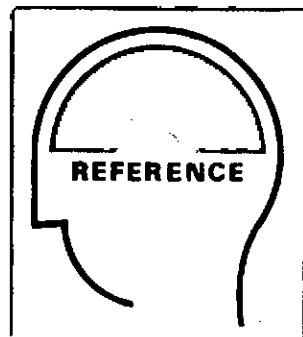


GENERAL STANDING ORDERS

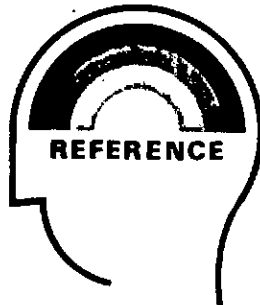
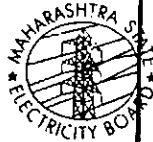
(Bombay State Electricity Board)

Volume II

(GSOs. 190 to 300)



GENERAL STANDING ORDERS
(Bombay State Electricity Board)
Volume II
(GSOs. 190 to 300)



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.

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2) Preface	--
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FOREWORD

It was decided to print and supply the instructions issued by the Board in form of GSOs, GOs, Departmental Circulars & Administrative Circulars to the Administrative offices for the purpose of easy referencing so as to enable them to decide the matters expeditiously. Accordingly, the printing of the texts of GSOs (MSEB), Administrative Circulars, Departmental (O&M) Circulars and General Orders (Personnel) has been completed. However, the publications of GSOs issued during the periods of Bombay Electricity Board (April 1955 to March 1957) and Bombay State Electricity Board (April 1957 to June 1960) remained to be carried out. The same is now accomplished by splitting the work into three volumes, as under:-


- i) Vol.I (BEB period)*
- ii) Vol.II (BSEB period)*
- iii) Vol.III (BSEB period)*

This volume is the second in the above series and contains 112 GSOs from Sr.No.189 to 300 out of which 19 GSOs are operative and 93 GSOs are redundant. However, it may become necessary to consult the old references to understand the concepts and to decide certain outstanding matters. With this end in view, it is decided to print the texts of all the General Standing Orders including the redundant ones. Accordingly, this volume contains full texts of all GSOs, i.e. from GSO No.189 to 300. However, while the texts of operative GSOs are printed in bigger type, that of redundant ones are printed in smaller type. Similarly, the non-operative part(s) of certain operative GSOs are also printed in smaller type.

This volume is provided with two distinct types of Indexes. The First Index indicates the subjects covered by each of the GSOs in the order of their issue and its location i.e. page numbers in the volume. The Second Index (at the end of the volume) provides GSOs references (nos.), subjectwise & alphabetically. These Indexes, also indicate, at a glance, which GSO is presently operative and which is not.

I would be grateful if any mistakes in this work are pointed out for correction in the subsequent editions. Any other suggestions to make this compilation more useful are welcome.

Needless to say that this volume could see the light of the day due to the tremendous efforts made by the Compilation Team consisting of S/Shri T.N.Reddy, Dy.E.E., B.Y.Muradi, Dy.E.O., N.D.Digraskar, Adm. Officer, B.R.Dhawale, Adm.Officer & N.M.Dhanwala, A.E. who deserve all the appreciation.



(Vinay Mohan Lal)
Member(Adm)&Secretary

Date: 27-12-1993
Bombay

PREFACE

This Volume-II contains General Standing Orders from 190 to 300 issued by Bombay State Electricity Board, during April 1957 to January 1958 including Correction Slips, Addenda and Corrigenda, which are printed GSO-wise and date-wise upto end of November 1993.

Through the Correction Slip No. 171 of GO 18(P) the provisions of not only GO 18(P) are modified, but also those contained in many other GOs/GSOs are modified including that of GSO No.243 covered in this Volume. Therefore, the relevant portion of the said CS has been picked-up and incorporated at appropriate place under the said GSO.

Exhaustive efforts have gone into making of this compilation not only to incorporate the latest amendments but also to include relevant portion of the earlier amendments. The Members of the Compilation Team namely S/Shri TN Reddy, BY Muradi, ND Digraskar, BR Dhawale and NM Dhanwala deserve all appreciation for their determined efforts to complete this assignment in most effective manner.

It is expected of the User-Officers of these references to keep updating the same like-wise, henceforth.

Any suggestions for further improvement are welcome.

Date: 27-12-1993
Bombay



(V.G.Deshmukh)
Director of Personnel

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GENERAL STANDING ORDER NO.190 DATED 3-4-1957
Establishment Section.

Subject:-Service Regulations of the Bombay State Electricity Board.

Under powers vested in it by Section 79(c) of the Electricity (Supply) Act, 1948, the Bombay State Electricity Board approved and adopted under its Resolution No.10 dated the 28th February 1957 the draft "Bombay State Electricity Board Employees' Service Regulations" which include inter alia regulations governing pay scales, increments, hours of attendance, leave (including casual leave) retiring benefits etc, and also the procedure relating to Conduct, Discipline and Appeal Procedure, and Seniority and allied matters for all the employees of the Board, which Regulations are subject to modifications as the Board may, from time to time make therein, in accordance with the prescribed procedure.

Adequate number of copies of these Service Regulations have already been sent to the existing 3 Boards in the enlarged State of Bombay and the Electricity Departments in Kutch and Marathwada together with the statement of pay-scales approved by the Board.

In accordance with Regulation 47 of the said Regulations the hours of attendance (which are compulsory for one and all) for Ministerial establishment including all office staff should with effect from 1st April 1957 be as under on all working days including Saturdays.

From 10-30 A.M. to 5-45 P.M. with recess from 1-30 p.m. to 2.15 P.M.i.e. 6 1/2 hours.
(unless required for more hours due to exigencies of work)

In the case of employees included in Appendix A, the hours of work shall be eight hours per day as may be fixed by the Officer-in-charge of the Unit exclusive of the recess.

Except as otherwise provided by any law in the case of any specified classes of employees, the above hours of work should be operative in the case of all employees of the Board.

With regard to absorption of employees the terms of absorption have already been set out in the Circular letter No.SCR.131 (2) dated the 7th March 1957 addressed by the Secretary, Bombay State Electricity Board, with declaration to be made by the employees in exercise of the options set out therein. Adequate copies of these have already been sent to the Officers concerned. Action should be taken to have these distributed to the employees and made returnable to the Officers on Special Duty at Rajkot and Nagpur in respect of the employees of the former Saurashtra Electricity Board and the M.P.Electricity Board respectively, and to the Executive Engineers in charge of schemes in Marathwada and Kutch in case of employees under these schemes & in the case of Head Office to the Secretary, Bombay State Electricity Board. In all these cases the options should be exercised through Heads of Sections, Units, Power Houses, Divisions, Circles, etc. by the 31st May 1957. Failure on the part of any to make a declaration before the specified time should be construed to mean that the employee has opted for the grades and Service Regulations of the Bombay State Electricity Board and action taken accordingly.

All the Officers in charge are requested to ensure that these instructions are carried out promptly.

Sd/-(N.S.MERCHANT)
Deputy Secretary (G & E)

GENERAL STANDING ORDER NO.191 DATED 4-4-1957
Accounts Section.

Subject:-Delegation of powers for recording of Measurements.

Under G.S.O.No.161 of 18-12-1956 Storekeepers have been delegated with powers to record measurements upto Rs.50/- subject to 25% check by Junior Engineer or Assistant Engineer. These powers

are also to be exercised by Assistant Storekeepers directly in charge of Stores and where no Storekeeper is posted.

Sd/-(N.S.MERCHANT)
Deputy Secretary (G & E)

GENERAL STANDING ORDER NO.192 DATED 6-4-1957
Stores Purchase Section

Subject:-Stores Purchase and Works Contract Procedure.

The Bombay State Electricity Board under its Resolution No. 12 dated 28th February 1957 and 1st March 1957 approved the procedures in respect of the Stores Purchase and Works Contract as detailed in the attached pages which should be followed in future.

The earlier Circulars and G.S.Os. issued in respect of Works Contract and allied matters should be deemed to have been superseded by these.

Sd/-(N.S.MERCHANT)
Deputy Secretary (G & E)

Bombay State Electricity Board
Stores Purchase Procedure

The following procedure shall invariably be adopted in the matter of purchase of materials and Stores required for the Head Office and for Divisions.

(1) Public Advertisements :

Save in cases where otherwise specifically provided, all tenders of the value of over Rs.3,000/- should be invited by Public Advertisements in the Main Papers approved by the Board, at least seven days before the opening of the tenders, provided approval of the Board is taken in any particular case, to enter into a contract without inviting tenders by Public Advertisements for special reasons.

(2) Approved list of Contractors & Registration Fees:

Contractor's names will be registered and included in the list of approved suppliers of Stores on payment of the prescribed registration fee of Rs. 50 for 5 years provided the contractor fulfils certain conditions as defined in the standard application form appended hereto (Appendix A).

(3) The Registration Fee may, at the discretion of the Chief Engineer, be fixed at Rs. 25/- for five years, in the case of smaller suppliers and contractors.

(4) Fixing Tender Price:

The minimum price of the Tender to be sold to contractors should be Rs. 2/- and a maximum upto Rs. 100/- (Prices to be inclusive of the sales tax and general tax), depending on the volume of work involved in preparing the specification, the number of drawings and the size (in volume) of the specifications as a whole, provided that all prices above Rs. 20/- should be fixed by the Chief Engineer.

(5) Four to six specimen copies of tender specifications may be supplied free of cost and charges, to Foreign Embassies, Consulates or Trade Commissioners on the condition that the tendering party should pay the purchase price, in case specimen copies supplied to the Foreign Embassies and Consulates and have been used by such party before the tender is entertained. All the Embassies, Consulates and Trade Commissioners should be requested to advise the tendering parties to pay the price of tender forms in time at the time of submission of the tenders.

(6) Opening of Tenders:

For Tenders under Rs. 3,000/-

The Stores Purchase Officer, without the presence of any of the Tenderers.

For Tenders over Rs. 3,000/-

The Superintending Engineer (Stores) or any of the Superintending Engineers in the presence of the Tenderers at the appointed time and date.

(7) Tenders may be invited in case of construction and/or erection of power lines or supply of materials such as cross-arms, clamps, etc. by the Executive Engineer in charge of works in the field. These tenders should be opened in the presence of the Accounts Officer, the Executive and one of the Assistant Engineers. If the tenders be opened at lower level, there should be 4 Officers present who should certify the names. In case of tender costing more than Rs. 3,000/-, it must be sent to the Head Office for the sanction by the appropriate authority.

(8) All tenders for works estimated over Rs. 20,000/- and for stores over Rs. 10,000/- shall be invited and received at the Head Office and may be opened either at the Head Office or in the field as may be specified in the tender.

(9) Classification of Supply Contractors:

There shall be three classifications of contractors viz. A, B and C, for enlistment on the list of Approved Contractors, as detailed below:-

Contractors under Class A:-

Class A Contractors comprise those who pay a permanent deposit of Rs. 5,000/- G.P. Notes or in fixed deposits of an approved Bank. These Contractors are exempted from the payment of earnest money deposit. They are also exempted from the payment of security deposit provided the value of the contract does not exceed Rs. 5 lakhs. If it exceeds Rs. 5 lakhs, they are to furnish a bank guarantee in the form approved by the Board from an approved bank equivalent to 5 percent of the value of the contract towards the security deposit. As regards payment, Class A Contractors are eligible to receive 95 percent against shipping forwarding documents, and the balance 5 percent within two months from the date of receipt of materials at site unless a longer period of guarantee happens to be a condition of the contract, in which case, the balance 5 percent is to be returned after the satisfactory completion of the contract and expiry of the guarantee period.

1. The suppliers under this class should be selected with adequate care, taking into consideration their reliability.

CLASS B:

Class 'B' Contractors comprise those who pay a permanent deposit of Rs. 1,000/- G.P. notes or in fixed deposit of an approved bank. They are exempted from the payment of earnest money for tenders upto Rs. 2.5 lakhs. For tenders over Rs. 2.5 lakhs, the earnest money deposit payable by them is to be as under:-

- | | | |
|------|--|--------|
| i. | For the first Rs. 2.1/2 lakhs - less Rs. 1,000/- (Permanent deposit) | @1% |
| ii. | For the next Rs. 2.1/2 lakhs | @1/2% |
| iii. | For the balance over Rs. 10 lakhs. | @ 1/4% |

To this class of Contractors, all the usual conditions of security deposit apply.

As regards payment, they are eligible to receive 90 percent against shipping forwarding documents, and the balance 10 percent within two months from the date of receipt of materials at site, unless a longer period of guarantee happens to be a condition of the contract, in which case, the balance 10 percent is to be returned after the satisfactory completion of the contract and expiry of the guarantee period.

CLASS C:

Those who are not included in Class 'A' and 'B', but who are already on the approved list, should be treated as coming under Class C. Such contractors are liable to pay earnest money as well as security deposit according to the prescribed rules approved by the Board. As regards payments, they are to be paid on the basis of 90 percent and 10 percent as in the case of Class B Contractors mentioned above or 100 percent payment after receipt of goods at site and inspection thereof within a period not exceeding two months from the date of receipt of materials at site as may be specified in the acceptance of tenders.

(10) Appointment of Surveyors for Inspection:

The Chairman is authorised by the Board to appoint proper surveyors to carry out inspection of the material on order at site on its behalf and to fix remuneration for such inspection to be carried out by the surveyors.

Earnest Money, Security Deposits and Permanent Deposits, Payment Conditions and Penalty ---

(11) (a) Earnest Money:

(i) Reputed firms may be exempted from payment of Earnest Money Deposits. Deposits should be taken only from those tenderers who do not have a good standing or entirely new suppliers and with whom the Board had had not trading experience in the past. In the latter cases, the scale of earnest money deposit for tenders over Rs. 3,000/-; shall be :-

- | | | |
|----|--|--|
| 1. | For tenders upto first Rs. 2.1/2 lakhs | @ 1% subject to a minimum of Rs. 250/- |
| 2. | For tenders for the next 7.1/2 lakhs | @1/2% |

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3. For tenders for the balance over Rs. 10 @1/4% lakhs.

(ii) For tenders under Rs. 3,000/-, there shall be no change in the earnest money deposit. It shall be 'nil' for casual contractors and 2% for annual tenders.

(iii) The earnest money deposit amount shall not be retained for more than two months from the date of opening of the tenders irrespective of whether a final decision on a particular tender is taken or not.

(13) (b) Security Deposit:-The Security Deposit rate shall be as under

- | | |
|--|---|
| i. For casual tenders below Rs. 3,000/- | Nil |
| ii. For casual tenders above Rs. 3,000/- | Minimum of 10% of the value of the contract |
| iii. For all annual contracts. | -do- |

but it shall be demanded from contractors who are not known to the Board and from those who are not considered as reliable.

If they elect to pay the 10% security deposit by cash (or crossed cheque) or in Government Securities or a Bank Guarantee, they will be paid 95% of the value of the order on proof of despatch and the balance 5% after receipt of materials at site, inspection thereof, duly certified to be in good conditions and correct according to the specifications laid down in the order but within a period of two months from the date of receipt of the materials at site. The Security Deposit of 10% is to be returned along with the balance 5% in the normal course except where a period of guarantee is one of the conditions of the contract in which case, the security deposit shall be returned only after the expiry of the guarantee period.

(14) The security deposit other than permanent deposits along with the balance 10% payment may be refunded to the supplier of Stores, after the materials are correctly supplied in accordance with the order placed in cases only of normal supply of materials - such as VIR wires, small equipment, stores, spares, instrument transformers and such other normal items, unless it is deemed necessary in any particular case to retain the security deposit for due fulfilment of guarantee or in cases so provided under contract of certain suppliers. The return of the Security deposit does not absolve the supply contractors from the guarantee obligations. They can still be enforced.

(14) The Chairman is authorised to sanction refund of security deposit where the payment of final bill has been delayed beyond the period prescribed for the refund of security deposit after completion of the work as prescribed in the contract for guaranteed performance.

(15) The following is the delegation for refund of security deposits:-

Sr. No.	Designation of the Officer	Amount upto which Security Deposit may be refunded.
1.	Stores Purchase Officer.	Rs. 1,000/-
2.	Superintending Engineer (Stores)	Rs. 2,000/-
3.	Chief Engineer	Rs. 5,000/-
4.	Chief Engineer with the concurrence of the Chairman	over Rs. 5,000/-

For all contracts involving construction works labour and/or rate contracts (including those who have paid a permanent Security Deposit of Rs. 2,000/-), the condition for repayment of security deposit for contractors for labour and/or rate contracts will be :-

10% of the value of the contract in each case, to be recovered at the discretion of the Superintending Engineer in charge, by 5% Banker's guarantee or cash or equivalent securities and 5% from the first and second running bills (or from the final bill if no running account bills are prepared) so that the total deposit equivalent to 10% of the value of the contract is made up and held by the Board as security deposit.

Provided that the 10% may include the permanent security deposit of Rs. 2,000/- if paid, subject to the condition that such inclusion shall become available only for any one subsisting contract and not for simultaneous contracts of the same contractor, and provided further that no earnest money need be paid by those who have paid permanent security deposit of Rs. 2,000/-

(17) Mode of receipt of tenders and reduction of Security Deposit in Special cases in the Mofussil.

i) All tenders in respect of Civil Engineers works shall be received by registered post or in person and kept in a sealed box, specially provided for the purpose. All tenders received should be kept confidential. The tenderer or their representatives shall however continue to be given the right of being present, at the time of actual opening of the tenders, if they so choose.

ii) In respect of all tenders whose value is under Rs. 3,000/- the security deposit payable shall be 10% with powers to the Chairman to reduce it to 5% of the tender value, subject to a minimum of Rs. 150/- of which half would be payable in cash and the other half from the contractor's running account bills. Tenders for a value of Rs. 3,000/- and less may be given the additional facility of two payments per month against running account bills. In case piece workers are given the contract, the Chief Engineer with the approval of the Chairman, is authorised to waive security deposit. For all other contracts the existing rules shall apply.

(18) Permanent Deposits:

A Contractor may lodge in, a sum of Rs. 1,000/- in Cash (on which no interest will be payable) or Government securities as a cover against Earnest Money or Security Deposit under the following conditions :

- | | |
|--------------------------------------|---|
| As cover against Earnest Money: - | Tender not exceeding Rs. 1 lakh, any difference on 1% basis to be lodged in for tender security of over Rs. 1 lakh. |
| As cover against Security Deposit: - | Tender not exceeding Rs. 10,000, any difference on 1% basis to be lodged in for tender security of over Rs. 10,000/-. |

(19)(C) Payment conditions:-

The present practice of either (i) payment of 90% on proof of despatch i.e. against the R/R or shipping documents within a reasonable time after verifying the R/R, invoice and test certificate etc. wherever necessary, and the balance after receipt of materials at site and inspection thereof or

(ii) 100% payment on receipt of the material at site as may be agreed upon, shall continue subject to the condition that in the former case, the balance 10% shall be paid not later than two months.

(20) (d) Penalty: -

There shall be a standard penalty clause in the case of all contracts viz. 1/2% per week, of the price subject to a maximum of 10% reckoned on the contract value of such complete portion or section of the plant or equipment which could not be brought into commission due to any part thereof not having been delivered in time.

(21) The Chairman is authorised to waive penalty, on the recommendation of the Chief Engineer, if they are satisfied that the delay in the supply or completion of a contract was due obviously to reasons which were beyond the control of the contractor and could not have been avoided inspite of the due diligence and precaution on the part of the contractor such as delay in supply of material by the Board, if such delay was a condition of the contract, or for example when the material was ready but for want of Railway wagons, the delivery could not be made in time.

(22) Acceptance of Tender:

(a) Lowest valid acceptable tender

Upto Rs.3,000/-

Stores Purchase Officer

Upto Rs.5,000/-	Superintending Engineer (Stores)
Upto Rs.10,000/-	Deputy Chief Engineer or Chief Engineer.
Upto Rs.50,000/-	Chairman on the recommendation of the Chief Engineer or Deputy Chief Engineer.
Without limit	Board.

(23) Acceptance of tender in case of field works:

(b) Lowest valid acceptable tender.

Upto Rs.250/-	Junior Engineer	Provided they enjoy executive charges.
Upto Rs.500/-	Assistant Engineer	
Upto Rs.1,000/-		Executive Engineer
Upto Rs.3,000/-		Superintending Engineer
Upto Rs.25,000/-		Chief Engineer or Deputy Chief Engineer
Upto Rs.50,000/-		Chairman with the recommendation of the Chief Engineer or Deputy Chief Engineer.

(24) When not the lowest valid acceptable tender:

The powers provided above under (a) and (b) should be limited to half the amounts prescribed.

The Joint Stores Purchase Officer can exercise the powers exercisable by the Stores Purchase Officer (with restrictions attached thereto), and also to sign contracts placed with suppliers upto Rs. 3,000/-

Note:- The above powers will also cover the items of Stores Purchase under the items listed (but restricted to the limits prescribed) in the Group 6 under the normal item purchase procedure page 31.

(25) Under the above powers further proviso is made namely that of an annual limit. Such purchases shall be six times the above delegated powers, with powers to the Chairman on the recommendation of the Chief Engineer or Deputy Chief Engineer to increase the limit by 100% in any particular Circle or Circles, Division or Divisions, on justification during any year.

Note:- The supplies of materials for which sanction of the Board was obtained for purchasing specific number of quantity, may vary upto a limit of 5% more or less than the sanctioned number or quantity and excess purchase upto 5% should be deemed to be within the sanctioned limit.

(26) The Chief Engineer and Chairman are authorised to sanction any purchases of materials, articles, equipment, furniture etc., required for the Central Office or Divisions including workshops, upto the limits specified below :-

Chief Engineer/Secretary	Upto Rs. 200/-
Chairman on the recommendation of the Chief Engineer or Secretary.	Upto Rs. 500/-

(27) The Chairman is authorised to condone purchases upto a limit of Rs. 500/- in excess of Rs. 3,000/- without having to call for tenders by public advertisements and without the necessity of the Board's ex-post facto sanction, provided occasions for such purchases are as few as possible. Proper estimation of prices within Rs. 3,000/- should be the normal rule.

(28) Engineers in the field in charge of the units to make purchases of petty items upto Rs. 100/- per month with a maximum of Rs. 20/- per individual item and not in excess of Rs. 100/- in any one month. Items under this category will be as under and shall be reported to the Executive Engineer of the Division every month of such purchases made before making purchases on a quarterly or six monthly basis the field officers should invite quotations and prices should be got approved from the Stores Purchase Section.

(1) Sand, stone metal, meter boards, wooden gutties, wooden bushes, cable lugs, load seals, procelain cleats, small clamps, wire nails, locks, watering jars, wooden axes, torch cells, buckets.

(2) Other consumable stores like match boxes, wicks, soap soda, brooms, french chalk, lantern glasses.

(3) Furniture, crockery and utensils.

(4) Pliers, chisels and screw drivers, crowbars, pickaxes, hammers, wooden handles. First aid dressings, iodine etc.

Note :- For petty items like match boxes, wicks, soaps, etc., for which there are standard prices, no quotations need be invited and cash purchases may be made.

(5) Vehicle parts and spares.

(6) Water pump parts and spares.

(7) House-wiring materials like brackets, insulating tapes, button-holders, etc..

(8) Tools like pipe-cutters, vices, Earth ramming rods, spades, wrenches, reamers, hack-saw and hack-saw blades, spanners, drill bits, files, soldering iron and other tools bits, wooden ladders and wire- brushes.

(9) Cleaning agents like Phenile, Vim powder flit and Flit pumps, bleaching powder and cotton waste.

(10) Pipe accessories like bends, elbows, pipe diesets, pipe bushes etc.

(11) Lamps like petromax lamps, hurricane lamps, blow lamps, torches and torch bulbs.

(12) Paints and painting accessories like Brushes, linseed oil, emery paper and sand paper.

(13) Building materials like bricks and brick bats, bamboos, lime, wooden doors and windows.

(14) Bolts and nuts.

(15) Miscellaneous items like Bamboo matting, Ghamelas, Phaoras, Charcoal, brass bibcocks, Rubber insertion sheets, coal-tar, Belting, telephone cells, coir strings and ropes and cloth.

(16) Stationery materials like paper, pencils, inks, erasers, etc.

(17) Small printing work like printing of letter heads, printing of small forms or forms exhausted and badly needed.

(29) Special Powers for purchases.

Stores Purchases without calling for tenders, but by private negotiations on any one item in the case of Head Office....	Chairman on the recommendation of Chief Engineer or Dy.Chief Engineer or Superintending Engineer	Upto Rs. 1,000/-
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Stores Purchases without calling for tenders, but by private negotiations on any one item in the case of field.....	-do-	Upto Rs. 3,000/-
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With a report to the Board every month for such purchases under the above authority.

(30) Urgent works of repairs, construction etc.	Chairman on the recommendation of Chief Engineer or Dy. Chief Engineer.	Upto Rs. 1,000/-
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Urgent works of repairs, construction etc. in the case of structures & installations.	-do-	Upto Rs. 5,000/-
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Subject to a report to the Board every month for such sanctions accorded.

(31) (i) What constitutes the lowest tender.

(ii) In what circumstances the lowest period tender should be deemed as unacceptable and

(iii) What factors should predominantly weigh in accepting a tender which is not the lowest.

In considering whether a supply tender is lowest or not, it should be seen that, the lowest tenderer offers the materials and equipment approximately as per our specification and is not at variance from it. If the same, is at variance, even if the price is the lowest, the same should not be considered as the lowest tender but this would be governed by the procedure laid down for not accepting the lowest is also not according to our specifications, the same should not be considered as being the lowest or the second lowest. Only such tenders as contain offers of materials and equipment approximately as per our specification should be considered and the lowest amongst such tenders should be selected for placing of orders.

Among the tenders selected for consideration, if the lowest tender is not acceptable on account of its delivery position being later than other tenders and the materials being urgently required and specified in the invitation of the tender or the lowest offer may be pertaining to the goods for which import licence is required and the same may not be normally granted by Government or not available early and therefore it may become necessary to place an order with the second lowest tenderer, the approval of the next higher competent authority should be obtained for all orders upto Rs. 2,000/- and of the Chairman for contracts of larger values upto Rs. 5,000/-.

In order that the lowest tender is not unduly by-passed on the ground of its not being as per our specifications or for reasons of delivery, it is desirable to safeguard any misuse of powers by the Officer concerned and therefore it may be provided as under :-

(1) Where any apparent lowest tender is by-passed on account of the same not being as per our requirements and another tender is accepted as the lowest on the ground of its being as per our specifications, approval to such selection should be granted by the higher Competent Authority, prescribed hereunder :-

(i) Superintending Engineer (Stores) upto Rs.2,000/-

(ii) Superintending Engineer (Stores) with Chairman's prior approval on the recommendations of the Chief Engineer for tenders between Rs. 2000/- and Rs. 5000/-.

(iii) Board for tender above Rs. 5000/-.

(2) Similarly the tender which is rejected on the ground of either the supply being not upto the standard required or on grounds of being not upto the technical specification must be rejected by the next higher authority within the power statement indicated at (1) above.

(3) If a tender is being rejected on the grounds that the delivery period is not suitable or not upto the limit prescribed in our tender invitation, the same should be certified by the following authorities.

	Competent Authority
i) For tenders below Rs.2,000/-rejected on grounds of unsuitable delivery period or due to variance in the technical specification.	Superintending Engineer (Stores)
ii) For tenders between Rs. 2000/- and Rs. 5,000/-	The Chairman will certify rejection on the recommendation of the Chief Engineer.
iii) for all tenders above Rs. 5000/-	Board.

(4) In cases where the specifications blantly differ or samples are obviously unsuitable and tenders are clearly unacceptable, the normal process will apply.

Thus, the Superintending Engineer (Stores) and the Chairman shall have powers to decide whether the deficiency or variations in the specifications in the lowest priced tender is in

essential details or whether substantial such as could render the tender to be deemed as not worth considering and could summarily be rejected.

The definition of the lowest tender viz. "confirming to the prescribed specifications" must be very carefully appreciated since rejection is to take place on the grounds that they are not upto the specification. The Superintending Engineer (Commercial) must take care to see that the specifications are carefully laid down. Difficulties may arise particularly in the cases like paper where 4.1/2 lbs. paper is specified as 4 lbs. paper or where cream paper is specified and rough paper is offered instead. In the border line cases very great care should be exercised to see that the lower tenders are not rejected purely on very small and minor technical grounds and the Board put to a loss. All cases to be submitted to the Chairman for the exercise of the powers indicated above shall be routed through Chief Engineer.

(32) Extension of contract time:

(1) In every case in which a Contractor for works or supplies desires extension of time for the completion of the Contract, the contractor shall apply to the Officer in charge of the work, in writing in advance of the date of expiry of the contract obligations -

(a) Stating reasons and justification for the extension asked for, and

(b) explaining why the remedies provided in the contract in case of failure on the part of the contractor to complete the contract in the stipulated time should not be enforced.

(2) The application shall immediately be decided by the receiving Officer if he is the competent authority to take a decision (as provided hereinafter) and if he is not competent to take a decision, he shall forward the application to the competent authority for decision.

(3) All applications received after the date of expiry of the Contract obligations, shall be subject to the decision of the Board. But if applications are received before the date of expiry of the contract, the decision given by the competent authority as provided hereunder will be valid even if the date of communication of sanction falls beyond the original date of expiry of the contract.

(4) Extension of time may be granted in very genuine cases by the following authorities upto the limits mentioned against them when applied for, prior to the expiry of the completion date: -

Competent Authority	Limit of time
Superintending Engineer concerned.	Upto 1 month
Chief Engineer	upto 2 months
Chairman	upto 4 months

Board	for any period.
i) For items for works under Rs. 10,000/- without time limit.	Chairman
ii) For Stores & Supplies under Rs. 5,000/- without time limit.	-do-

(33) Waiving of standard conditions of contract :-

The competent authority who has approved and placed the contract will obtain the sanction of the next higher competent authority for relaxing or waiving any condition of the contract including penalty and Security Deposit.

(A) For condonation of Security Deposit and Earnest money:-

(a) For works under Rs. 25,000/-	Chairman
(b) For supply of Stores and Equipment under Rs. 25,000/-	-do-

(B) For waiving penalty Clause :-

(a) In respect of Contracts for supplies and works of the value of Rs.25,000/- or below.	Chairman
(b) Above Rs. 25,000/-	Board.

(34) Stamped Contract Agreements:

(A) Stamped agreement for all contract of construction and Civil works exceeding rupees one lakh are to be signed on stamped paper.

Contracts for supply of materials and equipment are to be signed on stamped paper if the value exceeds Rs. 5 lakhs with letters of acceptance.

Purchase order and other relevant letters forming the accompanying documents of contract. For contracts under Rs. 1 lakh, only the letter of acceptance duly ratified by Contractor and purchase order will form the basis of contract. For contracts under Rs. 3,000/- only purchase orders will form the basis of contracts.

(36) (B) Under Section 13 of the Electricity (Supply) Act, 1948 the following Members of the Board or Officers are authorised to sign documents of approved contracts:-

Purchase Orders Upto Rs. 3,000/-	Stores Purchase Officer.
Purchase Orders Upto Rs. 5,000/-	Superintending Engineer (Stores)
Purchase Orders Upto Rs. 10,000/-	Dy. Chief Engineer
Purchase Orders Upto Rs. 50,000/-	Chief Engineer
Purchase Orders Over Rs. 50,000/-	Chief Engineer to be countersigned by one Member of the Board or Chairman.

(37) Placing Orders on materials on D.G.S. & D's Rate Contracts:- As the rates are already fixed by the D.G.S & D. for the supply of materials under approved specifications, it is not necessary to approach the Board every time for approval of the rates. However, for orders on D.G.S. & D's rate contracts of the value of above Rs. 5,000/- upto Rs. 25,000/- Chief Engineer's prior approval should be obtained, while for orders on D.G.S. & D's rate contracts exceeding the value of Rs. 25,000/- prior approval of Chief Engineer and Chairman should be obtained. This is on the lines of the powers delegated to Superintending Engineer (Stores). Chief Engineer and Chief Engineer with Chairman for the orders to be placed with the suppliers of Stores. A list of the orders placed on rate contract should be put up to the Board for information every month.

(38) (C) All contracts over Rs. 50,000/- for purchase of stores and over Rs. 50,000/- for labour and erection work or civil work should be got sanctioned by the Board. The proposals should accompany careful analysis of the issue. In case of contracts between Rs. 5,000/- and 50,000/- only the analysis of the tenders lower than the tender recommended plus one above need be prepared and submitted to the competent authority. In any case, not less than 5 lowest tenders need be analysed. But in case of contracts costing over Rs. 50,000/- complete analysis of all the tenders should accompany the proposal to be submitted to the Board.

(39) In connection with the signing of steel indents i.e. order letters in respect of quantities, the purchase of which has been sanctioned by the Board, the powers as below are delegated-

(a)	Indent orders for Steel	below Rs. 3,000/-	Store Purchase Officer.
(b)	-do-	upto Rs. 5,000/-	Superintending Engineer (Stores)
(c)	-do-	upto Rs. 25,000/-	Secretary or Chief Engineer
(d)	-do-	above Rs. 25,000/-	As in (c) above, but to be countersigned by a Member of the Board.

Depending on the total approximate value of each order calculated on the basis of the controlled rate of steel ruling at the time of placing the order. A mention of the estimated total cost should invariably be made on the office copy of the order for the purpose of audit.

(40) Settlement of Bills

(A) As inordinate delays occur in settling bills for supplies made and works carried out by contractors, the following time limits for submission of bills and disbursements thereof are prescribed:-

(a) As a general rule, one month's time limit from the date of receipt of bills from contractors should be considered as time limit for disbursements.

(b) The time of one month for disbursements of bills be allotted for different stages of passing bills as indicated below.

- | | |
|------------------------------------|-----------|
| i) The Technical Section concerned | Two weeks |
| ii) Accounts Section | One week |
| iii) Audit and Final disbursement | One week |

The above time limit may be relaxed by one day at each stage in the case of really complicated bills covering contracts involving payments of Rs. 25,000/- and over. Further relaxation not exceeding one day at each stage may be granted in the case of bills involving still larger payment in excess of Rs. 50,000/- upto Rs. 1 lakh, the maximum relaxation limited to 3 days at each stage for payments involving amounts in excess of Rs. 1 lakh.

(B) In the case of running bills being submitted and prima facie evidence being available of the work having been carried out, payments (with the usual retention) are authorised pending formalities of recording of measurements or alternatively, when there is a doubt, payment of an advance upto 80% subject to---

a) production of a certificate as regards receipt of material or work done from the concerned Executive Engineer, and

b) limitations indicated below :-

i) For bills above Rs. 10,000/- and upto Rs. 15,000/- to be submitted to and passed by Chief Engineer.

ii) For bills between Rs. 15,000/- to Rs. 1,00,000/- to be submitted to Chairman through Chief Engineer, and

iii) for bills above Rs. 1,00,000/-, Board's approval should be obtained.

(Bills below Rs. 10,000/- being payable by Executive Engineers, need not be referred to Head Office and should be dealt with after following the procedure of recording measurements.)

iv) All final bills are subject to the completion of measurement books and to the sanction by the appropriate prescribed authority.

v) All running bills of Rs. 10,000/- and over which are sent to Head Office should be permitted to be passed for payment at the Head Office, on the certificate of the Executive Engineer that the work as per details in the bill has been satisfactorily carried out and duly certified by the Divisional Accountant as having checked the bill and the Divisional Auditor as having audited it, without the necessity of further audit being carried out at the Head Office.

(41) Purchase procedure of normal items of materials:

a) The Divisions should consolidate the requirements of the Sub- Divisions under their control and forward their normal requirements only once in a month properly

grouped in the six groups as described in appendix 'B' attached hereto giving the code number. Such monthly indents would also contain the requirements of the technically sanctioned schemes. On the indent form and the register maintained by the Division, Executive Engineer shall keep on record which particular technically sanctioned schemes have been incorporated in the indent. Such monthly indents should be submitted in duplicate by the concerned Divisional Officers to the Superintending Engineer of the Circle concerned on the basis of the collected requirements of the whole Division, retaining one copy of the indent at the Divisional Office. The Superintending Engineer concerned will retain one copy and forward the other to the Stores Purchase Officer after verification. On receipt of such indents the Stores Purchase Officer will consolidate the requirements of Northern and Southern Zones and make a common indent to which he will give his running indent No. and communicate the same to the Superintending Engineer of the Circle and the Divisional Officer, and this number will be used for all practical purposes in all future references. The indent number so communicated to the technical section concerned should be noted by them against which all the order letters should be separately filed by the Executive Engineer and Superintending Engineer concerned to know and allocate the materials and follow up when necessary.

The Stores Purchase Officer should monthly collect and consolidate the requirements and make cumulative specifications for advertising for various items of requirements and one advertisement in respect of collected indents will be issued by Stores Purchase Officer thus considerably saving in advertisement charges and administrative work.

b) All heavy items will be despatched to the Sub-divisions direct but other items where freight charges form a small proportion of the total cost will be despatched to the Divisions from where the requirements of various sub-divisions should be despatched. Although this will involve a little extra cost for packing and transport, it would be desirable to incur this extra little cost because this arrangement will ensure that the goods are properly accounted for and their receipts on the S/R notes properly received from the Divisions concerned to enable prompt payments to the suppliers within the time limits specified by the Board which is not the case at present.

c) There should be tender forms in 3 categories very urgent, urgent and normal and will be 3 different colours. Materials for very urgent indents to be procured in 4 to 7 days, urgent in 15 to 20 days and normal to be ordered in 1 to 1.1/2 months. Field Officers should have to take particular care when giving indents under very urgent category.

d) There should be a bin card system wherein a separate card will be maintained for each indent and order and 6 different major groups provided and the position regarding enquiries, orders placed, materials despatched should be entered on the card and closely watched.

e) As regards bills, payments etc. the following procedure is prescribed:- In the case of local suppliers, R/R should be handed over in this office. In the case of upcountry

suppliers R/R should be forwarded to the consignees direct. In the case of local suppliers, the bill in triplicate together with all relevant documents including supporting vouchers, test certificates etc. should be forwarded to the Head Office.

f) In the case of upcountry suppliers, the triplicate copy of the bill should be sent to the consignee along with the R/R while original and duplicate copies of the bills together with all relevant documents including supporting vouchers, test certificates, etc. to be forwarded to this office. An R/R register with details of the bills shall be maintained by the Head Office. R/R thus collected along with the triplicate copy of the bill will be forwarded to the consignee, under registered cover every day.

g) In the case of A class suppliers 95% and B class suppliers 90% payment will be made against R/R. The consignee after receipt of the materials should forward the S.R. Note along with all the relevant information as at present given by them which would be pasted at the back of the original bill when received in the Head Office.

h) Consignees will be intimated by us within a month from the date of receipt of R/R to forward the S.R. note and the relevant details whereupon the balance payment would be made. In the case of C class suppliers 100% payment will be made only after the materials are received at site.

i) In the case of C class suppliers, where 90% payment is provided, the same will be paid after the formalities regarding the procedure have gone through which would take about 8 to 10 days. In the meantime the materials would be received at site and the consignee should immediately report to this office whether the consignments received by him are in order, and the payment would then be made.

j) For all stores purchases only S.R. Notes should be prepared and submitted to Head Office for passing of bills and Measurement Books should be maintained at Divisional levels only. However for all works contracts M.Bs. should be maintained as heretofore and submitted to Head Office whenever necessary for effecting payments.

(42) Purchase of Electrical Equipment Procedure of :

a) Electrical Equipment:- The procedure generally followed is that after the tenders are received, a comparative statement is prepared by the Stores Purchase Section, and the same is forwarded to the Circles concerned for technical scrutiny and recommendations. On receipt of the remarks from the Circles concerned, proposals are further scrutinised by the Stores Purchase Section and final recommendations are submitted to the Board, based on the recommendations of the Circles concerned and/or any variations that may be necessary in view of the price, delivery period and other factors which affect the supply position.

b) Service Connection materials:- The same procedure, as indicated at (a) above is to be followed, but there are large number of items involved as well as a large number of tenders who submit their quotations with the result that the Circles concerned take considerable time in going through the details and putting up technical recommendations. These recommendations are further scrutinised by the Stores Purchase Section, and therefore, there is consequent delay in submission of final recommendations to the Board. In order to avoid the delay, it is laid down that in the case of the purchase of materials for

service connections required for low tension supply, the tenders need not be referred to the Circles concerned for technical scrutiny as there are no specialised articles which require the technical scrutiny by the Circle concerned, but the recommendations should be submitted through the Chief Engineer to the Chairman before they are submitted for the Board's approval, with a copy to the Superintending Engineer, of the Circle concerned.

c) Stationery Articles:- The present procedure should continue, except that the recommendations should be submitted through the Chief Accounts Officer.

(43) Statement showing the materials to be grouped in 6 Major Groups:

Group I- Power Station and Sub-Station equipment.

- | | |
|--|---|
| 1) Generators and Exciters and spares. | 20) Switchgear spares. |
| 2) Diesel Engines and spares. | 21) Telecommunication Equipment. |
| 3) Turbines and spares. | 22) Battery and battery charging equipment. |
| 4) Power House auxiliaries. | 23) Transport equipment |
| 5) Power Transformers and spares. | 24) Pumping sets and spares. |
| 6) Synchronous condensers and spares. | 25) Workshop equipment. |
| 7) Steam Engine and spares. | 26) Foundry and smithy equipment |
| 8) Oil Circuit Breakers. | 27) Carbon brushes and brush holders. |
| 9) Disconnects Fuses. | 28) Welding equipment and accessories. |
| 10) Control Panel | 29) Bearings of all classes. |
| 11) Instrument transformers. | 30) Fire Extinguishers. |
| 12) Control cables and accessories. | 31) Hydraulic Jacks. |
| 13) Power cable and accessories. | 32) Testing equipment. |
| 14) Lightning arrestors. | 33) Packing materials. |
| 15) Copper bus bars. | 34) Meggers, sub-standard meters etc. |
| 16) Post and strain insulators. | 35) Roll charts. |
| 17) Station transformer. | 36) Lanterns, hand lamps etc. |
| 18) Relays and allied gear. | 37) Weighing machines & spring balances. |
| 19) Instruments, indicating and recording. | |

Group II: Transmission & distribution lines.

- 1) A.C.S.R. conductors and accessories.
- 2) All aluminium conductors and accessories.
- 3) Copper solid and stranded conductors and accessories.
- 4) Insulators of all sizes including reel insulators.
- 5) Guards.
- 6) Lighting arrestors for lines only.
- 7) G.I. wires of all sizes.
- 8) Annealed copper binding wires.
- 9) Stay wires.
- 10) Barbed wires.
- 11) Cable jointing materials.
- 12) Hand gloues.

Group No. III: Service connection materials.

- 1) I.C. cutouts of all sizes.
- 2) Kit kat fuses of all sizes.
- 3) Meters A.C.S.P. and 3 Phase.
- 4) Aerial fuses.
- 5) Trivector meters.
- 6) C.T.S. wires and flexibles.
- 7) V.I.R. wires.
- 8) Sectionalising Boxes and Distribution Boards.
- 9) Street light fixtures.
- 10) Caution and danger Boards.
- 11) Meter Boards.
- 12) Sealing wires and seals.
- 13) Conduit pipes of all sizes.

- 14) G.I. Pipes of all sizes
- 15) Earthing pipe and coil type.
- 16) Time Switches
- 17) Lamp shades and fittings.
- 18) Reflectors.
- 19) Lighting accessories like holders, batteries, bill pushers, etc.
- 20) Insulating materials like black tapes, empire tape, white cotton tape, hold tight compound, mica etc.
- 21) Manila rope
- 22) Solders, white metals etc.
- 23) Ladders.

Group No. IV: Fuel and lubricating oil, greases etc.

- 1) Fuel Oil
- 2) Lubricating oil
- 3) Greases.
- 4) Transformer oil
- 5) Petrol
- 6) Kerosene
- 7) Paints and Varnishes.

Group No. V: Iron and steel materials including fabricated materials.

- 1) Building materials.
- 2) R.C.C. poles, rails, joints, etc.
- 3) Steel structural materials of all sections.
- 4) Fabricated materials like cross arms, clamps, netting etc.
- 5) A.C.Corrugated Sheets, ventilators, G.I. Wire, netting etc.
- 6) M.S. black sheets.

- 7) Cranes and hoists
- 8) Tools of all categories.
- 9) Bolts, nuts washers, split pins, cotton pieces, check nuts, eye bolts etc. of all sizes.
- 10) Turn buckles.
- 11) Timber.
- 12) Cement.

Group No. VI: Miscellaneous items such as stationery and other items.

- 1) Stationery materials.
- 2) Mathematical and Drawing instruments
- 3) Printing of forms and books.
- 4) Medical requirements.
- 5) Furniture.
- 6) Umbrellas, raincoats, etc.
- 7) Cotton waste.
- 8) Wall clocks, time piece.

(The powers of the field officers indicating the limits of purchases in respect of above are as per Appendix B.)

(44) Despatch of materials by Passenger Train:- The materials on order are on occasions required to be despatched by Passenger Train on account of the urgency of the materials at site as the suppliers have to effect deliveries of goods within the period stipulated in the order letter when goods booking is not available in time owing to heavy demands on goods traffic. For despatching of the materials by Passenger Train after consulting if necessary, the Superintending Engineer of the Circles concerned, when any goods to be consigned by Goods Train are held up for despatch on account of non-availability of railway booking, following authority is delegated to the Stores Purchase Officer and Superintending Engineer (Stores) upto the limits specified beyond which the Chief Engineer was authorised to exercise the same.

Stores Purchase Officer:	When the estimated difference in freight charges between the Passenger and goods transport is upto Rs. 50/- in each case.
Superintending Engineer (Stores)	When the estimated difference as above exceeds Rs. 50/- but does not exceeds Rs. 100/- in each case.
Chief Engineer	When the estimated difference in freight as above exceeds Rs. 100/- in each case.

As there is no goods traffic to Thakurli Station, the goods meant for Chola Power Station are booked to Kalyan Railway Station, all normal despatches to Chola Power Station should be made by Passenger Train to Thakurli Railway Station, excepting heavy materials which should be booked to Kalyan by Goods Train, provided that ---

i) the limits prescribed in the aforesaid delegation should be provisional, assuming that the freight charge for transport by 'Passenger' is approximately four times the freight charged by "Goods".

ii) There need not be pre-audit on the above charges when letters instructing the suppliers to despatch by passenger train instead of by "Goods" are to be issued. Normally Officers concerned should take care to see that they do not exceed the limits and also that this facility is not indiscreetly made use of.

iii) If the audit finds later (at the time of passing the Supplier's Bills) that the respective powers have been exceeded, the next higher Officer can approve the same on being satisfied after due justification in such cases.

(45) Recording of Measurements:- The following is the delegation of powers for recording of measurements:-

- | | |
|---|--|
| i) a) Storekeeper | Upto Rs. 50/- subject to 25% check by Junior Engineer or Assistant Engineer. |
| b) Surveyors and Technical Assistants (including those on work-charged Establishment on necessary authorisation by Executive Engineer | Upto Rs. 150/- p.m. not exceeding Rs. 25/- in value at a time, for survey works only. |
| ii) Junior Engineer or Sub-Engineer or (in absence of both Foreman) and Stores Superintendent O&M Divn.Utran. | Upto Rs. 1,000/- |
| iii) Sub-Engineer or Junior Engineer | Upto Rs. 2,500/- (excluding fuel and bulk power, limit for which being Rs. 5,000/-) subject to 25% check by Assistant Engineer or Deputy Executive Engineer. |
| iv) Assistant Engineer | Upto Rs. 10,000/- without check. |
| v) Assistant Engineer | Between Rs. 10,000/- to Rs.20,000/- subject to 10% check by Deputy Executive Engineer or 5% check by Dy.Executive Engineer |
| vi) Assistant Engineer | Between Rs. 20,000/- to Rs.40,000/- subject to 15% check by Deputy Executive Engineer or 10% check by Executive Engineer or Senior Executive Engineer. |
| vii) Assistant Engineer or Dy. Executive Engineer | Over Rs. 40,000/- subject to 25% check by Dy.Executive Engineer or 15% check by Executive Engineer or any higher Officer. |
| viii) Assistant Engineer or Dy.Executive Engineer | Over Rs. 60,000/- subject to 15% check by Executive Engineer or higher authority. |

Regarding recording of measurements of bulk supply of energy and meter reading, a Junior Engineer and in his absence, the Assistant Engineer may record all measurements in respect of bulk supply, subject to occasional check by verification of recordings of readings and consumption and personal meter reading check on the basis of the past readings and average consumption by the Assistant Engineer or Dy.Executive Engineer.

(46) When a Sub-division is at an out of the way place and a special trip for such check verification becomes difficult owing to other pressing work, this procedure causes delay and inconvenience and the suppliers often complain that the bills are unduly held

up on account of those formalities. In order to get over this difficulty, the Board decided that a procedure for payment of suppliers bills should be adopted on the lines indicated under settlement of bills, in respect of running bills of Works contractors in which case 80% of advance payment is permitted pending formalities of final check by an higher officer, and that in the case of supply of goods, 80% payment may be made on a certificate of Executive Engineer concerned that he is prima facie satisfied, in such cases, the balance should be paid after the necessary check (of 10%, 5% or 15% as the case may be) is carried out the Dy.Executive Engineer or Executive Engineer, as prescribed in the Recording of Measurements.

(47) Notes: 1) The Chairman may condone, percentage check to half of that prescribed under the above heads provided proper and satisfactory reasons and justification are submitted to him.

2) In higher limits, in order that percentage check work may be reduced, the measurement books may be written out by the lower Officers not below the rank of Assistant Engineer in the case of items over Rs. 20,000/- which may be measured and recorded by the Junior Engineer or Sub-Engineer subject to such check as are prescribed above.

(48) Modification in the Stores Purchase Procedure:- The present Stores Purchase Procedure should be modified to the effect indicated below :-

a) The special Measurement Book as per form attached on the lines of the existing P.W.D. form called "General Receipt Book" should be used only for recording of measurement of Stores and equipment supplies.

The folios will be in duplicate, the original being perforated and detachable and the copy to remain in the bound book.

b) All details that are now entered in the existing Measurement Book should likewise be required to be entered in the new 'Stores Measurement Book'.

c) Instead of sending the Measurement Book as a whole only the original together with Bill duly certified and S.R. Note should be sent to the Divisional Office.

d) The original, after certification of the S.R.Note by the Divisional Accountant and Divisional Auditor, should be filed serially as per special folio code numbers of each power house or sub-division thereby gradually building up a Duplicate Measurement Book in the Divisional Office, and this should be available for audit by Chief Internal Auditor at Head Office if required.

e) The existing S.R. Note in triplicate should continue to be used, the supplier's copy being duly certified and forwarded to the Head Office together with the Bill for payment of the same; and the account's copy to go to Stock Ledger Section of the Power House or Sub-Division for posting the Receipts in the Stock Ledger and the counterfoil remaining at site for record.

f) The S.R. Note is not required to be written up fully in detail as on the Measurement Book but will contain the description of Stores substantially in agreement with that stated in the Purchase order letter.

The S.R. Note should however, be checked and certified by the Divisional Accountant and Divisional Auditor.

g) In the reprinting of the S.R.Note Books after the existing stock is exhausted, the special certifications should be given as follows:-

"i) Certified that the goods received is in accordance with the specification as laid down in purchase order letter No. _____ of _____

Recording authority Storekeeper/Sub or Junior Engineer/Assistant Engineer"

"ii) Certified that the percentage check shown in remarks columns against each item has been taken by me as required by Board's rules.

Dy.Executive Engineer/Executive Engineer."

For the present the certificates will be given separately and posted to the S.R.Note.

h) Special Folio Code Serial Numbers should be given in the New Measurement Book, the code Number consisting of 3 parts, the first indicating the Division, the second the Power House or Sub-Division and the third the page number in the Book. The code numbers should be embossed if possible at a reasonable cost to prevent duplication.

i) Each Power House or Sub-Division should only be issued with one new 'Stores Measurement Book' at a time instead of a number of Measurement Books required under existing procedure.

j) All rules of procedure in respect of recording of measurements in the existing Measurement Book should apply to this Stores Measurement Book and separate files should be maintained by Divisional Officer for original folios of each Stores Measurement Book as per Sub-Divisional issue.

k) The new "Stores Measurement Book" should be used for all Stores Purchase (Local or Head Office) and that the existing measurement Books should be used for all Work Contracts as at present.

STORES MEASUREMENT BOOK

Original

From S.T.

Bombay Electricity Board

Serial No. _____

Sub-Stores Centre _____

Date of Measurement _____

Stock Ledger Centre _____

Chalan No. _____ of _____

Purchase Order No. _____

Rly Receipt No. _____

Name of Supplier. _____

Date _____

PARTICULARS OF MATERIALS

Qty. Unit Rate Amount

(1) Measurements also recorded briefly in S.R.Note No. _____ of _____ attached.

(2) Certified that the receipt of the above materials have not been recorded in any other S.R.Note and/or Measurement Book.

Signature & Designation of
Recording Authority.

(49) Advertisement:- Advertisements should be given in the papers as indicated below so far as the area of Bombay Electricity Board is concerned. Similar statements should be prepared and submitted to the Board for approval in respect of the other areas included in the enlarged Bombay State :-

- | | |
|---|--|
| <p>I a) For all tenders below Rs. 25,000/-</p> <p>b) For all tenders valued from Rs. 25,001/- to Rs. 3,00,000/-</p> <p>c) For all tenders valued from Rs. 3,00,001 to Rs. 5,00,000/-</p> <p>d) For all tenders valued from Rs. 5,00,000/- to Rs. 10,00,000/-</p> <p>e) 1. For all tenders valued from Rs. 10,00,001/- and above.</p> <p>f) 2. for Specialised Items</p> | <p>The Bombay Chronicle.</p> <p>i) The Bombay Chronicle or Indian Express and ii) The Times of India.</p> <p>As in I (b) above and the Statesman of Calcutta and the Delhi edition of the Times of India.</p> <p>As in I (c) above and the Hindu of Madras.</p> <p>As in I (a) above and the Hindustan Times of Delhi and Amrit Bazar Patrika of Calcutta.</p> <p>Foreign papers viz., in the U.K. London Times, and in Germany, Deutsche Allemegeine Zeitung, in addition to newspapers in 'E' 1 above.</p> |
|---|--|

II. a):- Advertisements for posts shall be published in atleast two English papers in Bombay, viz. The Times of India and the Bombay Chronicle and the Indian Express and/or one leading regional paper according to the publicity required - the Regional papers selected being :-

- | | |
|--|--|
| <p>i) For Gujarat:</p> <p>ii) For Maharashtra:</p> | <p>i) Bombay Samachar of Bombay</p> <p>ii) Gujarat Samachar of Ahmedabad.</p> <p>i) Lokmanya of Bombay</p> <p>ii) Gaokari of Nasik or Sandesh of Ahmednagar</p> <p>iii) Satyavadi of Kolhapur.</p> |
|--|--|

b) For posts of Junior Engineers and higher technical and administrative posts, advertisements should issue in all the three English papers of Bombay, as well as the selected newspapers of Delhi, Calcutta and Madras and I (e-1) above.

III. a) For transport and works contracts of the value between Rs. 3,000/- and Rs. 10,000/- and for posts for regions concerned, advertisements are to be given in the Bombay Chronicle and in the selected newspaper of the Region concerned, as indicated in II(i) and (ii), and (iii), above. For example, for works at Ahmednagar, the advertisement will appear (i) in Bombay Chronicle, (ii) in Lokmanya of Bombay and (iii) Sandesh of Ahmednagar. For works contracts in Gujarat, the advertisement will appear in Bombay Chronicle, Gujarat Samachar of Ahmedabad and one Local paper.

b) All works contracts between Rs. 10,000/- and Rs. 25,000/- shall be advertised in Bombay Chronicle and in regional papers of that particular region.

Note:- The Regional main newspapers shall be:-

- 1) Gujarat Samachar for the Northern Electrical Circle.
 - 2) Satyawadi for Kolhapur - Deccan.
 - 3) In addition to the above, one paper either in Bombay (e.g., Lokmanya or Bombay Samachar as the case may be) or in the local area.
- c) All the works contracts above Rs. 25,000/- shall be advertised in one additional Bombay paper in addition to the regional paper indicated in III above.

For works at Ulhasnagar, advertisements should be given in the Sindhi Daily, the Hindustan.

IV. Advertisement of interest in Northern or Southern Circle should be published in one or more papers according to the importance of the advertisement adjudged from the degree and extent of publicity desired.

V. Advertisements for works in any particular region may be given in the regional paper of the area concerned, either in one or in more papers depending on the extent of publicity, for example, for any work in Surat area, advertisement may be given in a Surat paper and also if necessary in Baroda and/or Ahmedabad papers depending on the extent of publicity.

VI. The papers as given in the following list of newspapers for giving Board's advertisements pertaining to the State of Bombay are generally approved, subject to the provisions in foregoing papers, para I to VI. The Rate Contracts of the Government of Bombay should be applicable to the above advertisements.

List of Newspapers:-

A. Bombay Papers:

a) English.

- 1) The Times of India
- 2) 1) Indian Express
- 3) 2) Free Press Journal
- 4) 3) Bombay Chronicle

b) Gujarati.

1) Bombay Samachar.

c) Marathi.

1) Lokmanya.

d) Sindhi - (For Ulhasnagar only).

1) Hindustan Times.

B. Papers pertaining to Northern Circle:-

1) Gujarat Samachar, Ahmedabad.

2) Sami Sanj, Surat.

3) Loksatta, Baroda.

4) Gujarat Times, Kaira.

5) Lokmanya, Thana.

6) Praja Raj, Mehsana.

7) Sabarkantha Samachar, Sabarkantha.

8) Gaonkari, Nasik.

9) Sandesh, Ahmednagar.

10) Rashtra Sevak, East Khandesh.

11) Swatantra Bharat, West Khandesh.

C. Papers pertaining to Southern Circle:-

1) Lokshakti, Poona.

2) Sholapur Samachar, Sholapur.

3) Rashtra Tej, Kolaba.

4) Vanataya, Ratnagiri.

5) Satyawadi, Kolhapur.

(50) Subject:- Delegation of Powers.

A. Powers to incur expenditure and to pass bills for payment subject to the limits prescribed for stores purchases/works and subject to prescribed procedure and audit.

	Powers delegated to
a) All Stores Purchases made by Central Purchase Stores Dept. Head Office.	Stores Purchase Officer
b) All emergency and petty stores purchases made locally by the Executive Engineers.	Executive Engineer
c) Member's travelling & other allowances	Members of the Board.
d) i) Salary bills of officers at Head Office Class I & II Class III and IV	Chief Engineer. Deputy Secretary (G&E)
ii) Salary bills of Officers in Divisions.	Executive Engineers

- | | | |
|------|--|---|
| e) | Muster Rolls for Class III and IV employees. | Deputy Secretary (G&E). Executive Engineers, for Divisions, or with the authority to delegate powers to the Assistant Engineers or Junior Engineers subject to a ceiling of Rs. 150/- in any month in the case of specific work provided that the number of man hours and the rates for the various classes of labour are got approved by them in advance from the Divisional Executive Engineer. This limit is raised to Rs. 500/- which is to be sanctioned by Chairman, on the recommendation of Chief Engineer. |
| f) | i) Advance of T.A. and other expenses upto 75% of the estimated T.A. bill in respect of Class I Officers.
ii) -do- in respect of Class II Officers.

iii) Advances of T.A. & other expenses upto 75% of the estimated T.A. bill in respect of Class III & IV Employees.
iv) Advance upto one Month's pay in the case of transfers. | Chief Engineer.

1) a) Superintending Engineer of the Circles concerned for their respective staff in Head Office. b). Chief Engineer for other staff in Head Office not included in (a) above. 2) Executive Engineers for Divisions.

Deputy Secretary (G&E) for Head Office and Executive Engineers for Division and Sub-Divisional Offices.

Deputy Secretary (G&E) for class III & IV employees in Head Office and Executive Engineers for Divisions. |
| g) | Stores and Works contracts, Advertisements and stamp fees on contracts and agreements. | Stores Purchase Officer for Head Office & Executive Engineers for Divisions. |
| h) | Auditors services and expenses | Board. |
| i) | Legal Services | |
| i) | To file suits or to defend in case of Civil Suits. | Secretary in consultation with Chairman. |
| ii) | For payments of legal fees and expenses. | Secretary upto Rs. 1,000/- in each case. Board above Rs. 1,000/- |
| j) | i) Transit Insurance for Stores & Equipment with Government Insurance Fund only.
ii) All other insurances. | Executive Engineer concerned.

Secy. upto Rs. 1,000/- in each case. Board above Rs. 1,000/- |
| k) | General Office Supplies and Expenses. | |
| i) | Office equipment maintenance, stores advertisements, and other expenses for Central Stores Purchase Department, Head Office. | Stores Purchase Officer (Subject to the procedure prescribed for Stores purchase). |
| ii) | -do- for Head Office other than Stores Purchase Department. | Chief Engineer -do- |
| iii) | -do- for Divisions | Secretary upto Rs. 500/- (Subject to prescribed Procedure.) |

iv) Repairs & Maintenance of Head Office furniture, Building, Fans and lighting.	Secretary with the approval of the Chairman upto Rs.1,000/- (subject to prescribed procedure). Board Beyond Rs. 1,000/-
v) Office equipment maintenance, stores advertisements, and other expenses for Divisions.	Executive Engineer upto Rs. 500/- (subject to prescribed procedure) Chief Engineer upto Rs. 1000/- (subject to prescribed procedure)
l) Postage, Telegrams & Receipt Stamps, and personnel Advertisements.	Deputy Secretary (G&E) for Head Office. Executive Engineers for Divisions.
m) Rents, Rates & Taxes	Chief Accounts Officer for the Head Office. Executive Engineers for Divisions.
n) i) Telephone Rental Call & Electricity charges at Head Office.	Deputy Secretary (G&E)
ii) -do- in Divisions	Executive Engineers.
o) Clothing Class IV employees (subject to the approval of the pattern & number of uniforms, by the Board)	Deputy Secretary (G&E) Head Office Executive Engineers for Divisions.
p) Other General Expenses.	
i) Library & other books and subscriptions to papers and periodicals	Technical-Chief Engineer. Upto 500/- for the year. Non-technical -Secretary Upto Rs. 500/- Beyond Rs.500/- Board.
ii) Casual labour employed after obtaining appropriate sanction.	Chief Accounts Officer for Head Office Executive Engineers for Divisions.
iii) Petty expenses (including stationery and other items) not classified under any other heads.	Chief Accounts Officer upto Rs. 25/- in each case. Chief Engineer upto Rs.100/- in each case. Board beyond Rs. 100/- Executive Engineers for Divisions upto Rs. 50/- in each case. Beyond Rs. 50/- (Superintending Engineer) upto Rs. 75/- in each case.
q) Works contract bills initial payments.	Executive Engineer
r) Works contract bills upto 10,000/- over Rs. 10,000/-	Executive Engineer Chief Engineer
s) All final payments of works contract exceeding Rs. 10,000/-	Chief Engineer
(51) B. Administrative approval:	
a) For (1) new works not provided in the Budget (2) works provided in the budget or within the budget savings.	Chairman upto Rs. 5000/- Chairman upto Rs. 50,000/-
b) Extension to works provided in the budget or within the budget savings.	Chairman upto Rs. 20,000/-
c) Extensions to Schemes when not provided in the budget.	Chairman upto Rs. 10,000/-
d) Powers to purchase without calling tenders in the case of	
(1) non proprietary parts or spares within the budget provision.	Chairman upto Rs. 1,000/-

(2) Proprietary stores or spares, where similar suitable substitutes of proper type and make required are not available within the budget provision.	Chairman upto Rs. 5,000/-
d) Powers to authorise repairs to buildings, structures, installations & extensions	
1) When not provided in the budget.	Chairman upto Rs. 2500/-
2) When provided in the budget.	Chairman upto Rs. 10,000/-
e) Powers to authorise repairs to Board's vehicles.	Executive Engineer in charge of Division. Upto Rs. 150/- per vehicle per annum.
(51) A	
C. a) Admitting time barred salary or T.A. Bills on the recommendation of the Sectional Heads.	Chairman upto one year.
(52) b) Entertainment & Sumptuaries.	Not exceeding for each occasion. Annual limit
i) Divisional Executive Engr.	Rs. 10/- Rs. 50/-
ii) Dy. Secretary (G&E) with prior approval of the Chairman.	Rs. 25/- Rs. 250/-
iii) Board.	For any amount exceeding that shown in (ii) above.
(53) D. Authority to permit Board's vehicles and property for use by visitors with or without rent.	Chairman.
(54) Visits by important personnel whether connected with the Board's work or not for accommodation in the Board's guest house etc.	Chairman for a total period not exceeding 15 days subject to the condition that for any period beyond 8 days, Board's post facto sanction should be obtained. Beyond 15 days, Board's sanction to be obtained.
(55) E. Cycle allowances and such other allowances to the staff for performance of duty	Chairman. According to the prescribed scale. (As per the Board's Regulations.)
(56) F. Payment of compensation to staff who have suffered in jury/loss of life, while on duty, within the limits as prescribed under the workmen's compensation Act.	Chairman.
ii) Any excess to the above on compassionate ground upto a limit of Rs. 500/-	Chairman (on the recommendation of the Sectional Head)
iii) Beyond the above limits.	Board.
iv) Payment of medical expenses at actuals.	Chairman upto Rs. 500/-

	v) Payment of compensation for injuries suffered by non-employees or his property with the direct result of any fault on the part of the Board's equipment, etc.	Chairman	upto Rs. 500/-
	vi) Payment of compensation for trees etc. caused on accounts of the lines passing over the private property, as per the rules of the P.W.D.	Circle Heads.	
(57)	G. Acquiring land through Revenue officers on the administratively approved schemes, upto Rs.25,000/- and extensions, upto Rs. 10,000/-	Chairman.	
(58)	H. Powers to make Imprest Advances.		
	a) i) To Deputy Engineer, Assistant Engineer, Junior Engineers, Executive in Charge for payment of monthly salaries & wages.	Executive Engineer	Full extent on the basis of pay bills and pay-sheets being preaudited at Divisional Centre.
	ii) To Deputy Engineer Assistant Engineers & Junior Engineer for payment of specific expenditure such as Railway freight, temporary labour, etc.	Executive Engineer	Temporary Advances on basis of Estimate subject of post-audit. For Railway freight - Full extent. For Other expense - Maximum of Rs.1000.
	iii) To Deputy Engineers and Assistant Engineers and Junior Engineers for day to day Sundry expenses.	Executive Engineer	Permanent imprest not exceeding Rs.500/- as Executive Engineer may decide.
	b) To Storekeepers, Junior Engineers and other subordinates for making petty cash payments for freight, transport, mazdoor, hire, packing, surveying expenses etc.	Executive Engineer.	Upto Rs. 500/-
(59)	I. Renting Store Houses and Offices (i.e.taking on rental basis)	Executive Engineer	Upto Rs. 25/- p.m.
		Superintending Engineer	Upto Rs.50/- p.m.
		Chief Engineer	Upto Rs. 100/- p.m.
		Chairman	Upto Rs. 200/- p.m.
		Board	above Rs. 200/- p.m.
(60)	J. Fixing Stock limits for a Divn.	Chief Engineer	Upto Rs.10,000/-
		Chief Engineer	Above Rs.10000/- with the sanction of the Chairman.
(61)	K. Requisition or disposal of immovable property:		Board

- (62) L. Fixing rents for hiring of immovable or movable property except Tools and Plant to outsiders. Board.
- (63) M. Fixing rents for hiring tools and plant equipment to outsiders. Superintending Engineer Full powers.

(64) Note:-

1) All the above delegation of powers are subject to posts being sanctioned and appointed by Competent Authority in the case of staff expenditure and in other respects, subject to the procedure prescribed for incurring the expenditures and subject further to the expenditure being within the limits of Budget provisions sanctioned by the Board and placed at the disposal of the Branch concerned.

2) Powers for incurring and passing bills for Stores Purchases are subject to the procedure prescribed for Stores Purchases.

3) A higher authority is always competent to exercise the power of the competent authority without the necessity of specific delegation. When such higher authority exercises the power, the decision of that higher authority shall prevail.

4) The various authorities to whom powers have been delegated shall not redelegate the powers to a lower authority or to another authority of the same rank without the specific sanction of the Board. However, on any exceptionally urgent occasion, such redelegation may be permitted adhoc with the approval of the Chairman.

5) Powers delegated above to incur expenditure, when not provided in the Budget are subject to reallocation of savings, already sanctioned on the funds.

APPENDIX 'A'

No.SPR
Bombay State Electricity Board,
Mercantile Bank Building,
Fort, Bombay 1.

To
M/S. _____

Subject:-Registration of contractors as approved suppliers of Stores.

Reference:-

Dear Sirs,

I am to inform you that the Board maintains an approved list of contractors for supply of Stores, which will entitle the contractors to receive the Board's tenders as and when issued for particular classification of

30....

Bigger type OPERATIVE & Smaller type REDUNDANT

BSEB-GSO 192

goods in which they are interested. Further these contractors are enlisted under three classes viz. Class A, Class B and Class C. The details of these classes are given in the attached forms. I shall be thankful if you will kindly let us know at your earliest convenience, whether you are interested in being enlisted as Class A, Class B or Class C contractors, as per the terms and conditions mentioned therein.

The attached application form may be filled in and submitted together with Rs. 50/- in cash or by cheque or by a demand draft payable to the Bombay State Electricity Board, towards Registration fees, covering a period of five years from the date of approval of Registration.

It may please be noted that your registration as class A,B or C contractors shall be subject to the approval of the Board and mere application for the same should not be presumed to entitle you to the class desired by you.

Encl: 1) Registration Form
2) Classification details.

Yours faithfully,
Stores Purchase Officer

BOMBAY STATE ELECTRICITY BOARD

Application for Registration as approved suppliers of Stores

1. Name of the Firm _____
2. Address (Head Office) _____
Address (Bombay Branch) _____
Address (Godown) _____
Address (Workshop) _____
Where correspondence should be sent normally _____
Where correspondence should be sent in case of emergency _____
3. Telephone Nos. (a) Bombay Office _____
(b) Workshop/Godown at Bombay _____
4. Telegraphic Address of Mofussil firm _____
5. Whether on approved list of other public bodies, if so, name of such bodies.

	On approved list of	Date of Registration	Monetary limit of approval
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	Are you a manufacturer, or a stockist or Sole Agent? If so, please give details of stores manufactured, stocked, etc., specifying each item separately.		
	(a)	_____	_____
	(b)	_____	_____
	(c)	_____	_____
	(d)	_____	_____
	(e)	_____	_____

7. Are you a registered dealer authorised to collect Sales Tax? _____ If so, please give your Registered Certificate No. _____ Date _____
8. Banker's Reference - Give details of -

9. Please state in which of the groups in the list below, you wish to be registered giving the approximate total value of the goods held in stock by you against each group.

10. It may please be noted that the Registration Fee Rs. 50/- covering a period of 5 years from the date of approval and Registration will be subject within the discretion of the Board to forfeiture and the contractor may be 'Blacklisted' for frequent unsatisfactory tendering and performance of contract -

N.B.: Tenders for purchase of materials costing less than Rs. 3,000/- are not likely to be advertised. Enquiries in respect of these will be sent officially to firms on the approved list only. Enquiries will be displayed on the Notice Board at the Board's Head Office at Mercantile Bank Building, 3rd floor, Flora Fountain, Bombay.

Group	Description of Articles	Approx. value of goods normally hold in Stocks	Are you an Importer, Sole Agent or Stockist.
1.	Building Materials.		
2.	Bare Metal Wires.		
3.	Battery & Battery charging equipment.		
4.	Control cables and accessories.		
5.	Carbon Brushes.		
6.	Canes and Hoists.		
7.	Control Panels.		
8.	Diesel Engines and Spares.		
10.	Earthing equipment & Spares.		
11.	Foundary and Housing materials.		
12.	Furniture.		
13.	Fuses & fusing materials.		
14.	Generators & Excitors.		
15.	Generators, Excitors spares.		
16.	Hardware materials		
17.	House service meters and spares.		
18.	H.T. meters and spares.		
19.	Instrument Transformers & Spares.		
20.	Indicating & recording instruments.		
21.	Insulated Wires.		
22.	Insulating materials, such as insulators etc.		
23.	Lightning arrestors.		

Group	Description of Articles	Approx. value of goods normally hold in Stocks	Are you an Importer, Sole Agent or Stockist.
24.	Lighting fittings & lamp Shades and spares.		
25.	Mathematical Instruments.		
26.	Medical requirements		
27.	Oils and grease		
28.	Overhead line materials, (supports, guaging equipment, clamps etc.)		
29.	Power House auxiliaries.		
30.	Power transformers & spares.		
31.	Pumping sets.		
32.	Paints and varnishes		
33.	Public lighting materials		
34.	Power cables and accessories.		
35.	Printed forms and books.		
36.	Pipes and Pipe fittings.		
37.	Relays and indicators.		
38.	Switchgear outdoor & spares.		
39.	Switchgear indoor & spares.		
40.	Steel structures.		
41.	Synchronous condensers & regulating		
42.	Steam Reciprocating Engines & spares.		
43.	Stationery materials		
44.	Sundry materials.		
45.	Turbines & spares.		
46.	Tele-communication equipment		
47.	Tools, plants & implements.		
48.	Timber		
49.	Transport equipment		
50.	Testing laboratory equipment.		
51.	Valves gates, spares.		
52.	Wiring materials & accessories.		
53.	Workshop equipment.		

I agree to the condition referred to in para 10 above.

Place:
Date :

Signature.
Office Stamp.

Class A: Contractor will comprise those who pay a permanent deposit of Rs. 5000/- in G.P. Notes or in fixed deposits of an approved Bank. Such contractors will be exempted from the payment of any earnest money deposit. They will also be exempted from the payment of security deposits provided the value of the contract does not exceed Rs. 5 lakhs. If it exceeds Rs. 5 lakhs, they will have to furnish a Bank guarantee, in the form approved by the Board from an approved Bank, equivalent to 5% of the value of the contract towards security deposit. As regards payment, Class A contractors will be eligible to receive 95% against shipping/forwarding documents and the balance 5% within 2 months from the date of receipt of materials at site unless a longer period of guarantee happens to be a condition of the contract in which case the balance 5% will be returned after the satisfactory completion of the contract and expiry of the guarantee period.

Class B: Contractors will comprise those who pay a permanent deposit of Rs. 1000/- in G.P. notes or in fixed deposit of an approved Bank. They will be exempted from the payment of earnest money for tenders upto Rs. 2 lakhs. For tenders over Rs. 2 lakhs, however, the earnest money deposit payable by them shall be as under :-

- i) For the first Rs. 2.1/2 lakhs @ 1% less Rs. 1000/- (permanent deposit)
- ii) For the next Rs. 2.1/2 lakhs @ 1/2%
- iii) For the balance over Rs. 10 lakhs @ 1/4%.

To this class of contractors, all our usual conditions of security deposit shall apply.

As regards payment, they will be eligible to receive 90% against shipping/forwarding documents and the balance 10% within 2 months from the date of receipt of materials at site unless a longer period of guarantee happens to be a condition of the contract in which case the balance 10% will be returned after the satisfactory completion of the contract and expiry of the guarantee period.

Class C:- Contractors will comprise those who are not included in Class A or Class B above. Such contractors will be liable to pay the earnest money as well as security deposits as per the rules approved by the Board.

As regards the payment, they will be paid on the basis of 90% and 10% as in the case of Class B contractors mentioned above, or 100% payment after the receipt of goods at site and inspection thereof within a period not exceeding 2 months from the date of receipt of materials at site, as may be specified in the acceptance of tender.

APPENDIX - B

Statement showing the Powers of Local Purchase by the divisions for emergency purposes.

The Local Purchases Shall Be Subject To An Overall Limit Of Rs. 25,000 Per Division Per Annum.

Group I - Power Station and Sub-station Equipment.

Sr. No.	Item	Limit of local purchase per month (Rs.)
1.	Generators and exciters and spares.	750
2.	Diesel engines and spares.	750

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Bigger type OPERATIVE & Smaller type REDUNDANT

BSEB-GSO 192

Sr. No.	Item	Limit of local purchase per month (Rs.)
3.	Turbines and spares.	750
4.	Power House Auxiliaries and spares	750
5.	Power transformers and spares	750
6.	Synchronous condensers and spares.	750
7.	Steam Engines and spares.	750
8.	Oil Circuit Breakers.	Nil
9.	Control Panel.	Nil
10.	Instrument Transformers.	Nil
11.	Control cable and accessories.	Nil
12.	Lightning Arrestors (Station type)	Nil
13.	Copper Bus bars	100
14.	Station Transformers	200 for spares only of the original makers.
15.	Relays and allied gear	Nil
16.	Instruments, indicating and recording	Nil
17.	Switchgears and spares.	750 for spares only
18.	Telecommunication Equipment	250 for spares only
19.	Battery and battery charging equipments.	100 for spares only
20.	Transport Equipment	500 for spares, repairs & servicing
21.	Pumping sets and spares.	250 -do-
22.	Work-shop equipment.	100 for tools and accessories.
23.	Foundary and smithy equipment.	100 -do-
24.	Carbon brushes and brush holders	100 for brushes only
25.	Welding Equipment and accessories.	50 for electrodes only.
26.	Bearing of all classes.	200
27.	Fire Extinguishers.	Nil

Sr. No.	Item	Limit of local purchase per month (Rs.)
28.	Hydraulic jacks.	Nil
29.	Valves, gates and spares.	100 for spares only
30.	Testing Equipment.	Nil
31.	Packing Materials	100
32.	Meggers, substandard meters etc.	Nil
33.	Roll charts.	100
34.	Weighing machines and spring balances.	150 for spring balances only
35.	Cranes and hoists and pulley blocks.	250 for pulley blocks only
36.	Tools of all categories.	As per Statement 'A'
37.	Miscellaneous	Nil.

Group - II Transmission and Distribution lines.

	Rs.
1. A.C.S.R. Conductors and accessories.	500 for accessories only.
2. All aluminium conductors and accessories.	250
3. Copper solid and stranded conductors and accessories.	250
4. Insulators upto 3.3. KV.	1000 for insulators upto 3.3. KV.
5. Insulators above 3.3. KV.	Nil
6. Bird guards	100
7. Lightning arrestors (Dist. type)	500 for L.T. only.
8. G.I.Wires of all sizes.	250
9. Annealed copper binding wires.	250
10. Stay wires.	250
11. Barbed Wires.	250
12. Cable jointing materials.	250
13. Power cable and accessories.	250 for accessories only.
14. Handgloves.	100

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Bigger type OPERATIVE & Smaller type REDUNDANT

BSEB-GSO 192

Sr. No.	Item	Limit of local purchase per month (Rs.)
15.	Turnbuckles.	50
16.	Disconnecting Fuses (H.T.)	200
17.	Miscellaneous.	As per statement 'A'

Group - III : Service Connection Materials.

1.	I.C. Cut outs of all sizes.	500
2.	Kit-kat fuses of all sizes.	500
3.	Meters A.C.S.P. and 3 phase.	Nil.
4.	Aerial fuses.	250
5.	Trivector Meters.	Nil.
6.	C.T.s. wires and Flexibles.	500
7.	V.I.R. Wires	2000
8.	Reel Insulators.	100
9.	Sectionalizing Boxes and Distribution Boards.	1000
10.	Street lighting Fixtures.	250
11.	Caution and danger boards.	100
12.	Sealing wires and seals.	50
13.	conduit pipes of all sizes and accessories.	500
14.	G.I.Pipes of all sizes and accessories.	500
15.	Earthing (Pipe and coil type)	100
16.	Time switches.	Nil.
17.	Light bulbs.	500
18.	Lamp shades and fittings.	250
19.	Reflectors.	100
20.	Lighting accessories like holders dry cell, batteries, bell pushers etc.	100
21.	Insulating materials like black adhesive tape, empire tape hold tight compound, mica, etc.	100
22.	Manila Rope.	250

Sr. No.	Item	Limit of local purchase per month (Rs.)
23.	Solders, White metals etc.	100
24.	Ladders.	250
25.	Miscellaneous.	As per statement 'A'

Group - IV Fuel and Lubricating Oil Greases etc.

1.	Fuel Oil.	
2.	Lubricating oil.	
3.	Greases.	
4.	Transformer Oil.	As per rules in force
5.	Petrol.	
6.	Kerosene.	
7.	Paints and varnishes.	250
8.	Miscellaneous.	Nil.

Group - V - Iron & Steel Materials including Fabricated Materials.

1.	Building Materials.	100
2.	R.C.C. Poles, Rails, joints, etc.	Nil.
3.	Steel structural materials of all sections.	Nil.
4.	Fabricated materials like cross arms, clamps, etc.	1000
5.	A.C. corrugated sheets, ventilators, G.I. wire netting, etc.	100
6.	M.S.Black sheets.	Nil.
7.	Bolts, nuts, washers, split pins, cotton pieces, check nuts, eye-bolts, etc., of all sizes.	250
8.	Timber	100
9.	Cement	Nil
10.	Miscellaneous	As per Statement 'A'

Group VI - Miscellaneous items such as stationery and other items.

1.	Stationery materials	250
2.	Mathematical and drawing instruments.	50
3.	Printing of forms and books.	250

Sr. No.	Item	Limit of local purchase per month (Rs.)
4.	Medicals Requirements.	500
5.	Furniture	1000
6.	Umbrellas, raincoats, Kamblies, and gumboots.	250
7.	Wall clocks, Time Pieces.	Nil.
8.	Cotton wastes.	100
9.	Lanterns handlamps etc.	100
10.	Miscellaneous	As per statement 'A'

STATEMENT 'A'

Local Purchases:- Divisions may arrangs for purchase of the following materials locally after inviting necessary tenders and selecting the lowest tender or such other tenders as provided in rules and procedure prescribed.

Materials covered under Group - I:- Tools of all catgories such as -

Hammers, Steel hacksaw frames and blades, Spanners Pliers, Chisels, Jack planes, Wood cutting saw, Punches, screw drivers, Files, Wooden mallets, Tongs, Trimmers scissors, Steel and metallic tapes, Steel foot rules, Dividers, Outside and inside callipers, spirit levels, Plumb bob, Feelder gauge, Wire gauge, Drill and drill bits Ratchets, Taps and dies, Tapered reemers, Nail extractor, Pipe grips, Chain and Pipe wrenches, Pipe cutter, Wire cutter, Vices, Fitter's tables, Blow lamps, Soldering irons, Ladle, Mason's trowels, Mason's level, Earthing rods, Mortar Pans, Garden Tools, Shovel, Spade. Phav-das Ghamelas, Buckets, Crowbars, Griding Stones, Earth Emery-cloth, oil can, Weighing scales with pans. Cotton and metallic tapes, Pick axes, Felling axes, Tommy Bars, Dies for bolts and pipes, Right angles, Armoured Hose Pipe.

Materials covered under Group - II:- Lineman's belt, Anticlimbing devices, salt, coke Thimbles, Wooden Pegs, Ladders,

Materials covered under Group - III:- Porcelain cleats, Wooden bushes, Meter Boards, Saddles, Wooden gutties, Casing and capping, Fuse wires, Earthing clips, Porcelain Tubes, Cable lugs, Lead seals, small clamps.

Materials covered under Group IV :- Nil

Materials covered under Group - V:- Door Handles, Hinges, Nails, Revets, R.C.C. Hume Pipes and collars, and stone and metal, Small items for buildings.

Materials covered under Group - VI:- Cloth for uniforms, curtains, cloth and covers for file binding, Brushes, Baskets, Brooms, Buchets, Tarpaulins, Locks, French chalk, Match boxes, Wicks, Soap and Washing soda, sand buckets, Glue, Badges for Peons and Linemen, National Flags, Gumboots, Kamblies, Watering Jars, Furniture for Officer and rest house, Utensils, First Aid dressing.

For petty items like match boxes, wicks, soap, etc., for which there are standard prices, no quotations need be invited and cash purchases may be made.

Extract from the Minutes of the 3rd Meeting of the Bombay State Electricity Board held on 27th March 1957.

Item 4.:- Works Contract Procedure - Corrections in the matter of Security Deposits to be recovered from contractors and refund of earnest money deposits.

Resol.22:- (a) The Board referred to SBR.No.12 of 28-2-1957 approving the consolidated Works contract Procedure and delegations indicated therein. It was however noticed that item (E) relating to the earnest money deposit needed an amplification providing for repayment of earnest money deposit in the normal cases without the necessity of Chairman's approval and therefore approved the following to be substituted for the existing item (F) on page 7 of the cyclostyled copy of the Stores Purchase and Works Contract Procedure.

"Earnest Money shall be payable at 2% in case when the tender value is Rs.3,000 and under, 1% with a minimum of Rs.250 for tenders of over Rs.3,000/-.

The officers competent to accept or reject tenders are also competent to refund the Earnest Money, returnable to the tenderers, provided however that in the case of such of the tenderers who do not stand any chance of getting the contract tendered for and apply for the refund of the earnest money before finalisation of the contract, such refund may be granted with the approval of the Chairman".

(b) The Board further referred to item (G) relating to Security Deposit and approved the amendment to the effect that the following should be substituted for G(A) under "Security Deposit" on page 7.

"For all contractors (including those who have paid a Permanent security deposit of Rs.2000/-) the condition for payment of security deposit for contracts for labour and or rate contract will be-

10% of the value of the contract in each case to be recovered at the discretion of the Superintending Engineer in charge, by 5% Banker's guarantee or cash or equivalent securities and 5% from the first and second running bills (or from the final bill if no running account bills are prepared) so that the total deposit equivalent to 10% of the value of the contract is made up and held by the Board as security deposit.

Provided that the 10% may include the permanent security deposit of Rs.2,000/- if paid, subject to the condition that such inclusion shall become available only for any one subsisting contract and not for simultaneous contracts of the same contractor and, provided further that no earnest money need be paid by those who have paid permanent security deposit of Rs. Rs.2,000/-.

"The Security Deposit may be waived but only with the approval of the next competent authority."

(c) The Board further referred to item I in the Works Contract Procedure approved by the Board under SBR.No.12 of 28-2-1957 which reads as under: vide page 9 of the cyclostyled Stores Purchase and Works Contract procedure.

"Tenders for extra items in respect of work contract in progress":-

In respect of inviting tenders for extra items of the same or different kind in respect of works contract in progress, Executive Engineers and Superintending Engineers are authorised to place contracts in special cases upto the limits prescribed below:-

(a) Executive Engineer - Upto Rs.2,500/- provided the rates for extra items are the same as sanctioned for similar items or in the approved Schedule of Rates for the Divisions and the cost of extra items is met by savings in other items of contract and provided further that the cost of items does not exceed 5% of the whole contract.

(b) Sr.Executive Engineer or Superintending Engineer.

Upto Rs.5,000/- provided the excess is within the technical sanction for the works and does not exceed 5% of the contract, subject to further conditions indicated in (a) above.

The Board observed that the above delegation did not provide for an intermediate stage between the Superintending Engineer and the Board in the matter of sanctioning extra items. The Board therefore approved the additional of the following proviso to item I of the Works Contract Procedure.

"Provided that the limit 5% may be relaxed upto a limit of 10% of the contract or upto Rs.5,000/- extra cost, whichever be less by Chief Engineer with the approval of the Chairman.

For any increase above the aforesaid limits and increase in tender rates, the Board's approval should be obtained.

APPENDIX 'H'

Resol. 12

WORKS CONTRACTS

Execution of works and award of tenders and allied matters.

Sr. No.	Nature of Power.	Delegation of Powers (Works) Authority	Limit.	Remarks.
1	2	3	4	5

A. Sanction of estimates for works.

Capital Scheme.

(i) Administrative approval.	Board.	Subject to approval of C.E.A. where necessary under the Electricity (Supply) Act 1948.
(ii) Technical sanction of detailed estimates within the administratively approved amounts.	(i) Chief Engineer Full powers, subject to approval of Chairman over Rs.5 lakhs. (ii) Suptd.Engr., upto Rs. 1 lakhs. (iii) Executive Engr. upto Rs. 25,000/-	Subject to the Note (1) below.

Variation In the Estimated amounts of technically approved Schemes.

(a) (i) When the total amount exceeds administratively approved cost of Scheme.	Board.
(b) Excess over Technically approved amount to the extent upto 5%.	Chief Engr.
From 5% to 10% ...	Chief Engr. with the sanction of the Chairman.
Beyond 10% ...	Board.
(c) Excess in one or more subheads of the technically approved Estimates, without overall increase in the total estimates.	

Sr. No.	Nature of Power.	Delegation of Powers (Works) Authority	Limit.	Remarks.
	(i) not exceeding 15% of each subhead.	Chief Engr.		Financial limit of Rs.2,500/- with the sanction of the Chairman Provided the excess is not more than Rs.10,000/-.
	(ii) Beyond 15%.	Chief Engr.		
(d)	Utilising provisions for contingencies of sanctioned estimate to new items not specifically provided for in the estimate.	Ex.Engr.		Financial Limit. Upto Rs. 1,000/-
		Supdt. Engr.		Upto Rs.5,000/-
		Chairman on the recommendation of C.E. or Dy.C.E.		Beyond Rs.5,000/-
(e)	(i) Administrative approval for (a) New works not provided in the Budget.	Chairman.		Upto Rs.5,000/-
	(b) Works provided in the Budget or within the Budget savings.	Chairman.		Upto Rs.25,000/-
	(ii) Extensions to works (a) When provided in the Budget or within the Budget savings.	Chairman.		Upto Rs.20,000/-
	(b) When not provided in the Budget.	Chairman		Upto Rs.10,000/-
(f)	Powers to authorise repairs to buildings, structures installations etc. and extensions.			
	(i) When not provided in the Budget.	Chairman.		Upto Rs. 2,500/-
	(ii) When provided in the Budget.	Chairman		Upto Rs.10,000/-
(g)	Urgent works of repairs, constructions etc.in the case of structures and installations.	Chairman on the recommendation of Chief Engr. Dy.C.E.		Upto Rs.5,000/- to be reported to the Board if the expenditure in any case exceeds Rs.2,500/- when no provision is made in the Budget.
(h)	Extensions of distribution lines and service connections either on L.T. or H.T. in already approved schemes.	Chairman.		Upto Rs.25,000/-

Note:- Powers delegated under (e)(i)(a), e(ii)(b), (f)(i) and (h) are subject to reallocation of savings from the funds already sanctioned.

Sr. No.	Nature of Power.	Delegation of Powers (Works) Authority	Limit.	Remarks.
(i)	Acquiring land through Revenue Officers on the -			
	(i) Administratively approved schemes.	Chairman.	Upto Rs.25,000/-	
	(ii) Extensions.	Chairman.	Upto Rs.10,000/-	

Notes - (i) Such of the estimates as the Chairman may direct should however be submitted to him for prior approval before according the technical sanction to them within the above powers.

(ii) Alterations which do not involve increase in expenditure but involve electrification of towns, villages, or areas other than those specified in the original estimate are to be sanctioned by the Board, subject to the limits prescribed above.

(iii) Alterations of a technical nature or for facility or Distribution or for including more loads which do not involve increased expenditure but involve alterations only, within the areas of supply originally specified including extensions for H.T. loads and consumers will be within the powers of the Chief Engineer.

(iv) The Chairman may sanction on the recommendation of the Chief Engineer urgent works not exceeding a maximum cost upto double the limits provided above in each case subject to ex post facto approval of the Board.

(v) All approvals over Rs.5,000/- should be reported to the Board at the next or the earliest subsequent meeting.

Village Electrification Works:- Procedure of formulation of-

There will be splitting up of the administrative approval to village Electrification works into Part A and Part B, as Follows:-

(1) The administrative approval will be needed for all schemes for part A viz., H.T. transmission lines with transformer centre and complete L.T. distribution line inside the village.

(2) An estimate of capital expenditure required for Part B, viz. for service connections both to H.T. and L.T. consumers in the village and for street lighting should be prepared both for the purposes of estimating the commercial value of the scheme as a guidance to the probable expenditure, both on the completion of the scheme and for the purposes of future estimates for provision under block grant for the aforesaid Part B for the Division.

The aforesaid Part B will not receive the administrative approval but will be carried out from block grant to be made available for each division for service connections, both H.T. and L.T. under the Division. Giving of Service Connections is an obligation under Indian Electricity Act 1910 of the Board as the licensee and as such would have to be given by the Board if within the economic reach of its distribution system.

As such, provision of administrative sanction for service connections under each scheme for the purposes of administrative approval is not necessary. Service Connections both L.T. and H.T. and agriculture have been given on the standard terms which are well regulated and defined, and the exercise of this authority by the Executive Engineer would be in order. Service connections, therefore, for each of the schemes would, in future, be given and debited to the block grants for service connections in each division, which may be provided under budget. The proposals for such block grants should be put up to the Board for administrative approval giving thereunder, as far as possible, details of the schemes for which they would be utilised during the year on estimated basis for incorporation in the budget.

Provision of Part B and the proposals put up for administrative approval would however enable the division to estimate the annual requirements under the various schemes for service connections in the schemes under hand.

The Executive Engineer shall draw up the completion report of part A of each scheme administratively approved by the Board, and submit the same to the Chief Accounts Officer and the Superintending Engineer so that the Accounts Department may begin to calculate and debit depreciation and other charges to each scheme.

The Executive Engineer shall make monthly reports of the total number of service connections given in his Division and Quarterly Report of such Service Connections Schemewise for debit to the various schemes in the Accounts Section and to the Superintending Engineers at Headquarters, both for purposes of record and calculation of depreciation and other charges and to watch the progress of the schemes and to estimate how far the actuals of connections given in accordance with the estimates prepared for such connections at the time of sanction of the scheme, hold good.

Block grants for service connections region-wise should be provided each year, with a carefully worked out note on the scheme for which the same would be utilised, on approximate basis.

A similar re-estimation of the existing sanctioned schemes should be made as early as possible to find out the savings under Part B and to ensure provision for annual provision of the block grant, and henceforth the service connection charges should be debited to the block grant, and the savings under the scheme credits under the relative budget head for re-appropriation as provided above.

B. Extension of Lines for Street Lighting.

Designation.	Powers.
(1) Engineer-in-charge of Power House or Division :-	Extensions upto 5 poles at a time within the area under its control solely for street lighting purpose on the agreement duly signed by the Municipality on the standard agreement Form being received.
(2) Divisional Officers:-	Extensions upto 5 poles per Sub-Division or Power House required for street lighting as well as domestic loads or extensions upto 10 poles solely required for street lighting purposes or 5/5 of each.
(3) Superintending Engineer :-	Maximum limit of 50 poles extension per Division estimated to cost about Rs.20,000/- subject to ex-post sanction of the Board.

The above extension works should be carried out by the Sub-Divisional or Divisional Officers after obtaining necessary written undertaking from the Municipality in respect of payment of charges for such extensions or the necessary service line deposits from the domestic and motive power consumers as per the rules of the Board. After carrying out such extensions, post facto sanction should be obtained by the field officers from the Superintending Engineer of the Circle concerned. No further extension should be carried out by them until such a post facto approval is signified by the Superintending Engineer concerned. After obtaining such approval, the field Officers can again exercise the above powers for further extensions, if required. Every month, a report should be submitted to the Board of any extensions carried out by the field Officers for which post facto approval has been signified by the Superintending Engineer concerned, for information and approval of the Board.

The above is rotating sanction, that is as soon as ex-post facto sanction is accorded for the extension work already completed covering 50 poles estimated to cost Rs.20,000/-, the aforesaid Officer may undertake fresh extension within their respective limits, subject to (a) fresh ex-post facto sanction for the fresh extension works completed as indicated and (b) availability of funds.

C. Procedure.

(a) Each Division shall maintain an approved list of local contractors duly approved by the Board. They should fulfil the conditions as defined in the standard application form approved by the Board (Appendix A).

(b) Petty works estimated to cost Rs. 3,000/- and under may be entrusted to any of the contractors on the approved list by inviting tenders by private circulation. Tenders need not, in such cases, be called by public advertisements.

D. Public Advertisement.

(1) All tenders of the value of over Rs. 3,000/- shall be invited by public advertisement in the main or local papers approved by the Board at least 7 days before the opening of the tenders. Sufficient notice should, however, be given for submission of the tenders according to the value of the works.

If any tenders are proposed to be invited without public advertisement for reasons of urgency or other special reasons, prior approval of the Chairman (on the recommen-

dition of the C.E.) shall be obtained which shall further be subject to confirmation by the Board.

(2) Fixing Tender Price :-

The minimum price of the Tender to be sold to contractors should be Rs. 2/- and a maximum upto Rs.100/- (Prices to be inclusive of sales tax and general tax), depending on the volume of work involved in preparing the specification, the number of drawings and the size (in volume) of the specifications as a whole, provided that all prices above Rs. 20/- should be fixed by the Chief Engineer.

Note :- Minor works may be entrusted to Labourers' Co-operative Societies without calling for regular tenders, but before entrusting such works to these Societies, Schedules of rates should be drawn up on the basis of actuals and offers should be negotiated with a view to reducing the margin of profit and bringing down the cost as near to the scheduled rates as possible.

E. Opening of tenders :-

Works tenders shall be opened by the Executive Engineer in the presence of the Divisional Accountant and the Divisional Auditor and in the absence of either or both, in the presence of Accounts Assistant and / or Audit Assistant.

In the absence of the Executive Engineer, the tender may be opened in the presence of any Officers nominated by the Executive Engineer, two of whom shall be Divisional Accountant or Accounts Assistant & Divisional Auditor or Audit Assistant.

All tenders for works estimated over Rs. 20,000/- and for stores over Rs. 10,000/- shall be invited and received at the Head Office and may be opened either at the Head Office or in the field as may be specified in the tender.

F. Earnest Money Deposit.

Earnest Money shall be payable at 2% in cases where the tender value is Rs. 3,000/- and under, 1% with a minimum of Rs. 250/-, for tenders of over Rs. 3,000/-.

Earnest money deposits may be refunded with the prior approval of the Chairman in each case, to such of the Tenderers who do not stand any chance of getting the contract tendered for.

G. (a) Security Deposit :-

(i) 5% to 7% for contracts of Rs. 1,00,000/- & below, and

(ii) 4% to 6% for contracts of over Rs. 1,00,000/-.

Security Deposits may be given in cash (no interest being payable) or Government's Securities or Banker's guarantee. Security Deposits may be waived but only with the approval of the next higher competent authority.

(b) Mode of receipt of tenders and reduction of security deposit in Special cases:-

The following procedure is prescribed in the Mofussil regarding mode of receipt of tenders and reduction of security deposit in special cases :-

(i) All tenders in respect of Civil Engineering Works shall be received by registered post or in person and kept in sealed box, specially provided for the purpose. All tenders received should be kept confidential. The tenderers or their representatives shall however continue to be given the right of being present, at the time of actual opening of the tenders, if they so choose.

(ii) In respect of all tenders whose value is under Rs. 3,000/- the security deposit payable shall be 10% with powers to the Chairman to reduce it to 5% of the tender value, subject to a minimum of Rs.150/- of which half would be payable in cash and the other half from the contractor's running account bills. Tenders for a value of Rs. 3,000/- and less may be given the additional facility of two payments per month against running account bills. In case piece workers are given the contract, the Chief Engineer with the approval of the Chairman, is authorised to waive security deposit. For all other contracts the existing rules shall apply.

H. Acceptance of tenders :-

(i) Lowest acceptable Valid tenders.	For item. Rs.	For unit. Rs.
J.E. in executive charge	Upto 500	Upto 1,000
A.E. in executive charge	Upto 1,500	Upto 3,000
E.E. or Sr.E.E.	Upto 3,500	Upto 5,000
S.E.	Upto 10,000	Upto 15,000
C.E. or Dy. C.E.	Upto 15,000	Upto 20,000
C.E. with the approval of the Chairman.	Upto 50,000	Upto 1,00,000
Board.	Without limit	Without limit.

In urgent cases, Chairman may approve contracts upto Rs. 1,00,000/- for items and upto Rs. 2,00,000/- for Units subject to ex-post facto confirmation of the Board.

Note:- (1) The authority, which according to the above Schedule is authorised to deal with all the works included in one Administrative and Technical sanction under one tender may split up and authorise lower Officers to deal with individual items in accordance with their powers separately in each case.

(2) Unit means all the works included in the technical sanction of the competent authority.

(ii) Not the lowest acceptable valid tender :-

Where an authority proposes to accept tender other than the lowest acceptable tender as per proper interpretation of specification which would otherwise be within its competence according to the above scale, such authority (except Chairman) shall obtain the sanction of the next higher authority. Provided that the said next higher authority's powers shall, for this purpose be deemed to be reduced to half the limits specified in (i) above.

Provided further that the Chairman's powers in this respect shall remain as prescribed in (i) above.

I. Tenders for extra items in respect of work contract in progress:-

In respect of inviting tenders for extra items of the same or different kind in respect of works contract in progress, Executive Engineers and Superintending Engineers are authorised to place contracts in special cases upto the limits prescribed below:-

(a) Executive Engineer - Upto Rs.2,500/- provided the rates for extra items are the same as sanctioned for similar items or in the approved Schedule of Rates for the Divisions and the cost of extra items is met by savings in other items of contract and provided further that the cost of extra items does not exceed 5% of the whole contract.

(b) Sr.Ex.Engr.or Superintending Engineer - Upto Rs.5,000/- provided the excess is within the technical sanction for the works and does not exceed 5% of the contract, subject to further conditions indicated in (a) above.

J. Extension orders:-

(1) In extension orders placed as per rules and authority given by the Board from time to time, if a particular item of work does not appear in the original work, on the basis of which, an extension order is given, the rate for such items may be fixed by the Chief Engineer with the approval of the Chairman on the basis of the approved Schedules of Rates if any or on the analogy of the rates approved for similar items in other contracts or by negotiation.

K. Extension of time:-

(1) In every case in which a contractor for works desires extension of time for the completion of the contract, he shall apply to the Officer in Charge of the work, in writing in advance of the date of expiry of the contract obligations -

(a) Stating reasons and justification for the extension asked for and

(b) explaining why the remedies provided in the contract in case of failure on the part of the contractor to complete the contract in the stipulated time should not be enforced.

(2) The application shall immediately be decided by the receiving officer if he is the competent authority to take a decision (as provided hereinafter) and if he is not competent to take a decision, he shall forward the application to the competent authority for decision.

(3) All applications received after the date of expiry of the contract obligations, shall be subject to the decision of the Chief Engineer, or Dy. Chief Engineer if applied within one month and Chairman if applied later. But if applications are received before the date of expiry of the contract, the decision given by the competent authority as provided hereunder will be valid even if the date of communication of sanction falls beyond the original date of expiry of the contract.

(4) Extension of time may be granted in very genuine cases by the following authorities upto the limits mentioned against them.

Competent Authority	Limit of time.
S.E. concerned.	Upto 1 month if applied before expiry.
Chief Engineer or Dy.C.E.	Upto 2 months if applied before expiry.
Chairman.	Upto any period if applied before expiry and upto 6 months, if applied after expiry.
Board.	For any period.
i) For items for works under Rs. 10,000/- without time limit,	Chairman.
ii) For Stores & supplies under Rs. 5,000/- without time limit.	Chairman.

L. Waiving of Standard Conditions Contract:- The competent authority who has approved and placed the contract will obtain the sanction of the next higher competent authority for relaxing or Waiving any condition of the contract including penalty and Security Deposit as under-

(A) For condonation of Security Deposit; and Earnest Money:

- | | |
|--|-----------|
| a) For works under Rs. 25,000/- | Chairman. |
| b) For supply of Stores & Equipment under Rs. 25,000/- | Chairman. |

B) For Waiving penalty clause:-

- | | |
|--|-----------|
| a) In respect of contracts for supplies and works of the value of Rs. 25,000/- or below: | Chairman. |
| b) Above Rs. 25,000/- | Board. |

M. Change in tender rate or amount variation in item rates and total tender estimates.

Variation upto 5% in item rates or total tender estimates. The authority next higher to the one competent to accept the tender under item H above or Board as the case may be.

N. Legal stamped contract documents:-

Legal stamped contract agreements should be executed for all contracts above Rs.1,00,000/- with letters of acceptance, contract works order and relevant letters forming the accompanying documents of contract. In the case of contracts under Rs.1,00,000/- a letter of acceptance, duly confirmed by the contractor and contract -works-order, will form the basis of contract.

O. Authority to sign contract documents:-

Acceptance letter correspondence and contract works order.	For Item Rs.	For Unit Rs.
J.E. in executive charge.	Upto 500/-	Upto 1,000/-
A.E. in executive charge.	Upto 1,500/-	Upto 3,000/-
E.E. and Sr. E.E.	Upto 2,500/-	Upto 5,000/-
S.E.	Upto 3,000/-	Upto 10,000/-
C.E. or Secretary.	Upto 15,000/-	Upto 25,000/-
Contract agreement stamped over.	Upto 15,000/-	Upto 25,000/-

Secretary or C.E. and one Member of the Board or Secretary and one Member of the Board.

Note:- A report on all the contracts should be made to the Chief Accounts Officer.

P. Execution of lump sum contracts in form 'C'.

There shall be execution of lump sum contracts in Form C for works based on approved type designs for quarters which are now covered under item rate contracts in B-2 form:-

(a) Subject to the following conditions:-

(i) The contractor should quote lump sum amount per unit for carrying out the work as per plan and specifications.

(ii) In case of any change in the details of work, which the contractor may be asked to carry out, he is to be paid extra at his scheduled rates, which he submits along with the tender, if there is any increase in the quantities due to this change.

(iii) Similarly, if there is any decrease in the quantities due to the changes ordered, deductions at the scheduled rates would be effected.

(iv) If the additional or the altered work includes any class of work for which no rate is specified in the contract, then such class of work will have to be carried out at the rates entered in the Schedule of Rates of the Divisions or at the rates mutually agreed upon between the Executive Engineer in charge and the contractor whichever be lower;and

(b) Subject further to the condition that necessary check may be exercised by the Executive Engineer in the manner indicated below:-

(i) Levels of excavations for foundations to be covered up, be taken under the supervision of the Executive Engineer and recorded in the level books before filling up is taken in hand. This would be a permanent record and would equally serve the purpose which the measurement book is intended to serve. If there is any change in the depth of the foundations, measurements would be recorded and payments adjusted accordingly.

(ii) Before the final bills are paid, all the buildings should be measured and a certificate should be issued by the Executive Engineer that there are no variations except those for which measurements are recorded and payments adjusted.

Q. Recording of Measurements:-

The following is the delegation of powers for recording of measurements:-

i) (a) Storekeeper	Upto Rs. 50/- subject to 25% check by Junior Engineer or Assistant Engineer.
(b) Surveyors and Technical Assistants (including those on W/C Estt.) on necessary authorisation by Executive Engineer.	Upto Rs. 150/- p.m.. not exceeding Rs. 25/- in value at a time for survey works only.
ii) Junior Engineer or Sub-Engineer or (in absence of both Foreman) Stores Superintendent, O/M Dn. Utran.	Upto Rs. 1,000/-
iii) Sub-Engineer or Junior Engineer	Upto Rs. 2,500/- (excluding fuel and bulk power, limit for which being Rs. 5,000/- subject to 25% check by A.E. or Dy.Executive Engineer.
iv) Assistant Engineer	Upto Rs. 10,000/- without check
v) Assistant Engineer	Between Rs. 10,000/- to Rs. 20,000/- subject to 10% check by Dy.Executive Engineer or 5% check by Executive Engineer.

- | | |
|--|--|
| vi) Assistant Engineer | Between Rs. 20,000/- to Rs.40,000/- subject to 15% check by Dy.Executive Engineer or 10% check by Executive Engineer or Senior Executive Engineer. |
| vii) Assistant Engineer or Dy.Executive Engineer. | Over Rs. 40,000/- subject to 25% check by Dy.Executive Engineer or 15% check by Executive Engineer or any higher Officer. |
| viii) Assistant Engineer or Dy.Executive Engineer. | Over Rs. 60,000/- subject to 15% check by the E.E. or higher Officer. |

Regarding recording of measurements of bulk supply of energy and meter reading, a Junior Engineer and in his absence, the Assistant Engineer may record all measurements in respect, of bulk supply, subject to occasional check by verification of recordings of readings and consumption and personal meter reading check on the basis of the past readings and average consumption by the Assistant Engineer or Deputy Executive Engineer.

When a sub-division is at an out of the way place and a special trip for such check and verification becomes difficult owing to other pressing work, this procedure causes delay and inconvenience and the suppliers often complain that the bills are unduly held up on account of these formalities. In order to get over this difficulty, the Board decided that a procedure for payment of suppliers' bills should be adopted on the lines indicated under Settlement of Bills, in respect of running bills of works contractors in which case 80% of advance payment is permitted pending formalities of final check by an higher officer, and that in the case of supply of goods, 80% payment may be made on a certificate of Executive Engineer concerned that he is prima facie satisfied, in such cases, the balance should be paid after the necessary check (of 10%, 5% or 15% as the case may be) is carried out by the Dy.Executive Engineer or Executive Engineer, as prescribed in the Recording of Measurements.

Note:-(1) The Chairman may condone, percentage check to half of that prescribed under the above heads provided proper and satisfactory reasons and justification are submitted to him.

(2) In higher limits, in order that percentage check work may be reduced, the measurement book may be written out by the lower officers not below the rank of Assistant Engineer in the case of items over Rs.20,000/- which may be measured and recorded by the Junior Engineer or Sub-Engineer subject to such check as are prescribed above.

R. Normal Payment conditions.

- (i) 90% on completion of works after recording of measurements - countersigned by Contractor.
- (ii) Running bills may be paid on the progressive work carried out and measurements recorded upto 90%.
- (iii) On the certificate of the Executive Engineer in charge of works, advance payment upto 80% upto a limit of Rs. 10,000/-.

(iv) (a) All final bills for contracts exceeding Rs.10,000/- in value irrespective of the outstanding amount in the final bill; and

(b) All bills of above Rs.10,000/-whether running account or final bills shall be paid by Head Office after completion of measurements recording and audit.

S. Settlement of Bills.

(1) As inordinate delays occur in settling bills of supplies made and works carried out by contractors, the following time limits for submission of bills and disbursements thereof are prescribed:-

(a) As a general rule, one months' time limit from the date of receipt of bills from contractors should be considered as time limit for disbursements.

(b) The time of one month for disbursements of bills be allotted for different stages of passing bills as indicated below:-

(i) The Technical Section concerned.	Two weeks.
(ii) Accounts Section.	One week.
(iii) Audit & Final Disbursement.	One week.

The above time limit may be relaxed by one day at each stage in the case of really complicated bills covering contracts involving payments of Rs. 25,000/- and over. Further relaxation not exceeding one day at each stage may be granted in the case of bill involving still larger payment in excess of Rs.50,000/- upto Rs. 1 lakhs, the minimum relaxation limited to 3 days at each stage for payments involving amounts in excess of Rs. 1 lakh.

(2) In the case of running bills being submitted and prima facie evidence being available of the work having been carried out, payment (with the usual retention) are authorised, pending formalities of recording of measurements or alternatively, when there is a doubt, payment of an advance upto 80% subject to:-

(a) Production of a certificate as regards receipt of material or work done from the concerned Executive Engineer, and

(b) limitations indicated below:-

(i) For bills above Rs.10,000/- and upto Rs.15,000/-to be submitted to and passed by Chief Engineer.

(ii) For bills between Rs.15,000/- to Rs.1,00,000/- to be submitted to Chairman through Chief Engineer.

(iii) For bills above Rs.1,00,000/-, Board's approval should be obtained.

(Bills below Rs. 10,000/- being payable by Executive Engineers, need not be referred to Head Office and should be dealt with after following the procedure of recording measurements).

(iv) All final bills are subject to the completion of measurement books and to the sanction by the appropriate prescribed authority.

(v) In respect of works contracts and supplies of coal at Utran, all running bills of Rs. 10,000/- and over which are sent to Head Office should be permitted to be passed for payment at the Head Office, on the certificate of the Executive Engineer, that the works as per details in the bill has been satisfactorily carried out and duly certified by the Divisional Accountant as having checked the bills and by the Divisional Auditor as having audited it, without the necessity of further audits being carried out at the Head Office.

T. Settlement of the undisputed items without holding up the completed bill:-

The following procedure is prescribed with regard to payment of Running Account Bills and Final Bills in respect of works contracts:-

(1) Where technical reasons are involved such as:-

(a) extension of time although applied for not granted before the expiry of original time limit,

(b) Contract not placed by competent authority,

(c) Insufficient security deposit taken under the Board's Rules, and

(d) Placing order without Budget cover or scheme not technically sanctioned,

the Bill should be passed immediately under the Chairman's approval and post-facto sanction or condonation of the Board obtained.

(2) In the case of partly disputed items in a Running Account Bill, the Bill may be passed immediately for the undisputed items, on the certification of the Superintending Engineer. The disputed items may appear in the next R.A. Bill or final Bill after settlement.

(3) In the case of the disputed items in a Final Bill, the Final Bill should be passed for payment and closed for the full amount debit to works with sufficient amount retained for Disputed Items on the certification of the Superintending Engineer and the total Disputed amount held in credit under 'Disputed Items' Retention Account, supported by entries in a special Register which should be duly initialled by the audit. The certification to be given by the Superintending Engineer must clearly state the various heads of dispute with reasons, the individual amounts to be retained and the total amounts to be retained against the bill.

(4) On settlement of the disputed items, the claims thereof should be treated as a separate bill on a Docket Voucher Form to be passed as per usual rules and debited to the Disputed Items Retention Account and the balance if any transferred to the Works Accounts.

(5) The amounts of penalty should be credited to capital or Revenue Receipts Accounts as the case may be and the works debited the full amount of the payment.

U. Penalties:-

(a) In all contracts for works, provision for penalty shall be made, which shall unless otherwise provided in particular cases, be normally 10% of the value of the contract, upto the extent of the delay;

(b) The penalty will be chargeable for the period of default, on that part of the contract which, due to delay on the part of the contractor in completing the work within the given or the extended time, could not be put into beneficial use;

(c) Following delegations of powers for waiving penalty is provided.

I. Where the amount of penalty that can be imposed legally is Rs. 2,500/- or under:-

- | | | |
|------|--|---|
| i) | Reduction upto 50% | Superintending Engineer |
| ii) | Reduction upto 25% | Chief Engineer |
| iii) | For reducing penalty below 25% - and / or waiving penalty. | Chairman on the recommendation of the Chief Engr. or Dy.Chief Engineer. |

II. In all cases where the amount of penalty that can be imposed legally is above Rs. 2,500/-

Above Rs. 2,500/-	All cases upto the limits prescribed in C(1)above.	Chairman on the recommendation of the Chief Engr.or Dy.Chief Engr.
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GENERAL

1. A higher authority is always competent to exercise the power of the competent authority without the necessity of specific delegation. When such higher authority exercises the power, the decision of that higher authority shall prevail.

2. The various authorities to whom powers have been delegated shall not re-delegate the powers to a lower authority or to another authority of the same rank without

the specific sanction of the Board. However, on any exceptionally urgent occasion, such re-delegation may be permitted ad hoc with the approval of the Chairman.

ADVERTISEMENTS

Advertisements should be given in the papers as indicated below so far as the area of the Bombay Electricity Board is concerned. Similar statements should be prepared and submitted to the Board for approval in respect of the other areas included in the enlarged Bombay State.

- | | | |
|----|---|---|
| 1. | (a) For all tenders below Rs. 25,000/- | The Bombay Chronicle |
| | (b) For all tenders valued from Rs. 25,001/- to Rs. 3,00,000/- | i) The Times of India and
ii) The Bombay Chronicle and Indian Express |
| | (c) For all tenders valued from Rs. 3,00,001/- to Rs. 5,00,000/- | As in I(b) above and the Statesman of Calcutta and the Delhi edition of the Times of India. |
| | (d) For all tenders valued from Rs. 5,00,001/- to Rs. 10,00,000/- | As in I(c) above and the Hindu of Madras. |
| | e) 1. For all tenders valued from Rs. 10,00,000/- and above. | As in I(d) above and the Hindustan Times of Delhi and Amrit Bazar Patrika of Calcutta. |
| 2. | For specialised items | Foreign papers viz. in the U.K. London Times, and in Germany, Deutsche Allemegeine Zeitung, in addition to newspapers in 'E' 1 above. |

II. a) Advertisements for posts shall be published in at least two English papers in Bombay, viz., The Times of India and the Bombay Chronicle and the Indian Express and/or The Free Press Journal, and/or one leading regional paper according to the publicity required - the Regional papers selected being :-

- | | |
|-----------------------|--|
| i) For Gujarat : | i) Bombay Samachar of Bombay
ii) Gujarat Samachar of Ahmedabad. |
| ii) For Maharashtra : | i) Lokmanya of Bombay
ii) Gaokari of Nasik or Sandesh of Ahmednagar.
iii) Satyavadi of Kolhapur. |

b) For posts of Junior Engineers and higher technical and administrative posts, advertisements, should issue in all the three English papers of Bombay, as well as the selected newspapers of Delhi, Calcutta and Madras and I(e-1) above.

II. a) For transport and works contracts of the value between Rs. 3,000/- and Rs. 10,000/- and for posts for regions concerned advertisements are to be given in the Bombay Chronicle and in the selected newspaper of the Region concerned as indicated in II(i), (ii), and (iii) above, IIA(a), (b) and (c) above. For example, for works at Ahmednagar, the advertisement will appear (i) in Bombay Chronicle, (ii) in Lokmanya of Bombay and (iii) Sandesh of Ahmednagar. For works contracts in Gujarat, the advertisement will appear in Bombay Chronicle, Gujarat Samachar of Ahmedabad and one local paper.

b) All works contracts between Rs. 10,000/- and Rs. 25,000/- shall be advertised in Bombay Chronicle and in regional papers of that particular region.

Note: The Regional main news papers shall be:-

1. Gujarat Samachar for the Northern Electrical Circle.

2. Satyavadi for Kolhapur-Deccan.

3. In addition to the above, one paper either in Bombay (e.g. Lokmanya or Bombay Samachar as the case may be) or in the local area.

c) All the works contracts above Rs. 25,000/- shall be advertised in one additional Bombay paper in addition to the regional paper indicated in III above.

For works at Ulhasnagar, advertisements should be given in the Sindhi Daily, the Hindustan.

IV. Advertisement of interest in Northern or Southern Circle should be published in one or more papers according to the importance of the advertisements adjudged from the degree and extent of publicity desired.

V. Advertisements for works in any particular region may be given in the regional paper of the area concerned, either in one or in more papers depending on the extent of publicity; for example, for any work in Surat area, advertisement may be given in a Surat paper and also if necessary in Baroda and/or Ahmedabad papers depending on the extent of publicity.

VI. The papers as given in the following list of newspapers for giving Board's advertisements pertaining to the State of Bombay are generally approved, subject to the provisions in foregoing paras papers I to VI. The Rate Contracts of the Government of Bombay should be applicable to the above advertisements.

List of Advertisements.

List of Newspapers.

A. Bombay Papers:

a) English.

- 1) The Times of India
- 2) Indian Express
- 3) Free Press Journal
- 4) Bombay Chronicle

b) Gujarati.

- 1) Bombay Samachar.

c) Marathi.

- 1) Lokmanya.

d) Sindhi - (For Ulhasnagar only).

- 1) Hindustan Times.

B. Papers pertaining to Northern Circle:-

- 1) Gujarat Samachar, Ahmedabad.
- 2) Sami Sanj, Surat.

- 3) Loksatta, Baroda.

- 4) Gujarat Times, Kaira.

- 5) Lokmanya, Thana.

- 6) Praja Raj, Mehsana.

- 7) Sabarkantha Samachar, Sabarkantha.

- 8) Gaonkari, Nasik.

- 9) Sandesh, Ahmednagar.

- 10) Rashtra Sevak, East Khandesh.

- 11) Swatantra Bharat, West Khandesh.

C. Papers pertaining to Southern Circle:-

- 1) Lokshakti, Poona.

- 2) Sholapur Samachar, Sholapur.

- 3) Rashtra Tej, Kolaba.

- 4) Vanataya, Ratnagiri.

- 5) Satyawadi, Kolhapur.

GENERAL STANDING ORDER NO.193 DATED 6-4-1957

Subject:-Accounting and Banking System in Vidharbha area.

1. System of Accounting and duties of Joint Chief Internal Auditor,

(a) The existing system of centralised accounting will continue until 1st June 1957 or until 1st July 1957 at the latest and thereafter the accounting system will function at Divisional and Circle levels after the accounting units at the Various Divisions and the two circle offices have been fully established and all the necessary arrangements made during the intervening period.

The system of granting imposts to the Executive Engineers in charges of Divisions will immediately stop & substituted by granting drawing powers to them from Bank current accounts as detailed in para 2 below :

(b) The Joint Chief Internal Auditor in addition to the specific duties allotted to him will until further instructions also look after the accounting and audit functions in the whole of the Vidharbha area and he will direct and guide both the accounting staff and audit staff with regard to their work and any reference in regard to the respective function should be made by him if necessary to the Chief Accounts Officer and Chief Internal Auditor respectively.

2. Opening of new Bank Current account & authorisation of various officers to operate the same .

The following new Bank current accounts are already opened with the Branches of the State Bank for express purpose of making payments and funds have been transferred by Head office as shown below:-

STATE BANK OF INDIA.

Current A/C No.	Place	Officer authorised	Limit upto & including Rs.	Name of Officer	Amt.transferred from H.O.Rs.
1.	Nagpur	(i) Officer on Special Duty.	25,000	B.V.Deshmukh	1,00,000
	-do-	(ii) Joint Internal Auditor.	10,000	R.V.Trivdei)	
	-do-	(iii) Superintending Engr.	20,000	K.S.Ramu.	
2.	Nagpur	Executive Engineer (South.)	10,000	D.S.Shukla.	10,000
3.	Nagpur	Executive Engr.(North)	10,000	N.V.Boghe.	10,000
4.	Nagpur	Ex. Engr. (Khaperkheda power House)	10,000	N.V.N.Iyengar	10,000
5.	Nagpur	Executive Engineer, (o&m) Khaperkheda.	10,000	KV Laxminarayan	10'000
1.	Chanda	Executive Engineer, (O&M) Ballarshah	10,000	S.Khurana	10,000
1.	Amaravati	Superintending Engr. Amravati	20,000	P.T.Shesan	10,000
2.	Amaravati	Executive Engineer (Const).	10,000	P. S. Vishavan-athan	10,000
1.	Akola	Executive Engineer (O&M) Akola.	10,000	A.K.Harihar	10,000
2.	Akola	Executive Engineer, Paras	10,000	VG Ratnaparkhe	10,000
				Total:-	1,90,000

The respective officers as named above are hereby authorised to sign cheques to the extent of the limits shown against their names drawn on the respective Bank accounts. For this purpose the Officer on Special Duty Shri B.V.Deshmukh whose signature has already been attested by the undersigned should arrange immediately to attest the signatures of the various officers and lodge them in the State Bank of India, Nagpur which will in its turn forward the same to the respective Bank Branches.

3. Accounting of the amounts transferred by Head Office and of amounts that may be transferred by Head Office or the Officer on Special Duty at Nagpur.

(a) The Joint C.I.A. will please arrange to open the respective Bank accounts with Numbers and name of Branch (State Bank of India) in the Financial Ledger.

A Journal entry should be passed crediting Head Office and Debiting various Bank accounts as shown in para 2 above aggregating to Rs. 1,90,000

Each of the above accounts (With the Exception of Account No.1 at Nagpur) on which the respective officer has been permitted to draw upon should be treated as Imprest account. Whenever the Executive Engineer renders the accounts of his expenditure, the respective Bank account should be credited and relevant Heads of Expenditure debited. As the balance in the above account in the financial ledger as at end on month may not correctly represent the balance in the Bank, a reconciliation statement of the Bank account should be called for at end of the month which will enable Nagpur Office to know actual Balance in the Bank and on hand with the Executive Engineer. All Bank Pass books should also be called for at the end of month.

(b) The Officer on Special Duty will arrange immediately to first transfer funds to the existing Revenue collection account (No.A) in the State Bank of India, Nagpur from the Central Bank of India, Nagpur to which Rs.10 lakhs have been transferred and thereafter draw upon State Bank account No.A to transfer funds as may be required to the various Executive Engineer's accounts.

The accounting of such transfer of funds should be done by credit to Central Bank account and Debit to State Bank ("A" account) and credit to various Bank accounts to which funds are transferred.

(c) The Rs. 10 lakhs received from the M.P.Electricity Board should be taken into account in the financial Ledger by credit to M.P. Electricity Board and Debit to Central Bank.

4. Existing system of revenue Collections through various Banks or other means to continue until further instructions:-

As per existing practice the collection through collection Banks will continue and the various Distribution centres will continue to remit their collection to Nagpur office by means of cheques,demand drafts or Money Orders and the Nagpur Office will bank all such Collection as at present and Centralize all the Collections in the Vidharbha area at Nagpur. This system will be changed on decentralisation of accounts at Circle or Divisional Levels, but until further orders the existing arrangements should be followed.

5. Operation of account No.1 in State Bank at Nagpur.

The amount of Rs.1 lakh transferred from Head Office in Account No.1 in State Bank to be operated by the Officer on Special Duty, Superintending Engineer at Nagpur and Joint Chief Internal Auditor to the limits of their respective powers should be taken directly in to the Bank Register (by credit to Head Office) at Nagpur .

6. Operation of existing accounts in Central Bank, State Bank ("A"account) and Punjab National Bank at Nagpur .

As referred to para 4 above the Revenue Collections under the existing system will be centralised in the three Banks as above .

The Officer on Special Duty is authorised to operate upon any of three above accounts to the extent of Rs. 25,000/- per cheque but the Operation on these 3 accounts should not be utilised for any expenditure as per Board's Rules but only expressly for the purpose of transfer of Funds firstly to the "A" account of State Bank of India from Central Bank and Punjab National Bank at Nagpur and thereafter for transferring funds to the Executive Engineer's accounts at various places or to account No.1 in State Bank of India, Nagpur or for repatriation of Funds to Bombay.

7. The above instructions of accounting and operating of Bank current accounts are to be brought into force with immediate effect.

Sd/-Chairman,
Bombay State Electricity Board.

GENERAL STANDING ORDER NO. 194 DATED 6-4-1957

Subject:-Accounting and Banking System in Saurashtra area.

1. System of Accounts and duties of Joint Chief Accounts Officer.

(a) The existing system of centralised accounting will continue until 1st. July, 1957 at the latest and thereafter the accounting system will function at Divisional and Circle levels after the accounting units at the various Divisions and the two circle offices have been fully established and all the necessary arrangements made during the intervening period.

The system of granting imprests to the Executive Engineers in charge of Divisions will immediately stop and substituted by granting drawing powers to them from Bank current account as detailed in para 2 below :

(b) The joint Chief Accounts Officer will until further instruction look after the accounting functions in the whole of the Saurashtra area and he will direct the accounting staff with regard to their work and any reference in regard to the accounting matters should be made by him if necessary to the Chief Accounts Officer.

2. Opening of new Bank Current accounts and authorisation of various officers to operate the same.

(a) The following new Bank current accounts are already opened with the Branches of the State Bank for the express purpose of making payments and funds have been transferred by Head Office as shown below:-

State Bank of India

Current Account No.	Place	Officer authorised	Limit up to & including	Name of Officer	Amount transferred - from HO
1.	Rajkot	Officer on Special Duty Joint Chief Accounts Officer.	Rs.25,000 Rs.10,000	(N. J. Balani) (H.G.Rawal)	1,00,000
2.	Rajkot	Sr. Executive Engineer-	15,000	V.G.Vasavada	5,000
3.	Rajkot	Executive Engineer, Rajkot.	10,000	J.J.Thadani	5,000

Current Account No.	Place	Officer authorised	Limit up to & including	Name of Officer	Amount transferred - from HO
1.	Porbunder	Sr. Executive Engineer Porbunder.	15,000	S.R.Daftari	10,000
3.	Porbunder	Executive Engineer (Civil) Porbunder	10,000	N.C.Patel	5,000
					1,25,000

(b) The following new Bank current accounts are presumably already opened under instructions of the undersigned and awaiting the payment of initial Deposit which should be arranged for immediately by the Officer on Special Duty:-

State Bank of Saurashtra.

1.	Junagadh	Executive Engineer(O&M) Shahpur	Rs.10,000	N.C.Doraswami	Amounts to be transferred from Rajkot as requested.
3.	Junagadh	Executive Engineer Dhoraji.	10,000	V.S.Shevde	
4.	Junagadh	Executive Engineer, Junagadh	10,000	M.R.Soma Sundaram.	
1.	Jamnagar	Executive Engineer, Jamnagar	10,000	P.C.Mankody	
2.	Jamnagar	Executive Engineer, Sikka	10,000	J.C.Bajaj.	

The required funds should be drawn from the account of 'Bombay State Electricity Board' with the State Bank of Saurashtra at Rajkot, to which the existing balance held in the name of 'Saurashtra Electricity Board has presumably already been transferred as per separate instructions sent to the Bank by the undersigned.

The Accounting of such transfer of funds should be done by credit to State Bank of Saurashtra, at Rajkot and Debit to various accounts in the Branches of the State Bank of Saurashtra .

The respective officers as named above are hereby authorised to sign cheques drawn on the respective Bank accounts to the extent of the limit shown against their name. For this purpose the officer on special duty (Shri. N.J.Balani) whose signature is already known to the State Bank of India, Rajkot and State Bank of Saurashtra will arrange to attest the signatures of all the officers concerned and forward the same to the two Banks at Rajkot for onward transmission to the respective Branches.

(c) For the transference of funds to the Branches of the State Bank of India as per Para 2 (a) above, the funds lying with the State Bank of Saurashtra at Rajkot should first be transferred to current account NO.1 in State Bank of India at Rajkot and thereafter transfer of funds arranged from current account No.1 at Rajkot to the other Branches of State Bank concerned.

3. Accounting of the amounts transferred by Head Office and of amounts that may be transferred by Head Office or the Officer on Special Duty at Rajkot.

(a) The Joint C.A.O. will please arrange to open the respective Bank accounts with Numbers and name of Branch (State Bank of India) as per Para 2(a) above in the Financial Ledger.

A journal entry should be passed crediting Head Office Debiting various Bank Rs.1,25,000 accounts as shown in para 2 above aggregating in respect of State Bank Branches to

Each of the above accounts (with the exception of account No.1 at Rajkot) on which the respective officer has been permitted to draw upon should be treated as imprest account. Whenever the Executive Engineer renders the account of his expenditure the respective account should be credited and relevant Heads of Expenditure debited. As the balance in the account in the financial Ledger as at the end of month may not correctly represent the balance in the Bank, a reconciliation statement of the Bank account should be called for at end of the month which will enable Rajkot office to know actual Balance in the Bank and on hand with the Executive Engineer. All Bank Pass books should also be called for at the end of month.

4. Existing system of Revenue Collections through the State Bank of Saurashtra and its Branches or other means to continue until further instructions :-

As per existing practice the collection through the State Bank of Saurashtra & its Branches will continue and other Revenue collection centres will continue to remit their collections to Rajkot Office by demand drafts as at present and the Rajkot Office will bank all such Collections at present and Centralize all the Collections in Saurashtra area at Rajkot. This system will be changed on decentralisation of accounts at Circle or Divisional Levels, but until further orders the existing arrangements should be followed.

5. Operation of account No.1 in State Bank at Rajkot.

The amount of Rs. 1 lakh transferred from Head Office in Account No.1 in State Bank at Rajkot to be operated by the Officer On Special Duty, and Joint Chief Accounts Officer to the limits of their respective powers should be taken directly into the Cash Book (by credit to Head Office) at Rajkot.

6. Operation of existing account in State Bank of Saurashtra.

As referred to Para 4 above the Revenue Collections under the existing system will be centralised in the State Bank of Saurashtra.

The Officer on Special Duty is only authorised to operate upon the State Bank of Saurashtra to the extent of Rs. 25,000/- per cheque but the Operation on this account should not be utilised for any expenditure as per Board's Rules but only expressly for the purpose of transfer of funds as explained in Para 2 (c) above OR for repatriation of funds to Bombay.

7. The above instructions of accounting and operation of Bank current Accounts are to be brought into force with immediate effect.

Sd/-Chairman
Bombay State Electricity Board.

GENERAL STANDING ORDER NO. 195 DATED 9-4-1957
Accounts Branch

Subject:-Delegation of powers-Signing of Receipts for cash received at the Divisions, Sub-divisions and the Power Houses.

In G.S.O. 149 of 30-10-1956 powers in regard to signing of receipts have been delegated to various officers, which among other things lays down that in the absence of the delegated authority, temporary receipts are to be issued by the next lower authority. In some cases, it has been observed that the consumers are reluctant to accept such temporary receipts.

The following procedure should, therefore, be observed in respect of amounts exceeding Rs.500/-.

- 1) The party concerned should be instructed to make payment of all amounts exceeding Rs.500/- invariably by cheque or Demand Draft drawn in favour of the Bombay State Electricity Board.
- 2) The Engineer-in-charge of the power houses/ sub-division, on receipt of the cheque should acknowledge the same in the form (typed on reverse).
- 3) The cheque should then be sent to the Executive Engineer of the Division concerned.
- 4) Regular receipt should then be issued by the Divisional office as if the amount has been received by the Division and necessary entry passed in the divisional cash book by debit to treasury and credit to branch/power house concerned.
- 5) Simultaneously an entry should also be passed in the subsidiary cash book of the branch/power house concerned by debit to division and credit to the head of accounts concerned.
- 6) The Division should also inform the branch/power house concerned regarding final realisation of the amount on the authority of which necessary entry is to be made in the C.G.L. if the same is kept at the Branch/power House.
- 7) Cyclostyled copies of the acknowledgement letters should be furnished to the branch/power house concerned by the Divisional office.

Sd/-(N.S.MERCHANT)
Deputy Secretary (G.&E.)

Sub-Division.
Power House

No.
Date.

To

Sir/Sirs,

This is to acknowledge receipt of crossed/order cheque/Demand Draft No.....dated..... for Rs.....(in words.....)drawn in favour of The Bombay State Electricity Board on..... (Bank/Treasury) in payment of bill-----No..... datedfor Rs.....

Regular stamped receipt will follow in due course on realisation of the cheque.

Yours faithfully,

Copy together with the cheque sent by Registered post to the Executive Engineer.....with a request to send the stamped receipt to this office for onward transmission to the party concerned.

The details of the amount are as under-

Particulars.	Account Creditable	Amount.
(1) Payable to Board)	(1) SA XXIII S/Dr.for Electricity	(1).....
(2) Electricity Duty	(2).....	(2).....
	Total
(3).....	Less discount if any
	Net
(4).....	(3).....	(3).....
	(4).....	(4).....
	GRAND TOTAL.

GENERAL STANDING ORDER NO.196 DATED 13-4-1957

Subject:-(A) Procedure for auditing and passing of Bills in Vidarbha Area.
(B) Procedure for Stores Purchases.
(C) Works in Progress.

1. Bills for supplies and Works for which Contracts have been placed by the Madhya Pradesh Electricity Board.

a) All bills received upto 31st March 1957 will be paid by Madhya Pradesh Electricity Board as per agreement.

b) All bills received after 31st March 1957 although supplies made or works carried out prior to 31st March 1957 will be paid by the Bombay State Electricity Board.

For this purpose Joint Chief Internal Auditor at Nagpur will obtain all relevant information and records from the Madhya Pradesh Board.

2. Limits of amounts to be paid under delegation of powers and audit procedure to be followed in respect of Spill- over Bills from Madhya Pradesh Board.

The Officer on Special Duty is empowered to pass and pay all Bills upto Rs. 25,000/- after pre-audit by Joint Chief Internal Auditor, Nagpur.

b) Bills over Rs.25,000/-

Bills over Rs.25,000/- can be pre-audited by the the Local Audit and paid by cheque signed jointly by the Officer on Special Duty and Member of the Board at Nagpur after such pre-audit by Joint Chief Internal Auditor.

If there is any difficulty of obtaining the two signatures at Nagpur then the preaudited bill should be forwarded to Head Office under a Special Certification by the joint Chief Internal Auditor at Nagpur to be prescribed by the Chief Internal Auditor who will be visiting Nagpur.

The Chief Internal Auditor will on the basis of such certification pass the bill and Chief Accounts Officer will arrange to pay the bill immediately.

The Joint Chief Internal Auditor at Nagpur will be the final auditor to pass all the Bills spilled-over from M.P. Board unless he desires to make any specific reference to Chief Internal Auditor in Bombay in which case he should forward all the relevant papers to Bombay.

The above procedure will apply upto 30th June 1957 after which the current Board's procedure will apply, in toto. Every effort should be made to dispose of the spill-over bills by 30th June 1957.

3. Bills for supplies and Works for which contracts are placed by the Bombay State Electricity Board.

The normal procedure of the Board will apply both in respect of bills for supplies as well as works contracts.

4. Stores Purchase Procedure:

(a) Officer on Special Duty will continue to invite tenders for all requirements particularly urgent requirement and place orders in terms of his powers as communicated.

(b) Purchases beyond the powers of the Officer on Special Duty should be submitted by him to the Chairman for his sanction with his proper recommendation for the orders to be placed which if necessary will be put up to the Board. For this purpose Officer on Special Duty will give his recommendation on Proforma Forms which will be forwarded to him for his guidance and use by himself and his field Officers.

(c) The Officer on Special Duty will issue instructions to the suppliers to submit the bills direct to his office as far as possible with a view to expediting disposal thereof until the Divisional Offices are formed and the Executive Engineers are able to dispose of bills within their powers.

(d) The Field Officers will submit consolidated monthly Indents as provided in the Stores Purchase Procedure (Copies of which have been already circulated) to the Officer on Special Duty who will in turn consolidate them and use his discretion to submit such indents for bulk purchases which he feels is more suitable and appropriate for purchase at Head Office by Superintending Engineer (Com.)

The above procedure is devised to ensure that the work in progress is not adversely affected. With a view to facilitate transition to Centralised purchase it is necessary that more and more items are passed on to the Central Purchase at Head Office gradually so that the normal Stores Procedure is established by 30th June 1957.

5. Works in Progress:

(a) With regard to Schemes that have been sanctioned by the previous Board and which are in Progress, the sanction of the previous Board will be deemed to be the sanction of the Bombay State Electricity Board.

(b) Mere provision in the Budget should not be construed as sanction unless specific sanction has been given by the competent authority of the previous Board.

(c) Where no such sanction has been obtained then the sanction of the Bombay State Electricity Board will be necessary and for this purpose the Officer on Special Duty will arrange to forward notes for the Board for submission to the Chairman and the Board. Such notes should be prepared in the pro-forma which will be forwarded from Head Office.

(d) No Works which have been sanctioned by the previous Board and are in Progress should be held up. A list of all the works in progress with full details and authority for the same should be forwarded in triplicate to the Head Office by the Officer On special Duty in due course as early as convenient.

(e) The Officer on Special Duty will also forward as early as possible the further proposals for Administrative approval of the Chairman or the Board as the case may be, of all proposals which were or are pending such sanction of proposals that have been or are now finalised for obtaining Administrative approval of the competent authority as above but which had not received approval as per above so that work of such schemes that are to receive sanction may not be held up.

Sd/-(M.H.HASHAM PREMJI)
CHAIRMAN
Bombay State Electricity Board.

GENERAL STANDING ORDER NO.197 DATED APRIL 1957

Subject:-(A) Procedure of auditing and passing of bills in Saurashtra Area.
(B) Procedure for Stores Purchases.
(C) Works in Progress.

1. Bills for supplies and works for which contracts had been placed by the Saurashtra Electricity Board.

All such bills should be finalised and paid after pre-audit at Rajkot Office.

The Officer on Special Duty will sign cheques upto Rs. 25,000/- under the powers delegated to him.

The cheques for bills exceeding Rs.25,000/- should be jointly signed by the Officer on Special Duty and Member of the Board at Rajkot. If there is any difficulty of obtaining the two signatures then the bills for over Rs.25,000/- should then be forwarded to Head Office duly pre-audited at Rajkot and certified as per special certification to be prescribed by the Chief Internal Auditor with all relevant records and information.

2. Post audit of spill-over Bills at Head Office.

All Bills for supplies and Contracts exceeding Rs.1,000/- should be forwarded to the Head Office for post-audit at Head Office with all necessary information and records to the Stores Purchase Officer as far as Supply Bills are concerned and Chief Accounts Officer with regard to Works Bills. Therefore the Chief Internal Auditor will carry out the final post-audit.

Bills under Rs.1,000/- the pre-audit at Rajkot should be considered as final.

The above procedure will apply only upto 30th June 1957 after which the Board's normal procedure will come into force. Every effort should however be made to dispose of the spill-over bills by 30th June 1957.

3. Bills for supplies and Works for which contracts are placed by the Bombay State Electricity Board.

The normal procedure of the Board will apply both in respect of bills for supplies and Works Contracts.

4. Stores Purchase Procedure :

(a) Officer on Special Duty will continue to invite tenders for all requirements particularly urgent requirement and place orders in terms of his powers as communicated.

(b) Purchases beyond the powers of the Officer on Special Duty should be submitted by him to the Chairman for his sanction with his proper recommendation for the orders to be placed which if necessary will be put up to the Board. For this purpose Officer on Special Duty will give his recommendation on Proforma Forms which will be forwarded to him for his guidance and use by himself and his field officers.

(c) The Officer on Special Duty will issue instructions to the suppliers to submit the bills direct to his Office as far as possible with a view to expediting disposal thereof until the Divisional Offices are formed and the Executive Engineers are able to dispose of bills within their powers.

(d) The field Officers will submit consolidated monthly Indents as provided in the Stores Purchase Procedure (Copies of which have been already circulated) to the Officer on Special Duty who will in turn consolidate them and use his discretion to submit such indents for bulk purchases which he feels is more suitable and appropriate for purchases at Head Office by Superintending Engineer (Com.)

The above procedure is devised to ensure that the work in Progress is not adversely affected. With a view to facilitate transition to Centralised purchase it is necessary that more and more items are passed on to the central purchase at Head Office gradually so that the normal Stores procedure is established by 30th June 1957.

5. Works in Progress:

(a) With regard to Schemes that have been sanctioned by the previous Board and which are in progress, the sanction of the previous Board will be deemed to be the sanction of the Bombay State Electricity Board.

(b) Mere provision in the Budget should not be construed as sanction unless specific sanction has been given by the competent authority of the previous Board.

(c) Where no such sanction has been obtained then the sanction of the Bombay State Electricity Board will be necessary and for this purpose the Officer on Special Duty will arrange to forward notes for the Board for submission to the Chairman and the Board. Such notes should be prepared in the pro-forma which will be forwarded from Head Office.

(d) No Works which have been sanctioned by the previous Board and are in progress should be held up. A list of all the Works in Progress with full details and authority for the same should be forwarded in triplicate to the Head Office by the Officer on Special Duty in due course as early as convenient.

(e) The Officer on Special Duty will also forward as early as possible the further proposals for Administrative approval of the Chairman or the Board as the case may be, of all proposals which were or are pending such sanction of proposals that have been or are now finalised for obtaining Administrative approval of the Competent authority as above but which had not received approval as per above so that work of such schemes that are to receive sanction may not be held up.

Sd/-(M.H.HASHAM PREMJI) CHAIRMAN
Bombay State Electricity Board.

GENERAL STANDING ORDER NO.198 DATED 16-4-1957

Subject:-Option offered by the Bombay State Electricity Board to the employees of the Bombay State Electricity Board, M.P. Electricity Board, Saurashtra Electricity Board, Electricity Department of Kutch and Marathawada.

The Bombay State Electricity Board had under its Resolution No.10 dated 28th February 1957 approved and adopted the Service Regulations and also gave option to the employees of the Bombay Electricity Board, Saruashtra and Madhya Pradesh Electricity Board and Electricity Departments of Cutch and Marathawada permitted to join the services of the new Board in terms of the directive issued by Government. Accordingly printed letters were sent to the employees under No. SCR 131(2) dated 7th March 1957 through the officers in-charge of the concerned Boards and Departments by the Secretary, Bombay State Electricity Board, with blank forms for the employees to declare the option exercised by the employees

concerned, with the instructions to return the same through the officers in charge of the Units concerned before the 31st May 1957.

The Board has approved Subsidiary regulations relating to pay fixation in the case of employees who have exercised option of continuing services of the Board under the service regulations of the new Board and have also taken decision regarding relief and concessions to be granted in the case of employees exercising the 3rd option. Copies of the Board's Resolution No.38 dated the 6th April 1957 and also a copy of the B.S.E.B.(Pay Fixation) Regulations, are appended hereto. These should be circulated for the information of each and every concerned employee and his signature obtained in token of his having noted the resolution No.38 as well as Pay Fixation Regulations.

Sd/- N.S.MERCHANT
for Secretary,
Bombay State Electricity Board.

Pay Fixation Regulations.

Item 5. : Resol. 38 :

A. The Board referred to B.R. No.10 of 28-2-1957 under which the draft Service Regulations were approved and adopted. According to Regulation 1 they were to be brought into effect from such date as the Board might specify. The Board decided that the Service Regulations should be deemed to be effective from 1-2-1957. However, in the case of the employees of the Electricity Departments of Kutch and Marathwada and also the Bombay, Saurashtra and M.P. Boards, whose services have been placed at the disposal of the new Board until they are permitted to join the service of the new Board in terms of Regulation 6 of the Bombay State Electricity Board Service Regulations, the new grades, hours of attendance, and matters dependent on the options to be exercised, shall be effective from 1-6-1957 or such later date as may be decided by the Board. In the interim period, the grades, hours of attendance and matters contingent on the options to be exercised, would be similar to those that were applicable to the incumbents in the corresponding posts in the three Boards and the Electricity Departments of Kutch and Marathwada areas as the case may be .

B. The Board considered and approved the draft Bombay State Electricity Board Employees (Pay Fixation) Regulation 1957 (Appendix D) submitted to it in pursuance of the directions in para 15 of resolution 10, for giving effect to the principles broadly enunciated in the said Resolution. It was decided to circulate these regulations for the guidance of those concerned.

C. In partial modification of Regulation 47 of the Service Regulations, the Board decided that the working hours on Saturdays should be from 10-30 a.m. to 5 p.m. with 45 minutes recess instead of from 10-30 a.m. to 5-45 p.m. with 45 minutes recess.

D. In the case of employees choosing to exercise the third option, the Board decided to relieve such employees (except those governed by specific contracts, i.e. the technical officers who had been trained abroad in consideration of certain years of service or compensation in cash in lieu thereof) from such date after the appointed date as the Board may deem convenient without causing disruption of work. The Board reserves the right of insisting on the condition of minimum notice applicable to the employee concerned, to be effective from the appointed date (or such other date after the appointed date as the Board may decide in this behalf) though the Board may relax the condition in any particular case, if in its opinion, earlier relief would not cause any disruption of work. In case any such employee is not relieved on the appointed date (or the other date after the appointed date that the Board may decide in this behalf), the hours of work grades and other matters contingent on the exercise of the option offered by the Board, shall not become operative in his case.

The Board further decided to grant earned leave to the credit of the employees in the case of those choosing to exercise the third option, and also the employer's contribution to their provident fund if any, irrespective of the length of their service.

EMPLOYEES' (PAY FIXATION) REGULATIONS 1957.

In exercise of the Power conferred by Sub-Section (c) of Section 79 of the Electricity (Supply) Act 1948 and in pursuance of the decision contained in the Bombay State Electricity Board Resolution No.10 of 28.2.1957, the Bombay State Electricity Board is hereby pleased to make the following regulations:-

1. These regulations shall be cited as "The Bombay State Electricity Board (Pay Fixation) Regulations 1957".

2. (i) These regulations shall apply to an employee in the service of the Bombay Electricity Board, Madhya Pradesh Electricity Board or of Saurashtra Electricity Board or of the Electricity Departments of Kutch and Marathwada, who is permitted to join the service of the Bombay State Electricity Board under the B.S.E.B. Employees Service Regulations 1957 as amended or as may be amended from time to time, in pursuance of the offer contained in the Bombay State Electricity Board's letter No.SCR 131 (2) dated 7th March 1957. They shall become effective from the appointed date that may be decided by the Board after scrutiny of options and after taking final decisions regarding hours of attendance and other allied matters.

ii) Save as otherwise specifically decided by the competent authority in any individual case or cases, these Regulations shall not apply to permanent Government servants whose services had been loaned to any of aforesaid Boards or Electricity Departments and who have a lien on a permanent Government post in any department of Government outside the organisations taken over by the Bombay State Electricity Board.

3. Definitions.

(a):- "Advance Increment" means an additional increment sanctioned by the competent authority in pursuance of the offer contained in the Bombay State Electricity Board's letter No. SCR 131 (2) of 7th March, 1957.

(b):- Appointed date means the date to be decided by the Board for giving effect to these Regulations prospectively or retrospectively, after scrutiny of the options exercised.

(c):- "Corresponding Pay Scale" "Corresponding Post" and "Prescribed Pay Scale" relate to the post in the service of the new Board which is classed by the competent authority as equivalent to the employee's existing post.

(d):- "Day of Refixation of Pay" means the day with effect from which the pay is refixed in the prescribed scale.

(e):- "Employee" means an employee of any of the three former Electricity Boards of Bombay, Saurashtra or Madhya Pradesh or of the Electricity Departments of Kutch or Marathwada who may be permitted to join the service of the Bombay State Electricity Board.

(f):- "Existing Post" and "Existing Scale" relate to the substantive post held by an employee on the day on which the services of the employee are placed at the disposal of the New Board.

(g):- "NEW Board " means the Bombay State Electricity Board.

(h):- "Personal Pay" is an addition to the basic pay sanctioned by the competent authority in pursuance of the offer contained in the new Board's letter No.SCR 131 (2) of 7-3-57 which, unless the competent authority otherwise decides in any particular case, shall merge in future increment or increments.

(i):- "Present Pay" means the basic pay of an employee in the substantive post held by him in the service of any of the three merging Boards or Electricity department of Kutch/Marathwada on the day on which the services of the employee are placed at the disposal of the New Board.

(j):- "Schedule " means the schedule annexed to these Regulations.

(k):- "Total Emoluments" means the basic pay of the employee in his substantive post with dearness allowance but exclusive of any allowances drawn separately or with pay.

4. An employee permitted to join the service under the Service Regulations of the new Board, shall be offered such post in the corresponding pay scale shown in the schedule as may be classed by the competent authority as equivalent to the employee's existing post.

5. The Service Regulations shall be deemed to be effective from 1-2- 1957. However, in the case of the employees of the Electricity Departments of Kutch and Marathwada and also the Bombay, Saurashtra and M.P.Board's whose services have been placed at the disposal of the New Board until they are permitted to join the service of New Board in terms of Regulation 6 of the B.S.E.B. Service Regulations, the new grades, hours of attendance and matters dependent on the options to be exercised, shall be effective from 1-6-1957 or such later date as may be decided by the Board. In the interim period, the grades, hours of attendance and matters contingent on the options to be exercised, would be similar to those that were applicable to the incumbents in the corresponding posts in the three Boards and the Electricity Departments of Kutch and Marathwada areas as the case may be.

6. The pay of the employee joining the service of the New Board shall be so fixed as not to result in a loss to the employee in his total emoluments consistent with the provisions of Regulation 58 of the Bombay State Electricity Board Service Regulations.

7. The Monetary compensation for extra hours of attendance or loss of leave or of retiring benefits in pursuance of the New Boards letter No.SCR 132 (2) of 7-3-57 shall be computed in relation to the basic pay in the substantive post held by the employee, immediately prior to the appointed date.

8. The Monetary compensation to be sanctioned shall be in the shape of (i) whole number of increments and (ii) personal pay for the balance payable, subject to the option given in Regulation 10. The compensation shall be on a pro-rata basis as explained below :-

(A) For extra hours of attendance.

The formula will be as under :-

$$P/N \times H = \text{Rs. } x$$

P = Basic Pay.

N = Total number of hours of normal attendance per month.

H = Number of extra hours of normal attendance per month.

X = Compensation for extra hours of attendance.

Example:- An employee drawing Rs.90/- in the time scale of Rs. 75-5-140-EB-6-200 and normally required to work from 10.30 A.M. to 5.45 P.M. with a recess of 45 minutes on week days and from 10.30 A.M. to 2.30 P.M. on Saturdays is asked to work till 5 P.M. with 45 minutes recess on Saturdays i.e. extra 1 hour and 45 minutes.

He will get Rs. X =

$$P/N \times H \text{ i.e. } (90/160) \times (91/12) \text{ Rs.4.27 P.M.}$$

(B) For loss of leave.

The formula for compensation will be-

$$P/N \times M = \text{Rs. } Y$$

P = Basic pay

N = Average total number of hours of normal attendance per month .

M = Average number of normal extra hours per month due to loss of casual leave.
 Y = Compensation per month for loss of leave.

Example:- An employee drawing Rs.90/-per month and normally eligible to 15 days casual leave per year is allowed 10 days instead of 15 days as casual leave. For the loss of 5 days, he will get compensation as under:-
 $Rs. Y = (P/N) \times M = (90/160) \times (65/2) \times (1/12) = Rs.1.53$

(C) Loss of retiring benefit:-In the matter of reduced rate of contributory Provident Fund, this shall be calculated on the actual basis.

If under the existing Service Regulations an employee is eligible to deduction of 8.1/3% while under the new Regulations, the deduction is to be 6 1/4% (on basic pay plus dearness allowance) compensation will be calculated in the above case as under:-

(i) $((90 + 45)/100) \times (25/3) = Rs.11.25$

(ii) $((90 + 45)/100) \times 25/4 = Rs.8.44$

Comp. for loss will be (i) -(ii) = Rs.2.81

Thus, the total compensation / under (a) (b) and (c) will be

Rs.4.27
 Rs.1.53
 Rs.2.81
 Total:Rs. 8.61

The employee will get one increment of Rs. 5/-i.e. he will draw Rs.95/- as basic pay and the balance of Rs. 361 will be treated as personal pay to be merged in the next increment, subject to the option under Regulation 10 below.

9. Save as provided otherwise in these Regulations, the incremental date in the cases of refixation of pay shall normally be the beginning of the quarter in which the incremental period of one year in the case of an annual increment and two years in the case of biennial increment is to expire.

Example:-

(i) Date of last increment 15-9-56.

(ii) Pay on refixation on 1-6-57 is Rs.64.91 in the scale of Rs.40-3-85.

(iii) Next increment due on 1-7-57 viz. Rs.67/-.

Total pay on 15-9-57 will be Rs.67/-.

10. In case the existing pay (with additional if any), is more than any stage in the scale of the corresponding pay, the employee may elect to fix his pay either in the stage lower or next higher with personal pay in the former case, to cover the difference which would get absorbed in future increments, provided that the date of increment in the former case will be the first day of the quarter during which the incremental period from the date of last increment would be due to expire while in the latter case it will be from the beginning of the quarter following the one in which the incremental period from the date of refixation of pay would be due to expire.

Examples:- An employee drawing Rs.90 in the time scale 75-5-140-6-200 becomes eligible to get an aggregate of Rs. 98.61 on absorption on 1-6-57. He last drew his increment on 15-8-56. He will have option of either (1) or (2) below:-

(1) (Rs.95.00 + 3.61) from 1-6-57

Rs.100.00	from 1-7-57
Rs.105.00	from 1-7-58
Rs.110.00	from 1-7-59 and so on or
(2) Rs.100	from 1-6-57
Rs.105	from 1-7-58
Rs.110	from 1-7-59 and so on.

11. In case the existing pay (with additions, if any) is more than maximum of the corresponding pay scale, the employee's pay will be fixed at the maximum of the pay scale and the difference will be treated as personal pay, as long as he continues to serve in that grade.

12. The monetary compensation granted in accordance with Regulations 7 and 8 shall merge in the pay of the employee on appointment or promotion to a higher post in the service of the new Board.

Example A under rule No.10.

Example:- Consider the case of an employee drawing an existing pay of Rs.90 in the time scale of Rs. 75-5-140-EB-6-200 and whose pay is refixed as Rs. 98.61 as above.

If on any date after the refixation of his pay, he is promoted to a post carrying a higher scale of pay say Rs. 135-10-205 his pay shall on the date of his taking over the duties of his new post be fixed on Rs.135/- and he shall have therefore no claim on the monetary compensation fixed under these regulations in relation to his pay in the grade of Rs.75-5-140-EB-6-200.

13. For class III and IV employees only:-

(a) If the minimum of the scale of the post offered to Class III & IV employee is higher than his present pay in the existing pay scale, even with the monetary compensation, if any, offered for the extra hours of attendance or curtailment of leave added to it, he will be eligible to one advance increment for every three completed years of service in his existing grade.

Provided that, notwithstanding the provision in Regulation 10 above, the next increment will become due from the beginning of the quarter in which the incremental period from the date of refixation would be due to expire.

(b) if, on the other hand, the existing pay with the compensation offered added to it, is more than the minimum of the scale of the corresponding post offered, he will be eligible to get the existing pay plus the monetary compensation only, and the pay will be refixed in accordance with the regulation 8 and the date of increment will be regulated in accordance with the provisions of Regulation 10.

EXCEPTION

The competent authority may, in genuine and exceptional cases of hardship, fix the pay or the incremental date otherwise than as provided in this regulation with the approval of the Chairman subject to the concurrence of the Board. Any case decided shall not have general application but shall be deemed to cover only the specific case decided.

EXAMPLES.

Re. (a) In the case of an employee with 3 years' service in the time scale of Rs. 40-3-85, absorbed in the scale of Rs.55-3-85.

(i) Present Pay	Rs.49.00
(ii) Compensation for extra hours on the basis of Regulation 9.	Rs.2 .32
(iii) Compensation for loss of leave.	Rs.0 .83
Aggregate	Rs.52.15

As the minimum prescribed scale is higher (i.e. Rs.55.00) than the aggregate Rs.52.15 he will be eligible to get one increment on refixation in the new scale i.e. Rs.55.00 plus Rs.3.00 = Rs.58.00

If the date of the last increment drawn was 15th September 1956 and the date of refixation is 1-6-1957, he will get Rs.58.00 on 1-6-1957 and the next increment will become due on 1-7-1958 when he will draw Rs.61.00

Re.(b) - In the case of an employee with 7 years' service in the scale of Rs.40-3-85 absorbed in the corresponding scale of Rs.55-3-85.

(i) Present pay	Rs.61.00
(ii) Comp. for extra hours.	Rs. 2.89
(iii) Comp. for loss of leave.	Rs. 1.02
Aggregate.	Rs.64.91

If the last increment drawn was on 15-9-56, he will have the option of either (i) or (ii) below, as provided under rule No. 10 above.

i) Rs.64 + 0.91 as personal pay	from 1-6-57
Rs.67	from 1-7-57.
Rs.70	from 1-7-58
Rs.73	from 1-7-59 and so on.

or

ii) Rs.67	from 1-6-57.
Rs.70	from 1-7-57
Rs.73	from 1-7-58
Rs.76	from 1-7-59 and so on.

14. Dearness allowance and other allowances drawn with pay will be in relation to the basic pay on refixation of the same on absorption in the corresponding post in the service of the new Board.

15. (i) In the case of employees under the Government Pension Rules or the existing Board's Pension Rules, who have opted to continue under the same rules, pension contribution be payable either to the Government or to the pension fund of the new Board as the case may be, as from the date on which they are permitted to join the service of the new Board.

(ii) (a) In the case of other employees who have opted to be governed by the service of the new Board, the pension shall be determined as on the date of their joining the service of the new Board and the monthly pension so determined shall become payable to the employees concerned on their ceasing to be in the service of the new Board.

(b) The Board may, in lieu of the monthly pension so determined, offer a lump sum on a basis to be decided if and when such offer is made, to be credited to the employee's account in the new Board's Contributory Provident Fund.

Note to (b) of Regulation 15 (ii).

16. (a) The Competent authority under these Regulations shall be the Secretary, Bombay State Electricity Board.

(b) Appeals against the decision of the competent authority shall lie with the Chairman and shall invariably be preferred through the competent authority. The Chairman's decision shall be final.

(c) The Chairman or the Board shall have the powers to call suo motto for the records of any case decided by the competent authority and to review the decision if considered necessary.

ADDENDUM DATED 24-4-1957 TO G.S.O.NO.198.

Subject:-Option offered by the Bombay State Electricity Board to the Employees of the Bombay State Electricity Board, Saurashtra Electricity Board and Electricity Departments of Kutch and Marathwada.

The schedule referred to in para 3 (j) and para 4 of pay Fixation Regulations accompanying the G.S.O. 198 dated 16th April 1957 is the Schedule of the new grades for the various categories of staff working under the Bombay State Electricity Board and which has already been circulated along with the printed letter No.SCR-131(2) of 7-3- 1957.

Sd/-Secretary,
Bombay State Electricity Board.

GENERAL STANDING ORDER NO.199 DATED 16-4-1957

Subject:-Bombay State Electricity Board Employees' Service Regulations. Amendment to Regulation 47 of the - (Hours of Attendance).

The Bombay State Electricity Board by Resolution 38 of 6th April,1957 amended Regulation 47 relating to "Hours of Attendance". The amended Regulation 47 will now read as under :-

"The hours of attendance for ministerial staff including all office staff, shall normally be from 10.30 a.m. to 5.45 p.m. on week days and from 10.30 a.m. to 5.00 p.m. on Saturdays (with recess of 45 minutes in the afternoon), unless required for more hours due to exigencies of work. In the case of employees included in Appendix "A" the hours of work shall be 8 hours per day as may be fixed by the Officer in charge of the Unit exclusive of the recess. Except as otherwise provided by any law in the case of any specified classes of employees, the above hours shall be operative in the case of all employees of the Board."

Suitable modifications should be carried out in the Bombay State Electricity Board Employees Service Regulations.

In the case of employees of the Electricity Departments of Kutch and Marathwada and also the Bombay, Saurashtra and M.P.Electricity Board whose services have been placed at the disposal of the new Board until they are permitted to join the service of the new Board in terms of Regulation 6 of the Bombay State Electricity Board Service Regulations, the revised hours of attendance will be effective from 1-6-1957 or such later date as the Board may decide in this behalf and in the interim the hours of attendance in their case will be similar to those that were applicable to the incumbents in the corresponding posts in the 3 Boards and the Electricity Departments of Kutch and Marathwada areas as the case may be.

Sd/-For Secretary,
Bombay State Electricity Board

GENERAL STANDING ORDER NO.200 DATED 16-4-1957
Accounts Branch

Subject:-Adoption of decimal currency as from 1st April 1957. Electricity Duty Billing procedure.

In pursuance of a notification received from the Finance Department, Government of Bombay that necessary steps will be taken in due course to amend the Bombay Finance Act, 1932 in order to convert the rates of electricity duty into decimal coinage and that until the amendment comes into force, the duty will have to be calculated, even after 1st April 1957, at the present rates expressed in terms of Rs. As. Ps., but the total amount of duty so calculated in each case will have to be billed after being converted into decimal coinage. G.S.O.No.186 dated 15th March 1957 is modified as per Para 2 below.

2. The G.S.O.No.186 para 2; 2(a); and 2(a)(1) on Page 2 should be read as follows.

Para 2. "The following instructions are therefore, issued which should be strictly observed.

(a) Electricity Rates to be continued to be calculated at the present rates in Rs.As.Ps. and only the total amount of the duty so calculated in each bill to be converted into Rs. - N.P.

(1) The existing Electricity Rates in Annas and Pies should continue, the calculations for various units to be done in Rs.As.Ps., and the amounts of energy charges and meter rent shown in the bill in Rs. As. Ps. A total of energy charges and meter rent only should be arrived at in Rs. As. Ps. and this amount should be converted into decimal currency i.e.in Rs. - N.P. Thereafter the electricity duty should also be calculated as stated at (a) above and the total amount of duty so calculated should be shown in Rs. - N.P. in the bill and the gross bill arrived at in Rs. N.P. The prompt payment Discount should be calculated directly in Naye Paise at the rate of 3 Naye Paise per Rupee. The resultant net bill should be shown in Rs. - N.P. "

3. (a) An example taken out from 1 3R Billing Plate (for Rate A/L-1 and B/L-1 for lighting, fans and small appliances) specially embossed for the purpose of illustrating as to how the billing should be done in Decimal currency was given in the G.S.O.No.186 as follows:-

Gross Bill 12 units @ 0-5-3/unit	Rs.3-15-0
12 units @ 0-4-9/unit	Rs.3- 9-0
18 units @ 0-4-0/unit	Rs.4- 8-0
Meter Rent.	Rs.0- 8-0
Electricity Duty @ 1/2 anna/unit.	Rs.1- 5-0
Total Gross Bill in Rs.As.Ps.	Rs.13-13-0
Total Gross Bill in Rs. - N.P.	Rs.13.81
Prompt payment discount @ 3 N.P./Re.	Rs.0.36
Total net bill for current month.	Rs.13.45

3. (b) However in view of the modifications the 3R billing plates given in the above example will have to be embossed as illustrated below:

Gross Bill 12 units @ 0-5-3/unit	Rs.3-15-0
12 units @ 0-4-9/unit	Rs.3- 9-0
18 units @ 0-4-0/unit	Rs.4- 8-0
Meter Rent.	Rs.0- 8-0
Total. Rs.12- 8-0 i.e. .	Rs.12/50
Elec.duty @ 1/2 anna/unit. Rs.1- 5-0 i.e.	Rs.1/31

Total Gross Bill for current month	Rs.13/81
Prompt payment discount @ 3 N.P./Re.	Rs.0/36
Total net bill for current month.	Rs.13/45

4. As the billing for the month of April 1957, for March consumption must have already been completed this modification regarding showing the Electricity duty in each bill in Rs. - N.P. should be followed with effect from Bills of May 1957 for April consumption.

5. The Plates which are re-imbossed as originally instructed should be get re-imbossed again on the lines suggested in Para 3(b).

Any reference in the above matter should be made direct to the Chief Accounts Officer.

Sd/-(N.S.MERCHANT)
Deputy Secretary (G&E)

GENERAL STANDING ORDER NO.201 DATED 25-4-1957
Establishment Section

Subject:-Appointment of work-charged establishment and temporary staff.

Occasions often arise when persons have to be engaged on the work- charge establishment for piece or pieces of work. As these works are of a purely temporary nature and occur intermittently, it should be made clear in the employment order that the employee would be engaged only for so long as would be necessary purely on a temporary basis with the clear understanding that he would be discharged without assigning reasons. Further it should be made absolutely clear that he would remain temporary unless he is appointed on the regular establishment of the Board by orders of a competent authority.

A model form of this appointment order as approved by the Bombay Electricity Board under its Resolution No.3563 dated 22-3-1957 is enclosed and should be used in the case of temporary and work-charged establishment.

This supersedes previous instructions on the subject.

Encl:- As above#

Sd/-(N.S.MERCHANT)
Deputy Secretary (G. & E.)

Please see next page

No.
Bombay State Electricity Board,
Division, _____
Dated _____ 1957

To,
Shri _____

Subject:-Appointment to the post of ----- on Work-Charged Establishment.

Dear Sir,

With reference to your application for the temporary post of ----on the work-charged establishment and subsequent interview in this office, I have to inform you that you are selected for the said temporary post on temporary basis. You may, therefore, join your appointment if you are agreeable to the terms and conditions mentioned below:-

1) Your appointment, as explained to you at the time of interview, is on a purely temporary basis is terminable at any time, on either side without assigning any reasons therefor and without any notice or compensation except as required under Sec.25 F of the I.D.Act, 1947. You will remain only as a temporary employee of the Board, whether employed in the same post or transferred to any other post, so long as an order to make you a permanent employee in any post has not been passed in writing by a competent authority.

2) Your above appointment will be on a fixed pay of Rs.---- per month, plus dearness allowance admissible at such rate as may be sanctioned by the Board from time to time. Present rate of Dearness Allowance is Rs.----p.m.

3) You will be subject to the rules and regulations prescribed by the Board with amendments that may be effected from time to time.

4) You will be required to serve under the Bombay State Electricity Board anywhere and in such capacity as may be directed by the appropriate authority prescribed under Regulations.

5) You will have to take the Oath of Allegiance to the Republic of India.

6) No travelling allowance or any other kind of allowance is admissible for joining the first appointment.

7) You will have to produce two character certificates from respectable persons who are not your relatives, at the time of joining the appointment.

8) If you are agreeable to the above terms and conditions you should report for duty at --- to the --- on or before --- failing which this appointment letter will be treated as cancelled.

Yours faithfully,

Designation of appointing authority.

GENERAL STANDING ORDER NO.202 DATED 30-4-1957
Establishment Section

Subject:-Regional Language Test-passing of by the non-muslim displaced persons under the Bombay State Electricity Board.

It has come to the notice of the Board, that employees of the Board could not appear in the Regional Language Examination conducted by the Public Service Commission for want of definite instructions from the Government on this subject. The Government in Industries and Cooperation Department vide its circular No.ESA-2057-k dated 28-3-1957 has since decided that all the employees of the Bombay State Electricity Board (Officers of the rank of Executive Engineers and above) should also be allowed to appear in the Regional Language Examination as is prescribed for the Government servants in P.W.D.

Sd/-(N.S.MERCHANT)
Deputy Secretary (G&E)

Copy forwarded with compliments to the Officer on Special Duty (Electricity) Industries and Cooperation Department, Government of Bombay, Bombay. As the former Bombay Electricity Board has since dissolved, the decision now conveyed by the Government in the above referred circular is also being made applicable to the newly formed Bombay State Electricity Board.

GENERAL STANDING ORDER NO. 203 DATED 3-5-1957
Establishment Section

Subject:-Redesignation of the posts in the Bombay State Electricity Board etc.

In accordance with the Bombay State Electricity Board's Resolution No.50 dated the 18th April 1957, the following posts borne on the establishments of the Bombay State Electricity Board should be redesignated as under:-

Present designation.

- 1) Account/Audit Assistants.
- 2) Deputy Accounts Officers & Deputy Internal Auditors.

Changed Designation.

- 1) Assistant Accountants / Auditors.
- 2) Accounts Officers and Internal Auditors.

2. The Board also approved by the same Resolution the upgradation of the 2 posts of Accounts Officers (formerly Deputy Accounts Officers) and 1 post of Deputy Internal Auditor (formerly same) in the Head Office as Deputy Chief Accounts Officers and Deputy Chief Internal Auditor respectively in the grade of Rs. 400-25-650-EB-30-800 (mfl) with effect from 1-7-1957.

The pay of the existing incumbents in the Head Office should be suitably fixed in the upgraded posts with effect from 1-7-1957 on their exercising the option in favour of the Bombay State Electricity Board Service Regulations.

3. On a review of the grade of the Shift Engineers at various power stations now merged with the Bombay State Electricity Board, by the Board it has prescribed the time scale of Rs. 400-25-650-30-800(mfl) for all the existing posts of Shift Engineers for all major Thermal Stations with a proviso that the present incumbents whose grade had higher maxima should retain that maxima.

4. The Board also decided by the same Resolution that the posts of Assistant Power House Superintendents at Ballarshah and Khaperkheda Power Stations should be upgraded to those of Executive Engineers in the grade of Rs. 500-50-800-EB-50-1000(mfl). Similarly Power House Superintendents of all smaller thermal stations should be in the same grade but for the major Thermal Stations, the grade should be Rs. 800-50-1200(mfl) exceptions being in case of Shriyuts S. Khurana and K.V. Laxminarayan who are present in charge of Khaperkheda and Ballarshah Steam Stations for whom the Grade should be Rs. 900-50-1350(mfl) which should be treated as personal to them without prejudice to seniority and merits of others. This grade shall not apply to their successors.

Suitable modifications should therefore, be made in all the documents where in the payscales and/or designations referred to in the foregoing paras of this G.S.O. have been revised.

Sd/-(N.S.MERCHANT)
Deputy Secretary (G. & E.)

GENERAL STANDING ORDER NO. 204 DATED 7-5-1957
Boards Section

- Subject:-1) Accounting arrangements and Banking Accounts.
2) Authorities to open Banking Accounts and to sign cheques.

Attached herewith please find the Bombay State Electricity Board (Administration of Funds and Properties Regulations 1957) as approved by Government of Bombay vide its Resolutions Nos. Industries & Cooperation Department No. ESA 2657 K(i) dated 3-4-1957 and ESA 2657 K(iii) dated 3-4-1957 (copies attached).

The Board under its Resolution No.36, dated the 6th April 1957 authorised the Chairman to open current accounts in the State Bank of India, Punjab National Bank, State Bank of Saurashtra and the Central Bank of India and their respective branches, as may be necessary for the work of the Board in its various Divisional Offices to be operated on by the Executive Engineer and other higher officers of the Board in terms of the power statements appended hereto.

Sd/-(N.S. MERCHANT)
Establishment Officer.

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BOMBAY STATE ELECTRICITY BOARD
ADMINISTRATION OF FUNDS AND PROPERTIES (REGULATIONS, 1957)

In exercise of the powers conferred by Section 79(a) of the Electricity (Supply) Act, 1948, the Bombay State Electricity Board constituted by Government, vide Government Notification, Industries and Cooperation Department No.SRA-1057-k dated 31-1-1957, is pleased to make the following regulations with the previous approval of Government:-

1. These Regulations shall be called the Bombay State Electricity Board (Administration of Funds and Properties) Regulations 1957.

80....

Bigger type OPERATIVE & Smaller type REDUNDANT

BSEB-GSO 203&204

2. Administration of funds:-

(1) The Board shall have its own Fund called the "Bombay State Electricity Board Working Fund," and all receipts of the Board shall be carried thereto and all payments by the Board shall be made therefrom.

(2) All moneys belonging to the said Fund shall be deposited in the Reserve Bank of India, and may also be deposited in such scheduled banks as shown in the Schedule I appended hereto or any Government Treasuries and Sub- Treasuries in the State of Bombay or invested in any such Government Securities, as the Board may decide from time to time.

(3) The members and or officers of the Board as shown in the Schedule II appended hereto jointly or severally as the case may be, operate the account or transact other financial business concerning the affairs of the Board in such manner and to such extent as indicated in the aforesaid Schedule II.

2. (A) Transitory Provision :-

Notwithstanding anything contained in the foregoing provisions, until the 30th June 1957 or such earlier date as the Board may by resolution specify,

(a) all moneys realised or received by the Board shall be credited,

(b) all expenditure shall be made by the Board in the exercise of its powers or the performance of its functions and duties under the provisions of the Act,

(c) the accounts of moneys realised or received and of the expenditure made therefrom shall be kept and the audit thereof shall be made, in the same manner in which the same was credited, made or kept, as the case may be, in respect of (i) the Saurashtra Electricity Board, (ii) of that part of Madhya Pradesh Electricity Board forming part of the "Bombay State Electricity Board" (iii) former Kutch State and (iv) of that part of the former Hyderabad State which forms a part of the "Bombay State Electricity Board" immediately prior to the dissolution of the two Boards and to the transfer of the activities of the Kutch State and the aforesaid part of Hyderabad State, and all powers, functions and duties of the Board in regard to its finance, accounts and audit shall be exercised or performed subject to the same rules, regulations and orders which were in force immediately before the aforesaid date in regard to the powers, functions and duties of the respective Boards or Government as the case may be until the 30-6-1957 or such earlier date as the Board may specify for the purpose after which these Regulations as herein contained shall operate in supersession of any previous procedure prescribed earlier :-

3. Administration of other Properties:-

(1) The Board may direct by resolution passed in this behalf that an officer or officers or class of officers as the Board may with the prior approval of Government decide, shall hold custody and attend to the maintenance, management and control of any of its properties in such manner as the Board may with the previous approval of Government direct, and such an officer, officers or class of officers shall perform the functions and duties with regard to custody, maintenance, management and control as directed by the Board.

(2) Separate registers as may be prescribed by the Board from time to time, shall be maintained for different classes of the properties of the Board, provided that the present forms shall continue to be used until such time as the Board may consider necessary to replace them by revised forms which shall be approved by Government.

(3) The Officers authorised under foregoing subclauses shall be responsible to the Board for the custody, maintenance and management and the control of the properties and also for the safety and proper accountal of those properties .

(4) There shall be a physical verification of all the properties of the Board at least once a year and the officers holding custody and responsible for the safety and accountal thereof, shall in token of such verification sign the respective property registers.

(5) Except in accordance with the specific authority of the Board, no property of the Board shall be disposed of, without prior approval of the Board.

(7) Disposal of unserviceable material.

When Stores of any kind become unserviceable, the Executive Engineer holding custody of the stores shall submit a report in the prescribed form with the least possible delay to the Superintending Engineer of the Circle concerned as delay in the disposal of either surplus or unserviceable materials deteriorates in value and entails unnecessary cost of storage .

The report should contain such details as :-

- a) date of purchase
- b) purchase value,
- c) how long in use,
- d) depreciated value,
- e) how long not in use
- f) probable sale value or upset price and
- g) Whether proposed to dispose of as :
 - i) second hand or
 - ii) scrap and whether
 - iii) by auction or
 - iv) by destruction.
- i) Whether the material is deteriorated for want of adequate storing.
- ii) Approximate estimated life of the article.
- iii) Specific reason if article becomes unserviceable before the expiry of the estimated life of that article and whether it can be repaired at reasonable cost.

The following shall be the authorities to declare a material as unserviceable or scrap and to sanction diposal by sale, auction or destruction :-

- i) for any material, the original price and the depreciated book value are not more than Rs.500/- and Rs. 50/- respectively. Executive Engineer (subject to report to Superintending Engineer)
- ii) for any material, the original price and the depreciated book value are not more than Rs.1000/- and Rs.100/- respectively. Superintending Engineer.
- iii) for any material, the original price and the depreciated book value are not more than Rs.2500/-and Rs.250/-respectively Chief Engineer.
- iv) For any material, the original price and the depreciated book value are not more than Rs.5000/- and Rs.500/- respectively. Chief Engineer with the prior approval of Chairman.
- v) For any material, the original price and the depreciated book value are more than Rs.5000/- and Rs.500/-respectively i.e. without limit. Board.

provided that no material shall be ordered to be destroyed or sold without auction unless the authority next higher to the competent authority or the Board is satisfied and it certifies to the effect that it would be more advantageous to the Board to destroy or sell the material without auction, than to dipose of the same by auction.

Provided further that in the case of sale by auction the rules of procedure prescribed by the Board from time to time are strictly followed.

In all cases of disposal of such material at a price below the depreciated value, the difference may be written off with the sanction of the following authorities :-

Authority.	Limit of Writing off.
Superintending Engineer.	Rs.25/-
Chief Engineer.	Rs.50/-
Chief Engineer with the approval of the Chairman.	Rs.100/-
Board.	Above Rs.100/-

3(8) - Disposal of surplus material

At the end of each half year, lists of surplus stores held by each Division should be prepared and submitted to the Central Office by such dates as may be prescribed. The Stores Purchase Officer shall circulate the lists to the various Divisions to ascertain whether those materials would be required for use in other Divisions.

The Superintending Engineer in charge of the Stores Section in the Central office shall after verifying the requirements with various Divisions, issue orders with the concurrence of the Superintending Engineers of the Circles concerned, to the Division holding the surplus stores to transfer to any other Division where the surplus materials are required.

If any such surplus material in any Division or in the central office is not required elsewhere for the purposes of the Board, the Superintending Engineer in charge of the Stores Section in Central Office shall declare the material as surplus and authorise the Executive Engineer in charge of the Division to dispose of the said surplus material as if it were unserviceable material and the Executive Engineer concerned shall proceed with the disposal in the manner and within the limits of the powers prescribed under Regulation 3(6) (a).

3(9) Writing off Bad Debts and Loans.

All Bad Debts covering consumers' irrecoverable arrears, etc., and losses due to theft, damage or accidents, weather conditions etc., should only be written off with the sanction of :-

Authority	Limit of Writing Off.
Chief Engineer.	Rs.50/-
Chief Engineer with the approval of the Chairman.	Rs.500/-
Board.	without limit.

4. The Chairman may issue such supplemental orders and instructions as may be necessary consistent with the foregoing regulations, for the efficient administration and security of the Funds and Properties of the Board and for the proper accountal thereof.

5(1) Accounts of the Board.

(1) Accounts of the Board shall be maintained in the forms that may be prescribed by the Board from time to time with the prior approval of Government. For the present the same forms that have been used by the respective Boards and Government Departments of Kutch and Hyderabad State will continue until new forms are considered necessary and accordingly revised with the prior approval of Government.

5(2) The accounts shall be closed monthly and the following quarterly statements in the forms prescribed by the Board with the prior approval of Government, shall be submitted to the Board within six weeks from the close of the quarter to which the statements relate :-

- (a) A quarterly statement of Revenue income and expenditure.
- (b) A quarterly statement of Capital Expenditure under different heads.
- (c) A quarterly statement of outstanding dues from consumers and others.
- (d) A quarterly abstract of salaries and wages paid to the staff .
- (e) A quarterly abstract of statistical data.

6. Receipts :-

(i) All sums due to the Board shall be received and official receipts on the printed forms as provided shall be issued by such members of the staff as may be authorised by the Board in this behalf.

(ii) All sums received by or on behalf of the Board shall be deposited in approved Banks or Government Treasury to the credit of the Board, after their receipt, within such period as the Board may specify from time to time . In no circumstances shall the sums so received be utilised for meeting any expenditure or making any payment without being credited to the account of the Board in the Bank or Treasury.

Appendix B

Resolution No.36

Regulations of the
Bombay State Electricity Board
under Section 79(a) of the
Electricity (Supply) Act, 1948.
Government approval to the ----

GOVERNMENT OF BOMBAY
Industries and Co-operation Department,
Resolution No.ESA 2657, K(j), Bombay No.1, 3rd April, 1957.

RESOLUTION

In exercise of the power conferred by Section 79(a) of the Electricity (Supply) Act, 1948, read together with the proviso to that section, the Government of Bombay is pleased to approve the Regulations in the accompanying form, proposed to be framed by the Bombay State Electricity Board for the administration of the Funds and other property of the Board and the maintenance of its accounts.

By order and in the name of the Governor of Bombay.

Sd/-M.HABIBUDDIN,
Deputy Secretary to Government.

GOVERNMENT OF BOMBAY
Industries & Co-operation Department.
Resolution No.ESA-2657-K (iii).

Old Secretariat Building
3rd April, 1957.

RESOLUTION.

Government of Bombay is pleased to direct that for the purpose of the working of the "Bombay State Electricity Board Working Fund", the procedure mentioned below should be followed.

(a) All money belonging to the Bombay State Electricity Board Working Fund should be deposited in, and all payments in connection therewith, should be made through the Reserve Bank of India, its Agents and the Government Treasuries and Sub-Treasuries in the Bombay State. Transfer of such money from and to the Reserve Bank of India, its Agents and Treasuries and Sub-Treasuries should be free of cost.

(b) The accounts of the above Fund should be kept by the Treasury Officers, as a pure banking account, money being paid into and drawn out of the treasuries, without specification of the nature of receipts or expenditure.

(c) All remittances into the Treasuries to the credit of the Bombay State Electricity Board Working Fund should be accompanied by chalans. The withdrawal should be permitted at District Treasuries only by means of cheques and no withdrawal is to be permitted at Sub-treasuries, the remittances made into the Sub-Treasuries should be consolidated monthly at the District Treasuries and withdrawals should be permitted from the aggregate accumulations. The Treasury Officers should keep figures of transactions at District Treasuries only but they should be kept Sub-Treasurywise for the facility of reconciliation.

(d) The Executive Engineer of the Divisions under the Bombay State Electricity Board should be asked by the Board to submit in advance their monthly disbursement estimates and arrangements should be made from the Head Office of the Board to transfer the Accounts from the Reserve Bank of India to the Treasuries or vice versa or from one Treasury to another as exigencies of transactions may require.

(e) The Chief Accounts Officer with the authority of Chairman, the Bombay State Electricity Board, should forward direct to each Treasury and Sub-Treasury (where the account is to be opened), specimen signatures of the Officers authorised to sign the cheque and also the number of cheque books brought in use.

(f) Subject to the above conditions, all other rules relating to transactions with Treasuries and Sub-Treasuries should be observed by the Board.

2. Government is further pleased to direct that a separate minor head, "Bombay State Electricity Board Working Fund" should be opened under the group minor head "other Funds" under the major head "P-Deposits and Advance-Part II- Deposits not bearing interest-deposits of Local Funds ". The necessary sanction of the Comptroller and Auditor General for this purpose, should be obtained by the Accountant General, Bombay. The Accountant General, Bombay, should issue necessary further instructions, if any, to the Treasuries.

By order and in the name of the Governor of Bombay,

Sd/-M.Habibuddin.
Deputy Secretary to Government.

Schedule II

(Please see Regulation No.2(3))

Powers of withdrawals and signing cheque drawn on all Treasuries and on all Banks in the whole State of Bombay.

Limits.	Authorised Officers and Members to operate. (or officer of equivalent rank.)
i) Upto and including Rs.10,000/-	Chief Accounts Officer.
ii) Upto and including Rs.25,000/-	Chief Engineer or Secretary or the Chairman Additional Chief Engineer or Commercial Engineer.
iii) Upto any amount without limit.	(a) Chairman jointly with Chief Engineer or with any one Member of the Board or Additional Chief Engineer or Deputy Chief Engineer or Commercial Engineer.

(b) Powers of withdrawals and signing cheque, drawn on the Board's current account in the Banks, in the mofussil granted to the officers in the field as detailed below with the exception of Board's accounts held at Surat and Kalyan referred to separately under (c) and (d) below:-

Limit	Authorised Officers. (or officers of equivalent or higher ranks).
1) Upto and including Rs. 15,000/-	Senior Executive Engineer, singly.
2) Upto and including Rs.10,000/-	Executive Engineer, singly, or any higher officer holding charge of an administrative or executive unit singly.

(c) Powers of withdrawal and signing cheques drawn on the Board's current account with the Surat Branch of the State Bank of India.

Limit	Authorised Officers.
1) Upto and including Rs.15,000/-	Senior Executive Engineer singly.
2) Upto and including Rs.10,000/-	Executive Engineer singly.
3) Upto and including Rs.25,000/-	Superintending Engineer singly or Senior Executive Engineer or Executive Engineer in charge of Utran Division jointly, with Senior Executive Engineer or Executive Engineer incharge Surat Division.

(d) Powers of withdrawal and signing cheques on the Board's current account with the Kalyan Branch of State Bank of India.

Limit	Authorised Officer
Upto and including Rs. 10,000/-.	Executive Engineer singly or Deputy Executive Engineer Singly

(e) Powers to operate the Board's Safe Deposit Accounts with the State Bank of India:-

Limit	Authorised Officer and Member.
Upto and including Rs.25,000/-	Chairman or Secretary or Chief Engineer singly.
Upto any limit.	As in (a) (iii) above.

(f) Powers to purchase, endorse, transfer, sell or otherwise deal with Government and other securities including Board's investments with the Banks:---

Limit	Authorised Officers and Members.
1) Upto and including Rs. 25,000/-	Chairman or Seretary or Chief Engineer, singly
2) Upto any limit.	Same as in (a) (iii) above.

Extract from the minutes of the 4th meeting of the Bombay State Electricity Board held on 6-4-1957.

Item No.3: Accounting arrangements and Banking Accounts (G.R.P.W.D.No. ESA 2657 K dated 3-4-1957) and Authority to open Banking Accounts and to sign cheque etc.

Resolution No.36: The Board referred to resolution No. 1 of 8/9th February 1957 wherein the draft Bombay State Electricity Board (Administration & Funds & Properties) Regulations submitted to Government in accordance with the requirements of section 79(a) were approved, subject to government approval. The Board received the two Government Resolutions - one relating to the Accounting and Banking arrangements and the other approving the draft resolutions under Section 79(a) (Appendix 'B')

2. In order to facilitate opening of accounts and operation of the same it was necessary to obtain authority in this respect by amplifying the Board Resolution No.5 of 8/9th February 1957, to authorise the Chairman to open current accounts in the State Bank of India, Punjab National Bank, State Bank of Saurashtra and the Central Bank of India and their respective branches and also to authorise certain officers to sign cheque. The Board confirmed the amplified resolution as reproduced below:-

"In amplification of the Bombay State Electricity Board's Resolution No. 5 of 8th & 9th February, 1957, the Board authorised the Chairman to open current accounts in the State Bank of India, Punjab National Bank, State Bank of Saurashtra and the Central Bank of India and their respective branches, as may be necessary for the work of the Board in its various Divisional Offices to be operated on by the Executive Engineer and other higher Officers of the Board in terms of the power statements as under:-

Limits	Members & Officers authorised (or officers of equivalent rank)
i) Upto & including Rs.10.000/-	Chief Accounts Officer, Joint Chief Accounts Officer, Joint Chief Internal Auditor (equivalent to the Chief Accounts Officer in rank in Rajkot and Nagpur respectively,) singly.
ii) Upto & including Rs.25,000/-	Chairman, or Secretary or Chief Engineer or Additional Chief Engineer or Deputy Chief Engineer or Commercial Engineer or Officer on Special Duty at Nagpur as an Officer of equivalent rank of the Deputy Chief Engineer, singly.
iii) Upto any amount without limit.	(a) Chairman jointly with Chief Engineer or Additional Chief Engineer or Commercial Engineer or Deputy Chief Engineer or with any one Member of the Board. OR (b) In the absence of the Chairman, any Member of the Board jointly with Chief Engineer or Additional Chief Engineer or Secretary or Deputy Chief Engineer or Commercial Engineer.

- | | | |
|------|--------------------------------|----------------------------------|
| i) | Upto & including- Rs.10,000/- | Executive Engineer, Singly, |
| ii) | Upto & including- Rs. 15,000/- | Sr. Executive Engineer, Signly. |
| iii) | Upto & including- Rs.20,000/- | Superintending Engineer, Signly. |

The Chairman was further empowered to authorise the Banks to permit the said Officers nominated by him to operate the banking accounts in terms of the above limits and to take all necessary steps and signing papers that may be necessary in this regard.

3. The Board declared -

- (a) The post of Additional Chief Engineer as equivalent to that of a Chief Engineer.
- (b) The Post of Officers on Special Duty at Nagpur and Rajkot as equivalent to the Deputy Chief Engineers.
- (c) Post of Deputy Chief Accounts Officer at Rajkot and Deputy Chief Internal Auditor at Nagpur as equivalent in rank to the Chief Accounts Officer.
- (d) Post of Superintending Engineers as higher than those of the Executive Engineers and Sr. Executive Engineers.
- (e) Post of Power House Superintendent as equivalent in rank to the Executive Engineer.

4. The Board further approved the proposal to open 'A' accounts in the State Bank.

"A" current accounts (collection accounts) to be opened at:-

Vidharbha area

- With Punjab National Bank, Nagpur
- With Central Bank of India, Nagpur
- With State Bank of India, Nagpur ("A" account)

Saurashtra area

- With State Bank of Saurashtra, Rajkot
- With State Bank of India, Rajkot ("A" account)

Old Bombay area.

- With State Bank of India, Kalyan ("A" account)
- With Bank of Baroda Ltd., Port Okha ("A" Account)

Kutch area.

- With State Bank of India, Bhuj ("A" account).

5. The Board considered the letter No. A2/GNV-5251 dated 5th April 1957 (Appendix C) which (interalia advised having closed the Bombay Electricity Board's current account as on 5-4-1957 and having transferred the balance thereof viz. Rs.4,96,289/- to the new current account opened in the name of the Bombay State Electricity Board, the other terms and conditions having remained the same and) desired the Board to pass

a resolution on the lines of the B.R.No. 1351 of 9th December 1955 and accordingly passed the following resolution regarding current account and over draft arrangement.

*The Board recorded that the Bombay Electricity Board had a total investment of Rs. 24.75 lakhs in Government securities and that these under the new provisions of States Reorganisation Act automatically stand transferred to the Bombay State Electricity Board. The Board also recorded that out of Rs. 24.75 lakhs, Rs.18.75 lakhs were kept in the safe custody account with the State Bank of India and these also stand transferred to the safe custody account of the Bombay State Electricity Board. [The balance securities of Rs. 6 lakhs is held in the Board's custody pending settlements of lodging of securities for credit note facilities etc. in Vidarbha and Saurashtra area.]

The Board further recorded that against the amount of Rs. 11 lakhs out of Rs.18.75 lakhs an over draft arrangement existed to enable the Board to raise a loan of Rs. 10 lakhs against the same and the Board confirmed the continuance of this over draft arrangement in favour of the Bombay State Electricity Board.

To facilitate the above arrangement the Board decided,

*(1) That the State Bank of India is hereby authorised to honour cheques, bills of exchange and promissory notes drawn, accepted or made on behalf of the Bombay State Electricity Board by the Officers who are authorised to operate the current account of the Board with the Bank as specified below or their successors in office who are authorised by the Board to operate on the existing banking account whether the same be overdrawn or not:-

Limits	Member and Officers authorised or officers of equivalent rank.
1) Upto and including Rs. 10,000/-	Chief Accounts Officer, Joint Chief Accounts Officer, Joint Chief Internal Auditor (equivalent to the Chief Accounts Officer in rank in Rajkot and Nagpur respectively), singly .
2) Upto and including Rs. 25,000/-	Chairman, or Secretary or Chief Engineer, or Additional Chief Engineer or Deputy Chief Engineer or Commercial Engineer or Officer on Special Duty Nagpur or Officer on Special Duty Rajkot as an Officer of equivalent rank of the Deputy Chief Engineer, Singly.
3) Upto any amount without limit	a) Chairman jointly with Chief Engineer or Additional Chief Engineer or Commercial Engineer or Deputy Chief Engineer or with any one Member of the Board. OR b) In the absence of the Chairman, any Member of the Board jointly with Chief Engineer or Additional Chief Engineer or Secretary or Deputy Chief Engineer or Commercial Engineer.

(2) That an arrangement for an overdraft to the maximum extent that could be granted on the Board's account be made with the State Bank of India subject to the maximum limit of Rs. 10 lakhs on overdraft account, on its usual terms and conditions against the Government Securities or other approved securities that have been or may now or hereafter be lodged with the Bank in addition or in substitution thereof and further that the officers herein specified by and are hereby authorised to deposit with the State Bank of India as security for the overdraft granted and/or to be granted such securities or debentures duly endorsed in the name of the said bank and also further that the security delivery letter or any other document or documents required by the State Bank of India in this connection and or instructions relative to the purchase, sale, or disposal of the said securities or debentures, be executed and/or given under the joint signatures of the Chief

Engineer and Chairman or any one Member of the Board whose specimen signatures are already on record with the State Bank of India.

(3) That the rate of interest on overdraft shall be 1/2% below the State Bank Advance rate.

(4) That the securities to be held in the safe custody account with the State Bank of India, Bombay, on behalf of the Board, may stand endorsed in the name of the Bank.

6. The Board referred to B.R. No.5 of 8/9th February 1957 and the amplification thereof, approved in circular whereby, the Chairman was authorised to make arrangements as required for the continuance and opening of current accounts in the various Banks and granting powers to officers to sign cheques subject to a report to the Board for confirmation. The Board recorded the report submitted by the Chairman in pursuance of this resolution as indicated below:-

The Chairman arranged for the continuance of the existing Bank current accounts and for opening new Bank current accounts for disbursement facilities as follows:-

State Bank of India.

Current A/C No.	Place	Officer authorised.	Limit upto including. Rs.
1.	Nagpur	i) Officer on Special Duty	25,000
		ii) Joint Chief Internal Auditor.	10,000
		iii) Superintending Engr.	15,000
2.	Nagpur	Executive Engineer(South)	10,000
3.	Nagpur	Executive Engineer(North)	10,000
4.	Nagpur	Executive Engr.(Power House)	10,000
5.	Nagpur	Executive Engr. (O&M) Kaperkheda	10,000
1.	Chanda	Executive Engineer (O&M), Ballarshah.	10,000
1.	Amraoti	Superintending Engr. Amraoti	15,000
2.	Amraoti	Executive Engr.(Const.)	10,000
1.	Akola	Executive Engineer (O&M) Akola	10,000
2.	Akola	Executive Engineer, Paras	10,000
1.	Bhuj	Executive Engineer, Bhuj	10,000
1.	Rajkot	Officer on Special Duty	25,000
		Jt.Chief Accounts Officers.	10,000
2.	Rajkot	Sr.Executive Engineer,	15,000
3.	Rajkot	Executive Engineer,Rajkot	10,000
1.	Porbandar	Sr.Executive Engineer, Porbandar	15,000
2.	Porbunder	Executive Engineer (O&M) Porbunder	10,000
3.	Porbunder	Executive Engineer (Civil), Porbandar	10,000
1.	Surat	Superintending Engineer, Utran	25,000
		Executive Engineer (O&M) Utran	10,000
2.	Surat	Superintending Engineer. Utran.	25,000

Current A/C No.	Place	Officer authorised.	Limit upto including. Rs.
		Executive Engineer, Const. Division, Surat.	10,000
3.	Surat	Superintending Engineer, Utran	25,000
		Executive Engineer (Civil) Const.Divn., Utran.	10,000
1.	Nadiad	Executive Engineer (O&M) Nadiad.	10,000
1.	Baroda	-do-	10,000
1.	Ahmedabad	-do-	10,000
2.	Ahmedabad	Executive Engineer, Const. Divn., Sabarmati.	10,000
1.	Kolhapur	Executive Engineer (O&M) Kolhapur.	10,000
1.	Thana	Executive Engineer (O&M) Thakurli.	10,000
1.	Hubli	Executive Engineer (O&M) Hubli.	10,000
1.	Kalyan	Deputy Executive Engineer, Const.Divn.,Ulhasnagar.	10,000
State Bank of Saurashtra.			
1.	Rajkot	Officer on Special Duty	25,000
		Joint Chief Accounts Officer.	10,000
2.	"	Senior Executive Engineer, Rajkot.	15,000
3.	"	Executive Engineer(O&M) Rajkot	10,000
1.	Porbundar	Sr.Executive Engineer, Porbundar.	15,000
2.	"	Executive Engineer (O&M) Porbundar.	10,000
3.	Porbundar	Executive Engineer (Civil) Porbundar.	10,000
1.	Junagadh	Executive Engineer (O&M) Shahpur.	10,000
2.	"	Executive Engineer (Power House), Shahpur.	10,000
3.	"	Executive Engineer (O&M), Junagadh.	10,000
1.	Dhoraji	Executive Engineer (O & M) Dhoraji.	10,000
1.	Jamnagar	Executive Engineer (O&M) Jamnagar.	10,000
1.	Sikka	Executive Engineer (Power House) Sikka.	10,000
1.	Surendranagar	Executive Engineer (O&M), Surendranagar.	10,000
1.	Palitana	Executive Engineer (O&M), Palitana.	10,000
Bank of Baroda.			
B.	Port Okha	Executive Engineer (O&M), Nadiad.	10,000

2. The Government also arranged for the continuance of all existing Treasury accounts which are purely Revenue collection accounts which also can only be operated by Members of the Board and Officers at Head Office.

The Chairman also arranged for the continuance of the existing Revenue Collection Accounts ("A"accounts) in the Banks as also opening of New Bank current account ("B"accounts) for the same purpose as below to be operated only by Members of the Board and Officers at Head Office and Officer on Special Duty at Nagpur and Rajkot.

Name of Bank	Account No.	Place.
State Bank Of India	"A"	Bombay.
-do-	"A"	Nagpur.
-do-	"A"	Kalyan.
Central Bank of India Ltd.	-	Nagpur & its branches
Punjab National Bank Ltd.	-	-do-
Laxmi Bank	-	_do_
Bank of Nagpur	-	Wardha.
The New Citizen Bank of India Ltd.	-	Nagpur & its branches
The Malkapur Cooperative Central & Land Mortgage Bank	-	Malkapur.
The Vidharbha Cooperative Bank Ltd.	-	Nagpur & its branches.
State Bank of Saurashtra	'A'	Rajkot.
Bank of Baroda Ltd.	'A'	Port Okha.

Mode of operation of above accounts & accounts referred to in para 1 above.

Limits	Authorised Officer and Member to operate (or Officer of equivalent rank).
1) Upto and including Rs.10,000/-	Chief Accounts Officer.
2) Upto & including Rs. 25,000/-	Chief Engineer or Secretary or the Chairman or Additional Chief Engr. or Deputy Chief Engineer or Commercial Engineer or Officer on Special Duty.
3) Upto any amount without limit.	Chairman jointly with Chief Engr., or with any one Member of the Board or Additional Chief Engineer or Deputy Chief Engineer or Commercial Engineer.
	OR
	In absence of the Chairman any Member of the Board jointly with Chief Engineer or Secretary or Add. Chief Engineer or Dy. Chief Engr. or Commercial Engineer.

3. The Board approved the continuance of existing Bank current accounts and the opening of new Bank current accounts and its operation by Members and Officers of the Board as set out in para 1 and 2 above.

The Board further appreciated that in connection with opening of operation of Bank account and dealing with the Banks in respect of other banking transactions, various Banks require the Board Resolution to be worded in the true form. As it would not be possible to call a meeting of the Board on each occasion nor to obtain approval by circulation in time the Board authorised the Chairman to approve draft resolution in the form required by Banks which should be deemed to have been passed by the Board subject to the Board's ex-post facto confirmation.

**GENERAL STANDING ORDER NO.205 DATED 13-5-1957.
Establishment Section**

Subject:-Amendments to C.P.F.Regulation in the Employees Service Manual.

The Board, on a review of the Contributory Provident Fund Regulations, approved under its Resolution No.3523 dated 13th March 1957, the following amendments in the Bombay Electricity Board's Employees Service Manual, as modified upto 31st July, 1956.

i) **Regulation 113:-** The note to Regulation 113 (ii) page 32 of the Employees Service Manual should be modified to read as under:-

"An employee who is 54 years of age on the date of joining the service of the Board shall not be eligible to become a subscriber to the Fund".

ii) **Regulation 115(ii):-** Add the following sentence at the end of Regulation 115 (ii) (page 32).

"At least half the number of trustees shall represent the Employees"-

iii) **Regulation 121 (a):-** Add the following words at the end.

"and Dearness Allowance".

iv) **Regulation 142 on page 45:-** The existing sub-clauses (b) and (c) of Regulation No.142 which prescribe the limits of deductions of the Board's Contributions should be modified as under:-

"Deduction:-

(b) Full amount, if a subscriber resigns his employment under the Board within five years of the commencement thereof otherwise than by reasons of superannuation or a declaration by a competent medical authority that he is unfit for further service, the Board may however partly or wholly waive the deduction if the subscriber has to quit service by reason of superannuation or for reasons of his becoming unfit for further service".

The subsequent sub-clauses (d) and (e) will be re-lettered as (c) and (d).

2. The above amendments may please be carried out in the Printed Employees Service Manual of the old Bombay Electricity Board and should also be made applicable to the employees of the old Bombay Electricity Board with effect from 1st March 1957.

Any correspondence on this subject should be addressed to the Deputy Secretary (Board).

Sd/-(N.S.MERCHANT)
Establishment Officer.

**GENERAL STANDING ORDER NO.206 DATED 13-5-1957
Establishment Section.**

Subject:-Amendments to C.P.F. Regulation in the B.S.E.B.Regulations.

The Board referred to the SBR No.10 of 28-2-1957 approving the B.S.E.B. Employees' Service Regulations relating to the Contributory Provident Fund. In order to secure exemption of the Fund as provided under Section 17 of the Employees Provident Fund Act 1952, the Board considered it necessary to effect the following amendments in the B.S.E.B. Regulations.

i) **Regulation 113.** The note to Regulation No.113 (ii) page 43 of the B.S.E.B. Regulations may please be substituted by the following.

"An employee who is 54 years of age on the date of joining the service of the Board shall not be eligible to become a subscriber to the Fund".

ii) **Regulation 115:-** Add the following sentence at the end of Regulation No.115 (ii) on page 43 of the B.S.E.B. Regulation.

"At least half the number of trustees shall represent the Employees."

iii) **Regulation 121:-** Add the following words at the end of Regulation No.121(a) (page 46) of the B.S.E.B. Regulations.

"and Dearness Allowance"

iv) **Regulation 142:-** The existing sub clauses (b) and (c) of the Regulation No.142 (page 62) of the B.S.E.B Regulations which prescribe the limit of deductions of the Boards contributions should be modified as under:-

"Deduction: (b) Full amount, if a subscriber resigns his employment under the Board within five years of the commencement thereof otherwise than by reasons of superannuation or a declaration by a competent medical authority that he is unfit for further service, the Board may however partly or wholly waive the deduction if the subscriber has to quit service by reason of superannuation or for reasons of his becoming unfit for further service".

Any correspondence on the subject should be addressed to the Deputy Secretary (Board).

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO.207 DATED 14-5-1957.
Establishment Section.

Subject:-Expenses incurred for the entertainment of distinguished visitors.

The Board in its meeting held on 18th April 1957 considered the importance of incurring the expenditure for the entertainment of the distinguished visitors and vide its Resolution No.61 dated 26th April 1957 sanctioned a total amount of Rs.2,500/- for the purpose. The following Officers are delegated with powers to incur expenditure on this account to the extent specified against each.

	Not exceeding on each occasion	Annual limit.
i) Div. Executive Engineer	Rs.20/-	Rs.100/-
ii) Secretary	Rs.100/-	Rs.1,000/-
iii) Senior Executive Engineer, Superintending Engineers, Power House Superintendents.	Rs.50/-	Rs.250/-
iv) Chief Engineer, Additional Chief Engineer, Deputy Chief Engineer.	Rs.50/-	Rs.500/-

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO. 208 DATED 21-5-1957
Establishment Section.

Subject:-Regional Language Test-passing of by the non-muslim displaced persons under the Bombay State Electricity Board.

This G.S.O. supersedes G.S.O. No. 202 dated 30th April 1957.

2. The Government of Bombay in Industries & Co-operation Department having agreed to allow the Board's employees to appear for the Regional Language Test conducted by the Collectors for the Government servants under the Public Works Department, the non-muslim employees of the Board for whom this examination is applicable as per G.S.O. 32 and 94 should send their applications for this examination to the Collectors through their respective Officers, who should be atleast of the rank of the Executive Engineer or above.

3. The Collectors have been authorised by Government to admit the Boards employees for the test in question on receipt of applications duly recommended by the Officers of the Board specified above.

Sd/-(N.S. MERCHANT)
Establishment Officer)

Copy forwarded with compliments to the Officer on Special Duty (Electricity) Industries & Cooperation Department, Old Secretariat, Government of Bombay, with reference to Circular No.ESA-2057-K, dated 28-3-1957.

GENERAL STANDING ORDER NO.209 DATED 25-5-1957
Board's Section.

Instances of daily cash collections having been mixed with the cash withdrawn from the Banks and used for official payments have been reported to this office by one of the Divisions. Mixing up of cash collections in this manner constitutes an irregularity under Regulation 2(1) of the Bombay State Electricity Board (Administration of Funds and Properties) Regulation 1957 forwarded to all concerned under G.S.O. No.204, according to which, it is incumbent that all sums received by the Board and all receipts of the Board, viz . daily collections of cash etc. are to be credited to the "Board's working Fund". Under clause 6 (page 7) no sums received by the Board are to be utilized for meeting any expenditure or making any payment unless the sums are first credited to the account of the Board.

2. All officers are, therefore, advised to adhere to this principle. If any irregularity of this nature has occurred, it should be immediately reported to the respective Circle Officers explaining the circumstances, for obtaining the condonation by the Board.

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO.210 DATED 25-5-1957.
Board's Section.

Subject:-Delegation of Powers to Chairman.

The Board under its Resolution No.37 reviewed the position regarding the delegation of powers to be exercised by the various Officers provided in the Service Regulations and Works and Stores Purchases Procedure. It is observed that with the formation of the enlarged Bombay State Electricity Board, the Chairman should be authorised with wider powers to deal with and condone the following matters and such other matters of similar nature as he (Chairman) may consider but which do not form policy decisions or involve financial cost to the Board exceeding the limits prescribed hereunder.

- (1) Condonation of time-barred T.A. and pay bills and payments for overtime work.
- (2) Extension of the period of work-charged establishment and those on nominal muster roll.
- (3) Deciding issues in regard to the salary payable to individuals of Class II, III and IV employees of the Board and fixation of pays as per the Service Regulations of the Board, authorised and approved by the Board from time to time.
- (4) Condonation of medical defects where it does not affect the work of the Board in respect of Class II, III and IV employees of the Board.
- (5) Amendments to contracts approved by the Board where Suppliers do not accept all the Terms and Conditions of the Board and which are not likely to result, in the opinion of the Chairman, in financial cost exceeding Rs.10,000/-.
- (6) Condonation of security deposits and earnest money and penalty clause in the case of Suppliers of A & B lists approved by the Board from time to time.
- (7) Condonation of minor irregularities in connection with not recording measurement either properly or at all, when there is sufficient proof to the effect that the goods have been duly received and or that there is satisfaction in that regard.
- (8) Variations in the terms and conditions of supply not materially or substantially affecting the contract.
- (9) Changing the details of plant and equipment and despatching materials by parcels or with special messenger where necessary, if found essential in the interest of administration.
- (10) Condonation of overage not above 30 years in respect of Class III & IV employees and 35 in respect of Class II as per sanctioned posts, after due consideration of the recommendations of the Selection Panels as approved under the Board's procedure.
- (11) Permitting journeys by any member of the staff outside the limits of the State of Bombay or outside the sphere of duty and for purposes of the Board's work and such other routine administrative matters of the Board.
- (12) Permitting all payments that the Board is legally to pay under Statute and/or Act or Contracts of the previous Board or legal obligations.
- (13) (a) Placing of orders upto Rs.1,00,000/- for spares and parts of proprietary nature required for plant and equipment of proprietary manufacture, for supply by the suppliers of the Plant or by their accredited agents and to waive the necessity of calling for tenders in such cases (on the recommendations of the Chief Engineer).
 - (b) (i) Sanctioning of purchase of spares and parts for plant and equipment and stores materials in case of lowest acceptable valid tender Rs.1,00,000/-.
 - (ii) Not the lowest tender the limit is to be halved i.e. Rs.50,000/-
 - (c) (i) Purchase of any materials or stores or office requirements etc. unless higher limits elsewhere are provided, without the necessity for calling for tenders. ... Rs.2,000/-
 - (ii) Expenditure in respect of any matters not specifically provided for at any one time.
- (14) Writing off of losses due to leakage (on the recommendation of the Chief Engineer).
- (15) Powers to sanction higher starting pay than the minimum for class III and IV technical employees.

(16) Power to pay advance in respect of bills for works completed or supplies effected and certified but delayed for measurements.

The Board also delegated to the Chairman the following authority to be exercised on the recommendation of the Sectional Head.-

"Recovery of rents from suppliers for materials stored on their account and/or for the staff deputed by them for working and to condone the same where necessary upto Rs.2,000/- for any one year".

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO.211 DATED 25-5-1957
Establishment Section.

Subject:-Reservation of Railway and Air passages and cancellations.
Reimbursement of the cost of --

Occasions often arise when due to administrative exigencies reservations made or tickets already purchased in respect of railway or air passage are required to be cancelled for which certain charges including cost of telegrams etc. have to be paid by the Chairman, Members or employees of the Board undertaking the journey. As this expenditure is incurred in connection with the work of the Board, the Board under its resolution No.101 dated the 11th May 1957 has decided to reimburse to them these charges with effect from 1-2-1957 i.e. the date on which the new Board was constituted.

The cost on this account should be debited to the budget "K-General Establishment Charges-(a) Other Miscellaneous items (to be specified)."

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO.212 DATED 7-6-1957
Establishment Section

Subject:-Legal Procedure.

In pursuance of the Board's Resolution No.5 dated 8-2-1957, the Chairman authorised the Secretary, Deputy Secretary, Special Officers and other technical officers not below the Officer in charge of Power House to act and initiate or defend legal matters for and on behalf of the Board. The Board further approved and adopted, under its Resolution No.111 dated the 11th May,1957, the legal procedure delegating powers in legal matters to the various Officers in the Appendix "J" (attached) with effect from the date of formation of the Board.

Encl :-Appendix "J".

Sd/-(N.S.MERCHANT)
Establishment Officer.

APPENDIX "J".

Subject:-Legal Procedure.

All legal proceedings shall be handled by the Board's Solicitors M/s Little & Co. as and when so directed by the Secretary in consultation with the Chairman.

2. All legal proceedings in the Mofussil shall be handled by the Government Law Officers as far as possible and the Officers of the Board concerned shall contact the Local Law Officer and instruct him in the matter. The said Government Law Officers will be entitled to fees as laid down in the Bombay Law Officers (Conditions of Service) Rules. This will preclude Government Law Officers from appearing in any case against the Board and from giving legal advice to any party against the Board.

3. In cases where the service of the Government Law Officers are not available, the local pleader with a good standing shall be engaged on prior sanction therefor from the Secretary.

4. The Secretary shall be the competent authority in matters involving claims upto Rs.10,000/- and in all criminal matters for sanctioning the bill of charges and fees in all legal matters. The Secretary shall also sanction the advance payments against miscellaneous expenses like stamp fee, copying charges etc. as well as legal charges in appropriate cases.

5. In matters involving claims above Rs.10,000/- the fees and legal charges shall be sanctioned by the Board.

6. T.A. and Conveyance charges, if any travelling is entailed, shall be paid to the Government Law Officers or other Pleaders, as the case may be, on the basis of to and fro single fare and daily allowance of Rs.7/8/- inclusive of all incidentals. The fare would be of the class to which a Government Law Officer concerned is entitled under Government Rules and of the class as may be sanctioned by the Secretary in case of other Pleaders.

7. There will be no additional payments for consultation, legal advice, instructions and drawing the case papers by the Law Officers or the Pleaders.

8. The fees shall be payable only if the matter is conducted or proceeded with; otherwise as for example, if the case is adjourned, or the case is posted for judgement or final orders, no fees would become payable.

9. The following Officers are authorised to sanction legal action as mentioned below:-

(A) Civil cases involving claims by or against the Board.

Claims

Upto Rs.500/-

Competent Authorities.

1. Dy.Executive Engineer
2. Assistant Engineers.
3. Junior Engineers. (with the approval of next higher Officer)

Above Rs.500/- to Rs.3,000/-	Executive Engineers with the approval of next higher Officer.
Above Rs.3,000/- to Rs.5,000/-	Senior Executive Engineer (Comm) and Superintending Engineers (As the case may be).
Above Rs.5,000/- to Rs.10,000/-	Chief Engineer in consultation with Chairman.
Above Rs.10,000/-	Board.

(B) Criminal Cases.

(i) In respect of cases under the Indian Electricity Act 1910 and Electricity (Supply) Act 1948, the Divisional Executive Engineer or any Officer in charge of the Power House with the approval of the Divisional Officers may initiate proceedings but in urgent matters, action may be taken as may be warranted by the circumstances of the case, and approval of the Divisional Officer obtained later. A report in all cases should be forwarded to the Executive Engineer of the Circle concerned.

(ii) Similarly in other minor matters also involving criminal proceedings, the procedure indicated above should be followed and a report should invariably be sent to the Superintending Engineer.

(iii) In serious cases such as embezzlement, fraud and similar acts of criminality, a report should be sent to the Superintending Engineer of the Circle concerned for instructions. The Superintending Engineer after taking legal opinion where necessary and in consultation with Secretary or Chief Engineer or Chairman, shall issue instructions regarding action to be taken.

10. The Secretary, Deputy Secretaries and all the Technical Officers not below the Officer in charge of Power House are authorised and shall be competent authorities to institute or defend all legal action and to engage pleaders, sign and verify plaints, complaints, written statements, applications or petitions and act, appear, produce, or withdraw any documents or moneys in the Court and to do all other acts and things necessary in the proper conduct of the proceedings, on behalf of the Board and in the name of the Board. The said Officers are authorised and shall be competent authorities to settle or compromise any claim or cases with Board's approval.

General Directives

11. In criminal cases which are non-cognizable, the local Executive Officers of the Board shall immediately file a complaint before the Magistrate and in cognizable cases inform the local Police Officer; in either event he should simultaneously submit a report to this office of the action taken and furnish this office the copies of all the relevant case papers.

The Executive Officers shall maintain a register of all legal matters showing the subject, progress, and conclusion of the cases along with the expenditure and money recovered and shall furnish the Head Office with a quarterly statement showing the

number of cases pending at the beginning of the quarter, number of cases disposed of and the number of cases outstanding at the end of the quarter under report.

NOTE:- Unless there is anything repugnant in the subject or context, the following words shall have the following meaning:-

- (1) Chief Engineer shall mean and include Deputy or Additional Chief Engineers.
- (2) Government Law Officers shall mean and include all categories of Law Officers including Government Pleaders, Assistant Pleaders, Public and Police Prosecutors.
- (3) Civil matters or cases shall mean and include all kinds of civil matters including arbitration, labour, miscellaneous civil matters or petitions etc.

GENERAL STANDING ORDER NO.213 DATED 8-6-1957
Audit Section

Subject:-Audit set up at Circle Offices in Vidarbha, Saurashtra, Kutch and Marathwada-Scope of Responsibility of Auditors.

1. The areas in Vidarbha & Saurashtra are divided for purposes of administration into circles, divisions, sub-divisions, and Power Houses. Circles will be placed in charge of Audit Officers and divisions and sub-divisions will be in charge of Divisional Auditors or Assistant Auditors, assisted by Senior Audit Clerks & Junior Clerks. The Audit Officer at Porbandar will supervise the work of local audit in the Kutch area in the same way as if it formed part of his circle. The audit unit at Aurangabad will however be directly under the control of Audit Section at Head Office.

2. Auditors in charge of Circles or Divisions should be sufficiently acquainted with Electricity (Supply) Act 1948 , Rules made thereunder, Service Regulations, Stores Purchase Procedure, Accounts & Audit Procedures, General Standing Orders and important circulars and power delegation statement issued from time to time to carry on their day to day duties.

3. Scope and extent of audit in force is enclosed herewith for guidance. It may be noted here that the percentages prescribed therein are the minimum and auditors will have to adopt such percentage as will ensure the correctness of accounts or registers which are under audit.

4. Audit Officers:- The Audit Officers in charge of Circles are responsible for the entire audit of these Circles and shall carry on their duties under the direct control of audit at Head Office, according to instructions and programmes issued by the Head Office from time to time. They are entirely independent of the Superintending Engineer in matters connected with audit but subject to and as defined by G.S.O. 120 (copy enclosed). They

must ensure that audit work as laid down by the Board is carried on efficiently, expeditiously and smoothly in the area under their charge and must attend to all the references on audit matters that may be made by the Divisional and Sub-Divisional audit units under them. In cases of their difficulties, they may make references to the Audit at the Head Office.

5. Divisional Auditor and Assistant Auditors:- These local auditors will be directly responsible for all matters of audit to the Audit Officer of their respective Circles and shall be independent of the Sr. Executive Engineer or Executive Engineers in respect of audit subject to and as defined in G.S.O. 120. They must regularly and promptly carry on the audit work and submit their audit objections or queries to the Executive-Officer of the Division or Sub- Division day to day for prompt disposal.

6. Inspection visits:- Audit Officers should arrange the monthly programme of inspections and visits so that all Divisions in their charge are visited once in a quarter. So also the local auditors should arrange their monthly visits to the Sub-Divisions or Power Houses under their control so that all subordinate offices are checked once-in-a quarter. For this purpose both circle auditors and local auditors should set apart about 10 days in a month but so that he is not absent from Head Quarter for more than 5 days at a time. In their absence on this account, work will be attended to by their assistants, important cases being left over to be attended to by the officer concerned on return from tour.

7. Reports: -

(1) Weekly Report:- This report showing the various bills received and disposed of during the week will be submitted within 2 days of the following week to which it pertains to the Circle Audit Officer. This report should also indicate other kind of audit work done by the local audit.

(2) Fortnightly reports:- This report will be submitted by the local audit to the circle audit within 3 days of the fortnight following the period it relates. This should control the passage of Bills received in the local office and their disposal. The bills not disposed of during 2 months should be shown.

(3) Monthly report:- This report showing important audit notes raised by local audit, replies received from the executives in a tabular form summarised under different heading such as cash book, T.A. bills, pay bills, stores bills and "Miscellaneous" should be submitted in duplicate to the Circle audit office. This should be submitted within first week following the month to which it pertains. The Circle Audit Officer in addition to the local auditor will watch and follow up the audit objections raised in their reports and see that they are expeditiously disposed of. Circle Audit Officers in their turn will submit the monthly report in duplicate containing only summaries of very important audit objection divisionwise to the Head Office, sending one copy there of to the Superintending Engineer of the Circle for necessary action.

(4) Quarterly reports:- The above procedure prescribed for monthly report should be followed both by the local and circle auditors. In this case replies received from the

Executives should also be summarised. These reports should be submitted to the Head Office not later than the 15th of the 2nd month following the end of the quarter.

(5) Inspection reports :- The inspection reports of the local auditors will be submitted to circle audit officers within a week on the completion of inspection and the circle audit officers will submit their report in duplicate to the Head Office within the same time of their inspection. This should be in the narrative form.

8. Forms in use at present for various reports mentioned above are attached herewith for adoption.

9. The Head Office Audit may call for reports direct from the Divisions or local auditors whenever they so desire without the same being routed through the circle auditor.

10. For areas other than those mentioned in this G.S.O. the present system will continue and the Audit at the Head Office will deal directly with the Divisions.

Encl:- As above

Sd/-Chairman.

GENERAL STANDING ORDER NO.120 DATED 27-6-1956

Subject:-(i) Rules of conduct for Audit and other Sections, and
(ii) Scope of responsibility of (a) the Divisional Auditors or Audit Assistants, (b) the Divisional Accountants or Accounts Assistants.

Preamble

In supercession of my previous orders contained in the G.S.O. No. 77 of the 21-3-1956 the following amended order with regard to the rules of Conduct for Audit and other Sections, and scope of responsibility by the Divisional Auditor/Audit Assistant or Divisional Accountants/Account Assistants will come into force with immediate effect.

The Audit Section is under statutory obligations to ensure that no payment is made which is in any way not properly authorised. Co-operation of all concerned especially of the Commercial, S.P.O.'s, Accounts and Technical Sections is invited to help the audit to discharge its duties efficiently and expeditiously. The audit has no discretion and must be rigorous and rigid by its very nature and scrupulous adherence to the following points is requested on the part of the various sections concerned.

(i) No contractor or supplier should be directed or allowed to visit the section or contact any member of the audit staff. Any person directing a contractor or a supplier to visit the audit section or contact any audit staff or any audit staff contacting a supplier or a contractor shall make himself liable to disciplinary action.

(ii) No member of the Commercial or Technical Sections should unnecessarily argue with the Chief Internal Auditor or any member of the audit staff beyond answering reasonable queries made on any issues.

(iii) Normally the audit section should obtain clarification verbally by calling the sectional assistant concerned if the issue involved is of minor significance. If the matter otherwise is other than of a routine or minor nature, clarification should be sought in writing.

(iv) Reasonable time should be allowed to audit for scrutiny of the bills, purchase orders etc. even in urgent cases to prevent errors and omissions being made. Audit has been however directed to see that as little delay as possible occurs in passing bills etc. and due and proper priority is given to urgent cases to which attention is drawn.

If there is any unnecessary delay in the audit section, attention of the C.I.A. should be drawn to matter and no other member of the Audit Section called upon to explain.

The Sections and divisions submitting bills and purchase orders are requested to see that all formalities required for passing them have been duly complied with before sending them to the audit section.

As there has been some doubt regarding the scope of responsibility of the Divisional Auditors/Audit Assistants and Divisional Accountants/Accounts Assistants attached to each of the Divisional Officers, the duties and responsibilities of the various charges under the above officers are set out as below:-

i) Divisional Auditors and Audit Assistants:

The Divisional Auditor or Audit Assistant together with his staff will be directly responsible for all matters of audit to the Chief Internal Auditor at Head Office and is entirely independent of Executive Engineer and his staff in this respect.

For the purposes of administrative control such as regular attendance, granting of Casual Leave they will be responsible to the Executive Engineer. Any other type of leave can only be sanctioned by the Chief Internal Auditor and applications for such leave must be forwarded to the Chief Internal Auditor who will deal with the same. (with a copy to the Executive Engineer).

Divisional Auditor or Audit Assistant together with his staff will be responsible to the Chief Internal Auditor for purposes such as promotion, confidential reports etc.

Divisional Auditor or Audit Assistant will discharge his duties in the light of the Audit procedure as laid down from time to time and in the light of specific instructions received from the Chief Internal Auditor. He will be directly responsible to the C.I.A. and must report any irregularities noticed by him direct to the Chief Internal Auditor.

ii) Divisional Accountants/Account Assistants.

A Divisional Accountant or Account Assistant with his staff will be generally (except for the purposes hereinafter stated) under the administrative control of the Executive Engineer in the field and shall be responsible through him i.e. Executive Engineer for due discharge of his duties and functions of the Divisional Accountants/Account Assistants, as entrusted to him by the Chief Accounts Officer. However a Divisional Accountant or Account Assistant will through the Executive Engineer be responsible to the Chief Accounts Officer and for the purposes of his promotion, confidential report and matters pertaining to accounts be answerable to the Chief Accounts Officer through the Divisional Head namely the Executive Engineer. The Chief Accounts Officer shall however have the power to call for independent report from the Divisional Accountant or Account Assistant directly and the Divisional Accountant or Account Assistant when called upon to do so, shall make independent report to the Chief Accounts Officer directly and be answerable to the Chief Accounts Officer for all matters for which reference may have been made to him, or on which he may be asked to make a report. In normal cases if the Divisional Accountant has to make any report he should make it through the Executive Engineer with a copy of the same forwarded direct to the Chief Accounts Officer. The reply given by the Chief Accounts Officer to the Divisional Accountant/Account Assistant may be addressed to the Executive Engineer with a copy directly to the D.A. or Account Assistant. This is for the purpose of normal administration. For all matters, however, pertaining to leave and matters of his service he shall be directly under and responsible to the Chief Accounts Officer and answerable to Chief Accounts Officer.

For the purposes of administration he will however in so far as his accounts work, regular attendance and Casual and Sick leave concerned, the Divisional Accountant or Account Assistant will be responsible to the Executive Engineer.

The granting of leave other than Casual leave and Sick leave will be within the competence of the competent authority and such leave application must be forwarded to the Head Office with a copy of the same to the Executive Engineer.

The Executive Engineer should ensure that the specific staff sanctioned for accounts and other relative work and part of the permanent staff previously engaged in such work should be specifically employed for such work and be under the direct charge of the Divisional Accountant and Accounts Assistant to enable him to discharge his responsibilities satisfactorily.

With regard to the establishment and other administrative matters at the Divisions the Divisional Accountant or Account Assistant as the case may be, will not normally be responsible for such items of work and the charge of such matters should be given to such other staff as the Executive Engineer may arrange or may be sanctioned. However the Divisional Accountant or Account Assistant as a primary Auditor for passing of bills, must also pass the bills of establishment (Pay and T.A.) also for which purposes the Head Clerk or some other person dealing with establishment matters must make available all

relevant records and answer and comply with any queries raised by the Divisional Accountant or Account Assistant.

With regard to checking and passing of bills the Divisional Accountant must consider himself as the primary Auditor.

Sd/-Chairman
Bombay State Electricity Board

Bombay State Electricity Board,
Mercantile Bank Building Fort,
Bombay -1, 10th June, 1957

Nature and scope of the Internal Audit approved under the Board Resolution No.BEBR/10/398/24 of 21-4-1955 and amended by Resolution No.2176 of 7-6-1956 is as under:-

(a) At the Head Office

(i) 100% pre-audit of-

Daily cash payments, purchase orders for stores, supplies and works contracts before issue. Pay sheets, Salary bills, T.A. Bills etc.
Other vouchers for payments.

(ii) 100% post-audit of Cash Book entries.
100% Imprest & Petty cash account.

(iii) Test check of at least 5% (post audit).
Deposit Register
Stock Ledger, Consumers' General Ledger,
Journal, Subsidiary & Main Ledgers.
Other sundry books of accounts.

(b) At the Divisions.

(i) 100% pre-audit as above except in exceptional cases which will be subject to 100% post-audit.

(ii) As above.

(iii) Test check as above.

Monthly Audit Report

Report for the Month of

Sr. No	Summary of audit notes	Summary of replies received	Further Remarks if any
1	2	3	4

Fortnightly Report Regarding Bills

Supplier Name	Amount of Bill	Accounts Section			Technical Section		
		Date when received	Work done	Date passed on to	Date when received	Work done	Date passed on to
1	2	3	4	5	6	7	8
		Audit Section	Date on which received in audit	Date when passed for payment	Difference of Col.3 & 13	Specific reasons for delay at various stages	
		Date when received	Date passed on for audit				
9	10	11	12	13	14	15	
Quarterly Report:- _____ Quarter Ending :- _____ Division:- _____ Submitted on :- _____							
Sr.No. of Audit objections	Audit objections and observations	Replies received upto the date of drafting the report (summaries to be given)	Further observations by local audit and whether satisfied	Whether the Chief Internal Auditor is satisfied and observations by him, if any	Remarks		
1	2	3	4	5	6		

WEEKLY REPORT No.
For The Week Ended

Nature of work	Balance from the last week	Work received during the current week	Total	Work disposed of	Arrears on hand giving the date of the oldest case	Reasons for delay
1	2	3	4	5	6	7
Bills						
Purchase Orders						
Pay Bills & Supplementary Pay Bills						
Imprest Account						
T.A. Bills						
Other Miscellaneous						

Submitted by:-

Designation :- Divisional Auditor/Assistant Auditor/Sr.Accounts Clerk

Deputy Internal Auditor

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GENERAL STANDING ORDER NO.214 DATED 10-6-1957.
Board's Section

Subject:-Delegation of Powers.

The Bombay State Electricity Board having observed that the delegation under item 10 of the Resolution No.37 dated 6-4-57 as communicated under G.S.O.No.210 being not consistent with the provision in schedule J of the B.S.E.B. Employees' Service Regulations, it has directed under Resolution No.88 dated 11-5-57 that the item should be amended to remove the inconsistency.

Item 10 appearing in General Standing Order No.210 should be substituted as follows:-

"Condonation of overage upto 30 years in respect of non-technical staff of Class III & IV employees and upto 35 years in respect of all categories of class II employees and technical staff of class III & IV selected for sanctioned posts by the Selection Panels under the Board's Procedure".

Suitable modifications should be carried out in Schedule J of the Bombay State Electricity Board Employees' Service Regulations.

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO.215 DATED 10-6-1957.
Stores Purchase Section

Subject:-Delegation in respect of Stores Purchase.

According to the earlier decision of the Board, the Stores Purchase Section was directly under the Secretary and, therefore, normally the powers delegated to the Chief Engineer would be excecisable by the Secretary. However, Officer appointed as Superintending Engineer (Stores) has not taken over charge of the post and as the Secretary who was formerly Superintending Engineer (Stores), continues to exercise the duties of Superintending Engineer (Stores), the Board decided that for the present, the Secretary should carry on duties of Superintending Engineer (Stores) in addition to his own duties and during the period i.e. till the Officer appointed to the post of Superintending Engineer (Stores) takes over, the Stores Purchase Section should continue to be under the control of the Chief Engineer and he should continue to sign the orders above the prescribed limits of Superintending Engineer (Stores) as hitherto.

When the Officer appointed as Superintending Engineer (Stores) takes over, that Officer should exercise the powers of Superintending Engineer (Stores) and the Secretary will take over the control of the Stores Purchase Section and exercise the powers now exercised by the Chief Engineer in matters connected with the Stores Purchase.

Any correspondence in this regard should be addressed to the Superintending Engineer (Stores).

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO.216 DATED 18-6-1957
Establishment Section.

Subject:-Delegation of powers to Chairman, Bombay State Electricity Board in connection with the Telephone connections for residence.

In accordance with the Board's Resolution No.163 dated the 30th May 1957, the Chairman has been authorised to sanction telephones for (a) Offices and (b) Class I Officers' residences, in the case of such officers who are, in the Chairman's view, required to be available on the telephone at any time during day

and night in the interest of the Board, subject to ex-post facto sanction of the Board for incurring expenditure for giving such telephone connections.

Sd/-(N.S.MERCHANT.)
Establishment Officers.

GENERAL STANDING ORDER NO.217 DATED 22-7-1957.
Establishment Section

Subject:-Modification to Regulation 47 of the Bombay State Electricity Board Employees' Service Regulations.

In accordance with the Bombay State Electricity Board's Resolution Nos. 173 dated the 30th May, 1957, 221 dated the 26th June, 1957 as amended by No.270 dated the 10th July, 1957, the existing Regulation 47 of the Bombay State Electricity Board's Employees' Service Regulations as amended by G.S.O.No. 199 dated 16-4- 1957 should be deleted and the following substituted in its place.

"Regulation 47.

The hours of attendance for Ministerial staff including all Office staff shall normally be as under:-

Bombay City.

Week days: 10.30 a.m. to 5.45 p.m. with a recess of 45 minutes.

Saturdays: 9.30 a.m. to 2.30 p.m. without recess.

Mofussil.

Week days: 10.30 a.m. to 5.45 p.m. with a recess of 45 minutes.

Saturdays: 8.30 a.m. to 1.30 p.m. without recess.

Unless required for longer hours due to exigencies of work.

The hours of attendance for office Peons shall be half an hour earlier in the morning and half an hour later in the evening than the timings prescribed for the Ministerial staff specified above.

The aforesaid office time may be varied by half an hour earlier or later with the prior permission of the Head Office to suit the seasonal variations in different regions, subject to the total number of hours prescribed remaining the same.

In the case of Hamals, Sweepers and other Class IV employees attached to administrative offices, the total number of hours of attendance shall be the same as specified for Peons but the actual time of attendance and duty hours may be regulated by the Heads of Offices concerned, according to the needs of the respective places.

The Heads of Offices are also authorised to require such number of Peons as may be considered necessary to attend office earlier than the prescribed hour by half an hour by turns. On Saturdays, Peons may be required to wait after the prescribed hours by turns as may be necessary.

In the case of employees included in the Appendix A, the hours of work shall be 8 hours per day as may be fixed by the Officer in charge of the unit concerned, exclusive of recess.

Except as otherwise provided by any law in the case of any specified class of employees, the above hours shall be operative in the case of all employees of the Board.

In Summer, Divisional Offices in Vidharbha and Marathwada are generally held in the morning. This may be permitted with the prior approval from the Head Office. Similar arrangements may also be permitted in such other areas where such arrangements are warranted due to excessive seasonal heat.

NOTE:- The time of recess shall be so adjusted that no employee or workman is made to work for more than 5 hours at a stretch."

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO.218 DATED 19-7-1957
Establishment Section.

Subject:-Effective dates for the Service Regulations, Conduct, Discipline and Appeal Procedure. Hours of attendance etc.

In pursuance of this office Circular No.SCR.131 (2) dated the 7th March 1957, G.S.O. No. 198 dated the 16th April 1957 and Circular No.SCR 131(2) /27531 dated the 13th June 1957, which deal with the options to be exercised by the employees under the Government directives issued under SRA-1057(staff)-K dated 1-3-1957, the following orders are issued as from the dates specified therein.

(i) In the case of employees who have exercised option I on or before 31st May 1957, the Service Conditions (save and except hours of attendance) prescribed by the Board will become operative from 1-6-1957 as already notified in the Circular dated 13-6-1957. For these employees, the hours of attendance as prescribed in Regulation 47 as substituted by G.S.O. 217 should be made effective from 1-9-1957.

(ii) In the case of employees who have exercised option II on or before 31st May 1957, the service conditions as stated in the said option will apply from 1-6-57 as already notified in the Circular dated 13-6-1957 save and except the hours of attendance. For these employees, the hours of attendance as prescribed in Regulation 47 as substituted by the G.S.O. 217 shall be effective from 1-9-57 like the employees in (1) above.

(iii) In the case of employees who have exercised option III, their existing Service Regulations will apply to them till they are relieved as already intimated.

(iv) In the case of employees who have not exercised the option before 31st May 1957, as already specified, the Board has authorised the chairman to allow more time which shall not be later than 31st July 1957, to exercise the options and accordingly, the Chairman has fixed 31st July 1957 as the last date by which the options in terms of the Government 's directives are to be exercised.

(v) In the case of employees who have not exercised the options and to whom more time is now allowed as indicated at (iv) above, the existing hours of attendance and Conduct , Discipline and Appeal Procedure will, temporarily and without prejudice to the legal or other rights of the Board, be applied until such time as the date from which the Conduct, Discipline and Appeal Procedure and Hours of Attendance prescribed by the Board are to become effective, is notified.

(vi) Employees who have exercised the options I and II as the case may be on or before 31st May 1957 will be eligible to all the benefits offered in the Circular letter dated the 7th March 1957, calculated in accordance with the formulae and procedure prescribed in Pay Fixation Regulations, with effect from 1-6-57, notwithstanding the fact that the hours of attendance will come into effect from 1-9-1957.

(vii) The date from which such benefits are to become available to the employees who will have exercised options I or II during the extended period allowed under (iv) above, will be decided by the Board hereafter as specified in the earlier circular on this subject.

Sd/-(N.S.MERCHANT.)
Establishment Officer.

GENERAL STANDING ORDER NO. 219 DATED 19-7-1957
Establishment Section

Subject:-Grant of Washing and Roneo Allowance.

In accordance with the Board's Resolution No.251, dated the 26th June 1957, Washing Allowance @ Re.1/-P.M. to each Peon who is supplied with office uniform in Head Office and @ Re.0.50 to each Peon supplied with office uniform in the mofussil including Peons of the offices of merged areas should be sanctioned for the current financial year ending 31-3-1958.

Similarly Roneo Allowance @ Rs.2/-P.M. to one Peon who is entrusted with the Roneo work in the Head Office is also sanctioned by the Board for the current year.

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO.220 DATED 20-7-1957.
Establishment Section

Subject:-Pay-scales for certain categories of posts and modifications to certain Regulations of the Board.

In accordance with the Board's Resolution No.241 dated the 26th June, 1957, the following pay-scales should be prescribed for the undermentioned posts in the Bombay State Electricity Board. Necessary changes should, therefore, be carried out in the co-linked statements of grades forwarded to the Officers in charge of the integrating units under Circular letter No.SCR-131(2)(B) dated the 6th May, 1957.

(i) In addition to the grade of Rs.100-8-140-10-170 prescribed for the post of Chemist, the grade of Rs.150-15-300 should also be prescribed. Either of these grades will be made applicable taking into consideration the requirements of works involved at a particular place.

(ii) For the existing post of Office Superintendent and Head Clerk in the Kutch region, the nomenclatures should be Establishment Assistant in the grade of Rs. 150-15-300 and Assistant Accountant in the grade of Rs.150-15-300 respectively.

(iii) One of the existing two grades prescribed for the posts of Divisional Accountants/ Divisional Auditors viz. Rs.160-10-250-EB-15-355 (mfl) should be revised to the grade of Rs.160-15-355 (mfl).

(iv) The pay-scales prescribed for the various technical and non-technical posts in the lower categories should be substituted as under -

Those prescribed in the co-linked statements	To be substituted as
a) Rs.40-1-50	Rs.40-2-60
b) Rs.30-As.12-39-1-40	Rs.30-As.12-39-1-45
c) Rs.35-As.12-38-1-40	Rs.35-As.12-38-1-45

The Board has also clarified in the same resolution the word "probation" as the staff of the various integrating units desired a clarification regarding the precise implication of the provisions and how they affect their position as "regular" employees in the new Board. The following explanatory note should, therefore, be added under - Regulation 38(a) & (b).

Explanatory note-

The definition of probation would apply to only such staff as would be absorbed in higher posts and that too for that purpose only.

The Board under the same resolution has also taken the following decisions in the same resolution.

(i) That the employees of the Kutch region now coming under Appendix A of the Bombay State Electricity Board Employees' Service Regulations who were enjoying holidays like any other employees under the Government and who now become eligible for only 4 holidays should be held eligible for compensation for loss of holidays.

(ii) That the employees who were entitled to accumulate their earned leave upto a limit of 180 days as against 120 days laid down in this Board's Regulations should be permitted to avail of the leave over and above 120 days within a period of 3 years from the date of integration subject to the condition that 2/3rd of such leave is availed of within 2 years from the date of integration. The above ruling where the limit of accumulation of leave of whatever kind has been higher than that laid down by the Board, leave over that limit should be availed of in like manner.

(iii) That the following proviso should be added to note below Regulation 68 of the Bombay State Electricity Board Employees' Service Regulations.

"Provided they are in the grade of Rs.160-15-355 (mfl) and provided further that they shall continue to draw special pay of Rs.45/- in virtue of their being Associated Members of the Institute of Chartered Accountants. The two allowances, viz.Charge Allowance and Special Pay specified above shall have effect from 1-6-57 and under conditions in which they were sanctioned previously and provided further that they have been in the grade of Rs.160-15-355 and not Rs.225-5-425."

Special pay of Rs.25/- sanctioned to Divisional Accountants and Divisional Auditors in the grade of Rs.225-25-425 in virtue of their being Associated Member of the Institute of Chartered Accountants remain constant.

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO.221 DATED 22-7-1957
Board's Section.

Subject:-Authority for the disposal of the Board's Assets.

Reference is invited to General Standing order No. 204 which, among other things, lays down the rules for Bombay State Electricity Board (Administration of Funds and Properties Regulations 1957). The followings additions should now be made in the said Regulations as per Government Resolution, Industries & Co-operation No. ESA 2687-K dated 11-6-1957 as recorded in the Board's Resolution No.238 dated 26-6-1957.

Add as Regulation 3A to the Bombay State Electricity Board Administration of Funds and Properties Regulations on page 6 below 3(9).

"3A. Where it is considered necessary or expedient in the interest of the co-ordinated development of power production and distribution in any area, the Board may (with the prior approval of the Government, in the case of the plant, the written down value of which exceeds Rs. 1 lakh), sell, lease or otherwise dispose of, any power generating plant with or without the lands, buildings, structures and appurtenances belonging thereto and also ancillary equipment and equipment in respect of transmission and distribution of power and such other plant that may have been owned or installed by the Board in discharge of its obligation under the Act and machinery and tools and other movable and immovable assets relating to the plant.

Provided that for all the items of sale in excess of the estimated value of Rs.50,000/- the Board shall obtain prior approval of government to offer for sale at or above the estimated value while inviting tenders for their sale. In case it is proposed to make sale by negotiations in any particular instance, the Board shall put up the same for previous approval of Government. Where the price offered either by tender or by negotiations is not less than the estimated value the Board may dispose of the plant without further reference to Government."

Any correspondence in this regard should be addressed to Deputy Secretary (Board).

Sd/-(N.S.MERCHANT)
Establishment Officer

GENERAL STANDING ORDER NO.222 DATED 22-7-1957
Board's Section

Subject:-Contributory Provident Fund Deductions in respect of employees of former Bombay Electricity Board.

Following the amendment made in the Regulation 121(a) of the Bombay Electricity Board's Employees' Service Regulations by General Standing Order No.205 dated the 13th May 1957, the deductions of the Contributory Provident Fund of the former employees of the Bombay Electricity Board should be made at 6.1/4% on the basic pay and dearness allowance retrospectively from 1-8-1956 instead of on basic pay alone (as per Board's Resolution No.261 dated 26-6-1957).

If the employees are not in a position to pay the arrears in one lumpsum, they should be permitted to pay the arrears in eight equal monthly instalments. The Board's equal contribution should be added to the Fund on which interest would accrue from the dates of credits of such amounts to the C.P.F.Account in each case.

Sd/-(N.S.MERCHANT)
Establishment Officer

GENERAL STANDING ORDER NO.223 DATED 22-7-1957
Board's Section

Subject:-Powers to sanction expenditure on Board's vehicles repairs.

The Board under its Resolution No.263 dated the 26th June 1957, has authorised the Chairman to sanction expenditure on repairs of the Board's motor vehicles on the recommendations of the Chief Engineer.

All cases involving expenditure on repairs of the Board's motor vehicles should, therefore, be referred to the Chief Engineer for approval of the Chairman.

Sd/-(M.S.MERCHANT)
Establishment Officer

GENERAL STANDING ORDER NO.224 DATED 23-7-1957
Establishment Section

Subject:-Breach of orders for transfer issued by Competent Authorities.

It has come to the notice of the office that Officers and subordinate staff to whom orders of transfers have been issued by Competent Authorities fail to carry them out on specified dates. This is either due to refusal on the part of the employee to move from his station of origin on one pretext or another or failure on the part of the Officers-in-charge to release him in time. In both the circumstances, failure to carry out the orders becomes an "Act of Misconduct" within the meaning of Conduct, Discipline and Appeal Procedure of Bombay State Electricity Board and is punishable even by discharge or removal from service of the defaulter. All the Officers in charge of Circles, Divisions, Sub-Divisions, etc. and Sectional Officers in Head Office are, therefore, requested to bring the provisions of the Bombay State Electricity Board Employees' Conduct and Discipline and Appeal Procedure to the notice of employees working under them and to see that the orders of transfer are implemented within the given time and no lapse occurs under any circumstances.

Sd/-Secretary
Bombay State Electricity Board.

GENERAL STANDING ORDER NO.225 DATED 26-7-1957
(Corrigendum to the G.S.O. No.198 of 16-4-1957.)

Subject:-Bombay State Electricity Board Employees (Pay Fixation) Regulations.

In the pay Fixation Regulation circulated for the information and guidance of the Head Office and the various Divisions under G.S.O. No.198 of 16th April 1957, some errors have been noticed and are now rectified. They are as under :-

(1) On page 9 the date "1-7-58" occurring in the last line, should be replaced by the correct date "1-4-58".

(ii) On page 10 in the example given in (ii) in the last para of regulation 13 the correct dates should be as under :-

"Rs.67	From 1-6-'57.
Rs.70	From 1-7-'58.
Rs.73	From 1-7-'59.
Rs.76	From 1-7-'60 and so on."

Sd/-(N.S.MERCHANT)
Establishment Officer

GENERAL STANDING ORDER NO.226 DATED 26-7-1957
Establishment Section

Subject:-Scales of allowances such as Dearness Allowance, Compensatory Local Allowance and House Rent Allowance.

The Bombay State Electricity Board reviewed the scales of allowances such as Dearness Allowance, Compensatory Local Allowance and House Rent Allowance in vogue in the various units and adopted the rates specified in the accompanying statement and made them effective from 1-6-57 in case of all the employees who have exercised option I and those who have been appointed directly by the Bombay State Electricity Board, provided that -

(i) Compensatory Local Allowance will be given as per attached statement to employees when posted at places where C.L.A. is permissible. House Rent Allowance will be payable to such employees of the Board whose sphere of duty falls within the Municipal limits of such places where these allowances are admissible and provided these employees fulfil the conditions under which these allowances are payable according to the rules in force under the State Government of Bombay and continued by the former Bombay Electricity Board (as per statement attached).

(ii) House Rent Allowance will not be payable to the employees who enjoy rent concessions in the shape of actual housing accommodation provided by the Board, or provided at the instance of the Board.

The Board in the same resolution abolished with effect from 1-6-1957 the District Dearness Allowance and Dearness pay sanctioned by the former M.P. Electricity Board to the low paid staff in view of the fact that they are entitled to get pay and dearness allowance at the rates now adopted by the Bombay State Electricity Board which are more favourable to them.

The Board has also similarly withdrawn with effect from 1-6-1957 concessions in respect of H.R.A. and rent etc. enjoyed by certain categories of employees from the former Saurashtra Electricity Board, the former M.P. Electricity Board, Electricity Departments of Kutch and Marathwada and decided to compensate them by suitable compensation as may be arrived at in individual cases at the time of fixation of their pay in the scales prescribed by this Board.

Authority to decide the compensation is vested in the Chairman in consultation with the Secretary.

Those who have not opted for the service conditions of the Bombay State Electricity Board should continue to be governed in the matter of Dearness Allowance, Compensatory Local Allowance, House Rent Allowance etc. as per their existing rules.

Sd/- (N.S. MERCHANT)
Establishment Officer

Statement Showing The Scales Of Different Allowances Admissible To The Employees of The Bombay State Electricity Board (Approved by the Board under its Resolution No.314 Dated 10-7-1957).

(A) Dearness Allowance

Pay	Dearness Allowance.
I. Whole time married Class I & II Officers and all Class III & IV employees.	
	Per Month
Upto Rs.50/-	Rs.40/-
Rs.51/- to Rs.100/-	Rs.45/-
Rs.101/- to Rs.150/-	Rs.50/-
Rs.151/- to Rs.200/-	Rs.55/-
Rs.201/- to Rs.300/-	Rs.60/-
Rs.301/- to Rs.500/-	Rs.70/-
Rs.501/- to Rs.750/-	Rs.85/-
Rs.751/- to Rs.1,000/-	Rs.100/-
Rs.1,001/- to Rs.1,500/-	The amount by which the pay falls short of Rs.1,100/-

Rs.1,501/- to Rs.2,000/-	Nil
Above Rs.2,000/-	Nil

II. Whole-time unmarried Class I & II Officers.

Upto Rs.1,000/-	10 Percent of pay subject to a minimum of Rs.40/- and a maximum of Rs.75/- p.m.
Rs.1,001/- to Rs.1,075/-	The amount by which the pay falls short of Rs.1,075/-

III. All part-time employees.

Upto Rs.6/-	Rs.7/-
More than Rs.6 & upto Rs.12/-	Rs.14/-
More than Rs.12 & Upto Rs.18/-	Rs.21/-
More than Rs.18 & Upto Rs.25/-	Rs.28/-
More than Rs.25 & Upto Rs.250/-	Rs.35/-
More than Rs.250 & Upto Rs.285/-	The amount by which the pay falls short of Rs.285/-

(B) Compensatory Local Allowances:

Pay	C.L.A.	Remarks
(a) Below Rs.500/- Pay ranging from Rs.500/- to Rs.1,499/- Pay Rs.1,500/- and above	Rs.50/- Rs.75/- Rs.100/-	For Class I & II employees in Mofussil scales when posted in Bombay.
(b) Below Rs.35/- Pay ranging from Rs.35/- to 60/- Rs.61 to 80/- Rs.81/- to 140/- Rs.141/- to 200/- Rs.201/- to 300/- Above Rs.300/-	Rs.5/- Rs.7/8/- Rs.10/- Rs.12/8/- Rs.15/- Rs.17/8/- Rs.20/-	For Class III & IV employees in Mofussil scales when posted in Bombay.
(c) Pay below Rs.55/- Pay ranging from Rs.55-100 Pay ranging from Rs.101-140 Above Rs.141/-	Rs.3/- Rs.5/- Rs.7/- Rs.10/-	For Class III & IV employees posted in Ahmedabad.

(C) House Rent Allowance:-

(a) The amount of actual rent over and above of 10% of pay limited to 15% of the pay.		For Class I & II employees in Mofussil scales when posted in Bombay.
(b) Pay below Rs.55/- Pay ranging from Rs.55-100 Pay ranging from Rs.101-250 Pay above Rs.250	Rs.10/- Rs.15/- Rs.20/- 10% of pay.	For Class III & IV employees in Mofussil scales when posted in Bombay.

(c) Pay below Rs.55/- Pay ranging from Rs.55-100 Pay ranging from Rs.101-250 Pay Above Rs.250	Rs.7/- Rs.10/- Rs.15/- 7% of pay.	For Class III & IV employees posted in Ahmedabad & at 7.1/2% of the pay to Class I & II Officers.
(d) Pay below Rs.55/- Pay ranging from Rs.55-100 Pay ranging from Rs.101-250 Pay over Rs.250/-	Rs.5/- Rs.7/- Rs.10/- 5% of Pay.	For Class III & IV employees posted in Surat, Baroda, Kolhapur, Rajkot, Jamnagar, Porbandar, Nagpur & Amraoti.

GENERAL STANDING ORDER NO.227 DATED 26-7-1957
Board Section

Subject:-Pay Fixation Regulations- Provisions for Compensation under the

Reference is invited to General Standing Order No.198 dated the 16th April,1957, which lays down the Pay Fixation Regulations in respect of options offered by the Bombay State Electricity Board to the employees of the Bombay Electricity Board, M.P.Electricity Board, Saurashtra Electricity Board, Electricity Departments of Kutch and Marathwada. In accordance with these Regulations, all compensations payable under the terms of options are to be calculated on the basis of and in proportion to the "present pay". "present working hours", "present leave conditions" etc. "Present Pay" has been defined as the basic pay of an employee in the substantive post held by him in the service of the dissolved Boards on the day on which the services of the employee are placed at the disposal of the new Board. As there are some employees who were on probation or were holding posts in officiating capacity to whom also the benefit of compensation is proposed to be given, the Board in its Resolution No.291 dated 10-7-1957 decided to extend the benefit of compensation (on the basis of the pay they were drawing at the time their services were placed at the disposal of the Board) for extra hours of attendance, curtailed leave etc. envisaged in the Pay Fixation Regulations to the employees who were holding posts in an officiating capacity or on probation on the day on which their services were placed at the disposal of this Board, as long as they hold the corresponding posts in this Board in an officiating or temporary capacity or on probation. If the employee officiating in a higher post reverts to his substantive post, the compensation due on reversion should be on the basis of the substantive pay with effect from the date of such reversion.

2. In clarification of this the following proviso to Regulation 7 of the Pay Fixation Regulations should be added to read as under:-

"Provided that an employee who was on probation or was holding a post in an officiating capacity will be eligible to the compensation calculated on the basis of the pay he was drawing in the officiating capacity or on probation at the time his services were placed at the disposal of the Board as long as he holds the corresponding post in the Bombay State Electricity Board in the officiating capacity or on probation as the case may be. On reversion, the compensation due shall be on the basis of the substantive pay with effect from the date of such reversion."

3. Similarly reference is invited to the formula in respect of the monetary compensation for extra hours of attendance appearing on page 4, Regulation 8 of the Pay Fixation Regulations. The majority of the cases where compensation is to be calculated are those where total hours of attendance have increased (a) due to change in the office timings in the case of administrative offices and (b) due to curtailment of casual leave from 15 days to 10 days. In order to minimise the work of calculations, where the conditions of the changes are common, a percentage increase in the basic pay by way of compensation is fixed by the Board in respect of the aforesaid categories of employees working in administrative offices in the various regions to whom both the conditions at (a) and (b) apply.

4. The percentages fixed are as under:-

(A) In the case of Option No.I.	Percentage compensation payable for extra hours of attendance and curtailed casual leave.
Area	
(a) Bombay	5.11% of the basic pay
(b) Vidharbha	6.00% of the basic pay
(c) Saurashtra	6.70% of the basic pay
(d) Kutch	6.70% of the basic pay
(e) Marathwada	7.51% of the basic pay
(B) In the case of Option No.II.	Percentage compensation payable for extra hours of attendance due to revised office hours.
(a) Bombay	2.97% of the basic pay
(b) Vidharbha	3.83% of the basic pay
(c) Saurashtra	4.52% of the basic pay
(d) Kutch	4.52% of the basic pay
(e) Marathwada	5.31% of the basic pay

The percentages do not apply in the case of employees working in Power Houses or in the case of those who are not affected by the change of the office timings.

5. These percentages are fixed taking into account the various factors such as earned leave, casual leave, Sundays and Public Holidays under the old conditions and the changes introduced by the new Service Regulations.

6. Where the extra hours are due to curtailment of casual leave only the compensations should be worked out on the basis of the formula already indicated in the Pay Fixation Regulations.

7. For Compensation payable to employees who, now come under Appendix A of the Bombay State Electricity Board Employees' Service Regulations but who were formerly enjoying the public holidays and casual and earned leave like any other staff or for that matter enjoying concession of house rent or free housing accommodation, the percentage would be worked out and communicated shortly.

8. The Board, in the same resolution also authorised the Secretary to make any arithmetical corrections that may be needed if errors are noticed in the aforesaid calculations within the scope of the principles specified above and accepted by the Board.

Sd/-(N.S.MERCHANT)
Establishment Officer

GERNERAL STANDING ORDER NO.228 DATED 30-7-1957
Establishment Section.

Subject:-Grant of higher starting pays to the recognised diploma holders recruited as Sub-Engineers, Assistant Operators, Supervisors, Overseers etc. under the Board.

Reference is invited to the General Standing Order Nos.126 and 132 codified in the Codified General Standing Orders No.4 at pages 33 to 35 which lays down the practice in vogue in the former Bombay Electricity Board where for the post of Sub-Engineers/Assistant Operators, two grades were prescribed as under:-

i) Rs.80-8-160 for recognised diploma holders.

ii) Rs.60-6-120 for non-recognised diploma holders and/or persons with experience.

There was also a practice of giving advance increments for certain recognised diploma holders and certificates from Technical Institutions etc. The Board has reviewed the position as was prevalent in the various integrating areas of the Bombay State and has under its Resolution No.262 dated 26th June 1957 approved of the following

I. To grant a higher starting pay to the diploma holders on their appointment as Sub-Engineers, Assistant Operators, Supervisors, Overseers on the undermentioned basis.

(a) Candidates possessing recognised diploma awarded by the Universities or diplomas as given by the Technical Institutions or Colleges, which side by side coach students for degree courses, be given starting pay of Rs. 130/-p.m. in the grade of Rs. 100-10-200.

(b) Candidates possessing diplomas of 3 years course, after Matriculation or S.S.C.examination awarded by any State formed Technical Board, be given starting pay of Rs.120/-p.m. in the scale of Rs.100-10-200.

(c) (i) If candidates referred to in (b) above have in addition passed their Inter Science Examination or from Colleges with Degree Courses they would be eligible to an additional increment i.e. they would start on Rs.130/- p.m. as in case of candidates referred to in (a) above.

(ii) No weightage, however, would be given to Inter Science qualifications to candidates referred to in (a) above, i.e. they would be started at Rs.130/- p.m. only, irrespective of whether they have passed their Inter Science Examination or not.

II. Fixation of pay of the existing Sub-Engineers/Assistant Operators etc., who are recognised diploma holders in the grade of Rs.100-10- 200, on the basis referred to in (I) above plus by granting one advance increment for every one completed year of service in the cadre.

III. Sanctioning of the grade of Rs.100-10-200 for the post of Sub-Engineers and Assistant Operators in addition to the existing 2 grades viz. Rs. 80-8-160 and Rs. 60-6-120.

IV. Continuance of the non-recognised diploma holders working at present as Sub-Engineers and Assistant Operators in their existing grades viz.Rs.80-8-160 or Rs.60-6-120 as the case may be.

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO.229 DATED 2-8-1957
Establishment Section

Subject:-Breach of orders for transfer by Competent Authorities (Addendum to G.S.O.No.224)

In amplification of the General Standing Order No.224 dated the 23rd July 1957, please add the following as para 2 to the aforesaid G.S.O.

Para 2.

"Where a transfer of an employee is made contingent on the transfer of another employee or where a chain of transfers is involved, it is at times difficult to make out which employee should move out of his station first. The ordinary rule to be applied in such cases is to ascertain who is the relieving employee and who is the employee to be relieved. This is usually indicated in the office order but where it is not expressed,

it should be the normal rule for the relieving employee to move out of his station first; the arrangement for taking over his charge being done locally by the Officer ordering the transfer. If the authority ordering the transfer is Head Office, then the arrangement for Handing over should be done by the Officer on spot from whose jurisdiction the employee has to move out first. When the transfer is not linked up with the transfer of any other employee, the issue is simple and the Officer in charge has to arrange for the Handing over of the employee locally."

Sd/-Secretary
Bombay State Electricity Board

GENERAL STANDING ORDER NO.230 DATED 12-8-1957
Board's Section

Subject:-Payments to be made of over Rs.10,000/- in the Divisions for release of Railway Receipts and documents from the local Banks under the terms of contract.

Occasions often arose for making payments, for release of railway receipts and documents exceeding the delegated powers of the various Officers, through the local Banks. The Board considered these difficulties and prescribed in its Resolution No.318 dated the 10th July 1957, the following procedure to get over them.

The payment for the release of Railway Receipts and documents through the local Banks exceeding the delegated powers of signing cheques by the Executive Engineers, Senior Executive Engineers or Superintending Engineers may be made by the issue of more than one cheque for one payment, this power being expressly delegated for this specific purpose.

Sd/-(N.S.MERCHANT)
Establishment Officer

GENERAL STANDING ORDER NO.231 DATED 12-8-1957.
Board's Section.

Subject:-1. Passing and payment of Bills upto and including Rs.25,000/- by the Superintending Engineer, Utran.
2. Passing and payment of bills upto and including Rs.20,000/- by Superintending Engineers of other Circles or Senior Executive Engineers in charge of other Circles.

Having observed that in accordance with the provisions under the Administration of Funds and Properties Regulations, the drawing powers of the Officers were limited and that occasions often arose for making heavier payments than the limits provided under the aforesaid Regulations, the Board under its Resolution No.319 dated the 10th July 1957 delegated powers to Superintending Engineer of Utran Circle and Senior Executive Engineers in charge of Circles singly and jointly for passing and paying bills as under:-

For passing and payment of bills in the Field per bill.

- | | |
|--|------------------|
| (i) Executive Engineer | 10,000/- singly |
| (ii) Sr. Executive Engineer | 15,000/- singly |
| (iii) Superintending Engineer, South Gujarat Circle. | 25,000/- singly |
| (iv) Sr. Executive Engineer or E.E. in charge of Utran Division jointly with Sr.E.E. or E.E. in charge of Surat Division. | 25,000/- jointly |
| (v) Sr. Executive Engineers in charge of Circles or Superintending Engineer in charge of Circles with permission to issue two cheques for amounts over Rs.15,000/- | 20,000/- singly |

by issue of more than one cheque to cover the payment.

120....

Bigger type OPERATIVE & Smaller type REDUNDANT

BSEB-GSO 229-231

Suitable addition should, therefore, be made in the Administration of Funds and Properties Regulations issued under G.S.O.No.204 as modified by G.S.O.No.221.

Sd/-(N.S.MERCHANT)
Establishment Officer

GENERAL STANDING ORDER NO.232 DATED 12-8-1957.
Board's Section

Subject:-Delegation of powers to Chairman to decide and award contracts in certain circumstances.

As the meetings of the Board are held at intervals of two to three weeks, inconvenience is often experienced in the matter of accepting the tenders and awarding contracts, particularly when the matters are urgent either as the tenders are time-limited or as the supplies or the works are urgent and it often becomes necessary for the Chairman to accept the most favourable tenders and award contracts in anticipation of the Board's ex-post facto sanction. In order to avoid frequent occasions of approaching Board for ex-post facto sanctions, the Board, in its resolution No.SBB/24/293/9 dated the 10-7-1957, has authorised the Chairman to decide and award contract in respect of works and supply upto a limit of Rs.5,00,000/- subject to the conditions that a statement of such contracts awarded is submitted to the Board at its subsequent meeting for the Board's information and record.

Sd/-(N.S.MERCHANT)
Establishment Officer

GENERAL STANDING ORDER NO.233 DATED 12-8-1957
Establishment Section

Subject:-Modification to Regulation 44 of the Bombay State Electricity Board Employees' Service Regulations.

In accordance with the Board's Resolution No.313 dated the 10th July,1957, the following exception should be added to Regulation 44 of the Bombay State Electricity Board Employees' Service Regulations.

Exception under Regulation 44.

"The age of superannuation in respect of Class IV employees and Class I, II and III employees of the former Madhya Pradesh Electricity Board integrated with the Board shall be respectively 60 and 58 years provided they continue to be physically fit and mentally alert."

Sd/-(N.S.MERCHANT)
Establishment Officer

GENERAL STANDING ORDER NO.234 DATED 12-8-1957
Establishment Section

Subject:-Grant of conveyance allowance and mileage allowance to Officers maintaining Cars in Divisions and other Offices etc.

The Bombay State Electricity Board under its Resolution No.313 dated the 10th July 1957, has decided in general to grant conveyance allowance and mileage allowances at the rates given below to the Officers who are maintaining Cars in the Divisions and other Offices.

(i) Officers who are maintaining Cars in the Divisions and other Offices wherever they are justified and are using them for office work at a flat rate of Rs.30/- p.m. and a further mileage allowance @ 50 naye paisa per mile for all tours undertaken in the Sub Divisions for a Car with over 14 H.P. and @ 37 naye paisa per mile for a Car with 14 H.P. and below.

(ii) Officers who are maintaining motor-cycles in the Divisions and other Offices wherever they are justified and are using them for office work at a flat rate of Rs.20/- p.m. and a further mileage allowance @ 19 naye paisa per mile for all the tours undertaken in the Sub-Division provided that in both the cases:

(a) the journeys undertaken cannot be conveniently and economically be performed otherwise.

(b) a certificate is issued by the next higher Officer that the tour is undertaken for want of public conveyance and on account of non-availability of the departmental vehicle. If the officer is the highest officer in the region, he should obtain this certificate from the Head Office.

The conveyance allowance and mileage allowance are applicable in case of employees who have exercised option I on or before 31-5-57 and shall have effect from the date of issue of this G.S.O.

Sd/-(N.S.MERCHANT)
Establishment Officer

GENERAL STANDING ORDER NO.235 DATED 12-8-1957.
Establishment Section.

Subject:-Discontinuance of orderlies placed at the disposal of Officers in the Vidharbha Region.

In the Vidharbha area, orderlies were placed at the disposal of some of the Officers for facility of office work. The Bombay State Electricity Board has under its resolution No.313 dated the 10th July 1957 decided to discontinue this practice with effect from 1-1-1958. The orderlies thus relieved and found surplus, should be suitably absorbed as Class IV servants.

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO.236 DATED 27-8-1957.
Audit Section.

Subject:-Delegation of powers of Chief Internal Auditor to Shri R.V.Trivedi (Joint Chief Internal Auditor).

The Board under its Resolution No.377 dated the 28th July,1957 has directed that Shri R.V.Trivedi, Joint Chief Internal Auditor should be in charge of the Internal Audit Section and exercise and perform all the powers and functions which have been delegated to the Chief Internal Auditor in charge of the Internal Audit Section in the Head Office until such time as the regular incumbent of the post of Chief Internal Auditor resumes charge of the Chief Internal Auditor's post in Bombay.

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO.237 DATED 27-8-1957.
Accounts Section.

Subject:-Passing and payment of final Bills of Works contracts at Circle Office.

Reference is invited to the General Standing Order No.192 which lays down Stores Procedure and Works Contract Procedure according to which all final Bills of Works contracts placed, of over Rs.10,000/- require to be forwarded to Head Office for audit and passing for payment.

With the formation of the Circle Offices in the field and extension of powers for passing and paying all Bills upto and including Rs.20,000/- at the Circle Offices to the Senior Executive Engineers in charge or Superintending Engineers as the case may be, the Board under its Resolution No.366 dated the 28th July 1957, has delegated powers to the Senior Executive Engineers in charge or Superintending Engineers of the Circle to pass all the final Bills for Works contracts, of contract value upto Rs.20,000/-.

All correspondence in this regard should be addressed to the Chief Accounts Officer, Bombay.

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO.238 DATED 27-8-1957.
Accounts Section.

Subject:-Delegation of powers for passing and payment of bills and for signing cheques upto and including Rs.10,000/- by the Executive Engineers (Administration and Technical Co-operation) in the Circle Offices.

In order to relieve the Senior Executive Engineers of the Circles, of the work of signing routine bills, documents and papers so that they could devote their attention fully to technical and other administrative matters, the Board under its Resolution No.363 dated 28-7-1957 delegated powers to the Executive Engineers (Administration and Technical Co-operation) of all Circles to sign all papers, documents and bills for all payment in respect of the Circle Offices and to sign cheques upto and including Rs.10,000/-.

For the purpose of signing under these delegations, the Executive Engineer should be designated as Executive Engineer (Administration).

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO.239 DATED 27-8-1957
Establishment Section.

Subject:-(1) Redesignation of Resident Engineers in charge of Power houses.
(2) Power House Superintendents to be declared as equivalent in Grade to Executive Engineer for purposes of drawing and other powers.

In order to avoid confusion and difficulties particularly in the matter of exercise of delegated powers, the Board under its Resolution No.360 dated the 28th July 1957, has decided to redesignate the undermentioned officers as indicated against them.

- | | |
|---|---------------------------------|
| 1. The Resident Engineers in the grade of Rs.800-Rs.1200 at Sikka, Khaperkheda and Ballarsha. | As Power House Superintendents. |
| 2. The Resident Engineers in the grade of Rs.500-Rs.1000. | As Executive Engineers. |
| 3. The Resident Engineers in the grade of Rs.400- 650 | As Deputy Executive Engineers. |
| 4. The Resident Engineers in the grade of Rs. 225- 425. | As Assistant Engineers. |

The Board also declared the Power House Superintendents as equivalent in rank and status to the Executive Engineers and, therefore, the powers delegated to the Executive Engineers are exercisable by the Power House Superintendents.

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO. 240 DATED 3-9-1957
South Zone

Subject:-Electrification of rural areas Towns and villages not included under the sanctioned scheme in the Second Five Year Plan.

Reference is invited to General Standing Order No.182 dated the 26th February 1957 on the subject cited above according to which the former Bombay Electricity Board had classified various towns and villages, not included under the sanctioned schemes of the Second Five Year Plan, with the intention of electrifying them during the 2nd Plan Period subject to certain conditions regarding minimum loads, capital costs etc. Such villages were classified as under :-

(a) Villages and small towns with population between 2000 and 3000 or less which were situated within one mile radius of Board's transmission lines or electrified scheme.

(b) Villages and small towns between 1 to 5 miles of the Board's Transmission lines and

(c) Villages and small towns between 5 to 10 miles zone from the Board's transmission lines.

Regarding (a) - In respect of villages in th first category, the Board had decided to consider electrification of such villages provided the capital cost involved in this connection was less than Rs.25,000/- and provided certain minimum loads were forthcoming.

Regarding (b) - In respect of the villages under the second category, besides the conditions regarding loads, it also stipulated for a capital contribution to the extent of the full cost of the transmission line and transformer station from the Board's nearest supply position. The internal distribution of such villages was to be undertaken by the Board provided such cost was not more than Rs.50,000/- to Rs.1 lakh depending upon the size of the town or village.

Regarding (c) - In respect of the third category the capital contribution asked for was to the extent of 50% of the cost of transmission line-cum-step down transformer station so that such sum is not less than Rs.50,000/- or 50% of the total cost, whichever, is higher. This was in addition to the conditions that the total cost of transformer station and lines in the town was not exceeding Rs.1 lakh.

Subsequently that Board had decided in its Resolution No. 3465 dated the 21-2-1957 to accept an interest-free loan returnable in five equated instalments after the initial five years deposit period instead of the capital contribution from such villages as had been decided earlier. This decision was, however, made applicable to category "C" viz. those villages lying between 5 to 10 miles zone.

The Bombay State Electricity Board reviewed this decision and has observed that the intention of the Resolution 3465 of the former Bombay Electricity Board was not to exclude the villages that were within 1 to 5 miles zone and accordingly decided in its Resolution No. 340 dated the 28th July 1957 that the idea of accepting the loan contribution from the villages under the aforesaid Resolution viz.3465 should be made applicable to the villages in the 1 to 5 miles zone as well. The Board also confirmed in the same resolution the above basis for negotiation for the new areas which are not included in the Second Five Year Plan.

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO.241 DATED 9-9-1957.
Accounts Section

Subject:-Delegation of powers to the Joint Chief Accounts Officer.

With the appointment of the Joint Chief Accounts Officer in the Head Office, Bombay, the following powers are delegated to him under the Board Resolution No.437 dated the 22nd August,1957.

(a) To sign cheques upto and including Rs.10,000/- on all Board's Current Accounts being declared as equivalent in rank to the Chief Accounts Officer for operating upon the Board's Current Accounts.

(b) To sign all papers with regard to the Contributory Provident Fund including the granting of refunds of the amounts transferred by the Accountant General, Bombay, which were heretofore being signed by the Chief Accounts Officer.

(c) To exercise other powers granted to the Chief Accounts Officer in his absence.

(d) Any additional work which the Chief Accounts Officer may separately assign to him.

Any correspondence in this regard should be addressed to the Chief Accounts Officer, Bombay.

Sd/- (N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO.242 DATED 9-9-1957.
Stores Purchase Section.

Subject:-Payment of permanent deposit by the registered contractors- tendering Government Securities in respect of -

According to the decision of the former Bombay Electricity Board taken in its Resolution No.1971 dated the 20th April 1956, Class A and B contractors would comprise of those who paid a permanent deposit of Rs.5,000/- and Rs.1,000/- respectively in G.P.Notes or Fixed Deposit Receipts of an approved Bank. As, however, the market value of the G.P. Notes is usually lower than the face value, the Bombay State Electricity Board felt that it would be necessary to ask the concerned registered contractors to deposit securities of the market value approximately equivalent to the amount of permanent deposit on the day they are presented. The Bombay State Electricity Board, therefore, in its Resolution No.426 dated the 22nd August 1957, decided as under:-

(a) Where a registered contractor deposits G.P.Notes against permanent deposits due from him, the market value of the G.P.Notes as deposited should, on the day they are lodged, be approximately the same as the amount of the deposit.

(b) The registered contractors who have already deposited G.P.Notes against permanent deposit at the face value of the securities should deposit further securities to make up the difference between the face value and the market value by depositing additional G.P.Notes.

(c) The same principle should also apply in respect of G.P.Notes deposited for Works Contract.

Any correspondence in this regard should be addressed to the Stores Purchase Officer.

Sd/- (N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO.243 DATED 9-9-1957
Establishment Section

Subject:-Delegation of powers for condoning the overlappage during transfer of staff.

Reference is invited to the G.S.O.No.107 as codified in para 40 of the Codified Standing Order No.4 dealing with the time-limit for transfer charges in respect of various categories of staff. As there are circumstances in which more time than what is actually stipulated in the aforesaid G.S.O. is required for taking or handing over charge by one officer to another, the Board has, in its Resolution No.436 dated the 22nd August 1957 authorised the Chairman to permit extra period for taking over or handing over charge in all such cases of transfers of officers and staff and to authorise and or condone such extra periods that may be required either for training or for and during handing over or taking over charge, in the interest of work.

Sd/-(N.S.MERCHANT)
Establishment Officer.

CORRECTION SLIP NO.171 DATED 3-3-1976
(To G.O.No.18(P) Dated 28-5-63)

By its Resolution No.1588 dated 31-1-1976, the Board has accorded its approval for re-delegation of power & in respect of matters falling under M.S.E.Board Employees' Service Regulations, Classification and Recruitment Regulations, 1961, Seniority Regulations, 1961, Gratuity Regulations 1960, Medical Reimbursement Scheme, General Standing Orders and General Orders as appended in the enclosed statements.

Encl:- Statments

Sd/-Secretary

Sr. Regulation/ No. G.O./G.S.O.	Subject	Existing Delegation	Revised Delegation	Remarks
V(12) GSO 243 dt.9-9-1957	Condonation of excess handing over/ Taking over time	Chairman	Head of the Department	-

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GENERAL STANDING ORDER NO.244 DATED 11-9-1957.

Subject:-Effective dates for the Service Regulations, Conduct, Discipline, Appeal Procedure, Hours of Attendance, etc.

In furtherance to sub-para (iv) of the G.S.O.No.218 dated the 19th July 1957, it is notified that all employees who exercised the options during the extended period, shall be deemed to be eligible to the benefits of the options offered with effect from the 1st of June 1957, that is, the same date as those who had exercised the options prior to 31-5-1957 would be eligible to (vide B.R.No.456 dated 22-8-1957).

2. Further, the revised hours of attendance as notified in G.S.O.No.217 dated 22nd July 1957 and G.S.O.No.218 dated 19-7-57 shall come into force and shall apply with effect from 1-9-1957 to the employees who have exercised or deemed to have exercised option No.I in terms of this office circular No.SCR.131(2) dated 7th March 1957 or have exercised option No.II, as the case may be, save as mentioned in para 6 below.

3. The refixation of pay in the corresponding posts under this Board in terms of the options shall be operative with effect from 1-6-1957. Such refixation and the proposed payment of compensation for loss of leave and extra hours of work in the case of employees who have exercised Option No.I or are deemed to have exercised Option No.II, and compensation for extra hours of work in the case of employees who have exercised Option No.II, shall be correlated to the employee's unequivocal exercise of Option No.I or to imply exercise of option No.I under Clause 9 of this Office Circular No.SCR 131(2) dated 7th March 1957 or Option II as the case may be, save as mentioned in para 6 below. Refixation of pay accordingly is being carried out and the payments on the revised basis shall be effected as soon after the calculations and refixations are finalised and audited as possible. This is likely to take about a month's time and the payments for the month of September is expected to be on the aforesaid basis. The difference due for the 3 months prior to September shall also be paid as soon as possible.

4. The service conditions of this Board as applicable in terms of the options offered having already come into effect from the specified dates as notified in the earlier Circulars, the revised hours of attendance as stated above will become effective from 1-9-1957.

5. The Chairman has been authorised to permit to change options in certain cases when justified with or without retrospective effect (vide B.R.No.456 dated 22-8- 1957).

6. The provisions of this G.S.O. or for that matter of those of G.S.O.No.217 & 218 shall for the present not apply in case of 39 Government employees of the former Saurashtra Electricity Board and who have not yet exercised options.

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO.245 DATED 12-9-1957.
Establishment Section

Subject:-Travelling Allowance Regulations.

The Bombay State Electricity Board reviewed the T.A. Regulations of the Board and decided under its Resolution No.447 dated the 22nd August 1957 to modify the Regulation 94 of the Bombay State Electricity Board's Employees' Regulations as under:

Amended Regulation 94:

"The rates of daily allowance payable shall vary with the pay of the employee as indicated below:-

a) For all moneys within the range of 100 miles from the headquarters.

Employees drawing pay of	Rate admissible
Rs.900/- and above	Rs.12-8-0
Rs.300/- to Rs.899/- p.m.	Rs.7-8-0
Rs.160/- to Rs.299/- p.m.	Rs.5-0-0
Rs.80/- to Rs.159/- p.m.	Rs.4-0-0
Rs.40/- to Rs.79/- p.m.	Rs.3-0-0
Peons and other drawing less than Rs.40/- p.m.	Rs.2-0-0

(b) For all journeys to places outside the range of 100 miles from the headquarters.

Rs.900/- and above	Rs.15-0-0
Rs.300/- to Rs.899/- p.m.	Rs.10-0-0
Rs.160/- to Rs.299/- p.m.	Rs.7-8-0
Rs.80/- to Rs.159/- p.m.	Rs.5-8-0
Rs.40/- to Rs.79/- p.m.	Rs.4-0-0
Peons and other drawing less than Rs.40/-	Rs.3-0-0

The Board has also decided in the same Resolution to grant 20% extra daily allowance for Delhi and such other places that may be specified by the Board by specific Resolutions.

The amended Regulation 94 and the rates specified therein shall come into force for journeys undertaken from and after 23rd August 1957. For purposes of fixing the limits of the range, the actual distance from the Headquarters by the shortest route by rail or road as the case may be and not the radius should be taken as the basis.

The notes 1 and 2 below the original Regulation 94 shall stand.

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO.246 DATED 12-9-1957.
Establishment Section

Subject:-(i) Grant of a special pay to a Local Officer when shown against a higher post on his existing pay and grade &

(ii) Exercise of all the powers incidental to the higher post by such a Local Officer.

It has been observed that in case of short duration vacancies it is not always administratively feasible to arrange for officiating promotions as such promotions are to be ordered after taking into account the seniority of the persons proposed to be promoted, who may not be working in the same office at the time the vacancy occurred. On such occasions, a Local Officer is generally promoted without prejudice to the seniority of other employees in the same cadre but working elsewhere. Such an arrangement at times however results in representations from those affected by such local arrangement. In order to obviate this difficulty, the Board under its Resolution No.413 dated the 22nd August 1957 sanctioned the following rate of payment in case a Local Officer is shown on his existing pay and grade against a higher post by a specific order of the Competent Authority, for a period not exceeding 4 months, and attend to the duties assigned to the higher post, without his being required to attend to his own duties in addition.

(i) The payment of a special pay at the rate not exceeding 10% of the minimum of the higher post subject to his basic pay and the special pay taken together not exceeding the pay which he would have drawn had he normally been promoted to the higher post.

(ii) Such Local Officer shall have authority to exercise all the powers (of the higher post) when shown against a higher post irrespective of the length of period for which such an arrangement is required to be made.

Sd/- (N.S. MERCHANT)
Establishment Officer

GENERAL STANDING ORDER NO. 247 DATED 13-9-1957
Establishment Section

Subject:-Decentralisation of the functions of the Bombay State Electricity Board.

In accordance with the decisions taken by the Bombay State Electricity Board in its Resolution No. 386 dated 22nd August 1957 on the confidential note submitted to it by the Chairman on the subject cited above, the following orders are passed which will be effective from the dates specified hereunder and shall be in force until further orders.

I. For facility of administration, the entire area of the Board's activities shall be divided as at present, into two zones, with effect from a date to be specified, and redesignated as Western Zone and Eastern Zone with certain adjustments in the existing two zones i.e. North and South Zone. The Western Zone shall comprise of the present Northern Zone plus the Koyna-Sholapur Scheme, Kolhapur Division and the present Bombay Division consisting of Ulhasnager, Bhatgar, Pimpri- Talegaon and Kolaba area added up to it. The Eastern Zone shall comprise of Nasik-Khandesh, Marathwarda and Vidarbha area.

II. For facility of central control of the two zones specified above, the Head Office organisation shall consist of :-

- (a) A Chief Engineer with a Deputy Chief Engineer.
- (b) An Additional Chief Engineer with a Deputy Chief Engineer.
- (c) A Secretary in charge of Stores, Commercial and Secretarial activities of the Board.
- (d) A Chief Accounts Officer.
- (e) A Chief Internal Auditor.
- (f) A Superintending Engineer (Civil) under the Chief Engineer.

III. As and from the date to be specified hereafter, the Western Zone shall be in charge of Chief Engineer assisted by the Deputy Chief Engineer and the Eastern Zone in charge of Additional Chief Engineer, the post of Deputy Chief Engineer for the Eastern Zone being held in abeyance till the work load increases and till then the Additional Chief Engineer shall have a Senior Executive Engineer to assist him and for which purpose the Board under its aforesaid Resolution has sanctioned a post of a Senior Executive Engineer with abolition of the present post of Executive Engineer with effect from 1-10-1957.

IV. The present Planning & Co-ordination Section shall be re-named from 1-10-1957 as Planning & Projects Section and shall be under a Senior Executive Engineer who with his sanctioned staff shall continue to work under Chief Engineer. For this purpose the existing post of Executive Engineer shall be upgraded to that of Senior Executive Engineer from the date specified above. He will continue to work under the Chief Engineer as at present.

V. The post of Commercial Engineer in the grade of Deputy Chief Engineer which had been sanctioned earlier and which has remained unfilled, shall be held in abeyance for the present and out of the

two posts of Executive Engineers (Commercial) existing in the Commercial Section at present, one shall, with effect from 1-10-57 be upgraded to that of Senior Executive Engineer (Commercial).

VI. The post of Executive Engineer (Diesel) South, Bombay shall be abolished no sooner a Division is opened at Talegaon as may be decided by the Chief Engineer in consultation with the Chairman.

VII. The post of Superintending Engineer (Stores) sanctioned earlier and which has remained unfilled shall be down graded to that of Senior Executive Engineer (Stores).

VIII. The Secretary shall continue to be in charge of the Secretarial, Commercial, Establishment and Stores Sections of the Board.

IX. The Superintending Engineer (Civil) with his sanctioned staff shall continue to work directly under the Chief Engineer and shall also be in supervisory charge of all Civil Works of the Board exceeding Rs.25,000/- and act as Consulting Engineer (Civil) for supervision and inspection of all such works. Major lines construction of 132 KV shall be under his direct charge and or supervision from Head Office.

X. The Additional Chief Engineer with his head quarters in Bombay shall supervise and be responsible for the work of the entire Eastern Zone with the assistance of the Circle Officers and shall tour in the area for about 10 days every month. The Chief Engineer and the Deputy Chief Engineer shall likewise tour in the areas in the Western Zone by turns for at least 10 days each in a month to ensure quick progress of work with efficiency and be able to take on the spot decisions and solve bottle-necks.

XI. The administrative control of the Board's organisations in the mofussil shall, as at present, be centrally exercised but for facility of speedy execution of works and meeting the local needs with promptitude, the mofussil areas under the control of the Board shall be divided into four Regions as under with effect from 1-9-1957.

(a) 1) Gujarat

2) Saurashtra and Kutch

3) Maharashtra.

4) Vidarbha & Marathwada.

(b) The following will be the Regional Members.

1) Gujarat

- Shri K.C.Patel

2) Saurashtra and Kutch

- Shri J.K. Modi

3) Maharashtra.

- Shri G.L. Natu

4) Vidarbha & Marathwada

- Shri P.H. Bhutta

5) Areas of Ulhasnagar, Pimpri, Chola, Kolaba and other Bombay areas upto Nasik

- Shri. P.C.Bansotia.

(c) Except in case of Regions at Sr. No. 2 & 4, of Sub-para (b) there shall be no regional set-ups and, therefore they shall function directly under the Head Office as at present.

(i) The regional unit at Rajkot for the Saurashtra Region shall be under a Superintending Engineer acting as Regional Officer with one Technical Officer of the grade of Deputy Executive Engineer as his personal assistant, one Office Superintendent in the grade of the Assistant Engineer and one Senior Steno-typist all of whom shall contribute the regional unit with effect from 1-9-1957. The said post of Superintending Engineer & Regional Officer at Rajkot shall be held, at present, by Shri S.G. Vasavda with effect from 1-9-57.

(ii) There shall be a regional unit at Nagpur for the Vidarbha and Marathwada Regions with an Executive Engineer acting as Regional Officer with one Office Superintendent and one Steno-typist under him to constitute the regional unit with effect from 1-9-1957. Shri P.S. Vishvanathan, Executive Engineer shall be posted at present against the post of Regional Officer.

(iii) The Regional Officers shall attend to all public complaints, take them up with the respective Superintending Engineers of the Circles and make reports to Head Office.

XII. Functions of the Regional set-ups:

(i) Save in case of selections made from the Head Office for selection of personnel in Divisional and Circle Offices, the following procedure shall invariably be followed.

Selection of all staff, the minimum of whose payscale is Rs.75/- and under, shall be made by a Selection Panel consisting of :-

- | | |
|--|-------------|
| (a) Regional Member | - Chairman. |
| (b) One Superintending Engineer or
Sr. Executive Engineer | - Member. |
| (c) One Executive Engineer | - Member. |

In the absence of any of the personnel of the Panel referred to above, some other Senior Officer shall be nominated to take his place e.g. in the absence of the Regional Member, Superintending Engineer of the Circle may take his place as Chairman of the Panel, in the absence of the Superintending Engineer or Senior Executive Engineer, some other Class I Officer, preferably the senior most Officer available at the time should take his place.

(ii) Selection shall be made on the basis of the prescribed qualifications and standards laid down from time to time and in strict adherence thereto.

(iii) For the purpose of departmental promotions in respect of posts the minimum of whose pay scale is Rs.100/- or under, the same shall be done with the concurrence of the Panel either by circulation of departmental papers or by direct interview as may be considered.

(iv) For direct recruitment from the Head Office and also promotions and selection of all supervisory posts, the panel consisting of Chairman, Shri G.V. Bedekar and Chief Engineer or Additional Chief Engineer or Secretary as the case may be, shall prevail, or alternatively the panel selection as laid down under the Board's service Regulations shall apply.

(v) The Regional Officers at Rajkot and Nagpur shall, besides attending to public complaints etc. as said above, also make monthly consolidated reports about the complaints received or any other important matter dealt with by them to the Head Office with a copy to the Regional Member concerned. They shall be responsible to the Board through the Chairman and the Chief Engineer or the Additional Chief Engineer as the case may be and shall receive orders from their Officers and be responsible to the Competent Authorities.

(vi) All important complaints such as delays in schemes' progress, quality of work, recurring faults and bottle-necks shall be referred to the Regional member at the Circle level with a report on the action taken or being taken. A copy of such report shall be sent to Head Office. The Regional Member may communicate his views to the Regional Officer, Superintending Engineer, Senior Executive Engineer as the case may be, indicating the action that may be taken. A copy of such communication shall be sent to Head Office.

(vii) For all emergency purchases and for very urgent sanctions of tenders for works and contracts, the Superintending Engineer or the Senior Executive Engineer concerned may, when it is considered essential, urgent and necessary, submit such tenders which are of emergent or urgent nature to the Regional Member along with tender analysis for concurrence and sanction upto the powers exercisable by the Chief Engineer as laid down under the power statement. A copy of each such sanction under the above emergent procedure shall immediately be communicated to the Head Office for formal ratification and record.

(viii) Regional Members may tour in the Circles and Divisions in their regions for purposes of seeing the progress of works of the Board. Where available, departmental vehicles may be provided for such tours.

Before undertaking the tours, the Regional Member will communicate to the Circle Officers, the time, date and places to be visited so that a suitable programme can be drawn up for such tours by the Circle Officer concerned in consultation with the Member. A copy of such tour programme shall be sent immediately to the Head Office for information and a report of such tours made to Head Office by the Officer.

(ix) The Regional Member may make a report of his observations during such tours on any matter relating to procedure, difficulties being encountered, defects found and such other things that may come to his notice, to the Chairman so that such of the matters as may be important are submitted to the Board.

(x) The Regional Member is authorised to ensure enforcement of the provisions of all General Standing Orders and procedures laid down by the Board and also the Regulations adopted by it. Particular attention of the Chairman may be drawn in the case of lapses on the part of the officers either in the matter of procedure or in the matter of works to enable suitable action being taken where necessary.

(xi) Regional Members may, however, entertain complaints which are of the following type.

- (i) Complaints regarding favouritism in the matter of promotions etc.
- (ii) Complaints regarding lack of attention in service connections; line connection; break downs etc.
- (iii) Extension to Schemes.
- (iv) Delays in payment of bills and in execution of Schemes.

The Member may communicate these directly to the Regional Officer or Circle with a copy to the Head Office. The Circle Officer shall, however, make a report to the Chairman and send a copy to the Member to ensure a quicker disposal and co-ordination and to enable the Head Office to follow up any matters at departmental level.

XIII. To avoid conflict of instructions with the Head Office, Members of the Board will not issue direct instructions to the staff save as herein above indicated e.g. to enforce all General Standing Orders, procedures laid down by the Board within powers delegated and any lapses on the part of any employee may be brought to the notice of the Chairman for ensuring proper steps to be taken. No Member of the staff shall approach a Member of the Board directly on any matters pertaining to himself or make representation and or other submissions or approaches, except as provided under the Conduct, Discipline and Appeal Procedure of the Employees' Service Regulations. All representations shall be addressed to the Competent Authorities as laid down. The services of such staff in the Regional Offices which are required by local Members for the purpose of Board's work may be available to them whenever necessary.

XIV. (a) The two Circles in Saurashtra with headquarters at Rajkot and at Porbandar shall continue as at present. The post of Senior Executive Engineer at Rajkot as recorded in the earlier para shall be up-graded with effect from 1-9-1957 to that of Superintending Engineer and Shri S.G. Vasvada shall be promoted to that post from that date.

(b) The post of Superintending Engineer previously sanctioned for Saurashtra shall be abolished with effect from 1-9-57.

(c) Shri S.G. Vasvada, in addition to being Superintending Engineer in direct charge of Rajkot, shall be the Regional Officer for Saurashtra and shall have powers of supervision over Porbandar Circle.

(d) For all technical and other purposes the two circles shall work independently and directly under the Chief Engineer and Deputy Chief Engineer (Western Zone).

(e) There shall be, as at present, two Superintending Engineers in Vidarbha - one at Nagpur and the other at Amraoti. The two Superintending Engineers will be in direct charge of their respective Circles.

(f) The respective Circle Officers and the Divisional Officers shall be responsible to Head Office for all matters relating to the affairs of the Board in the Circle or in the Division concerned.

Except for the specific changes mentioned above, all the other existing and sanctioned posts and orders regarding the posting and appointments thereto shall subsist.

Sd/-Chairman
Bombay State Electricity Board.

GENERAL STANDING ORDER NO. 248 DATED 13-9-1957
Stores Purchase Section

Subject:-Variations in duty either excise or import duty to be borne by.

In accordance with the decision of the Board contained in its Resolution No.421 dated the 22nd August, 1957, any variations in duty either excise or import in all cases of firm F.O.R. or ex-godown prices should be on buyers' account i.e. all charges in cost, as a result of such excise or import duty would be to the Board's account. Other variations due to transport, material, labour etc. would be to suppliers' account in contracts on firm delivery price contracts unless specifically provided for.

Any correspondence in this regard should be addressed to the Stores Purchase Officer.

Sd/- (N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO.249 DATED 16-9-1957
Establishment Section

Subject:-Note Below Regulation 58(d) of the Bombay State Electricity Board Employees' Service Regulations.

The Bombay State Electricity Board having confirmed under its Resolution No.425 dated 22nd August 1957 that the provisions of Regulation No.58(d) of the Bombay State Electricity Board Employees' Service Regulations are applicable to cases where the city scale of a post created by the Bombay State Electricity Board is changed into mofussil scale or vice versa and not to cases of refixations of pay in the case of employees who were holding posts in city scale sanctioned by the former Boards or Electricity Departments and who were being absorbed in the posts sanctioned by this Board in the mofussil scale or vice versa, the following note should be added after Regulation 58(d) of Bombay State Electricity Board Employees' Service Regulations.

Note below Regulation 58(d):

"The provisions of this Regulation shall not apply in cases of employees who were holding posts in the city scale sanctioned by the former Boards or Electricity Departments and who were being absorbed in the posts sanctioned by this Board in the mofussil scale or vice versa and that any cases of such changes in respect of the posts sanctioned by the old Boards or the Electricity Departments that may be outstanding shall be regulated and decided according to the Rules or practice followed by the respective former Boards or Electricity Departments".

Sd/- (N.S.MERCHANT)
Establishment Officer

GENERAL STANDING ORDER NO.250 DATED 16-9-1957
Establishment Section.

Subject:-Pay Fixation Regulation (Corrigendum to G.S.O.No. 198. as corrected by G.S.O.No.225 and 227).

The Bombay State Electricity Board reviewed the provisions of Regulations 10 and 13 of the Pay Fixation Regulations contained in G.S.O.No. 198 as corrected by G.S.O.No. 225 & 227 and amended Regulation 10 of the Pay Fixation Regulations by adding thereof "Exception" and "Note" at the end of Regulation 10.

"Exception: If in the case of a Class II, III or IV employee who chooses the next higher stage, the normal increment in the existing pay scale would have been due on any day between 1st June 1957 and 30th September 1957, the next increment after refixation of pay in the corresponding post would become due on 1st April 1958 instead of the beginning of the quarter following the one in which the incremental period from the date of refixation would be due to expire.

Note:-The benefit of the exception shall not be available to those who were in the city scale prior to refixation and have been absorbed in the corresponding posts with mofussil scales or vice versa".

In consequence of the addition of "exception" and "note" below Regulation 10, the examples given under (2) of the said Regulation appearing on page 7 and (ii) of Regulation 13 on page 10 of the Pay Fixation Regulations, where the dates of increment and the pay shall be correspondingly regulated as under:-

"Example under Regulation 10:

An employee drawing Rs. 90/- in the time scale of Rs. 75-5-140-6-200 becomes eligible to get an aggregate of Rs. 98.01 on absorption on 1-6-1957. He last drew his increment on 15-8-1956. He will have option of either (1) or (2) below:-

- | | | |
|-----|-----------------|---------------------------|
| (1) | Rs.95.00 + 3.61 | from 1-6-1957 |
| | Rs. 100.00 | from 1-7-1957 |
| | Rs. 105.00 | from 1-7-1958 |
| | Rs. 110.00 | from 1-7-1959 and so on. |
| (2) | Rs. 100.00 | from 1-6-1957 |
| | Rs. 105.00 | from 1-4-1958 |
| | Rs. 110.00 | from 1-4-1959 and so on " |

Page 10 (at the end of Regulation 13)

- | | | |
|------|------------------------------------|---------------------------|
| (i) | Rs. 64.00 (+0.91 as personal pay) | from 1-6-1957 |
| | Rs. 67.00 | from 1-7-1957 |
| | Rs. 70.00 | from 1-7-1958 |
| | Rs. 73.00 | from 1-7-1959 and so on. |
| | | or |
| (ii) | Rs. 67.00 | from 1-6-1957 |
| | Rs. 70.00 | from 1-4-1958 |
| | Rs. 73.00 | from 1-4-1959 |
| | Rs.76.00 | from 1-4-1960 and so on". |

Any correspondence in this regard should be addressed to the Deputy Secretary (Board).

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO.251 DATED 19-9-1957
Establishment Section

Subject:-Arrangement during Municipal elections.

With a view to enable the employees of this Board, to exercise their franchise at the Municipal and other elections which are held from time to time, it has been decided that irrespective of the fact whether they are on regular, work-charged or on nominal muster roll they should be given 2 hours concession either in the morning or in the evening as may be convenient to them.

2. If any municipal election falls on any Saturday, the question of concession to the employees does not arise.

Sd/-(N.S.MERCHANT)
Establishment Officer

GENERAL STANDING ORDER NO.252 DATED 19-9-1957.
(CORRIGENDUM TO G.S.O.NO.245)
Establishment Section

Subject:-Travelling Allowance Regulations.

The Word "moneys" occurring in Sub-para (a) of amended Regulation 94 should be read as "journeys".

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO.253 DATED 25-9-1957
Accounts Section.

Subject:-Work Contracts - Payment of Running Accounts Bills for the progressive work carried out.

According to the procedure approved by the former Bombay Electricity Board under its Resolution No. 3013 dated the 15th November 1956 for payment of Running Account Bills for the progressive work carried out was that they were to be paid on the progressive work carried out and measurements recorded upto 90%.

The Bombay State Electricity Board under its Resolution No. 22 dated the 27th March 1957 directed that 10% Security Deposit should be recovered in the following manner:

5% initially by means of Banker's Guarantee of cash or equivalent Government Securities.

5% from the first and second running account bills or from the final Bill if no running account bills are prepared.

The result of the above two decisions has been that although the full 10% security deposit was deducted after payment of the second Running Account Bill, only 90% payment was made for subsequent Running Account Bills and therefore in effect 20% had been held back when the work was completed and final bill prepared.

This has led to complaints from the Contractors due to extra 10% deductions being locked up through out the period of contract. The Board has therefore decided under its Resolution No. 411 dt. 22-8-57 to amend the clause of payment of R.A. Bills by substitution of the following clause in place of the existing one.

The following should, therefore, be substituted in place of para R of the General Standing Order No. 192 dt. 6th April 1957 (page 15 of Works Contracts).

"Running Accounts Bills may be paid, on the progressive work carried out and measurements recorded, upto 100% after the Security Deposit of 10% or a lower percentage as may be decided by the Competent Authority in specific instance, has been recovered in full".

Any correspondence in this regard may please be addressed to the Chief Accounts Officer.

Sd/-Establishment Officer.

GENERAL STANDING ORDER NO.254 DATED 25-9-1957.
Board's Section

Subject:-Delegation of powers.

In order to reduce the occasions to approach the Head office or the Board in the matter of regional work, the Board under its Resolution No.441 dated the 28th July 1957 amplified the existing delegation of powers in respect of service connections for agricultural and domestic purposes and also for stores purchases and for sanctioning works contracts under Service Regulations, to facilitate the execution of the work of the Board in the field. The amplified delegation of powers are in respect of the following:-

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Bigger type OPERATIVE & Smaller type REDUNDANT

BSEB-GSO 253&254

- I.
 - (i) Servicing and repairs of vehicles.
 - (ii) Invitation of tender by field Officers.
 - (iii) Acceptance of Tenders.
 - (iv) Local Purchases
 - (v) Extension of time limit for works contracts
 - (vi) Payment of R.A. Bills.
 - (vii) Recording Measurements.
 - (viii) Village Electrification Works
 - (ix) Extension of Poles.
- II.
 - (i) Creation of posts
 - (ii) Selection of candidates for sanctioned posts
 - (iii) Appointment to posts
 - (iv) Promotions
 - (v) Transfers
 - (vi) Pay fixation and increments
 - (vii) Grant of allowances, personal or special allowance, pay etc.
 - (viii) Grant of leave
 - (ix) Permitting employees to cross efficiency bar.
- III. **Stores Purchase and Works Contract Procedure.**

The amplified delegations are indicated in the attached statements which should be read with the earlier delegations and the powers should be exercised to the extent amplified or modified in these statements.

Any correspondence in this regard should be addressed to the respective Section Heads concerned.

Encl:- As above. #

Sd/-(N.S.MERCHANT)
Establishment Officer

See next page onwards

REVISED POWERS.

(Proposed for Board's consideration).

	Present Limit.	Proposed Limits.	
1) Servicing and repairs of vehicles.	Rs.200/- P.A.	1) 1st year Rs.200/- IInd year Rs.200/- for repairs and servicing plus Rs.300/- for spare parts. IIIrd year Rs.300/- for repairs and servicing plus Rs.400/- for spare parts. and subsequent years. The above powers of expenditure are delegated to field officers of the rank not lower than an Executive Engineer. Subject to usual procedure of inviting quotations, the procedure laid down for acceptance of tenders.	
2) Invitation of tenders by Field Officers for works.	Rs.20,000/-	2) Tenders upto Rs.50,000/- for works may be invited by the Superintending Engineer or Senior Executive Engineer in-charge of the Circle, subject to a report to Head Office prescribed for as in cases of tenders of a value, above Rs.20,000/-.	
3) Acceptance of Tendres.	Rs.3,500/-	3) Upto and including Rs.10,000/- by Executive, Engineer. Upto and including Rs.15,000/- by Sr.Ex.Engineer or Superintending Engineer. Upto and including Rs.20,000/- by Sr. Ex.Engr. or S.E. on recommendations of Ex.Engineer. Upto and including Rs.30,000/- by C.E. or Addl.C.E. or in his absence from Head quarters by Dy.C.E.	
(*) Above Rs.30,000/- & upto Rs.1,00,000/- by the Chairman on the recommendations of C.E., or Addl. C.E. or Dy.C.E.		(*) Above Rs.1,00,000 by the board. These are for acceptance of lowest tender. Tenders other than the lowest to be accepted by next higher authority.	
4) Local Purchases	Rs.25,000/-	4) (a) Upto and including Rs.10,000/- E.E. Upto and including Rs.15,000/- Sr.Ex.E. Upto and including Rs.20,000/- By S.E. (b) Add the following under Group I. *	Annual limits upto over & above the individual item limits given in the Stores Procedure- appendix 'B' (G.S.O.192).
5) Extension of time limit for works contracts.	No powers.	"38 Laboratory Equipment & Chemicals Rs.250/-" 5) Upto 2 moths for contracts awarded by the E.E. or Sr.E.E. and one month for those placed by Head Office. S.E. .. Upto 3 months. C.E/Addl.C.E. .. Upto 4 months. Chairman .. Upto 6 months,	If applied within time. Otherwise the next higher authority one step above. If applied after the time and one year if before the time. In all other cases-Board.
6) Payment of R.A.Bills.	Rs.10,000/-	6) Executive Engineer Rs.30,000/- Sr.Ex.Engineer, Rs.50,000/- Superintending Engrn.Rs.75,000/-	

7) Recording Measurements.

Jr.Engineer only upto Rs.2,500/-

7) Sub-Engineers upto Rs.3,000/-
Jr.Engineers upto Rs.7,500/-
Assistant Engineers upto Rs.15,000 without check.
The rest as in the original delegation as on page 14.

8) Village Electrification works. -

In sanctioned villages S.C. is to be given free upto 1000 ft. radius from the Centres or 500 ft. from last point.

8) In sanctioned villages, after completion of works as per sanctioned estimates, further extension to be taken up as follows:-

To incur capital expenditure for the provision of spur lines of 11 KV or 22 KV and establishing transformer Centres at the end thereof, which shall be within a radius of one mile of the existing system or establishing transformer centres on or along the run of the existing 11 KV or 22 KV lines, provided in each case that the transformer centres to be so established and the pumping or other village loads to be so served fall in the boundary limits of villages sanctioned specifically by the Board for electrification, upto the limits stated below:-

	For each extension.	Total value of extension.
Executive Engineer.	Rs.10,000/-	Rs.50,000/-
Senior Executive Engineer.	Rs.15,000/-	Rs.60,000/-
Superintending Engineer.	Rs.20,000/-	Rs.75,000/-

Works beyond the total value or extensions with one's own power shall not be carried out by any officer without obtaining the post-facto sanction of the next higher authority when the powers for incurring fresh expenditure as per the above limits will be deemed to have recouped to the extent the post-facto sanction is given.

Note 1.:- For the purposes of implementing the above, there shall be no limitation on the P.H. installed so long as the minimum revenue is assured by the prospective consumers.

Note.2:- Calculating the 15% return a standard rate of Rs.2/- per foot of line & Rs.1,000/- per 10 KVA or part thereof and Rs.500/- per 5 KVA or part thereof shall be taken for estimating the capital cost involved and for revenues, the minimum bill of Rs.60/- per H.P. per year shall be considered.

Note.3:- No separate service connection charges shall be payable by the consumer after allowing 1000 ft.free etc. as per the present procedure if the above minimum return of 15% is satisfied and assured.

Note.4:- In all cases where the transformer centres or the pumping and other village loads to be served fall in limits of towns or villages not specifically sanctioned by the Board for electrification, the specific sanction of the Head Office in each such case shall be obtained before commencing any extension work or making any commitments to the prospective consumers.

9) Extension of Pole.

3 Consumer per pole.

9) 2 Consumer per pole.

TWELFTH SCHEDULE
DELEGATION OF POWERS
A - Creation of Posts.

Sr.No.	Nature of Power	Competent authority	Limits	Remarks
1	2	3	4	5
1.	Permanent or regular staff and temporary additions thereto. (a) For all categories without limit of time. (b) For urgent work for Class III & IV post.	Board Chairman.	For two months only.	Subject to Board's ex-post facto approval in the case of such posts continued beyond one month.
2.	(1) WORK CHARGED STAFF HEAD OFFICE. (a) Monthly rated staff. (i) For all posts in Class II. (ii) For Class III technical posts the minimum of whose time scale is Rs.150/- & above. For Class III technical posts the minimum of whose time scale is Rs.150/- & above. (iii) For Class IV Technical Posts and Class III Technical Posts the minimum of whose pay scale is below Rs.150/- P.M.	1. Chairman 2. Board 1. Chief Engineer with the approval of the Chairman .	For one month only. (For any period beyond 1 month.) Not exceeding 3 months at a time.	No workchaged staff to be retained for any period beyond 6 months in any circumstances.
		Board	for periods beyond 3 months.	
		S.E. concerned.	Not exceeding 3 months at a time maximum of 6 months.	No temporary or work charged staff to be appointed or retained beyond 6 months in any circumstances.
	-do-	Chief Engrs.	6 months.	

Sr.No.	Nature of Power	Competent authority.	Limits	Remarks
	(iv) For all non-technical Class III & IV posts.	Secretary	For 1 month only.	No temporary or work charged staff to appointed or retained beyond 6 months in any circumstance.
	-do-	Chairman.	Upto 3 months.	
	-do-	Board	For period beyond 3 months.	
	(b) DAILY RATED STAFF			
	(i) Class IV employees.	C.A.O.,S.E. or any other Section Head.	For one week.	-do-
	-do-	C.E.for technical posts. Secretary for non-technical posts.	Upto one month.	
	-do-	Chairman	Upto 3 months.	
	-do-	Board.	Upto 6 months.	
	(ii) Class III employees technical posts.	Chief Engineer	For one week only	
	Non technical posts. Class III Tech.& Non-Tech.Posts.	Secretary.		No temporary or work charged staff is to be appointed or continued for period exceeding 6 months.
	-do-	Chairman	Upto 1 month	-do-
	-do-	Board.	Upto 6 months only.	
(2)	Work charged staff in circles Monthly rated staff (technical posts).	Ex.Engr.	3 months at a time not exceeding 6 months.	No temporary or work charged staff is to be appointed or continued for a period exceeding 6 months.
	(a) for posts the minimum of whose scale is below Rs.80/-			
	-do-	S.E. or Sr.E.E.	Upto 6 months.	
	(b) for posts the minimum of whose scale is Rs.80/- and above but below Rs.150/- (i.e.Sub-Engr.'s grade).	S.E. or Sr.E.E. C.E.	Upto 3 months Upto 6 months.	-do-

Sr.No.	Nature of Power	Competent authority	Limits	Remarks
	(c) for posts whose scale is Rs.150/- and above.	C.E. with the approval of the Chairman.	For any period upto and not exceeding 6 months.	No temporary or work charged staff is to be appointed or continued for a period exceeding 6 months.
	(d) for non technical posts the minimum of whose pay scale is below Rs.75/-	E.E.	Upto 3 months at a time.	-do-
	-do-	Secretary	Upto and not beyond 6 months.	-do-
	(e) for non technical posts the minimum of whose pay scale is Rs.75/- and above.	Secretary in consultation with S.E. concerned.	Upto 3 months.	
	-do-	Chairman in consultation with Secy. and C.E.	Upto and not beyond 6 months.	-do-
	(3) Work charged establishment in Divisions, Daily rated. Class III & IV employees.	Ex.Engr.	Subject to schedule of rates sanctioned by S.E.	No temporary or work charged staff is to be appointed or continued for a period exceeding 6 months.

Note 2 (1) (2) & (3) The competent authority shall exercise the powers only subject to the provision in the sanctioned estimates and the schedule of rates approved by the competent authority.

Note:-All posts as sanctioned in the budget may be created by the Chairman on the recommendation of the Section Head concerned as under.

- (i) Creation of temporary posts for a period of 6 months in Class III & IV. Chairman
- (ii) Creation of temporary posts for a period of 3 months for Class II Officers. Chairman on the recommendation of the Secretary or C.E. as the case may be.
- (iii) Creation of Class I posts. Board.

B - SECTION OF CANDIDATES FOR SANCTIONED POSTS.

Sr.No.	Nature of Power	Competent authority	Limits	Remarks
1.	Permanent (or regular establishment) posts or temporary additions thereto.			
	(a) For all Class I & II Posts.	Selection Panel consisting of the Chairman, one Member of the Board, in addition to the C.E. and Secretary and Head of the Section coopted.	Selection should be subject to the approval of the Board, before appointment is made.	(i) The chairman may invite any technical expert to assist the panel. (ii) Higher starting pay shall be subject to Board's prior approval in every case.
	(b) For Class III posts with the minimum of pay scale being above Rs.75/-.	Selection Panel consisting of Chairman, or a Member nominated by him, with the C.E. for technical posts and with Secretary for non technical posts with Section Head coopted.	On the minimum of the pay scale.	Recommendations for higher starting salary shall be subject to Board's prior approval.
	(c) For Class III posts with the minimum of pay scale below Rs.75/- (i) In Head Office. (ii) In Circles.	Selecting Panel consisting of one Member, C.E. or his nominee with E.O. and Sectional Head concerned. Selection Panel consisting of:- (a) Regional Member of the Board. (b) Regional Officer (Head of the Circle). (c) Next Senior most technical Officer. In the absence of any of the above Personnel of the Panel, some other senior Officer shall be nominated to take his place, viz. in the absence of the Regional Member, the S.E. may take his place as Chairman; in the absence of S.E. or Sr. E.E. some other Senior Officer of another Circle may take his place and in the absence of E.E., some other Senior E.E. may take his place.	As in 1 (b) above.	As in 1 (b) above.
			As in 1 (b) above.	As in 1 (b) above.

Sr.No.	Nature of Power	Competent Authority	Limits	Remarks
	(d) For Class IV posts.			
	(i) For Head Office.	Selection Panel consisting of Secy. or C.E. or his nominee as the case may be with E.O. and the Head of the Section concerned.	As in 1 (b) above.	As in 1 (b) above.
	(ii) For Circles.	Same at C (ii) above.	As in 1 (b) above.	As in 1 (b) above.
3.	Workcharged staff (monthly rated)			
	(1) In Head Office.			
	(a) all posts with minimum of the pay scale of Rs.75/- p.m. & above.	Secretary or C.E. or his nominee with E.O. and Sectional Head concerned.	As in 1 (a) & (b) above as the case may be	As in 1 (a) & (b) above.
	(b) All class III with minimum of the scale below Rs.75/- p.m.	C.E. or his nominee with S.E. for technical staff. Secy. or his nominee with E.O. of non technical posts.	As in 1 (b) above.	As in 1 (b) above.
	(c) All Class IV posts	S.E. with E.O. for technical posts. C.A.O. with E.O. for non Technical staff.	As in 1 (b) above.	As in 1 (b) above.
	(2) Work charged staff (Monthly rated) in Circles.			
	(a) For all posts, the minimum of whose time scale is Rs.150/- p.m. and above.	Chairman (or his nominee) with the panel indicated in 2 (1) (a) above.	As in 1 (b) above.	As in 1 (b) above.
	(b) For posts the minimum of whose time scale is over Rs.75/- and upto Rs.150/-.	Panel consisting of two Ex.Engrs. one Class II non-technical Officer, and one Class II Technical Officer.	-do-	-do-
	(c) For posts the minimum of whose time scale is Rs.75/- and below	Panel consisting of one Ex.Engr. one Class II non-technical Officer and one Class II Technical Officer.	-do-	-do-

Sr.No.	Nature of Power	Competent Authority	Limits	Remarks
	3. Work charged staff (daily rated)			
	(a) In Head Office Class III and IV employees- Technical.	S.E.		On scheduled rates approved by competent authority.
	Non-Technical.	E.O.		
	Technical and non-technical	Chairman.		For higher rates for a period not exceeding 7 days.
	Technical and Non-Technical	Board.		For higher rates exceeding 7 days.
	(b) In Circles. For Class III & IV posts.	Panel consisting of E.E. with Dy.E.E. and Divnl. Acctt.		On scheduled rates approved by competent authority.
		Regional Member.		For higher rates not exceeding 7 days.
		Chairman		For higher rates exceeding 7 days upto 30 days.
		Board		Above 30 days.

EXCEPTION:- Divisional Officers may select and appoint for a period of not more than 3 months candidates for Class III posts on Work-Charged establishment, the minimum of whose pay-scale is below Rs.150/- through local panels as indicated above.

NOTE:- Deficiency of personnel on the Selection Panel shall not render the selection ineffective.

C - APPOINTMENTS TO POSTS.

1.	(Class I & II & higher posts.).			
	(a) Chief Engr.	Chairman.		Subject to the selection having received the Board's prior ap- proval.
	(b) Secretary.	Chairman		

Sr.No.	Nature of Power	Competent Authority	Limits	Remarks
	(c) Heads of Sections. (i) S.E.'s of the Circle (ii) S.E. (Com.) (iii) C.A.O.	C.E.	-do-	
	(iv) Establishment Officer (v) Dy. Secretary (Board) (vi) Chief Internal Auditor	Secretary Chairman	-do- -do-	
	(d) E.E. & Sr. E.Es. (e) Dy.E.Es. (f) A.Es.	C.E.	-do-	C.E. may delegate powers to Establishment Officer to sign appointment orders for convenience.
	(g) Other non technical Class II posts. (except those attached to Audit Sec.).	E.O.	-do-	
	(h) class II posts in Audit Section.	Chief Internal Auditor		Subject to the selection having received the Board's prior approval.
2.	Appointments to class III posts. (a) to posts minimum of whose pay scale is Rs.75/- p.m. and above in H.O. & Circles. (b) to posts the minimum of whose pay scale is below Rs.75/-	E.O.		Subject to the selection having been made or recommended by the appropriate Selection Panel.
	(i) in Head Office (ii) in Circles	E.O. S.E. or Sr.E.E.	-do- -do-	
3.	Appointments to Class IV posts. (i) in Head Office (ii) in Circles	E.O. S.E. or Sr.E.E.	-do- -do-	

D - PROMOTIONS.

Sr.No.	Nature of Power	Competent authority	Limits	Remarks
1.	A.Promotions to posts in clear vacancies. Procedure as prescribed in B and C ante as if they are new appointments.	As in C ante.	As in C ante.	
1.	B. Promotions in Circles. Departmental promotions of staff in Circles, minimum of whose basic salary is Rs.100/- or under.	Selection Panel as in case of B(1) (c) (ii) above. (promotion may be made either by interview or by circulation of case papers.)		
2.	Officiating Promotions. (a) No officiating promotions shall be made if the duration of the vacancy is not expected to exceed one month. The next senior local employee shall look after the current work with no charge allowance or officiating pay. (b) If the vacancy is of a duration exceeding one month & not exceeding 3 months, either officiating promotion may be effected or next suitable person among the senior local employees in the grade may look after the work and hold additional charge for which a charge allowance not exceeding 10% of the higher posts may be granted. (c) Temporary vacancies not exceeding 3 months may normally be filled by local arrangement & not necessarily be effecting transfers from other stations; such local arrangements shall not affect the seniority of the senior employees.			

Sr.No.	Nature of Power	Competent Authority	Limits	Remarks
3.	(a) Vacancies of month's or less than a month's duration.			
	(i) For Class I & II posts.	Chairman in consultation with the C.E. or Secretary as the case may be.		
	(ii) For Class III posts.	Secretary or C.E. as the case may be in consultation with Head of the Section in case of Head Office. In the case of Circles, S.E. or Sr.Ex.Engr., with the approval of the Regional Member.		
	(iii) For Class IV posts.	S.E. or Sr.Ex.Engr. in the Circles and E.O. in case of Head Office in consultation with Section Heads.		
	(b) For Vacancies of more than a month's but less than 3 month's duration.			
	To decide whether local arrangement should be made by promotion or by granting charge allowance.			
	(i) Class I & II posts.	Chairman in consultation with C.E. or the Secretary as the case may be.		
	(ii) For Class III posts.	As in 3 (a) (ii) above.		In the case of audit staff C.I.A. will sign the orders.
	(iii) For Class IV posts.	As in 3(a) (iii) above.		

The Chairman may sanction officiating promotions in any of the categories for a period not exceeding six months.

E - TRANSFERS.

Sr.No.	Nature of Power	Competent authority	Limits	Remarks
1.	All transfers in the case of Class I & II and also Class III employees the minimum of whose time scales is Rs.75/- P.M. and above, shall be effected and ordered from Head Office.	The appointing authorities prescribed in C ante shall sign the orders of transfers.		
2.	All transfers from one Section to another in Head Office in the case of Class III employees, not covered by 1 above.	Establishment Officer in consultation with Heads of Sections concerned.		
3.	All transfers from one Circle to another or from H.O. to a Circle and vice versa in respect of Class III employees not covered by (1) above.	Establishment Officer in consultation with Section Head and S.E. concerned.		
4.	All transfers from one Dn. to another within the Circle in case of employees in Class III not covered by (1).	S.E. or Sr.E.E. in consultation with Establishment Officer.		
5.	All transfers within the Dn. in the case of Class III employees not covered by (1) and (3) above and also Class IV employees.	E.E. under intimation to the Establishment Officer.		
6.	All Class IV employees in H.O.	Establishment Officer.		

Note:-Work charged staff and daily rated staff are to be employed for specific works and are to be discharged as soon as the work is completed or earlier if necessary, and are not therefore subject to transfer but must be treated as new entrants and may be taken as such. If they are required for any work at any other place, they are to proceed to the new site of work at their own expense and as new appointees.

F - PAY FIXATION & INCREMENTS.

Sr.No.	Nature of Power	Competent authority.	Limits	Remarks
1.	Pay fixation.			
	(1) New appointments in Board's service.			
	(i) For all categories on minimum of the scale.	Appointing Authority prescribed in C.		
	(ii) ... Higher starting pay	-do-	With the prior sanction of the Board.	
	(2) Existing Employees. (a) Advance increments in the existing scale. (b) Higher Starting pay on revision of pay scale or on promotion.	Board		
	(c) Fixation of pay in the revised scale.	Appointing Authority.	Subject to the conditions that the revised pay does not result in excess of the emoluments in the pre-revision scale	Subject to audit.
2.	Routine Increments. Class I.S.Es. & Heads of Section.	Chairman in consultation with C.E. or Secy. as the case may be.		
	Other Officers-Technical.	C.E.		
	Non-Technical.	Secretary.		
	Class II employees.	Secretary in consultation with Section Heads.		
	Class III(a) with minimum of Rs.150/- and above.	Secretary in consultation with Section Heads.		
	(b) with minimum below Rs.150/-			
	(i) in Head Office	Establishment Officer in consultation with Section Heads.		
	(ii) in Circles	Superintending Engineer or Senior Executive Engineer.		

Sr.No.	Nature of Power	Competent Authority	Limits	Remarks
	(iii) Audit staff in H.O. and Divisions.	Chief Internal Auditor.		
	(iv) Class IV employees in H.O.	Establishment Officer.		
	(v) Class IV employees in Circles.	Executive Engineer.		

Note:-All cases of routine increments are subject to audit and the relevant papers are to be preserved for 5 years after audit period. (Audit period is the financial year following the year to which the account relates).

G - GRANT OF ALLOWANCES, PERSONAL OR SPECIAL ALLOWANCES, PAY ETC.

1.	(A) Grant of C.A., P.T.A., Special pay, Personal pay, Personal allowances, Charge allowance, & other allowances, except D.A., C.L.A. and H.R.A.			
	For all categories	Board		Each case to be individually decided by the Board.
	(B) Grant of D.A., C.L.A. and H.R.A.			
	For all categories	Board		To fix standard rates subject to revision from time to time.

NOTE:- (1) The additions to pay such as D.A., P.T.A., Special pay, Personal pay, Personal allowance, Charge allowance and such other allowances, and additions to pay whether drawn with the pay or not, shall not be deemed as pay for calculating, D.A., C.L.A., H.R.A., T.A. These are to be calculated only on the basic pay.

(2) The rates for Dearness Allowance, Compensatory Local Allowance and House Rent Allowances and also Daily Allowance and Travelling Allowance are to be fixed and reviewed by the Board from time to time. If not specifically revised, the sanctioned rates of these allowances shall be deemed to have been continued by the Board but shall, as a matter of routine, be reviewed once at least in every three years if not more frequently.

H - GRANT OF LEAVE

Sr.No.	Nature of Power	Competent Authority	Limits	Remarks
1.	Leave other than Casual Leave.			
	(a) Chief Engineer & Secretary	Chairman.		
	(b) Superintending Engineer.	Chairman	In consultation with Chief Engineer.	Application to be submitted through Chief Engineer.
	(c) Class I Officers and Section Heads Technical Officers.	Chairman.	In consultation with Chief Engineer.	Applications to be submitted through Secretary or Chief Engineer as the case may be (and through Superintending Engineers concerned where applicable).
	Non-technical Officers.	Chairman	In consultation with Secretary,	
	(d) Class II Officers not included in (c) above.			
	(i) Technical staff.	Secretary.	In consultation with Superintending Engrs.	Application to be submitted through Section Head.
	* A.Es. in Circles.	S.E. or Sr.E.E.	Upto 45 days.	
	(ii) Non-technical staff (except audit staff).	Secretary.	In consultation with Section Heads.	Application to be submitted through Section Head.
	(iii) Audit staff.	Chief Internal Auditor.		
	(e) Class III employees.			
	(i) Minimum of whose pay scale is Rs. 150/- or above in Head Office.	Secretary on the recommendation of the Head of the Section.		Application to be submitted through the Officer in charge of the branch under whom the applicant is working.
	(e) Class III employees.			
	(ii) Minimum of whose pay scale is below Rs. 150/- in Head Office.	E.O. in consultation with Section Head.		Application to be submitted through the Officer in charge of the branch under whom the applicant is working.
	(iii) All class III employees in Circles	S.E. or Sr.E.E.		-do-

Sr.No.	Nature of Power	Competent Authority	Limits	Remarks
	(iv) All Class III employees in Audit Section.	Chief Internal Auditor.		-do-
	(f) Class IV employees.			
	(i) In Head Office.	Establishment Officer.		-do-
	(ii) In Divisions.	Executive Engineer.		-do-

Note:- Grant of all leave shall be subject to audit and the applications and sanctions shall be preserved for at least three years after the audit period.

2. Casual Leave - Grant of

(1) Chief Engineer and Section Heads.	Chairman.			All Section Heads shall submit applications through C.E. or Secretary as the case may be.
(2) All Class I Officers (other than Section Heads referred to in (1) above.)	Secretary.			Applications to be submitted through Section Heads.
(3) All Class II Officers in Head Office.	-do-			-do-
All Class II Officers in Circles.	S.E. or Sr.E.E.			
(4) Class III & IV employees.				
(i) In Head Office.	Section Heads.			Section Heads may authorise any subordinate Officer to grant casual leave.
(ii) In Divisions.	Executive Engineer			Executive Engineer to authorise Sub-Divisional Officers to grant Casual Leave.

Note:- (a) All casual leave account shall be subject to audit and the casual leave applications and sanctions shall be preserved for the audit period. (Audit period is financial year following the year to which the account relates).

(b) All leave applications and sanctions (other than casual leave applications shall be preserved for 3 years after the audit period.)

STORES PURCHASE AND WORKS CONTRACT PROCEDURE

Amendment to Statement marked X showing the powers of local purchase page nil.

Add the following Note:-

The local purchase under the several groups will not be limited to an overall limit of Rs.25,000/- per Division per annum whenever civil works are taken up for execution departmentally. For this purpose, the words "save in the case of civil works taken up for execution departmentally" should be inserted between the words "the local purchases shall" and "be subject to an overall limit & c. & c. " in the heading.

THE WORKS CONTRACT PROCEDURE Amendment to Appendix H Resolution 12.

Item (A) (ii) Technical sanction page 1 of Cyclostyled Copy.

Add the following Note:-

All detailed Estimates for new civil works involving changes in designs and costing more than Rs.10,000/- should be sent to Superintending Engineer (Civil) for technical check before giving technical sanction.

STORES PURCHASE AND WORKS CONTRACT PROCEDURE Amendment to item 50 page 48

Subject:-Delegation of powers
Under Sub-item A(e) - Muster roles for class III & IV, employees -

Add the following:-

The Executive Engineer in the case of Civil Engineering Works done departmentally, shall have authority to delegate to the Assistant Engineer powers of passing and payment of N.M. Rolls without pre-audit up to a limit of Rs.500/- for each N.M. Roll closed at the end of every week or fortnight or such other intervals longer than one week as Executive Engineer may direct, provided that the number of man hours and daily rates for the various class of labour are got approved by them in advance from the Executive Engineer. In such cases the payments may be made by Junior Engineer in Charge of the work and shall be witnessed by the Assistant Engineer or in an extreme emergency if the Assistant Engineer is unable visit the site due to preoccupation, he may pass the muster and depute another Junior Engineer of the Division or Divisional Accountant for witnessing and attesting the payments. As a further precautionary measure the Executive Engineer of the Division shall witness the payments by a surprise check at least once in a month.

WORKS CONTRACT PROCEDURE. Amendment to appendix H Resolution 12.

Item(c) Procedure Page 5 of Cyclostyled copy.

Add the following as + (C) (c)

(C) Where contractors are not easily forthcoming, Civil works as well as Line Works and other Erection Works may be carried out departmentally after obtaining sanction of the competent authority for carrying out the work departmentally as provided below:-

Sanction for carrying out works departmentally.

I. Maintenance Works.

- a) Special Repairs and Additions and alterations technically sanctioned. Within technically sanctioned estimates.
Upto Rs.100/-Jr.Engineer.
Upto Rs.250/- Asstt.Engineer.
Upto Rs.500/-Dy.Executive Engineer.
Upto Rs.1000/- Executive Engineer.
Upto Rs.5000/- Sr.Ex.Engr.or Superintending Engineer (Area).
Upto Rs.25,000/- Chief Engineer.
Upto Rs.50,000/-Chairman.
- b) Extremely urgent works not technically sanctioned. Upto Rs.25/- Jr.Engineer.
Upto Rs.100/-Asstt.Engineer.
Upto Rs.300/-Dy.Executive Engr.
Upto Rs.1000/- Executive Engineer.
Upto Rs.5000/- Sr.Ex.Engr., or Superintending Engineer (Area) with approval of Chairman & Chief Engineer over phone or other means of urgent communications.

II. New Works.

- i) Administratively & technically sanctioned. Upto Rs.5000/-Ex.Engineer
Upto Rs.50,000/-Sr.Ex.Engineer or Superintending Engr., (Area).
Upto Rs.1,00,000/- Chief Engr.
Above Rs.1,00,000/- Chairman with recommendations of Chief Engineer.
- ii) Not Technically sanctioned. Very urgent works upto Rs.5000/- Sr.Ex.Engr., or Superintending Engr.(Area) with the approval of C.E. & Chairman by telephone or other means of urgent Communications.

Note:- Within one month of taking up the urgent works as per above powers, regular estimates of the work shall be prepared and submitted to the next higher officer for formal ex-post facto approval.

**Stores Purchase & Works Contract Procedure
Amendment to Appendix H Resolution 12 item 'C'**

Procedure page 5 of cyclostyled copy.

Add the following as + C(d)

Item rate tenders should generally be invited. Detailed plans and specifications should invariably be attached to the tender papers. Lump sum tenders should however be invited whenever a number of buildings or structures of the same type design have to be constructed at one place. A schedule for item rates should always be attached to the tender papers and Contractor should be instructed to quote reasonable item rates so that the grand total of all items tallies with the total cost quoted for each unit. As far as possible no deviations in specifications and drawings should be made when lump sum contract have been invited. However if due to unforeseen circumstances additions or alterations become inevitable payments of these should be adjusted as per Schedule referred to above.

**WORKS CONTRACT PROCEDURE
Amendment to Appendix H Resolution 12.**

Item (Q).

Add the following Note as Note (3):-

(3) For Civil Works, Sub-Engineers and Jr.Engineers are authorised to record measurements for all works above ground, irrespective of cost, subject to 100% check by Assistant Engineer.

**WORKS CONTRACT PROCEDURE
Amendment to appendix H Resolution 12.**

Item (H) (i) Acceptance of Tender:

Add the following as Note (3).

Under the powers for acceptance of tenders for item as well as for units, all the officers listed therein shall have the power of acceptance of tenders for the local purchase of individual items of materials (listed below), required for execution of civil engineering works, limited to their respective powers for each item in each case.

Materials listed are as follows:-

Metal, Shingle (Bajri), Murrum, Boulders, Quarried rubble and Stones, Bricks, Brick bats, Sand, Lime, Wood, A.C.Sheets & accessories, Cast Iron & G.I.Pipe and Special

Sanitary ware, S.W. Pipes & fittings. Hard ware materials and fittings for doors and windows, Nails, Screws, Rivets, R.C.C. Hume pipes and collars, Coal tar, Linseed Oil, Water proofing cement compounds, Brushes of sizes, Nettings, B.R.C.welded fabrics for R.C.C. Works, Bolts & Nuts, Glass panes, M.S. Sheets and G.I.Sheets, Chalk, putty, Mastic, Roofing tiles and Ridges of all make and patterns. Blasting powder, Gylignite & Detonators and fuse for blasting. Kerosene oil, Petrol, Ropes both coir and Manila, Holdfasts, Straps & Clamps, Pickaxes, Crowbars, pipe dies, Pulley blocks, concrete vibraters, Hammers, Buckets, Watering cans, Locks, Rammers, Wooden & Bamboo ladders and all such materials which are actually required for carrying out the building or erection work undertaken departmentally.

**Amendment to Bombay State Electricity Board's
Tender and Contract for Works Form.**

Add the following as Clause 11 (a):

Contractors shall also be paid monthly a sum not exceeding 75% of the value of the materials (provided they are of imperishable nature) collected by them on the site works for the execution of the work undertaken on the certificate of value issued by Officer nto below the rank of Dy.Executive Engineer. The secured advance so paid shall be recovered from the Running Account Bills as and when the materials are utilised on the works. The Bombay State Electricity Board will have a lien on these materials until the advance is recovered.

Amendment to Tender and Contract for Works Form

Add the following as 31 (a).

Whenever lump sum tenders have been invited for buildings or other structures of the same type design, the Contractor shall submit his bill as stated in Clause 15 and the Engineer-in-charge not below the rank of Deputy Executive Engineer shall certify by general measurements or by some other method considered suitable to him, the value of work done and the Contractor shall be paid monthly a sum equal to 90% of the total value of the Work so certified since the last payment after deducting a part or whole of the secured advance if already paid for the materials utilised on the works. An additional secured advance for any fresh materials brought on site will be also paid if certified by the Officer.

After the work is completed final bill would be paid on the certification of an Officer not below the rank of Executive Engineer, that the work is done according to the drawings and specifications attached to the tender. If any additions and alterations have been carried out, detailed measurements in respect thereof shall be recorded and extra payments or deductions are regulated as per item rates quoted by the Contractor while submitting the tender and if there are any items in the additions and alterations for which the Contractor has not quoted a rate, the payments shall be regulated as per Clause 15 above.

GENERAL STANDING ORDER NO.255 DATED 27-9-1957
Stores Purchase Section

Subject:-Amendment to clause 9 of the Stores Purchase and Works Contract Procedure and Procedure for advertisement. (G.S.O.192).

Under clause 9 of the Stores Purchase and Works Contract Procedure issued under General Standing Order No. 192, class 'A' contractors are exempt from payment of Security Deposit upto the value of the order of Rs. 5 lakhs. If the amount of the order exceeds Rs.5/- lakhs, the Contractor has to furnish a Bank guarantee equivalent of 5% of the value of the contract towards security deposit. This created an anomalous position in that the contractor would escape the necessity of security deposit if the value is just under Rs. 5/- lakhs but would be required to furnish Bank guarantee for the entire amount if the value exceeds this limit even by a small amount. The Board has therefore modified this clause to provide for security deposit of 5% in the case of class 'A' contractors only on the excess over Rs. 5/- lakhs. The Board has also decided that the security deposit for amount in excess over Rs.5/- lakhs of order may be accepted in cash, Government securities, Bank guarantees or insurance policies of approved Insurance Companies. Clause 9 of the said procedure appearing on page 3 of the G.S.O. No. 192 in so far as it pertains to class 'A' contractors should, therefore, be modified to read as under:-

Classification of Supply Contractors.

There shall be three classes of contractors viz., A, B and C for enlistment on the list of approved contractors, as detailed below:-

Contractors under Class A-

Class 'A' contractors comprise those who pay a permanent deposit of Rs.5,000/- G.P. notes or in fixed deposits of an approved bank. These contractors are exempted from the payment of earnest money deposit. They are also exempted from the payment of security deposit provided the value of the contract does not exceed Rs. 5/- lakhs. If it exceeds Rs.5/- lakhs, they are to furnish in cash, or Government securities or in bank guarantees or in insurance policies (of approved Insurance Companies) the latter three in the form approved by the Board from time to time, 5% of the excess value of the contract over Rs.5/- lakhs, towards the security deposit. The said 5% should be calculated on the amount of the order in excess of Rs.5/- lakhs since these contractors are exempted from payment of any security deposit for contracts upto the value of Rs. 5/- lakhs.

As regards payment, class 'A' contractors are eligible to receive 95% against shipping or forwarding documents and the balance 5% within two months from the date of receipt of materials at site unless a longer period of guarantee happens to be a condition of the contract, in which case, the balance 5% is to be returned after the satisfactory completion of the contract and expiry of the guarantee period, unless otherwise approved by the competent authority.

The modifications made above should be carried out "mutatis mutandis" in all contexts wherever the 'A' class of contractors are to be dealt with and with reference to payment of security deposit in cash, or Government securities, or bank guarantees or insurance policies of approved Insurance Companies.

Sd/-Secretary
Bombay State Electricity Board

GENERAL STANDING ORDER NO.256 DATED 27-9-1957
Stores Purchase Section

Subject:-Procedure for advertising Board's advertisements in the newspapers on approved list.

The Board had earlier approved the procedure for advertising Board's advertisements in news-papers and this appeared at the end of the Chapter on Advertisements in the Stores Purchase and Works Contract Procedure issued under the General Standing Order No. 192. The Newspapers prescribed therein were mainly for areas of the former Bombay Electricity Board. The Board therefore, considered local newspapers of other areas also and after ascertaining the rates charged and the circulation figures, the Board approved in substitution of the aforesaid procedure, the following procedure for advertising the Board's advertisements in the newspapers as stated below:-

PROCEDURE

	Former Bombay area.	Saurashtra Kutch area	Vidarbha and Marathwada area.
(1) (A) For all tenders valued below Rs. 25,000/-	(1) Bombay Chronicle, (2) Lokmanya (for Marathi region) or Bombay Samachar for Gujarati area. (3) One local newspaper of the dist. or nearby dist. from the approved list.	(1) Bombay Chronicle (2) Jai Hind of Rajkot. (3) Nutan Saurashtra.	(1) Hitavada. (2) Tarun Bharat of Nagpur. (3) One local approved paper.
(B) For tenders valued from Rs. 25,000/- to Rs. 3,00,000/-	(1) The Times of India. (2)The Bombay Chronicle or Indian Express. (3) Lokmanya and Tarun Bharat (for Marathi area) or Bombay Samachar and Janasatta of Ahmedabad (for Gujarati area). (4) One approved local news paper.	As at (A) above plus Times of India.	As at (A) above plus Nagpur Times and Times of India.

	Former Bombay area.	Saurashtra Kutch area	Vidarbha and Marathwada area.
(C) For tenders valued from Rs.3,00,000/- to Rs. 5,00,000/-	(1) Times of India. (2) Bombay Chronicle or Indian Express. (3) Hitawada. (4) Statesman. (5) Delhi-edition of the Times of India. (6) Lokamanya (for Marathi region) or Bombay Samachar for Gujarati area). (7) Janasatta of Ahmedabad. (8) One local approved paper.	As at (B) above plus Statesman and Delhi edition of the Times of India.	As at (B) above plus Statesman and Delhi edition of the Times of India.
(D) For tenders valued from Rs. 5,00,000/- to Rs. 10,00,000/-	As at (C) above plus Hindu of Madras.	As at (C) above plus Hindu of Madras.	As at (C) above plus Hindu of Madras.
(E) For tenders valued above Rs.10,00,000/-.	As at (D) above plus Amrit Bazaar Patrika of Calcutta and Hindustan Times of Delhi.	As at (D) above plus Amrit Bazaar Patrika of Calcutta and Hindustan Times of Delhi.	As at (D) above plus Amrit Bazaar Patrika of Calcutta and Hindustan Times of Delhi.
(F) For Specialised items.	Foreign papers viz. in the U.K.London Times and in Germany, Deutsche Allemegeine Zeitung, in addition to news-papers in E above.	Foreign papers viz., in the U.K.London Times and in Germany, Deutsche Allemegeine Zeitung, in addition to newspapers in E above.	Foreign papers viz., in the U.K.London Times and in Germany, Deutsche Allemegeine Zeitung, in addition to newspapers in E above.

II. (a) Advertisements for posts shall be published in at least two English Newspapers viz., The Times of India and the Bombay Chronicle, or Indian Express and one two leading regional papers according to the publicity required, the regional papers selected for the purpose being:-

- | | |
|---------------------------------------|--|
| (1) For Gujarat Saurashtra and Kutch. | (i) Bombay Samachar.
(ii) Janasatta, (Ahmedabad)
(iii) Gujarat Samachar (Ahmedabad)
(iv) Jai Hind (Rajkot). |
| (2) For Maharashtra. | (i) Lokmanya (Bombay)
(ii) Gaonkari of Nasik or Sandesh of Ahmednagar.
(iii) Satyavadi of Kolhapur. |
| (3) For Vidarbha and Marathwada. | (i) Hitavada (Nagpur)
(ii) Nagpur Times (Nagpur)
(iii) Tarun Bharat (Nagpur). |

(b) For posts of Junior Engineers and higher technical and administrative posts, advertisements should issue in (i) all the three English newspaper of Bombay (i.e. The Times of India, The Bombay Chronicle and the Indian Express) (ii) 'Hitavada' of Nagpur and (iii) the selected newspapers of Delhi, Calcutta and Madras as approved in E above.

III. (a) For transport and works contracts of the value between Rs.3,000/- and Rs.10,000/-, advertisements are to be given in the Bombay Chronicle or Indian Express and in the selected newspapers of the Region concerned as indicated in II above and also in the local newspaper indicated in the statement I. For example, for works at Ahmednagar, the advertisement will appear (i) in Bombay Chronicle, or Indian Express (ii) in Lokmanya Bombay and (iii) Sandesh of Ahmednagar. For works contracts in Gujarat the advertisement will appear in Bombay Chronicle or Indian Express, Gujarat Samachar or Janasatta of Ahmedabad and one Local paper indicated in Statement I.

(b) All works contracts between Rs.10,000/- and Rs. 25,000/- shall be advertised in Bombay Chronicle or Indian Express and in regional paper of that particular region according to the publicity required.

(c) All the works contracts above Rs.25,000/- should also be advertised in the Times of India in addition to the regional paper indicated in III above. For works at Ulhasnagar, advertisements should be given in the Sindhi Daily, the Hindustan.

IV. Advertisement of interest should be published in one or more papers according to the importance of the advertisements adjudged from the degree and extent of publicity desired.

V. Advertisements for works in any particular region may be given in the regional paper of the area concerned, either in one or in more papers depending on the extent of publicity; for example, for any work in Surat area, advertisement may be given in a Surat paper and also if necessary in Baroda and/or Ahmedabad papers depending on the extent of publicity.

VI. Where there are more than one paper approved for the same area within the prescribed limits and when an advertisement is to be given only in one such local paper

of the area according to the procedure prescribed, then the advertisements should be given by rotation.

VII. All Board's advertisements should be given in the newspapers in Statement I subject to the provisions in foregoing paras I to VI. The Rate Contracts of the Government of Bombay should be applicable to the above advertisements.

VIII. The rates to be charged to the Board for advertisements are given in the accompanying Statement II. These rates are mainly those that were reported to be charged to Government for their advertisements. If there are any variations to the disadvantage to the Board, such cases should be reported to the Secretary to enable him to take up the matter with the newspaper concerned and changes in rates if any that may be made hereafter, will be intimated by circular.

Sd/-Secretary
Bombay State Electricity Board.

STATEMENT I: (Circulation figures are given in brackets.)

Intrr State Newspapers.

English:-

The Times of India

The Indian Express

The Bombay Chronicle

The Hitavada

The Nagpur Times.

Gujarati:-

Bombay Samachar.

Janasatta. (Ahmedabad)

Jai Hind. (Rajkot)

Marathi:-

Lokmanya (Bombay)

Tarunbharat (Nagpur)

Regional.

Gujarati:-

Gujarat Samachar (Ahmedabad)

Sami Sanj (Surat)

Loksatta (Baroda)

Gujarat Times (Kaira)

Kheda Vartaman (Kaira)

Praja Raj (Mehsana)

Nutan Saurashtra (Rajkot)

Phulchaab (Rajkot) (9,033)

Sandesh (Ahmedabad)

Kutch Mitra (Bhuj)

Prabhat (Ahmedabad)

Marathi:-

Gaonkari (Nasik)

Sandesh (Ahmednagar)

Rashtra Sevak (E.K.)

Swatantra Bharat (W.K.)

Lokshakti (Poona)

Sholapur Samachar, (Sholapur)

Rashtra Tej (Kolaba)

Vanataya (Ratnagiri)

Satyawadi (Kolhapur)

Maharashtra (Nagpur)

Navbharat (Nagpur)

Matrubhumi (Akota)

Lokmanya (Nagpur)

Marathawada (Aurangabad)

Kesari (Poona)

Sindhi:-

Hindusthan (Ulhasnagar)

STATEMENT II.

Sr.No	Name of the newspapers.	Rate to be charged to the Board.	
		Public Notice.	Display.
		Rs.	Rs.
I. Newspapers approved by the former Bombay Electricity Board.			
(1)	Times of India, Bombay.	Rs.23/- per col. inch less 5% for advertisement in Bombay edition and Rs.2/- per col. inch less 5% for advertisement in both Bombay & Delhi edition	
(2)	Indian Express, Bombay.	Rs.7/- per col. inch.	
(3)	Bombay Chronicle, Bombay.	Rs.7/8/- per col.inch.	
(4)	Bombay Samachar, Bombay.	Rs.7/8- flat for all advertisement.	
(5)	Lokmanya, Bombay.	Rs.7/-	Rs.5/-
(6)	Hindusthan (Sindhi) for Ulhasnagar only.	Rs.5/-	Rs.3/8/-
(7)	Gujarat Samachar, Ahmedabad.	Rs.4/- since changed to Rs.4/8/-)	Rs.3/-
(8)	Sami Sanj, Surat.	Rs.2/- for all advertisements.	
(9)	Loksatta, Baroda.	Rs.1/8/- per line	Rs.3/-
(10)	Gujarat Times, Karia.	Rs.1/12/- flat.	
(11)	'Kheda Vartman' Kaira.	Rs.1/12/-	
(12)	Praja Raj, Mehsana.	Rs.1/8/- flat.	
(13)	"Gaonkari" Nasik.	Rs.4/-	Rs.3/8/-
(14)	"Sandesh", Ahmednagar.	Rs.2/- flat.	
(15)	"Rashtra Sevak", East Khandesh.	Rs.2/-	
(16)	"Swatantra Bharat", West Khandesh.	Rs.1/8/- flat.	
(17)	'Lokshakti' Poona.	Rs.3/-	
(18)	Sholapur Samachar, Sholapur.	Rs.1/4/- flat.	
(19)	'Rashtra Tej', Kolaba.	Rs.2/-	Re.1/-
(20)	'Vanaty', Ratnagiri.	Rs.1/8/- flat.	
(21)	"Satyawadi", Kolhapur.	Rs.3/- flat less 25%.	
II. Newspapers approved by the former Saurashtra Electricity Board.			
(22)	'Nutan Saurashtra' Rajkot.	Rs.4/-	Rs.3/-
(23)	'Jai Hind' Rajkot.	Rs.4/-	Rs.4/-
(24)	'Phulchhab' Rajkot.	Rs.4/-	Rs.4/-
(25)	Prabhat, Ahmedabad.	Rs.5/-	Rs.4/8/-
(26)	'Janasatta' Ahmedabad.	Rs.5/-	Rs.3/8/-
(27)	'Sandesh' Ahmedabad.	Rs.5/-	Rs.3/8/-
III. Approved by the former Madhya Pradesh Electricity Board.			
(28)	'Nagpur Times' (English) Nagpur.	Rs.7/-	Rs.3/8/-

Sr.No	Name of the newspapers.	Rate to be charged to the Board.	
		Public Notice. Rs.	Display. Rs.
(29)	'Hitawada' (English) Nagpur.	Rs.7/- for two insertions and 5/4/- for subsequent insertions.	Rs.5/-for contract rate.
(30)	'Tarun Bharat ' Nagpur.	Rs.6/-	Rs.6/-
(31)	'Maharashtra' Nagpur.	Rs.5/-	Rs.4/-
(32)	'Navbharat' Nagpur.	(will be intimated later).	
(33)	'Matrubhumi' Akola.	Rs.4/-	Rs.3/-
(34)	'Lokmat' Nagpur i.e. 'Lokmanya'.	Rs.4/-	Rs.4/-
IV. Marathwada.			
(35)	'Marathwada' Aurangabad.	Rs.4/-	
V. Kutch.			
(36)	'Kutch Mitra' Bhuj.	Rs.3/-	

CIRCULAR NO.SCR.99/57486 DATED 18/20th OCTOBER, 1958.

Subject:-G.S.O. No.256 of 27-9-1957.

Replace the rate "Rs.1-8-0 per line" occurring against "Loksatta Baroda", at Serial No.9 in Statement II to General Standing Order No.256 of 27-9-1957, by the rate "Rs.0-8-0 per column line".

Sd/-Secretary,
Bombay State Electricity Board.

GENERAL STANDING ORDER NO.257 DATED 28-9-1957
Accounts Section

Subject:-Board's current accounts No. A for lodging of receipts in the Banks in Vidarbha area
- Endorsement on cheques to be credited to 'A' account.

In supercession of the practice either authorised or otherwise prevailing under the former Madhya Pradesh Board, of Accounts Officers endorsing cheques to be credited to the Board's account for receipts, the Board under its Resolution No. 510 dated the 12th September 1957 has decided that only those Officers who have been delegated powers of withdrawal from any of the Board's current accounts should be deemed to be empowered to endorse cheques drawn in favour of Bombay State Electricity Board either by name of the Board or by designation of any Officers of the Board for crediting into the Board's current Account 'A' in the State Bank of India or other Banks in the Bombay State.

Any correspondence in this regard may be addressed to the Chief Accounts Officer, Bombay.

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO.258 DATED 28-9-1957.
Establishment Section

Subject:-Home Guards, Territorial Army and Auxiliary Air Force Organisations- Facilities to the Board's Employees.

Reference is invited to the General Standing Order No.41 codified at pages 24 and 25 of the Codified Standing Order No.4 which lays down the procedure and rules relating to facilities given to the employees of the former Bombay Electricity Board. The Bombay State Electricity Board has now under its Resolution No.466 dated the 12th September 1957 decided to :-

(a) continue the procedure followed by the former Bombay Electricity Board relating to the facilities for joining the Territorial Army, Home Guards or Auxiliary Air Force.

(b) Allow the employees of the former Bombay Electricity Board, Saurashtra Electricity Board, M.P.Electricity Board and the Electricity Departments of Kutch and Marathwada, who were in their services on 1st February,1957 to retain their membership of the Territorial Army, Home Guards or Auxiliary Air Force, provided such Organisation existed there.

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO.259 DATED 28-9-1957.
Accounts Section

Subject:-Grant of petty cash imprest to the Cashiers in the Circle Offices and in Divisional Offices.

In order to obviate the difficulty experienced at Circle Offices and Divisional Offices on account of 100% pre-audit in case of payment of purchases of petty items, the Board under its Resolution No.494 dated the 12th September,1957 approved the granting of the following Imprest Amount to the Cashiers at the discretion of the Circle or Divisional Officer in-charge, provided the Cashier is not below the rank of Sr.Clerk in Divisional Office and Sr. Accounts Clerks in Circle Office.

(a) To Cashiers in Circle Offices only Rs.75/-

(b) To Cashiers in Divisional Offices only Rs.50/-

Any correspondence in this regard should be addressed to the Chief Accounts Officer, Bombay.

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO.260 DATED 28-9-1957
Establishment Section.

Subject:-Pay fixation of employees in the Mofussil areas - Audit work in respect of-

Reference is invited to this office Circular No. SCR 131(2)(B) dated the 6th May 1957 which lays down the detailed procedure for pay fixation of employees in terms of the options exercised by them. All the pay fixations done in terms of the various circulars and G.S.Os. issued on this subject, are subject to further scrutiny and audit by the Officers specially appointed for the purpose. Accordingly, the Board under its Resolution has decided that:-

(a) Shri L.G.Padhye, Assistant Secretary (Estt.) should be appointed as a Roving Auditor for the post audit of the pay fixations referred to above in Vidarbha, Saurashtra and Kutch areas.

(b) Shri J.P. Moolay for similar work in the areas of the former Bombay Electricity Board and Marathwada.

(c) Shri J.J. Mehta, Establishment Superintendent should exercise the powers of the Assistant Secretary (Estt.) during the absence of Shri Padhye on tour.

Shriyuts Padhye and Moolay should draw up their itinerary in consultation with the Sectional Heads urgently and intimate all concerned accordingly.

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO.261 DATED 5-10-1957.
Board's Section

Subject:-Decentralisation of the functions of the Bombay State Electricity Board.

As per the decision of the Board contained in B.R.No.540 dated 26th September 1957, the implementation of G.S.O.No.247 dated 13th September 1957, should be held in abeyance till further orders except for such linked transfers, postings and promotions as have already been ordered and which should be treated as provisional along with consequential promotions.

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO. 262 DATED 8-10-1957
Establishment Section

Subject:-Authority to the Chairman to post surplus personnel holding higher posts against lower posts sanctioned in the staff set up with higher scale as personal to them.

In order to have uniformity in the staff set up of the whole Bombay State Electricity Board, uniform standards are adopted while sanctioning the staff set up of all the integrating units irrespective of the number of persons available for absorption against a particular category of staff. The result is that a number of personnel available for absorption exceed the number of posts in a particular category of staff sanctioned in the set-up of different regions and vice versa. It has, therefore, become necessary to show certain persons holding lower posts against vacancies in higher posts in the sanctioned set-up in the same pay and the same (lower) scales. While in some cases it has become necessary to show persons holding higher posts against vacancies in lower posts without affecting their pay in their respective grades. While the Bombay State Electricity Board's Service Regulations provide for the former contingency, there is no provision to cover the latter contingency.

The Board in its regulation No. 480 dated 12th September, 1957 therefore authorised the Chairman to post surplus personnel holding higher posts against lower posts in the sanctioned set-up with higher scale being personal to them till such time they are absorbed in their equivalent posts provided that the service of the personnel absorbed in such posts should be deemed, for all practical purposes as service in the post, the person concerned would have been normally absorbed, had a vacancy existed for the purpose.

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO.263 DATED 8-10-1957
Establishment Section

Subject:-Rent limits prescribed for hiring accommodation in the name of the Board.

The Board examined the rules prescribed by the former Bombay Electricity Board in connection with:-

(a) Allotment of residential quarters owned by the Board to certain categories of employees and the rate of rental charges in their case.

(b) Hiring of accommodation in the name of the Board where the employees are liable to frequent transfers and the rent to be recovered from such employees (vide pages 14 to 19 of the Codified Standing Order No.4) and ruled that though the employees are to hire premises at reasonable rents, instances have occurred where employees hire accommodation at excessive rents which throws extra liability on the Board. In order to define as to what the reasonable rent should be, the Board under its Resolution No.464 dated 12-9-1957 prescribed the following maximum rent limits for hiring residential accommodation in the Board's name under the above arrangement prescribed above.

(i) (a) Rs.25/- to Rs.30/- p.m.for Jr.Engineers.

(b) Rs.30/- to Rs.35/- p.m.for Asstt.Engineers.

(c) Rs.40/- to Rs.45/- p.m.for Dy.Ex.Engineers

(d) Rs.60/- to Rs.80/- p.m.for Ex.Engineers.

subject to the maximum limits being allowed upto Rs.40/-, Rs.50/- and Rs.100/- in case of (b), (c) and (d) respectively in exceptional cases.

These rent limits shall be applicable from 18-6-1957.

(ii) the rent limit fixed for all Class III staff below the rank of Jr.Engineers is between Rs.20/- and Rs.25/- p.m.

(iii) the rent limits prescribed in (i) and (ii) above shall apply to the non- technical staff also who fall in the pay grades of Sub-Engineers, Jr.Engineers, Assistant Engineers, Dy.Executive Engineers and Executive Engineers.

(iv) The rent limits fixed above shall apply to each Officer but where two or more Officers are to share a Bungalow or House, corresponding higher limit would be permissible.

(v) In case of the categories of staff coming under (ii) and (iii) above, the rent limits are to be effective from the date of the Board's Resolution viz.12-9- 1957.

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO.264 DATED 10-10-1957
Borad Section.

Subject:-Power to sanction expenditure on the repairs of the Board's Vehicles.

Add the following explanatory note to G.S.O.No. 223 dated 22-7-1957.

Explanatory Note:-

The provisions of this G.S.O. does not withdraw the powers delegated to the Executive Engineers in charge of the Divisions to incur expenditure on the repairs of the Board's vehicles upto a limit of Rs. 150/- per vehicle per annum vide item No. 51B(e) of G.S.O. No. 192 but only cases involving expenditure over Rs. 150/- on repairs of Board's Motor Vehicles which are beyond Executive Engineer's powers should be referred to the Chief Engineer for the approval of the Chairman.

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO. 265 DATED 10-10-1957
Acconts Section.

Subject:-Signing of Consumer's bills before issue.

The Engineer-in-Charge of a Division or Power House should normally sign all the consumers' bills before issue 'for the Chief Engineer'- Bombay State Electricity Board. Since, however, it is impracticable for the Engineer-in-Charge to sign a large number of bills sometimes numbering to about 6000 to 8000 in a large Divisional Office the following rules are prescribed for the signing of consumers' bills:-

(a) where large number of bills have to be signed a Facsimile Rubber Stamp of the signature of the Engineer-in-Charge may be employed.

The Rubber Stamp must be kept in safe custody of the Engineer-in- Charge who should depute Senior Accounts Clerks to use the stamp for stamping the Consumers' bills which thereafter should be initialled by the Senior Accounts Clerks concerned.

(b) In smaller Power Houses the consumers' bills should as far as possible be signed by the Engineer-in-Charge who however is not debarred for arranging a Rubber Stamp of his signature to be used and the bills initialled by the Clerks concerned.

(c) On no account should the Facsimile Rubber Stamp of the signature be used for signing correspondence.

Any correspondence on the subject should be addressed to the Chief Accounts Officer, Bombay.

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO.266 DATED 11-10-1957.
Audit Section

The scope and extent of audit referred to in para 3 of the G.S.O.213 of 8-6-1957 may please be substituted as the same has been amplified and approved by the Board vide S.B.R.414 of 4-9-1957 as under:

Nature and scope of the Internal Audit

The Board referred to B.R.No.398 of 21-4-1955 and 2176 of 7-6-1956 approving the nature and scope of the internal audit as indicated below:-

(a) At the Head Office :

(i) 100% pre-audit of

Daily Cash Payments

Purchase Orders for Stores Supplies and Works Contracts before issue.

Pay sheets, Salary Bills, T.A.Bills, etc.

Other vouchers for payments.

(ii) 100% post-audit of Cash Book entries.

100% post-audit of Imprest and Petty Cash Account.

(iii) Test-Check of - at least 5% (Post-audit) -

Deposit Registers.

Stock Ledgers.

Consumers' General Ledgers.

Journals

Subsidiary and Main Ledgers

Other sundry books of accounts.

(b) At the Divisions

(i) 100% pre-audit as above except in exceptional cases which will be subject to 100% post-audit.

ii) As above.

iii) Test-check as above.

The scope of audit was later amplified in order to make audit more effective as indicated in G.S.O.No.213 providing for inspection visits as under:-

(Inspection Visits) - Audit Officers should arrange the monthly programme of inspections and visits so that all Divisions in their charge are visited once in a quarter. So also the local auditors should arrange their monthly visits to the Sub-Divisions or Power Houses under their control so that all subordinate office accounts are checked once in a quarter. For this purpose both Circle Auditors and Local Auditors should set apart about 10 days in a month so that he is not absent from Head Quarters for more than 5 days at a time.

As however no percentage check at the time of inspection had been prescribed, the Board approved the following percentage:

These percentages may be increased, if the initial documents are in an unsatisfactory condition but in such a case full facts should be brought to the notice of the Chief Internal Auditor:-

- | | |
|--|--------------------------|
| (1) Imprest Cash Account | 100% (Hundred percent) |
| (2) Bill Collector's Cash | 100% (Hundred percent) |
| (3) Postal Stamps and Revenue Stamps | 100% (Hundred percent) |
| (4) Energy bills and Personal ledgers. | 10% (Minimum Test Check) |
| (5) Bill Collector's Remittance Challans and Triplicate Receipts. | 10% (Minimum Test Check) |
| (6) Stores and Stock Materials | 10% (Minimum Test Check) |
| (7) Other Registers of Accounts like Security Deposits, Disconnection and Re-connection Registers. | 10% (Minimum Test Check) |

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO.267 DATED 12-10-1957
Establishment Section

Subject:-Advance of pay to the employees of the Board on the eve of the important festivals.

The Board under its Resolution No.639 dated 10th October 1957 has decided that an advance of pay may be sanctioned to the employees of the Board on the eve of the important festivals as per the rules in force under the State Government of Bombay as contained in G.R.F.D.No.ENR 1056 dated 22nd October 1956 and modified under P & S.D.Circular No.FND-1057-B dated 25th July 1957 (Copies enclosed).

Encl:- As above

Sd/-(N.S.MERCHANT)
Establishment Officer.

Advance of Pay to Government Servants
on the eve of important festivals.

GOVERNMENT OF BOMBAY

Finance Department

Resolution No.ENR.1056

Sachivalaya, Bombay, 22nd October, 1956.

RESOLUTION: Government is pleased to direct that an advance of pay may be sanctioned on the eve of important festivals to Government Servants in receipt of basic pay not exceeding Rs.300/- per mensem subject to the following terms and conditions:

(i) The amount of the advance will be Rs.75/- (Seventy five) or one months' basic pay whichever is less.

(ii) The authorities competent to sanction these advances will be (i) Heads of the Departments and Officers not lower in rank than the Principal District Officers of the Department concern.

(iii) The advance must be applied for and drawn before the festival concerned. The advance may not be drawn earlier than fourteen days before the day on which the festival begins. It is admissible only to those on duty or on leave on average pay or on earned leave.

(iv) The advance will be recovered in not more than four equal monthly instalments, the first recovery commencing with the new issue of pay. The amount of each instalment should be rounded off to the nearest rupee, the balance, if any being recovered in the last instalment.

(v) Authorities sanctioning the advance will be held personally responsible for ensuring that the advance is fully adjusted in the manner stipulated above.

(vi) The advance will be admissible only on one occasion in a calender year for members of each community serving in an establishment. The occasion for each community should be fixed by the authorities declared competent to sanction advance under these orders in sub-paragraph (ii) above after taking into consideration the importance attached, locally to such festival and in consultation with recognised association of staff/workers, where such exist. No member of any establishment should get more than one such advance in a calender year.

(vii) Before these advances are sanctioned to temporary staff, sureties from permanent Government Servants in the accompanying form or any other kind of security considered adequate by the sanctioning authority, should be obtained. The authorities competent to sanction these advances may, at their discretion, dispense with this

requirement in the case of the temporary staff who have completed 3 years of continuous service and are likely to continue in service till the complete adjustment of the advances.

(viii) No advance should be sanctioned to part-time Government servants.

(x) No advance should be sanctioned to temporary Government servants who are not likely to continue in service for a period of at least six months beyond the month in which the advance is paid.

2. These advances will, on payment be debitable to "S- Deposits and Advances- Part III - Advances not bearing interest. Department Advance- Civil Advances- Objection book advances".

The orders will remain in force till 31st December, 1957 unless amended earlier.

By order and in the name of the Governor of Bombay.

Accompaniment: Form of
Surety Bond.

Sd/-Deputy Secretary to Government.

Advance of Pay to Government Servants:
On the eve of important festivals.

GOVERNMENT OF BOMBAY.

Political and Services Department

Circular No.FND-1057-B.

Sachivalaya, Bombay, 25th July 1957.

CIRCULAR OF GOVERNMENT.

Under paragraph VI of the Government Resolution, Finance Department, No.FNR-1056, dated the 22nd October, 1956, it was stipulated that the occasion for each community should be fixed by the authorities declared competent to sanction advances of pay to Government Servants on the eve of important festivals. With a view to achieving uniformity in the matter of fixing important occasions for each community for the purpose of granting advances to the Government Servants in Greater Bombay only, it has been decided that the following occasions should be treated as important to the communities shown against them:-

- | | |
|-------------------|------------|
| 1) Diwali | Hindus. |
| 2) Ramzan Id | Muslims. |
| 3) X' mas. | Christian. |
| 4) Parsi New Year | Parsis. |

- 5) Samvatsari Jains.
6) Rosh Hoshara Jews.

For the communities other than those mentioned above, it is left to the discretion of the competent authorities to decide the occasions.

By order and in the name of the Governor of Bombay.

Sd/-B.K.CHOUGULIE
Under Secretary to the Government of Bombay,
Political and Services Department.

**GENERAL STANDING ORDER NO.268 DATED 16-10-1957
Planning & Co-Ordination Section.**

Under the existing arrangements various letters received from Government, Central Water & Power Commission and other public and private undertakings in respect of requirements of power in various areas either immediately or in course of time, are marked to various Sectional Officer some of these being marked to the Planning & Co-ordination Section, some to the Commercial Section and some to the respective Zones or Circles. In the interest of efficient and quicker disposal of such correspondence it is decided to introduce a uniform system of disposal for such references. The following procedure should, therefore, be adopted with immediate effect:-

1. All correspondence received in connection with additional requirement of power in any region or area from any source should be initially marked to the Planning & Co-ordination Section.

2. The P & C Section should issue a suitable reply under intimation to the concerned Chief Engineer/Dy.Chief Engineer, if such a reply could be given directly based on general considerations and where additional information either from the Zonal or Field Officers is not required to be collected.

3. Whenever such additional information is required to be collected from either the Head Office or the Field Offices, the P & C Section should forward the letter received in original to the concerned Zonal Officer in Bombay and keep a record of such forwarding of the letters, in a Register to be suitably maintained.

4. On receipt of such references from the P & C Section, the Zonal Officer in Bombay should comment thereon and return the reference in original together with his comments to the P & C Section as soon as possible.

5. If in case any information is required to be collected or asked for from the field offices, the Zonal Officers should arrange to get the same, by forwarding copies of the

references to the Field Officer and asking him to give information thereon within the course of 8 to 10 days. In any case, the original reference from Government or other parties should not be forwarded to the Field Officers, so that the chances of any letters missing during transit are minimised.

6. On receipt of information from the field offices, the Zonal Officer should forward the letter in original, together with the field comments to the P & C Section for further disposal. In this manner, the Zonal Officer in Bombay should also be kept fully informed about such correspondence.

It is also desirable to assess the various requirements of power either in the Second Five Year Plan or in the Third Five Year Plan, that have been made out by various parties, so far from time to time as such compilation would help us-

(a) to assess to a greater degree of accuracy the possible savings if any, in the sanctioned schemes of the Second Five Year Plan.

(b) to consider undertaking electrification of additional Towns, Villages or areas (if savings are found to be of appreciable magnitude) based on the utilisation of savings by making a proper assessment and distribution of the available funds.

(c) to plan the third plan projects which are to start in the near future.

For this purpose the information already available with the Sectional Heads in the Bombay Office will be collected by the P & C Section. All the concerned Officers should, therefore forward to the P & C Section a complete list of requirements of electrical power from various parties received by them in the previous year, within a period of one month together with a copy of the interim reply given to the party.

Any clarification on the subject should be sought for from the Senior Executive Engineer, P & C Section, Bombay.

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO.269 DATED 16-10-1957
Establishment Section

Subject:-Principles for the fixation of the Seniority.

The Board under its Resolution No.10 reviewed the position in respect of the principles to be adopted for the fixation of the seniority of the staff and has generally approved the principles and procedures which were in force in the former Bombay Electricity Board as laid down in G.S.O.No.129 dated 6th August,1957 (copy attached).

Encl:- As Above

Sd/-(N.S.MERCHANT)
Establishment Officer.

174....

Bigger type OPERATIVE & Smaller type REDUNDANT

BSEB-GSO 268&269

GENERAL STANDING ORDER NO.129 DATED 6-8-1956.
Establishment Branch

Subject:-Principles to be adopted in the matter of fixing seniority of different classes of the Board's employees.

The Policy and principles that were in vogue in the matter of fixing seniority of different classes of employees in the former Electric Grid Department were examined by the Bombay Electricity Board at its 89th meeting held on 26th July 1956 and the Board has as per its resolution No. 2435 decided that the Policy and principles enumerated below should be adopted in this matter hereafter.

1) Seniority should be fixed on the basis of length of service for all Class I, II and III excluding non-technical staff, and on the basis of pay in the case of all III non-technical and Class IV employees. In the event of two employees being found to have the same length of service in the cadre or the same pay, then the next increment, that being the same, the entire length of service in the organisation, and that being the same the older should have precedence over the younger.

Note:-For purposes of this Resolution, posts in Audit and Accounts, the minimum of whose pay scale is Rs.150/- or above shall be deemed to be included in the category of 'Technical Staff'.

2) There should be a common seniority maintained for the entire organisation for all staff coming under Class I & II and also Class III, the minimum of whose pay scale is Rs.150/- and above.

3) Circlewise seniority should be maintained for all staff coming under Class III whose minimum of the pay scale is below Rs.150/- but not below Rs.92/- and who are not Class IV employees.

4) A Divisionwise seniority list should be maintained for all Class III whose minimum of the pay scale is below Rs.92/-, and Class IV employees.

5) A separate seniority list of all staff with city scales should be maintained for the Head Office.

6) The Seniority of the staff as at present stands should not be disturbed. The revised principles of fixing seniority as indicated in (1) above, by length of service or by pay, as the case may be should be applicable to all appointments that will be made hereafter, i.e., after 1st August, 1956.

7) Initially, a seniority list of staff as it stood on 31-7-1956 based on the principles in vogue under Government, should be drawn up for all employees borne on the establishments as on 31-7-1956 which should later be separated Statewise, Circlewise & Divisionwise to conform to the principles of fixing seniority Statewise, Circlewise or Regionwise indicated in (2), (3), (4), and (5) above.

8) With regard to the block seniority in respect of certain Junior Engineers and Divisional Accountants/Auditors and Account/Audit Assistants all the persons interviewed and selected for each category mentioned above, on a given date are to enjoy the same place in the seniority list. To fit this in, with the old basis of seniority, a line of demarcation should be drawn each time persons are recruited on block seniority basis and persons so selected should be fitted in enblock immediately after the last person in the seniority list prepared just prior to the demarcation of the line referred to above. Within the block pay will be the criterion. If, however, persons are subsequently appointed without block seniority being conferred on them, they should be fixed up in their due place by taking into account the pay of only those who are not on block seniority basis and whose seniority has, therefore, been fixed individually on basis of their pay. In case of any anomaly or doubt, such cases should be referred to the Chairman who on the recommendation of the Secretary and/or Chief Engineer may fix the seniority on merits and his decision shall be final.

9) The Seniority list should be reviewed and brought up-to-date every year on 1st August.

Sd/- (N.S. MERCHANT)
Deputy Secretary (G&E)

GENERAL STANDING ORDER NO.270 DATED 18-10-1957
North Zone

Subject:-Issue of materials to the contractors which are not included in
Schedule 'A' of the Tender.

Authority:-B.R.No.553 dated 26-9-1957.

The Board referred to the practice of drawing Schedule A while preparing tenders for particular works which indicated the materials to be issued to the contractors under the terms of the contract and observed that in addition to the above, such materials not included in the Schedule A were required to be supplied to the contractors in order to facilitate work, the value whereof was recovered on the basis of cost rate or the market rate whichever is the higher and to charge an additional 15%.

As this was not a procedure recognised as such under the Works and Stores Purchase procedures, the Board regularised the present practice by authorising issue of such materials, not specifically included in the aforesaid Schedule A, from stock to the contractors and recovery from them the value of such materials supplied on the basis of cost rates or market rates prevailing at the time of issue, whichever be greater, plus 15% for supervision charges etc. The market rate should be determined on the basis of enquiries made in local market from dealers dealing in such materials.

The Board further fixed the limits upto which field officers were to issue such materials in respect of any particular contract:-

Designation of the field Officer	Limit (Cost of materials per contract).
(a) Executive Engineer	Rs. 500/- (Rs.Five hundred)
(b) Sr.Executive Engineer	Rs.2,000/-(Rs.Two thousand)
(c) Superintending Engineer	Rs.2,500/- (Rs.Two thousand five hundred)
(d) Chief Engineer	Rs.5,000/- (Rs.Five thousand)
(e) Chairman on recommendation of C.E.	Rs.10,000/- (Rs.Ten thousand)

The above cost is exclusive of specific materials mentioned in the Schedule 'A' of the tender.

Any correspondence on the subject should be addressed to the Deputy Chief Engineer, North Zone.

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO.271 DATED 26-10-1957
Establishment Section

Subject:-Broad Principles in respect of integration of seniorities of different integrating units in respect of Technical Officers of the rank of Junior Engineers and above and non-technical Class I Officers.

On the recommendations of the Sub-Committee appointed (by the Board under its Resolution No.142 dated the 11th May 1957) for the purpose of integration of seniority lists of different areas and for recommending the names of suitable persons from among the existing staff for promotion to higher posts the Board approved, in its Resolution No.445 dated 22-8-1957 the following broad principles enunciated in its report.

- (a) To allow the existing seniority lists of the different integrating units to continue as they are.
- (b) To form a separate seniority list of persons recruited directly by the Bombay State Electricity Board to which might be added up the names of persons promoted or those who would be promoted in future.
- (c) For the purpose of promotions, senior persons for each list to be considered and selections made on merits.
- (d) To declare the technical and non-technical posts whose minimum of the grade is Rs.500/- or above, as selective posts so that irrespective of seniority suitable persons could be promoted. seniority coming into play only if all other things are equal.

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO.272 DATED 29-10-1957
Planning & Co-ordination Section

Subject:-Delegation of powers.

Reference is invited to G.S.O.No.254 dated 25th September 1957 wherein the Bombay State Electricity Board under its Resolution No.441 dated 28th July 1957 has amplified the various delegation of powers in respect of the technical and non-technical matters of the Board. But from the various references received from the Divisions, it has been observed that there is some misunderstanding on the part of the Divisional Officers with regard to the exercising of powers by them particularly in connection with the powers for giving administrative approval for the extension of lines. It is therefore clarified for the information of all that the powers which were delegated to the Divisional Officers of the merged areas prior to the formation of the Bombay State Electricity Board cease to exist from 30-6-1957, and that the powers of Divisional Officers as sanctioned by the Bombay State Electricity Board from time to time have come into force with effect from 1-7-1957. No sanctions will be treated as valid if the same are not in consonance with the powers delegated from time to time. Such irregularities which have been committed after 1-7-1957 should therefore be referred to the competent authorities for getting the same condoned by the Board. This may please be treated as most urgent.

2. It is also desired that a tabulated statement of all sanctions given according to the old powers from 1-4-1957 to 30-6-1957 may please be prepared for final ratification as envisaged, when the above was sanctioned as a temporary measure for the purpose of ensuring continuity of work during the transitory period and until such time as the final power statement was ready and communicated to the field Officers. Immediate action of the above may please be taken.

3. Any correspondence on the subject should be addressed to the Additional Chief Engineer or the Chief Engineer as the case may be.

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO.273 DATED 29-10-1957
Establishment Section

Subject:-Hours of attendance for the South Gujarat Circle, Utran.

The hours of attendance as prescribed in the General Standing Order No.217 dated the 22nd July 1957 in respect of the Ministerial Staff including all Office Staff and which were ordered to be held in abeyance in so far as the employees of the South Gujarat Circle were concerned (vide this office letter No.E.428/436 dated 23-8-1957 confidential) should be made effective from 1-11-1957.

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO.274 DATED 5-11-1957
Establishment Section

Subject:-Annual Increments etc. to the staff in the pre-merged areas prior to integration - sanction to the..

As a result of the integration of the three Boards and Electrical Department of Kutch and Marathwada and consequent reorganisation of the administrative set-up, the competent authorities prescribed under the old rules did not in all cases continue to exist. As there are pending cases of grant of increments etc. the Board, under its Resolution No.577 dated the 26th September 1957, authorised the competent authorities in the new set up to deal with all the old cases of grant of increments, leave and other matters including discharge, dismissal etc. as if these competent authorities were the appropriate authorities to deal with such cases under the old rules, irrespective of whether the concerned employees have exercised option I, II or III.

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO.275 DATED 6-11-1957
Establishment Branch

Subject:-Casual Leave.

Several instances have been noticed where members of the staff take undue advantage of the absence of the restriction under the Service Regulations of the Board (save those provided under Regulation 86) against prefixing and/or suffixing Sundays and Public Holidays to Casual Leave in order to get the benefit of continued absence. It is desirable to discourage this practice particularly that of interposing Casual Leave between Sundays & or Public Holidays. The Officers competent to grant Casual Leave are requested to see that Casual Leave is not normally granted in conjunction with Sundays or Public Holidays if it results in more than two holidays including Sunday being enjoyed by an employee in conjunction with any spell of Casual Leave, either by prefixing or by suffixing or by both, and further if the total period of Casual Leave and Holidays enjoyed in continuation, at one time exceeds 5 days, save only in very exceptional circumstances, when it may be extended upto 7 days.

For any deviation from the above restriction, the Competent Authority should take the approval of the Chairman.

Sd/-(H.R.VAJIFDAR)
Secretary
Bombay State Electricity Board.

GENERAL STANDING ORDER NO.276 DATED 12-11-1957
Establishment Section

Subject:-Delegation of powers.

The orders contained in G.S.O.No.247 dated the 13th September 1957 having been held in abeyance by G.S.O.No.261 of 5-10-1957 save in cases of linked transfers, postings and promotions, the provisions of the G.S.O.No.254 dated 27-9-1957 pertaining to the delegation of powers should be read mutatis mutandis until further orders.

This applies to all the communications that may have been issued on the subject subsequent to issue of G.S.O.No.247 dated 13-9-1957.

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO.277 DATED 16-11-1957
Establishment Section.

Subject:-Powers to declare Saturday as weekly off.

In accordance with the Board's Resolution No.644, dated the 30th October, 1957, the Superintending Engineer, Amravati is hereby authorised to declare Saturday in future as a weekly off instead of Sunday and to make Sunday a Working day from 8 a.m. to 1 p.m. as long as Saturdays continue to be bazaar days, when the staff needs weekly off.

He should take Factory Inspector's permission or fulfil any legal formality that may be necessary under the Labour Law, in this regard.

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO.278 DATED 18-11-1957.
Establishment Section.

Subject:-Delegation of powers to Assistant Engineers under training.

In accordance with the Board's Resolution No.680 dated the 30th October 1957, all the powers vested with the Assistant Engineers should be delegated to Assistant Engineers under training, in the former Saurashtra Electricity Board.

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO.279 DATED 18-11-1957
Establishment Section

Subject:-Medical facilities to the staff.

Pending finalisation of the medical scheme for the entire Board, the Board under its Resolution No.709 dated 9th November 1957 accorded its approval to:-

(i) Continuance of medical facilities to the staff of integrating units for the period between the dates on which Bombay State Electricity Board took over the assets and liabilities of their respective organisation

and 1-6-1957 as per their old rules, in keeping with its Resolution No.38 permitting the employees to be governed by their respective Service Conditions for the interim period.

(ii) Continuance of the same privilege as in (i) above even beyond 1-6-1957 till the Board introduces its own schemes for the medical facilities to its staff.

(iii) Declaring Circle Heads and the Divisional Heads in the absence of the Circle Heads, as the Competent Authority to sanction payment of bills, subject to the procedure, limits etc. as prescribed under the rules of the respective integrating units and subject to their making proper financial provisions in the budget.

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO.280 DATED 18-11-1957
Establishment Section

Subject:-Delegations provided under the Bombay State Electricity Board Regulations or Resolutions.

Doubt have been expressed in certain quarters about the powers to be exercised by the Officers of the Board in matter of common Service Regulations and others. It is clarified for information of all that the delegations provided under the Bombay State Electricity Board Regulations and Resolutions would be generally applicable to all areas except where they are likely to affect the public adversely and that in the latter case, the existing conditions would continue to be operative till they are changed in accordance with the recognised procedure. Under this category, for example, the rates of supply of electrical energy and the conditions of supply and miscellaneous charges including service line charges which are not yet approved by the Board for application on a uniform basis to all areas are included as they affect the public, but so far as the procedure for approval or giving sanction for carrying out the works of laying service lines etc. are concerned, the delegation of powers as laid down by the Bombay State Electricity Board will apply as it is a matter of departmental procedure.

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO.281 DATED 18-11-1957
Establishment Section

Subject:-T.A.Regulations.

The Bombay State Electricity Board under its Resolution No.691 dated 30th October 1957 has approved the following Regulation to be incorporated as 99 A below Regulation No.99 of the Bombay State Electricity Board Service Regulations.

"The following shall be the classes to which an employee shall be eligible to travel by public conveyances (buses) where such travel is permissible.

Grade I & II -

Upper or 1st Class

Grade III & IV -

Lower or 2nd Class.

Sd/-(N.S.MERCHANT)
Establishment Officer.

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Bigger type OPERATIVE & Smaller type REDUNDANT

BSEB-GSO 279-281

GENERAL STANDING ORDER NO.282 DATED 18-11-1957
Establishment Section

Subject:-Earned leave accumulation of..

In accordance with the Board's Resolution No.652 dated the 30th October 1957, such of the employees working in the Power Stations who were previously governed by the General Service Regulations immediately prior to the joining the service of the Board but who subsequently came under Appendix A of the Service Regulations, had some accumulated leave to their credit should on the analogy of the decision taken by the former Board vide G.S.O.No.29 of 1-11-1955 be permitted to avail themselves of all the past accumulated leave to their credit subject to the conditions that 2/3 of the accumulated leave should be availed of by 31-10-1958 and the balance within the following 12 months, subject to a facility to carry forward in case it is rejected for administrative exigencies.

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO.283 DATED 18-11-1957
Board Section.

In order to facilitate calculation of the compensation for extra hours of attendance and curtailed leave facilities payable in terms of the option offered under the Board's Circular No. SCR 131(2) of 7th March, 1957, the Board vide SBR No. 317 of 10-7-1957 worked out the percentage compensation for the staff in different areas who become eligible to such compensation, taking into account the actual curtailment of leave facilities or increase in the hours of attendance. Inquiries are however being received in this office as to whether the percentage compensation is admissible to technical staff, line staff or other non-administrative staff etc. These enquiries are received apparently due to the incorrect appreciation of the basis of the offer of compensation and the calculation thereof. The position is therefore, explained below:

2. The criterion with regard to the eligibility of compensation is not whether an employee comes under the technical or non-technical staff nor whether he is member of line staff or of the Power House staff. The criterion is whether there has been (a) curtailment of the leave facilities and (b) increase in the hours of attendance. The percentage for the employees in different areas have been worked out on the following data:-

I - In the case of employees exercising Option No. I

A. BOMBAY REGION:-

- | | |
|---|---|
| (a) Hours of attendance prior to 1-4-1957. | Week days 10-30-a.m. to 5-45 p.m. (with 45 minutes recess.
Saturdays 10-30 a.m. to 2-30 p.m. with no recess. |
| (b) Hours of attendance under this Board's Rules. | Week days 10-30 a.m. to 5-45 p.m. with 45 minutes recess.
Saturdays 9-30 a.m. to 2-30 p.m. with no recess. |
| (c) Curtailment of leave facilities | From 15 days casual leave to 10 days casual leave. |
| (d) Percentage compensation:- | 5.11% |

B.SAURASHTRA REGION :-

- | | |
|---|--|
| (a) Hours of attendance prior to 1-4-1957 | Week days 10-30-a.m. to 5-30 p.m. with 1/2 an hour recess.
Saturdays 10-30 a.m. to 2 p.m. with no recess. |
|---|--|

- | | |
|---|---|
| (b) Hours of attendance under this Board's Rules. | Week days 10-30 a.m. to 5-45 p.m. with 45 minutes recess.
Saturdays 8-30 a.m. to 1-30 p.m. with no recess. |
| (c) Curtailment of leave facilities | From 15 days casual leave to 10 days casual leave. |
| (d) Percentage compensation:- | 6.70% |

C. VIDARBHA REGION:-

- | | |
|---|---|
| (a) Hours of attendance prior to 1-4-1957. | Week days including Saturdays 10-30 a.m. to 4-30 p.m. with no recess. |
| (b) Hours of attendance under this Board's Rules. | Week days 10-30 a.m. to 5-45 p.m. with 45 minutes recess.
Saturdays 8-30 a.m. to 1-30 p.m. with no recess. |
| (c) Curtailment of leave facilities | From 15 days casual leave to 10 days casual leave. |
| (d) Percentage compensation:- | 6% |

C. MARATHWADA REGION:-

- | | |
|---|---|
| (a) Hours of attendance prior to 1-4-1957. | Week days 10 a.m. to 5 p.m. with 1/2 an hour recess.
Saturdays 9 a.m. to 12-15 p.m. with no recess. |
| (b) Hours of attendance under this Board's Rules. | Week days 10-30 a.m. to 5-45 p.m. with 45 minutes recess.
Saturdays 8-30 a.m. to 1-30 p.m. with no recess. |
| (c) Curtailment of leave facilities | From 15 days casual leave to 10 days casual leave. |
| (d) Percentage compensation:- | 7.51% |

E. KUTCH DIVISION:-

- | | |
|---|---|
| (a) Hours of attendance prior to 1-4-1957. | Week days 10-30 a.m. to 5-30 p.m. with 1/2 an hour recess.
Saturdays 10-30 a.m. to 2-00 p.m. with no recess. |
| (b) Hours of attendance under this Board's Rules. | Week days 10-30 a.m. to 5-45 p.m. with 45 minutes recess.
Saturdays 8-30 a.m. to 1-30 p.m. with no recess. |
| (c) Curtailment of leave facilities | From 15 days casual leave to 10 days casual leave. |
| (d) Percentage compensation:- | 6.70% |

II - In the case of employees exercising Option No.II.

A. BOMBAY REGION:-

- | | |
|--|--|
| (a) Hours of attendance prior to 1-4-1957. | Week days 10-30 a.m. to 5-45 p.m. with 45 minutes recess.
Saturdays 10-30 a.m. to 2-30 p.m. with no recess. |
|--|--|

- | | | |
|-----|---|---|
| (b) | Hours of attendance under this Board's Rules. | Week days 10-30 a.m. to 5-45 p.m. with 45 minutes recess.
Saturdays 9-30 a.m. to 2-30 p.m. with no recess. |
| (c) | Curtailment of leave facilities | No curtailment. |
| (d) | Percentage compensation:- | 2.97% |

B. SAURAHSTRA REGION:-

- | | | |
|-----|---|---|
| (a) | Hours of attendance prior to 1-4-1957. | Week days 10-30 a.m. to 5-30 p.m. with 1/2 an hour recess.
Saturdays 10-30 a.m. to 2-00 p.m. with no recess. |
| (b) | Hours of attendance under this Board's Rules. | Week days 10-30 a.m. to 5-45 p.m. with 45 minutes recess.
Saturdays 8-30 a.m. to 1-30 p.m. with no recess. |
| (c) | Curtailment of leave facilities | No curtailment. |
| (d) | Percentage compensation:- | 4.52% |

C. VIDARBHA REGION:-

- | | | |
|-----|---|---|
| (a) | Hours of attendance prior to 1-4-1957. | Week days including Saturdays 10-30 a.m. to 4-30 p.m. with no recess. |
| (b) | Hours of attendance under this Board's Rules. | Week days 10-30 a.m. to 5-45 p.m. with 45 minutes recess.
Saturdays 8-30 a.m. to 1-30 p.m. with no recess. |
| (c) | Curtailment of leave | No curtailment. facilities |
| (d) | Percentage compensation:- | 3.83% |

D. MARATHWADA REGION:-

- | | | |
|-----|---|--|
| (a) | Hours of attendance prior to 1-4-1957. | Week days 10 a.m. to 5 p.m. with 1/2 an hour recess. Saturdays 9 a.m. to 12-15 p.m. with no recess. |
| (b) | Hours of attendance under this Board's Rules. | Week days 10-30 a.m. to 5-45 p.m. with 45 minutes recess. Saturdays 8-30 a.m. to 1-30 p.m. with no recess. |
| (c) | Curtailment of leave facilities | No curtailment. |
| (d) | Percentage compensation:- | 5.31% |

E. KUTCH REGION:-

- | | | |
|-----|---|---|
| (a) | Hours of attendance prior to 1-4-1957. | Week days 10-30 a.m. to 5-30 p.m. with 1/2 an hour recess.
Saturdays 10-30 a.m. to 2-00 p.m. with no recess. |
| (b) | Hours of attendance under this Board's Rules. | Week days 10-30 a.m. to 5-45 p.m. with 45 minutes recess.
Saturdays 8-30 a.m. to 1-30 p.m. with no recess. |
| (c) | Curtailment of leave facilities | No curtailment. |
| (d) | Percentage compensation:- | 4.52% |

The aforesaid percentages will thus apply to the categories of employees in different regions who are affected by the curtailment of the leave facilities and increased hours of attendance according to the above mentioned data on which the percentages have been worked out. If the basis of working out the percentages indicated above is understood, there should be no difficulty in discerning which categories of employees would be eligible to the percentage compensation fixed by the Board and notified in the G.S.O.No. 227.

In each case, where the percentage compensation is being conceded and pay fixation is proposed to be done taking into account the aforesaid percentage, the Officer authorised to fix the pay provisionally, subject to audit, should attach a Certificate in each case in the attached * form to the effect that the percentage compensation is applicable in the case of the employee concerned taking into account the curtailment of the leave facility and the increased hours of attendance worked out on the basis discussed in this General Standing Order.

Sd/-Secretary
Bombay State Electricity Board

* Form of Certificate.

This is to certify that in respect of the employees in the attached pay fixation statement No. ___ of ___ that the percentage compensation has been worked out taking the facts of the increased hours of attendance and the curtailment of the leave facilities into account as indicated in G.S.O.'s No. 198, 225 and 227 of 16th April 1957, 26th July 1957 and 26th July 1957 respectively.

Competent Authority
(i.e. Officer in charge of the Division,
or Circle as the case may be authorised)

GENERAL STANDING ORDER NO.284 DATED 21-11-1957
Establishment Section

In order to obviate the difficulty that is being experienced at Circle Offices and Divisional Offices in making small purchases after pre-audit in every case the Board in its Resolution No.657 dated 30-10-57 approved granting the following Imprest Accounts to the Cashiers at the discretion of the Circle or Divisional Officer in charge, provided the Cashier is not below the rank of Senior Clerk or Senior Accounts Clerk in Circles and Divisions, as the case may be :-

- (i) To Cashiers in Circle Offices only Rs.75/-
- (ii) To Cashiers in Divisional Offices only Rs.50/-

Any correspondence in this regard should be addressed to the Chief Accounts Officer, Bombay.

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO.285 DATED 26-11-1957

Subject:-Departmental Examination in Accounts Procedure and Rules for..

The Board reviewed the Procedure and Rules laid down for the Departmental Examination in Accounts prescribed for Senior Accounts/ Audit Clerks in view of the poor showing of some of the candidates in the Examination and the Examination being applicable to the integrated areas also and amended vide Resolution

Nos.465 and 702 of 12-9-1957 and 30-10-57 the Procedure and Rules prescribed. The General Standing Order is therefore issued in the light of the above Resolutions in supersession of all instructions given in G.S.Os/Circulars on the above subject in the past.

Departmental Examination -

2. The Departmental Examination in Accounts is prescribed for the following including those in the newly integrated areas:-

- (i) Divisional Accountants/Auditors.
- (ii) Assistant Accountants/Auditors.
- (iii) Senior Accounts/Audit Clerks.

Syllabus

3. The following is the syllabus prescribed for the Departmental Examination in Accounts -

PART - I

(Accountancy- Theory and Practice)

(a) The following Chapters from the Book "The First Steps in Double Entry Book-keeping" by J.R.Batliloi.

Chapter I (Complete)	- Elements of Double Entry.
Chapter II (Complete)	- Rules of Journalising.
Chapter III (Complete)	- Ledger Accounts.
Chapter IV (Complete)	- Sub-Divisions of Journal
Chapter V (Complete)	- Cash Book.
Chapter VI (Complete)	- Banking Transactions.
Chapter VII (Part)	- Bill Transactions - Acceptance of a Bill - Dishonour of Bills - Noting and Protesting - Discount Bills - Renewal of Bills - Bills Payable Account - Dishonour of Bills Payable - Retiring Bills Payable - Payable under Discount - Foreign and Documentary Bills.
Chapter VIII (Complete)	- The Journal Proper.
Chapter IX (Complete)	- The Trial Balance.
Chapter X (Complete)	- The Trading Account.
Chapter XI (Complete)	- The Profit & Loss Account.
Chapter XII (Complete)	- The Balance Sheet.
Chapter XV (Part) -	- Company Accounts - Entries in regard to Share Capital and Debenture - Issues - Debentures- Debentures Interest Book - Issue of Debenture at Discount - Issue of Debenture at a Premium - Redemption of Debentures.
Chapter XVI (Complete)	- Depreciation and Reserve and Other Funds.

Chapter XVII (Complete)

- Capital and Revenue Expenditure, Receipts and Payments and Income and Expenditure Accounts.

Chapter XIX (Complete)

- Self Balancing Ledgers.

Chapter XXII (Part)

- Excluding Foreign Branches.

(b) The questions and answers relating to chapters referred to above in the Book "Questions and Answers in Book Keeping" by J.R.Batliboi.

Books Prescribed:-

(1) First Steps in Double Entry Book-Keeping by J.R.Batliboi

(2) Question and Answers in Book-Keeping by J.R.Batliboi

PART II

(Board's Procedures)

Board's Procedure in force for -

(1) Stores Purchase.

(2) Works Contracts.

(3) Consumer's Energy Billing & Accounting.

(4) Stores Accounting.

(5) Cash Accounting.

(6) General Accounting including Branch Accounting.

Books Prescribed:-

(1) Accounts Code Volume I to V.

(2) General Standing Orders and Circulars etc., issued from time to time on the subjects enumerated above.

Procedure and Rules:-

Exemptions.

4. The employees possessing the undermentioned Diplomas should be exempted from the necessity of appearing in Part I of the Examination.

(1) Intermediate of Commerce of any recognised University.

(2) Government Diploma in Commerce (G.D.C.).

(3) Diploma of Indian Chamber of Commerce (D.Com I.M.C.).

(4) Diploma of London Chamber of Commerce (L.C.C.).

(5) Government Diploma in Co-operation and Accounting (G.D.C.A.).

(6) Diploma in Accountancy by Sydenham College (Diploma A.Sydenham College).

5. An employee who has passed any examination in Accountancy, other than those mentioned in Para 4 above should apply for exemption from appearing in Part I of the Examination and such exemption may be granted by the Secretary on its merits in consultation with the Member of Accounts.

6. The Chief Accounts Officer and the Chief Internal Auditor are authorised to exempt such of the Divisional Accountants/Auditors and the Assistant Accountants/Auditors including those in the newly integrated areas who have been already confirmed and are working in the Accounts or Audit Sections respectively from appearing for the Departmental Examination in Accounts if they feel satisfied as to their capabilities.

7. The Senior Accounts Clerks working in Sections other than in Accounts and Audit Sections such as Establishment, General, Technical, etc.; would need to appear for the Departmental Examination in Accounts if they desire to be considered for future promotions. Unless they pass the Departmental Examination in Accounts with at least 60% marks, they will not be eligible for being considered for Assistant Accountant/Auditor's posts or a post equivalent in the grade of Assistant Accountant as per para 11 below.

Passing the Examination.

8. The candidates may appear for the Examination separately for each Part, if they so desire.

9. The minimum number of marks for passing in each of the Parts should be 60% for the Divisional Accountants/Auditors and Assistant Accountants/Auditors and 45% for Senior Accounts/Audit Clerks.

10. The Divisional Accountants/Auditors and Assistant Accountants/Auditors must appear, unless otherwise exempted as per Para 6 above, and obtain at least 60% marks in Part II and also at least 60% in part I of the Examination unless otherwise exempted from appearing for that part as per para 4 or 5 above before being confirmed.

11. No Senior Accounts/Audit Clerk however, senior in service or qualified should be considered for promotion to the post of the Assistant Accountant/Auditor or a post equivalent in the grade of Assistant Accountant (Rs.150/00 to Rs.300/00) unless he obtains at least 60% marks in Part II and also at least 60% in Part I of the Examination unless otherwise exempted from appearing for that part as per Para 4 or 5 above.

12. Subject to Para 7 the Senior Accounts/Audit Clerks who have already been confirmed as on 1-6-1957 must pass the Examination by 1st July,1959 failing which no further annual increments will be granted as from that date. The clerks will however be entitled to their annual increment on the due date (e.g. if the increment is due on 1st July every year then on 1st July) in any subsequent year provided they pass the Examination in the intervening period but they will not be entitled to any withheld increments nor any arrears of increments.

13. Subject to para 7 the Senior Accounts/Audit Clerks who have not been confirmed as on 1-6-1957 must pass the Examination within the Probationary period failing which their Probationary period will be extended subject to confirmation only after passing the Examination by 1st July,1959. In case they fail to pass the Examination by 1st July 1959 they will be reverted to the grade of Junior Clerks in any vacancies that may then exist.

14. Subject to para 7 the Senior Accounts/Audit Clerks who have been promoted or joined after 1st June 1957 must also pass the Examination and will be confirmed only after passing the Examination and in any case they must pass the Examination within 1 1/2 years of the date of joining, failing which they will be reverted to the grade of Junior Clerks in any vacancies that may then exist.

15. The Senior Accounts/Audit Clerks who may pass the Examination but may have failed to obtain at least 60% marks in either Part I (unless otherwise exempted) or in Part II for being considered for promotion will be permitted to appear again for the respective Parts subsequently but only within the period of 1 year from the date of having passed the Examination in the first instance.

Papers to be set by -

16. The Papers should be set and examined in consultation with Accounts Member by the Chief Accounts Officer or the Chief Internal Auditor for alternate Examination to be held every six months and assessed by them jointly.

Examination Dates -

17. The Examination should be conducted in the 3rd week of March and September every year preferably commencing on Saturday. The actual dates and time to be notified separately as per Para 21 below.

Examination Centres -

18. The Examination should be conducted in the Head Office and Divisional Offices only. The candidates should appear at the nearest Examination Centre irrespective of the Division in whose jurisdiction they may fall.

Application for Examination -

19. The candidates who are desirous of appearing for the Examination should forward their application through the Executive Engineer of the Division or the Sectional Head at Head Office or Circle Office where he may be working so as to reach the Chief Accounts Officer, Bombay by 15th of February or August for the Examinations to be conducted in March or September respectively. They should indicate in their applications the post held, particulars of the present posting, the nearest Examination Centre where he desires to appear and whether he desires to appear for both the Parts or only one Part in which case he should indicate whether in the Other Part he seeks exemption, is exempted, has passed or does not intend to appear.

20. The candidates who seek exemption as per para 4 or are exempted as per para 5 above from appearing for the Part I of the Examination should enclose the copies of their Diplomas or the letter from the Secretary as the case may be duly certified by the Divisional Auditor as being correct copies.

Rules for conducting Examination:-

21. The actual dates and time of the Examination should be notified by the Chief Accounts Officer together with the particulars of the number of candidates and centres for the information of candidates and Officers conducting the Examination at various centres.

22. The Authority who has set up the Question papers should despatch them in Sealed covers which should be forwarded with a covering D.O. letter addressed to the Divisional Offices in respect of Divisional Centres under Registered Sealed cover so as to reach them a couple of days before the date of the Examination. Question Papers should be sent only to the Centres where the candidates are appearing and should not be sent to other centres.

23. The Examination should be conducted under the direct Supervision of the Senior Executive Engineer/Power Station Superintendent/Executive Engineer in charge of Divisional Office or the Deputy Executive Engineer who may be deputed for the purpose.

24. The Sealed cover containing the Question Papers should be kept under the Personal custody of the Officer conducting the Examination and should be opened and Papers distributed to candidates at the exact scheduled timings.

25. The Officers conducting the Examination should make necessary arrangements for the supply of the necessary number of blank Answer Books which should be prepared with 16 single fullscale size papers consisting 8 double fullscale sheets neatly stitched. The Office rubber stamp may be put on all Answer Books to avoid malpractice.

26. No candidate should be allowed to leave the Examination room earlier than half an hour from the commencement of the Examination. Similarly no candidate coming late after half an hour from the commencement of the Examination should be admitted to the Examination room.

27. Candidates should submit their answers on Answer Books supplied by the Officer conducting the Examination and only on one side of the paper. They must enter the following particulars at the top of the first page of each Answer Book,

- (a) Name in full.
- (b) Name of the Office where he is working.
- (c) Subject for which he is appearing i.e., Part I or Part II.

He must sign in full at the end of the last page of his answers.

28. Immediate action should be taken in regard to those candidates who are found resorting to unfair means such as copying answers from text books or Board's G.S.Os., Circulars or Accounts Code and their names reported to the Chief Accounts Officer, if necessary. Before the commencement of the Examination the Officer conducting the Examination should issue a warning in this respect.

29. The Answer Books should be collected at the scheduled closing time for the Examination and should immediately be put in a cover and sealed. This sealed cover should be forwarded with a covering D.O. letter under separate Registered sealed cover to the Chief Accounts Officer or Chief Internal Auditor, Bombay who has forwarded the Question Papers.

Travelling Allowance and D.A.

30. All those who undertake a journey to the nearest centres may be held eligible for one single class Railway fare to the Class of accommodation they are entitled to, according to Regulations, bothways, if the two stations are connected by Railway; otherwise, to the actual expenses admissible under the Regulations without the element of the daily allowance. Grant of Travelling Allowance in the manner provided above should be restricted to only one occasion even though the candidates may be at liberty to appear for the Examination any number of times whenever held during the course of the period within which they are required to pass. Absence for the purpose of attending the Examination from their original Head quarter should be treated as on duty.

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO.286 DATED 9-12-1957 Establishment Section

Subject:-Use of English Language in correspondence by the Bombay State Electricity Board.

As desired by Government in its letter No. LAQ 957/ESA/132405-K dated the 14th October 1957, the Bombay State Electricity Board has decided that in future replies to all communications received in Sub-Divisional Offices from the members of the public in regional languages should be replied to in the respective regional languages.

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO.287 DATED 12-12-1957
Establishment Section

Subject:-Grant of Conveyance Allowance and mileage allowance to Officers maintaining Cars in Divisions and other Offices etc.

In amplification of Sub-para (i) & (ii) of General Standing Order No.234 dated 12-8-1957 on the subject cited above, it is clarified for information of all that the conveyance allowance contemplated therein shall not be admissible to an Officer attached to a unit to which a staff vehicle is allotted.

All cases where conveyance allowance is already drawn by Officers to whose unit staff vehicle is allotted should be referred to Head Office for condonation and no conveyance allowance be drawn for them henceforth.

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO.288 DATED 16-12-1957
Establishment Section

Subject:-Travelling Allowance Regulations- Amendment to Regulation 94 as amended by G.S.O.No.245 dated 12-9-1957.

In accordance with the Board's Resolution No.754 dated 27-11-1957, Bombay and Calcutta should be included along with Delhi for the purpose of extra 20% daily allowance as notified in G.S.O.No.245 dated 12-9-1957. Daily Allowance at the extra rate for Bombay and Calcutta shall, however, come into force for journeys undertaken from and after 27-11-1957.

Suitable amendment incorporating the above should be made in Regulation 94 of the Bombay State Electricity Board Employees' Service Regulations.

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO.289 DATED 20-12-1957
Establishment Section

Subject:-Modifications to Twelfth Schedule-Delegation of Powers- 'A' "Creation of Posts".

In accordance with the Board's Resolution No.789 dated the 27th November, 1957, the following remarks appearing in the Twelfth Schedule-Delegation of Powers 'A' "Creation of Posts" in the Bombay State Electricity Board Employees' Service Regulations should be substituted by those shown against them.

Sr.No.In the Schedule	Existing Remarks	Remarks to be substituted
2(1) & 2(2)	(i) No work-charged staff to be retained for any period beyond 6 months in any circumstances. (ii) No temporary or workcharged staff is to be appointed or retained beyond 6 months in any circumstances. (iii) No temporary or workcharged staff is to be appointed or continued for period exceeding 6 months.	No temporary or work-charged or Nominal Muster Roll Staff should be continued in Service beyond seven months unless such staff is declared as suitable any time prior to completion of seven months by the authorities competent to select them for regular establishment. The staff not found suitable shall not be reappointed in future unless they are first reinterviewed and declared suitable by a Panel Competent to appoint staff on regular establishment.

The Board in the same resolution condoned the irregularity of continuing the employees over a period of 6 months on the work-charged or Nominal Muster Roll at different places where the Board's works are going on, and permitted their further continuance as a special case till steps are taken to absorb such of them as are found suitable on regular establishment, while those who are not considered suitable for absorption by the Competent Authorities should be discharged after meticulously following the provisions of Labour and other Laws in vogue.

The Board has further directed that in order to arrange such interviews expeditiously, Local Panels consisting of 3 Class one Officers should be formed, as a special case, in lieu of the normal prescribed panels, wherever necessary.

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO. 290 DATED 20-12-1957
Board's Section.

Subject:-Subscription to news papers by the Field Officers.

In the matter of subscription to news-papers by the Regional Offices at Nagpur and Rajkot, the Circle Offices, Divisional and Sub-Divisional Offices are authorised to subscribe as under as per Board's Resolution No.756 of 27-11-1957.

- | | |
|--|---|
| (a) (1) Regional Office at Nagpur and Rajkot | 1 or 2 important news-papers like Times of India, Hitavada etc. and 1 or 2 local news-papers. |
| (2) Circle and Divisional offices. | 1 English Daily, and 1 local newspaper. |
| (3) Sub-Divisional Offices. | 1 local newspaper. |
- (b) The newspapers to be subscribed should be generally those as have been approved for purposes of Board's advertisements.
- (i) Subscription to newspapers so far subscribed in Circles and Divisions under the old practice are approved.
- (ii) In future, the Circles and Divisions and Sub-Divisions should subscribe for newspapers only subject to the aforesaid prescribed procedure.

Any correspondence in this regard should be addressed to the Deputy Secretary (Board).

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO.291 DATED 21-12-1957
Board's Section

Subject:-Payment of transportation charges of motor cars and motor cycles-Addition to
Service Regulations - Regulations under T.A.

In accordance with the Board's Resolution No.735 dated the 27th November,1957, the following Regulation should be inserted as Regulation 108 B in the Bombay State Electricity Board's Employee Service Regulations.

Regulation 108 B(1). On transfer from one station to another, an employee holding any of the posts specified in Appendix 'D' who owns a Car and uses it for the discharge of his normal duties, may, if -

(i) the post to which he is transferred is also one of the posts shown in Appendix 'D' and

(ii) the distance travelled on account of the transfer exceeds 100 miles,

draw -

(a) the actual cost of transporting, at his own risk, the motor car or motor cycle if it is transported by rail or steamer or other craft, or

(b) allowance at the rate of 12 nps. per mile for cars and 6 np. per mile for motor cycles and not exceeding the cost of transport by rail, steamer or other craft, if the motor car is transported by road and if the employee himself and any member of his family whom travelling allowance has been claimed have not travelled in the car during such transfer.

Provided that notwithstanding the condition laid down in Regulation 108 B(1) (ii), the Competent Authority may allow the cost of transport of a car by rail or steamer or other craft for distances shorter than 100 miles in cases in which it is satisfied that transport by road is impracticable. (The Competent Authority is the Chief Engineer, Additional Chief Engineer or Secretary as the case may be).

108 B(2) While claiming the cost of transport as provided in sub-regulation (a) of Regulation 108 B(1), if the motor car is transported by rail or steamer or other craft, the employee may also draw one railway or steamer or other craft fare of the lowest class actually paid for either a Chauffeur or a Cleaner. If fare of a higher class is actually paid for a Chauffeur or a Cleaner, the fare of the lowest class shall be admissible.

108 B(3) When an employee, who is transferred from a post included in that Appendix 'D' to a post not included in that Appendix, is again transferred within a period not exceeding four months to a post included in Appendix D, he may draw the cost of transport of his car from the first to the last station, provided that the conditions in Regulation 108 B(1) are fulfilled and he certifies that the motor car was owned by him at the first station.

108 B(4) Subject to the conditions laid down in Regulation 108 B(1), an employee who owns a motor car at the station from which he is transferred, may draw the actual cost of transporting the motor car from a place in India other than his former station, provided that the amount so drawn shall not exceed that admissible had the car been transported from the old to the new station direct, and provided further that motor car is actually transported to the new station within one month before the date of handing over charge of his old post or within six months after the date of taking over charge of his new post.

108 B(5) An employee claiming the cost of transporting a motor car shall support his claim by a certificate that the actual expense incurred was not less than the sum claimed. Such a certificate must also give details about the mode and cost of transport.

(Note : The following charges shall be admitted as part of the cost of transport:-

(a) Lighterage, wharfage, Port Trust dues, and terminal tax actually paid:

(b) Agency fees and other incidental charges incurred on transporting the car between the employees' residence and the Railway Station or the harbour).

Similarly, the following should be inserted as Appendix D immediately after Appendix C of the Bombay State Electricity Board's Employees' Service Regulations.

Appendix 'D'

(a) All technical posts of and above the rank of Executive Engineers.

(b) Any other posts that may be declared by the Competent Authority in this behalf.

Note :- Competent Authority:-

Chief Engineer/Additional Chief Engineer in the case of technical posts and the Secretary in the case of non-technical posts.

Any correspondence in this regard should be addressed to the Deputy Secretary (Board).

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO.292 DATED 24-12-1957
Establishment Section

Subject:-Delegation of powers to the Chairman.

In accordance with the Board's Resolution No.824 dated the 13th December, 1957, the Chairman is authorised to grant permission to an Officer of the Board who seeks permission (through proper Channel) to serve on any educational or any other non-political Body or Institute in an honorary capacity if the Chairman is satisfied that such honorary work outside the organisation is not likely to interfere with or affect the efficiency of the Office work.

Sd/-(N.S.MERCHANT)
Establishment Officer.

(Also connect GSO Nos. 467 & 562 and Adm.Clr.No.29)

GENERAL STANDING ORDER NO.293 DATED 24-12-1957
Establishment Section

Subject:-Modification to Regulation 68 and 78(v) of the Bombay State Electricity Board Employees' Service Regulations.

In accordance with the Board's Resolution No.787 dated the 27th November 1957, the following amendments should be carried out in the Bombay State Electricity Board Employees' Service Regulations.

(a) Replace the existing para 1 of Bombay State Electricity Board Employees' Service Regulation 68 by the following :-

"When an employee is called upon to hold one or more independent posts in addition to his own duties, he may be given a special pay at the rate to be determined by the Competent Authority, irrespective of the period for which the charge is held".

The provisions of this Regulation shall have effect from the date of the B.R. viz. 27-11-57.

(b) Replace the existing Bombay State Electricity Board Employees' Service Regulation 78(v) by the following:-

"78(v) In addition to the leave provided above, the employees included in Appendix 'A' shall be eligible to six paid holidays that is, Republic Day and Independence Day and any four other public holidays, the employee may select, with the prior permission of the Officer in charge of the unit".

The provisions of this Regulation i.e. 78(v) shall be effective from the current calendar year (1957) but as, however, the orders are being issued at the fag-end of the said year, the employees to whom this regulation applies and who have already availed of 4 paid holidays as admissible under the original Regulation, should be permitted to avail of the 2 extra holidays now admissible under the new provision in the next calendar year as a special case. This concession shall not be available for any unavailed holidays of 1958 and should be deemed to have lapsed on 31-12-1958 (vide B.R.No.876 dated 13-12-1957).

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO.294 DATED 26-12-1957
Establishment Section

Subject:-Delegation of Powers to the Senior Executive Engineer (Stores).

The post of Superintending Engineer (Stores) having been down graded to that of Senior Executive Engineer (Stores) vide Board Resolution No.525, dated the 12th September,1957, the powers in respect of Stores Purchase delegated to the Superintending Engineer (Stores) should be exercised by the Senior Executive Engineer (Stores) in charge of the Stores Purchase Section in accordance with the Board Resolution No.856 dated 13th December,1957, so that case papers requiring specific approval of the Superintending Engineer (Stores) in respect of Stores Purchase can be dealt with him.

Any correspondence in this regard should be addressed to the Senior Exe. Engineer(Stores), Bombay.

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO.295 DATED 30-12-1957

With General Standing Order No.204 of 7th May, 1957, were enclosed inter-alia (1) The Bombay State Electricity Board (Administration of Funds and Properties) Regulations 1957 and (2) the Accounting Procedure under G.R.No. ESA. 2657-K(iii).

The above Regulations have been brought upto-date embodying the amendments approved by Government and recorded by the Board, and are renotified for the guidance of the various units in Head Office and in the field, replacing the above two Regulations issued under General Standing Order No.204.

Sd/-Establishment Officer.

(Recorded by the Board under S.B.R.No.36 of 17-4-1957)

Regulations of the Bombay State
Electricity Board under Section 79(a)
of the Electricity (Supply) Act, 1948.
Government approval to the ...

GOVERNMENT OF BOMBAY
Industries and Co-operation Deptt.,
Resolution No.ESA 2657, K(i)
Bombay No.1. 3rd April, 1957.

RESOLUTION.

In exercise of the powers conferred by Section 79(a) of the Electricity (Supply) Act, 1948, read together with the proviso to that section, the Government of Bombay is pleased to approve the Regulations in the accompanying form, proposed to be framed by the Bombay State Electricity Board for the administration of the Funds and other Property of the Board and the maintenance of its accounts.

By order and in the name of the Governor of Bombay.

Sd/-(M.HABIBUDDIN)
Deputy Secretary to Government

BOMBAY STATE ELECTRICITY BOARD (ADMINISTRATION OF FUNDS AND PROPERTIES)
REGULATIONS, 1957

In exercise of the powers conferred by Section 79(a) of the Electricity (Supply) Act, 1948, the Bombay State Electricity Board constituted by the Government, vide Government Notification, Industries and Cooperation Department No. SRA-1057-K dated 31-1-1957, is pleased to make the following Regulations with the previous approval of Government:-

1. These Regulations shall be called the Bombay State Electricity Board (Administration of Funds and Properties) Regulations 1957.

2. Administration of Funds:-

(1) The Board shall have its own Fund called the "Bombay State Electricity Board Working Fund", and all receipts of the Board shall be carried thereto and all payments by the Board shall be made therefrom.

(2) All moneys belonging to the said Fund shall be deposited in the Reserve Bank of India or with the Agents of the Reserve Bank of India, and may also be deposited in such scheduled banks as shown in the Schedule I appended hereto or any Government Treasuries and Sub-Treasuries in the State of Bombay or invested in any such Government Securities, as the Board may decide from time to time.

(3) The Members and/or Officers of the Board as shown in the Schedule II appended hereto jointly or severally as the case may be, operate the account or transact other financial business concerning the affairs of the Board in such manner and to such extent as indicated in the aforesaid Schedule II.

2(A) Transitory Provision:-

Notwithstanding anything contained in the foregoing provisions, until the 30th June, 1957 or such earlier date as the Board may by resolution specify,

(a) all moneys realized or received by the Board shall be credited.

(b) all expenditure shall be made by the Board in the exercise of its powers or the performance of its functions and duties under the provisions of the Act,

(c) the accounts of moneys realised or received and of the expenditure made therefrom shall be kept and the audit thereof shall be made, in the same manner in which the same was credited, made or kept, as the case may be, in respect of (i) the Saurashtra Electricity Board, (ii) of that part of Madhya Pradesh Electricity Board forming part of the "Bombay State Electricity Board" (iii) former Kutch State and (iv) of that part of the former Hyderabad State which forms a part of the "Bombay State Electricity Board" immediately prior to the dissolution of the two Boards and to the transfer of the activities of Kutch State and the aforesaid part of Hyderabad State, and all powers, functions and duties of the Board in regard to its finance, accounts and audit shall be exercised or performed subject to the same rules, regulations and orders which were in force immediately before the aforesaid date in regard to the powers, functions and duties of the respective Boards or Governments as the case may be until the 30-6-1957 or such earlier date as the Board may specify for the purpose after which these Regulations as herein contained shall operate in supersession of any previous procedure prescribed earlier:-

3. Administration of other Properties:-

(1) The Board may direct by resolution passed in this behalf that an officer or officers or class of officers as the Board may with the prior approval of Government decide, shall hold custody and attend to the maintenance, management and control of any of its properties in such manner as the Board may with the previous approval of Government direct, and such an officer, officers or class of officers shall perform the functions and duties with regard to custody, maintenance, management and control as directed by the Board.

(2) Separate registers as may be prescribed by the Board from time to time, shall be maintained for different classes of the properties of the Board, provided that the present forms shall continue to be used until such time as the Board may consider necessary to replace them by revised forms which shall be approved by Government.

(3) The Officers authorised under foregoing sub-clauses shall be responsible to the Board for the custody, maintenance and management and the control of the properties and also for the safety and proper accountal of those properties.

(4) There shall be a physical verification of all the properties of the Board at least once a year and the Officers holding custody and responsible for the safety and accountal thereof, shall in token of such verification sign the respective property registers.

(5) Except in accordance with the specific authority of the Board, no property of the Board shall be disposed of, without prior approval of the Board.

(6) Disposal of unserviceable material.

When Stores of any kind become unserviceable, the Executive Engineer holding custody of the stores shall submit a report in the prescribed form with the least possible delay to the Superintending Engineer of the Circle concerned as delay in the disposal of either surplus or unserviceable materials deteriorates in value and entails unnecessary cost of storage. The report should contain such details as:

- | | |
|---------------------------------------|---|
| a) date of purchase, | b) purchase value, |
| c) how long in use, | d) depreciated value, |
| e) how long not in use | f) probable sale value or upset price and |
| g) whether proposed to dispose of as- | |
| (i) second hand or | (ii) scrap and whether |
| (iii) by auction or | (iv) by destruction. |

- (i) Whether the material is deteriorated for want of adequate storing.
- (ii) Approximate estimated life of the article.
- (iii) Specific reason if article becomes unserviceable before the expiry of the estimated life of that article and whether it can be repaired at reasonable cost.

The following shall be the authorities to declare a material as unserviceable or scrap and to sanction disposal by sale, auction or destruction:-

- | | |
|--|---|
| (i) For any material, the original price and the depreciated book value are not more than Rs.500/-and Rs.50/- respectively. | Executive Engineer
(subject to report to Superintending Engineer.) |
| (ii) For any material, the original price and the depreciated book value are not more than Rs.1000/- and Rs.100/- respectively. | Superintending Engineer. |
| (iii) For any material, the original price and the depreciated book value are not more than Rs.2500/- and Rs.250 respectively. | Chief Engineer. |
| (iv) For any material, the original price and the depreciated book value are not more than Rs.5000/- and Rs.500/- respectively. | Chief Engineer with the prior approval of Chairman. |
| (v) For any material, the original price and the depreciated book value are more than Rs.5000/- and Rs.500/- respectively i.e., without limit. | Board. |

provided that no material shall be ordered to be destroyed or sold without auction unless the authority next higher to the competent authority or the Board is satisfied and it certifies to the effect that it would be more advantageous to the Board to destroy or sell the material without auction, than to dispose of the same by auction.

Provided further that in the case of sale by auction the rules of procedure prescribed by the Board from time to time are strictly followed.

In all cases of disposal of such material at a price below the depreciated value, the difference may be written off with the sanction of the following authorities:-

Authority.	Limit of writing off.
Superintending Engineer.	Rs. 25/-
Chief Engineer.	Rs. 50/-
Chief Engineer with approval of the Chairman.	Rs. 100/-
Board.	above Rs. 100/-

3(7) Disposal of surplus material.

At the end of each half year, lists of surplus stores held by each Division should be prepared and submitted to the Central Office by such dates as may be prescribed. The Stores Purchase Officer shall circulate the lists to the various Divisions to ascertain whether those materials would be required for use in other Divisions.

The Superintending Engineer in charge of the Stores Section in the Central Office shall after verifying the requirements, of the various Divisions, issue orders with the concurrence of the Superintending Engineers of the Circles concerned, to the Division holding the surplus stores to transfer to any other Division where the surplus materials are required.

If any such surplus material in any Division or in the Central Office is not required elsewhere for the purposes of the Board, the Superintending Engineer in charge of the Stores Section in Central Office shall declare the material as surplus and authorise the Executive Engineer in charge of the Division to dispose of the said surplus material as if it were unserviceable material and the Executive Engineer concerned shall proceed with the disposal in the manner and within the limits of the powers prescribed under Regulation 3(6)(A)

3(8) Writing off Bad Debts and Loans.

All Bad Debts covering consumers' irrecoverable arrears, etc., and losses due to theft, damage or accidents wheather conditions etc., should only be written off with the sanction of :-

Authority.	Limit of writing off.
Chief Engineer.	Rs.50/-
Chief Engineer with approval of the Chairman.	Rs. 500/-
Board.	without limit.

3.(9) Where it is considered necessary or expedient in the interest of the coordinated development of power production and distribution in any area, the Board may sell, lease or otherwise dispose of any generation plant with or without land, building structure or appurtenances belonging thereto and also ancillary equipment and equipment in respect of transmission and distribution of power and such other plant that may have been owned or installed by the Board in discharge of its obligations under the Act and machinery and tools and other movable and immovable assets relating to the plant.

(Vide G.R.No.ESA 2657 K-(i) of 11-6-57, and recorded by the Board under S.B.R.No. 238 of 26-6-1957.).

Provided that for all items of sale in excess of the estimated value of Rs.50,000/- the Board shall obtain prior approval of Government to offer for sale at or above, the estimated value while inviting tenders for their sale. In case it is proposed to make sale by negotiations in any particular instance, the Board shall put up the same for previous approval of Government. Where the price offered either by tender or by negotiations is not less than the estimated value, the Board may dispose of the plant without further reference to Government.

4. The Chairman may issue such supplemental orders and instructions as may be necessary consistent with the foregoing regulations, for the efficient administration and Security of the Funds & Properties of the Board and the proper accountal thereof.

5(1) Accounts of the Board.

(1) Accounts of the Board shall be maintained in the forms that may be prescribed by the Board from time to time with the prior approval of Government. For the present the same forms that have been used by the respective Boards and Government Departments of Kutch and Hyderabad State will continue until new forms are considered necessary and accordingly revised with the prior approval of Government.

5(a) The accounts shall be closed monthly and the following quarterly statements in the forms prescribed by the Board with the prior approval of Government, shall be submitted to the Board within six weeks from the close of the quarter to which the statements relate:-

- A quarterly statement of Revenue income and expenditure.
- A quarterly statement of Capital expenditure under different heads.
- A quarterly statement of outstanding dues from consumers and others.
- A quarterly abstract of salaries and wages paid to the staff.
- A quarterly abstract of statistical data.

6. Receipts:-

(i) All sums due to the Board shall be received and official receipts on the printed forms as provided shall be issued by such members of the staff as may be authorised by the Board in this behalf.

(ii) All sums received by or on behalf of the Board shall be deposited in approved Banks or Government Treasury to the credit of the Board, after their receipt, within such period as the Board may specify from time to time. In no circumstances shall the sums so received be utilised for meeting any expenditure or making any payment without being credited to the account of the Board in the Bank or Treasury.

(Vide G.R.No.ESA 2567-K of 11-6-1957 and recorded by the Board under S.B.R.No.238 of 26th June, 1957).

Schedule I.

(Please see Regulation No. 2(2)).

List of approved Banks.

Name of Bank.	Limits prescribed.
1. The State Bank of India	Unlimited
2. The Bank of Baroda Ltd.	30 lakhs.
3. The Bank of India Ltd.	75 "
4. The Bombay State Co-operative Bank Ltd.	30 "
5. The Central Bank of India Ltd.	75 "
6. The National City Bank of New York	50 "
7. The United Commercial Bank Ltd.	30 "
8. The Union Bank of India Ltd.	15 "
9. The State Bank of Saurashtra	50 "
10. The Laxmi Bank.	5 "
11. The Bank of Nagpur.	5 "
12. The State Bank of Hyderabad.	5 "
13. The Punjab National Bank.	15 "
14. The Devkaran Nanji Bank.	15 "

Vide G.R.No. ESA
2567-K of 10-10-1957
& recorded under
S.B.R.No.651 of
30-10-1957.

For Board's revenue collections and other normal banking transactions:-

1. The State Bank of India.
2. The Bank of Baroda Ltd.
3. The Bank of India Ltd.
4. The Bombay State Co-operative Bank Ltd.
5. The Central Bank of India Ltd.
6. The National City Bank of New York.
7. The United Commercial Bank Ltd.
8. The Union Bank of India Ltd.

9. The State Bank of Saurashtra.
10. The New Citizen Bank of India.
11. The Co-operative Bank.
12. The Malkapur Co-operative and Land Mortgage Bank Ltd
13. Madhya Pradesh Co-operative Bank Ltd.
14. Laxmi Bank.
15. Punjab National Bank.
16. Bank of Nagpur.
17. The State Bank of Hyderabad.

Vide G.R., I & C. Dept.
No. ESA 2567-K of
6-8-57, recorded by the
Board under S.B.R.
No. 481 of 12-9-57 and
GR No. 2657-K of 17-9-57

The Board may entrust the work of collection of energy bills at Devgad-Baria, with the Panch Mahals District Co-operative Bank Ltd., provided the rate of remuneration to be sanctioned to the bank is in the Board's opinion reasonable.

Vide G.R. No. ESA
2567-K of 10-10-1957
& recorded by the
Board under S.B.R.
No. 651 of 30-10-1957.

18. The Devkaran Nanji Bank

19. The Poona Central Cooperative Bank
[Recommended by the Board under SBR No. 762 of 27-11-57 and approved by Govt. under GR. No. ESA-2657-Elec. of 9-12-1957.]

Schedule II.

(Please see Regulation No. 2(3)).

Powers of withdrawals and signing cheques drawn on all Treasuries and on all Banks in the whole State of Bombay.

Limits.	Authorised Officer and Members to operate. (or officers of equivalent rank).
(i) Upto and including Rs. 10,000/-	Chief Accounts Officer.
(ii) Upto and including Rs. 25,000/-	Chief Engineer or Secretary or the Chairman or Additional Chief Engineer or Commercial Engineer.
(iii) Upto any amount without limit.	(a) Chairman jointly with Chief Engineer or with any one Member of the Board or Additional Chief Engineer or Deputy Chief Engineer or Commercial Engineer. or (b) In the absence of the Chairman any Member of the Board jointly with Chief Engineer or Secretary or Additional Chief Engineer or Deputy Chief Engineer or Commercial Engineer.

(b) Powers of withdrawals and signing cheques, drawn on the Board's current accounts in the Banks, in the mofussil granted to the officers in the field as detailed below with the exception of Board's accounts held at Surat and Kalyan referred to separately under (c) and (d) below :-

Limits.	Authorised Officer (or officers of equivalent or higher ranks).
(i) Upto and including Rs.15,000/-	Senior Executive Engineer, singly.
(ii) Upto and including Rs.10,000/-	Executive Engineer, singly, or any higher officer holding charge of an administrative or executive unit singly.
## (iii) Upto and including Rs.20,000/-	Superintending Engineer.

##Vide G. R.No. ESA-2657-K of 6-8-57 & recorded under SBR No.481 of 12-9-57

(c) Powers of withdrawal and signing cheques drawn on the Board current account with the Surat Branch of the State Bank of India.

Limits.	Authorised Officer
(i) Upto and including Rs.15,000/-	Senior Executive Engineer, singly.
(ii) Upto and including Rs.10,000/-	Executive Engineer, singly,
(iii) Upto and including Rs.25,000/-	Superintending Engineer, singly.
	or
	Senior Executive Engineer or Executive Engineer in charge of Utran Division jointly, with Senior Executive Engineer or Executive Engineer in charge Surat Division.

(d) Powers of withdrawal and signing cheques on the Board's current account with the Kalyan Branch of State Bank of India.

Limit.	Authorised officer.
Upto and including Rs.10,000/-	Executive Engineer singly
	or
	Deputy Executive Engineer.

(e) Powers to operate the Board's Safe Deposit Account with the State Bank of India:-

Limit.	Authorised Officers and Member.
Upto and including Rs.25,000/-	Chairman or Secretary or Chief Engineer singly.
Upto any limit	As in (a) (iii) above.

(f) Powers to purchase, endorse, transfer, sell or otherwise deal with Government and other securities including Board's investments with the Banks:-

Limit.	Authorised Officers and Members.
Upto and including Rs.25,000/-	Chairman or Secretary or Chief Engineer singly.
Upto any limit	As in (a) (iii) above.

Government of Bombay.
Industries & Co-operation Department.
Resolution No.ESA-2657-K(iii)
Old Secretariat Building, 3rd April, 1957.

RESOLUTION.

Government of Bombay is pleased to direct that for the purposes of the working of the "Bombay State Electricity Board Working Fund", the procedure mentioned below should be followed.

(a) All money belonging to the Bombay State Electricity Board Working Fund should be deposited in, and all payments in connection therewith, should be made through the Reserve Bank of India, its Agents and the Government Treasuries and Sub-Treasuries in the Bombay State. Transfer of such money from and to the Reserve Bank of India, its Agents and Treasuries and Sub-Treasuries should be free of cost.

(b) The accounts of the above Fund should be kept by the Treasury Officers, as a pure banking account, money being paid into and drawn out of the Treasuries, without specification of the nature of receipts or expenditure.

(c) All remittances into the Treasuries to the credit of the Bombay State Electricity Board Working Fund should be accompanied by challans. The withdrawal should be permitted at District Treasuries only by means of cheques and no withdrawal is to be permitted at Sub-Treasuries, the remittances made into the Sub-Treasuries should be consolidated monthly at the District Treasuries and withdrawals should be permitted from the aggregate accumulations. The Treasury Officers should keep figures of transactions at District Treasuries only but they should be kept sub-Treasurywise for the facility of reconciliation.

(d) The Executive Engineer of the Divisions under the Bombay State Electricity Board should be asked by the Board to submit in advance their monthly disbursement estimates and arrangements should be made from the Head Office of the Board to transfer the Accounts from the Reserve Bank of India to the Treasuries or vice versa or from one Treasury to another as exigencies of transactions may require.

(e) The Chief Accounts Officer with the authority of the Chairman, the Bombay State Electricity Board, should forward direct to each Treasury and Sub-Treasury (where the account is to be opened), specimen signatures of the officers authorised to sign the cheques and also the number of cheque books brought in use.

(f) Subject to the above conditions, all other rules relating to transactions with Treasuries and Sub-Treasuries should be observed by the Board.

2. Government is further pleased to direct that a separate minor head, "Bombay State Electricity Board Working Fund" should be opened under the group minor head "Other Funds" under the major head "P-Deposits and Advance-Part II-Deposits not bearing interest-deposits of Local Funds." The necessary sanction of the Comptroller and Auditor General for this purpose, should be obtained by the Accountant General, Bombay. The Accountant General, Bombay, should issue necessary further instructions, if any, to the Treasuries.

By order and in the name of the Governor of Bombay

Sd/- M. Habibuddin.
Deputy Secretary to Government.

GENERAL STANDING ORDER NO.296 DATED 4-1-1958
Establishment Section

Subject:-Grant of Conveyance Allowance and mileage allowance to Officers maintaining Cars in Divisions and other Offices etc.

In accordance with the Board's Resolution No.760 dated the 27th November,1957, the Chairman on the recommendations of the Chief Engineer or the Additional Chief Engineer as the case may be is declared as the Competent Authority to sanction the grant of Conveyance Allowance and Mileage allowance to the Board's Officers maintaining cars and motor cycles in Divisions and other Offices as notified under G.S.O.No.234 dated 12-8-1957 as amplified in G.S.O.No.287 dated 12-12-1957.

Any correspondence on this subject should be addressed to the Deputy Secretary (Board), Bombay.

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO.297 DATED 4-1-1958
Establishment Section

Subject:-Permanent sanction for performing journeys beyond the jurisdiction outside the State of Bombay where Grid net-work extends.

In accordance with the Board's Resolution No.832 dated 13th December,1957, permanent sanction is hereby accorded to employees working in Vidarbha Region to perform journeys in the Madhya Pradesh areas for proper maintenance of the Board's Grid System which extends into that area and also in connection with the coal supply for Khaperkheda Power Station which is being received from Panch Valley in M.P.

The permanent sanction as specified above is subject to the Superintending Engineer of the Circle certifying such journey as being necessary for the Board's work in each case.

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO.298 DATED 6-1-1958
Board's Section

Subject:-Contributory Provident Fund Rules- Amendment to Rules 127(b) and 125(a) and addition of Rule 125(c) to the Bombay State Electricity Board Employees' Service Regulations.

In accordance with the B.R.No.851 dated 13-12-1957, the existing Rule 127(b) of the Bombay State Electricity Board Employees' Service Regulations should be substituted by the following so as to be in keeping with the amended definition of the term "emoluments" as provided for in Rule 111(1)(iii) of the said Service Regulations.

Rule 127(b) - "An advance shall not, except for special reasons, ordinarily exceed the limit of 3 months emoluments (pay and dearness allowance) provided the subscriber has got sufficient balance to his credit in respect of his own subscription".

Similarly in accordance with the B.R.No.867 dated the 13th December 1957, the last sentence of the existing Rule 125(a) viz. "A copy of his account not later than 30th September each year" should be deleted so as to read the existing rule 125(a) as under:-

Rule 125(a) - "Separate accounts shall be kept for each subscriber, showing the amount of his own subscriptions with the interest thereon as it accrues and his share of the monthly contribution of the Bombay

State Electricity Board with interest thereon. The account shall be maintained in whole rupee. The portion of a rupee equal to or exceeding eight annas being counted as one Rupee and the portion of a rupee less than eight annas ignored."

In accordance with the same B.R.viz.867 dated the 13th December,1957 the following should be added as Rule 125(c) after the existing Rule 125(b) in the Bombay State Electricity Board Employees' Service Regulations:-

Rule 125(c) - "A statement of his account for the previous year shall be furnished to each subscriber not later than 30th September each year. The statement shall contain the following particulars:-

- (i) Opening balances of employee's as well as Board's contribution as on 1st April of the year.
- (ii) Total subscription by the employee during the year (including repayment of withdrawals) as well as total contribution by the Board for the same period.
- (iii) Interest earned for the year.
- (iv) Withdrawals allowed to the employee during the year against his subscriptions.
- (v) Closing balances of employees subscriptions as well as Board's contributions on the 31st March of the year.

Any correspondence on this subject should be addressed to the Deputy Secretary (Board).

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO.299 DATED 9-1-1958
Northern Circle.

Subject:-Policy of extension to nearby villages not included in the Plan or in the sanctioned scheme.

In view of the numerous requests being received for extension of electric supply to villages within easy reach of Board's existing lines, it has been decided, under Board's Resolution No.804 dated the 13th December 1957, that if any village not included in the Plan or the Board's sanctioned Schemes is within easy reach of the Board's lines and is prepared to take power, the same should not be rejected merely on the ground that the village is not included in the Plan or the sanctioned Scheme. Such cases should be referred to the Head Office for the sanction of the Chief Engineer with the approval of the Chairman, funds permitting.

Any correspondence in this regard should be addressed the Northern Circle, Bombay.

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDER NO.300 DATED 10-1-1958
Internal Audit Section

Subject:-Supply of copies of orders sanctioning expenditure to Audit.

It has been observed that the copies of the Stores Purchase orders are not forwarded directly to the Divisional Auditors, in-charge of Divisions but through the

Divisional Engineers. It is also observed that at times the copies sent through the Divisional Engineers are not forwarded to the Divisional Auditors. This results in delay in auditing the bills of supplies and their onward transmission to the Head Office.

It should be noted by all that the Audit Section is entitled to receive a copy of the order sanctioning expenditure from the Authority Competent to accord the sanction. Copies of all the orders sanctioning the expenditure including the Stores Purchase orders should, therefore, be sent to the Chief Internal Auditor, the Divisional Auditors/Assistant Auditors in-charge of the Divisions directly by the Authorities competent to accord sanction.

Any correspondence in this regard be addressed to the Chief Internal Auditor, Bombay.

Sd/-(N.S.MERCHANT)
Establishment Officer.

GENERAL STANDING ORDERS(B.S.E.B.)
Volume II
(GSOs 190 to 300)

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