.  
25-N. Conditions precedent to retrenchment of workman.  
25-O. 90 days notice of intention to close down any undertakings.  
25-P. Special provision as to restarting of undertaking closed down before commencement of the Industrial Disputes (Amendment) Act, 1926.  
25-Q. Penalty for lay-Offs and retrenchment without previous permission  
25-R. Penalty for closure.  
25-S. Certain provisions of chapter V-A to apply to an industrial establishment to which the chapter applies.  
26. Penalty for illegal strikes and Lock-Outs.  
27. Penalty for instigation.  
28. Penalty for giving financial aid to illegal strikes and Lock-Outs.  
29. Penalty for breach of a award.  
30. Penalty for disclosing confidential informations  
30-A. Penalty for closure without notice.  
31. Penalty for other *offences*  
33. Conditions of service etc. to remain unchanged under certain circumstances during pendency of proceedings.  
33-A. Special provisions for adjudication as to whether conditions of Service etc. changed during pendency of proceedings.  
33-B. Power to transfer certain proceedings.  
33-C. Recovery of money due from the employer.  
34. Cognizance of offences.  
35. Protection of Persons.  
36. Representation of parties.

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THE FACTORIES ACT, 1948  
ARRANGEMENT OF SECTIONS  
CHAPTER I - Preliminary

- SECTIONS 1. Short title, extent and commencement.



2-A)	Dismissal etc. of a workman to be Industrial Dispute.
Chapter II.	Authorities under this Act.
Section 3.	Works Committee.
4.	Conciliation Officer.
5.	Boards of Conciliations.
6.	Courts of Inquiry.
7.	Labour Courts.
7-A.	Tribunals.
7-B.	National Tribunals.
7-C.	Disqualifications for Presiding Officers of Labour Courts, Tribunals and National Tribunals.
8.	Filling of vacancies.
9.	Finality of orders constituting Boards etc.
Chapter II-A.	
Section 9-A.	Notice of change.
9-B.	Power of Government to exempt.
Chapter V	Strikes and Lock-Outs.
Section 22.	Prohibition of Strikes and Lock-Outs.
23.	General Prohibition of strikes and Lock-Outs.
24.	Illegal strikes and Lock-Outs.
25.	Prohibition of financial aid to illegal strikes and Lock-Outs.
Chapter V A.	Lay-Off and Retrenchment.
25-A.	Application of Section 25-C to 25-E
25-B.	Definition of Continuous Service
25-C.	Right of workman Laid Off for compensation.
25-D.	Duty of an employer to maintain muster rolls of workman.
25-E.	Workman not entitled to compensation in certain case.
25-F.	Conditions precedent to retrenchment of workman - one month notice - compensation - notice to Government.
25-FF.	Compensation in case of transfer of undertakings.
25-FFA.	60 days notice of intention to close down any undertaking.
25-FFF.	Compensation for closing down the undertaking.
25-G.	Procedure for retrenchment.
25-H.	Re-employment of retrenched workman.
25-I.	Recovery of money due from employer.

Sanctioned Post Register.  
 Deptt. Enquiry Register.  
 Estt. Expenditure Register.  
 Over-Time Register .  
 Recruitment/Promotional  
 Recovery of Advances Register  
 Personnel Register.

7 Registers.

Calendar of Returns.

**LABOUR LAWS**

1. The Maharashtra Recognition of Trade Unions and Prevention of Unfair Labour Practices Act, 1971. All important Sections.
2. Payment of Wages Act, 1936.
3. Workmen's Compensation Act, 1923:-
  1. Chapter I Allocations : Definitions, etc.
  2. Chapter II All Sections Schedule IV Employer's liability for compensation, amount of compensation, method of calculations, compensation in case of death, disability etc.

Workmen's Compensation Act. Procedure for payment of monthly compensation, payment of compensation for permanent, partial disablement, deposit of compensation in fatal cases, reports of fatal accidents, etc. Any other important Section/Amendment.
4. Facilities in accidental cases admissible to Board's employees:
  - a) Circular No. E/IV/Misc/WCA/18750, dt. 2-4-1964.
  - b) Circular No. E/IV/Misc/WCA/48810, dt. 11-10-1964.
  - c) G.S.O. 106 dated 9-1-1962
  - d) G.S.O. 377
  - e) G.S.O. 33 dated 28-12-1960
  - f) G.O. 48

**INDUSTRIAL DISPUTES ACT, 1947.**

Chapter I.

Section 1.

2. Definitions:- Appropriate Govt., Award, conciliation proceedings, Industrial Dispute-Reinstatement - Lay -off. Lock-Out - Retrenchment-

### **LIST OF ADVANCES.**

Motor Car/Cycle/Scooter/Moped Advance.  
Festival Advance.  
House Building Advance.  
T.A. Bill and T.A. Advance.  
L.T.C. Advance.  
Temporary Imprest Advance.  
Pay Advance on Transfer.

### **LIST OF REGISTERS.**

Inward and Outward Registers.  
C.L. and O.H. Register.  
Tour Advance Register.  
Furniture Local Purchase Register.  
Stamp A/c. Register.  
LAQ and LCQ Register.  
Increment Register.  
Department Enquiry & Disciplinary Action Register.  
Accidents and Payment of Compensation under the Workmen's  
Compensation Act, 1953.  
Recruitment and Promotion.  
Furniture and Fixture Register/Assets Register.  
Stationery Article Register.  
Request Transfer Register.  
N.M.R. Register/Work Charged Register.  
Confidential Report Register.  
L.I.C. Premium Recovery Register.  
S.C. Register and Roster.  
Attendance Register.  
Professional Tax Register.  
Over-Time Registers.  
Uniform & Seasonal Materials Register.

1. G.O. 2 (S&S), dated 18-2-1965 regarding -
  - i. Supplies and Services.
  - ii. Works.
  - iii. Miscellaneous.
2. G.S.O. 212, dt. 28.5.57 | Legal Procedures.
3. G.S.O. 568, dt. 29.4.60

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### SANCTION OF ADVANCE

- |   |  |
|---|--|
| i) G.O.2(P) 26.4.62,<br>G.S.O.510/20-11-59<br>& G.S.O.40/7-2-61.                | Grant of advance for pedal Bicycle & Motor Car - Purpose - conditions - Penal action.  |
| ii) G.O.65(P)<br>3-3-1972. With<br>Amendments.                                  | Grant of House Building Advance.   |
|   | <ol style="list-style-type: none"> <li>i) Purpose &amp; Eligibility.</li> <li>ii) Limit of Amount.</li> <li>iii) Procedure for disbursement.</li> <li>iv) Proof of title.</li> <li>v) Liability of Employee &amp; Sureties.</li> <li>vi) Other requirements.</li> <li>vii) Co-op.Hsg.Societies/Apartments.</li> <li>viii) Cost/Charges/Expenses incurred for           <ol style="list-style-type: none"> <li>(i) Investigation of title</li> <li>(ii) Sale Deed/Mortgage Deed/including Lawyer Fees to be borne by the Board. Reimbursement is taxable under Income-Tax.</li> </ol> </li> <li>ix) Competent Authority/Budget allocation and allied matters.</li> <li>x) Mode of Repayment/Interest calculation.</li> <li>xi) Penal actions/Penal rates of Interests.</li> <li>xii) Release of Sureties/Mortgaged properties.</li> </ol> |
| G.S.O.267/28-5-57,<br>G.S.O.566/29-4-60<br>& Cir.No.EF/8/17078<br>dated 12-3-60 | Festival Advance   |
| G.O. 64 27-2-71   | Advance of Pay on shifting of Head-quarters of Offices.  |

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- G.S.O.17/3.10.60 Uniform to lady Sweepers.
- G.S.O.24/27.10.60 Grant of Special Casual Leave to the Employees participating in National or Inter-National Sports/Departmental Sports  
- Limit 30 days in a calendar year.  
- Eligibility.
- G.S.O.80/22.8.61 Financial Assistance to Staff Co-op. Canteens.
- G.S.O.110/25.1.62 Departmental Examinations on GAD Side.  
C.S.10/19.6.82
- G.O.7/3.8.62 Departmental Examinations on Accounts side  
C.S.10/19.6.82
- G.O.58/28.4.70 Departmental Examinations for Security and Vigilance Staff.  
C.S.2/19.6.82 i. Condition  
G.O.88/27.6.78 ii. Eligibility  
iii. No. of chances - T.A./D.A.  
iv. Syllabus.  
v. Exemptions.  
vi. Penal Clauses.
- G.S.O.117/30.3.62 Marathi Language Examination for Non-Marathi speaking employees.
- G.S.O.4 May 55 Professional Examinations for Jr. Engineers, Asstt. Engineers and  
G.S.O.55/13.2.56 Dy. Executive Engineers.
- G.S.O.19/10.9.56 Examination in Hindi for Board's Employees.  
i. Conditions.  
ii. Eligibility/Rules  
iii. Time Limit  
iv. Penal Clauses.  
v. Exemptions.

1. Establishment Schedules.
2. Guidelines for Additional Staff.- First Schedule of S.R.
3. Salaries and Wages Register.

1. Noting and Drafting etc..
2. Assembly matters.

- G.O.50/1.11.68 & GSO.109/24.11.62 Private use of Board's Vehicle Competent Authority to grant permission.  
- Types of Private use-charges conditions-parking at residence.
- G.O.93/5.3.80 **LTC**  
1. Home Town - Block Year - Definition Declaration acceptance- No limit in Kms.  
2. Any where in India: Block Year - Definition of family No Limit - proof/Ticket Numbers.  
i. Eligibility  
ii. Conditions.  
iii. Competent Authority to sanction.  
iv. Certificates to be given by employee/Competent Authority  
v. Leave required to availed by the employees.  
vi. Time limit for submission of T.A. Bill/Claim & drawing of advance specific permission.  
vii. Reimbursement in case of deceased employee. (C.S.No.3, Dated 25.11.1981)
- G.O.103/12.2.81 **Orderly Allowance**  
i. Definition/Eligibility  
ii. Amount  
iii. Condition  
iv. Competent Authority  
v. Certificate/Declaration.
- G.O.106(P)/17.8.81 Revision of pay-scale and Dearness Allowance in respect of Senior Engineers and equivalent.
- G.O.107/24.8.81 Revision of pay-scale and D.A. in respect of workers and Supervisory staff (E.S./D.A.) (pay group III and IV)
- G.S.No.1/14.7.82 to G.O.106(P) 107(P), 109(P) Additional Slab for Dearness Allowance. Rs. 1286 and onwards.
- G.O.109/30.9.81 Revision of Pay-scales/Dearness Allowance in respect of Non-Technical Officers not included in G.O.106,107.
- G.O.111(P)/13.5.82 Revision of Pay-scales, Dearness Allowance and other benefits to S.E.A. Staff.
- G.S.O.9/28.7.60 Secretary to decide the absence from duty of the Representatives of a Trade Union, and grant T.A. and D.A.  
i. Number of Representatives. ii. Eligibility.

6. Employment Exchange Compulsory Notification.
7. Annual Return under Section 37 of Motor Transport Undertaking.
8. Annual Returns of Salary under Section 204 of the Income Tax Act, 1961.
9. Monthly Return under Rule 31 of Income - Tax chargeable under the head of salaries and Tax.
10. Professional Tax.

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**All other important G.Os., G.S.Os. etc., not covered in (1) and (2) with all amendments/correction slips.**

- BSEB GSO No. 1    Classification and Compilation of orders/Instruction - procedure  
14.4.55            regarding.
- G.O. 20 /17.6.63    Medical Reimbursement
- i) Financial limit/rates
  - ii) Special cases of employees and not of any member of his family
  - iii) Admissible to the dependent only.

**OTHER CONCESSIONS**

- T.B.  
Cancer  
Antirabic/Snake bite  
Treatment for injury while on duty  
Special casual leave for sterilisation etc.
- G.O.26 /30.6.64    Residential Accommodation and allied matters.  
Types of Quarter.  
Eligibility/Priority.  
Charging of Rent :- 10% & 5%  
Charges for Electricity and water charges.  
Hiring of Accommodation.  
Retention of Quarters Period/Competent Authority.  
Charging of Standard Rent Circumstances/Procedure and rates.Penal Action.
- BSEB GSO No.6    Free Electricity to O & M Staff on Power Station.  
23.5.55
- G.O. 45/8-4-67    Recognition of Associations in the Board.

**List of Periodical Returns/Statutory obligations on the part of  
GENERAL ADMINISTRATION DEPARTMENT**

- 1) Income - Tax
- 2) Profession Tax
- 3) Motor Vehicles Tax
- 4) License fees under Shops & Establishments Act.
- 5) License fees under Factories Act.
- 6) Electrical Inspector's Inspection Fees.
- 7) Telephone/Telegraphic Address Fees/Bills.
- 8) Apprenticeship Act.
- 9) Arrangements/Distribution of Grants for the celebration of National Important Days.
- 10) Notification of Vacancies Act.

**DETAILS OF FORMS Nos.1 TO 10**

1. Monthly Returns GAD
  - (a) Employment.
  - (b) N.M.R.
  - (c) Departmental Enquiries.
  - (d) Workmen's Compensation.
  - (e) Confirmation/E.B. Crossing.
  - (f) Industrial Relations.
  - (g) Superannuation due in next 6 months.
2. Quarterly Returns GAD
  - (a) House Bldg. Advance.
  - (b) Economy Measures.
  - (c) Pending Advance.
  - (d) Classification/Disposal of Old/Records.
  - (e) Pending Bills.
  - (f) Pending Matters.
3. Salary & Wages paid to the Staff
4. Budget Estimates ( From Circles. )

**Statutory Formats**

5. Return under Section 16 of Workmen's Compensation Act



- vi) Procedure/Responsibilities for submission of cases.
- G.O.82(P) 11.3.77 10% Reservation of vacancies of L.D.Cs. for qualified Pay Group IV Employees.  
Conditions : 3 years service - Entrance Exam. and interview are necessary - No preference.
- G.O.86/12.4.78 **Guidelines for filling in the post of L.D.Cs.**
- i) Candidates to be called for Entrance Exam. from Employment Exchange/Open market etc.  
= 10 x (Actual vacancies + 50% for waiting list) + Departmental Candidates + Apprentices - (Completed or not);
  - ii) Scrutiny of Applications;
  - iii) Holding of Entrance Examination;
  - iv) iSetting up question Papers and Assessment of Answer Books;
  - v) Interview = 5 x (Vacancies + Waiting list) and only those who secured 40% or more marks and 30% or more Marks in case of Backward Classes Candidates. Backward Class Candidates to be interviewed Separately and First.
  - vi) Selection
  - vii) Responsibilities.
  - viii) T.A. to Backward Class Candidates.
- G.O.102/10.12.80 Permission for change of Cadre to Telephone / Telex / Teleprinter Operator / Time Keeper :
- i) Entrance Examination
  - ii) No Interview
- Adm.Cir.244/28.7.80 Typist to be allowed to appear Entrance Examination of L.D.Cs.. No Interview.
- Adm.Cir.288/3.8.82 Facility of Adm.Circular No. 244 in the same Circle and not inter-circle.
- G.S.O.93/5.10.61 T.A. to outsider for conducting Interview/Test.

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- 1) M.S.E.B. Employees' Seniority Regulations.
- 2) Payment of Gratuity Act, 1972.
- 3) M.S.E.B. Employees' Gratuity Regulations, 1960.
- 4) M.S.E.B. Employees' Contributory Provident Fund Regulations.
- 5) Booklet of Office Manual.
- 6) M.S.E.B. Employees' Family Pension Scheme, 1971. All Sections/Rules with Practicals.

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- iv) On completion of 5th year of Service & if total absence does not exceed 60 days in 5th year = 100% of total wages of Pay Group IV Employees Pay + DA + HRA
- v) Counting of 1st year & subsequent years of service.

### **Compulsory Retirement.**

- G.O.76/2.1.76 & G.O.85/10.10.77
  - i) Pay Group I & II at 50 & 55 years of Age.
    - . . 'Review at 49 years & 54 years of Age.
  - ii) Pay Group III & IV at 55 years of Age.
    - . . 'Review at 54 years of Age.
  - iii) Criteria : Must be below Average; or Physically Unfit or Integrity doubtful
  - iv) Procedure.
  - v) Retiring Benefits to be allowed/not allowed.
  - vi) Competent Authority/Competent Selection (Review) Panel/Appeals.
- G.O.95/96/3.4.80 Fringe Benefits to Engineers.
- G.O.97/28.9.80 Fringe Benefits to Non-Tech. Officers and Tech. Officers not covered in G.O. 95 and 96.
- G.O.98/25.9.80 Fringe Benefits to Technical and Non-Technical employees - Pay Group III and IV and N.M.R. Employees.
- G.O.99/27.9.80 Energy Allowance.
- G.O.100/24.9.80 Special conveyance allowance to the Blind and Orthopaedically handicapped employees.
- G.O.101/5.12.80 Reimbursement of Hotel Charges.

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### **M.S.E.B.Employees' Recruitment Regulations And Important G.O.s, G.S.Os. pertaining to Recruitment Regulations.**

- G.O.74/30.4.74 (as Amended) Benefit of Next Higher Grade.
  - i) Eligibility/Conditions.
  - ii) Competent Authority/Competent Selection Panels.
  - iii) Options.
  - iv) Competent Authority to decide higher grades in case no promotional channels.
  - v) Relaxation of Qualifications.

- 5) T.A. : 54 - kind of T.A. -rates of D.A. 63-Road Mileage in case of own & hired vehicle. 70 - P.T.A. : 71 - Conveyance Allowance, 73 - Transfer T.A., 74 - Joining Time, 82 - General Rates about T.A./Joining Time. Schedule No. 10 and 15.
- 6) Conduct, Discipline and Appeal Regulations:- 83 to 95 with Schedule A,B and C.
- 7) Work charged and Casual Workers-Rule No.96 to 102 .
- 8) Misc.: 103 -Advance Increments Scheme.
  - 105 -Power to make/rules/Regulations Supplement above S.Rs.
  - 106 -Chairman can review the actions of C.As./Appellate Authority.
  - 108 -Power to the Board to make/ Supplement any S.R.

**Delegation of Powers under various Schedules appended to M.S.E.B. Employees' Service Regulations and not covered in above.**

Second Schedule	Selection Committee for various posts.
Third Schedule	Appointing Authorities.
Fourth Schedule	Competent Authority to order promotion.
Fifth Schedule	Transfer.
Eleventh Schedule	Competent Authority to act under various provisions of the Service Regulations.
Twelfth Schedule	Categories treated as line Staff.
Thirteenth Schedule	Competent Authority to conduct Medical Examination on 1st Appointment.
Fourteenth Schedule	Physical fitness standards.
Sixteenth Schedule	Competent Authority for Misc. Matters.
Eighteenth Schedule	Determination of correct birth date.
Nineteenth Schedule	List of Heads of Department.

**Important G.Os. & G. S.Os. pertaining to S.R.**

- G.O.46/12.4.67 Foreign Training :- Terms & Conditions.
- G.O.81(P)/19.1.77 **Graded Benefits & Consolidated minimum Wages to N.M.R. Employees.**
- i) During 2nd year of Service = 65% of total wages of pay Group IV employees Pay + DA + HRA.
  - ii) During 4th year of Service = 75% -do-
  - iii) During 5th year of Service = 85% -do-

Sr. No	Particulars of Class Room Training	No.of Lectures of 1 hour (i.e. 60 Minutes).	No.of Working days
12.	Conditions of Supply of Power (Booklet) and other important Commercial matters. Administration of Funds and Properties Regulations.	05	1
	TOTAL:-	105	21

N.B.:- The trainees are expected to utilise the available one & half hour every day for readings, studies, attending Documentary films on the Subjects of training and allied matters if any, etc.

#### SERVICE REGULATIONS

- 1) Important Definitions.- Verification of dates of Birth of employees.
  - 2) General Conditions of Service.
  - 3) Rules relating to pay - 29 (a), 30, 31, 32, 34- striking off the name from Muster - 36. Schedule No.6 to 8, 10.
  - 4) Leave : 39 -40 (No Leave beyond the effective date of resignation/termination), 41 (kinds of leave), 43 - (rate of leave to Employees in Appendix 'A' -1/12 of duty), 44 - (rates of leave admissible to the employees in Appendix 'B') - (Permanent and Temporary), 45 - rates of leave admissible to the employees in Appendix 'C' 46- EOL 60 days at a time, 47 - No leave/paid off to NMR., 49- study leave, 50 - Disability leave with Schedule No.17, 51 - casual leave to Appendix 'A', Appendix 'B' and Appendix 'C', G.O. 11/5-11-62 regarding special C.L.for Family Planning, 53 - Maternity leave. Schedule No.9.
- G.O.59 27.6.70 Encashment of leave on Average Pay.
- i) Condition /Eligibility to employees & his heirs.
  - ii) Block of Two Years 1970-71 & 1971-72
  - iii) Payment of Leave Salaries, allowances, such as non-practicing allowance etc.
  - iv) Limits for employees in Appendix A,B & C.
  - v) Competent Authorities.
  - vi) Implications on Income-Tax.
- G.O.114(P) 23.8.1982 Encashment of H.A.P.

## TRAINING COURSE FOR HEAD CLERKS

	No. of Working Day.
Pretraining Formalities & Introduction etc.	1
Class Room training including Practicals etc.	21
Workshop/Briefing Session.	1
Written Test/Assessment.	1
	24

Sr. No	Particulars of Class Room Training	No. of Lectures of 1 hour (i.e. 60 Minutes).	No. of Working days
1.	M.S.E.B. Employees' Service Regulations with Schedules G.O./G.S.O.(with Practicals)	50	10
2.	M.S.E.B. Employees' Recruitment Regulations with Schedules, G.O., G.S.O. Roster Matters etc. (with Practicals).	10	2
3.	M.S.E.B. Employees' Seniority Regulations, Payment of Gratuity Act, 1972, M.S.E.B. Employees' Gratuity Regulations, 1960 (with Practicals).	05	1
4.	M.S.E.B. Employees' C.P.F. Regulations/Office Manual.	02	1
5.	All Periodicals Returns, Income Tax, Profession Tax and all other statutory obligations.	03	
6.	All other important G.Os., G.S.Os. not covered in 1 & 2 (with Practicals).	15	3
7.	Establishment Schedules Norms/Guidelines for additional Staff/ Return of Salaries & Wages.	03	1
8.	Noting, drafting, Item Notes for Board's consideration and other Govt. Correspondence, Assembly matters.	02	
9.	G.O. 2 (S&S) Supplies and Services dated 18-2-1965 Works, Miscellaneous.	03	1
10.	Sanction of all Advances and Maintenance of various Registers.	02	
11.	Labour Laws, Indian Electricity & (Supply) Act, 1948, I.E. Rules 1956. Indian Electricity Act, 1910 (with Practicals).	05	1

The money has been paid by me and this receipt signed in my presence.

Signature of paying Officer,

Full Name \_\_\_\_\_

Designation \_\_\_\_\_

Place \_\_\_\_\_

Date \_\_\_\_\_

- i. Witness: paid before me (Responsible person identifying the party) on \_\_\_\_\_.
- Signature \_\_\_\_\_  
Full Name \_\_\_\_\_  
Full Address \_\_\_\_\_  
Place \_\_\_\_\_ Taluka \_\_\_\_\_  
Dist. \_\_\_\_\_
- ii. The MSEB employee in whose presence the payment is made.
- Signature \_\_\_\_\_  
Full Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Place \_\_\_\_\_  
Date \_\_\_\_\_

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**ADMINISTRATIVE CIRCULAR No.104 DATED 21-7-1984**

Subject:- Syllabus for the Departmental Training Programme for the Head Clerks/Senior Clerks/Estt. Assistants in Personnel Department.

The Board by their Resolution No.999, dated 19.6.1984 accorded approval to:-

- 1) Prescribe the syllabus for the Departmental Training Programme for Head Clerks/Senior Clerks/Establishment Assistants in the G.A.D., as annexed hereto;
- 2) delegate authority to the Member (Admn.)/Secretary to review/change, modify, deal and decide the allied matters pertaining to the syllabus of the Departmental Training Programme pertaining to the Personnel Management and Industrial Relations.

2. The Board has directed that the direct recruits (excluding those departmental candidates who have already attended the relevant training programme earlier and selected for direct recruitment) to the posts of Estt. Supdts, Admn. Officers/A.P.Os. should also be deputed for this Departmental Training Programme.

Encl:- Annexure

Sd/-(Dr. D.K.Sankaran)  
Member(Admn.)/Secretary

2. This Administrative Circular comes into force with effect from 23rd May 1984 and as such, it is applicable for cases arising on or after 23-5-1984. Cases prior to 23-5-1984 shall not be re- opened.

Encl:- Form of Receipt

Sd/-(Dr. D.K. Sankaran)  
Secretary Member(Admn.)

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(Accompaniment To Administrative Circular No.103 Dated 17-7-1984)

Receipt

(To be prepared in triplicate duly marked)

Received the sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_  
\_\_\_\_\_ only) from Shri \_\_\_\_\_ Executive Engineer,  
\_\_\_\_\_ Division, M.S.E.B. \_\_\_\_\_ being  
the amount of adhoc payment on account of minor/major/fatal injuries/sustained by  
Shri/Smt./Kum. \_\_\_\_\_  
residing at \_\_\_\_\_ Village \_\_\_\_\_ Taluka  
\_\_\_\_\_ District \_\_\_\_\_ on account of  
electric shock from M.S.E.B.'s installations at \_\_\_\_\_,  
T. \_\_\_\_\_ D. \_\_\_\_\_ on \_\_\_\_\_.

(The payment is made without prejudice to the rights and contentions of the M.S.E.B. and the recipient in the matter of liability for payment of compensation).

(Stamp)

Date \_\_\_\_\_

Signature of recipient

Place \_\_\_\_\_

(Full name of recipient)

\*(Strike out whichever is not applicable).

Note:- In case of fatal injuries the name and address of the person receiving the amount and his/her relation with the deceased should be recorded as under :-

- i) Full Name : \_\_\_\_\_
- ii) Address : \_\_\_\_\_
- iii) Occupation : \_\_\_\_\_
- iv) Relation with the deceased : \_\_\_\_\_
- v) Any other relevant particulars:- \_\_\_\_\_

**ADMINISTRATIVE CIRCULAR No.103 DATED 17-7-1984**

**Subject:-**Grant of immediate financial assistance to the relatives of persons who meet with fatal accident due to electric shock from Board's snapped conductors.

The Board by their Resolution No.942, dated 23-5-1984 accorded approval to the grant of immediate financial assistance to the relatives of the outsider victims who meet with accident on Board's installations, after taking into consideration the provisions made in this respect by the State Transport Department and the Railways Department, as under:-

(1) Adhoc payment on the spot to be made on the following scale:

- i) Human beings meeting with fatal accidents - Rs.1000/-per person.
- ii) Human beings suffering an injury - the accident being non-fatal.
  - a) Rs.100/- to Rs.200 per person for minor injury.
  - b) Rs.500/-per person in case of serious injury.

The decision as to whether the injuries are minor or serious will be decided by the E.E. as per the medical certificate from the hospital where the injured person receives treatment.

(2) Fatal accident to the animals :

Compensation not exceeding Rs. 200/-. Amount to be decided after taking into consideration the price of animal, age etc. and decision of the concerned E.E. to be final.

The payment should be made only in respect of accidents to outsiders on Board's installation and not on consumer's premises, irrespective of the circumstances except those in which there is a clear intention of committing suicide/playfulness. The Competent Authority to authorise payment will be the concerned E.E. who is authorised to draw cash for this purpose from the revenue receipts, if necessary. The E.E. will disburse the payment after due identification to the next of kin and obtain a receipt in the form Annexed hereto.

(3) These provisions do not apply in case of accident to personnel of the Board's contractors or their Sub-Contractors.

(4) The *ad hoc* payment is not to be deducted from the final compensation whether payable or not in the case.

(5) The E.E. should ensure that this *ad hoc* payment is made within a period not exceeding one week from the date of accident.



## FORM 'B'

GAD/V-B/HO/QR/

Name of Office : .....

Quarterly returns regarding Departmental inquiries for quarter ending : .....

Sr. No.	Name & Designation of employees & his present place of working.	Date of chargesheet	Nature of misconducts including alleged facts	Name of Enquiry Officer and his date of appointment.	Present position	If finalised the details of final punishment & order No. & date.	Reasons for delay if not finalised/ decided within six months
1	2	3	4	5	6	7	8

## ABSTRACT SHOWING BREAK UP OF PENDING CASES FOR LAST THREE YEARS (Calendar Year)

Sr. No.	Years	No. of employees against whom disc. action pending.					Cases Pending - In Court of Law					Cases Pending with A.C.B.					Cases Pending with Police				
		Pay Gr. I	Pay Gr. II	Pay Gr. III	Pay Gr. IV	Total	Pay Gr. I	Pay Gr. II	Pay Gr. III	Pay Gr. IV	Total	Pay Gr. I	Pay Gr. II	Pay Gr. III	Pay Gr. IV	Total	Pay Gr. I	Pay Gr. II	Pay Gr. III	Pay Gr. IV	Total
1	2	3					4					5					6				

1. More than 3 years
2. More than 2 years
3. More than 1 year
4. Current year

...

## FORM 'A'

GAD/V-B/HO/Suspension Cases/

Quarterly Returns Regarding Suspension cases for the quarter ending .....

Name of Controlling/Zonal Office:-.....

Sr. No.	Name and Designation of the employee and office where presently working	Nature of misconducts in brief	Date of suspension	Whether suspended on vigilance report/ or A.C.B. or police report. If so, indicate the report No. & date.	Present position of the case.	Remarks
1	2	3	4	5	6	7

## ABSTRACT

Total No. of employees under suspension on the last date of quarter	Total cases pending with Competent Authority or Enquiry Officers on last day of quarter	Total cases pending with ACB/ Police or Court of Law on last day of quarter	Total No. of employees dismissed after decision during quarter.	Total No. of employees reinstated or acquitted during quarter	Remarks
1	2	3	4	5	6

Pay Group I  
 Pay Group II  
 Pay Group III  
 Pay Group IV

*which are attached to Technical Director/Technical Member/Chairman in Head Office, should be sent directly to the Joint Secretary (General), Bombay duly consolidated for all the Units under them.*

This supersedes all the instructions issued earlier in the matter. All concerned should, therefore, take a discreet note of above instructions and ensure strict compliance.

Encl: As above #

Sd/- (Dr. D. K. Sankaran)  
Member (Adm.) / Secretary

# See on page 116 onwards

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returns were not coming regularly, the field officers were requested vide circular No.GAD/V/QR/4839 dt.1.12.76 to send the same positively by the 5th day of January, April, July and October of every year. After formation of Zonal Offices, the field officers were requested vide circular No.GAD/V/Quarterly Return/4839 dt.1.12.76 to endorse copy of the quarterly returns to the Chief Engineer concerned, who in turn was expected to scrutinise the returns and issue necessary instructions to the respective officers under his control for expeditious disposal of the cases on which suitable action has been taken. The Chief Engineers concerned were also instructed to send reports of the cases still pending with the offices under the Administrative control of the respective Zonal Office to the Head Office, by 15th of January, April, July and October of every year.

Similarly, field officers were also requested to submit quarterly report of cases involving suspension vide No.GAD/V/Disc/Susp/2914 dt.1.7.78, so as to take review of suspension cases.

However, it is observed that many field officers are not submitting the above returns regularly. The information furnished in the above returns is also found wanting in many respect. The Chief Engineer's offices in the field with full complement of GAD staff at their disposal are expected to scrutinise these returns and submit consolidated quarterly return to Head Office. Further, because of fast developments in the matter of disciplinary action arising out of corruption, malpractices etc. the information is required to be submitted to the Government frequently. It is, therefore, felt necessary to revise the present practice, radically.

Accordingly, it is decided to discontinue the present practice of sending quarterly returns and suspension reports direct to Head Office by the various field officers. Instead, the field officers should forward the quarterly returns for the quarter ending in March, June, September & December of every year relating to disciplinary action cases and suspension, Anticorruption Bureau/Police cases in the revised format 'A' & 'B' enclosed to the Chief Engineer concerned by every 5th day of January, April, July & October of that year who in turn after scrutinising the returns should indicate the present position/action/steps taken by his office against each case and after consolidating the return in respect of all the offices under him, should invariably forward it to the Joint Secretary(General), Head Office, Bombay by 15th day of January, April, July and October for the relevant quarter.

The Establishment Officer/Dy.Establishment Officer and Administrative Officer shall be personally responsible to watch the progress of disciplinary action cases and furnish consolidated returns of all the offices under the control of concerned Chief Engineer to Head Office.

The returns in respect of offices headed by the Director (V&S), Bombay, Chief Engineer(Stores), Chief Engineer(Hydro), Chief Engineer(Gen.P&P), Bombay, Chief Engineer, Civil(Gen.Constn), Bombay, Controller of Vehicles, Pune, Dy.Chief Engineer, Civil (T&D), Bombay, Chief Station Superintendent, Gas Turbine Power Station, Uran, etc.

3. The other provision contained in the Administrative Circular No. 96 dtd. 8.12.1981 and the terms and conditions stipulated in the Administrative Circular No.252 dtd. 4.12.1980 shall, however, remain unchanged.

Sd/-(DR.D.K. SANKARAN)  
MEMBER (ADM.)/SECRETARY

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**ADMINISTRATIVE CIRCULAR No.101-LTC, DATED 16-1-1984**

Subject:-Leave Travel Concession for the blocks ending 31-12-1983 - Grace period for availing the -

The first block of 4 years (viz. 1980-1983) and two year Home-Town block (1982-83) prescribed under the L.T.C. Rules (Vide G.O.93, dated 5.3.1980) expired on 31st December, 1983. The question of granting the grace period for availing the L.T.C., beyond this last date was under the consideration of the Board. The Board by their Resolution No. 628, dated 29-12-1983 have decided -

i) to authorise the Heads of Departments to allow the employees under their respective control, who were refused leave in the exigencies of administration/public interest after September, 1983 to avail of the L.T.C. in respect of Block/s ending 31.12.1983, before 30-6-1984;

ii) that in the cases of Heads of Departments and Technical Directors themselves the power to grant grace period may be exercised by the next higher authority.

2. a) In view of the aforesaid decision of the Board, the cases of the employees who are eligible for the aforesaid grace period and who intend to avail the L.T.C. (either for Home-Town or any place in India) in respect of 1982-83 or 1980-83 Blocks in the grace period, may be referred to the concerned Head of the Department for approval of the grace period;

b) On receipt of such approval, the concerned Competent Authority shall take all further actions e.g. sanctioning Advance, scrutiny of L.T.C. Bill etc.;

c) Only those employees would be eligible for grace period who were refused leave in the exigencies of administration/public interest after September 1983 i.e. after 30-9-1983. (If the refusal is done on or after 1.10.83, only then an employee is eligible for this extended benefit.)

d) The employees who have been permitted by the Heads of the Departments to avail L.T.C. in the grace period must commence their outward journey on or before 30.6.1984. The return journey may be completed after 30.6.1984.

Sd/-(Dr.D.K. Sankaran)  
Member(Adm.)/Secretary

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**DEPARTMENTAL CIRCULAR No.102 DATED 17-1-1984 \***

Subject:-Quarterly Returns relating to the disciplinary action cases and returns of the employees under suspension.

With a view to watch the progress of the departmental enquiries ordered by Competent Authorities, all the officers who have been delegated with powers to take disciplinary action as per Schedule 'C' of M.S.E.B. Employees' Service Regulations, were requested to forward a quarterly return showing the progress of the departmental enquiries initiated by them vide H.O.circular No.Esst/II,III/Disc/2730 dt.3.10.69. Since the

(\* This fits in the series of Adm. Circulars)

The Board vide their Resolution No.1358 dt.6-1-1982 has accorded their approval to increase the present rate of Kit Allowance from Rs.50/- to Rs.100/- per employee-player for participating in sports tournaments organised by All India Electricity State Control Board.

2. The Board has further directed that the amount of Kit allowance payable to the players should be spent through Manager of the team for purchase of uniform and other necessary articles for the players and he shall keep proper accounts of the expenditure incurred and submit to the competent Authority.

Sd/-Chief Industrial Relations Officer.

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**ADMINISTRATIVE CIRCULAR No.99 DATED 25-8-1982**

Subject:-Delegation of powers in service/personnel matters in respect of non-technical employees (including employees on the GAD Cadre).

The decision of the Board under Resolution No.1533 dated 8-6-1982 regarding delegation of powers of Member (Admn.)/Secretary to the Accounts Member in respect of all non-technical employees (including employees on the GAD Cadre) in all matters/issues etc. either as an independent authority or in consultation with the Member(s)/Officer(s) as stipulated in Rules and Regulations, G.Os., Circulars and other orders etc., in force, was notified under G.O. 112(P), dated 16-6-1982.

In supersession of the aforesaid Resolution No.1533 dated 8th June, 1982 the Board by their Resolution No. 1640, dated 30-7-1982 have decided that henceforth all the aforesaid powers shall be exercised by the Chairman himself.

Consequently, G.O. No. 112 (P), dated 16-6-1982 stands amended accordingly.

Sd/- (J.N.S.CHANDEL)  
Secretary.

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**ADMINISTRATIVE CIRCULAR NO.100 DATED 10-1-1984**

Subject:-Organising of cultural activities-Drama Competitions- Enhancing the grant for the-  
Reference:-This office Administrative Circular No. 96 dtd.9.12.1981.

In partial modification of the Administrative Circular No. 96 dtd. 9.12.1981 referred to above, the Board vide their Resolution No.629 dtd. 29.12.1983 have accorded their approval to:-

(i) enhance the grant of Rs.2,000/- per drama performance to **Rs.2,500/-** per drama performance at Zonal as well as Inter-Zonal level drama competitions.

(ii) sanction special grant of **Rs.1,250/-** per drama performance to each O&M Zone and H.O. Zone created for the purpose for organising the Zonal Drama Competition at their respective Zone.

(iii) sanction the special grant of **Rs.1,500/-** per drama performance to the Host Zone for organising Inter-Zonal Drama (Final) Competition at Host Zone.

2. The above provision shall be effective from the year 1983-84 and onwards.

**ADMINISTRATIVE CIRCULAR NO.96 DATED 7/9-12-1981**

Subject:-Organising of cultural activities - Drama Competition-Enhancing the grant for

The Board under its Resolution no.750 dt.13.10.1980 notified vide Administrative Circular no.252 dt.4.12.1980, has already approved the scheme of organising drama competitions at Zonal and Inter-Zonal level from the year 1980-81 and onwards and sanctioned an amount of Rs.1,500/- per drama performance. The Board has also approved to pay T.A. uniformly at 2nd class rail fare or bus charges and to pay daily allowance at uniform rate of Rs.15/- per day to all employees participating in the drama competitions.

2. The question of enhancing the grants sanctioned for conducting drama competitions at Zonal/Inter Zonal level and sanctioning grant for each O&M zone and Host Zone to meet the expenses to be incurred by them for organising drama competitions of Circles/Zones was under consideration of the Board for sometime and the Board vide their Resolution no.1313 dt.13.11.81 has accorded approval to:-

- 1) enhance the grant of Rs.1,500/- per drama performance to **Rs.2,000/-** per drama performance at Zonal as well as Inter Zonal level drama competition;
- 2) Sanction special grant of **Rs.2,000/-** for each O&M zone and the Head Office Zone created for the purpose for organising the Zonal drama competitions at their respective zone.
- 3) Sanction special grant of **Rs.3,000/-** for the Host Zone for organising the Inter Zonal drama competition at Host zone.
- 4) Enhance the present uniform rate of daily allowance of Rs.15/- per day to Rs.20/- per day to all the employees participating in the Zonal and Inter Zonal drama competitions.

3. The above provision is effective from the year 1981-82 and onwards.

4. The other terms and conditions stipulated in the aforesaid Administrative Circular dated 4.12.80 shall, however, remain unchanged.

Sd/-Secretary

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**DEPARTMENTAL CIRCULAR NO.97 DATED 28-12-1981 \***

The Board under their Resolution No.798 dt.29.10.80 have accorded approval to allow the apprentices to take one additional chance to appear in the Entrance Examination prescribed for the post of L.D.Cs, irrespective of the number of chances availed by them upto 1.10.1980. Apprentices who have availed 2 or less chances as on 1.10.80 shall be allowed a maximum of three chances in all for appearing in the Entrance Examination.

Sd/-Joint Director of Personnel

*(\* This fits in the series of Administrative Circulars)*

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**ADMINISTRATIVE CIRCULAR NO.98 DATED 29-1-1982**

Subject:-Increase in payment of Kit Allowance to employee-players for participating sports tournaments.

**CORRIGENDUM NO.GAD/II-A/Seniority/38501 DATED 30-11-89**

**Subject:-Implementation of judgement given by Bombay High Court.  
Administrative Circular No.120 dt.22-8-1989.**

The directives for review of seniority list contained on page 3 in para II of the Administrative Circular No.120 dated 22-8-89 should be corrected to read as under:

"Further they are also directed to review all the seniority lists of Lower Division Clerk GAD and Accounts Cadre after declaration of results of the 3rd Lower GAD and A/cs. Examination and recast/review the seniority lists of U.D.Cs."

Rest of the contents shall remain unchanged.

Sd/-(Gireesh Pradhan)  
Member(Adm.)/Secretary

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**ADMINISTRATIVE CIRCULAR No.121 DATED 14-5-1990**

**Subject:-Exact revised rates of consolidated wage under 55% formula (G.O.108 (P), dated 9-9-1981) and 65%, 75%, 85% & 100% graded monetary benefit under G.O. 81 (P), dated 19-1-1977 in respect of N.M.R. Workers.**

The Board by their Resolution No.379, dated 30th January, 1990 (as notified vide Para I (Q) of the G.O. 121 (P), dated 22-3-1990) have accorded approval to revise the consolidated minimum Wage of Nominal Muster Roll Workers engaged on Nominal Muster Roll with effect from 1-4-1988, as under:-

**"ADMISSIBILITY OF CONSOLIDATED MINIMUM WAGE TO NOMINAL MUSTER ROLL WORKERS ENGAGED ON NOMINAL MUSTER ROLL:-**

(i) Under the provisions of the G.O. 81 (P), dated 19-1-1977, the Worker on Nominal Muster Roll who has rendered five years or more continuous service on Nominal Muster Roll on any date on or after 31-3-1976, is held eligible for the consolidated wages on the basis of the minimum basic pay of the lowest category in Pay Group IV post. Since the pay of an employee whose minimum basic pay is Rs. 355/- in the existing pay-scale is to be fixed @ Rs. 1110/- in the revised pay-scale of Rs. 1050-15-1125-20-1325-25-1575, the consolidated minimum wage in respect of existing Nominal Muster Roll worker covered under the graded monetary benefit scheme shall, therefore, be worked out on the basis of basic pay of Rs. 1110/- and revised Dearness Allowance and House Rent Allowance as may be applicable on that basic pay.

(ii) Similarly, the basic pay of Nominal Muster Roll worker presently covered under the graded monetary benefit scheme and having rendered five years or more service on Nominal Muster Roll on or after 1-4-1988 shall also be fixed @ Rs.1110/- in the revised scale of pay of Rs.1050-15-1125-20-1325-25-1575 in the event of his absorption/appointment to Pay Group IV post on or after 1-4-1988".

Consequently, the exact revised rates of consolidated Daily Wage under 55% formula (G.O. 108 (P), dated 9-9-1981) and 65%, 75%, 85% and 100% graded monetary benefit under G.O.81(P) dated 19-1-1977 in respect of Nominal Muster Roll Workers will be as indicated in Annexures 'A', 'B' & 'C'. These rates are applicable to those N.M.R. workers who were in the service of the Board as on 29-1-1990.

The exact revised rates of consolidated wage under 55% formula as per G.O. 108 (P), dated 9-9-1981 in respect of Nominal Muster Roll Workers who are engaged in Board's service after 29-1-1990 (prospective N.M.Rs.) will be worked out on the basis of basic pay of Rs.1050/- and revised D.A. and H.R.A. as may be



applicable on that basic pay. The exact revised rates of consolidated Daily Wage under 55% formula (G.O.108 (P), dated 9-9-1981 in respect of prospective N.M.Rs. (appointed after 29-1-1990) will be as indicated in Annexure - 'D', 'E' & 'F'.

The other terms and conditions of G.O. 81 (P), dated 19-1-1977 and G.O. 108 (P), dated 9-9-1981 as amended from time to time will remain unchanged.

**PAYMENT OF ARRERS:-**

The amount of arrers as a result of revised rates of consolidated Wage with effect from 1-4-1988 as per the provisions of G.O.121(P), dated 22-3-1990 under 55% formula (G.O.108(P), dated 9-9-1981) and 65%, 75%, 85% and 100% graded monetary benefit under G.O.80(P), dated 15-1-1977 shall be drawn and after making statutory deductions on account of monthly C.P.F. subscription, professional Tax etc. and after adjustment of the amount of **Interim** advance, if any, granted to the N.M.R. Workers vide Head Office Circular No. GAD/I-B/259/35355, dated 21-10-1989 the amount of arrears shall be paid to the N.M.R. Workers in Cash in two equal monthly instalments in May, 1990 and June, 1990.

Encl:-Annexures 'A' to 'F' \*

Sd/(C.S. Sastry)  
Director of Personnel

(\* See on page 163 to 170)

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**ANNEXURE 'A'**  
**MAHARASHTRA STATE ELECTRICITY BOARD, H.O., BOMBAY**  
**GAD/GROUP VIII-(O&M) CELL, DHARAVI, BOMBAY-19.**

Accompaniment to H.O.Circular No.121, Dated 14-5-1990.

Statement showing the exact revised rates of consolidated Daily Wage under 55% formula (G.O.108(P), dated 9-9-1981) and 65%, 75%, 85% and 100% graded monetary benefit under (G.O.81 (P), dated 19-1-1977) in respect of N.M.R. Employees, working in 'A', 'B-1', 'B-2' Class Cities as notified in Annexure-'1-B' of Correction Slip No.19, dated 6-7-1988 of G.O.68(P), dated 30-6-1972.

Sr. No.	Total pay of N.M.R.Employee in lowest category of pay Group IV employee i.e. Peon/Helper	Month and Year	Rate of Daily Wage per day under 55% formula as per G.O.108 (P) dated 9-9-1981.	Rate of Daily Wage per day under 65% graded monetary benefit as per G.O.81(P), dated 19-1-1977	Rate of Daily Wage per day under 75% graded monetary benefit as per G.O.81(P), dated 19-1-1977	Rate of Daily Wage per day under 85% graded monetary benefit as per G.O.81(P), dated 19-1-1977	Rate of Daily Wage per day under 100% graded monetary benefit as per G.O.81(P), dated 19-1-1977
	Rs.		Rs.Ps.	Rs.Ps.	Rs.Ps.	Rs.Ps.	Rs.Ps.
1	Basic: 1110	April, 1988	27.87	32.93	38.00	43.07	50.67
	D.A.: 200	May, 1988	26.97	31.87	36.77	41.68	49.03
	H.R.A.: 210	June, 1988	27.87	32.93	38.00	43.07	50.67
	Total: 1520						
2	Basic: 1110	July, 1988	27.94	32.02	38.10	43.19	50.81
	D.A.: 255	August, 1988	27.94	33.02	38.10	43.19	50.81
	H.R.A.: 210	September, 1988	28.88	34.13	39.38	44.63	52.50
	Total: 1575	October, 1988	27.94	33.02	38.10	43.19	50.81
		November, 1988	28.88	34.13	39.38	44.63	52.50
		December, 1988	27.94	33.02	38.10	43.19	50.81

Sr. No.	Total pay of N.M.R. Employee in lowest category of pay Group IV employee i.e. Peon/Helper	Month and Year	Rate of Daily Wage per day under 55% formula as per G.O.108 (P) dated 9-9-1981.	Rate of Daily Wage per day under 65% graded monetary benefit as per G.O.81 (P), dated 19-1-1977	Rate of Daily Wage per day under 75% graded monetary benefit as per G.O.81 (P), dated 19-1-1977	Rate of Daily Wage per day under 85% graded monetary benefit as per G.O.81 (P), dated 19-1-1977	Rate of Daily Wage per day under 100% graded monetary benefit as per G.O.81 (P), dated 19-1-1977
	Rs.		Rs.Ps.	Rs.Ps.	Rs.Ps.	Rs.Ps.	Rs.Ps.
3	Basic: 1110	January, 1989.	29.13	34.43	39.73	45.02	52.97
	D.A.: 322	February, 1989	32.25	38.12	43.98	49.85	58.64
	H.R.A.: 210	March, 1989	29.13	34.43	39.73	45.02	52.97
	Total: 1642	April, 1989	30.10	35.58	41.05	46.52	54.73
		May, 1989	29.13	34.43	39.73	45.02	52.97
		June, 1989	30.10	35.58	41.05	46.52	54.73
4	Basic: 1110	July, 1989	30.11	35.58	41.06	46.53	54.74
	D.A.: 377	August, 1989	30.11	35.58	41.06	46.53	54.74
	H.R.A.: 210	September, 1989	31.11	36.77	42.43	48.08	56.57
	Total: 1697	October, 1989	30.11	35.58	41.06	46.53	54.74
		November, 1989	31.11	36.77	42.43	48.08	56.57
		December, 1989	30.11	35.58	41.06	46.53	54.74
		January, 1990	30.11	35.58	41.06	46.53	54.74
		February, 1990	33.33	39.39	45.46	51.52	60.61
		March, 1990	30.11	35.58	41.06	46.53	54.74
		April, 1990	31.11	36.77	42.43	48.08	56.57

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ANNEXURE-'B'  
 MAHARASHTRA STATE ELECTRICITY BOARD, H.O., BOMBAY  
 GAD/GROUP VIII-(O&M) CELL, DHARAVI, BOMBAY-19.  
 Accompaniment to H.O.Circular No.121, Dated 14-5-1990.

Statement showing the exact revised rates of consolidated Daily Wage under 55% formula (G.O.108(P), dated 9-9-1981) and 65%, 75%, 85% and 100% graded monetary benefit under (G.O.81 (P), dated 19-1-1977) in respect of N.M.R. Employees, working in other District Head Quarters and 'C' Class Cities as notified in Annexure-'I-B' of Correction Slip No..19, dated 6-7-1988 of G.O.68(P), dated 30-6-1972.

Sr. No.	Total pay of N.M.R.Employee in lowest category of pay Group IV employee i.e. Peon/Helper	Month and Year	Rate of Daily Wage per day under 55% formula as per G.O.108 (P) dated 9-9-1981.	Rate of Daily Wage per day under 65% graded monetary benefit as per G.O.81(P), dated 19-1-1977	Rate of Daily Wage per day under 75% graded monetary benefit as per G.O.81(P), dated 19-1-1977	Rate of Daily Wage per day under 85% graded monetary benefit as per G.O.81(P), dated 19-1-1977	Rate of Daily Wage per day under 100% graded monetary benefit as per G.O.81(P), dated 19-1-1977
	Rs.		Rs.Ps.	Rs.Ps.	Rs.Ps.	Rs.Ps.	Rs.Ps.
1	Basic: 1110	April, 1988	25.85	30.55	35.25	39.95	47.00
	D.A.: 200	May, 1988	25.02	29.56	34.11	38.66	45.48
	H.R.A.: 100	June, 1988	25.85	30.55	35.25	39.95	47.00
	Total: 1410						
2	Basic: 1110	July, 1988	25.99	30.72	35.44	40.17	47.26
	D.A.: 255	August, 1988	25.99	30.72	35.44	40.17	47.26
	H.R.A.: 100	September, 1988	26.86	31.74	36.63	41.51	48.83
	Total: 1465	October, 1988	25.99	30.72	35.44	40.17	47.26
		November, 1988	26.86	31.74	36.63	41.51	48.83
		December, 1988	25.99	30.72	35.44	40.17	47.26

Sr. No.	Total pay of N.M.R.Employee in lowest category of pay Group IV employee i.e. Peon/Helper	Month and Year	Rate of Daily Wage per day under 55% formula as per G.O.108 (P) dated 9-9-1981.	Rate of Daily Wage per day under 65% graded monetary benefit as per G.O.81(P), dated 19-1-1977	Rate of Daily Wage per day under 75% graded monetary benefit as per G.O.81(P), dated 19-1-1977	Rate of Daily Wage per day under 85% graded monetary benefit as per G.O.81(P), dated 19-1-1977	Rate of Daily Wage per day under 100% graded monetary benefit as per G.O.81(P), dated 19-1-1977
	Rs.		Rs.Ps.	Rs.Ps.	Rs.Ps.	Rs.Ps.	Rs.Ps.
3	Basic: 1110	January, 1989.	27.18	32.12	37.06	42.01	49.42
	D.A.: 322	February, 1989	30.09	35.56	41.04	46.51	54.71
	H.R.A.: 100	March, 1989	27.18	32.12	37.06	42.01	49.42
	Total: 1532	April, 1989	28.09	33.19	38.30	43.41	51.07
		May, 1989	27.18	32.12	37.06	42.01	49.42
		June, 1989	28.09	33.19	38.30	43.41	51.07
4	Basic: 1110	July, 1989	28.16	33.28	38.40	43.51	51.19
	D.A.: 377	August, 1989	28.16	33.28	38.40	43.51	51.19
	H.R.A.: 100	September, 1989	29.10	34.39	39.68	44.97	52.90
	Total: 1587	October, 1989	28.16	33.28	38.40	43.51	51.19
		November, 1989	29.10	34.39	39.68	44.97	52.90
		December, 1989	28.16	33.28	38.40	43.51	51.19
		January, 1990	28.16	33.28	38.40	43.51	51.19
		February, 1990	31.17	36.84	42.51	48.18	56.68
		March, 1990	28.16	33.28	38.40	43.51	51.19
		April, 1990	29.10	34.39	39.68	44.97	52.90

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ANNEXURE-'C'  
 MAHARASHTRA STATE ELECTRICITY BOARD, H.O., BOMBAY  
 GAD/GROUP VIII-(O&M) CELL, DHARAVI, BOMBAY-19.  
 Accompaniment to H.O.Circular No.121, Dated 14-5-1990.

Statement showing the exact revised rates of consolidated Daily Wage under 55% formula (G.O.108(P), dated 9-9-1981) and 65%, 75%, 85% and 100% graded monetary benefit under (G.O.81 (P), dated 19-1-1977) in respect of N.M.R. Employees, working in other places as notified in Annexure-'I-B' of Correction Slip No.19, dated 6-7-1988 of G.O.68(P), dated 30-6-1972.

Sr. No.	Total pay of N.M.R.Employee in lowest category of pay Group IV employee i.e. Peon/Helper	Month and Year	Rate of Daily Wage per day under 55% formula as per G.O.108 (P) dated 9-9-1981.	Rate of Daily Wage per day under 65% graded monetary benefit as per G.O.81(P), dated 19-1-1977	Rate of Daily Wage per day under 75% graded monetary benefit as per G.O.81(P), dated 19-1-1977	Rate of Daily Wage per day under 85% graded monetary benefit as per G.O.81(P), dated 19-1-1977	Rate of Daily Wage per day under 100% graded monetary benefit as per G.O.81(P), dated 19-1-1977
	Rs.		Rs.Ps.	Rs.Ps.	Rs.Ps.	Rs.Ps.	Rs.Ps.
1	Basic: 1110	April, 1988	24.84	29.36	33.88	38.39	45.17
	D.A.: 200	May, 1988	24.04	28.41	32.78	37.15	43.71
	H.R.A.: 45	June, 1988	24.84	29.36	33.88	38.89	45.17
	Total: 1355						
2	Basic: 1110	July, 1988	25.02	29.56	34.11	38.66	45.48
	D.A.: 255	August, 1988	25.02	29.56	34.11	38.66	45.48
	H.R.A.: 45	September, 1988	25.85	30.55	35.25	39.95	47.00
	Total: 1410	October, 1988	25.02	29.56	34.11	38.66	45.48
		November, 1988	25.85	30.55	35.25	39.95	47.00
		December, 1988	25.02	29.56	34.11	38.66	45.48

Sr. No.	Total pay of N.M.R.Employee in lowest category of pay Group IV employee i.e. Peon/Helper	Month and Year	Rate of Daily Wage per day under 55% formula as per G.O.108 (P) dated 9-9-1981.	Rate of Daily Wage per day under 65% graded monetary benefit as per G.O.81(P), dated 19-1-1977	Rate of Daily Wage per day under 75% graded monetary benefit as per G.O.81(P), dated 19-1-1977	Rate of Daily Wage per day under 85% graded monetary benefit as per G.O.81(P), dated 19-1-1977	Rate of Daily Wage per day under 100% graded monetary benefit as per G.O.81(P), dated 19-1-1977
	Rs.		Rs.Ps.	Rs.Ps.	Rs.Ps.	Rs.Ps.	Rs.Ps.
3	Basic: 1110	Januay, 1989.	26.20	30.97	35.73	40.50	47.65
	D.A.: 322	February, 1989	29.01	34.29	39.56	44.84	52.75
	H.R.A.: 100	March, 1989	26.20	30.97	35.73	40.50	47.65
	Total: 1477	April, 1989	27.08	32.00	36.93	41.85	49.23
		May, 1989	26.20	30.97	35.73	40.50	47.65
		June, 1989	27.08	32.00	36.93	41.85	49.23
4	Basic: 1110	July, 1989	27.18	32.12	37.06	42.01	49.42
	D.A.: 377	August, 1989	27.18	32.12	37.06	42.01	49.42
	H.R.A.: 45	September, 1989	28.09	33.19	38.30	43.41	51.07
	Total: 1532	October, 1989	27.18	32.12	37.06	42.01	49.42
		November, 1989	28.09	33.19	38.30	43.41	51.07
		December, 1989	27.18	32.12	37.06	42.01	49.42
		January, 1990	27.18	32.12	37.06	42.01	49.42
		February, 1990	30.09	35.56	41.04	46.51	54.71
		March, 1990	27.18	32.12	37.06	42.01	49.42
		April, 1990	28.09	33.19	38.30	43.41	51.07

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## MAHARASHTRA STATE ELECTRICITY BOARD, H.O., BOMBAY

ANNEXURE-'D'

GAD/GROUP VIII-(O&amp;M) CELL, DHARAVI, BOMBAY-19.

Accompaniment to H.O.Circular No.121, Dated 14-5-1990.

Statement showing the exact revised rates of consolidated Daily Wage under 55% formula (G.O.108(P), dated 9-9-1981), in respect of prospective N.M.R. Workers appointed after 29-1-1990 or those who will be appointed in future and working in 'A', 'B-1', 'B-2' Class Cities as notified in Annexure - 'I-B' of Correction Slip No.19, dated 6-7-1988 of G.O.68 (P), dated 30-6-1972.

Sr. No.	Total pay of N.M.R.Employees in lowest category of Pay Group IV employee i.e. Peon/Helper	Month and Year	Rate of Daily Wage per day under 55% formula as per G.O.108(P), dated 9-9-1981
	Rs.		Rs. Ps.
1.	Basic: 1050	January, 1990	28.69
	D.A.: 357	February, 1990	31.76
	H.R.A.: 210	March, 1990	28.69
	Total: 1617	April, 1990	29.65

## MAHARASHTRA STATE ELECTRICITY BOARD, H.O., BOMBAY

ANNEXURE - 'E'

GAD/GROUP VIII-(O&amp;M) CELL, DHARAVI, BOMBAY-19.

Accompaniment to H.O.Circular No.121, Dated 14-5-1990.

Statement showing the exact revised rates of consolidated Daily Wage under 55% formula (G.O.108(P), dated 9-9-1981) in respect of prospective N.M.R. Workers appointed after 29-1-1990 or those who will be appointed in future and working in orhter District Head Quarters and 'C' Class Cities as notified in Annexure - 'I-B' of Correction Slip No.19, dated 6-7-1988 of G.O.68 (P), dated 30-6-1972.

Sr. No.	Total pay of N.M.R.Employees in lowest category of Pay Group IV employee i.e. Peon/Helper	Month and Year	Rate of Daily Wage per day under 55% formula as per G.O.108(P), dated 9-9-1981
	Rs.		Rs. Ps.
1.	Basic: 1050	January, 1990	26.74
	D.A.: 357	February, 1990	29.60
	H.R.A.: 100	March, 1990	26.74
	Total: 1507	April, 1990	27.63



**ANNEXURE-'F'**  
**MAHARASHTRA STATE ELECTRICITY BOARD, H.O., BOMBAY**  
**GAD/GROUP VIII-(O&M) CELL, DHARAVI, BOMBAY-19.**  
**Accompaniment to H.O.Circular No.121, Dated 14-5-1990.**

Statement showing the exact revised rates of consolidated Daily Wage under 55% formula (G.O.108(P), dated 9-9-1981) in respect of prospective N.M.R. Workers appointed after 29-1-1990 or those who will be appointed in future and working in orhter places as notified in Annexure - 'I-B' of Cor-  
 rection Slip No.19, dated 6-7-1988 of G.O.68 (P), dated 30-6-1972.

Sr. No.	Total pay of N.M.R.Employees in lowest category of Pay Group IV employee i.e. Peon/Helper	Month and Year	Rate of Daily Wage per day under 55% formula as per G.O.108(P), dated 9-9-1981	
			Rs.	Rs. Ps.
1.	Basic: 1050	January, 1990		25.76
	D.A.: 357	February, 1990		28.52
	H.R.A.: 45	March, 1990		25.76
	Total: 1452	April, 1990		26.62

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**ADMINISTRATIVE CIRCULAR No.122 Dated 30-6-1990**

**Subject:-**Grant of Incentive increment(s) to the employees after acquiring additional qualification while in service - i.e. Diploma in Business Management.

- Reference:-** 1) Correction Slip No.231, dated 21-6-1979 to G.O.18(P), dated 28-5-1963.  
2) H.O. Circular No.220 dated.21-6-1979.  
3) Correction Slip No.308 dated 10-7-1984 to G.O.18(P) dated 28-5-1963.

Initially the Board introduced the Scheme of granting advance increment(s) to employees for acquiring Post-graduate Degree/Diploma vide Circular No.220, dated 21-6-1979 read with Correction Slip No.231, dated 21-6-1979 to G.O. 18 (P), dated 28-5-1963. Later on the Scheme was revised and notified vide Correction Slip No.308, dated 10-7-1984.

2. However, it is noticed that some of the field offices have granted incentive increment(s) to the employees who have acquired "Diploma in Business Management". Such employees who were not granted incentive increment(s) as per old guidelines notified vide Correction Slip No.231, dated 21-6-1979 to G.O.18(P), dated 28-5-1963 and H.O. Circular No.220, dated 21-6-1979 have represented against rejection of increments. It is observed that uniform practice was not followed in the matter of sanction of advance increment which resulted in grievances.

3. The Chairman in consultation with Member(Admn.)/Secretary, Technical Member and Accounts Member has directed that pending cases should be decided on the following lines:-

- 1) All the pending cases of the respective employees who have acquired Diploma in "Business Management", "Administrative Management", "Marketing in Sales", "Journalism", "Marketing Management" from different Universities or from Institutes recognised by the Government/Universities for the purpose of the specified Courses prior to the issue of Correction Slip No.308, dated 10-7-1984, should be processed and they may be granted 1 or 2 increments in respective posts held by them as a special case. However, Diploma awarded by the private Institutes may be rejected for the purpose.
- 2) The proposed increment may be granted in their respective posts from the date of declaration of the result.
- 3) An additional increment granted to such employees may be continued upto (including) 31st May, 1984, but thereafter the benefit (i.e. 1 or 2 increments) should be treated as "Personal Pay" which may be subsequently absorbed in the future increment of the said post.
- 4) In case an employee eligible for 1 or 2 increments (as the case may be) is promoted to a higher post after sanction of the increment in the substantive post/lower post, the increment should be continued up to or including 31st May, 1984 which may be subsequently adjusted in the higher scale of the promoted post.
- 5) Past cases (already decided cases) which are in conformity with the revised criteria need not be disturbed.

The above instructions may be followed scrupulously and pending cases may be decided accordingly.

Sd/-(C.S. Sastry)  
Director of Personnel

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**ADMINISTRATIVE CIRCULAR No.123 DATED 8-8-1990**

**Subject:-**Retirement-Prior to the date of superannuation of Board's employees.

Board's rules & regulations governing compulsory retirement of Board's employees prior to the date of superannuation, constitution of Special Review Committee, procedure to be followed in the matter of review and Appellate Authorities, etc., etc., have been notified under G.O.No.76, dt.9-9-1975, G.O.78, dt.2-1-76 & G.O.No.85, dt. 10-10-1977 as amended from time to time, last being under C.S.No.2, dt.14-7-1990 to G.O.85, dated 10-10-1977.

2. As per the Board's decision notified under the Correction Slip No.2, dated 14-7-1990 to G.O.85, dated 10-10-1977, the standards for judging the suitability of Board's employees in Pay Groups I and II for continuance in service beyond the age of 50/55 years are as follows:-

- i) In the case of employees in Pay Group I or Pay Group II (excluding Workmen) who entered Board's service before attaining the age of 35 years, review should be taken only once at the age of 50 years. No employee should be held to be unfit for continuance in service unless his record is below "good" or he is physically unfit or his integrity is found to be doubtful on the basis of strong *prima-facie* evidence.
- ii) In the case of employees in Pay Group I or Pay Group II (excluding Workmen) who entered Board's service after attaining the age of 35 years, review should be taken at the age of 55 years. No employee should be held to be unfit for continuance in service unless his record is below "good" or he is physically unfit or his integrity is found to be doubtful on the basis of strong *prima-facie* evidence.

3. In exercise of the powers delegated by the Board under Resolution No.516, dated 28-5-1990 (notified vide para 3 of C.S. No.2, dt. 14-7-1990 to G.O.85, dt. 10-10-1977), the Chairman in consultation with the Member (Admn.)/Secretary, the Technical Member and the Accounts Member has accorded approval to amend/amplify the rules & regulations and the procedure governing Compulsory retirement of employees in Pay Groups I and II as follows :-

**(1) Composition of the Special Review Committee.**

The revised composition of the Special Review Committee for reviewing the cases of Board's employees in Pay Group I and Pay Group II shall be as under :-

- 1) The Accounts Member.
- 2) The Technical Member.
- 3) The Member (Admn.).
- 4) One Non-official Member (as per rotation fixed by Chairman of the Board).

**NOTE-1:-** The Accounts Member shall preside over the Special Review Committee for considering the cases of employees of Accounts and EDP Cadres, the Technical Member shall preside over the Special Review Committee for considering the cases of employees of the Stores & Technical Cadres while the Member (Admn.) shall

preside over the Special Review Committee for considering the cases of the remaining employees.

**NOTE-2:-** Absence of any Member of the Review Committee for any reason whatsoever shall not render the decision/s of the Committee invalid in any way.

**NOTE-3:-** In the event of the Chairman of the Review Committee not being able to be present at the time of meeting, the Members present shall decide who amongst them shall preside over the meeting.

**NOTE-4:-** The Review Committee shall function only when there is a quorum of atleast 2 Members, one of whom would be the Chairman of the Committee.

**NOTE-5:-** The Special Review Committee will hold the first meeting in the third week on August, 1990 or soon thereafter and consider the cases of all employees in Pay Groups I and II who have already attained the age of 50/55 years as on 31-7-90 or prior thereto and also who are expected to attain the age of 50/55 years between 1-8-1990 and 31-12-90 (both days inclusive). The Special Review Committee will also hold meetings in future in January and July of each year and review the cases of employees in Pay Groups I and II who are due to attain the age of 50/55 years in January-June and July-December period of the following year.

(2) The Chairman of the Board shall act as the "Appellate Authority" to consider the representations, if any, against the decision of the Special Review Committee. The time limit for submission of such appeal shall be one month from the date the employee receives the notice of Compulsory Retirement.

(3) In respect of Pay Groups I and II employees who have entered service before the age of 35 years, review should be taken when they attain the age of 49 years. A second review at the age of 54 years should not be taken as a matter of course. However, the Board reserves the right to review the case of any such employee at any time after the first review, if justified on the basis of his subsequent work, conduct or physical or mental health which may make premature retirement clearly desirable.

(4) It shall be the responsibility of the Functional Member (i.e. the Technical Member or the Member(Admn.) or the Accounts Member as the case may be) to identify and place before the Special Review Committee the cases of employees in Pay Group I and II under them who were cleared for retention beyond the age of 50 but who since deserve to be retired prematurely in the light of their subsequent work or conduct or health .

(5) Before 15th September every year the Functional Member should scrutinise the cases of all Pay Groups - I and II employees under them who are cleared by the Special Review Committee for retention beyond the age of 50 and who are due to

attain the age of 55 during the next 12 months after 15th September. The purpose of the scrutiny should be to identify the employees who are no longer fit to be continued in service in view of the deterioration in their work or conduct or physical or mental health after the clearance at the age of 50. For this purpose, the confidential records of the employees for the preceding five years and other relevant record should be examined. In the light of such scrutiny the Functional Member shall cause the cases of employees who deserve to be retired prematurely in view of the deterioration after their clearance at the age of 50, to be placed before the Special Review Committee. For this purpose the due assistance of the Officers-In-Charge of Establishment Sections viz. the Additional Director (Estt.) or the Joint Secretary(Tech.) may be taken.

4. All other provisions of rules and regulations or General Orders quoted in Para 1 above not affected by the provisions in Para 3 above shall remain unchanged.

5. This Administrative Circular comes into force with immediate effect.

Sd/- (V.K. AGGARWAL)  
Member (Admn.)/Secretary

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**ADMINISTRATIVE CIRCULAR No.124 Dated 14-8-1990.**

In exercise of the powers delegated to him under General Order No.7, dated 3-8-1962, the Chairman had accorded approval to revise the syllabus prescribed for the Lower & Higher Accounts Examinations and the same was notified through the Correction Slip No.12, dated 5-2-1990 to G.O. No. 7, dated 3-8-1962.

2. Now the Chairman has decided that the above Examinations under the old syllabus should be conducted for one year, in order to give two chances to such candidates who have secured exemptions in any of the papers under the old syllabus of Lower and Higher Accounts Examinations, failing which they will have to appear for all the papers under the New Syllabus for Lower/Higher Accounts Examination. Such candidates who have not secured exemption in any of the papers under the old syllabus should appear for the Examination under the New syllabus.

3. Exemption form passing Paper-III of the Lower Accounts Examination (under the New Syllabus) will be available to such candidates:-

- (i) who have passed B.Com. Degree Examination of any recognised University;
- (ii) who have passed Intermediate Examination of I.C.W.A. (India or London)/Chartered Accountant;

(iii) an employee who has passed any Examinations in Accountancy other than those mentioned above.

(The Director of Accounts will decide such cases).

4. Exemption from passing Paper-I and Paper -III of the Higher Accounts Examinations will be available to Chartered Accountants, Cost Accountants and M.Com. Post-graduates with Costing as one of the subjects, B.Com. graduates with Advanced Accountancy and Auditing as one of the subjects will not be required to appear for Paper-I of the Higher Accounts Examinations. However, those who have not secured the aggregate passing marks prescribed by the Examining Body in the subjects of Advanced Accounting and Auditing, but declared as passed in the Examination by condonation, will be required to appear for Paper-I of the Examination.

Sd/-(C.S. Sastry)  
Director of Personnel

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**ADMINISTRATIVE CIRCULAR No.125 DATED 15-9-1990**

Subject:-Non relaxation of academic qualifications in cases of Departmental promotions to Selection posts.

Reference:-C.S.No.200 dated 25-5-90 (to G.S.O.112 dated 12-2-1962)

Correction Slip No.200 dated 25-5-1990 envisages amendment to Regulation No.36 of the MSEB Classification and Recruitment Regulations, 1961. This amendment provides that academic qualifications would not be relaxed in case of departmental promotions to the Selection Posts.

A question has arisen as to whether the Correction Slip No.200 should apply to the cases where the select list had been prepared and academic qualifications already recommended for relaxation for selection posts before issue of the Correction Slip but the candidates on select list have not yet been promoted. The matter has been examined and it has been decided that where select list had been prepared prior to the date of issue of Correction Slip No.200 dated 25-5-90 and where the relaxation for the academic qualification had already been recommended before that date but promotions have not been ordered, such cases should be exempted from the operation of C.S.No.200 dtd.25-5-90. This relaxation would, however, be applicable only during the validity period of the select list so prepared.

Sd/-Member(Admn)/Secretary.

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**ADMINISTRATIVE CIRCULAR No.126 DATED 20-11-1990**

Subject:-Non-relaxation of academic qualifications in cases of Departmental promotions to Selection posts.

By their Resolution No.642 dated 11-10-1990, the Board accorded ex-post-facto approval to the action taken in issuing the Administrative Circular No. 125 dated 15-9-1990.

Sd/-(C.S. Sastry)  
Director of Personnel

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**ADMINISTRATIVE CIRCULAR No.127 DATED 27-12-1991**

Subject:-Review of G.S.Os and G.Os. to determine their present status .

Right from November, 1954 when the Bombay Electricity Board came into existence the Board has issued a large number of General Orders (G.Os.), General Standing Orders (G.S.Os.) and Circulars, etc. It was felt that some of the G.Os/G.S.Os/Circulars have become redundant either fully or in part because of changes in circumstances since then or because of issue of fresh instruction on the subject subsequently.

The matter has therefore, been reviewed by a Study Group consisting of S/Shri TN Reddy, DyEE; B.Y.Muradi, Dy.E.O.; N.D.Digraskar, A.P.O. ; B.R.Dhawale, Adm. Officer and N.M. Dhanwala, A.E.

The result of the review is enclosed herewith in the form of three statements which indicate the present status of various position of GSOs/GOs that have been issued from time to time and have become redundant. The contents of the three statements are as under:

- Statement I:- This statement shows list of redundant G.S.Os. which are issued by the B.E.B. and B.S.E.B.
- Statement II:- This Statement shows list of redundant G.S.Os. issued by the M.S.E.B.
- Statement III:- This statement shows the redundant GOs (Personnel) issued by the M.S.E.B.

This Circular is issued with the approval of the Member (Admn.)/Secretary.

Encl:-Statement I, II & III \*

Sd/-Establishment Officer (O&M)

(\* See on page no.177 to 187)

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(Accompaniment to Administrative Circular No.127)

STATEMENT - I

LIST OF G.S.Os ISSUED BY B.E.B. AND B.S.E.B. WHICH ARE NOW REDUNDANT & NEED NOT BE FOLLOWED

No.	GSO No.& Date	Subject content	Present Position.
1.	3/2-5-1955	Security Deposit to be furnished by the Board's Officers & employees who are actually incharge of Board's funds and Stores.	The Fidelity Guarantee Insurance Scheme has been introduced by the Board under GSO 59 dated 15.2.1956. The GSO 3 dated 2.5.1955 is now redundant and need not be followed.
2.	8/23-7-1955	This deals with the exception of the provisions relating to notice of termination of service and deduction from CPF in respect of Officers appointed by Govt. on contract and transferred to Bombay Electricity Board who have been retained in service by the Board after the expiry of the contract.	There is now no such case of Govt. Officers. The G.S.O. 8/23.7.55 is therefore redundant and need not be followed.
3.	22/1.9.55	Deals with regional language Examination (namely Gujrathi, Marathi or Kannada) for employees.	The Marathi Language Examination has been introduced for all non Marathi speaking employees under the MSEB GSO NO.117. This GSO No.22 dated 1.9.55 has become redundant and need not be followed.
4.	24/27.9.55	Nomination as per para 7 for the purpose of para 6 of the Licence No.IA(L) 2173 of 30.8.55 granted to the Board under the Bombay Sales Tax Act, 1953.	The Sales Tax Act has undergone many changes after issue of this GSO and hence in the present context the GSO No.24 dt.27-9-55 stands redundant and need not be followed.
5.	32/Dec.1955	Deals with passing of Regional Language Examination by non-muslim displaced employees of the PWD and releasing of increment on lines with policy of the Govt.	The Marathi Language Exam. has been introduced for all non-marathi speaking employees under the M.S.E.B. GSO 117 dt.30.3.62. This GSO NO. 32 of Dec.55 is redundant and need not be followed.



No.	GSO No.& Date	Subject content	Present Position.
6.	71/8.3.56	Redesignation of some categories of staff of O&M Division Utran for administrative convenience.	Since the Utran is no longer the part of Maharashtra State, this GSO No.71 dt.8.3.56 has become redundant and need not be followed.
7.	76/15.3.56	Deals with period of submission of TA Claims.	Covered in Xth Schedule of MSEB Employees Service Regulations. Hence this GSO No.76 15.3.56 is redundant and need not be followed.
8	78/22.3.56	Regarding subjects to be dealt with by the various sections in Head Office (Northern Elec.Circle, Southern Elec. Circle etc.)	Since the Northern Electrical Circle and Southern Electrical Circle are no more in existence, this GSO No.78 dt 22.3.56 is redundant and need not be followed.
9.	94/9.4.56	Deciding release of increments withheld in respect of non-muslim displaced persons for not passing the regional examinations.	The Marathi Language Examination has been introduced for all non Marathi speaking employees under the MSEB GSO No.117 dt.30.3.62. The GSO No.94 dt.9.4.56 is redundant and need not be followed.
10.	96/17.4.56	Deals with minimum qualification and experience for recruitment to the post of Meter Tester.	In view of the provisions embodied in the Recruitment Regulations notified under GSO No.112 dt.20-2-62 of MSEB, the GSO No.96 dated 17-4-56 is redundant & need not be followed.
11.	173/18.1.57	Examination in Hindi-Passing of - By Board's employees.	In view of the M.S.E.B. GSO 108 dt.19.1.62 notifying the rules regarding Hindi examination, the GSO NO.173 dt.18.1.57 is redundant and need not be followed.

No.	GSO No.& Date	Subject content	Present Position.
12.	176/28.1.57	This GSO deals with the power to selecting panels to relax the condition of age limit upto 30 years of age in respect of the technical staff.	In view of Recruitment Regulation Nos.6 & 7 vide MSEB GSO 112 Dt.20.2.1962, the GSO 176 dt.28.1.57 is redundant and need not be followed.
13.	194/6.4.57	Accounting and Banking System in Sowrashtra area.	Since Saurashtra is no longer a part of Maharashtra State,the GSO No.194 dt.6.4.57 has become redundant and need not be followed.
14.	197/April 57	Procedure for auditing and passing Bills in Saurashtra area.	Since Saurashtra is no longer a part of Maharashtra State, this GSO No.197 has become redundant and need not be followed.
15.	208/21.5.57	Deals with allowing the non-muslim employees of the Board to appear for the regional language test conducted by the collectors.	The Marathi Language Examination has been introduced for all non Marathi speaking employees under the MSEB GSO No.117 dt.30.3.62.The GSO No.208 dt.21.5.57 is redundant and need not be followed.
16.	262/8.10.57	This authorises Chairman to post surplus personnel holding higher posts against lower posts in the sanctioned setup with higher scale being personal to them.	In view of Note 2 below S.R.28 of MSEB Employees S.R. notified under G.O.18(P) dated 28.5.63, the GSO No.262 dt.8.10.57 is redundant and need not be followed.
17.	277/16.11.57	This authorises S.E. Amaravti to declare Saturday as a weekly off instead of Sunday as long as Saturday continues to be Bazar DAY when the staff needs weekly off.	In view of S.R.19 of MSEB Employees S.R. notified under G.O.18(P) dated 28.5.63, the GSO No.277 dt.16.11.57 is redundant and need not be followed.

No.	GSO No.& Date	Subject content	Present Position.
18.	286/9.12.57	Deals with provisions of replying communications received in Sub Divisional Offices from the members of public in regional languages to be replied in respective regional language.	In view of the M.S.E.B. G.O.47 dt.10.7.1973, this GSO 286 dt.9.12.57 is redundant and need not be followed
19.	333/14.4.58	This enable the Chairman to accord permission to fix/shift the Head Quarter of a Sub.Dn. according to administrative convenience in consultation with the Chief Engineer.	In view of the delegation of powers of shifting of H.Qs. of various offices of the Board in the first schedule appended to the M.S.E.B. Employees' Service Regulations notified under GO-18(P) dt.28-5-63, the GSO No.333 dt.14-4-58 is redundant and need not be followed.
20.	347/2.6.58	Deals with the opening of new billing cum cash receiving centres by the C.E. and Dy.C.E. and sanction of posts by them with reference to the norms laid down therein, subject to the post-facto sanction of the Chairman.	In view of the delegation of powers of creation of posts related to the first schedule of the M.S.E.B. Employees' S.R.notified under GO-18(P) dt.28-5-63,the GSO No.347 dated 2-6-58 is redundant and need not be followed.
21.	357/16.6.58	Delegation of powers for incurring the expenditure on account of celebrations of the anniversary day or opening of the Board's offices, Power Stations etc.	Necessary provisions on this subject are included in the GO (2)(S&S) dt. 18.2.65. The GSO No.375 dt.16.6.58 has become redundant and need not be followed.
22.	360/27.6.58	It is a corrigendum to GSO 347 dt.2.6.58 addition to post to be created by C.E./ Jt.C.E.	In view of the provisions in the 1st Schedule appended to MSEB Employees' S.R., the GSO No.360 dt.27.6.58 is redundant and need not be followed.

No.	GSO No.& Date	Subject content	Present Position.
23.	380/11.9.58	Dealing with provision of adopting of CR form for employees other than those in Class IV Service as prescribed by Govt.	In view of Adm.Cir No.77 dt.29.3.79 and C.S. No.14 dt.19.3.80 to G.O.10(P) dt.25.10.62, the GSO 380 dt.11.9.58 is redundant and need not be followed.
24.	412/28.11.58	This deals with the provision of reemployment of superannuated employees and delegation of Powers for the purpose.	In view of the provision ins Note 3, below S.R. 17 read with XVth Schedule appended to the MSEB Employees S.Rs. notified under GO-18(P) dt.28-5-63, the GSO No.412 dated 28-11-58 is redundant and need not be followed.
25.	416/28.11.58	This is a provision about grant of higher starting pay to the candidates who are degree holders or have passed AMIE (India), or are diploma holders with Electrical Technology from the Indian Institute of Science, Bangalore, on their appointment as J.Es.	In view of the provision in MSEB G.O.121(P) dt.22.3.90, the GSO No. 416 dt.28.11.58 is redundant and need not be followed.
26.	441/29.1.59	Delegating the powers to Chairman to decide the effective date of the Board's decision.	In view of G.O.34(P) dt.19.3.65, this GSO 441 dt.29.1.59 is redundant and need not be followed.
27.	473/15.6.59	Grant of special pay to a local officer shown against the higher post, exercising all the powers incidental to the higher post by such local officer - Delegation of powers for the arrangement.	Necessary provisions are included in the S.R. 36 and XIth Schedule appended to MSEB Employees' S.Rs. vide GO-18(P) dt.28-5-63, the GSO No.473 dt.15.6.59 is redundant and need not be followed.
28.	480/29.6.59	This deals with the delegation of powers for shifting head quarters of a division from one place to another within the circle.	In view of the delegation of powers for shifting of Head Quarters of various offices of the Board in the 1st Schedule appended to the MSEB Employees' S.R., the GSO No.480 dt.29 .6.59 is redundant and need not be followed

No.	GSO No.& Date	Subject content	Present Position.
29	497/21.9.59	Deals with grant of Permanent Traveling Allowance to Officers incharge of Circles or Divisions and who have not been allotted a Departmental Vehicle for using their own Car.	This scheme of granting Car Conveyance Allowance to Officers using their personal cars for official work is introduced by the MSEB vide G.O.124 dt.6.4.90. The GSO 497 dt.21.9.59 is therefore redundant and need not be followed.
30.	519/1.12.59	Deals with forwarding copies of advertisement to the Employment Exchange with a request to recommend suitable persons for consideration whenever the occasions for advertising the posts arise in respect of all categories.	In view of the provision in Appendix 'B' & B-1 appended to M.S.E.B Employees Classification and Recruitment Regulations notified under the GSO No.112 dt.20-2-62, the GSO No.519 dated 1-12-59 is redundant & need not be followed.
31.	526/29.12.59	Forwarding of applications of Board's employees for posts in Koyana Organisation(Elect.) and delegation of powers to the Chairman.	The GSO 526 dt.20.12.59 supersedes the GSO 319 dt.20.2.58 stating that due to own difficulties about technical staff, applications for the posts in the other organisation including Koyana Organisation should be refused. Further necessary provisions on these points are included in S.R.85(0) read with Sr.No.67 of Eleventh Schedule. The GSO 526 dated 29.12.59 is therefore redundant and need not be followed.
32.	528/6.1.60	Revision of delegation of powers on incurring expenditure on repairs to vehicles.	GSO 528 dt.6.1.60 has superseded the GSO 438 dt.22.1.59. However, the G.O.23(P) dt.11.10.63 has indicated again that GSO 438 dt.22.1.59 is superseded by the G.O.1(S&S) dt.18.8.62. However, necessary provisions on this subject are now available in G.O.2

No.	GSO No.& Date	Subject content	Present Position.
			(S&S) dt.18.2.65. The GSO 528 dt.6.1.60 is now redundant and need not be followed.
33.	569/19.5.1960	Empowering the C.E. to promote Diploma holding Sub Engr./Asstt.Operators,Supervisors etc. to the post of J.Es. in officiating capacities relaxing the condition of 3 years service till such time they are promoted as J.E. on regular basis.	These provisions are superseded by the Recruitment Regulations issued under GSO.No. 112 dt. 20.2.62. The GSO 569 Dated 19.5.60 has thus become redundant and need not be followed.
34.	574/23.5.1960	Providing the appointment on officiating basis against vacancy which is likely to continue for more than 3 months, and not by asking an incumbent of a lower post to hold the charge of higher post in addition to his own.	These provisions are included in the instructions below S.R.32 issued under G.O.18(P) dated 28-5-63, this GSO No.574 dt.23.5.60 is redundant and need not be followed.

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## LIST OF G.S.Os ISSUED BY M.S.E.B. WHICH ARE NOW REDUNDANT &amp; NEED NOT BE FOLLOWED

No.	GSO No.& Date	Subject content	Present Position.
1.	4/28.7.1960	Deals with forwarding copies of advt. to the employment exchange with a request to recommend suitable persons for consideration whenever the occasions for advertising the posts arise in respect of all categories. Also empowers appointing authorities to appoint candidates on purely temporary basis for a period not exceeding 3 months if no waiting list is available with appointing authority...(Ref.GSO 519 dt.1.12.59).	These provisions are included in Appendix B & B-1 and Regulation No.19 of the MSEB Employees Classification & Recruitment Regulations issued under GSO 112 dt.20.2.62. The GSO 4 dt.28.7.60 is therefore redundant and need not be followed.
2.	13/23.8.1960	Exempting the non-muslims displaced employees who are 40 years of age or above (on the date of resolution of this GSO) from appearing for the regional language exam.	The GSO 117 dt.30.3.62 contains the provision on this subject. The GSO 13 dt.23.8.60 is therefore redundant and need not be followed.
3.	15/10.9.1960	Deals with delegation of powers to Sr. Power House Supdt. of Khaperkheda and his placement under the administrative control of Dy.C.E. for O&M and Adm. matters and under the C.E. in matters related to capital construction.	Since the (old) Khaperkheda Thermal Power Station has since been closed down in 1991, the GSO No.15 dt.10.9.60 has become redundant and need not be followed.
4.	47/28.2.61	Examination in Hindi-Passing of - By Board's employees.- Modification to GSO 19 dt.10.10.60.	In view of the M.S.E.B. GSO 108 dt.19.1.62 notifying the rules regarding Hindi exam., the GSO No.19 dt.10.10.60, is superseded. The GSO No.47 dt.28.2.61 is redundant and need not be followed.

No.	GSO No.& Date	Subject content	Present Position.
5.	66/16-20.6.1961	Extends the time limit for passing the Hindi Exam. by the Board's employees in continuation to the earlier extension vide GSO 47 dt.28.2.1961.	The MSEB GSO 108 dt.19.1.62 contains the rules & time limit for passing Hindi Language . The GSO 66 dt.16/20-6-1961 is redundant need not be followed.
6.	69/6.7.61	Grant of special casual leave to the Board's employees who are summoned to attend the Court on the behalf of Government - Grant of T.A./D.A.	Necessary detailed provision are made in G.O. 17(P), dated 26.4.1963. The G.S.O. 69 dated 6.7.1961 is therefore redundant and need not be followed.
7.	111/29.1.1962	Modification of service regulations, then in force, in the matter of Competent authorities for grant of over time allowance.	Necessary provisions are available in S.R. 20 & 21 of MSEB Employees Service Regulations issued under GO 18(P), dt.28.5.63 on this point. The GSO 111 dated 29.1.62 is redundant and need not be followed.

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**LIST OF G.Os ISSUED BY M.S.E.B. WHICH ARE NOW REDUNDANT & NEED NOT BE FOLLOWED**

No.	GO No.& Date	Subject /content	Present Position.
1.	4/21-5-62	Deals with constitution of the Selection Committees.	As necessary provisions are included in the M.S.E.B.Employees' Service Regulations - Schedule -II, issued under GO 18(P) dated 28-5-63, hence the GO 4 (P) dt.21-5-62 is redundant and need not be followed.
2.	8/11-8-62	Deals with hours of attendance in respect of Administrative Offices in Western Maharashtra and Marathwada	As necessary provisions are included in the MSEB Employees' Service Regulations - S.R.20 -, issued under GO 18(P) dt.28-5-63, hence the GO 8 (P) dt.11-8-62 is redundant and need not be followed.
3.	24/29-2-64	Deals with Holiday on account of demise of National Leaders	As necessary provisions are included in the MSEB Employees' Service Regulations - Schedule XVI-, issued under GO 18(P) dt. 28-5-63, hence the GO 24 (P) dated 29-2-64 is redundant and need not be followed.
4.	25/2-5-64	About determining the age when the month of birth is known but not the exact date.	As necessary provisions are included in the MSEB Employees' Service Regulations - S.R.9(2)(b) & Schedule XVIII-, issued under GO 18(P) dt.28-5-63 hence the GO 25 (P) dated 2-5-64 is redundant and need not be followed.
5.	27/28-8-64	This deals with remuneration to be paid to the Board's Officers for setting and valuing the papers	As necessary provisions are available in G.O.67(P) dated 21-6-1962, the GO 27(P) dt.28-8-64 is redundant and need not be followed.

No.	GSO No. & Date	Subject content	Present Position.
6.	35/21-5-65	This deals with the grant of Honoraria to Board's Officers for acting as Supervisors and Invigilators.	Necessary provisions are available in G.O.67(P) dated 21-6-1962, the GO 35(P) dt.21-5-65 is redundant and need not be followed.
7.	38/2-12-66	This deals with the powers to the Chairman to relax any of the conditions specified in R.Rs in case of appointments	Necessary provisions are available in Note 2 below R.R. 38 issued under G.S.O.No.112 dated 20-2-62. The GO 38 (P) dt.2-12-66 is redundant and need not be followed.
8.	53/18-3-69	This deals with grant of O.T.Allowance to Peons and other Pay Group IV employees working in administrative Offices	Necessary provisions are available in S.R.20 issued under GO 18(P) dated 28-5-63. Hence this GO-53(P) dt.18-3-69 is redundant and need not be followed.
9.	118/5-12-87	Deals with deployment of staff and delegation of powers to Head of Department/Chief Engineer, in-charge of Power Station/Zone	Necessary Provisions are included in the S.R.9(27) read with Sr.No.15 of XIth Schedule appended to the M.S.E.B. Employees' Service Regulations by C.S.No. 328 dt.2-5-88 to GO No.18(P) dt.28-5-63. The G.O.118, dated 5-12-1987 is therefore redundant and need not be followed.

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**ADMINISTRATIVE CIRCULAR No. 128 DATED 17-1-1992 (CONFIDENTIAL)**

Subject:-Promotion/Grant of benefit of higher grade under G.O.74, dt.30-4-74  
and G.O.111 dt.13-5-82-

Guidelines regarding Vigilance/Departmental action reports.

While considering the cases of employees for promotion/grant of G.O.74 - G.O.111 benefit, in case of State level Selection Committees, a reprot from the Security & Vigilance Department as well as Disciplinary Action Cell is called by the concerned Sections for placing the same before the Competent Selection Committees. In case of Circle, Power Station and Divisonal level Selection Committees, such reports are available with the Administrative section of the concerned Circle, Power Station & Divison itself. A question has been raised about the period for which cognizance of such reports of the Security and Vigilance Department and/or pending disciplinary actions against concerned employees should be considered. The matter was under consideration for quite some time. The Chairman in consultation with the Member (Administration), the Acconts Member and the Technical Member has accorded approval to notify the following guidelines on the subject.

1) The Authorities mentioned in Schedule 'C' of the M.S.E.B Employees Service Regulations for taking disciplinary action as well as Appellate Authorities should finalise disciplinary action cases within a reasonable time invariably within a period of 6 months. If the disciplinary action is initiated on account of Vigilance Report, information about the final decision taken by the Competent Authority/Appellate Authority should invariably be communicated to the Security & Vigilance Department. A copy of such report should be endorsed to the Director of Personnel as well as the Authority which maintains the Confidential Reports of such an employee. Even if the Competent Authority/Appellate Authority decides to close the case having found that there is no substance in the complaint or there are extenuating circumstances to arrive at such a decision, a formal order to that effect should be passed and copies of such an order should be sent to Director of Security & Vigilance and Director of Personnel. In case where the employee was issued a chargesheet, a copy of such an order should be sent to the employee concerned also. A report to that effect should also be sent to the Security & Vigilance Department under intimation to Director of Personnel.

2) A copy of the Report about the action taken i.e. final punishment order or exoneration order must necessarily be filed in the Confidential Report file of concerned employee. This (copy of exoneration order to C.R.file) would be applicable only where a chargesheet was issued to the employee in the concerned case.

3) Information about the punishment ordered should be brought to the notice of Competent Selection Committee even though the period of punishment is over, provided that if a period of 10 years or more has elapsed after the punishment period is over, such information need not be submitted to the Selection Committee; e.g. if punishment of withholding of increment with cummulative effect for three years is imposed on an employee in January 84 and his normal date of increment is 1st Feb. 84, the increment

due on 1-2-84 is withheld for 3 years meaning thereby that his normal increments due on 1-2-84, 1-2-85 and 1-2-86 are withheld. His punishment would be over on 1-2-87. Ten years thereafter i.e. upto February 97, this punishment would continue to be reported to the Selection Committee. If the Selection Committee is to meet in March'97, the above punishment need not be reported to the Selection Committee by the Disciplinary Action Section.

4) As regards Vigilance Reports, where investigations are complete and the allegations are found to be substantiated, this should invariably be brought to the notice of Selection committee.

5) Allegations/Complaints against an employee which are in the process of investigation with the Security & Vigilance Department should be reported but those should be carefully assessed by the Selection Committee. Such cases under investigation should not be a bar for selection of an employee. If an employee has been placed under suspension pending investigation/disciplinary action, normally case of such employee should be kept open till the investigation/disciplinary action is finalised.

6) The employees (out of those whose cases are put up to the Competent Selection Committee) in whose cases allegations of irregularities/corruption, etc. are under investigation/examination by the Police Department and/or the Anti Corruption Bureau, necessary information should be submitted to the Competent Selection Committee.

7) The instructions contained in Confidential Circular No.219 dated 15-5-79 issued under No. GAd/Estt/VIII-O&M/23360 dated 15-5-79 remain unchanged. (copy enclosed for ready reference).

8) These guidelines are applicable to selections by the State level Selection Committees as well as Circle, Power Station and Divisional level Selection Committees.

Encl:-Confidential Circular No.219.

Sd/-Director Of Personnel

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**CIRCULAR NO.219 No.GAD/ESTT.VIII(O&M)/23360 DATED 15-5-1979 (Confidential)**

Subject:-Promotion-Procedure to be followed in the cases of persons whose conduct is under investigation or against whom departmental enquiries are pending/contemplated.

According to the existing practice, Board's employees whose conduct is under investigation or against whom a departmental enquiry is pending/contemplated, are either ordinarily not considered for promotion or the Competent Selection Committee may direct that in respect of any such employee his selection be put in a sealed cover pending completion of the disciplinary proceedings. Further, according to the instructions contained in the Correction Slip No.78,dated 5-1-1979 to G.S.O.112, dated 12-2-1962 (M.S.E.B. Classification and Recruitment Regulations), employees (who are selected for promotion but whose promotion is kept in a sealed cover) who are either exonerated or held guilty of the charge which in the opinion of the concerned Departmental Head does not warrant withholding of promotion, should be promoted without being subjected to any further selection or review for the same post.

2. The above practice/instructions are, however, likely to cause undue delay and hardship in the case of Board's employees who are otherwise fit for promotion and the charges against whom may not be so serious as to disqualify them for provisional promotion during the pendency of the investigation or enquiry. Considering all aspects of the matter, the Board by its Resolution No.1704, dated 30th April,1979 and in supersession of the aforesaid practice and earlier instructions on the subject has accorded its approval to adopt the following procedure on the lines of the orders contained in Government Circular, General Administration Department, No.SRV-1075/X, dated 2-4-1976, for deciding the promotion cases of employees whose conduct is under investigation or against whom departmental enquiries are pending/contemplated:-

(I) The stage of preparation of select list

At the time of drawing up of the select list, the case of a person facing an investigation or departmental enquiry should be considered in the same manner in which the cases of other persons are considered (i.e. on the basis of his previous record of service etc). If on this basis, he is found fit for promotion, his name should be included in the select list at the appropriate place; but his inclusion should be considered to be purely provisional, to be reviewed after the conclusion of the departmental enquiry or investigation, if on the conclusion of the investigation it is decided that a departmental enquiry is not necessary. This provision will apply to all persons irrespective of whether they are under suspension or not.

(II) Interim promotion during the pendency of proceedings

If the person is found fit and his name is provisionally included in the select list-

a) During the pendency of proceedings, the question of promoting a person under suspension does not arise. Such a person shall not be promoted.

b) In respect of a person who is not under suspension, the Competent Authority should take a conscious decision, after taking into consideration the nature of charges levelled, whether the person should be promoted without waiting for the conclusion of the enquiry. If it is decided that he should be so promoted, such promotion will be provisional and will be reviewed on the conclusion of the investigation or enquiry.

(III) On conclusion of the investigations and/or departmental enquiry

a) If a person is completely exonerated the following consequences should follow:-

i) If he was provisionally promoted, his provisional promotion should be treated as regular.

ii) If such a person had become due for promotion but was not promoted, he should be promoted at the first opportunity. He should retain the seniority of his position in the select list. His pay should also be fixed at a stage which he would have reached had he been actually promoted according to his rank in the select list, but he should not be entitled to any arrears of pay on this account.

b) If he is not completely exonerated, his case should be re-examined and a fresh decision taken whether, in view of the result of the investigation or enquiry, he is fit to be promoted;

i) If he is not found fit in such a re-examination and if he was provisionally promoted earlier, the provisional promotion should come to an end. If he was not so promoted, no further question arises.

ii) If he is found fit, the Competent Authority should indicate his revised place in the select list. This revised place is expected to be lower than the original provisional place in most cases because of the taint resulting from the proceedings. If such a person was already provisionally promoted earlier, he should be deemed to be promoted according to his revised position in the select list and the period of his earlier promotion should be treated as fortuitous. If such a person was not already promoted, he should be promoted according to his revised position in the select list and the same consequences as in clause (a) (ii) above should follow.

**NOTE 1:-** In respect of a person who is not completely exonerated, the Competent Authority should re-examine his case and should take fresh decision, in the light of the result of the investigation or enquiry, as to whether such a person is fit to be promoted or not. In such a case a revised place in the select list is to be indicated lower than the original provisional place, in view of the taint resulting from the proceedings; it is not necessary to refer such cases again to the Competent Selection Committee.

**NOTE 2:-** Wherever the Competent Authority finds it difficult to arrive at a definite conclusion, such cases should be referred to the Technical Member/Accounts Member in the case of employees below the rank of Chief Engineer and equivalent and the Chairman in the case of employees of the rank of Chief Engineer and equivalent. For the purpose of the above procedure the Competent Authority would be the Head of the Department concerned in the case of employees below the rank of Chief Engineer and equivalent and the A.M./T.M. in the case of employees of the rank of Chief Engineer and equivalent.

3. Necessary Correction Slip to the G.S.O.112, dt 12-2-62 will be issued separately.

Sd/ (S.D.DAMLE)  
Joint Secretary (Tech)

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### **ADMINISTRATIVE CIRCULAR No.129 DATED 29-1-1992**

The Board by their Resolution No.1105, dated 30-12-1991, accorded approval to delegate powers of "Head of the Department" to the Adviser (Internal Audit).

Sd/-Director of Personnel

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### **ADMINISTRATIVE CIRCULAR No.130 Dated 23-3-1992**

Subject:- Grant of additional House Building Advance - Provision there of.

The Board, vide Correction Slip No. 27 dated 9-7-91 to G.O. 65 (P) dtd. 3-3-72, has amended the House Building Advance Rules and accordingly, the maximum limit of H.B.Advance has been increased based on the revised basic pay of the employees. Prior to issue of amended H.B.Advance rules, the H.B. Advance was being granted on the basis of pre-revised basic pay. Because of this, some of the employees have represented that they have received less H.B. Advance than what would have been admissible as per revised maximum ceiling of grant of H.B. Advance.

2. The matter has been considered by the Board, and the Board by its Resolution No.32 dt. 14-2-92 accorded approval to consider the past cases where H.B. Advance has already been sanctioned but not fully drawn by the employees for grant of additional H.B. Advance, if applied for, on the following conditions:

i) The concerned employee should not have drawn the full amount of already sanctioned House Building Advance.

ii) To fix the maximum limit of H.B. Advance, on the basis of revised basic pay as on the date of grant of original House Building Advance and in accordance with the C.S. No.27 dated 9-7-91 to G.O. 65 (P) dated 3-3-72.

iii) The additional HBA to be sanctioned would be the difference between what would have been admissible (as per (ii) above) and what has already been sanctioned. However, the amount of additional House Building Advance should not be more than 50% of H.B. Advance already Sanctioned.

iv) The employee has to execute fresh mortgage deed or personal and surety bond, as the case may be, at his own cost.

v) Application for additional House Building Advance should be made within two months from the date of notification of this provisions. No application received thereafter shall be entertained.

vi) The consideration of application for grant of additional House Building Advance shall be subject to availability of Budget Provision.

Sd/-(V.K. Aggarwal)  
Member(Admn.)/Secretary

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**ADMINISTRATIVE CIRCULAR NO. 131 DATED 14-7-1992**

**Subject:-Admissibility of higher rates of daily allowance for journeys involving night halt- Clarification regarding.**

In Regulation No.61 of the M.S.E.B. Employees' Service Regulations as revised under the C.S.No.350, dtd.9-7-91 to G.O.18(P) dtd. 28-5-63, two sets of rates of daily allowance - one for journeys not involving night halt and another for journeys involving night halt- have been laid down.

2. With the approval of the Member(Adm)/Secretary, the T.M. and the A.M. it is hereby clarified that the set of higher rates of daily allowance for journeys involving night halt under S.R.61(b) shall be applicable in those cases where the employee spends a night away from Headquarters, either in journey or actual halt at the place of tour or combination of both. The employee who returns to Headquarters at or after 5 A.M. shall be treated as having spent a night away from the Headquarters. In all other cases the rates of Daily Allowance as specified in S.R.61(a) shall be admissible. Other conditions governing admissibility of Daily Allowance remain unchanged.

3. This Administrative Circular comes into force with immediate effect. Pending and future TA/DA bills/Claims should be regulated in accordance with the above clarification of night halt. However, TA/DA bills/Claims already passed and settled should not be reopened.

Sd/-Director of Personnel.

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**ADMINISTRATIVE CIRCULAR NO.132 DATED 20-10-1992**

**Subject:- Organising drama competitions-Enhancing the grants.**

In partial modification of the Administrative Circular No.100 dt.10-1-1984 the Board vide their Resolution No.232 dt. 24-9-1992 have accorded their approval :-

1) to enhance the grant of Rs.2500/- per drama performance to Rs.4000/- per drama performance at Zonal as well as Inter Zonal level drama competitions.

2) to enhance the special grant of Rs.1250/- per drama performance to Rs.2000/- per drama performance to each O&M Zone and Head Office Zone for organising the Zonal drama competitions at their respective Zones.

3) to enhance the special grant of Rs.1500/- per drama performance to Rs.2500/- per drama performance to the host Zone for organising the Inter Zonal (State level) drama competition at the host Zone.

4) The provisions at 1,2 and 3 above shall be effective from the year 1992-93 and onwards.

5) to delegate powers to the Chairman in consultation with the Member(Adm.)/Secretary, Technical Member and Accounts Member to revise/modify the rates of grants for staging dramas and organising drama competitions in future.

Sd/- (V.M. Lal)  
Member(Adm.)/Secretary

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**ADMINISTRATIVE CIRCULAR NO.133 DATED 2-11-1992**

Subject:-1) Grant of next higher pay scale under the provisions of G.O.74 dt. 30-4-74.

2) De-stagnation measures in respect of Subordinate Engineers (Grant of next higher pay scale under para 4 of G.O.111(P) dt. 13-5-82).

Reference :-a) G.O.74 dt.30-4-74 as amended from time to time (correction slip No.1 dt. 1-1-76 to No.18 dt. 19-9-91)

b) O.O. NO. GAD/E-VII/STF/Gen/A/232/9203 dt.27-2-75.

c) H.O. Circular NO.296/O&M, dated 25-5-83

d) H.O. Circular No.401/O&M, dated 18-12-90

e) H.O. Circular NO.407/O&M, dated 8-4-91

f) H.O. Circular NO.418/O&M, dated 14-5-92

g) H.O. Circular No.420/O&M, dated 6-7-92

Subject to the provisions of rules, regulations and instructions referred to above, employees are eligible for the next higher pay scale after rendering/completing prescribed 12/10/8/6 years of satisfactory service in a given post. For this purpose the length of service is to be reckoned/counted from the date of joining (on promotion or appointment) that



particular post. However, in certain cases employees are given promotion/appointment from a "deemed date" for the purpose of fixing seniority, counting service on work charged establishment or restoring wrongful supersession, etc. in accordance with the specific approval of the Competent Authority. Under the existing provisions for the purpose of granting next higher pay scale the prescribed period of service has been (or has to be) reckoned/counted from the actual date of joining the post on promotion/appointment ignoring the deemed date of joining the post.

2. After careful consideration of the representations received from employee/ unions, etc. the Competent Authority viz. the Chairman in consultation with the Member-(Admn.)/Secretary, the Technical Member and the Accounts Member has accorded approval to reckon/count the prescribed period of service (viz. 12/10/8/6 years as the case may be) for the purpose of next higher pay scale under G.O.74/G.O.111(P) **from the deemed date of promotion/appointment instead of from the actual date of joining the post on promotion/appointment.**

3. The Competent Authority has also accorded approval to give retrospective effect to the above decision and consequently the cases already decided with reference to the actual date of promotion/appointment should be re-opened and the date from which the benefit under G.O.74/G.O.111(P) has been granted should be modified appropriately with reference to the "deemed date" with the approval of the Competent Authority.

Sd/-Director of Personnel.

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**ADMINISTRATIVE CIRCULAR NO.134 DATED 27-11-1992**

Subject:-Enhancement in T.A./D.A. for the employees to participate in Drama/Sports and enhancement in grants for organising the sports tournaments.

Reference:-1.Administrative Circular No.252 dated 4-12-1980 \*  
2.Administrative Circular No.95 dated 9-12-1981  
3.Administrative Circular No.108 dated 15-1-1986

In partial modification of the above referred circulars the Board vide its resolution No.243 dated 19-10-1992 have accorded their approval:-

1. to pay supplementary allowance of Rs.35/- instead of Rs.25/- to the employees participating in the sports/drama competition.

2. to pay Railway/Bus fare to the employees participating in Drama competitions as applicable to their posts.

*(\* This fits in the series of Departmental Circulars)*

3. to enhance the grants for organising sports tournaments as follows:-

	<b>Existing Rs.</b>	<b>Revised Rs.</b>
a) For Divisional (Inter Sub-Divisional level) sports	1,000/-	2,500/-
b) For Circle (Inter Divisional level) sports	2,000/-	5,000/-
c) For Zonal (Inter Circle level) sports	8,000/-	20,000/-
d) For Inter Zonal (State level)	25,000/-	65,000/-

4. The provisions at 1,2 and 3 above shall be effective from the yera 1992-93.

Sd/-(V.M. Lal)  
Member(Adm.)/Secretary

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**ADMINISTRATIVE CIRCULARS (GAD)**  
**Alphabetical Index Of Subjects Covered By These Circulars**

**Abbreviations and Symbols used in the alphabetical index to the subjects**

~	Substitute to head word(s)	GAD	General Administration Department
&	And	GOs	General Orders
A/cs.	Accounts	Gr.	Group
Adm.	Administration	GSOs	General Standing Orders
CE	Chief Engineer	HO	Head Office
CIRO	Chief Industrial Relations Officer	LTC	Leave Travel Concession
CR	Confidential Report	NMR	Nominal Muster Roll
Deptl.	Departmental	O&M	Operation & Maintenance
Dy.	Deputy	PS	Power Station
EE	Executive Engineer	T&D	Transmission & Distribution
EOL	Extra Ordinary Leave	TA	Travelling Allowance
Exam.	Examination		

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- Not to be made available to Appellate Authorities/Tribunals [45]
- Preservation [45]
- Representation against adverse remarks [45,86]
- Resignation of Reporting Officer [45]
- Retirement of Reporting Officer [45]
- Self Assessment (recording) [81]
- Special instructions to Countersigning Authorities [45,52,77]
- Stores Organisation [37]
- Time schedule [42,44,48,49,52,63,72]
- Transfer of employee [45,77]
- Transfer of Reporting Officer [45,77]
- Whose ~ to be written [45]
- Why ~ to be written [45]
- Writing yes in pigeon holes instead of tick mark [81]

#### **Contractors**

- Use of Deptl.vehicle for carrying serious patients [16]

#### **Conveyance Allowance**

- Intensely movements not necessary [82]
- Log book not necessary [82]
- Not precluded from using Deptl.vehicle [82]
- Proportionate deduction during leave [82]

#### **Cultural Activities**

- Drama competitions [96]
- Grant for drama competitions [96,100,132]
- Honouring retiring employee [113]
- Honouring wife of retiring employee [114]
- Letter of appreciation on retirement [117]
- Supplementary allowance in lieu of daily allowance for drama competitions [108,134]
- Travelling Allowance for Drama competitions [96,108,134]

#### **Dearness Allowance**

- Marginal adjustments in revised rates [8]
- Workcharged staff [8]

#### **Definitions**

- Dependent for employment [64]

#### **Delegation of Powers**

- Adviser Internal Audit (of Head of the Department) [129]
- Compensation to outsiders & animals [80]
- Dy.CE(Civil) T&D [85]
- Forwarding applications for outside posts [5]
- Of Member(Adm.) to Chairman [99]
- Permitting Officers to retain remuneration [29]
- Retaining remuneration [29]
- Review/change of syllabus for GAD training [104]
- Water allowance [23]

#### **Departmental GAD Examinations**

- Syllabus for Higher ~ [25]

#### **Destagnation**

- Deemed date counting for next grade [133]

#### **Dignitaries**

- Private use of Deptl.vehicle at Bombay [18]

#### **Disciplinary Action**

- Completing within four months [38]
- Quarterly returns [102]
- Reports for promotion [128]

#### **Earnest Money**

- Composite Supply-cum-Contracts [119]
- Works & Civil Contracts [119]

#### **Employment Exchange**

- Waiving condition to Apprentices [75]

#### **Employment to Dependents**

- Other close relatives not entitle [64]

#### **Establishment Matters**

- Classifying categories as Managerial/Supervisory/Non-supervisory [31,50]
- Extending facilities/benefits to temporary employees [115]

#### **Examinations**

- Adhoc Board Marathi Typing/Shorthand ~ [106]
- Chances to appear Deptl.Accounts ~ under old syllabus [124]
- Chances to appear Entrance ~ to Apprentices [75,97]
- Departmental Accounts ~ [120,124]

- Departmental GAD ~ [25,120]
- Entrance ~ [75,97]
- Hindi ~ [6,11,13,15,22,24,28,53,68,73,90]
- Marathi Language ~ [13,14,17]
- Professional ~ [13]
- Travelling Allowance [13,106]

#### Exemptions

- Deptl. Accounts Exam. [124]
- Hindi Exam. [6,24,28]
- Marathi Language Exam. [17]

#### Extra Ordinary Leave

- 16th June 1983 counting for increment [107]
- 3rd to 5th January 1984 counting for increment [107]
- 15th to 21st March 1984 counting for increment [107]

#### Facilities to Employees

- Applications for outside posts [5]
- Private use of Deptl. vehicle [18]
- Refunding excess charges of publication [12]
- Temporary Employees [115]
- To apply outside the organisation [5]
- Women employees [47]
- Worker student [78,112]
- Worker teacher [78,112]

#### Factories Act

- Average earnings during leave [41]

#### Forms

- Confidential Reports [35,77]
- Receipt of financial assistance to relatives of deceased (outsider) [103]
- Standardised registers for GAD [71]

#### Forwarding Of

- Applications for recruitment outside Board [5]

#### Grampanchayats

- Education tax recovery from employees occupying quarters [9]
- Sanitary tax recovery from employees occupying quarters [9]

#### Grants

- Drama competitions [96,100,132]
- Sports tournaments [56,69,76,95,134]

#### Guidelines

- Compensation to outsiders & animals [80]
- Confidential Reports writing [45]
- Recasting Seniority on passing Deptl. Exam. [120]

#### Hindi Examination

- Absence treated as duty [13]
- Categories exempted [6]
- Exemption [24,28]
- Extended date for passing [11,15,22,53,68,73,90]
- Time limit for passing [11,15,22,53,68,73,90]
- Travelling Allowance [13]

#### Holidays

- Compensatory off to Vehicle Drivers for working on ~ [21]

#### Hours of Attendance

- Morning office during summer in Khandesh [7]
- Timely intimation about inability to attend office [1]

#### Increments

- Counting EOL of 1983 & 1984 Strikes [107]
- Incentive ~ on acquiring qualification as per old guidelines [122]
- Regulating ~ on 1st day of month [55]
- Withholding ~ till passing Marathi Language Exam. [14]

#### Joining Time

- Stations not connected by rail [26]

#### Leave

- Agitational activity (EOL without pay) [88]
- Charge allowance not allowed during ~ [91]
- Countersignatures on medical certificates [62]
- EOL in agitational activity [88]
- EOL of 1983 & 1984 of Strike to count for increments [107]
- Hot Line allowance in ~ salary [41]
- Intimating inability to attend office through telephone/friend [1]
- Medical grounds for short duration [62]
- Rates (earning to Appendix 'C') [10]
- Special disability ~ [46,93]
- Special pay for additional charge not allowed during ~ [91]

-Timely intimation [1]

#### **Leave Salary**

- Charge Allowance not allowed [91]
- Hot Line Allowance included [41]
- Special Pay of additional charge not allowed [91]

#### **Leave Travel Concessions**

- Grace period for 1980-83 block due to refusal of leave [101]

#### **Legal Matters**

- Delegation of powers [85]
- Delegation of powers to Dy.CE(Civil) T&D [85]

#### **Marathi Language Examination**

- Absences treated as duty [13]
- Exempting categories not coming in contact with public frequently [17]
- Promotion not entitle till passing [1,4]
- Travelling Allowance [13]
- Withholding increments till passing [14]

#### **Medical Facilities**

- Injuries in Sports [93]

#### **Miscellaneous**

- Change in Rules/Regulations to be examined by Legal Adviser & CIRO [61]
- Compensation to outsiders & animals (Guidelines) [80,83,87,103,116]
- Delegation of powers [85]
- Delegation of powers of Head of Department to Adviser Internal Audit [129]
- Delegation of powers of Member(Adm.) to Chairman [99]
- Delegation of powers to Dy.CE(Civil) T&D [85]
- Extending facilities/benefits to temporary employees [115]
- Guidelines for absorption of supernumerary staff in pay Gr.III & IV [111]
- Guidelines for deciding compensation to outsiders & animals [80,83,87,103,116]
- Guidelines regarding Vigilance/Departmental Action reports for selection [128]
- Review of GSOs/GOs [127]

#### **MSEB Classification & Recruitment Regulations**

- Apprentices [75,97]

- Apprentices considering without being sponsored by Employment Exchange [75]
- Employment to dependents of deceased/prematurely retired employees [64]
- Minimum qualification [36]
- Not to reopen promotion unless involves petent omission [54]
- Percentage for filling vancancies upto Dy.EE (temporary revision) [70,92]
- Relaxing upper age limit to Apprentices [75]
- Validity of select list of departmental promotees [60]

#### **MSEB Employees' Service Regulations**

- Applications for outside posts (forwarding) [5]
- Daily Allowance for journeys involving nights [131]
- Deciding overtime (above limits) [65]
- Forwarding applications outside posts [5]
- Joining time for stations not connected by rail [26]
- Leave rates to Appendix 'C' [10]
- Not to engage in any trade/business [51]
- Overtime (beyond limit) [65]
- Promotion effective from reporting [32]
- Regulating increments on 1st day of month [55]

#### **Municipalities**

- Education tax recovery from employees occupying quarters [9]
- Sanitary tax recovery from employees occupying quarters [9]

#### **Next Higher Grade/Scale Benefit**

- Deemed date counting [133]

#### **Nominal Muster Roll**

- Revised rates of consolidated wages from 1st April 1988 [121]
- Revision of daily wages from 1st April 1985 [109]
- Travelling Allowance [84,118]

#### **Office Procedure**

- Direct access to HO for Audit Staff [3]
- Keeping confidential papers in Lock & Key [43]
- Marking papers as Confidential [43]

**Offs**

- Compensatory ~ to Vehicle Drivers [21]

**Overtime**

- Beyond prescribed limit (Competent Authority) [65]
- Chargeman Grade I (Non-supervisory) [50]
- Classification of Categories [31,33,50]
- Determination of positions of Supervisory & Non-supervisory [31,33]
- Relaxing limit for Annual Accounts [34]

**Pay**

- Special ~ for holding additional charge [89,91]

**Principles**

- Promotion on regular establishment [66]

**Procedure Regarding**

- Compulsory retirement before superannuation [123]
- Direct access to HO for Audit Staff [3]
- Retirement (Compulsory) [123]

**Promotion**

- Deemed date counting for next higher grade/scale [133]
- Departmental action reports [128]
- Effective from reporting date [32]
- Non relaxation of academic qualification to selection posts [125,126]
- Not liable till passing Marathi Language Exam. [14]
- Not to reopen unless involves patent omissions [54]
- Passing Deptl.Accounts Exam.necessary [120]
- Passing Deptl.GAD Exam.necessary [120]
- Principles for regularisation [66]
- Regularisation (Principles) [66]
- Revising percentage temporarily upto Dy.EE [70,92]
- Rotation of Board Member on Selection Panel [30]
- Validity of select list [60]
- Vigilance reports [128]

**Recovery from Employees**

- Education tax/cess for occupying quarters [9]
- Sanitary tax for occupying quarters [9]

- Subsistence allowance [67]

**Recruitment**

- Absorbing supernumerary staff in Pay Gr.III & IV posts [111]
- Apprentices [75,97]
- Minimum qualification [36]
- Qualification (Minimum) [36]
- Rotation of Board Member on Selection Panel [30]

**Registers**

- Standardisation [71]

**Regulations**

- Amendment proposals examining by Legal Adviser & CRO [61]
- BSEB Employees' Service ~ [5]
- Marathi Language Examination ~ [14]
- MSEB Classification & Recruitment ~ [60,64,70,92]
- MSEB Employees' Service ~ [5,10,26,32,51,55,65,131]

**Remuneration**

- Outside Institutions (retention) [29]
- Retention (outside Institutions) [29]

**Residential Quarters**

- Education tax (recovery from employees) [9]
- Sanitary & other municipal taxes (recovery from employees) [9]
- Sanitary tax (recovery from employees) [9]

**Resignation**

- Recording CR on ~ [45]

**Retirement**

- Appreciation of service [117]
- Compulsory ~ before superannuation [123]
- Honouring employee [113]
- Honouring wife of employee [114]
- Recording CR on ~ [45]

**Returns**

- Disciplinary action [102]
- Suspension cases [102]

**Selection of Candidates**

- Rotation of Board Member on Panels [30]



**Seniority**

- GAD & A/Cs.staff of Hydro PS & Gas Turbine O&M Project Uran [110]
- Hydro PS & Gas Turbine O&M Project Uran GAD & A/Cs.staff [110]
- Not to disturb ~ on passing Deptl.Exam. within chances [120]
- Recasting as per passing of Deptl.Exam. [120]

**Service Books**

- Attesting Authorities [39]
- Countersigning birth date entry [40]
- Entries (Attesting Authorities) [39]

**Special Leave**

- Disability [46,93]
- Injuries in Sports [93]
- Sports injury [93]

**Special Pay**

- Additional charge holding [89,91]

**Sports**

- Constituting ~ Committees [56]
- Disability leave for injuries [93]
- Grant for annual tournaments [56,69,76,95,134]
- Kit Allowance [98]
- Leave (Special for injuries) [93]
- Shoes to Players [105]
- Supplementary allowance in lieu of daily allowance [79,108,134]
- Track Suit to Players [105]
- Travelling Allowance for tournaments [74,79,108,134]
- Uniform to Players [105]

**Stores(Supply & Services)**

- Delegation of powers [85]
- Delegation of powers to Dy.CE(Civil) T&D [85]
- Earnest Money for composite supply-cum-erection [119]

**Strikes**

- 16th June 1983 counting EOL for increment [107]
- 3rd to 5th January 1984 counting EOL for increment [107]
- 15th to 21st March 1984 counting EOL for increment [107]

**Supernumerary Posts**

- Handing/taking over charge [32]

**Suspension**

- Quarterly return [102]
- Recoveries from Subsistence Allowance [67]
- Report to HO beyond four months [38]

**Syllabus For**

- Deptl.GAD Higher Exam. [25]
- Deptl.training for Head Clerks [104]

**Taxes**

- Education ~ (Grampanchayat) [9]
- Education ~ (Municipal) [9]
- Sanitary ~ (Grampanchayat) [9]
- Sanitary ~ (Municipal) [9]

**Telephone**

- Purposes (Classified as Private calls) [2]
- Trunk calls (Classification of private calls) [2]

**Temporary Employees**

- Extending facilities/benefits on par with permanent [115]

**Training**

- Head Clerks [104]

**Transfer**

- Handing over note [58]
- Handing/taking over arrangement [32,58]
- Joining time for places not connected by rail [26]
- Recording CR on ~ [45,77]
- Women employees posting at places having easy transport [47]
- Women employees posting in Urban areas [47]

**Travelling Allowance**

- Appearing Adhoc Board Marathi Typing/ Shorthand Exam. [106]
- Appearing Hindi Exam. [13]
- Appearing Marathi Language Exam. [13]
- Appearing Professional Exam. [13]
- Daily allowance for journeys involving night [131]
- Drama competitions [96,108,134]
- Inter Electricity Boards tournaments [74,79]

- Joining time for stations not connected by rail [26]
- NMR staff [84,118]
- Outsiders (Union office bearers) [20]
- Sports [74,79,108,134]
- Tournaments outside State [79,108]
- Travelling Allowance to Worker Teacher (Workers Education Scheme) [78]
- Union office bearers (Outsiders) [20]
- Union Representatives attending discussions [20]

**Uniform**

- Chowkidars [19]
- Players [98,105]
- Rainy season material to be supplied by 1st June [27]
- Sports [98,105]
- Sweepers [19]
- Woollen Jersey to Chowkidars [19]
- Woollen Jersey to Sweepers [19]

**Union Matters**

- Agitational activities (EOL without pay) [88]
- Counting EOL of 1983 & 1984 Strikes for increments [107]
- EOL without pay for agitational activities [88]
- TA to Union office bearers [20]

**Vehicles**

- Not precluded from using (because of Conveyance Allowance) [82]

- Private use at Bombay for Dignitaries [18]
- Private use at Bombay to Members [18]
- Private use at Bombay to Staff [18]
- Private use of Deptl. ~ [18]
- Use by Contractors to carry serious patients [16]

**Vigilance & Security**

- Reports for promotion [128]

**Waiving**

- Condition of Employment Exchange to Apprentices [75]

**Women Employees**

- Posting at places having easy transport [47]
- Posting in Urban areas [47]

**Workcharged Staff**

- Dearness allowance as per regular employees [8]

**Workers Education Scheme**

- Advance for study tour [78,112]
- Board's voluntary contribution [78]
- Expenditure on Unit Level Classes [78,112]
- TA for Worker Teacher [78]

**Works Matters**

- Delegation of powers [85]
- Dy.CE(Civil) T&D (delegations) [85]
- Earnest Money for composite Supply-cum-Erection [119]
- Earnest money for Works & Civil Contracts [119]

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# ADMINISTRATIVE CIRCULARS

(1 TO 134)

